

1 **Graduate Professional Student Association Bylaws**

2 **Preamble**

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

12 **TITLE I – EXECUTIVE COMMITTEE**

13 Article 1. General Provisions

- 14 A. The Members of the Executive Committee shall be the President, the Vice-President
15 of Internal Affairs, the Vice-President of External Affairs, and the Vice-President of
16 Professional Development. The Assembly President shall be an ex-officio member of
17 the Executive Committee. All hired directors shall be ex-officio members of the
18 Executive Committee.
- 19 B. Newly elected members of the Executive Committee will begin their term of office at
20 noon on the Monday following the May graduation ceremony.
- 21 C. The Impeachment and removal of an Executive Committee member may be initiated
22 by a written presentation of charges signed by 25% of the Assembly Members present
23 and approved by a two-thirds (2/3) majority vote of all Assembly Members.

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

46 F. Members of the Executive Committee must attend all Assembly meetings (including
47 special sessions) for the purpose of presenting their Executive Committee Reports in
48 persons to the assembly, and to be available to answer questions at appropriate times
49 throughout the meeting.

50 a. Executive Officers will be allowed one (1) absence per semester due to
51 personal conflict by calling or otherwise notifying the Assembly President
52 prior to the meeting the Executive Officer will miss.

53 i. Personal conflicts shall be defined as any conflict not directly related
54 to the performing of GPSA business.

55 ii. Any absence beyond those allowed above begins the impeachment
56 process.

57 G. Executive officers are required to present their Executive Committee Reports in
58 person at all Assembly Meetings.

59 a. Should an executive officer miss an Assembly Meeting for any reason, even if
60 his or her absence is excused, he or she must still submit his or her Executive
61 Committee report to the Assembly President in advance so that it may be
62 presented *en absentia* .

63 b. Should an executive officer not submit their report as required, censure
64 proceedings shall be initiated against that Officer during the meeting at which
65 his or her Report was not presented.

66 Article 2. Duties of the Officers:

67 A. Duties of the President of the GPSA Assembly shall be:

68 a. To prepare the agenda and schedule meetings for the Assembly.

- 69 b. To preside over all meetings of the Assembly.
- 70 c. To appoint a Chair Pro Tem to preside in the Assembly President's absence as
- 71 specified in these Bylaws.
- 72 d. To serve as liaison between the Assembly and the GPSA Executive
- 73 Committee.
- 74 e. To appoint members of the Assembly to GPSA standing and ad-hoc
- 75 committees.
- 76 f. To create ad-hoc Assembly committees and appoint members as necessary.
- 77 g. To serve as representative to the USG Senate and Academic Senate in the
- 78 event of the President's absence as specified in these Bylaws.
- 79 h. To fill vacant Assembly seats in accordance with the ASASU Constitution,
- 80 Title III Article 3.
- 81 i. To serve as the chair of the Assembly Operations Committee.
- 82 j. To review all financial transactions of the GPSA in accordance with GPSA
- 83 guidelines.
- 84 k. To provide monthly reports on all GPSA-related activities to the Assembly.
- 85 l. To make available to the succeeding Assembly President all documents and
- 86 information relevant to execution of the office.

87 B. Duties of the GPSA President shall be:

- 88 a. To supervise the routine operations of the GPSA and GPSA activities with the
- 89 ASASU Business Office.
- 90 b. To oversee communications with University Administration, the ASU
- 91 Foundation, the USG, and the Graduate College.

- 92 c. To oversee the activities of the Vice-Presidents of the GPSA.
- 93 d. To serve as an ex-officio member on any GPSA committee as necessary.
- 94 e. To prepare the agenda and preside over all meetings of the Executive
95 Committee and ensure minutes of meetings are provided to the Assembly.
- 96 f. To appoint GPSA members to University Boards & Committees.
- 97 g. To authorize all expenditures of the GPSA in accordance with GPSA policy.
- 98 h. To convene ad-hoc fact finding committees as necessary.
- 99 i. To represent the interests of graduate and professional students to University
100 Administration, the Arizona Board of Regents (ABOR), and the Arizona
101 Students' Association (ASA), and to provide reports of these activities to the
102 Assembly and GPSA members.
- 103 j. To meet monthly with the Director of Student Engagement and the Vice-
104 President for University Student Initiatives, and provide reports to the
105 Assembly as necessary.
- 106 k. To serve as liaison between graduate and professional students and GPSA.
- 107 l. To oversee grievances of graduate and professional students and be aware of
108 the agencies or individuals in the campus community who can assist students
109 with problems.
- 110 m. To hire and oversee the activities of the Executive Director of Communication
111 & Campus Relations and the Director of Information Technology.
- 112 n. To serve on the ASASU Leadership Council and provide a report of activities
113 to Executive Officers and the Assembly.

- 114 o. To serve on the ASU Council of Presidents and provide a report of activities
115 to Executive Officers and the Assembly, as necessary.
- 116 p. To provide monthly reports on all GPSA-related activities to the Assembly.
- 117 q. To make available to the succeeding President all documents and information
118 relevant to execution of the office.
- 119 r. To ensure that the minutes of each executive committee meeting are made
120 available on the GPSA website within 2 weeks of the approval of the minutes.

121 C. Duties of the Vice President of External Affairs shall be:

- 122 a. To serve as representative to ASA and to report on these activities to the
123 Assembly and Executive Officers.
- 124 b. To attend meetings of ABOR as a representative for the GPSA and to report
125 relevant items to the Assembly and Executive Officers.
- 126 c. To represent the interests of graduate and professional students to state, local
127 and federal governing bodies, to monitor legislative affairs and to report to
128 Assembly and GPSA members issues relevant to graduate and professional
129 students.
- 130 d. To chair the External Affairs committee, prepare schedules and agendas and
131 maintain committee meeting minutes.
- 132 e. To manage the budget for the office of the Vice President of External Affairs
133 in accordance with GPSA policies.
- 134 f. To hire and oversee the Director of Graduate Student Advocacy.
- 135 g. To serve on the Executive Committee.

- 136 h. To serve as co-chair of the Joint Advocacy Committee with the USG Vice
- 137 President of Policy and report committee activities to the Assembly.
- 138 i. To serve on the ASASU Leadership Council.
- 139 j. To provide monthly reports on all GPSA-related activities to the Assembly.
- 140 k. To make available to the succeeding Vice President of External Affairs all
- 141 documents and information relevant to execution of the office.

142 D. Duties of the Vice President of Internal Affairs shall be:

- 143 a. To serve as GPSA liaison to the Associate Dean of the Graduate College and
- 144 the Office of the Vice President of Research and Economic Affairs
- 145 (OVPREA).
- 146 b. To hire and oversee the Director of Graduate Research and the Director of
- 147 Events and Awards.
- 148 c. To serve as liaison among graduate and professional students and GPSA.
- 149 d. To serve on the Executive Committee.
- 150 e. To oversee the Teaching Excellence Awards program.
- 151 f. To oversee the Research Grant Awards program.
- 152 g. To oversee the Conference Travel Awards program.
- 153 h. To oversee planning of Graduate Appreciation Week activities.
- 154 i. To oversee planning of social events relevant to the social, emotional and
- 155 intellectual well-being of GPSA members.
- 156 j. To oversee administration and moderation of the GPSA electronic listservs
- 157 and online web presence.

- 158 k. To oversee coordination of GPSA representation at beginning of semester new
159 graduate and professional student orientations.
- 160 l. To coordinate compilation and revision of the Assembly Orientation manual
161 with the Assembly President.
- 162 m. To chair the Internal Affairs Committee, prepare schedules and agendas and
163 maintain meeting minutes.
- 164 n. To provide monthly reports on all GPSA-related activities to the Assembly.
- 165 o. To oversee the budget of the office of the Vice President of Internal Affairs in
166 accordance with GPSA policy.
- 167 p. To make available to the succeeding Vice President of Internal Affairs all
168 documents and information relevant to execution of the office.
- 169 E. Duties of the Vice President of Professional Development shall be:
- 170 a. To facilitate communication and interaction among graduate and professional
171 students for the purposes of professional development.
- 172 b. To oversee the Professional Development Travel Awards program.
- 173 c. To foster relationships between the GPSA, graduate and professional students
174 of ASU and related programs and associations in the Phoenix Metro area.
- 175 d. To serve on the Executive Committee.
- 176 e. To oversee the budget of the office of the Vice President of Professional
177 Development in accordance with GPSA policy.
- 178 f. To serve as the chair of the Professional Development Committee, prepare
179 schedules and agendas and maintain meeting minutes.
- 180 g. To provide monthly reports on all GPSA-related activities to the Assembly.

181 h. To make available to the succeeding Vice President of Professional
182 Development all documents and information relevant to execution of the
183 office.

184 **TITLE II – THE ASSEMBLY**

185 Article 1 Scope and Duties

186 A. The Assembly shall consist of Assembly Members as defined in the ASASU
187 Constitution.

188 B. The Assembly shall have authority over all legislative matters of the association,
189 subject to a veto by the GPSA President within seven (7) days, which may be
190 overridden by a two-thirds (2/3) vote of the Assembly.

191 C. The Assembly shall set an annual budget for the Association that must be approved
192 by a two-thirds (2/3) majority of the Assembly no later than thirty (30) days after the
193 Executive Committee has formally received the GPSA annual budget from the
194 University provided this date is no earlier than the first regular GPSA meeting of the
195 fall semester.

196 D. The Assembly shall have full fiscal authority over the annual GPSA Budget.

197 E. The Assembly has authorizing ability to distribute funds from the Assembly Accounts
198 to Graduate Student Organizations registered with the Student Organization Resource
199 Center (SORC).

200 F. The Assembly members shall serve as the official liaison to ASU graduate and
201 professional students.

202 Article 2. Appointment of GPSA Assembly Members

- 203 A. Assembly Members shall be elected in an annual campus-wide election under the
204 auspices of the appointed Elections Department, and as further defined within these
205 Bylaws.
- 206 B. The graduate and professional students in each Graduate Program will control the
207 appointment of department representatives for their own graduate program.
- 208 C. Graduate and Professional Students may recommend students to fill vacant Assembly
209 seats. The President of the Assembly may, by appointment, fill a vacancy with a
210 graduate or professional student from the appropriate graduate program of which the
211 seat is vacant, subject to a two-thirds (2/3) confirmation vote of the Assembly
212 members present and voting.
- 213 D. The Assembly President shall keep a current list of Assembly Members which shall
214 be made publicly available. In addition, the Assembly President will provide sign-in
215 sheets at each meeting for Assembly Members, department representatives, and other
216 attendees.
- 217 E. Any graduate program that wishes representation on the Assembly may send a
218 department representative.
- 219 F. One department representative per department will have speaking rights during an
220 Assembly meeting. In the event that more than one representative arrives at any
221 particular Assembly meeting to speak on behalf of a department, said representatives
222 must negotiate amongst themselves as to who will hold speaking rights at that
223 meeting.
- 224 G. The voting membership of the Assembly consists solely of the Assembly Members.

225 Article 3. Assembly Meeting Rules

- 226 A. Unless otherwise specified, meetings of the GPSA shall operate in compliance with
227 Robert's Rules of Order. The rules may be suspended upon approval of the
228 appropriate motion by a two-thirds (2/3) vote of the Assembly Members present.
- 229 B. Quorum shall be defined as 50% of the elected or appointed Assembly Members.
- 230 C. The Assembly President shall serve as Chair of the Assembly.
- 231 D. The Assembly President shall appoint a Chair pro-tem to preside in the event of the
232 Assembly President's absence by July 1st.
- 233 E. Each speaker's right to the floor, including persons yielded to, shall not exceed three
234 (3) minutes per speaking term, inclusive of Reports. The only exception to this limit
235 is for outside reports (such as representatives from USG, Graduate College, and the
236 Academic Senate), whose reports shall be limited to ten (10) minutes. The original
237 speaker may yield the right to speak to another speaker.
- 238 F. During Graduate Student Forum, any individual wishing to present to the Assembly
239 may have the floor for three (3) minutes which may be extended an additional five (5)
240 minutes at the discretion of the Chair.
- 241 G. Debate on any agenda item or sub points shall be limited to a maximum of fifteen
242 (15) minutes. This limit is inclusive of any amendments or other action taken
243 regarding an agenda item. At the end of the debate, the Assembly Members must
244 either:
- 245 a. Vote on the issue.
 - 246 b. Vote to table the debate.
 - 247 c. Vote to send the issue to committee for further study.

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

250 H. The agenda and reports for an Assembly meeting shall be prepared and distributed
251 before the meeting by the Assembly President. The agenda shall enumerate items to
252 be discussed under new and old business. The agenda, resolutions, and executive
253 reports to be considered will be made public no less than three (3) days prior to the
254 meeting of the Assembly.

255 I. The order of business shall be:

256 a. Call to order

257 b. Approval of the minutes

258 c. Amendments to the agenda

259 d. Executive Reports

260 e. Committee Reports

261 f. Academic Senate Report

262 g. Graduate College Report

263 h. Undergraduate Student Government Report

264 i. Arizona Students' Association Report

265 j. Old business

266 k. New business

267 l. Graduate Student Forum

268 m. Announcements

269 n. Adjournment

270 Article 4. Procedure for Amending the Bylaws and Presenting Resolutions.

- 271 A. Submit a written copy of the amendment or resolution to the President of the
272 Assembly by 5:00pm seven (7) business days prior to the Assembly meeting at which
273 the amendment or resolution will be discussed.
- 274 B. The author(s) of the amendment or resolution must be present at the general meeting
275 when the amendment or resolution is presented. The Assembly Member sponsor of a
276 funding bill is considered the author of that bill.

277 Article 5. Delinquency, Resignation, and Removal of Assembly Members

- 278 A. The Assembly President shall maintain a record of attendance at GPSA meetings and
279 notify any Assembly Member should they become delinquent.
- 280 B. Assembly Members will be allowed one (1) excused absence per semester due to
281 personal conflict by calling or otherwise notifying the Assembly President prior to the
282 meeting the Assembly Member will miss.
- 283 a. Personal conflicts shall be defined as any conflict not directly related to the
284 performing of GPSA business.
- 285 C. Unexcused absence at one (1) regular meeting of the Assembly per semester
286 constitutes a delinquency. Unexcused absences at two (2) regular meetings of the
287 GPSA per semester constitutes a resignation.
- 288 D. Substitution of a proxy for the Assembly Member will preserve the Assembly
289 Member's attendance record and will not be considered an absence.
- 290 E. The President of the Assembly will notify the Assembly Member in cases of
291 resignation due to non-attendance.
- 292 F. In extenuating circumstances, an Assembly Member may appeal a resignation due to
293 absence. The Assembly Member must inform the President of the Assembly of

294 his/her wish to appeal. The President of the Assembly will schedule the Assembly
295 Member's petition for the next meeting of the Assembly where two-thirds (2/3) of
296 Assembly Member present must vote to rescind the resignation.

297 G. A vote to expel an Assembly Member, other than for absence, must be initiated by a
298 written bill signed by 25% of the seated Assembly and approved by a two-thirds (2/3)
299 majority of all seated Assembly. The President of the Assembly will schedule the
300 Assembly Member's bill for expulsion for the next meeting of the Assembly.

301 Article 6. Assembly Members

302 A. The Assembly shall meet at least once a month during the academic year. Meetings of
303 the Assembly shall be held at a publicly announced time and place.

304 B. Special Sessions may be called by the Assembly President, Assembly President *Pro*
305 *Tempore*, or by a two-thirds (2/3) majority of the Assembly.

306 C. Minutes of Assembly meetings shall be made available on the GPSA website within
307 fourteen (14) days of the meeting. The minutes shall reflect the names of the
308 assembly members (or proxies) voting for, against, or abstaining from voting on each
309 bill, proposition or other matter that is voted upon during the meeting. Responsibility
310 for the keeping of these minutes shall lie with the Assembly Operations Committee.

311 **TITLE III – ELECTIONS**

312 Article 1: Elections Procedures and Deadlines for Executive Officers

313 A. Elections shall be held by ASASU Elections Department no later than Spring
314 Semester.

315 B. Information Sessions

- 316 a. The ASASU Elections Director must hold two (2) information sessions for
317 GPSA no later than one (1) week prior to the Nominations meeting.
- 318 b. The Assembly President is required to send all forms and descriptions of
319 positions to the ASASU Elections Director by the end of the first week of
320 Spring Semester.
- 321 c. Individuals interested in an executive office should attend an informational
322 meeting.
- 323 d. In the event that an individual interested in running for an executive office
324 cannot attend an informational meeting, that individual must get the
325 information packet from the Elections Department prior to the nominations
326 meeting.

327 C. Nominations Procedure

- 328 a. Individuals must complete the appropriate forms from the Elections
329 department, as well as submit a Curriculum Vita or Resume, all of which shall
330 be made public by the Elections Department three (3) business days before the
331 nominations meeting.
- 332 b. Individuals must attend a full Assembly meeting prior to submitting any
333 official elections paperwork.
- 334 c. Individuals must present their statement of purpose and candidacy platform at
335 the nominations meeting.
- 336 i. Candidates shall have their names recorded by the ASASU Elections
337 Director to be placed on the Ballot, pursuant to confirmation by the

338 Elections Department that conditions for eligibility, as outlined in the
339 ASASU Constitution, are met.

340 d. The nominations meeting shall take place before the end of February.

341 D. In the event of unforeseen or extenuating circumstances, GPSA elections procedures
342 may be modified at any time, provided such changes do not conflict with the ASASU
343 Constitution, by the GPSA Assembly Leadership on behalf of the Assembly.

344 a. These modifications must be presented in writing to the elections department
345 and must be signed or otherwise verifiably endorsed by the Assembly
346 President, the Assembly President *Pro Tempore*, and the Chair of the
347 Assembly's Government Operations Committee.

348 b. These modifications must be presented to the full Assembly for ratification at
349 the next regularly scheduled Assembly Meeting. If the modifications fail the
350 ratification process, they shall be considered null and void from that point
351 onward, and the Assembly Leadership shall not re-present the modification in
352 question to the elections department without Assembly consent.

353 Article 2. Elections Procedures and Deadlines for Assembly Members

354 A. Potential Assembly Members shall be nominated during the nomination meeting.

355 a. Election Procedures for the Election Nominations Meeting.

356 i. All candidates must be members of the GPSA at the time of election.

357 ii. Potential candidates may be nominated verbally by any GPSA
358 member, including self, during this meeting or nominations may be
359 submitted in writing to the Elections Director.

- 360 iii. A potential candidate accepting nomination must file an Intent to Run
361 form within seven (7) days of the nominations meeting in order to be
362 considered for placement on the ballot. The form must be submitted to
363 the Elections Director.
- 364 iv. Candidates shall have their names recorded by the ASASU Elections
365 Director to be placed on the Ballot, pursuant to confirmation by the
366 Elections Department that conditions for eligibility, as outlined in the
367 ASASU Constitution, are met.

368 B. Campaign Spending and Limitations

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

376 C. Campaign Complaints and Resolution Procedures:

- 377 a. Any GPSA member, including but not limited to, nominees, potential
378 candidates, candidates, Assembly Members, and Executive Committee
379 members or the Elections Director may file a written complaint for violations
380 against these GPSA Bylaws regarding elections.

- 381 b. All campaign complaints must be submitted in writing to the Assembly, the
382 Executive Committee, and the Elections Director within fourteen (14) days of
383 polling site closure.
- 384 c. Actions taken by the ASASU Elections Department that do not comply with
385 this title shall be subject to review by the GPSA Conference Committee, and
386 the Assembly shall have authority to take action on items resulting from such
387 dispute.
- 388 d. Should a complaint be ruled upon by the ASASU Supreme Court, that ruling
389 shall be final and binding.

390 Article 3. Discipline List

- 391 A. The number of Assembly Members for each graduate program shall be no less than one
392 but no more than four. The number of Assembly Members representing each graduate
393 program shall be determined by the number of graduate students enrolled in that graduate
394 program, based upon the annual Fall Semester Arizona State University official census
395 count of enrollment.
- 396 a. 1 – 499 graduate students: One Assembly Member
- 397 b. 500 – 999 graduate students: Two Assembly Members
- 398 c. 1000 - 1499 graduate students: Three Assembly Members
- 399 d. 1500 or more graduate students: Four Assembly Members
- 400 B. Seat allotment and eligibility will be delineated as follows.
- 401 a. Assembly Members may serve only for a graduate program in which they are
402 enrolled or for a Graduate Student at Large seat.

- 426 A. The Internal Affairs Committee supports the initiatives of the Vice-President of
427 Internal Affairs and her/his staff.
- 428 B. The Internal Affairs Committee may not pass legislation or take an official position
429 on any issue.
- 430 C. The Internal Affairs Committee shall have oversight of the following programs:
- 431 a. Conference Travel Grant program.
- 432 b. Graduate Research Grant program.
- 433 c. Teaching Excellence Awards program.
- 434 d. JumpStart program
- 435 e. Communications.
- 436 i. GPSA electronic listserv policy.
- 437 ii. GPSA on-line presence.
- 438 f. GPSA Internal Affairs Events Programming and Graduate Appreciation Week
439 activities.
- 440 g. Beginning of semester new graduate/professional student orientations.
- 441 D. The Vice-President of Internal Affairs shall chair the Internal Affairs Committee.
442 The Director of Events and Awards and the Director of Graduate Research shall serve
443 on the Internal Affairs Committee.
- 444 E. The Assembly President shall appoint no fewer than four (4) Assembly Members to
445 serve on the Internal Affairs Committee.

446 Article 3. External Affairs Committee.

- 447 A. The External Affairs Committee supports the initiatives of the Vice-President of
448 External Affairs and her/his staff.

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

460 Article 4. Professional Development Committee

- 461 A. The Professional Development Committee supports the initiatives of the Vice-
462 President of Professional Development and her/his staff.
- 463 B. The Professional Development Committee may not pass legislation or take an official
464 position on any issue without the approval of the Assembly.
- 465 C. The Professional Development Committee shall have oversight of the Professional
466 Development Travel Grant program.
- 467 D. The Vice-President of Professional Development shall preside over the Professional
468 Development Committee.
- 469 E. The Assembly President shall appoint no fewer than four (4) Assembly Members to
470 serve on the Professional Development Committee.

471

472 Article 5. Assembly Operations Committee

- 473 A. The Assembly Operations Committee is charged with
- 474 a. Organizing and running an orientation for new GPSA members each
- 475 Assembly session per the New Assembly Orientation Policy Paper.
- 476 b. Maintaining and distributing all Graduate Student Organization (GSO)
- 477 information.
- 478 c. Assisting GSO with the creation of GSO funding bills.
- 479 d. Maintaining and interpreting the funding policy.
- 480 e. Collaborating with the Vice-President of Internal Affairs in the maintenance
- 481 of the Assembly Manual.
- 482 f. Monitoring the yearly Policy Directive.
- 483 B. The Assembly Operations Committee may not pass legislation or distribute funds by
- 484 committee decision exceeding the amount of fifteen-hundred (1500) dollars.
- 485 C. The Assembly President will serve as the chair to this committee.
- 486 D. The Assembly President is charged with appointing no fewer than four (4) members
- 487 of GPSA to serve on the Assembly Operation Committee. Of these members at least
- 488 two (2) must be Assembly Members.

489 Article 6. Government Operations Committee

- 490 A. The Government Operations Committee is charged with interpreting the language of the
- 491 ASASU Constitution and GPSA Bylaws, as well as providing language to clarify or
- 492 create continuity between the ASASU Constitution and GPSA Bylaws.
- 493 B. The Government Operations Committee will identify and report violations of the ASASU
- 494 Constitution and GPSA Bylaws to the Assembly.

- 495 C. The Government Operations Committee may not pass legislation or distribute funds.
- 496 D. A chairperson elected by the committee will preside over the Government Operations
497 Committee.
- 498 E. The Assembly President will appoint no fewer than four (4) Assembly Members to serve
499 on the Government Operations Committee.

500 **TITLE V – FUNDING & SPECIAL INITIATIVES**

501 Article 1. Assembly Funding Guidelines.

- 502 A. Purpose of Funding
- 503 a. GPSA seeks to support events that benefit graduate and professional students.
- 504 b. To support a variety of graduate activities and organizations.
- 505 B. Eligibility for Funding
- 506 a. Any graduate organization or group currently registered with the SORC may
507 apply for funding.
- 508 b. These guidelines are limited to funds allocated to the Assembly.
- 509 c. For requests over \$250.00 applicants must demonstrate that they have actively
510 sought matching funds.
- 511 d. GPSA will not consider funding activities that support referenda or candidates
512 for elected office.
- 513 e. GPSA will not retroactively fund any event.
- 514 f. All funded events must comply with ASU policies.
- 515 g. A funding application must be completed as per guidelines established by the
516 GPSA Assembly President.

- 517 h. In recognition of GPSA support, all advertising, brochures, or pamphlets
518 produced for the event must acknowledge GPSA support. To ensure
519 compliance copies of the materials must be handed in to the Assembly
520 President with the funding pack. Violation will result in full or partial
521 reduction of funding in accordance with GPSA policy.
- 522 i. All GPSA supported events must be posted on the “gradstu” listserv; and must
523 supply an announcement at least 3 days prior to the event.
- 524 C. Granting of requests does not itself guarantee payment: payment may be withheld if
525 any of these guidelines or any additional stipulation is intentionally violated as
526 subject to Assembly Operations review.
- 527 D. Application and submission of requests
- 528 a. All funding requests are to be completed and submitted to the GPSA office
529 ten (10) days prior to the next GPSA Assembly meeting. Incomplete requests
530 will not be considered.
- 531 b. Applicants should use the online request form, which will be made available
532 from the office of the Assembly President.
- 533 c. The Assembly Operations Committee will review the funding requests prior to
534 the meeting.
- 535 d. Once funds allocated for funding requests are depleted, no more requests will
536 be granted.
- 537 e. For requests over fifteen-hundred dollars (\$1500.00) the organization seeking
538 funding must send a representative to the Assembly meeting wherein the

539 request is to be considered. If a representative is not present at the meeting of
540 consideration, the request will be dismissed.

541 f. An application is approved for full, partial, or no funding after passage by
542 majority vote of the Assembly.

543 g. Funding bills must be sponsored by an Assembly Member. The bill's sponsor
544 must be copied when submitting the bill electronically to the Assembly
545 President.

546 h. For requests fifteen-hundred dollars and below, the Assembly Operations
547 Committee will make a decision on the bill during their committee meeting. A
548 representative from the organization seeking funding must attend the
549 committee meeting to answer any questions. An application for funding
550 requests at or below \$1500.00 is approved for full, partial, or no funding after
551 passage by majority vote of the committee.

552 i. The Assembly Operations Committee will report to the full Assembly their
553 funding decisions at the next regular assembly meeting.

554 E. Requirements for Disbursements

555 a. The Assembly President shall approve all disbursements by verifying that they
556 meet all funding criteria in accordance with GPSA policy.

557 b. The GPSA shall withhold disbursement of funds until the group has met all
558 funding conditions.

559 c. Signature authority shall lie with the GPSA President with a secondary
560 signature of the Assembly President.

561 **TITLE VI- GENERAL PROVISIONS**

562 Article 1. Spring Special Session.

563 A. A Spring Special Session of the Assembly shall be conducted prior to the end of the
564 Spring Semester to conduct the following items of business:

565 a. Appointment of Assembly Members to the Assembly to fill any vacant
566 positions, as follows:

567 i. Any current member of the GPSA interested in being appointed to an
568 Assembly seat must attend the spring special session.

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

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

576 1. Each interested party shall make a statement regarding their
577 interest and relevant qualifications for the position.

578 2. The present Assembly shall then elect the new Assembly
579 Member(s) from the eligible candidates by means of a vote
580 where the candidate(s) receiving the highest number of votes
581 are elected.

582 3. The outgoing Assembly President may veto the election of any
583 individual Assembly Member(s), and this veto may be
584 overridden by a 2/3 vote of the present Assembly.

- 585 iv. In all cases, new appointed Assembly Members shall begin their terms
586 of office immediately.
- 587 b. Election of the Assembly President.
- 588 i. The Assembly President shall be elected from the present Assembly by
589 a simple majority.
- 590 ii. Only those who have been elected or appointed to serve as Assembly
591 members for the upcoming academic year may vote in this election.
- 592 iii. All Assembly members who have served at least one full academic
593 semester as an Assembly Member are eligible for election to Assembly
594 President.
- 595 iv. In the event that no qualified Assembly Members are nominated or
596 self-nominated for the position of Assembly President, sub-item iii
597 above shall be waived.
- 598 c. Appoint six (6) members of the GPSA to serve on the Conference Committee
599 of the ASASU.
- 600 d. Nominate two (2) Supreme Court Justices to serve in even numbered years in
601 accordance with the ASASU Constitution.
- 602 e. Make any additional appointments as necessary.
- 603 f. Determine the date and time of the Assembly Orientation to be held in the
604 following fall semester before the first session of the Assembly. Details for
605 the running of this orientation are in the policy paper titled “New Assembly
606 Orientation Policy.”

607 g. The newly elected Assembly President will begin the term of office at noon
608 on the Monday following the May graduation ceremony. The outgoing
609 Assembly President shall continue to preside until this time.

610 B. All members of the Association seeking appointment must be nominated. Following
611 the nomination, individuals shall be given the opportunity to speak during the
612 Graduate Student Forum.

613 C. Appointment to any position requires a simple majority of the seated Assembly.

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

615 Article 2. GPSA Policies and Procedures.

616 GPSA Policies may be adopted upon a two-thirds (2/3) vote of the Assembly.

617 Article 3. Referenda and Initiatives

618 A. Referendum

619 a. Upon passage of a two-thirds (2/3) vote of the Assembly, a referendum
620 proposal may be referred to all members of the GPSA for a vote.

621 b. A majority vote by all voting GPSA members is required for passage of the
622 referendum proposal.

623 c. A referendum vote must be scheduled no later than one (1) month after
624 passage of the referendum item by the Assembly unless a specific date is
625 stated in the referendum language.

626 B. Initiative

627 a. Any member of the GPSA may petition for an initiative to be placed before
628 the graduate and professional student body in either a special election or as
629 part of the regular election cycle.

- 630 b. Such a petition must be signed by no less than twenty-five percent (25%) of
631 the total voter turn-out for the first election of the previous Spring Semester.
- 632 c. Such a petition shall be presented to the ASASU Elections Department for the
633 purpose of placing the initiative before a student vote. The Elections
634 Department must receive the petition in question no less than four (4) weeks
635 in advance of a previously scheduled election or no less than four (4) weeks in
636 advance of the end of a semester in which there is no regularly scheduled
637 election. Such a petition may define whether the initiative shall be placed
638 before the graduate student body during the Fall or Spring Semester, assuming
639 above deadlines are met.
- 640 d. A simple majority of voting GPSA members is required for the passage of an
641 initiative.

642 Article 4. University Boards & Committees.

- 643 A. The GPSA has the authority to nominate graduate student representatives to
644 University Boards and Committees which are relevant to graduate and professional
645 student concerns, including but not limited to, committees discussing issues of tuition,
646 fees, and quality of life. The GPSA will have the responsibility for supervising
647 publicity, interviewing, and recommending candidates for University committee
648 appointments.
- 649 B. Representatives should attend the meetings of their committees. Any representative
650 who cannot attend a meeting should inform the chairperson or other officer of the
651 committee, and should, if possible, appoint a substitute representative for that
652 meeting.

653 C. GPSA Representatives on University Boards and Committees shall be appointed by
654 the GPSA President.

655 D. GPSA Representatives on University Boards and Committees are responsible to
656 submit reports at the GPSA Assembly meetings as requested.

657

658 Article 5. The Leadership Council

659 A. The Leadership Council is defined in the ASASU Constitution as facilitating
660 communication and support for GPSA, USG and the University Administration.

661 Appointed Membership of the Leadership Council follows:

662 a. The President of GPSA and the Vice-President of External Affairs will attend
663 meetings of the Leadership Council as representatives of graduate and
664 professional students.

665 b. In the event that the GPSA President cannot attend a Leadership Council meeting,
666 the proxy will be the Assembly President.

667 c. The Vice-President of External Affairs shall appoint one (1) proxy from the
668 executive members of GPSA in the event that he/she cannot attend.

669 B. Responsibilities of the Leadership Council

670 a. The Leadership Council must meet regularly as defined in the Constitution.

671 b. The responsibilities of the Leadership Council are outlined in the Constitution.

672 Article 6. GPSA Directors

673 A. GPSA shall hire the following directors: Executive Director of Communication &
674 Campus Relations, Director of Information Technology, Director of Graduate
675 Research, Director of Events and Awards, and the Director of Graduate Student

676 Advocacy. The Assembly President Pro-Tempore shall be considered a GPSA
677 Director for the purposes of this section.

678 B. GPSA Director Job Descriptions.

679 a. Executive Director of Communication & Campus Relations

680 i. Shall report directly to the GPSA President.

681 ii. Shall effectively act as chief-of-staff for the GPSA Executive
682 Committee.

683 iii. Shall work with each of the GPSA Executive Officers and the
684 Assembly President.

685 iv. Shall be responsible for coordinating GPSA's public communication
686 strategies.

687 v. Shall coordinate and manage the beginning of the year campus
688 orientation program.

689 vi. Shall work with the Graduate College staff on the once-per-semester
690 graduate student newsletter.

691 vii. Will handle all media requests, requests for interviews, public relation
692 requests and press releases. When necessary, will direct interview
693 requests to the appropriate GPSA officer or Assembly Member.

694 viii. Shall act as liaison for students at all ASU locations.

695 ix. Shall work with the Vice President of Internal Affairs in moderating
696 the GPSA listservs.

697 x. Shall handle all promotional items for the Association.

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

- 699 xii. Shall perform all other duties as deemed necessary by the GPSA
700 Executive Committee or the GPSA President.
- 701 b. Director of Information Technology
- 702 i. Shall report directly to the GPSA President.
- 703 ii. Shall serve as an ex-officio member of the Executive Committee.
- 704 iii. Shall work closely with the Executive Director of Communication &
705 Campus Relations to ensure that GPSA’s electronic presence is strong.
- 706 iv. Shall attend all Assembly Meetings for the purposes of managing
707 GPSA’s technology.
- 708 v. Shall maintain and regularly update the GPSA Website.
- 709 vi. Shall maintain and regularly update the GPSA new media sites.
- 710 vii. Shall assist in and consult with all mediated marketing campaigns of
711 GPSA.
- 712 viii. Shall perform all other duties as deemed necessary by the GPSA
713 Executive Committee or the GPSA President.
- 714 c. Director of Graduate Research
- 715 i. Shall report to the Vice President of Internal Affairs.
- 716 ii. Shall serve as an ex-officio member of the Executive Committee.
- 717 iii. Shall be a voting member of the Internal Affairs Committee.
- 718 iv. Shall be responsible for managing the GPSA Conference Travel
719 Awards Program including reviewing monthly submissions and
720 notifying applicants of their application status.

- 721 v. Shall be responsible for managing the Graduate Research Support
722 Program in conjunction with the Graduate College including
723 coordinating applicant information sessions, managing reviewers, and
724 coordinating the grant award reception.
- 725 vi. Shall be responsible for managing the GPSA JumpStart grant program.
- 726 vii. Shall coordinate his/her activities with the Internal Affairs Committee
727 and provide reports, as needed.
- 728 viii. Shall perform all other duties as deemed necessary by the GPSA
729 Executive Committee or the Vice President of Internal Affairs.
- 730 d. Director of Events and Awards
- 731 i. Shall report directly to the Vice President of Internal Affairs.
- 732 ii. Shall be an ex-officio member of the Executive Committee.
- 733 iii. Shall be a voting member of the Internal Affairs Committee.
- 734 iv. Shall coordinate and organize three (3) to four (4) interdisciplinary
735 socials across the University per year.
- 736 v. Shall work with members of all ASU locations to ensure that GPSA
737 has representation at campus events.
- 738 vi. Shall organize the annual Graduate Student Appreciation Week and
739 Picnic in conjunction with the Graduate College.
- 740 vii. Shall assist in the coordination of GPSA receptions and award
741 ceremonies, with the exception of the year-end awards ceremony.
- 742 viii. Shall manage the GPSA Teaching Excellence Awards Program
743 including announcing the application period, reviewing applications,

- 744 assigning judges, updating applicants on their status, and hosting the
745 annual Teaching Excellence Award Program reception.
- 746 ix. Shall coordinate his/her activities with the Internal Affairs Committee
747 and provide reports, as needed.
- 748 x. Shall perform all other duties as deemed necessary by the Executive
749 Committee or the Vice President of Internal Affairs.
- 750 e. Director of Graduate Student Advocacy
- 751 i. Shall report directly to the Vice President of External Affairs.
- 752 ii. Shall be an ex-officio member of the Executive Committee.
- 753 iii. Shall be a voting member of the External Affairs Committee.
- 754 iv. Shall assist the Vice President of External Affairs in monitoring
755 national, state, and local legislation that may impact graduate students.
- 756 v. Shall serve as a liaison with national, state, and local legislators and
757 their staff conveying issues and concerns of GPSA.
- 758 vi. Shall participate in lobbying efforts from GPSA and the Arizona
759 Students' Association.
- 760 vii. Shall collaborate with the Arizona Students' Association, The United
761 States Student Association, and the National Association of Graduate
762 and Professional Students.
- 763 viii. Shall coordinate his/her activities with the External Affairs Committee
764 and provide reports, as needed.
- 765 ix. Shall perform all other duties as deemed necessary by the Executive
766 Committee or the Vice President of External Affairs.

- 767 f. Assembly President Pro-Tempore
- 768 i. Shall report directly to the Assembly President.
- 769 ii. Shall serve as an ex-officio member of the Executive Committee.
- 770 iii. Shall serve in the role of Assembly President, when the Assembly
771 President is absent or unable to perform his/her duties.
- 772 iv. Shall be responsible for coordinating and managing the Graduate
773 Student Organization event funding program.
- 774 v. Shall be the liaison between GSO leadership and GPSA.
- 775 vi. Shall work with the GPSA President to coordinate an annual ASU
776 Graduate Student Leadership Summit.
- 777 vii. Shall serve as a voting member of the Assembly Operations
778 Committee and provide reports, as needed.
- 779 viii. Shall perform all other duties as deemed necessary by the GPSA
780 Assembly or the Assembly President.