

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 the week prior to commencement of the Nominations
318 Period.
- 319 b. The Assembly President is required to send all forms and descriptions of
320 positions to the ASASU Elections Director by the end of the first week of
321 Spring Semester.
- 322 c. Individuals interested in an executive office should attend an informational
323 meeting.
- 324 d. In the event that an individual interested in running for an executive office
325 cannot attend an informational meeting, that individual must get the
326 information packet from the Elections Department prior to commencement of
327 the Nominations Period.

328 C. Nominations Procedure

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

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

341 d. The Nominations Period shall conclude before the end of February.

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

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

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

354 Article 2. Elections Procedures and Deadlines for Assembly Members

355 A. Potential Assembly Members shall be nominated during a Nomination Period.

356 a. Election Procedures for the Election Nominations Period.

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

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

- 361 iii. A potential candidate accepting nomination must file an Intent to Run
362 form during the Nominations Period in order to be considered for
363 placement on the ballot. The form must be submitted to the Elections
364 Director during the Nomination Period.
- 365 iv. The Nomination Period shall last no less than two full weeks.
- 366 v. Candidates shall have their names recorded by the ASASU Elections
367 Director to be placed on the Ballot, pursuant to confirmation by the
368 Elections Department that conditions for eligibility, as outlined in the
369 ASASU Constitution, are met.

370 B. Campaign Spending and Limitations

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

378 C. Campaign Complaints and Resolution Procedures:

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

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

392 Article 3. Discipline List

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

- 405 b. The Assembly President is charged with the task of obtaining the fall enrollment
406 report from the Office of Institutional Analysis, reallocating seats in consultation
407 with the Assembly Operations Committee, and presenting a reallocation report to
408 the Assembly no later than the January meeting of the Assembly.
- 409 c. The reallocation report shall include representative seat allocation totals for all
410 graduate colleges or programs across the University.
- 411 d. The Assembly will ratify the reallocation report that specifically indicates the
412 number of seat assignments for each graduate program. This report must be
413 approved by the Assembly with a two-thirds (2/3) majority vote.
- 414 e. If the Assembly fails to ratify the reallocation report, the previous year's seat
415 assignments will remain active for the following year.

416

417

TITLE IV – COMMITTEES

418 Article 1. Committees.

- 419 A. The GPSA shall have five working committees – the Internal Affairs Committee, the
420 External Affairs Committee, the Government Operations Committee, the Assembly
421 Operations Committee, the Professional Development Committee and any ad-hoc
422 committees deemed necessary.
- 423 B. Ad-Hoc committees may be created by the Assembly President, GPSA President or
424 by a two-thirds (2/3) vote of the Assembly.
- 425 C. The Assembly President shall have power to appoint members of the Assembly to
426 Committees created by the President of the GPSA.

427 Article 2. Internal Affairs Committee.

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

448 Article 3. External Affairs Committee.

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

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

462 Article 4. Professional Development Committee

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

473

474 Article 5. Assembly Operations Committee

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

491 Article 6. Government Operations Committee

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

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

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

503 Article 1. Assembly Funding Guidelines.

504 A. Purpose of Funding

- 505 a. GPSA seeks to support events that benefit graduate and professional students.
- 506 b. To support a variety of graduate activities and organizations.

507 B. Eligibility for Funding

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

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

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

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

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

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

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

556 E. Requirements for Disbursements

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

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

561 c. Signature authority shall lie with the GPSA President with a secondary
562 signature of the Assembly President.

563 **TITLE VI- GENERAL PROVISIONS**

564 Article 1. Spring Special Session.

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

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

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

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

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

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

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

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

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

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

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

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

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

617 Article 2. GPSA Policies and Procedures.

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

619 Article 3. Referenda and Initiatives

620 A. Referendum

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

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

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

628 B. Initiative

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

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

644 Article 4. University Boards & Committees.

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

655 C. GPSA Representatives on University Boards and Committees shall be appointed by
656 the GPSA President.

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

659

660 Article 5. The Leadership Council

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

663 Appointed Membership of the Leadership Council follows:

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

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

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

671 B. Responsibilities of the Leadership Council

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

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

674 Article 6. GPSA Directors

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

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

680 B. GPSA Director Job Descriptions.

681 a. Executive Director of Communication & Campus Relations

682 i. Shall report directly to the GPSA President.

683 ii. Shall effectively act as chief-of-staff for the GPSA Executive
684 Committee.

685 iii. Shall work with each of the GPSA Executive Officers and the
686 Assembly President.

687 iv. Shall be responsible for coordinating GPSA's public communication
688 strategies.

689 v. Shall coordinate and manage the beginning of the year campus
690 orientation program.

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

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

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

697 ix. Shall work with the Vice President of Internal Affairs in moderating
698 the GPSA listservs.

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

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

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

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

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

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