

# **GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION BYLAWS**

**Date of Origin:** October 1, 1951

**Last Amended:** March 29, 2017

These Bylaws shall serve as a supplement to the Graduate and Professional Student Association (GPSA) Constitution and Roberts Rules of Order, Newly Revised. They shall not conflict with the GPSA Constitution, but they shall clarify matters not covered by the Constitution.

## **ARTICLE I - ASSEMBLY OF DELEGATES**

- A. Delegates to the Assembly shall represent a constituency defined as an academic college or intercollegiate graduate degree program. The majority opinion of the Assembly as represented through properly approved legislation shall be considered the voice of the Assembly.
- B. The following constituencies shall receive delegate(s): Agricultural Sciences, Arts and Architecture, Smeal College of Business, Communications, Earth and Mineral Sciences, Education, Engineering, Health and Human Development, Information Sciences and Technology, Liberal Arts, Nursing, Eberly College of Science, Penn State Dickinson Schools of Law, School of International Affairs, and Intercollege Graduate Degree Programs.
- C. Constituencies in subsection B with 700 or more graduate or professional students shall receive three (3) delegates. Colleges, areas, or programs in subsection B with 300 to 699 graduate or professional students shall receive two (2) delegates. Colleges, areas, or programs in subsection B with 299 or fewer graduate or professional students shall receive one (1) delegate.
- D. Delegates to the Assembly shall be chosen from within their own constituencies by general election through the GPSA.
- E. There shall be a total of five At-Large delegate seats. Any current graduate or professional student who is not already a delegate from a constituency may fill an At-Large delegate seat. These seats shall be filled by a presidential appointment and approved by a majority vote of the Assembly. If a seat in the Assembly representing a constituency becomes vacant during the Assembly term, and there is a currently serving At-Large Delegate from that same constituency, that At-Large delegate shall automatically become the representative of that constituency, and the At-Large seat shall be considered vacant. If there are two At-Large Delegates from the same constituency, the President shall decide prior to the next Assembly meeting which delegate will move to the constituency seat, and which shall remain At-Large. When making appointments to the Assembly, the President shall consider the diversity of the graduate and professional student body and shall strive to make appointments to the Assembly that reflect this diversity in accordance with the Penn State nondiscrimination policy.
- F. Delegates may appoint a proxy in the event of their absence. Delegate proxies shall be presented to the Speaker of the Assembly before the start of the applicable meeting. No person shall serve as a proxy for two (2) delegates during the same meeting. No delegate may serve as a

proxy for another delegate. No delegate who has been removed from their position within the last two (2) Assembly terms may serve as a proxy.

G. At the first meeting of the term, the Assembly shall elect a Speaker of the Assembly. Nominations shall be solicited from the Assembly. Each nominee will speak on his or her behalf for 10 minutes, the Assembly will deliberate, and a Speaker will be approved by a majority vote. In the event three (3) or more Delegates are nominated, the Assembly shall conduct multiple votes until a candidate receives a simple majority, with the candidate receiving the lowest vote total dropping from the ballot after each vote.

H. In the event that a Delegate seat is unclaimed after the election, the seat will become open for any graduate or professional student enrolled in that consistency to fill. These seats shall be filled by presidential appointment and approved by a majority vote of the Assembly.

I. Vacancies resulting from a removal from office shall not be filled until all appeal processes have been exhausted.

J. One-half (1/2) of all seated Delegates shall constitute a quorum for official Assembly business.

## **ARTICLE II - DUTIES OF THE ASSEMBLY**

A. The Assembly shall be responsible for establishing the direction of the organization and speaking on behalf of the graduate and professional student body.

B. Delegates are required to attend all Assembly meetings. Delegates are also required to join and participate in at least one GPSA standing or *ad hoc* committee.

C. Delegates shall nominate and elect a Speaker of the Assembly at the first meeting of the legislative session in accordance with rules set forth in these Bylaws and the Constitution. The Speaker shall be responsible for distributing and setting the Assembly agenda, monitoring all standing and *ad hoc* committees, and representing the properly legislated voice of the Assembly to the University, among all other defined duties assigned in these Bylaws and the Constitution.

## **ARTICLE III – DUTIES OF THE EXECUTIVE BOARD**

A. The President shall represent the GPSA to the University and will report in a timely fashion on matters affecting the graduate and professional student body to the Assembly. The President shall be the chief executive officer of the GPSA. The President shall preside over the Executive Board. The President shall serve on the Student Fee Board, the Penn State Alumni Association Council, the Graduate School Alumni Society, the applicable Board of Trustees committee(s), and all other appointments designated by the University. The President will chair all meetings of the Executive Board. They will also have the power to appoint individuals to the Judiciary and to the Assembly with Assembly approval.

B. The President shall have the power to approve or veto all legislation, with the exception of Constitutional Amendments. This veto is subject to an override of 3/4 of the Delegates to the Assembly.

C. The Vice President shall chair all meetings of the Assembly. The Vice President shall, in the event the President is unable, represent the GPSA at University events or boards with the exception of the Board of Trustees.

C. The Secretary shall be responsible for taking minutes at all Assembly and Executive Board meetings. The list of Delegates shall be maintained and updated by the Secretary. The Executive Secretary shall be responsible for enforcing the GPSA attendance policy outlined in these bylaws. The Secretary shall also be charged with facilitating internal and external formal communications, and maintaining electronic communications including an up-to-date online presence.

D. The Treasurer shall be the chief financial officer of the GPSA. The Treasurer shall be responsible for developing a show cause budget for the appropriate Student Fee Committee for the purpose of developing the budget request for the following year. The Treasurer shall develop and review the co-sponsorship guidelines and ensure that they are in compliance with Student Fee Board policies. The Treasurer shall also submit in writing to UPAC any expenses or items that the Graduate and Professional Student Association will pay for in co-sponsored events. The Treasurer shall facilitate all purchase orders and other expenses with the Office of Associated Student Activities.

E. Members of the Graduate Council Student Caucus shall work to establish general policies and procedures pertaining to graduate programs and research within the University. Graduate Council Student Caucus members shall in a timely fashion report back on issues that come up within the Graduate Council to the Assembly and Executive Board of the GPSA. Graduate Council Student Caucus members will choose among themselves a Chair who will convene meetings and also serve on the Executive Board. If no consensus can be reached, the President will choose a member of the Graduate Council Student Caucus to serve as chair and as a member of the Executive Board.

F. The Faculty Senator shall be responsible for attending all appropriate meetings of the University Faculty Senate and speaking on behalf of the graduate and professional student body. The Faculty Senator shall report back to the Assembly and Executive Board on all issues relating to the business of the Senate.

G. The Advisor shall provide guidance and resources to the Assembly and Executive Board as necessary. The Advisor shall keep the Vice President for Student Affairs and other appropriate University administrators apprised of the business of GPSA.

#### **ARTICLE IV – SELECTION AND DUTIES OF COMMITTEES AND LIAISONS**

- A. The process of selection of committee Chairs shall be by nomination and approval by the committee members. Graduate and professional students who are not members of the Assembly may also serve on a committee in a non-voting capacity by presidential appointment.
- B. Committee Chairs shall give a report on the activities of the committee at each Assembly meeting.
- C. The following shall be the standing Committees: Student Affairs, Internal Development, and Student Advocacy and Diversity.
- D. The Student Affairs Committee shall be tasked with fulfilling GPSA's mission as it relates to improving the graduate and professional student body through its own programs, initiatives, and events. Programming, Grad Cup, and Professional Development shall be standing subcommittees under Student Affairs. The Student Affairs Committee shall be tasked with ensuring these subcommittees are established and working for the betterment of graduate and professional student life. Each subcommittee may have its own Chair or the Chair of the main committee can absorb those duties at their discretion.
- E. The Student Advocacy and Diversity Committee shall be tasked with fulfilling GPSA's mission as it relates to improving the graduate and professional student body with regards to addressing student concerns and promoting diversity by advocating for policies or initiatives to outside parties within the university and in the community. Healthcare shall be a standing subcommittee under Student Advocacy and Diversity.
- F. The Internal Development Committee shall be tasked with improving GPSA policies and procedures and all other internal matters to ensure the well-being of GPSA and its members.
- G. The Speaker of the Assembly shall be responsible for appointing all liaisons and overseeing the business of the Assembly through the various committees. Non-delegates may serve as a GPSA liaison. Each liaison shall be charged with providing the Assembly and Executive Board with regular updates of the committees and boards.
- H. Each Delegate shall be required to serve on at least one committee. Attendance will be taken at each committee meeting and absences will be treated the same as Assembly meeting absences for adherence to the attendance policy.
- I. Legislation, projects, and programming events should originate in the standing committees before being presented to the Assembly. Committees shall be responsible for hearing student concerns and acting appropriately and responsibly in their various areas to enhance graduate and professional student life.
- J. The Chairs of the three standing committees along with the Speaker of the Assembly shall constitute the Steering Committee. The Steering Committee shall meet, at the discretion of the Speaker, to establish Assembly business and to ensure productivity in the various committees and subcommittees.

K. The Chief Justice of the Judiciary shall serve on the Internal Development committee in a non-voting, *ex officio* capacity.

L. The Audit Committee shall be tasked with auditing GPSA finances twice (2) every semester to ensure that the GPSA finances are used as per the procedures defined in the Constitution, Bylaws, or legislation. The committee shall bring any discrepancies to the attention of the assembly at the subsequent meeting, where disciplinary action may be taken.

## **ARTICLE V – SELECTION PROCEDURE FOR PAID POSITIONS**

A. The following positions are subject to hiring and termination by the Executive Board. A different individual shall fill each position. No members of the Executive Board or Assembly are eligible for these positions.

### **B. Office Manager**

1. The Office Manager shall maintain hours within the GPSA office as determined by the Executive Board.

2. The Office Manager shall be charged with tasks including but not limited to daily website maintenance, assisting in financial transactions, room reservations, clerical work, scheduling, and purchasing office supplies.

3. The Office Manager shall also aid the Executive Board, Committee Chairs, and Liaisons of the GPSA in gathering information for the business of the GPSA.

4. The Office Manager shall be responsible for providing bi-weekly timesheets for approval by the President. The number of Office Manager weekly billable hours and rates shall be set by the Assembly via legislation.

5. The Office Manager shall be selected by the Executive Board after the solicitation of applications. Anyone who has been a member of GPSA within the previous two semesters is ineligible for consideration.

### **C. Work-Study Students**

1. These positions are subject to the availability of work-study funds.

2. The Executive Board shall approve applicants.

## **ARTICLE VI – ELECTION PROCEDURES**

A. Elections shall be held annually on the second Tuesday and Wednesday of April by default. The Assembly may select a new date by a majority vote. Any legislated date shall not occur more than (5) five weeks before the end of the semester, nor shall it occur less than (1) one week before the end of the semester.

- B. No individual who is an official candidate may be involved in conducting elections. Individuals involved in conducting elections may not accept any write-in appointment.
- C. All graduate and professional students who are in good standing with the University and plan to be in residence for the majority of their term shall be eligible to run for Executive Board offices.
- D. Any graduate or professional student who wishes to run for an elected office must submit an Intent to Run form to the Judiciary no later than fourteen (14) days prior to the first day of the election. The Intent to Run form shall be made available and publicized by the Judiciary no later than thirty (30) days prior to the first day of the election.
- E. The Judiciary shall manage and administer the elections. The Judiciary may delegate responsibilities associated with the election to other individuals who are not running for office as it deems necessary.
- F. The election shall be held by online voting in conjunction with the Student Affairs Information Technology Office.
- G. The President, Vice President, Secretary, and Treasurer shall be elected by a plurality of the votes cast in an election. All graduate and professional students shall be eligible to vote in the election.
- H. The Graduate Council Student Caucus members shall be elected in accordance with the governing documents of the Graduate Council.
- I. The Faculty Senator shall be elected in accordance with the governing documents of the University Faculty Senate.
- J. University Park Allocation Committee representatives shall be by the governing documents of UPAC.
- K. The Assembly shall break all election ties by a plurality vote.
- L. All new GPSA Executive Officers, the members of the Graduate Council Student Caucus, and Delegates shall begin their term at the first meeting immediately following the election, or at the time mandated by the Graduate Council and Faculty Senate's governing documents. Their terms shall last until the first meeting after the next annual election, or as mandated by the Graduate Council and Faculty Senate's governing documents
- M. The Judiciary shall be responsible for vetting and disqualifying any candidate who does not meet the requirements for election to the position intended.

## **ARTICLE VII – ATTENDANCE POLICY**

- A. Each Executive Officer, Graduate Council Student Caucus member, Faculty Senator, and Delegate is required to attend all meetings of the Assembly and all committee meetings of which they are a member or other meetings for which they are responsible.
- B. Any member who misses two of three consecutive meetings of the Assembly, committee of which they are a member, or other relevant body without approval shall be brought before the Assembly for removal proceedings.
- C. The Secretary shall report anyone who misses two of three consecutive meetings of the Assembly, committee, or other relevant body without approval within 48 hours of the most recent absence to the Judiciary to begin removal proceedings. Committee Chairs and the Graduate Council shall take attendance at all regular meetings of their bodies and submit the attendance sheet to the Secretary within 48 hours of the meeting.
- D. The Judiciary shall preside over all removal proceedings. The Judiciary shall notify the Speaker of the Assembly and the subject of removal at least one (1) week before the regularly scheduled meeting. The Speaker shall be required to submit the removal proceedings on the agenda for the immediate following Assembly meeting. The subject of the removal shall be granted ten (10) minutes to defend their absences.
- E. Any person brought forward for removal due to absenteeism will be removed by a majority vote of the Assembly. Any person who fails to show up for a removal proceeding, after notice, without an approved excuse shall be automatically removed.
- F. Excused absences shall be granted for academic, religious, or medical reasons, or any other reason deemed acceptable by the Speaker of the Assembly. Excused absences shall be marked on the attendance sheet and will not count against the GPSA member for the purposes of Article VII. Excused absences that result in consistent absences may result in removal at the discretion of the Speaker of the Assembly or by a majority vote of the Assembly.

## **ARTICLE VIII – MEETINGS**

- A. Assembly meetings shall be held on a biweekly basis during the fall and spring semesters, except during University sanctioned recesses and University finals week.
- B. The Executive Board shall meet when deemed appropriate by the President.
- C. All meetings are open to any Penn State student and shall be publicized to the student body at large.
- D. The Speaker of the Assembly shall set the agenda and present it to the Assembly at least two (2) academic days in advance of an Assembly meeting.
- E. Only members of the Assembly, members of the Graduate Council Student Caucus, Liaisons, and the Executive Board maintain speaking privileges during meetings. Members of the public or

other entities may be granted speaking privileges at the discretion of the Chair of the meeting or by Assembly motion, but priority will be given to officers and entities of the GPSA.

F. The Speaker of the Assembly or the President may call a Special Meeting if emergency circumstances require it. Quorum of the Assembly must be intact to approve official business at Special Meetings. The Speaker of the Assembly or the President must provide an agenda for the Special Meeting at least 24 hours before the meeting along with an explanation of the emergency circumstance.

G. The Speaker of the Assembly or the President may call a summer meeting at their discretion. Quorum is required to conduct official business.

## **Article IX – LEGISLATION**

A. Bills and resolutions (“legislation”) may be proposed by any Delegate or the President for Assembly approval. No other entity shall be permitted to propose a piece of legislation.

B. To be included on the agenda at a regular meeting, legislation must be submitted in writing, using the appropriate templates, to the Speaker of the Assembly, the Chair of the Internal Development Committee, and the President at least 72 hours in advance of the meeting. Spending legislation must also be submitted to the Treasurer to ensure its compliance with ASA policy and that sufficient funds are available.

C. The President, the Chair of the Internal Development Committee, and the Speaker of the Assembly shall suggest grammatical, style, and substantive changes to the legislation at their discretion. The sponsor and co-sponsors of the legislation have the right to reject any suggested edits.

D. The primary sponsor of the legislation, taking suggested edits into consideration, shall resubmit the legislation to the Speaker of the Assembly and President at least 48 hours in advance of the scheduled meeting to be included on the agenda and distributed to the Assembly.

E. Legislation that is not submitted 72 hours in advance and resubmitted 48 hours in advance can still be brought forward for Assembly vote during the meeting by a 2/3 vote. This procedure may only be used for time sensitive legislation. Any motion to bring forward legislation not distributed with the regular meeting agenda may be denied at the Chair of the meeting’s discretion.

F. Emergency legislation may also be approved by electronic vote. The Judiciary shall manage all electronic votes. Quorum is required for all electronic votes. The voting window shall not exceed 48 hours nor shall it be less than 24 hours.

G. A legislation format shall be provided for all delegates to use. Legislation not drafted in adherence with the established format will be rendered moot and not considered.



## **ARTICLE X – BUDGET**

A. Any expenditure of \$750 or more by the officers of this organization or their designees toward any event, purchase, or expense shall require a vote of approval by the Assembly. Any taxes or other transactional fees shall count toward this threshold.

B. The Executive Board, at the President's discretion, shall have the power to spend part of GPSA's budget over the summer without Assembly approval. Through June 30, the President may spend up to 10% of the remaining allocation without Assembly approval. After June 30, the President may spend up to 5% of next year's allocation without Assembly approval. This budget should primarily be used for miscellaneous expenses and shall not include substantive programming expenses or expenses that violate the legislated will of the Assembly. Summer shall be defined as the entire period after the conclusion of the final meeting of the spring semester until the first meeting of the fall semester. All summer funds are forfeited back to Assembly control at the first meeting of the fall semester. All summer expenses shall be reported to the Assembly via email within 48 hours.

C. The Treasurer shall not, under any circumstance, make a personal reimbursement for more than \$100 without the signature of the Advisor or President.

D. All expenses, even if less than \$750, must be approved by the Assembly and brought to perfection as previously subscribed in these Bylaws and the Constitution unless the expense meets the criteria in Article X.

E. Bills requesting less \$1,500 may be decided by whatever mechanism the Delegate calling the question chooses.

F. Bills requesting funding in excess of \$1,500 must be decided by a roll-call vote.

## **ARTICLE XI - AMENDMENTS**

A. Amendments to these Bylaws shall be introduced as a resolution and be adopted at any Assembly Meeting by a majority vote of Delegates present.

## **ARTICLE XII - ENACTMENT**

A. These Bylaws shall be put to the Assembly for enactment.

B. These Bylaws shall be enacted upon introduction and passage by a majority of Delegates present and voting.

## **ARTICLE XIII – RELATIONSHIP WITH THIRD-PARTY ORGANIZATIONS**

A. The GPSA Website Calendar shall display, by request of the organization involved and/or third parties to the Speaker of the Assembly, any event relating to graduate and professional students. The Speaker of the Assembly shall use his or her own discretion in objecting to inclusion of particular items on the Calendar. Should an item be rejected, the Speaker shall make known to the Assembly at the following meeting:

- the name of the organization or event which has been rejected from inclusion on the Calendar;
- and
- a brief statement on why the particular event was rejected.

B. The GPSA Assembly of Delegates retains the right to pass a resolution overriding the objections made by the Speaker of the Assembly.