

# **Constitution**

## **Graduate and Professional Student Council**

*University of Arizona*

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### **Preamble**

In order to act as the sole representative organization for the graduate and professional student body at the University of Arizona, the **Graduate and Professional Student Council** is hereby established. Its purpose is to promote the academic, economic, and social aims of the graduate and professional students of the University of Arizona, to establish effective communication among graduate students and professional students, and to facilitate communication within the University and with other organizations.

### **Article I - Name**

This organization shall be known as the Graduate and Professional Student Council, and the name may be abbreviated as "GPSC."

### **Article II - Membership**

#### **Section 1 Representation**

The GPSC shall represent all students registered through the College of Medicine, College of Pharmacy, Eller Graduate College of Management, Graduate College, or James E. Rogers College of Law at the University of Arizona.

#### **Section 2 Constituent Units and Membership**

The membership of the GPSC shall consist of the duly elected Representatives from each of the college programs (Constituent Units) found within the Graduate Catalog published by the Graduate College of the University of Arizona and three (3) At-Large Representatives.

### **Section 3 Proportionality of Representation**

Each constituent unit shall have one (1) Representative for each 400 full-time equivalent graduate or professional students, or each fraction of 400, registered within the unit. The formula for full-time equivalency is the sum of the number of full-time students and one-half (1/2) of the number of part-time students as defined by the Graduate College.

### **Section 4 Election of Representatives**

The Representatives from each constituent unit shall be elected annually as set forth in the GPSC Elections Code. At-Large Representatives shall be elected annually by the duly elected constituent unit Representatives as set forth in the GPSC Elections Code.

A. Any student who is currently registered in good standing with a constituent unit and who wishes to represent that constituent unit may become a candidate for election to the seats reserved for the constituency in which he or she is enrolled.

B. At least six (6) weeks prior to the elections, the Elections Director of the GPSC shall obtain a list of all graduate and professional students registered in each constituent unit. This list shall then be used to determine the number of representatives to be elected by each constituent unit, and this list shall be the official list of those qualified to vote in the election.

C. Any student who is currently registered in good standing with a constituent unit and wishes to serve as At-Large Representative may become a candidate for election for At-Large Representative.

### **Section 5 Responsibilities**

Responsibilities of Representatives shall include:

- A. Attending at least three-quarters of meetings of the GPSC.
- B. Appointing a proxy for any meetings that are not attended in person
- B. Bringing constituent proposals before the GPSC.
- C. Serving on committees established by the GPSC.
- D. Serving on University committees as directed by the GPSC President.

E. Informing their constituents, graduate program advisors, department heads, and graduate student organizations within their constituent units about GPSC activities and events.

F. Conducting at least one (1) meeting per semester of the students in the Representative's constituent unit.

## **Section 6 Removal of Representatives**

Representatives may only be removed from office for the following reasons:

A. Failure to maintain registration.

B. Conviction of criminal acts.

C. Conviction of violation of the University of Arizona Code of Conduct.

D. A removal vote of two-thirds (2/3) of votes cast in a recall election of the constituency which elected them to office, to be instigated by petition to the GPSC of at least 5% of that constituent unit (or ten people, whichever is greater).

E. Continued, gross, or willful neglect of the duties of GPSC Representative.

F. Failure or refusal to disclose necessary information on matters of GPSC business.

G. Unauthorized expenditures, signing of checks, or misuse of organization funds, supplies, facilities, or equipment.

H. Misrepresentation of the GPSC to outside persons.

I. Election code violations that significantly impair the representative's legitimate service.

## **Section 7 Procedure for removal of a GPSC Representative**

Any GPSC Representative may initiate the removal of a GPSC Representative by presenting the GPSC with a petition to remove the Representative signed by one-third (1/3) of the GPSC Representatives. The Administrative Vice President shall be responsible for conducting a removal vote at the next regular GPSC meeting. The Administrative Vice President must inform all GPSC members, including the Representative subject to removal, in writing of the vote seven (7) working days prior to the meeting. A quorum must be present at the meeting at which the removal vote is held. The Representative who is the subject of the vote must be allowed to speak in response to all charges. The GPSC Representatives shall be guided by Article II, Section 6 regarding valid causes for the removal of a Representative. If three-fourths (3/4) of the votes favor the removal of the Representative, said Representative shall be removed from the Council immediately following validation of the results by the Administrative Vice President. If

the Administrative Vice President is the subject of the removal petition, the President shall assume the responsibilities for organizing and conducting the removal process in accordance with the procedures outlined above. Upon removal of a Representative, the procedures given in Article VII of this Constitution shall be instituted to determine a replacement.

### **Section 8 Ineligibility**

GPSC Representatives removed from office for any reason other than failure to maintain registration, recall election initiated by their constituency, or voting irregularities outside the representative's control, shall be ineligible to become candidates in the future.

### **Section 9 Change of Constituency**

Representatives elected to represent a constituency who then change enrollment to a different constituency may continue to represent the constituency they were originally elected to represent for the remainder of their term.

## **Article III - GPSC Officers and their Election**

### **Section 1 GPSC Officers:**

There shall be a President, External Affairs Vice President, Internal Affairs Vice President and Secretary/Treasurer, elected by a majority of votes (more than 50%) cast at a meeting with quorum. The President and External Affairs Vice President shall be elected Representatives of the GPSC; the Internal Affairs Vice President and Secretary/Treasurer may be Alternate or elected Representatives.

### **Section 2 Election of Officers**

The GPSC shall elect its Officers annually prior to Spring Commencement services for the following academic year.

### **Section 3 Terms of Office**

**All terms of elective office shall be for one (1) year.**

### **Section 4 Eligibility**

One person shall not hold more than one office at a time.

### **Section 5 GPSC Boards**

A. The GPSC Executive Board consists of elected GPSC Officers.

B. The GPSC General Board consists of elected GPSC Officers, GPSC Directors, and GPSC Committee Chairs.

C. The Employment Performance Review Board consists of elected GPSC Officers and GPSC Committee Chairs.

## **Article IV - GPSC Officer Responsibilities**

### **Section 1 General Duties**

The Officers of the GPSC are responsible for assuring that approved business of the GPSC is carried out. The Officers must be available to perform their duties throughout the entire calendar year.

### **Section 2 Duties of the President**

The President shall:

A. Preside over the GPSC and serve as the chief advocate for graduate and professional students at the UA as the Graduate Student Body President.

B. Act as primary spokesperson for the GPSC.

C. Serve on or appoint other GPSC officers or representatives to serve on the Graduate Council, university-wide committees, Arizona Graduate and Professional Student Coalition (AGPSC) and the National Association of Graduate and Professional Students (NAGPS).

D. Serve as an ex-officio member of all GPSC committees and sub-committees.

E. Chair and organize regular meetings of the GPSC Executive and General Board.

F. Co-sign on all GPSC disbursements.

### **Section 3 Duties of the External Affairs Vice President**

The External Affairs Vice President shall:

A. Coordinate the GPSC's strategy, as determined by the President and the Council, in advocating for the needs of graduate and professional students with the Board of Regents, State and Federal governments, and all relevant media outlets.

B. Serve with the President, where possible, on university-wide committees that influence external advocacy for graduate student issues.

C. Maintain close communication with the Arizona Graduate and Professional Student Coalition (AGPSC) and the National Association of Graduate and Professional Students (NAGPS), providing regular reports to the Council, as needed.

D. Recommend and coordinate the hiring and dismissal of the Research and Policy Director.

E. Coordinate and direct the activities of the Research and Policy Director in accordance with the expressed will of the Council.

F. Preside over the GPSC in the President's absence.

G. Assume the office of President in the event that the President does not complete his or her term.

H. Preside over the GPSC when no President is elected in the regular elections, and until a special election is held and a President installed

#### **Section 4 Duties of the Internal Affairs Vice President**

The Internal Affairs Vice President shall:

A. Chair meetings of the GPSC

B. Oversee, organize, and distribute the agenda of the GPSC meetings in accordance with Arizona Open Meeting Laws.

C. Recommend and coordinate the hiring and dismissal of the Clubs and Events Director.

D. Coordinate and direct the activities of the Clubs and Events Director in accordance with the expressed will of the Council.

E. Recommend and coordinate the hiring and dismissal of the GPSC staff in accordance with Article VI, Section 2. F. Coordinate and direct the activities of the GPSC staff in accordance with Article VI, Section 2.

G. Maintain the GPSC offices, equipment, electronic communications, and physical resources with staff assistance.

H. Fulfill the duties of the Clubs and Events Director if s/he is relieved of her or his duties during proceedings before the Employment Performance Review Board.

I. Serve as chairperson of the Employment Performance Review Board.

#### **Section 5 Duties of the Secretary/Treasurer**

The Treasurer shall:

- A. Notify the GPSC of meetings and ensure that the meeting time and places provide for quorum.
- B. Provide for the accurate keeping of GPSC minutes in accordance with the Arizona Open Meeting Laws.
- C. Sit as an ex-officio member of all GPSC committees and subcommittees.
- D. Coordinate the activities of the GPSC committees and subcommittees, including the appointment of the initial conveners of such committees and subcommittees and ensure their continuing operations.
- E. Be prepared to report on all fund balances at each meeting of the GPSC.
- F. Record in a monthly report all fund balances and maintain records of all income and expenditures.
- G. Prepare the annual budget in consultation with the officers, committee and subcommittee chairs and directors.
- H. Report regularly to the Executive Board and the Strategic Planning Committee to recommend and formulate appropriate policies to most effectively utilize GPSC resources.
- I. Co-sign on all GPSC disbursements.

## **Section 6 Removal from Office**

Any GPSC Representative may initiate the removal of a GPSC Officer from office by presenting the GPSC with a petition to remove the officer signed by one-third (1/3) of the GPSC Representatives. The Internal Affairs Vice President shall be responsible for conducting a removal vote at the next regular GPSC meeting. The Internal Affairs Vice President must inform all GPSC members, including the GPSC Officer subject to removal, in writing of the vote seven (7) working days prior to the meeting. A quorum must be present at the meeting at which the removal vote is held, and the GPSC Officer who is the subject of the vote must be allowed to speak in response to all charges. The GPSC Representatives shall be guided by Article IV, Section 7 regarding valid and invalid causes for the removal of an Officer. If two-thirds (2/3) of the votes favor the removal of the GPSC Officer, said GPSC Officer shall be relieved of his or her office immediately following validation of the results by the Internal Affairs Vice President. If the Internal Affairs Vice President is the subject of the removal petition, the President shall assume the responsibilities for organizing and conducting the removal process in accordance with the procedures outlined above.

## **Section 7 Causes for Removal**

A. Valid causes for removal from office are:

1. Continued, gross, or willful neglect of the duties of the office.
2. Failure or refusal to disclose necessary information on matters of GPSC business.
3. Unauthorized expenditures, signing of checks, or misuse of organization funds, supplies, facilities, or equipment.
4. Misrepresentation of the GPSC and its officers to outside persons

B. Invalid causes for the removal from office are:

1. Negligence that is not gross or willful.
2. A tendency to create friction and disagreement.

### **Section 8 Mid-year GPSC Officer Vacancies**

If an office, other than the Presidency becomes vacant before the term expires, the Elections Director shall conduct an election to fill the vacancy.

## **Article V - GPSC Directors**

### **Section 1 Hiring**

GPSC Directors shall be hired with preference given to graduate and professional students when such preference is compatible with applicable laws and UA and Arizona Board of Regents (ABOR) policies. GPSC shall follow UA and ABOR policies in regards to nondiscrimination and other hiring policies.

### **Section 2 Supervision**

The GPSC Research and Policy Director shall be under the supervision of the External Affairs Vice President. The GPSC Clubs and Events Director shall be under the supervision of the Internal Affairs Vice President.

### **Section 3 Term**

**GPSC Directors** shall serve the same term as the GPSC representatives.

### **Section 4 Composition**

There shall be a Research and Policy Director and a Clubs and Events Director. Director positions shall be filled and executed in accordance with position descriptions approved by the Council.

### **Section 5 Dismissal**

GPSC Directors shall have a right to fair conduct of actions leading to dismissal including but not limited to full notice, a fair hearing, timely determination and appeal from dismissal. GPSC Directors may be dismissed for cause in accordance with guidelines approved by the Council. GPSC Directors may be terminated for budgetary reasons at the discretion of the Council.

### **Section 6 Grievances**

Directors may file a grievance with the Employment Performance Review Board.

## **Article VI - GPSC Staff**

### **Section 1 Hiring**

GPSC shall follow UA and ABOR policies in regards to nondiscrimination and other hiring policies.

### **Section 2 Supervision**

The GPSC Staff shall be under the supervision of the Internal Affairs Vice President or of a designated Officer, Director or other person as directed by the Council.

### **Section 3 Composition**

GPSC Staff shall be hired and serve at the discretion of the Council. The Staff may include (but not be limited to) a President's Chief of Staff, Showcase Coordinator, Elections Commissioner, and Office Manager/Webmaster.

### **Section 4 Dismissal**

GPSC Staff may be dismissed for cause in accordance with guidelines approved by the Council. GPSC Staff may be terminated for budgetary reasons at the discretion of the Council.

## **Article VII - Filling of GPSC Vacancies and Definitions of Alternates**

### **Section 1 Definition of Vacancy**

A Representative position becomes officially vacant immediately upon the completion of a procedure that removes that GPSC Representative from his or her position as a GPSC Representative or immediately upon receipt by the GPSC President or the GPSC Elections Director of a letter of resignation from the GPSC by the GPSC Representative.

## **Section 2 Notification of the GPSC Elections Director**

The GPSC President shall inform the GPSC Elections Director of the resignation or removal of any GPSC Representative within one (1) week of its occurrence.

## **Section 3 Filling a vacant GPSC Representative Position**

A. When the results of a regular GPSC election for GPSC Representative are recorded, the recipient of the most votes for each constituent unit shall become the GPSC Representative for that constituent unit. The remaining candidates shall be ranked by the number of votes they each received.

B. If a Representative position is not filled at the regular election, a special election shall be held in no later than October 1st to fill the position. If no candidates are available for the special election, the position shall be filled in accordance with part D below.

C. When a GPSC Representative position becomes vacant, the position shall be filled by the first alternate of that constituent unit, after the GPSC Elections Officer determines that the first alternate still meets eligibility requirements. If the first alternate is ineligible to fill the position, or if the first alternate declines the offer to become a GPSC Representative, the position shall be offered to the second alternate (if one exists) subject to the same constraints.

D. If there are no candidates in the special election (according to subsection B), or if no alternates are available to fill a vacancy (according to subsection C), the GPSC Elections Director shall publicly solicit written applications for GPSC Representative within ten (10) days of notification of a vacancy in a GPSC Representative position. The deadline for applications shall be no sooner than four (4) days after the public announcement of the application. The GPSC Executive Board shall meet to consider and rank the applicants by preference no later than four (4) weeks after the occurrence of the vacancy. Without delaying the appointment process, the GPSC Executive Board shall make reasonable efforts to solicit and consider the opinions of the executive officers of all recognized graduate student organizations whose membership consists primarily of graduate students within that constituent unit. At the next GPSC meeting, the presiding GPSC Officer shall present the applicant who is the first preference of the GPSC Executive Board as a nominee to fill the vacant GPSC Representative position. The nominee shall be confirmed as a GPSC Representative by a majority vote of the GPSC. If the nominee is not confirmed, the presiding GPSC Officer shall present the applicant who is the second preference of the GPSC Executive Board as a nominee. The process shall continue until a nominee is confirmed or all applicants are rejected.

E. In the event that the GPSC does not receive petitions from particular Constituent Units in either regular or special elections, or the GPSC cannot fill a vacant seat using the procedure in subsection D, then that constituent unit's Representative position(s) on the council shall be designated "at-large." The at-large council seats shall be filled by appointment in the manner set forth in subsection D, with the exception that the Representative does not have to belong to a department within the constituent unit which has been defined as "at-large," and therefore, the GPSC Executive Board does not have to consult with any organizations within the at-large constituent unit. These appointed at-large Representatives have the same rights and responsibilities as all other elected and appointed Representatives, with the addition that they shall be responsible to the departments in the constituent unit they represent.

#### **Section 4 Adding a GPSC Alternate Representative by Petition**

A. Any student who is eligible to serve on GPSC as set forth in the GPSC Elections Code may petition the council to be an Alternate Representative so long as there are no vacant seats reserved for his or her constituent unit. If there are vacant seats for the constituent unit, then they shall be filled according to the procedure set forth in Article VII Section 3.

B. The student must petition the Council in writing and present the petition to the President. The requirements of the petition shall be defined in the GPSC Elections Code. At the next GPSC meeting, the President shall inform the Council of the student's petition and ask the Council to confirm the student as an Alternate Representative. A majority vote is required for confirmation.

C. In the event the constituent unit has no elected Alternate Representatives, then the Alternate Representative shall become the first Alternate Representative for the constituent unit.

D. In the event the constituent unit has elected Alternate Representatives to the Council and no other students have been confirmed as Alternate Representatives to the constituent unit, then a petitioner for a position as an Alternate Representative, if confirmed by the Council, shall be designated as having the least voting preference of those Alternate Representatives that were elected. This means the confirmed Alternate Representative votes if none of the elected Alternate Representatives are present, or have left proxies or absentee ballots.

E. In the event the constituent unit has elected Alternate Representatives to the Council and other Alternate Representatives have been confirmed by the Council, a petitioner for a position as an Alternate Representative, if confirmed by the Council, shall be designated as having the least voting preference of the Alternate Representatives that were elected or confirmed in previous meetings.

F. In the event two or more students from the same constituent unit petition on different days to become Alternate Representatives, and they are confirmed by GPSC at the same

meeting, the one who submitted his or her petition to the President first shall have the higher preference in terms of voting for the constituency.

G. In the event two or more students from the same constituent unit petition to become Alternate Representatives, and they are confirmed by GPSC at the same meeting, and they submitted their petitions on the same day, then a coin toss (or sequence of tosses) conducted by the Elections Director to ensure random ordering of the confirmed petitioners shall determine their order of voting as Alternate Representatives.

H. There shall be no limit to the number of students from a constituent unit who may become Alternate Representatives by petition.

## **Article VIII - Meetings of the GPSC**

### **Section 1 Frequency**

The GPSC shall hold meetings at least once per month throughout the calendar year and at least twice per month during the academic year.

### **Section 2 Parliamentary Procedures**

A. Except as otherwise provided in the GPSC Constitution, the business of the Council shall be conducted according to the current edition of the Standard Code of Parliamentary Procedure. All questions shall be ruled on by the Chair of the meeting subject to a vote of the Council.

B. As described in the Standard Code of Parliamentary Procedure, a quorum for the purpose of meetings of the GPSC shall be defined as a majority (more than 50%) of the active Representatives (i.e., of those Representative seats that are not vacant).

C. Each active Representative of the GPSC shall have one (1) vote.

D. GPSC Representatives who cannot attend a meeting may cast an absentee ballot on an issue that is slated to come up for a vote. Absentee ballots shall be given to the Administrative Vice President for counting, and shall be kept in the GPSC Communications Director's file with the appropriate minutes. Absentee ballots may be forwarded to the GPSC Communications Director or Administrative Vice President via e-mail.

E. When a GPSC Representative cannot attend a meeting, and has not designated a proxy, that Representative's alternate may vote in his or her place. Proxies shall be given to the Communications Director at or before the GPSC meeting, and shall be kept in the Communications Director's file with the minutes of the meeting. Proxies may be forwarded to the GPSC Communications Director via e-mail. An absentee ballot takes precedence over a proxy or an alternate.

F. When a Representative cannot be present at a meeting, but can listen in and join the discussion by telephone (or comparable telecommunications), that Representative shall be considered to be in attendance.

## **Article IX - The GPSC Constitution and Bylaws**

### **Section 1 Adoption of the GPSC Constitution**

A. Ratification: This Constitution shall be adopted upon approval by a two-thirds (2/3) vote of GPSC Representatives. A copy of the GPSC Constitution shall be given to all GPSC Representatives at least three (3) days prior to the ratification vote. Revisions of the proposed GPSC Constitution shall not be permitted within three (3) days prior to the ratification vote.

B. Precedence of the GPSC Constitution: This Constitution shall supersede all previous Constitutions or Bylaws of the GPSC Retention of GPSC Representatives and Officers: GPSC Representatives and Officers elected prior to or concurrently with the ratification of this Constitution shall continue to hold or assume their offices, but their respective powers and authorities shall be governed by this Constitution.

C. The GPSC Constitution will govern all disputes if a conflict arises between the GPSC Constitution, and either the GPSC Election Code or the GPSC Bylaws.

### **Section 2 Amending the GPSC Constitution**

A. Proposal and Initiation: Any GPSC Representative may propose to hold a vote on a proposed amendment to the GPSC Constitution subject to the notification requirements given in subsection B below.

B. Notification of the Vote: All GPSC Representatives shall be notified in writing of an impending vote on an amendment to the GPSC Constitution at least one (1) week prior to the vote. The notification must include the text of the proposed amendment.

C. Vote Required: The Amendment shall be adopted upon a two-thirds (2/3) vote of the Council.

### **Section 3 Bylaws**

The GPSC Bylaws shall serve as rules for conducting the daily business of the Council. Bylaws may be adopted, rescinded or amended by a majority vote at any meeting. GPSC Bylaws shall include, but shall not be limited to, rules establishing GPSC Standing Committees, amounts of GPSC stipends, expectations of GPSC Representatives, and the process by which GPSC considers issues.

A. Proposal and Initiation: Any GPSC Representative may propose to hold a vote on a proposed amendment to the GPSC Bylaws subject to the notification requirements given in subsection B below.

B. Notification of the Vote: All GPSC Representatives shall be notified in writing of an impending vote on an amendment to the GPSC Constitution at least one (1) week prior to the vote. The notification must include the text of the proposed amendment.

C. Vote Required: The Amendment shall be adopted upon a majority vote of the Council.