GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION BYLAWS

Approved March 1986

The following shall be the Bylaws of the Graduate and Professional Student Association of The Pennsylvania State University:

ARTICLE I - DELEGATES TO THE ASSEMBLY

A. Delegates to the Assembly shall represent a constituency defined as an Academic College, graduate programs existing outside of a college, or the White Course Apartments. The following consist of the Colleges which shall receive delegates: 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, Dickinson School of Law, and School of International Affairs, and Intercollege Graduate Degree Programs.

B. Each College and graduate programs existing outside of a college shall receive a minimum of one delegate and a maximum of three delegates based on the number of graduate students enrolled in that college. White Course Apartments will receive delegates based on the number of graduate students living in the Apartments. The number of delegates shall be determined each spring prior to the elections by using the most up to date enrollment data. Colleges, Areas, or Programs which receive delegates with 700 or more graduate students shall receive 3 delegate positions. Colleges, Areas, or Programs which receive delegates with 300 to 699 graduate students shall receive 2 delegate positions. Colleges, Areas, or Programs which receive delegates with 299 or fewer graduate students shall receive 1 delegate position.

C. There shall be a total of five At-Large delegate seats. At-Large delegate seats may be filled by any current graduate student who is not already a delegate from a constituency. These seats shall be filled by the second meeting of the fall semester.

D. Proxies for delegates shall be presented to the Executive Vice President before the start of a meeting of the Assembly. All proxies shall be from the College or Constituency that they are to represent. No person shall serve as a proxy for two delegates during the same meeting. No delegate may serve as a proxy for another delegate.

E. Delegates to the Assembly shall be chosen from within their own constituencies by general election through the Graduate and Professional Student Association. Delegates shall be chosen prior to the beginning of the new term for the Graduate and Professional Student Association.
F. In the event that no delegate is determined by a College by any means outlined above, any graduate student enrolled in the College can become a delegate through participation in the Graduate and Professional Student Association. Voting privileges shall be granted following their attendance of the second consecutive meeting and a simple majority vote of the Assembly.

G. Constituencies may select new delegates in the event that a position should become vacated.

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

H. For Assembly meetings between the months of September and April inclusive, one third (1/3) of delegates shall constitute a quorum.

I. Delegates are expected to attend all Assembly meetings. Delegates are also expected to belong to one GPSA standing or ad hoc committee, or hold a liaison position.

ARTICLE II - DUTIES OF THE EXECUTIVE BOARD

A. The President shall represent the Graduate and Professional Student Association to the University and will report in a timely fashion on matters affecting the graduate population to the Assembly. He or she shall have the power to approve or veto all legislation passed by the Assembly. The President shall serve as the Co-Chair as the Facilities Fee Advisory Committee and as a member on the Student Activity Fee Board, Penn State Alumni Association Council, and Graduate School Alumni Society. The President will chair all meetings of the Executive Board. He or she will also have the power to appoint individuals to the Judiciary with Assembly approval. The President, in conjunction with the University Park Allocation Committee (UPAC) and student trustee, shall select graduate students to serve on UPAC.

B. The Executive Vice President shall chair all meetings of the Assembly. He or she shall also prepare the weekly agenda with the aid of the Executive Board, Committee Chairs, and Liaisons. The Executive Vice President shall, in the event the President is unable, represent the Graduate and Professional Student Association at University events or boards with the exception of the Board of Trustees. The Executive Vice President shall oversee all committees within the Graduate and Professional Student Association.

C. The Vice President of External Affairs shall serve as a policy officer of the Graduate and Professional Student Association. He or she shall oversee all Graduate and Professional Student Association liaisons and University Committee appointments. He or she shall prepare meetings with the liaisons and committee appointments. The Vice President of External Affairs will be required to have a working relationship with the student concerns committee and organize meetings with the committee. He or she shall also be a member of the Facilities Fee and HUB Advisory Committees, with the President having the discretion to join him/her in either or both of these committees. He
or she shall also serve as the Graduate and Professional Student Association representative to the Graduate School, with the President having the option to join him or her in this capacity. The Vice President of External Affairs shall also serve on any external board or committee that the President deems necessary.

D. The Executive Secretary shall be responsible for taking minutes at all Assembly and Executive Board meetings and for providing delegates with agendas for Assembly meetings at least two days prior to meetings. The list of delegates shall be maintained and updated by the Executive Secretary. The Executive Secretary shall also be charged with distributing the GPSA Newsletter on a regular basis, maintaining the GPSA email account, and scheduling speakers for regular Assembly meetings.

E. The Treasurer shall be the chief financial officer of the Graduate and Professional Student Association. He or she shall be responsible for developing a showcase budget for the Student Activity Fee Board for the purpose of developing the budget request for the following year. The Treasurer shall work with the committees to prepare budgets and purchase orders for events and programming as the need arises. He or she shall develop and review the Co-Sponsoring guidelines and ensure that they are in compliance with the Student Activity 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 cosponsored events.

F. The Representatives to the Graduate Council shall work to establish general policies and procedures pertaining to graduate programs and research within the University. Representatives shall in a timely fashion report back on issues which come up within the Graduate Council to the Assembly and Executive Board of the Graduate and Professional Student Association.

ARTICLE III – SELECTION AND DUTIES OF EXTERNAL COMMITTEES AND LIAISONS

A. The process of selection of Chairs to external committees shall be by Presidential appointment unless deemed otherwise appropriate by a simple majority of the members of the Executive Board. Prior to appointment, the vacant position will be announced at an Assembly meeting when possible. Any member of the Assembly or Executive Board may serve on a committee. Graduate and professional students who are not members of the Assembly may also serve on a committee.

B. Committee Chairs shall attend each Assembly meeting and give a report on the activities of the committee.

C. The following shall be the standing External Committees: Student Concerns, Professional Development, Programming, Housing, Human Diversity, Internal Development, Publicity and Media, and Academics.
D. The Student Concerns committee shall be responsible for advocating on the behalf of the graduate student and professional population concerning issues that affect student life, including housing and human diversity issues.

i. Liaisons: Health Insurance, IT Advisory Board, ID Card Committee, Shields Advisory Committee, HUB-Robeson Advisory Board, and University Park Undergraduate Association. Each liaison will be charged with providing the Assembly and Executive Board with regular updates of the committees and boards.

E. The Professional Development committee shall develop programs and seminars aimed at promoting professional and job related opportunities for graduate and professional students and coordinate with various offices and organizations at Penn State as necessary.

F. The Programming committee shall coordinate entertainment, social, involvement, and educational events for the benefit of the graduate and professional community.

G. The Internal Development committee shall be charged with keeping records of all legislation brought before the Assembly. At the direction of the Executive Board or Assembly, the Internal Development committee may also be charged with drafting amendments to the Constitution or Bylaws of the Graduate and Professional Student Association.

H. Publicity and Media committee shall be responsible for aiding in publicity matters for the whole of the Graduate and Professional Student Association upon request by the Executive Board, Assembly, or Committee Chairs.

**ARTICLE IV - SELECTION PROCEDURE FOR PAID POSITIONS**

The following people are subject to hiring and termination by the Executive Board. Each position shall be filled by a different individual. No members of the Executive Board or delegates are eligible for these positions.

A. Office Manager

The Office Manager shall maintain hours within the Graduate and Professional Student Association office as determined by the Executive Board. He or she shall be charged with tasks including but not limited to daily website maintenance, assisting in financial transactions, room reservations, and purchasing office supplies. The Office Manager shall also aid the Executive Board, Committee Chairs, and Liaisons of the Graduate and Professional Student Association in gathering information for projects.

B. Work-Study Students
These positions are subject to the availability of work-study funds. Applicants shall be approved by the Executive Board. Applicants must have office management skills. Duties shall be as assigned.

**ARTICLE V - ELECTION PROCEDURES**

A. Elections shall be held once a year in the spring semester.

B. All graduate/professional students maintaining full time status, who are in good standing, and in residence shall be eligible to run for Executive Board offices.

C. Any graduate/professional student who wishes to run for an elected office must submit an Intent to Run form that shall be made available from the Graduate and Professional Student Association office.

D. The Judiciary shall manage the elections. The Judiciary may delegate responsibilities associated with the election to other individuals who are not running for office as they deem appropriate.

E. The election shall be held by online voting in conjunction with Student Affairs ITS.

F. The President, Executive Vice President, Vice President of External Affairs, Executive Secretary, and Treasurer shall be elected by a majority of the votes cast in an election. All registered graduate and professional students shall be able to vote in the election.

G. Representatives to Graduate Council: no more than one shall be elected from a department as stated by the Graduate Council bylaws and constitution. Representatives to Graduate Council must come from the Graduate School.

H. Representative Faculty Senate shall be elected as stated in the Faculty Senate constitution and bylaws. The Graduate and Professional Student Association Faculty Senator shall not be permitted to come from the Dickinson School of Law.

I. In the event of a tie vote in the election, the tie breaker shall be a vote of the General Assembly between the two candidates. Whichever receives a majority vote shall be declared the winner.

J. Terms of office shall be from the Assembly meeting after elections in the Spring until the new officers take over the following Spring.

K. In case of vacancy, in any office except President, the Judiciary shall call a special election and take nominations at the first Assembly meeting after the vacancy occurs. A special election for the vacant position shall be a vote of the General Assembly. The election shall take place at the following meeting of the Assembly provided that it is at least seven days after the vacancy. This election shall be publicized by the Executive Secretary as stated in Article II. Any full time graduate or professional student in good
standing may declare intent to run at the meeting. The position shall be filled by whomever receives a majority vote of the delegates at the meeting.

ARTICLE VI – ATTENDANCE POLICY

Any of the Executive Officers, Graduate Council, Assembly, or the Faculty Senate representatives, and any person appointed to an external committee is expected to attend all meetings of the Assembly and external meetings for which they are responsible. Disciplinary action may follow for missing two out of three consecutive meetings of the Assembly or the external body to which they are appointed without a verifiable and reasonable academic, medical, or personal excuse.

ARTICLE VII - REMOVAL FROM OFFICE PROCEDURES

A. The Executive Board or the Assembly may initiate removal proceedings. To initiate removal proceedings, a notice must be filed with the Judiciary by a member of the Graduate and Professional Student Association. All members of the Assembly, Executive Board, and Judiciary must be made aware of the initiation of removal proceedings within forty eight (48) hours of initiation.

B. Removal proceedings shall be carried out at the next regularly scheduled meeting of the Assembly following the filing of removal proceedings.

C. An affirmative vote of two-thirds of the delegates present at an Assembly meeting shall be necessary for removal.

D. The Judiciary shall be required to hear appeals within ten days of removal.

ARTICLE VIII - MID-TERM AND YEAR-END REPORTS

All members of the Executive Board and Committee Chairs shall present reports of activities in their jurisdictions at the conclusion of each semester.

ARTICLE IX – MEETINGS

A. Assembly meetings shall be held on a bi-weekly basis, except during University sanctioned recesses, finals, and exam periods.

B. The Executive Board shall meet on a monthly basis, and when deemed appropriate by the Executive Board.