

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION BYLAWS

Date of Origin: October 1, 1951

Last Amended: March 23rd, 2022

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, the Intercollege Graduate Degree Programs, the School of International Affairs, Penn State Law, or the graduate and professional student body at-large. 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 Law, School of International Affairs, and Intercollege Graduate Degree Programs.
- C. Constituencies in subsection B shall have the number of delegates equal to their average graduate and/or professional student enrollment over the past three years divided by 300, rounded up.
- D. Delegates to the Assembly shall be chosen from within their own constituencies by general election through the GPSA, with the exception of At-Large Delegates and Graduate Council Student Caucus Delegates.
- E. There shall be a total of five (5) 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. The President should solicit applications for At-Large delegates from the graduate and professional student body. Each At-Large delegate's constituency is effectively all graduate and professional students. When making appointments to the Assembly, for At-Large seats and otherwise, 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 and the GPSA official statement on diversity and inclusion. The President shall strive to appoint At-Large delegates that will be both prepared to and capable of effectively advocating for marginalized graduate and professional students at Penn State.

- F. The five (5) Graduate Council Student Caucus Delegates will be elected by the graduate student body in accordance with the governing documents of the Graduate Council. Each Graduate Council Student Caucus Delegate's constituency is effectively all graduate students. There will be no more than one Graduate Council Student Caucus Delegate from any one academic college or intercollegiate graduate degree program.
- G. Delegates are strongly encouraged to 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. Delegates are encouraged to find a proxy from their own academic college or constituency, though this is not required. The Faculty Senator that is elected by the graduate student body is eligible to be a proxy, as they do not have voting privileges in the GPSA.
- H. 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 ten (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. Graduate Council Student Caucus Delegates cannot serve as Speaker of the Assembly.
- I. 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 constituency to fill. These seats shall be filled by presidential appointment and approved by a majority vote of the Assembly.
- J. Vacancies resulting from a removal from office shall not be filled until all appeal processes have been exhausted. All delegate vacancies will be filled from their respective constituencies. For college delegates, the position will be filled by someone from the respective college. At-Large delegate vacancies may be filled by any graduate or professional student who is not already a delegate from a college constituency.
- K. One-half (1/2) of all seated Delegates shall constitute a quorum for official Assembly business.
- L. In order to resign, a member of the GPSA should notify the President in addition to the Speaker, Chief Justice, or the Graduate Council Student Caucus Chair for assembly delegates, judiciary members and Graduate Council Student Caucus members, respectively. The resignation should be timely, in writing, and specify when the member is resigning. Resignations should be announced at the next assembly meeting.

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. All delegates are required to work with staff from graduate and professional programs in their respective colleges to have a GPSA representative present at department orientations. Delegates are required to speak at the orientations within their college. Volunteers may be solicited from the Assembly if delegates from a specific college are unavailable. The Members of the Executive Branch may provide assistance as and when needed. The Speaker of the Assembly shall coordinate the efforts of the Assembly during orientations, and will prepare the necessary materials, including but not limited to, GPSA merchandise, presentations, and any printed material.
- C. Delegates are required to work with staff from graduate and professional programs in their respective colleges to solicit nominees for open positions within the GPSA during election cycles.
- D. 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.
- E. Graduate Council Student Caucus Delegates shall work to establish general policies and procedures pertaining to graduate programs and research within the University. Graduate Council Student Caucus Delegates 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.
- F. 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 absence of the President, represent the GPSA at University events or boards.
- D. 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.
- E. Graduate Council Student Caucus members will choose among themselves a Chair who will convene meetings of the Graduate Council Student Caucus, represent the GPSA to the Graduate Council, and serve as a non-voting member 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.
- F. The Faculty Senators shall be responsible for attending all appropriate meetings of the University Faculty Senate and reporting 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 Engagement, Professional Development, Advocacy and Diversity, and Internal Development
- D. The Following shall be the standing Subcommittees: Climate Action
- E. The Student Engagement Committee shall be tasked with fulfilling GPSA's mission as it relates to providing programs, initiatives, and service opportunities that promote a sense of community and engagement, both within the graduate and professional student body and with the State College and Penn State Community at large.

- F. The Professional Development Committee shall be tasked with fulfilling GPSA's mission as it relates to providing support of scholarly activities and professional development.
- G. The Advocacy and Diversity Committee shall be tasked with fulfilling GPSA's mission as it relates to providing a forum to address the ideas and concerns of graduate and professional students. This includes addressing student concerns and promoting diversity, equity, and inclusion by advocating for policies or initiatives to outside parties within the university and in the community.
- H. The Climate Action Subcommittee shall be tasked with fulfilling GPSA's mission as it relates to promoting sustainability initiatives, educating the graduate and professional student body about climate change, and working with the Penn State administration and other student bodies to achieve a better and more sustainable future for all as outlined in the UN Sustainable Development Goals. This Subcommittee shall be housed under the Community Outreach Committee.
- I. 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.
- J. The President, in collaboration with the Speaker of the Assembly, shall be responsible for appointing all liaisons. 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.
- K. 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.
- L. 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. The Speaker of the Assembly shall be responsible for overseeing the business of the Assembly through the various committees. The President may also introduce legislation, projects, and programming events, in collaboration with the standing committees.
- M. The Chairs of the 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.
- N. The Chief Justice of the Judiciary shall serve on the Internal Development committee in a non-voting, *ex officio* capacity.

- O. 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.
- P. The Professional Student Affairs Committee shall be tasked with developing and sustaining positive relations between the GPSA and professional students through regular meetings between delegates from professional student constituencies, the GPSA president, and the Speaker of the Assembly. The committee will meet at least once per semester.

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 (2) 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 begin on the Wednesday thirteen (13) academic days after the conclusion of Spring Break of the year in question, and they shall end on the next day. 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 seven (7) 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. All graduate and professional students shall be eligible to vote in the election.
- H. 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, 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. Assembly meetings shall be made open to the public. The Assembly, with two-thirds majority vote, may move specific sections of the meeting into closed executive session.
- C. The Speaker of the Assembly shall set the agenda and present it to the Assembly at least 48 hours in advance of an Assembly meeting.
- D. Only members of the Assembly, 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.
- E. 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.

- F. 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. If any member from the Assembly of Delegates, the Executive Board, or the Judiciary has a conflict of interest with regard to any legislation, the member must disclose that the conflict of interest exists to all three bodies prior to discussion of the legislation. The member shall abstain from voting on the legislation. If a member allegedly failed to disclose the existence of any conflict of interest prior to any voting decision, the Assembly may bring forth the allegation through the discipline process outlined in Article X of the Constitution.
- G. 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.
- H. 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 - 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 XII – RELATIONSHIP WITH EXTERNAL ORGANIZATIONS

- A. The GPSA must be given one week's notice of collaboration with any external organization. The purpose is to ensure that the organization is in compliance with the University's Core Values including diversity, inclusion, and equity.
- B. 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:

1. the name of the organization or event which has been rejected from inclusion on the Calendar; and
 2. a brief statement on why the particular event was rejected.
- C. The GPSA Assembly of Delegates retains the right to pass a resolution overriding the objections made by the Speaker of the Assembly.