

Bylaws
Graduate and Professional Student Council
University of Arizona
Amended April 22, 2009

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Article I - Representative Stipend Requirements

Article I, Section 1 – Qualifications for Awarding GPSC Representative Stipends

- A. The awarding of summer GPSC Representative stipends shall be based upon attendance at summer Council meetings. To receive the full summer stipend, a Representative must attend at least one-half of the Council meetings held during the summer. If a Representative attends less than one-half of the Council meetings, he or she shall receive a prorated stipend in proportion to the number of summer meetings attended.
- B. The awarding of fall and spring GPSC Representative stipends shall be based upon the following two (2) requirements:
 - 1. Attendance at least three quarters of the GPSC meetings within the given semester. Two-thirds of the semester stipend will be based on this requirement. To receive the full two-thirds, a Representative must attend at least three-quarters of the Council meetings held during the semester. If a Representative attends less than least three-quarters of the Council meetings in the semester, he or she shall receive a prorated amount (of the two-thirds) in proportion to the number of meetings attended.
 - 2. Active participation on one (1) or more GPSC committees, and active participation one (1) or more campus committees. Participation on GPSC committees shall include attendance and other criteria determined by the committee chairperson and/or GPSC Officers. One-third of the semester stipend will be based on this requirement.
- C. Representatives may appeal to the GPSC Executive Committee to receive a full or partial stipend in extenuating circumstances.

Article I, Section 2 – Monitoring of GPSC Representative Participation

It shall be the duty of the Secretary to monitor GPSC Representative participation during every quarter. It shall be the duty of the Treasurer to submit the names of those Representatives that will not be receiving a stipend for that quarter to the GPSC accountant.

Article I, Section 3 – Process for Withholding GPSC Representative Stipends

- A.** Any Representative not in compliance with Section 1.B.1 of Article I shall be considered for a half stipend by the GPSC Executive Board. The GPSC Executive Board shall consider a Representative's participation on GPSC Committees and with GPSC related business. Then, the Representative shall receive a half stipend if he or she obtains a majority vote of approval from the GPSC Executive Board. Any Representative not in compliance with either of the requirements of Section 1.B shall be considered for no stipend by the GPSC Executive Board.
- B.** Any Representative or Officer may petition the GPSC Executive Board to review another Representative's compliance with Section 1.B.2. The GPSC Executive Board shall consult with the Representative in question and any other Representatives who can attest to his or her active participation. If a majority of the GPSC Executive Board indicates by vote that the Representative is in compliance with subsection Section 1.B.2, then he or she shall be considered for a stipend as normal.
- C.** Any Representative slated to receive half or no stipend for a given quarter may appeal once per quarter to the GPSC Executive Board.
- D.** All actions regarding stipends shall remain confidential.

Article II – GPSC Subcommittees

There shall be four standing committees of the GPSC.

1. Graduate and Professional Student Policy and Legislative Action
2. Marketing and Communications
3. Social Activities
4. Appropriations

Article III Employment Performance Review

Article III, Section 1 – Definitions

- A.** For the purposes of this section, the following terms have the meaning specified herein:

1. Board means the Employment Performance Review Board.
 2. Employee means any person hired by the Council or its representative for compensation, including but not limited to GPSC Directors and Staff. Employee does not include any GPSC Representative or Officer.
- B.** The Board shall be composed as provided in Article III, Section 5, of the GPSC Constitution. The Assembly Chairperson shall serve as Chairperson of the Board. The GPSC Faculty Advisor, or a designated appointee, shall serve as an ex officio member of the Board.

Article III, Section 2 – Probation

- A.** The President's Chief of Staff shall have the discretion to place an Employee on probation, without prior consent of the Council or the Board. The Vice President's Chief of Staff shall submit a full written report regarding any such probationary action to the Assembly Chair and the President within seven (7) calendar days. The report shall contain the reason(s) for the action, a description of the job duties that were inadequately performed, the criteria to be met before probation is lifted and any other information deemed relevant. The Assembly Chair shall submit the report to the members of the Board and the Employee in a timely manner.
- B.** The probation period shall last thirty (30) days, and may be extended to a period of ninety (90) days without intervention by the Board. If the probation period exceeds ninety (90) days, the Board shall investigate the matter independently. If the matter is resolved during the probation period to the satisfaction of both the Employee and the President's Chief of Staff, the Board shall take no action. Upon any Employee's successful completion of probation, the President's Chief of Staff shall submit a summary report to the Assembly Chair, who shall distribute it to all members of the Board and the Employee.

Article III, Section 3 – Dismissal

- A.** No Employee shall be dismissed without having first served a probation period of at least thirty (30) days, except that an Employee may be dismissed without having served probation for any of the following:
1. Conviction of criminal acts.
 2. Conviction of a violation of the UA Code of Conduct.
 3. Unauthorized expenditures, signing of checks, or misuse of organization funds, supplies, facilities or equipment.
- B.** In the event the President's Chief of Staff recommends dismissal, he or she shall submit a written report to the Board stating the specific reasons for the recommendation of dismissal. Board members shall review the report promptly. The Board shall then vote on the matter. A two-thirds (2/3) vote of the members of the Board shall be required to recommend dismissal

to the Council. The full Council shall then vote on the matter at the next regular meeting occurring more than ten (10) calendar days after the Board's vote. A majority vote shall be required for dismissal.

- C. An Employee shall have ten (10) calendar days from the date the Board recommends dismissal to request a full hearing before the Council. The Council shall grant all such requests. The Assembly Chair shall promptly submit a written report of the Board's findings to the Council. The Council shall then conduct a hearing on the matter at a regular meeting no later than fourteen (14) calendar days from the date of the request.
- D. At any hearing held pursuant to subsection 3 above, the Assembly Chair shall read aloud the report of the Board's findings. The Employee shall then be given the opportunity to present a response to the Board's findings, and to speak on his or her own behalf. The Council may then question the Employee on any issues raised. The Council shall then deliberate the matter at an executive session held pursuant to A.R.S. § 38-431 et seq. Once deliberations are complete, the Council shall vote on the matter at an open session. A majority vote shall be required for dismissal.
- E. If the Council votes not to dismiss the Employee, the Employee shall receive compensation for any pay that was suspended during the proceedings, and shall be reinstated in his or her position. If the Council votes to dismiss the Employee, no back pay shall be awarded, and the Employee shall be immediately relieved of all duties and terminated.

Article III, Section 4 – Release of Findings

- A. The Board shall have the discretion to notify the Council of employment performance review proceedings, or to release any of its findings. Examples of guidelines for determining whether or not to notify the Council of proceedings follow. These examples are for illustrative purposes only and are not meant to be all-inclusive.
 - 1. The Council should be notified when the Employee is also a candidate for an elected office, and continued employment may impair the candidate's ability to perform the duties of the office.
 - 2. The Council need not be notified when the Employee does not have any other ongoing commitment to the Council, i.e., when the Employee is not a GPSC Representative.

Article III, Section 5 – Employee Grievances

If an Employee has a grievance, he or she may present the issue to the Board for consideration. The Board shall determine the procedures for hearing such grievances, which shall not conflict with applicable statutes or regulations of the State of Arizona, or applicable policies of the University of Arizona.

Article IV - Funding Guidelines

Article IV, Section 1 – POD Grants

- A. The maximum award for a POD grant request will be \$1,500.
- B. POD grant applications must include a letter of recommendation from a UA faculty member.

Article IV, Section 2 – Club Funding—*Section suspended as of August 22, 2006.*

- A. The maximum award for an initial club funding request will be \$200.
- B. Any recognized club with a membership of at least 50% post-baccalaureates may apply for GPSC club funding provided that the club has not received ASUA club funding during the present academic year, and is not presently applying for ASUA club funding. (Clubs who participate in Spring Fling are still eligible for GPSC club funding.)

Article IV, Section 3 – GPSC Travel Grants

The body of referees for GPSC travel grants shall consist of graduate and professional students.

Article V – Stipend and Workload Review

- 1. The outgoing Council, prior to the election of new representatives and officers, shall set stipends for the incoming representatives and officers. Stipend levels for respective positions shall be confirmed by a majority vote of the council.
- 2. At least one meeting prior to the meeting at which representative and officer stipends are set, the Council shall discuss the workload and responsibilities of GPSC representatives and officers. This review will serve as the basis for determining the officer and representative stipends for the following year. The review may also serve as the basis of redefining the responsibilities of representatives and respective GPSC officers.

Article VI – Additional Administrative and Budgetary Powers of the Council

- 1. The Council shall confirm all major GPSC appointments.
- 2. The Council shall be responsible for ratifying the GPSC budget, pursuant to the GPSC Constitution. The budget shall be balanced. It shall pass by a simple majority vote, and any changes thereto shall be carried out in an identical fashion.