Bylaws
Graduate and Professional Student Council
University of Arizona
Amended April 8, 2015

Article I – Representative and Officer Stipend Requirements
Article II – GPSC Subcommittees
Article III – GPSC Directors and Staff
Article IV – Employment Performance Review
Article V – Funding Guidelines
Article VI – Stipend and Workload Review
Article VII – Additional Administrative and Budgetary Powers of the Council
Article VIII – Bylaws Appendix

Article I – Representative and Officer Stipend Requirements

Article I, Section 1 – Responsibilities of a GPSC Representative
The following are the required responsibilities of a GPSC representative.

• Attend all GPSC General Council meetings. A representative is allowed to miss only 2 meetings of the council in each semester.
• Serve on one internal committee established by the GPSC
• Serve on one “critical” or “very important” University committee (external committee) OR serve on two “important” or ad hoc University committees
• Host one meeting per year of the students in the representative constituent unit
• Serve as a GPSC Travel Grant judge at least once during the academic year
• Submit one representative report per semester
• Attend/Organize a meeting or make a concerted effort to meet with the Representative’s College Dean once per semester.
  o For the At-Large representatives, you may meet with your College’s Dean, the Dean of the Graduate College, or other Dean (at the request of the GPSC President)
• Collaborate with Program Advisors, Department Heads, graduate student organizations, and other within their constituent units to inform their constituents about GPSC activities and events

Representatives will also be required to complete one of the below requirements:
• Host and additional constituency meeting per year (for a total of two meetings per year)
• Participants in the Representatives’ college orientation OR Volunteer as the Universities’ orientation in August (for representatives who are elected during the spring election)
• Participate in at least two (2) GPSC events per year
Article I, Section 2 – 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. Attend all 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 may only miss 2 of the Council meetings held during the semester. If a Representative misses more than 2 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 on 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 3 – Monitoring of GPSC Representative Participation

It shall be the duty of the Treasurer and Secretary to monitor GPSC Representative participation during every term.

Article I, Section 4 – 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 a partial stipend for a given term may appeal once per term to the GPSC Executive Board.

D. If a member resigns or is recalled mid-year, they will be awarded a pro-rated stipend for time served, providing they are in compliance with Section 1.B for the time served.

E. All actions regarding stipends shall remain private record but shall be reviewable by the Department Head and the Executive Board.

Article I, Section 5 – Qualifications for Awarding Officer Stipends

A. GPSC Officers shall receive the stipends for their position provided that they:
   1. Miss only one General Council Meeting per semester
   2. Miss only one Executive Board Meeting per semester
   3. Fulfill their appointed duties according the GPSC Constitution, Article IV.

B. Any officer slated to receive a partial stipend for a given term may appeal once per term to the GPSC Executive Board

Article I, Section 6 – Monitoring of GPSC Officer Participation

It shall be the duty of the Executive Board to monitor GPSC Officer participation during each term.

Article I, Section 7 – Withholding of GPSC Officer Stipend

A. Any Officer not in compliance with Section 4 of Article I shall be considered for a pro-rated stipend by the other members of the GPSC Executive Board. The GPSC Executive Board shall consider an Officer's participation on GPSC Committees and with GPSC related business. Then, the Officer shall receive their pro-rated stipend, if he or she obtains a majority vote of approval from the GPSC Executive Board.

B. If an officer resigns or is recalled mid-year, they will be awarded a pro-rated stipend for time served, providing they are in compliance with Section 4.A.1 and 4.A.2 for the time served.

C. Any remaining stipends due to resignation or impeachment shall be under the purview of the GPSC Assembly.

Article I, Section 8 – Disbursement of GPSC Representative and Officer Stipends

A. The stipends for GPSC Representatives and Officers shall be disbursed in three (3) installments, one each for the Summer, Fall, and Spring term.
B. The Treasurer shall submit the stipend amounts for all GPSC members to the GPSC accountant no later than four (4) weeks after the end of each term.

**Article II – GPSC Committees**

There shall be six standing committees of the GPSC.
1. Policy and Legislative Action
2. Marketing and Communications
3. Social Activities
4. Appropriations
5. Research and Project Grants
6. Governing Documents

**Article III – GPSC Directors and Staff**

**Article III, Section 1 – Hiring**

GPSC Directors and staff 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.

**Article III, Section 2 – Directors**

There shall be an Elections Director, an Events Director and a Grants Director, and there may be a Research and Policy Director. Director positions shall be filled and executed in accordance with position descriptions approved by the Council.

**Article III, Section 3 – Staff**

A. GPSC Directors and Staff shall be hired and serve at the discretion of the Council. The Staff may include (but not be limited to) a Program Coordinator, President’s Chief of Staff, and Webmaster.

B. The President’s Chief of Staff shall assist the GPSC President and serve as a member of the General Board. The President’s Chief of Staff reports directly and exclusively to the GPSC President. The President’s Chief of Staff shall assist all members of the Executive Board as deemed necessary by the President. The GPSC President may partially or fully delegate their supervisory role with respect to the President’s Chief of Staff to a designated Officer, Staff member or other person.

C. The President’s Chief of Staff may attend events or meetings on behalf of the
President if necessary.

**Article III, Section 4 – Supervision**

A. The GPSC Staff and Directors shall be under the supervision of the Program Coordinator or of a designated Officer, Staff member or other person as directed by the Executive Board.

**Article III, Section 5 – Dismissal**

A. GPSC Directors and Staff shall have a right to fair conduct of actions leading to dismissal including but not limited to full notice, a fair hearing by the Employment Performance Review Board, timely determination, and appeal from dismissal.

B. GPSC Directors and Staff may be dismissed for cause in accordance with guidelines specified in the Bylaws.

C. GPSC Directors and Staff may be terminated for budgetary reasons at the discretion of the Council.

D. The President’s Chief of Staff does not need to be approved by the council but by the Executive Board. The GPSC President may dismiss his or her Chief of Staff in accordance with Article III, Section 5 and Article IV.

**Article III, Section 6 – Grievances**

GPSC Directors and Staff may file a grievance with the Employment Performance Review Board as detailed in Article IV.

**Article IV – Employment Performance Review**

**Article IV, 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 and/or department head, or a designated appointee, shall serve as an ex officio member of the Board.

**Article IV, Section 2 – Probation**
A. The respective supervisor as defined in Article III shall have the discretion to place an Employee on probation, without prior consent of the Council or the Board. The supervisor shall submit a full written report regarding any such probationary action to the Assembly Chairperson 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 Chairperson 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 supervisor, the Board shall take no action. Upon any Employee’s successful completion of probation, the supervisor shall submit a summary report to the Assembly Chairperson, who shall distribute it to all members of the Board and the Employee.

Article IV, 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.
   3. Unauthorized expenditures, signing of checks, or misuse of organization funds, supplies, facilities or equipment.

B. In the event the supervisor 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 hear the Employee and 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 or to dismiss the President’s Chief of Staff.

C. Once the Board has recommended dismissal, the Employee’s pay may be suspended.

D. The Assembly Chairperson 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 more than five (5) but no later than fourteen (14) calendar days after the Board’s decision.

E. At this hearing, the Assembly Chairperson 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 question the Employee on any issues raised. A majority vote shall be required for dismissal.

F. 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 IV, Section 4 – Release of Findings**

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 IV, 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. In particular, the Board shall follow the Graduate College Grievance Policy.

**Article V – Funding Guidelines**

**Article V, 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 V, Section 2 – Club Funding**

A. The maximum award for an initial club funding request will be $500.

B. Any recognized club with a membership of at least 50% post-baccalaureates may
apply for GPSC club funding.

**Article V, Section 3 – GPSC Travel Grants**

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

**Article VI – Stipend and Workload Review**

The outgoing Council shall set stipends for the incoming representatives and officers, if possible prior to the election of new representatives and officers. Stipend levels for respective positions shall be confirmed by a majority vote of the council. Prior to setting representative and officer stipends, 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 VII – Additional Administrative and Budgetary Powers of the Council**

A. The Council shall confirm all major GPSC appointments.

B. 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.

**Article VIII – Bylaws Appendix**

The Bylaws Appendix shall maintain regulations and procedures stipulating internal GPSC policies and procedures, such as, but not limited to, Officer and Committee Chair position descriptions and responsibilities, Executive Board Bylaws, budgetary rules, appropriations and funding guidelines, staff organization and supervision, hiring procedures, and staff position descriptions.

A. The GPSC Constitution, Bylaws, and Elections Code will prevail if a conflict arises with the Bylaws Appendix.

B. Any GPSC Officer, Representative, and Staff may propose amendments to the Bylaws Appendix.

C. Amendments to the Bylaws Appendix shall be adopted upon a majority vote of the Executive Board.

D. All members of the Executive Board shall be notified in writing of proposed amendment to the Bylaws Appendix at least two (2) days prior to a vote. The notification must include the text of the proposed amendment.

E. The Council shall be notified in writing of any adopted amendments to the Bylaws Appendix.
Appendix at least two (2) days prior to the following Council meeting. The notification must include the text of the amendment approved by the Executive Board.

F. Any voting member of GPSC may initiate a veto vote on any amendment to the Bylaws Appendix. The amendment shall be nullified upon a majority veto vote of the Council.

Appendix A - Electronic/Email Voting

When the council is not in session, votes may be called for by email to address pressing GPSC business.

A. A public motion must be made and seconded.
B. The vote must be kept open for no less than 48 hours, from the time the motion is seconded.
C. Voting may be extended by 24 hours if quorum is not achieved.
D. Quorum for voting by email is defined as 50% of the current voting membership of GPSC.
E. The Assembly Chair is responsible for calling the vote and recording each member's vote. The results will be announced both via email and at the next council session.