Bylaws
Graduate and Professional Student Council
The University of Arizona
Amended February 2, 2016

Preamble

The Bylaws for the Graduate and Professional Student Council at the University of Arizona embody the goals of transparency of process and a working process to ensure that the UA GPSC General Council (GC) and Executive Board (EB) conduct their efforts on behalf of the graduate and professional students of the University of Arizona professionally and in the best faith effort on all of their decisions.

Article I – Representative and Officer Stipend Requirements

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 two (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; and report on these committees to the General Council at least once per semester,
- Host one meeting per year with 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 University’s orientation in August (for representatives who are elected during the spring election);
  • Participate in at least two (2) GPSC events per year.

Section 2 – Qualifications for Awarding GPSC Representative Stipends

A. The awarding of summer GPSC Representative stipends shall be based upon attendance at summer General Council meetings. To receive the full summer stipend, a Representative must attend at least one-half of the General Council meetings held during the summer. If a Representative attends less than one-half of the General Council meetings, he or she shall receive a prorated stipend in proportion to the number of 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 two (2) of the Council meetings held during the semester. If a Representative misses more than two (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.

Section 3 – Monitoring of GPSC Representative Participation

A. It shall be the duty of the Secretary to monitor GPSC Representative meeting attendance during every term.

B. It shall be the duty of the Administrative Vice President to monitor GPSC Representative participation during every term.

C. It shall be the duty of the Treasurer to determine stipends based on the data provided by the Secretary and Administrative Vice President.

Section 4 – Process for Withholding GPSC Representative Stipends

A. Any Representative not in compliance with Section 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 may be denied a 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. 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 then he or she shall receive 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 for the time served.

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

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 Bylaws, Article VIII, Section 3.

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

Section 6 – Monitoring of GPSC Officer Participation

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

Section 7 – Withholding of GPSC Officer Stipend

A. Any Officer not in compliance with Section 3 of Article VIII 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 for the time served.

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

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 two (2) 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**

**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 regarding nondiscrimination and other hiring policies.

**Section 2 – Directors and Administrators**

A. There shall be an Events Director, a Travel Grants Director, and a Research and Policy Director. Director positions shall be filled and executed in accordance with position descriptions approved by the GPSC Executive Board.

B. GPSC administrators shall be hired and serve at the discretion of the General Council. GPSC Administrators may include (but not be limited to) Website and IT, Development, Funding, Club and POD, GPSC Institute, and Legislative Affairs.

**Section 3 – Staff**

GPSC Staff shall be hired and serve at the discretion of the General Council. The Staff may include (but not be limited to) an Assistant Director, Program Coordinator, and Administrative Assistant

**Section 4 – Supervision**

The GPSC Staff and Directors shall be under the supervision of the GPSC President or his/her designee, which may include (but not be limited to) the GPSC Department Head, Staff Advisor, Officer, or Staff member.

**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 GPSC Constitution and Bylaws.

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

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

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 General Council or its representative for compensation, including but not limited to GPSC Directors, Administrators and Staff. Employee does not include any GPSC Representative or Officer.

B. The Board may be composed of members, which may include (but may not be limited to) GPSC Executive Board Officers, GPSC General Council Representatives and GPSC Advisory Board members. 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.

Section 2 – Probation

For the purposes of this section, the following terms have the meaning specified herein:
A. The respective supervisor shall have the discretion to place an Employee on probation, without prior consent of the General 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.

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 General Council.

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 General Council may question the Employee on any issues raised. A majority vote shall be required for dismissal.

F. If the General 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 General Council votes to dismiss the Employee, no back pay shall be awarded, and the Employee shall be immediately relieved of all duties and terminated.

Section 4 – Release of Findings

The Board shall have the discretion to notify the General Council of employment performance review proceedings, or to release any of its findings. Examples of guidelines for determining whether or not to notify the General Council of proceedings follow. These examples are for illustrative purposes only and are not meant to be all-inclusive.

1. The General 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 General 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.

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

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.

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.

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 General 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 General 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 General Council

Section 1 – Additional Powers of the General Council

A. The GPSC General Council shall confirm all major GPSC appointments.

B. The GPSC General Council shall be responsible for ratifying the GPSC budget, pursuant to the GPSC Constitution. The budget shall be balanced and shall pass by a simple majority vote, and any changes thereto shall be carried out in an identical fashion.

Article VIII – GPSC Executive Board

Section 1 – GPSC Executive Board Membership

A. The voting members of EB shall be comprised of the President, Executive Vice-President, Administrative Vice-President, Assembly Chair, Treasurer, Secretary, and Social Chair.

B. The non-voting members of the EB may be comprised of the GPSC Program Coordinator, GPSC Travel Grants Director, GPSC Research and Project Grant Director and GPSC Events Director. Other members invited by the General Council such as GPSC General Council Members or GPSC Administrators.

Section 2 – GPSC Executive Board Meetings, Attendance, Stipends & Voting
A. The EB shall meet every two weeks during the Fall and Spring semester and once monthly during the summer.

B. There shall be quorum when more than 50% of EB voting members are present. Only when quorum is established can EB voting take place.

C. EB can also conduct email votes that will open no less than 24 hours and not longer than 168 hours (7 days).

D. Voting EB members are required to attend at least one-half of summer EB meetings to be eligible to receive full summer stipends. If an EB member attends less than one-half of the General Council meetings, he or she shall receive a prorated stipend in proportion to the number of summer meetings attended. Voting executive board members may miss only one EB meeting per semester during the Fall and Spring semesters. Participating via conference call, Skype, or other live synchronous means counts as attendance. Skype or other live synchronous participation may only count one time per semester for each of the Summer, Fall, and Spring semesters. Exceptions can be made by a majority vote of the EB.

E. EB member stipend will be determined by attendance, updating the position manual, holding office hours, tracking hours worked, and fulfilling other duties listed in the GPSC Constitution, By-Laws, and Appendices.

F. EB members may appeal to the GPSC Executive Board to receive a full or partial stipend in extenuating circumstances.

G. GPSC Graduate Assistants are expected to attend at least one Executive Board meeting per month every semester. Exceptions can be made by a majority vote of the Executive Board.

H. GPSC stipend employees, except for the Elections Director, are expected to attend at least two of the Executive Board meetings every semester. Exceptions can be made by a majority vote of the Executive Board.

Section 3 – GPSC Executive Board Officer Requirements

All officers shall:

- Track all work hours spent on GPSC activities;
- Volunteer at a minimum of one GPSC event per year.

A. The President shall:

- Act as the Chair of the EB. In that capacity, the President shall schedule, organize, and lead all EB meetings;
- Meet regularly with UA administration officials, including the University President, Provost, Vice-President for Student Affairs, and the Dean of the Graduate College;
- Ensure GPSC officers and committee chairs fulfill their duties;
- Work with the GPSC Department head to oversee GPSC directors and staff;
- Update President handbook.

B. The Executive Vice-President shall:

- In the event, the President is unable to fulfill the duties outlined in Section 3, A, the Executive and Administrative Vice-Presidents shall jointly fulfill those duties;
• Act as the Chair of an internal committee, as assigned by the President;
• Coordinate visits with graduate program coordinators and directors of graduate studies in academic units on campus;
• In cooperation with the GPSC President, supervise, direct, and review the activities of the Director of Legislative Affairs, GPSC Institute Director, and Development Coordinator;
• Serve on two external university-wide committees of significance;
• Update Executive Vice President handbook.

C. The Administrative Vice-President shall:
• In the event, the President is unable to fulfill the duties outlined in Section 3, A, the Executive and Administrative Vice-Presidents shall jointly fulfill those duties;
• Act as the Chair of an internal committee, as assigned by the President;
• Serve as the point person for GPSC representatives;
• Organize and facilitate representative orientation, team-building exercises, and community service projects;
• In cooperation with the GPSC President, supervise, direct, and review the activities of the GPSC representatives;
• Serve on two external university-wide committees of significance;
• Collect, and compile representative reports;
• Update Administrative Vice-President Handbook.

D. The Assembly Chair shall:
• Shall hold a minimum of one office hour per week;
• Act as the Chair of an internal committee, as assigned by the President;
• Include EB decisions on the agenda of upcoming GC meetings;
• Conduct council meetings according to Arizona Open Meeting Laws and Robert’s Rules of Order;
• Advise on interpretation of and recommend changes to governing documents;
• Organize General Council meeting space;
• Update Assembly Chair handbook.

E. The Treasurer shall:
• Shall hold a minimum of one office hour per week;
• Act as the Chair of an internal committee, as assigned by the President;
• Make monthly reports to the EB on the GPSC budget and appropriations committee activities;
• Assist with grant applications and reports, especially with the Student Services Fee Advisory Board (SSFAB);
• Meet regularly with the GPSC Program Coordinator, Club/POD Administrator, and other budget holders;
• Determine and disburse officer and representative stipends on time per Article I, Section 8, B;
• Update Treasurer handbook.

F. The Secretary shall:
• Shall hold a minimum of one office hour per week;
• Act as the Chair of an internal committee, as assigned by the President;
• Take minutes of all GC meetings, including attendance and all decisions made by the GC
• Distribute minutes to the General Council within the ten (10) days immediately following the General Council meeting;
• Record all decisions made by the EB, as well as any notes deemed necessary. Future EB topics shall be shared with the GC as needed.
G. Social Chair: The Social Chair shall report on social strategies with the EB once monthly.

- Shall hold a minimum of one office hour per week
- Act as the Chair of an internal committee, as assigned by the President;
- Organize and facilitate social events;
- Update Social Chair Handbook

H. Other EB Members: Other EB members shall carry out duties decided on by the President and EB members until their duties and roles become defined.

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.