

Constitution
Graduate and Professional Student Council
University of Arizona
Amended April 8, 2009

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Preamble

In order to act as the sole representative organization for the graduate and professional student body at the University of Arizona, the **Graduate and Professional Student Council** is hereby established. Its purpose is to promote the academic, economic, and social aims of the graduate and professional students of the University of Arizona, to establish effective communication among graduate students and professional students, and to facilitate communication within the University and with other organizations.

Article I – Name

This organization shall be known as the Graduate and Professional Student Council, and the name may be abbreviated as "GPSC."

Article II – Membership

Article II, Section 1 – Representation

The GPSC shall represent all graduate and professional students registered at the University of Arizona.

Article II, Section 2 – Constituent Units and Representation

- A.** The voting membership of the GPSC shall include the duly elected Representatives from each of the following constituent units: The College of Agriculture and Life Sciences, the College of Architecture and Landscape Architecture, the College of Management (MBA), the College of Management (non-MBA), the College of Education, the College of Engineering, the College of Fine Arts, the College of Humanities, Graduate Interdisciplinary Programs,

the College of Law, the College of Medicine (MD), the College of Medicine (non-MD), the College of Nursing, the College of Optical Sciences, the College of Pharmacy (MS, PhD), the College of Pharmacy (PharmD), the College of Public Health, the College of Science, the College of Social and Behavioral Sciences, and non-degree seeking students.

- B. The voting membership of the GPSC shall include three (3) duly elected At-Large Representatives
- C. The voting membership of the GPSC shall include all externally elected GPSC Officers.

Article II, Section 3 – Proportionality of Representation

Each constituent unit shall have one (1) Representative for each 400 full-time equivalent graduate or professional students, or each fraction of 400, registered within the unit. The formula for full-time equivalency is the sum of the number of full-time students and one-half (1/2) of the number of part-time students as defined by the Graduate College.

Article II, Section 4 – Election of Representatives

The At-Large Representatives and the Representatives from each constituent unit shall be elected annually as set forth in the GPSC Elections Code.

- A. Any student who is currently registered in good standing with a constituent unit and who wishes to represent that constituent unit may become a candidate for election to the seats reserved for the constituency in which he or she is enrolled.
- B. Any student who is currently registered in more than one constituent unit may represent only one constituent unit.
- C. At least six (6) weeks prior to the elections, the Elections Director of the GPSC shall obtain a list of all graduate and professional students registered in each constituent unit. This list shall then be used to determine the number of representatives to be elected by each constituent unit, and this list shall be the official list of those qualified to vote in the election.
- D. Any student who is currently registered in good standing with a constituent unit and wishes to serve as At-Large Representative may become a candidate for election for At-Large Representative.

Article II, Section 5 – Responsibilities

Responsibilities of Representatives shall include:

- A. Attending at least three-quarters of meetings of the GPSC.
- B. Appointing a proxy for any meetings that are not attended in person

- C. Bringing constituent proposals before the GPSC.
- D. Serving on committees established by the GPSC.
- E. Serving on University committees as directed by the GPSC President.
- F. Informing their constituents, graduate program advisors, department heads, and graduate student organizations within their constituent units about GPSC activities and events.
- G. Conducting at least one (1) meeting per academic year to be held no later than February 1 of the students in the Representative's constituent unit.

Article II, Section 6 – Removal of a Representative by Impeachment

1. Representatives may only be impeached from office for the following reasons:
 - A. Failure to maintain registration.
 - B. Conviction of criminal acts.
 - C. Conviction of violation of the University of Arizona Code of Conduct.
 - D. Continued, gross, or willful neglect of the duties of GPSC Representative.
 - E. Failure or refusal to disclose necessary information on matters of GPSC business.
 - F. Unauthorized expenditures, signing of checks, or misuse of organization funds, supplies, facilities, or equipment.
 - G. Misrepresentation of the GPSC to outside persons.
 - H. Election code violations that significantly impair the representative's legitimate service.
2. Any GPSC Representative or Officer may initiate the impeachment of a GPSC Representative by presenting the GPSC with a petition to impeach the Representative signed by one-third (1/3) of the voting membership of the GPSC. The Assembly Chairperson shall be responsible for conducting an impeachment vote at the next regular GPSC meeting. The Assembly Chairperson must inform all GPSC members, including the Representative subject to impeachment, in writing of the vote seven (7) working days prior to the meeting. A quorum must be present at the meeting at which the impeachment vote is held. The Representative who is the subject of the vote must be allowed to speak in response to all charges. The GPSC Representatives shall be guided by Article II, Section 6 regarding valid causes for the impeachment of a Representative. If three-fourths (3/4) of the votes favor the impeachment of the Representative, said Representative shall be removed from the Council immediately following validation of the results by the Assembly Chairperson. If the Assembly Chairperson is the subject of the impeachment petition, the President shall assume

the responsibilities for organizing and conducting the impeachment process in accordance with the procedures outlined above. Upon removal of a Representative, the procedures given in Article VII of this Constitution shall be instituted to determine a replacement.

Article II, Section 7 – Removal of a Representative by Recall

1. Upon petition of the greater number of twenty (20) signatures or twenty percent (20%) of the total votes cast in that Representative's constituent unit, the GPSC shall hold a recall vote within the constituent unit within four weeks.
2. A Representative will be recalled by a simple majority defeat in the recall vote, provided that the total ballots cast in the recall election amount to two-thirds (2/3) of the total votes cast at the election in which the Representative was originally elected.
3. If a Representative who is also a GPSC officer is recalled by his/her constituency, he/she is immediately removed from his/her position as GPSC officer.

Article II, Section 8 – Ineligibility

Any GPSC Representative removed from office by impeachment shall be ineligible to become a GPSC Representative or Officer in the future. Removal by recall vote, failure to maintain registration and/or voting irregularities outside the Representative's control will NOT make one ineligible in the future.

Article II, Section 9 – Change of Constituency

Representatives elected to represent a constituency who then change enrollment to a different constituency may continue to represent the constituency they were originally elected to represent for the remainder of their term.

Article III – GPSC Officers and their Election

Article III, Section 1 – GPSC Officers

There shall be a President, a Vice President, an Assembly Chairperson, a Secretary, and a Treasurer.

Article III, Section 2 – Election of Officers

The GPSC Officers will be elected in accordance with the GPSC Elections Code.

Article III, Section 3 – Terms of Office

All terms of elective office shall be for one (1) year.

Article III, Section 4 – Eligibility

One person shall not hold more than one officer position at a time.

Article III, Section 5 – GPSC Boards

- A. The GPSC Executive Board consists of elected GPSC Officers and any committee chairs deemed necessary by the GPSC Officers.
- B. The GPSC General Board consists of elected GPSC Officers, GPSC Committee Chairs and GPSC Directors.
- C. The Employment Performance Review Board consists of elected GPSC Officers.

Article IV – GPSC Officer Responsibilities

Article IV, Section 1 – General Duties

The Officers of the GPSC are responsible for assuring that approved business of the GPSC is carried out. The Officers must be available to perform their duties throughout the entire calendar year.

Article IV, Section 2 – Duties of the President

The President shall:

- A. Preside over the GPSC, in accordance with the expressed will of the Council, and serve as the chief advocate for graduate and professional students at the UA as the Graduate & Professional Student Body President.
- B. Act as primary spokesperson for the GPSC, in accordance with the expressed will of the Council.
- C. Serve on or appoint other GPSC officers or representatives to serve on university-wide external committees, GPSC internal committees and the National Association of Graduate and Professional Students (NAGPS).
- D. Serve as a director on the Arizona Students' Association or appoint a designee.
- E. Serve as an ex-officio member of all GPSC committees and sub-committees.
- F. Chair and organize regular meetings of the GPSC Executive and General Board.
- G. Co-sign on all GPSC disbursements.
- H. Recommend and coordinate, in conjunction with the GPSC Assembly Chair, the hiring and dismissal of the GPSC staff in accordance with Article VI, Section 2.

Article IV, Section 3 – Duties of the Vice President

The Vice President shall:

- A.** Assist the GPSC President in advocating for the needs of graduate and professional students with the Arizona Board of Regents, State and Federal governments, and all relevant media outlets.
- B.** Serve with the President, where possible, on university-wide committees that influence external advocacy for graduate student issues.
- C.** Maintain close communication with the National Association of Graduate and Professional Students (NAGPS), providing regular reports to the Council, as needed,
- D.** Preside over the GPSC in the President’s absence.
- E.** Assume the office of President in the event that the President does not complete his or her term.
- F.** Preside over the GPSC when no President is elected in the regular elections, and until a special election is held and a President installed.
- G.** Meet with each newly elected Representative to review their Constitutional Responsibilities.
- H.** Ensure that the Representatives hold constituency meetings once per semester for every GPSC constituency, and, where necessary, assist the Representatives in coordinating the meetings.
- I.** Serve as chair for at least one GPSC internal committee.
- J.** Coordinate and direct the activities of the Research and Policy Director in accordance with the expressed will of the President and Council.

Article IV, Section 4 – Duties of the Assembly Chairperson

The Assembly Chairperson shall:

- A.** Chair meetings of the GPSC.
- B.** Oversee, organize, and distribute the agenda of the GPSC meetings in accordance with Arizona Open Meeting Laws.
- C.** In the absence of a GPSC Chief of Staff, the Assembly Chair shall oversee, hire and dismiss the GPSC Staff in accordance with the expressed will of the Council and Article VI, Section 2.

- D. Fulfill the duties of the GPSC Grants or GPSC Event Director if either is relieved of her or his duties during proceedings before the Employment Performance Review Board.
- E. Serve as chairperson of the Employment Performance Review Board.
- F. Conduct an annual review of all GPSC governing documents.
- G. Serve as chair for at least one GPSC internal committee.

Article IV, Section 5 – Duties of the Treasurer

The Treasurer shall:

- A. Be prepared to report on all fund balances at each meeting of the GPSC.
- B. Record in a monthly report all fund balances and maintain records of all income and expenditures in accordance with applicable University of Arizona Policy.
- C. Prepare the annual budget in consultation with the officers, committee and subcommittee chairs and directors.
- D. Report regularly to the Executive Board to recommend and formulate appropriate policies to most effectively utilize GPSC resources.
- E. Co-sign on all GPSC disbursements.
- F. Serve as chair for the GPSC Appropriations Committee.

Article IV, Section 6 – Duties of the Secretary

The Secretary shall:

- A. Notify the GPSC of meetings and ensure that the meeting time and places provide for quorum.
- B. Provide for the accurate keeping of GPSC minutes in accordance with the Arizona Open Meeting Laws.
- C. Serve as chair for at least one GPSC internal committee.
- D. Coordinate the publication of the GradCat, and ensure that the GradCat is published at least twice per semester.

Article IV, Section 7 – Impeachment

Any GPSC Representative or Officer may initiate the impeachment of a GPSC Officer by presenting the GPSC with a petition to remove the Officer signed by one-third (1/3) of the voting membership of the GPSC. The Assembly Chairperson shall be responsible for conducting an impeachment vote at the next regular GPSC meeting. The Assembly Chairperson must inform all GPSC members, including the GPSC Officer subject to impeachment, in writing of the vote seven (7) working days prior to the meeting. A quorum must be present at the meeting at which the impeachment vote is held, and the GPSC Officer who is the subject of the vote must be allowed to speak in response to all charges. The GPSC Representatives shall be guided by Article IV, Section 7 regarding valid and invalid causes for the removal of an Officer. If two-thirds (2/3) of the votes favor the impeachment of the GPSC Officer, said GPSC Officer shall be relieved of his or her office immediately following validation of the results by the Assembly Chairperson. If the Assembly Chairperson is the subject of the impeachment petition, the President shall assume the responsibilities for organizing and conducting the impeachment process in accordance with the procedures outlined above.

Article IV, Section 8 – Causes for Impeachment

A. Valid causes for impeachment are:

1. Continued, gross, or willful neglect of the duties of the office.
2. Failure or refusal to disclose necessary information on matters of GPSC business.
3. Unauthorized expenditures, signing of checks, or misuse of organization funds, supplies, facilities, or equipment
4. Misrepresentation of the GPSC and its Officers to outside persons

B. Invalid causes for impeachment are:

1. Negligence that is not gross or willful.
2. A tendency to create friction and disagreement.

Article IV, Section 9 – Recall of the President and Vice-President

1. Upon petition of twenty percent (20%) of the number of graduate and professional students that voted in the election to which the officer was elected, the GPSC shall hold, within four weeks, a referendum among the graduate and professional student body on the question to remove a designated GPSC President and/or Vice President.
2. Upon a majority vote in favor of removing either the GPSC President and/or Vice President, the individual(s) in question will resign his or her position.

Article IV, Section 10 – Mid-year GPSC Officer Vacancies

If an office, other than the Presidency becomes vacant before the term expires, the Elections Director shall conduct an election to fill the vacancy.

Article V – GPSC Directors

Article V, Section 1 – Hiring

GPSC Directors 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 V, Section 2 – Supervision

The GPSC Research and Policy Director shall be under the supervision of the Vice President. The GPSC Grants Director and GPSC Events Director shall be under the supervision of the Assembly Chairperson.

Article V, Section 3 – Term

GPSC Directors shall serve throughout the fiscal year, from July 1 to June 30.

Article V, Section 4 – Composition

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

Article V, Section 5 – Dismissal

GPSC Directors shall have a right to fair conduct of actions leading to dismissal including but not limited to full notice, a fair hearing, timely determination and appeal from dismissal. GPSC Directors may be dismissed for cause in accordance with guidelines approved by the Council. GPSC Directors may be terminated for budgetary reasons at the discretion of the Council.

Article V, Section 6 – Grievances

Directors may file a grievance with the Employment Performance Review Board.

Article VI – GPSC Staff

Article VI, Section 1 – Hiring

GPSC shall follow UA and ABOR policies in regards to nondiscrimination and other hiring policies.

Article VI, Section 2 – Supervision

The GPSC Staff shall be under the supervision of the Assembly Chairperson or of a designated Officer, Director or other person as directed by the Council.

Article VI, Section 3 – Composition

GPSC 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, Elections Commissioner, and Webmaster.

Article VI, Section 4 – Dismissal

GPSC Staff may be dismissed for cause in accordance with guidelines approved by the Council. GPSC Staff may be terminated for budgetary reasons at the discretion of the Council.

Article VII – Filling of GPSC Vacancies and Definitions of Alternates

Article VII, Section 1 – Definition of Vacancy

A Representative position becomes officially vacant if (i) it is not filled during the regular election, (ii) the incumbent GPSC Representative is removed from office, or (iii) the incumbent Representative resigns.

Article VII, Section 2 – Notification of the GPSC Elections Director

The GPSC President shall inform the GPSC Elections Director of any vacant GPSC Representative position within one (1) week of its becoming vacant.

Article VII, Section 3 – Alternate Representatives

- A. When the results of a regular GPSC election for GPSC Representative are recorded, the recipient of the most votes for each constituent unit shall become the GPSC Representative for that constituent unit. The remaining candidates shall be ranked by the number of votes they each received, and shall be designated first alternate, second alternate, etc.
- B. Any student who is eligible to serve on GPSC as set forth in the GPSC Elections Code may petition the Council to be an Alternate Representative so long as there are no vacant seats reserved for his or her constituent unit. If there are vacant seats for the constituent unit, then

they shall be filled according to the procedure set forth in Article VII Section 5.

- C. The student must petition the Council in writing and present the petition to the President. The requirements of the petition shall be defined in the GPSC Elections Code. At the next GPSC meeting, the President shall inform the Council of the student's petition and ask the Council to confirm the student as an Alternate Representative. A majority vote is required for confirmation.
- D. In the event the constituent unit has no elected Alternate Representatives, then the Alternate Representative shall become the first Alternate Representative for the constituent unit.
- E. In the event the constituent unit has elected Alternate Representatives to the Council and no other students have been confirmed as Alternate Representatives to the constituent unit, then a petitioner for a position as an Alternate Representative, if confirmed by the Council, shall be designated as having the least voting preference of those Alternate Representatives that were elected. This means the confirmed Alternate Representative may vote only if none of the elected Alternate Representatives are present, and none have left proxies or absentee ballots.
- F. In the event the constituent unit has elected an Alternate Representatives to the Council and other Alternate Representatives have been confirmed by the Council, a petitioner for a position as an Alternate Representative, if confirmed by the Council, shall be designated as having the least voting preference of the Alternate Representatives that were elected or confirmed in previous meetings.
- G. In the event two or more students from the same constituent unit petition on different days to become Alternate Representatives, and they are confirmed by GPSC at the same meeting, the one who submitted his or her petition to the President first shall have the higher preference in terms of voting for the constituency.
- H. In the event two or more students from the same constituent unit petition to become Alternate Representatives, and they are confirmed by GPSC at the same meeting, and they submitted their petitions on the same day, then a coin toss (or sequence of tosses), conducted by the Assembly Chairperson to ensure random ordering of the confirmed petitioners, shall determine their order of voting as Alternate Representatives.
- I. There shall be no limit to the number of students from a constituent unit who may become Alternate Representatives by petition.

Article VII, Section 4 – Filling a Vacant GPSC Representative Position When There is an Alternate

When a GPSC Representative position becomes vacant, the position shall be filled by the first alternate of that constituent unit, after the GPSC Elections Director determines that the first alternate still meets eligibility requirements. If the first alternate is ineligible to fill the position, or if the first alternate declines the offer to become a GPSC Representative, the position shall be

offered to the second alternate (if one exists) subject to the same constraints. In the case of refusal, the third alternate will be offered the position, etc.

Article VII, Section 5 – Filling a Vacant GPSC Representative Position When There is No Alternate

- A.** If a Representative position is not filled at the regular election (or is vacated by a resignation, recall or impeachment that occurs prior to September 1st), a special election shall be held prior to October 1st to fill the position. If no candidates are available for the special election, the position shall be filled in accordance with part C below.
- B.** If a Representative position become vacant after September 1st, but before February 2nd, the GPSC Elections Director shall, within seven (7) days, publicly solicit written applications to fill the position. The deadline for applications shall be no sooner than seven (7) days after the public announcement of the opening. The special election will be held within seven (7) days of the application deadline. If no candidates are available for the special election, the position shall be filled in accordance with part C below.
- C.** If there are no candidates for a special election, a standing solicitation for candidates will be placed on the GPSC website. In the event that an application for such a position is made, a final three (3) day deadline for further applicants will be imposed (starting on the day when the Elections Director receives an application). At the next Council meeting subsequent to the final deadline for applicants, one of the applicants shall be ratified by a ballot vote of the Council.
- D.** If a Representative position becomes vacant subsequent to February 1st, the position will remain vacant until the next GPSC regular election.

Article VIII – Meetings of the GPSC

Article VIII, Section 1 – Frequency

The GPSC shall hold meetings at least once per month throughout the calendar year and at least twice per month during the academic year.

Article VIII, Section 2 – Parliamentary Procedures

- A.** Except as otherwise provided in the GPSC Constitution, the business of the Council shall be conducted according to the current edition of the Standard Code of Parliamentary Procedure. All questions shall be ruled on by the Assembly Chair of the meeting subject to a vote of the Council.
- B.** As described in the Standard Code of Parliamentary Procedure, a quorum for the purpose of meetings of the GPSC shall be defined as a majority (more than 50%) of the active voting membership of the Council.

- C. Each active Representative and Officer of the GPSC shall have one (1) vote. And in the case where a person serves as GPSC Representative and Officer, he or she will have exactly one (1) vote.
- D. GPSC Representatives and Officers who cannot attend a meeting may cast an absentee ballot on an issue that is slated to come up for a vote. Absentee ballots shall be given to the Vice President for counting, and shall be kept in the GPSC Secretary's file with the appropriate minutes. Absentee ballots may be forwarded to the GPSC Secretary or Vice President via e-mail.
- E. When a GPSC Representative cannot attend a meeting, and has not designated a proxy, that Representative's alternate may vote in his or her place. Proxies shall be given to the GPSC Secretary at or before the GPSC meeting, and shall be kept in the Secretary's file with the minutes of the meeting. Proxies may be forwarded to the GPSC Secretary via e-mail. An absentee ballot takes precedence over a proxy or an alternate.
- F. When a Representative or Officer cannot be present at a meeting, but can listen in and join the discussion by telephone (or comparable telecommunications), that Representative or Officer shall be considered to be in attendance.

Article IX – The GPSC Constitution and Bylaws

Article IX, Section 1 – Adoption of the GPSC Constitution

- A. Ratification: This Constitution shall be adopted upon approval by a two-thirds (2/3) vote of GPSC Representatives. A copy of the GPSC Constitution shall be given to all GPSC Representatives at least three (3) days prior to the ratification vote. Revisions of the proposed GPSC Constitution shall not be permitted within three (3) days prior to the ratification vote.
- B. Precedence of the GPSC Constitution: This Constitution shall supersede all previous Constitutions or Bylaws of the GPSC Retention of GPSC Representatives and Officers: GPSC Representatives and Officers elected prior to or concurrently with the ratification of this Constitution shall continue to hold or assume their offices, but their respective powers and authorities shall be governed by this Constitution.
- C. The GPSC Constitution will govern all disputes if a conflict arises between the GPSC Constitution, and either the GPSC Election Code or the GPSC Bylaws.

Article IX, Section 2 – Amending the GPSC Constitution

- A. Proposal and Initiation: Any voting member of the GPSC may propose to hold a vote on a proposed amendment to the GPSC Constitution subject to the notification requirements given in subsection B below.
- B. Notification of the Vote: All voting members of the GPSC shall be notified in writing of an

impending vote on an amendment to the GPSC Constitution at least one (1) week prior to the vote. The notification must include the text of the proposed amendment.

- C. **Vote Required:** The Amendment shall be adopted upon a two-thirds (2/3) vote of the Council.

Article IX, Section 3 – Bylaws

The GPSC Bylaws shall serve as rules for conducting the daily business of the Council. Bylaws may be adopted, rescinded or amended by a majority vote at any meeting. GPSC Bylaws shall include, but shall not be limited to, rules establishing GPSC Standing Committees, amounts of GPSC stipends, expectations of GPSC Representatives, and the process by which the Council considers issues.

- A. **Proposal and Initiation:** Any GPSC Representative or Officer may propose to hold a vote on a proposed amendment to the GPSC Bylaws subject to the notification requirements given in subsection B below.
- B. **Notification of the Vote:** All voting members of the GPSC shall be notified in writing of an impending vote on an amendment to the GPSC Bylaws at least two (2) days prior to the vote. The notification must include the text of the proposed amendment.
- C. **Vote Required:** The Amendment shall be adopted upon a majority vote of the Council.