Bylaws for the Executive Board of the
Graduate and Professional Student Council
University of Arizona
April 15, 2015

Preamble
The Bylaws for the Executive Board of 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 GPSC EB conducts its efforts on behalf of the graduate and professional students of the University of Arizona professionally and in the best faith effort on all of its decisions.

General Council (GC); Executive Board (EB): Graduate and Professional Student Council (GPSC)

Article 1. Membership
Section 1.1 The voting members of EB shall be comprised of the President, Vice-President, Assembly Chair, Treasurer, Secretary, and Social Chair.

Section 1.2 The non-voting members of the EB shall be comprised of the GPSC Program Coordinator, GPSC President’s Chief-of-Staff, 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.

Article 2. Executive Board Duties
Section 1.1 Officer Duties are outlined in the GPSC Constitution, the GPSC By-laws, and the GPSC By-Laws Appendices.

Article 3. Meetings, Attendance, Stipends, and Voting
Section 1.1 The EB shall meet every two weeks during the Fall and Spring semester and once monthly during the summer.

Section 1.2 There shall be quorum when more than 50% of EB voting members are present. Only when quorum is established can EB voting take place.

Section 1.3 EB can also conduct email votes that will open no less than 24 hours and no longer than 168 hours (7 days).

Section 1.4 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 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.

Section 1.5 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.

Section 1.6 EB members may appeal to the GPSC Executive Board to receive a full or partial stipend in extenuating circumstances.

Section 1.7 GPSC Graduate Assistants, except for the GPSC president’s chief of staff, 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.

Section 1.8 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.

Article 4 Officer Requirements

Section 1.1

a. President: The President shall act as the Chair of the EB. In that capacity, the President shall schedule, organize, and lead all EB meetings.

b. Vice-President: In the event, the President is unable to fulfill the duties outlined in Section 1.1, the Vice-President shall fulfill those duties.

c. Assembly Chair: The Assembly Chair shall include EB decisions on the agenda of upcoming GC meetings.

d. Treasurer: The Treasurer shall make monthly reports to the EB on the GPSC budget and appropriations committee activities.

e. Secretary; The Secretary shall take minutes of all EB meetings, including all decisions made by the EB.

   i. Minutes shall be taken of every meeting. Minutes shall include all decisions made by the EB. Future EB topics shall be shared with the GC as needed.

f. Social Chair: The Social Chair shall report on social strategies with the EB once monthly.

g. 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.

Article 5 Executive Board Amendments Section 1.1 Amendments

a. Proposal and Initiation: Any voting member of the EB may propose to hold a vote on a proposed amendment to the GPSC EB Bylaws.

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