



Resolution No. 1415-04
A Resolution to Amend Section IV of the Bylaws of the Graduate Professional Council

BE IT ENACTED BY THE GENERAL ASSEMBLY HERE GATHERED THAT:

WHEREAS, GPC's Constitution and Bylaws were revised last year; and

WHEREAS, it is vital that regular revisions take place, so that GPC's organization and mission can be codified; and

WHEREAS, the proposed revisions apply specifically to Executive Officer Position expectations and duties; and

WHEREAS, as the representative body of the graduate and professional students, the responsibilities of Executive Officers changes as needs of graduate and professional students change; be it

RESOLVED, by majority vote of the General Assembly here gathered, that the Graduate Professional Council bylaws shall be amended to reflect the following changes, which shall be valid effectively upon adoption.

SUBMITTED,

Ms. Hallie J. Thompson
President

SECTION IV: DUTIES AND ELECTION OF EXECUTIVE OFFICERS

4.1 All Executive Officers must be a graduate, professional, post-baccalaureate, or post-doctorate student. They ~~also~~ must be available as needed to fulfill their responsibilities throughout the calendar year. Executive Officers can seek re-election in the same or different position, as long as they remain in good standing as a graduate, professional, post-baccalaureate, or post-doctorate student.

4.2 The duties of the President shall be to:

~~2) Prepare the agendas for Executive officer, executive board, and general assembly meetings;~~

1) Assess GPC mission, platform and manage the organizational vision;

2) Serve as the liaison for all media statements pertaining to the Graduate Professional Council;

3) Chair Executive Officer and Executive Board ~~meetings unless otherwise delegated;~~

4) Manage day-to-day operations of GPC office (e.g., ordering supplies, correspondence, etc.);

5) Call special meetings of Executive Officers;

~~6) Oversee external operations of GPC;~~

7) Serve as an official envoy from GPC to:

- Deans of Professional Schools
- Graduate School,
- Vice Chancellor for Student Affairs,
- Chancellor,
- Provost,
- University of Missouri System President,
- Missouri Students Association (MSA),
- Students Organizations Allocations Committee (SOAC),
- Associated Students of the University of Missouri (ASUM),
- Organization Resource Group (ORG),
- Undergraduate Divisional Councils,
- Board of Curators,
- State Legislators, and
- National Association of Graduate-Professional Students (NAGPS);

8) Meet with student leaders of the various professional and graduate schools **as necessary or at least once per semester;**

9) Serve as representative to the University of Missouri Intercampus Student Council (ISC);

10) Chair the Graduate and Professional Leadership Council (GPLC) held quarterly throughout the year;

11) Chair the Constitution and Bylaws Committee; and

12) Emcee and organize the inauguration of the new GPC officers. Emcee ~~the Rollins Society,~~ Gold Chalk Awards and the Research and Creative Activities Forum, unless otherwise delegated.

4.3 The duties of the Vice President shall be to:

1) **Serve as Chair for all** General Assembly meetings;

~~2) Prepare the agendas for Executive Officer, Executive Board, and~~

General Assembly meetings;

~~2) Assist the President in preparation of General Assembly agenda;~~

3) **Oversee internal operations of GPC and its officers;**

4) **Assist the President in day-to-day operations;**

5) Serve as an official envoy of GPC when delegated by the President;

6) Serve as a liaison and member of the Division of Student Services (DSS) for the Missouri Students Association;

7) Serve as another representative to the University of Missouri Intercampus Student Council (ISC);

8) Initiate, monitor, and serve as ex-officio member to all internal standing issue committees (e.g., Minority Affairs);

9) Appoint, monitor, and serve as ex-officio member to all internal ad hoc committees as needed (e.g., Katrina Victims Support Committee);

10) Appoint representatives to external bodies: Faculty Council (one observer) Graduate Faculty Senate (one observer) Campus student-faculty committees (via the Chancellor) Student Health Services Advisory Council (six voting) MSA Student Activities Board and Committees (all voting) Student Organizations Allocations Committee (two voting) Joint Elections Board, and Alumni Board;

11) Appoint representatives to external ad hoc committees as needed (e.g., Quadrangle Task Force);

12) Serve as the representative for GPC on the SOGA committee.

13) Organize the Gold Chalk Awards banquet and ceremony;

14) Organize the Rollins Society Induction with the assistance of Rollins Society members; and

15) Plan and make provisions for the execution of the GPC Professional Development Series.

4.4 The duties of the Treasurer shall be to:

1) Provide a current fiscal report at each regular meeting of the Executive Board ~~and General Assembly;~~

2) Keep records of all funding requests (e.g., travel or organizational) and the status of requests (e.g., pending, approved, denied);

3) Send formal letters or e-mails to persons requesting funds, which report the GPC funding decision and ~~provide an explanation of why a request was denied or~~ notes the conditions that would make the request acceptable;

4) Maintain and distribute funding request forms and funding guidelines;

5) Publicize the availability of GPC funds via General Assembly;

6) Prepare paperwork to allow payment of bills (i.e. Procard receipt forms, Vouchers, Purchase Orders, etc.);

7) Serve as a member of the Student Organization Allocation Committee (SOAC) Secondary Appeals Committee;

8) Chair the Finance Committee;

9) Serve as Vice Chair of the Student Fee Review Committee (SFRC);

10) Comply with the following timeline for the next fiscal year budget:

(A) February: Make calendar for the completion of the next fiscal year's budget, present calendar to Executive Board and discuss needs for next year.

(B) March: Build budget.

(C) April: Present budget for Assembly approval.

(D) April: Send approved budget to Student Organizations, Governments and Activities (SOGA);

- 11) Serve as Sergeant-at-Arms for General Assembly meetings, which includes maintaining order during the meetings; and,
- 12) Complete other duties as mutually agreed upon with the Executive Officers.

4.5 The duties of the Secretary shall be to:

- 1) Distribute contact information (names, addresses, and phone numbers of Officers, General Assembly Representatives, and Representatives to external bodies) to the General Assembly;
- 2) Record minutes of all meetings of the General Assembly;
- 3) Organize/supervise monthly General Assembly mailings (e.g., minutes, agendas and other supplementary materials) to GPC representatives and officers;
- 4) Serve as Membership Chair, seeking representatives to fill vacancies on the General Assembly;
- 5) Serve as the historian for the GPC by creating and maintaining all historical records and files;
- 6) Monitor attendance and voting, unless doing so would constitute a conflict of interest;
- 7) Verify the signatures on all petitions, unless doing so would constitute a conflict of interest;
- 8) Reserve rooms and make other arrangements (e.g., refreshments, overhead projector) for General Assembly meetings; and
- 9) Prepare an information packet to be distributed to all General Assembly representatives at the first meeting of the year or the first meeting the representatives attend.
- 10) **Co-chair the GPC Student Affairs Committee.**

4.6 The Duties of the Director of Programming and Publicity shall be to:

- 1) Supervise and coordinate all publicity for the Executive Board ~~and act as a liaison to all ad hoc committees;~~
- 2) Produce and distribute information to all GPC constituents via any reasonable media, including the World Wide Web;
- 3) Communicate with outside organizations, divisions, departments and the community at large about GPC events and information;
- 4) **Work with the Division of Student Activities (DSA) of the Missouri Students Association;**
- 5) Chair and coordinate the Research and Creative Activities Forum and schedule the date and location of the RCAF for the year following his/her elected term;
- 6) Oversee and perform all other duties regarding special programs and projects as agreed upon by the President and Vice President;
- 7) Work with the Treasurer to create and maintain a budget for the programming and publicity of GPC events; and,
- 8) Work with the support of a committee and provide direction and leadership of the committee.

- 4.7 The Duties of the Director of National Affairs shall be to:
- 1) Attend the National Association of Graduate Professional Students (NAGPS) national conference and serve as the voting voice of the University of Missouri Graduate Professional Council;
 - 2) Attend the NAGPS Regional Conference and serve as the voting voice of the University of Missouri Graduate Professional Council;
 - 3) Stay informed of international, national, and regional issues and events affecting graduate and professional students;
 - 4) Give a report of NAGPS activity and national issues at regular meetings of the Executive Board and the General Assembly;
 - 5) Actively participate in the NAGPS Legislative Concerns Committee or hold an office in NAGPS;
 - 6) Work with the Director of State Affairs on local, regional, national, and international issues (e.g., reporting hot policy updates on Website; organizing letter writing campaigns);
 - 7) Attend all NAGPS Legislative Concerns Committee Conference Calls;
 - 8) Attend all NAGPS Legislative Action Days (LAD) and serve as GPC representative to LAD;
 - (A) Organize the GPC delegation attending LAD (e.g. scheduling meetings with Members of Congress and Congressional Committees and coordinate LAD attendees from other Missouri institutions);
 - 9) Participate in all NAGPS Calls-to-Action;
 - 10) Chair the GPC National Affairs Committee;
 - 11) Work with ASUM and MSA on national and international issues;
 - 12) Organize the Educate the Vote candidate assessment for Presidential and Midterm Elections with the assistance of ASUM;
 - 13) Communicate with the Missouri Congressional Delegation regarding federal legislation affecting graduate and professional students; and
 - 14) Work with the support of GPC National Affairs Committee while providing direction and leadership of the committee.
- 4.8 The duties of the Director of State Affairs shall be to:
- 1) Attend all Associated Students of the University of Missouri (ASUM) meetings and functions **both at the UM System and university level;**
 - 2) Serve as the voting member of the University of Missouri Graduate Professional Council **on the ASUM Board of Directors at the UM System level;**
 - 3) **Work with ASUM and MSA on state and local issues;**
 - 4) Stay informed of national, regional, state, and local issues and events affecting graduate and professional students;
 - 5) Report to the General Assembly regarding local and statewide issues affecting graduate and professional students;
 - 6) Work with the Director of National Affairs on local, regional, national, and international issues (e.g., reporting hot policy updates on the GPC website and social media);
 - 7) **Actively serve on the GPC National Affairs Committee; and**
 - 8) **Co-chair the GPC Student Affairs Committee while providing direction and leadership of the committee.**