



Resolution No. 1516-10

A Resolution to Amend the Bylaws to Change Executive Officer Responsibilities

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 amending officer responsibilities to reflect actual officer actions; and

WHEREAS, as the representative body of the graduate and professional students, the responsibilities of Executive Officers change as the 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 at the April 2016 General Assembly meeting:

SUBMITTED,

Ms. Hallie J. Thompson
President

Ms. Rachel E. Bauer
Vice President

Mr. E. Alex Howe
Treasurer

Mr. Aashish Jagini
Secretary

Ms. Yue Hao

Director of Programming

Mr. Matt McCune

Director of Communication

Ms. Katie Steen

Director of National Affairs

Ms. Laura Satkowski

Director of State Affairs.

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 must be available as needed to fulfill their responsibilities throughout the calendar year. Executive Officers can seek reelection 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:

- 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:
 - (A) Deans of Professional Schools,
 - (B) Graduate School,
 - (C) Vice Chancellor for Student Affairs,
 - (D) Chancellor,
 - (E) Provost,
 - (F) University of Missouri System President,
 - (G) Missouri Students Association (MSA),
 - (H) Students Organizations Allocations Committee (SOAC),
 - (I) Associated Students of the University of Missouri (ASUM),
 - (J) Organization Resource Group (ORG),
 - (K) Undergraduate Divisional Councils,
 - (L) Board of Curators,
 - (M) State Legislators, and
 - (N) 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 (GLPC) held quarterly throughout the year;
- 11) Chair the Constitution and Bylaws Committee;
- 12) Emcee and organize the inauguration of the new GPC officers. Emcee the Gold Chalk Awards, and the Research and Creative Activities Forum, unless otherwise delegated; and
- 13) Complete other duties as mutually agreed upon with the Executive Officers.

4.3 The duties of the Vice President shall be to:

- 1) Serve as Chair for all General Assembly meetings, unless otherwise delegated;
- 2) Prepare the agendas for Executive Officer, Executive Board, and General Assembly meetings;
- 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 and monitor internal standing issue committees (e.g., Minority Affairs);
- 9) Appoint 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) Organize and set the calendar for GPC events;
- 13) Organize the Gold Chalk Awards banquet and ceremony;
- 14) Organize the Rollins Society Induction with the assistance of Rollins Society members; and
- 15) Complete other duties as mutually agreed upon with the Executive Officers.

4.4 The duties of the Treasurer shall be to:

- 1) Provide a current fiscal report at ~~each~~ regular meetings of the Executive Board **at least once per month or as requested**;
- 2) Keep records of all **eligible** 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 **if appropriate**, 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 **monthly** General Assembly **meetings**;
- 6) **Assist preparation of**~~Prepare~~ paperwork to allow payment of bills (e.g. Pro-card receipt forms, Vouchers, Purchase Orders, etc.);
- ~~7) Serve as a member of the Student Organization Allocation Committee (SOAC) Secondary Appeals Committee;~~
- ~~78)~~ Chair the Finance Committee;
- ~~89)~~ Serve as co-Vice Chair of the Student Fee Review Committee (SFRC);
- 9) Serve as a member of the Student Organization Allocation Committee (SOAC) Secondary Appeals Committee;
- 10) Comply with the following timeline for the next fiscal year budget:
 - (A) ~~JanuaryFebruary: Discuss financial needs with Executive Board members for next year. Make calendar for the completion of the next fiscal year's budget, present calendar to Executive Board and discuss needs for next year.~~
 - (B) ~~FebruaryMarch~~: Build budget.
 - (C) ~~MarchApril~~: 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;
- 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; and
- 11) Complete other duties as mutually agreed upon with the Executive Officers.

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

- 1) Plan and supervise two to three programmatically-diverse GPC-specific events per semester;
- 2) Create flyers/materials through the Student Design Center advertising upcoming events a minimum of four weeks prior to event;
- 3) Serve as liaison and member of the Division of Student Activities (DSA) of the Missouri Students Association;
- 4) 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;
- 5) Collaborate with other officers on special programs and events sponsored by GPC throughout the year, contributing programming expertise and programming support;
- 6) Work with the Treasurer and the GPC Advisor to create and maintain a budget for the programming and publicity of GPC events;
- 7) Work with the support of a committee and provide direction and leadership to the committee; and
- 8) Complete other duties as mutually agreed upon with the Executive Officers.

4.7 The duties of the Director of Communication shall be to:

- 1) Supervise and coordinate all publicity for the Executive Board;
- 2) Produce and distribute information to all GPC constituents via any reasonable media, including but not limited to the GPC website and social media accounts;
- 3) Create and distribute press releases to promote significant events, advocacy, and resolutions of GPC;
- 4) Disseminate all materials developed by the Director of Programming and the Student Design Center to relevant parties/ relevant channels;
- 5) Work with the GPC Advisor and Director of Programming to create a strategic communication plan for GPC and all GPC events;
- 6) Communicate with outside organizations, divisions, departments, and the community at large about GPC events and information;
- 7) Maintain an up-to-date GPC website;

- 8) Coordinate with the Web Development team on all relevant GPC initiatives;
- 9) Collaborate with other Officers on GPC-sponsored programs and events by contributing communication expertise and consulting on advertising strategies;
- 10) Work with the support of a committee, and provide direction and leadership to the Communication Committee; and
- 11) Complete other duties as mutually agreed upon with the Executive Officers.

4.8 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 Web site; organizing letter writing campaigns);
- 7) Serve as the representative for GPC on the SOGA committee;
- 8) Attend all NAGPS Legislative Concerns Committee Conference Calls;
- 9) 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);
- 10) Participate in all NAGPS Calls-to-Action;
- ~~11) Co-chair the GPC Student Affairs Committee.~~
- 12) Chair the GPC National Affairs Committee;
- ~~13) Work with ASUM and MSA on national and international issues;~~
- ~~14) Organize the Educate the Vote candidate assessment for Presidential and Midterm Elections with the assistance of ASUM;~~
- ~~15) Communicate with the Missouri Congressional Delegation regarding federal legislation affecting graduate and professional students;~~
- ~~16) Work with the support of GPC National Affairs Committee and Student Affairs Committee while providing direction and leadership of the committee;~~
- 16) Complete other duties as mutually agreed upon with the Executive Officers.

4.9 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 voice 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 Issues on local, regional, national, and international issues (e.g., reporting hot policy updates on Web site; organizing letter writing campaigns);
- 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;
- 9) Complete other duties as mutually agreed upon with the Executive Officers.