

# BYLAWS OF THE GRADUATE PROFESSIONAL COUNCIL UNIVERSITY OF MISSOURI

Revised July 1, 2018

Revisions approved by the 35<sup>th</sup> General Assembly and  
incorporated by the 2018-2019 GPC President

## ASSIGNMENT OF TERMINOLOGY

Graduate Professional Council hereby GPC  
General Assembly hereby the Assembly

## SECTION I – GENERAL ASSEMBLY REPRESENTATIVES

- 1.1. Duties of Representatives - Each Representative is required to:
  - 1.1.1. Attend each monthly Assembly meeting, which is determined by signatures on the attendance logs;
  - 1.1.2. To serve on at least one external committee (Faculty/Student, GPC/MSA Campus Programming, or specially appointed) and be involved with at least one internal standing committee during his/her term; and
  - 1.1.3. To send a Proxy in his/her place when not able to attend a monthly meeting. The Proxy shall sign in on the attendance logs.
- 1.2. Definition of “Proxy” - A Proxy must satisfy the following requirements:
  - 1.2.1. Be a current graduate or professional student within the same represented area as the absent Representative;
  - 1.2.2. Not be a current Representative or a current Executive Officer; and
  - 1.2.3. Not currently serving as a Proxy for another absent Representative.
- 1.3. Commitment to Committees  
All assembly members are encouraged to be involved with an external/internal committee by the October General Assembly meeting.
- 1.4. Proxy Voting  
An Assembly Representative may give his/her power to vote in his/her place to a Proxy. Any such Proxy shall act and vote with the full privileges and responsibilities of the Assembly member s/he is representing, provided the Proxy has registered with the Secretary before the meeting in question.
- 1.5. Proxy Eligibility to Vote during Executive Officer Elections  
Proxies are eligible to vote during Executive Officer elections only if s/he:
  - 1.5.1. Has previously served as a Proxy for an Assembly meeting during the same academic year in which the election takes place; or

- 1.5.2. Is serving as a Proxy for an Assembly member who has attended every previous meeting of the academic year in which the election takes place.
- 1.5.3. At-Large Representatives may not have proxies vote in Executive Officer elections.
- 1.6. Definition of “Good Standing” for Representatives
  - Good Standing for a Representative shall be defined as follows:
    - 1.6.1. Attending, or having a proxy attend, the majority of Assembly meetings each semester; and
    - 1.6.2. Attending and actively participating in the majority of committee meetings per semesters OR adequately fulfilling the committee responsibilities in a manner approved by the committee chair.
    - 1.6.3. “Good Standing” for Represented Areas (departments, divisions, colleges, schools, etc.) is defined below in Section 6.2.
- 1.7. Removal from Office
  - Representatives who do not satisfy the requirements for “Good Standing” may be immediately brought up for removal. Representatives brought up for removal may request a review by the Executive Officers, who will determine the validity of any excuses for failing to fulfill the requirements of “Good Standing”.

## SECTION II – APPOINTED REPRESENTATIVES TO CAMPUS COMMITTEES AND TASK FORCES

- 2.1. GPC openings on campus, student-faculty, and internal committees/task forces shall be filled by an Executive Officer appointment. Current Representatives or At-Large Representatives in “Good Standing” (defined in section 1.6) will be given priority in the appointment process. When a sufficient number of representatives in “Good Standing” are not available to fill all external committees, graduate and professional students who are not representatives may be appointed to fill these positions. All non-GPC Assembly member representatives will be held to the same guidelines as Representatives.
- 2.2. Student-Faculty appointments are subject to the approval of the Chancellor and/or other University of Missouri officials.
- 2.3. The person appointed will represent GPC on the respective campus, student-faculty, or internal committee/task force and will be required to attend the meetings of the campus, student-faculty or internal committee/task force and submit a monthly written report or summary of such meeting(s). When necessary, due to a particular issue, this person will attend GPC meetings to give reports and/or answer questions.
- 2.4. Any committee or task force member who is negligent in performing his/her duties or has mishandled his/her responsibilities may be removed. Negligent is defined as not attending scheduled committee meetings, not attending Assembly meetings to provide feedback, or not providing minutes of committee proceedings to the current Vice President.
- 2.5. To remove a Representative or Non-representative from such a campus, student-faculty or internal committee/task force, a voting Representative of GPC must present a written statement explaining the reason(s) for removal to the Executive Officers one week prior to their meeting. Both parties will be invited to appear at the Executive Officers meeting. Removal requires a simple majority vote of the Executive Officers.

## SECTION III – RESOLUTIONS AND REFERENDA

- 3.1. A resolution is a formal written statement that precisely expresses the opinions and viewpoints of GPC which represents the interest of the whole graduate and professional student body at the University of Missouri.
  - 3.1.1. Resolutions shall follow the Resolution template found on the GPC Website.

3.1.2. Resolutions can be introduced through:

3.1.2.1. Executive Officer(s) Board; or

3.1.2.2. Departmental or At-Large Representatives

Introduction requires 10% or 5 signatures, whichever is less, from Assembly members. Signatures can be obtained through digital means or in person at the meeting at which the resolution is to be considered. Obtaining signatures shall be a condition on consideration of the resolution but not as a condition for getting a resolution on the agenda. In case that sufficient signatures are not obtained in a manner verifiable by the Chair of the Assembly prior to commencement of the meeting at which the resolution is intended to be considered, then consideration of the resolution will be struck from the agenda.

- 3.2. Resolutions must be reviewed by the Executive Officers prior to being presented to the Assembly.
- 3.3. Resolutions must be delivered to the Assembly one week prior to being presented to the Assembly for debate, amendment, and consideration of approval.
- 3.4. Approval of a resolution or referendum shall be done in accordance with Article VI of the Constitution of GPC.
- 3.5. A referendum is for the purpose of presenting measures proposed or passed by a legislative body to the electorate for approval or rejection, as defined by Section 6.1 of the Constitution.
- 3.6. An emergency meeting of the Executive Officers may be called in order to expeditiously address resolutions requiring immediate attention.

#### 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 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:
  - 4.2.1. Assess GPC mission, platform and manage the organizational vision;
  - 4.2.2. Serve as the liaison for all media statements pertaining to GPC;
  - 4.2.3. Chair Executive Officer and Executive Board meetings unless otherwise delegated;
  - 4.2.4. Manage day-to-day operations of GPC office (e.g. ordering supplies, correspondence, etc.);
  - 4.2.5. Call special meetings of Executive Officers;
  - 4.2.6. Oversee external operations of GPC;
  - 4.2.7. Serve as an official envoy from GPC to:
    - 1. Deans of Professional Schools,
    - 2. Office of Graduate Studies,
    - 3. Vice Chancellor for Student Affairs,
    - 4. Chancellor,
    - 5. Provost,
    - 6. University of Missouri System President,
    - 7. Missouri Students Association (MSA),
    - 8. Students Organizations Allocations Committee (SOAC),
    - 9. Associated Students of the University of Missouri (ASUM),
    - 10. Organization Resource Group (ORG),
    - 11. Undergraduate Divisional Councils,
    - 12. Board of Curators,
    - 13. State Legislators, and

14. National Association of Graduate Professional Students (NAGPS);
- 4.2.8. Meet with student leaders of the various professional and graduate schools as necessary or at least once per semester.
- 4.2.9. Serve as representative to the University of Missouri Intercampus Student Council (ISC);
- 4.2.10. Chair the Graduate and Professional Leadership Council (GLPC) held quarterly throughout the year;
- 4.2.11. Chair the Constitution and Bylaws Committee;
- 4.2.12. Emcee and organize the inauguration of the new Officers. Emcee the Gold Chalk Awards, and the Research and Creative Activities Forum, unless otherwise delegated;
- 4.2.13. Complete other duties as mutually agreed upon with the Executive Officers; and
- 4.2.14. Serve as Ex-Officio member of the Executive Board with the following conditions:
  - 4.2.14.1. Non-voting, advisory position.
  - 4.2.14.2. Attendance to board meetings is encouraged, not required.
  - 4.2.14.3. Position lasts one year following term as President. In case the President is re-elected, the position shall remain unfilled.
- 4.3. The duties of the Vice President shall be to:
  - 4.3.1. Serve as Chair for all Assembly meetings, unless otherwise delegated;
  - 4.3.2. Prepare the agendas for Executive Officer, Executive Board, and Assembly meetings;
  - 4.3.3. Oversee internal operations of GPC and its officers;
  - 4.3.4. Assist the President in day-to-day operations;
  - 4.3.5. Serve as an official envoy of the GPC when delegated by the President;
  - 4.3.6. Serve as a liaison and member of the Division of Student Services (DSS) for the Missouri Students Association;
  - 4.3.7. Serve as another representative to the University of Missouri Intercampus Student Council (ISC);
  - 4.3.8. Initiate and monitor internal standing issue committees (e.g., Minority Affairs);
  - 4.3.9. Appoint internal ad hoc committees as needed (e.g., Katrina Victims Support Committee);
  - 4.3.10. Appoint Representatives to external bodies: Faculty Council (one observer), Graduate Faculty Senate (one observer), Campus Student-Faculty Committees (via the Chancellor), Student Health Services Committees (six voting), MSA Student Activities Board and Committees (all voting), Student Organizations Allocations Committee (two voting), Joint Elections Board, and Alumni Board;
  - 4.3.11. Appoint Representatives to external ad hoc committees as needed (e.g., Quadrangle Task Force)'
  - 4.3.12. Organize and set the calendar for GPC events;
  - 4.3.13. Organize the Gold Chalk Awards banquet and ceremony;
  - 4.3.14. Oversee and organize the Outstanding Graduate, Superior Graduate, and the Outstanding Staff Awards each Spring semester;
  - 4.3.15. Organize the Rollins Society Induction with the assistance of Rollins Society members;
  - 4.3.16. Chair the Academic Affairs Committee;
  - 4.3.17. Appoint the Assistant Director of Academic Affairs, assess and assign duties to the Assistant Director of Academic Affairs, and report the activity of the Assistant Director of Academic Affairs to the Executive Board as outlined in Section 4.11; and
  - 4.3.18. Complete other duties as mutually agreed upon with the Executive Officers.
- 4.4. The duties of the Treasurer shall be to:
  - 4.4.1. Provide a current fiscal report at regular meeting of the Executive Board at least once per month or as requested;

- 4.4.2. Keep records of all eligible funding requests (e.g., travel or organizational) and the status of requests (e.g., pending, approved, denied);
- 4.4.3. Send formal letters or e-mails to persons requesting funds, which report GPC's funding decision and if appropriate, note the conditions that would make the request acceptable;
- 4.4.4. Maintain and distribute funding request forms and funding guidelines;
- 4.4.5. Publicize the availability of GPC funds via monthly Assembly meetings;
- 4.4.6. Assist preparation of paperwork to allow payment of bills (i.e. Pro0card receipt forms, Vouchers, Purchase Orders, etc.);
- 4.4.7. Chair the Finance Committee;
- 4.4.8. Appoint the Assistant Director of Fundraising, assess and assign duties to the Assistant Director of Fundraising, and report the activity of the Assistant Director of Fundraising to the Executive Board as outlined in Section 4.11;
- 4.4.9. Serve as Vice Chair of the Student Fee Review Committee (SFRC);
- 4.4.10. Comply with the following timeline for the next fiscal year budget:
  - a. January: Discuss financial needs with Executive Board members for next year.
  - b. February: Build budget.
  - c. March: Present budget for Assembly approval.
  - d. April: Send approved budget to Student Organizations, Government and Activities (SOGA);
- 4.4.11. Serve as Sergeant-at-Arms for Assembly meetings, which includes maintaining order during the meetings; and
- 4.4.12. Complete other duties as mutually agreed upon with the Executive Officers.
- 4.5. The duties of the Secretary shall be to:
  - 4.5.1. Distribute contact information (names, addresses, and phone numbers of Officers, Assembly Representatives, and Representatives to external bodies) to the Assembly;
  - 4.5.2. Record minutes of all meetings of the Assembly;
  - 4.5.3. Organize/supervise monthly Assembly mailings (e.g., minutes, agendas and other supplementary materials) to Representatives and Officers;
  - 4.5.4. Serve as Membership Chair, seeking Representatives to fill vacancies on the Assembly;
  - 4.5.5. Serve as the historian for the GPC by creating and maintain all historical records and files;
  - 4.5.6. Monitor attendance and voting, unless doing so would constitute a conflict of interest;
  - 4.5.7. Verify the signatures on all petitions, unless doing so would constitute a conflict of interest;
  - 4.5.8. Reserve rooms and make other arrangements (e.g., refreshments, overhead projector) for Assembly meetings;
  - 4.5.9. Prepare an information packet to be distributed to all Assembly Representatives at the first meeting of the year or the first meeting the Representatives attend;
  - 4.5.10. Chair the Student Affairs Committee;
  - 4.5.11. . Appoint the Quartermaster, assess and assign duties to the Quartermaster, and report the activity of the Quartermaster to the Executive Board as outlined in Section 4.11; and
  - 4.5.12. Complete other duties as mutually agreed upon with the Executive Officers.
- 4.6. The duties of the Director of Professional Development shall be to:
  - 4.6.1. Chair the Professional Development Committee;
  - 4.6.2. Appoint the Assistant Director of Professional Development, assess and assign duties to the Assistant Director of Professional Development to the Executive Board as outlined in Section 4.11;

- 4.6.3. Plan and maintain professional development and Alt-Ac/Non-Ac resources and programming, including at least three programmatically diverse professional development initiatives;
- 4.6.4. Advocate for professional development, Alt-Ac/Non-Ac, and academic success programming;
- 4.6.5. Liaise with the Director of Professional Development and Leadership in the Office of Graduate Studies, the Director of the Career Center, the Vice Chancellor of Research, Graduate Studies, and Economic Development, the Post-Doctoral Association, the Director of the Campus Writing Program, and other entities deemed vital for providing and advocating for programming as defined in Section 4.6.3 and 4.6.4; and
- 4.6.6. Complete other duties as mutually agreed upon with the Executive Officers.
- 4.7. The duties of the Director of Programming shall be to:
  - 4.7.1. Plan and supervise two to three programmatically-diverse GPC-specific events per semester;
  - 4.7.2. Create flyers/materials through the Student Design Center advertising upcoming events a minimum of four weeks prior to the event;
  - 4.7.3. Serve as liaison and member of the Division of Student Activities (DSA) of the Missouri Students Association;
  - 4.7.4. Chair and coordinate the Research and Creative Activities Forum (RCAF) and schedule the date and location of the RCAF for the year following his/her elected term;
  - 4.7.5. Collaborate with other Officers on special programs and events sponsored by GPC throughout the year, contributing programming expertise and programming support;
  - 4.7.6. Work with the Treasurer and the Advisor to create and maintain a budget for the programming and publicity of GPC events;
  - 4.7.7. Chair the Programming Committee;
  - 4.7.8. Work with the support of a committee and provide direction and leadership to the committee;
  - 4.7.9. Appoint the Assistant Director of Programming, assess and assign duties to the Assistant Director, and report the activity of the Assistant Director of Programming to the Executive Board as outlined in Section 4.11; and
  - 4.7.10. Complete other duties as mutually agreed upon with the Executive Officers.
- 4.8. The duties of the Director of Communication shall be to:
  - 4.8.1. Supervise and coordinate all publicity for the Executive Board;
  - 4.8.2. Produce and distribute information to all GPC constituents via any reasonable media, including but not limited to the GPC website and social media accounts;
  - 4.8.3. Create and distribute press releases to promote significant events, advocacy, and resolutions of the GPC;
  - 4.8.4. Disseminate all materials developed by the Director of Programming and the Student Design Center to relevant parties and channels;
  - 4.8.5. Work with the Advisor and Director of Programming to create a strategic communication plan for the GPC and all GPC events;
  - 4.8.6. Communicate with outside organizations, divisions, departments, and the community at large about GPC events and information;
  - 4.8.7. Maintain an up-to-date GPC website;
  - 4.8.8. Coordinate with the Web Development team on all relevant GPC initiatives;
  - 4.8.9. Collaborate with other Officers on GPC-sponsored programs and events by contributing communication expertise and consulting on advertising strategies;
  - 4.8.10. Chair the Communication Committee;

- 4.8.11. Work with the support of a committee, and provide direction and leadership to the Communication Committee;
- 4.8.12. Appoint the Historian, assess and assign duties to the Historian, and report the activity of the Historian to the Executive Board as outlined in Section 4.11; and
- 4.8.13. Complete other duties as mutually agreed upon with the Executive Officers.
- 4.9. The duties of the Director of National Affairs shall be to:
  - 4.9.1. 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;
  - 4.9.2. Attend the NAGPS regional conference and serve as the voting voice of the University of Missouri Graduate Professional Council;
  - 4.9.3. Stay informed of international, national, and regional issues and events affecting graduate and professional students;
  - 4.9.4. Give a report of NAGPS activity and national issues at regular meetings of the Executive Board and the Assembly;
  - 4.9.5. Actively participate in the NAGPS Legislative Concerns Committee or hold an office in NAGPS;
  - 4.9.6. Work with the Director of State Affairs on local, regional, national, and international issues (e.g., reporting hot policy updates on the GPC website, organizing letter writing campaigns, etc.);
  - 4.9.7. Attend all NAGPS Legislative Concerns Committee Conference Calls;
  - 4.9.8. Attend all NAGPS Legislative Action Days (LAD) and serve as GPC representative to LAD;
    - 4.9.8.1. 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).
  - 4.8.9. Participate in all NAGPS Calls-to-Action;
  - 4.8.10. Chair the National Affairs Committee;
  - 4.8.11. Work with ASUM and MSA on national and international issues;
  - 4.8.12. Organize the Educate the Vote candidate assessment for presidential and Midterm Elections with the assistance of ASUM;
  - 4.8.13. Communicate with the Missouri Congressional Delegation regarding federal legislation affecting graduate and professional students;
  - 4.8.14. Work with the support of the National Affairs Committee while providing direction and leadership of the committee; and
  - 4.8.15. Complete other duties as mutually agreed upon with the Executive Officers.
- 4.10. The duties of the Director of State Affairs shall be to:
  - 4.10.1. Attend all Associated Students of the University of Missouri (ASUM) meetings and functions both at the UM System and University level;
  - 4.10.2. Serve as the voting voice of the University of Missouri Graduate Professional Council on the ASUM Board of Directors at the UM System level;
  - 4.10.3. Work with ASUM and MSA on state and local issues;
  - 4.10.4. Stay informed of national, regional, state, and local issues and events affecting graduate and professional students;
  - 4.10.5. Report to the Assembly regarding local and statewide issues affecting graduate and professional students;

- 4.10.6. Work with the Director of National Affairs on local, regional, state, national, and international issues (e.g., reporting hot policy updates on the GPC website, organizing letter writing campaigns, etc.);
- 4.10.7. Chair the State Affairs Committee;
- 4.10.8. Attend all NAGPS Legislative Action Days (LAD) and serve as a GPC representative to LAD if the GPC Budget allows;
- 4.10.9. The Director of State Affairs is tasked to work on civic engagement with ASUM, MSA, RHA and other relevant student organizations;
- 4.10.10. Work with the support of National Affairs Committee and State Affairs committee while providing direction and leadership of the committees;
- 4.10.11. Work with ASUM in organizing the Educate the Vote candidate assessment for Presidential and Midterm Elections; and
- 4.10.12. Complete other duties as mutually agreed upon with the Executive Officers.
- 4.11. Assistant Directors
  - 4.11.1. Assistant Directors shall be:
    - 4.11.1.1. The Assistant Director of Academic Affairs, who shall report to the Vice President and be delegated to serve as liaison to the Graduate Faculty Senate (GFS) and report within one week on the proceedings of the GFS and/or sub-committees thereof to the Executive Board.
    - 4.11.1.2. The Assistant Director of Fundraising, who shall report to the Treasurer.
    - 4.11.1.3. The Assistant Director of Professional Development, who shall report to the Director of Professional Development.
    - 4.11.1.4. The Assistant Director of Programming, who shall report to the Director of Programming.
    - 4.11.1.5. The Quartermaster, who shall report to the Secretary.
    - 4.11.1.6. The Historian, who shall report to the Director of Communication.
  - 4.11.2. Assistant Directors shall be appointed by the Executive Officer to whom they report and be approved by a simple majority of the Executive Board.
  - 4.11.3. Assistant Directors may be appointed from any member of the General Assembly or member of the graduate and professional student population who meet the requirements outlined for Executive Officers in Section 4.1 of the By-laws.
  - 4.11.4. The position of Assistant Director will not confer voting powers on the Executive Board or in the General Assembly, but does not preclude being either a Departmental Representative or an At-Large Representative
  - 4.11.5. Duties and Responsibilities of Assistant Directors shall be provided by the Executive Officer to whom the Assistant Director reports, and be approved by the Executive Board by simple majority. The duties shall be presented to the Executive Board for approval no later than the regular Executive Board meeting one week prior to the first General Assembly of the semester. Assistant Directors shall not perform duties for GPC without those duties having first been approved by the Executive Board. Assistant Directors shall have the right to seek grievances for violations of their approved Duties and Responsibilities by filing a formal complaint with the President and/or Advisor of the Graduate Professional Council.
  - 4.11.6. The activity of Assistant Directors shall be reported to the Executive Board by the Executive Officer to whom the Assistant Director reports at each regular meeting of the Executive Board.
  - 4.11.7. All Executive Officers have the power to initiate a vote for the removal of an Assistant Director according to the protocol below:



- 4.11.7.1. A vote for removal of an Assistant Director may only be called during a regularly schedule Executive Board meeting and shall require a simple majority to initiate the removal process.
- 4.11.7.2. At the next Executive Board meeting whereby, the Assistant Director up for removal shall be able to attend, with said meeting taking place no more than three weeks following the initial vote, the Assistant Director up for removal will be invited to present their case before the Executive Board.
- 4.11.7.3. Following the hearing of the case presented by the Assistant Director, the President shall call a final vote of the Executive Board. This vote will require a two-thirds majority vote of the Executive Board and a vote in favor of removal shall be effective immediately.
- 4.11.8. Honorariums for Assistant Directors are paid out at the end of term for a successfully completed term and shall not be paid out for removal or resignation.
- 4.11.9. Individuals selected to serve in an AD position may not simultaneously be either an Executive Officer of GPC or the Data Analyst of GPC.
- 4.12. Data Analyst
  - 4.12.1. The Data Analyst shall be appointed by the Executive Board by a simple majority vote occurring during a regularly scheduled Executive Board meeting.
  - 4.12.2. The Data Analyst may be appointed from any member of the General Assembly or member of the graduate and professional student population, subject to the requirements outlined for Executive Officers in Section 4.1 of the By-laws and possessing the knowledge, understanding, and skills to adequately perform the duties of Data Analyst as defined in Section 4.12.3. The individual may not simultaneously hold an Executive Officer position.
  - 4.12.3. Duties of the Data Analyst.
    - 4.12.3.1. Charged with the proper documentation, assessment, analysis, presentation and storage of all data, quantitative and qualitative, owned by GPC.
    - 4.12.3.2. Work in conjunction with Executive Officers, where appropriate, to collect data on event attendance, results from surveys conducted by GPC, exit data from graduating graduate and professional students, and all relevant data for graduate and professional students collected jointly or shared by the Office of Graduate Studies and the Office of Research, Graduate Studies, and Economic Development.
    - 4.12.3.3. Be assigned other specific duties by the GPC Executive Board, under supervision of the GPC President, where such specific duties shall not exceed what reasonably falls within the scope of data collection, data analysis, and drafting of relevant reports.
    - 4.12.3.4. Attend all regularly scheduled weekly Executive Board meetings and all General Assembly meetings.
  - 4.12.4. The position of Data Analyst will not confer voting powers on the Executive Board or in the General Assembly but does not preclude one from being either a Departmental Representative or an At-Large Representative.
  - 4.12.5. The Data Analyst shall be given an honorarium, to be paid out in equal monthly payments, over the course of the academic year beginning in September and ending in May, where such payments may be suspended or cancelled, and the Data Analyst may be dismissed if duties are not met in a timely manner as assigned.
  - 4.12.6. The Data Analyst may be removed under the provisions outlined for Assistant Directors in Section 4.11.7.

## SECTION V – ELECTIONS OF EXECUTIVE OFFICERS

## 5.1. Executive Officer Elections:

5.1.1. Elections shall be held annually at the regularly scheduled April Assembly meeting.

### 5.1.2. The Presiding Election Officer

5.1.2.1. The Presiding Election Officer shall make no speeches for or against any candidate at the election meeting.

5.1.2.2. The President shall serve as Presiding Election Officer, unless there is a conflict of interest as defined by Section 6.6 of these Bylaws or is actively seeking another or same position on the Executive Committee in a contested or uncontested race and taking substantive part in the election process.

5.1.2.3. If the President is not available, the next highest ranking officer facing no conflict of interest and not seeking another or same position on the Executive Committee shall serve as Presiding Election Officer.

5.1.2.4. If all current Executive Officers are seeking re-election at the end of the first nomination meeting, a committee of five Assembly members not seeking office will be formed to coordinate the election in conjunction with the Advisor.

5.1.2.4.1. The committee will designate one Assembly member in "Good Standing" to serve as Presiding Election Officer.

5.1.2.4.2. The highest Executive Officer seeking a position in an uncontested race shall participate in the counting of votes with the Presiding Election Officer. If no Executive Officer is seeking such a position, the Advisor shall designate a member of the committee in "Good Standing" to participate in the counting of votes.

5.1.3. The Secretary will prepare the resources needed in order for the Representatives to cast their votes, including ballots with space for nominations taken at the election meeting and write in votes.

### 5.1.4. The Nomination Process

5.1.4.1. Nominations will be taken at the regularly scheduled Assembly meeting immediately preceding the election meeting and at the election meeting before candidate speeches are presented.

5.1.4.2. Nominations will be taken from the floor.

5.1.4.3. The nominated candidate must be present at the nomination meeting in order to accept a nomination.

### 5.1.5. The Election Meeting

A quorum as defined by the Constitution must be present in order to hold elections.

#### 5.1.5.1. Uncontested positions

Uncontested candidates will be allowed to make an acceptance speech, unless the Assembly determines, by simple majority vote, to forgo all uncontested candidate speeches.

#### 5.1.5.2. Contested Positions

5.1.5.2.1. On the day of election, candidates will be allowed to give one speech lasting no more than three minutes. Speeches may be delivered by Proxy during the meeting. Candidates may not be present during the delivery of the opposition speeches. They will exit the room.

5.1.5.2.2. Candidates must leave the room during deliberations, where each candidate will be allowed no more than two speeches in support by members of the Assembly.

5.1.5.2.3. Candidates will return to the room and may vote during the election and remain present during ballot counting.

5.1.6. Determining the Winning Candidate

5.1.6.1. A plurality of votes is needed in the case of two or fewer candidates.

5.1.6.2. When more than two candidates are running for a position, the Borda Count will be used to ensure that the candidate who is most appealing to the most people is the one who is elected.

5.1.6.3. The Borda Count shall involve the ranking of candidates by each voter (see Appendix A). All Representatives will mark their ballots accordingly, ranking the candidates in the order they deem fit to take the office. All incomplete ballots will be discarded.

5.1.6.4. In the event of a tie, the Presiding Election Officer shall break the tie.

5.1.7. Voting

5.1.7.1. The Presiding Election Officer shall not vote in any election, except as specified by Section 5.1.6.4.

5.1.7.2. With the exception of the Presiding Election Officer, all Assembly members in "Good Standing" are eligible to vote and may participate in the election process. Members of the Executive Board, with the exception of the Presiding Election Officer, are also eligible to vote.

5.1.7.3. All candidates, whether Representatives or not, will have the right to vote for him/herself. If they are not Representatives, they will not be able to vote on any other executive positions that are in contention.

5.1.7.4. Prior to voting, each Assembly member will check in with the Secretary or another Officer and receive a ballot. Also, before elections take place, the Vice President will remind all guests and non-voting members that they cannot vote, unless they are running for a position.

5.1.7.5. The Presiding Election Officer and Advisor will collect the ballots at the end of each race.

5.1.7.6. The Advisor will keep the ballots. After ballots are counted, no individual shall be granted access to the ballots by the Advisor unless deemed necessary through a formal appeal process. If no formal appeal is filed within ten business days, the Advisor shall destroy the ballots.

5.1.8. Vote Tallying – The Votes will be counted by the following persons:

5.1.8.1. The Presiding Election Officer

If the Presiding Officer is an Assembly appointee, the individual designated by Section 5.4.2.4.2.

5.1.8.2. The Graduate Professional Council Advisor

5.1.8.2.1. If the Advisor is not present, the highest ranking Executive Member not running for office and one member of the Assembly not seeking office, making a speech, or otherwise subject to a conflict of interest will be asked to serve.

5.1.8.2.1.1. If all current Executive Board members are not present or are running for office, then the highest-ranking Officer in an uncontested position will serve.

5.1.8.2.1.2. If no Officer is seeking an uncontested position, then the highest-ranking Officer not seeking the office being elected shall serve.

5.1.8.3. Five Representatives from the Assembly not seeking office, making speeches, or otherwise subject to a conflict of interest will volunteer.

#### 5.1.9. Appeals

5.1.9.1. All appeals shall be submitted to the Advisor.

5.1.9.2. All appeals must be made to the Advisor in writing and be received no more than ten business days following the election meeting. The appeal shall include evidence for the basis of the appeal. The Advisor will make every reasonable effort with all parties to resolve the issue. Should this fail, then the Advisor will forward the appeal to the Appellate Board (See Section 6.5).

#### 5.1.10. Special Elections

5.1.10.1. If a member or member-elect of the Executive Board were to resign at any point between their election and the next regularly scheduled meeting and there is no procedure regarding the succession for the position, an announcement that a special election shall be held must be made to the student body and Assembly at least one week prior to the Assembly meeting where an election can occur.

5.1.10.2. The announcement will indicate that during the special election, both nominations and election of the Officer(s) will occur within the same meeting.

5.1.10.3. A special election shall be held at the Assembly meeting specified in the announcement.

5.1.10.3.1. The meeting at which the special election will be held shall be the only meeting at which nominations shall be taken.

5.1.10.3.2. The election shall be subject to all other regulations as specified in the Bylaws.

### SECTION VI – GENERAL PROVISIONS

6.1. In the event an Officer is delinquent in his/her duties a majority of the Executive Officers may vote to approve a freeze of the salary of the delinquent Officer. An Officer cannot vote on the freeze if there is a conflict of interest.

6.2. “Good Standing” for Represented Areas (departments, divisions, colleges, schools, etc.)

#### 6.2.1. Definition

Represented Areas are in “Good Standing” provided that a Representative for Represented Area, or a Proxy, has attended the majority of Assembly meetings during the previous semester.

#### 6.2.2. Determination

Following the final Assembly meeting each Fall and Spring semester, the attendance logs for the semester will be reviewed by the Secretary and a list of ‘Represented Areas in Good Standing’ will be created and posted to the GPC website. “Good Standing” may only be reinstated provided a successful passing of an end-of-semester review.

#### 6.2.3. Implications

6.2.3.1. Organizations wholly within a Represented Area that is in “Good Standing” are eligible for GPC group funding (co-programming), and individual students in the Represented Area are eligible for 100% of the maximum GPC travel award.

6.2.3.2. Organizations wholly within a Represented Area that is not in “Good Standing” are not eligible for GPC group funding (co-programming), and individual students in the Represented Area are eligible for at most 50% of the maximum GPC travel award.

#### 6.2.4. Exemptions and Appeals

6.2.4.1. Represented Areas with fewer than 10 on-campus enrolled students are exempted from Sections 6.2.1 – 6.2.3.

6.2.4.2. Represented Areas may appeal the results of an end-of-semester evaluation to the Executive Officers.

6.3. Rules of Order -

The latest edition of Robert's Rules of Order will be the Assembly's guide for any situation not covered by the GPC's rules of order herein established by the Assembly. The Presiding Officer shall be compelled to obey the following rules of order when presiding over normal meetings of the Assembly except in any case where the Assembly, by majority vote, alters them:

6.3.1. Officer reports shall be limited to four minutes per officer.

6.3.2. Committee reports shall be limited to five minutes total.

6.3.3. Liaison reports shall be limited to five minutes total.

6.3.4. Each guest presentation shall be limited to ten minutes of speaking time with a two minute questioning period, totaling twelve minutes.

6.3.5. Each general funding request presentation shall be limited to five minutes with a two minute questioning period, totaling twelve minutes.

6.3.6. When entering comments or debate following the consideration of a business item, the default amount of time given for comment and debate shall be ten minutes.

6.3.7. Assembly members shall conduct themselves according to the following "Culture of Respect":

6.3.7.1. Assembly members will refrain from disparaging the race, religion, color, age, sex, national origin, veteran status, and sexual orientation of any Assembly member.

6.3.7.2. Assembly members will refrain from disparaging the academic discipline of other members of the Assembly.

6.3.7.3. Disparaging conduct includes talking over or using dismissive or insulting language toward another member of the Assembly.

6.4. A Parliamentarian will be appointed by the President and Vice President of the GPC.

6.4.1. The Parliamentarian shall serve as the arbiter of disputes regarding parliamentary procedure;

6.4.2. The Parliamentarian shall ensure that the "Culture of Respect" (Section 6.3.7) is adhered to during Assembly meetings.

6.5. Graduate Professional Council Appellate Board:

6.5.1. All conflicts that cannot be resolved within GPC will immediately go to the Graduate Professional Council Appellate Board. The Appellate Board is composed of:

6.5.1.1. The Advisor as ex-officio;

6.5.1.2. The President and Secretary or the two Executive Officers that participated during elections as ex-officio;

6.5.1.3. At least five representatives from the following graduate and professional organizations: ABGPS, MUPD, SCAVMA, GSP, MUCFR, MBAA, MSAC, and SBA; and

6.5.1.4. Four Assembly members in "Good Standing" who volunteer to serve. If there are no volunteers, and Executive Committee Member will appoint four Assembly members.

6.5.2. Quorum consisting of one third of the Appellate Board must be met in order to transact business. Quorum will not include ex-officio members. Voting and procedures will be determined by the members of the Appellate Board to fit the circumstances surrounding the specific conflict or controversy.

6.5.3. All Appellate Board members will be held to an honor code and must excuse themselves if they have a conflict of interest with the issue at hand. An excused board member will be

replaced by his/her respective next-highest ranking officer. In the event that all Executive Committee Members are excused, the Advisor shall appoint an Assembly Representative in “Good Standing”.

6.5.4. All Appellate Board decisions will become binding on GPC and its members. All further appeals will be sent to Student Organizations, Governments, and Activities (SOGA).

#### 6.6. Conflict of Interest

The term is used in connection with Executive Officers, Representatives, and their constituents in regard to ethical problems connected to a breach, or potential breach, of professional conduct in handling business that comes before GPC. It is generally used to suggest disqualification of an Executive Officer or Representative when their public interests conflict with their private pecuniary interest (e.g., a person running in an Executive Officer election cannot participate in substantive parts of the voting procedure or process).

#### 6.7. Articles of Cooperation

The Executive Officers, Executive Board, and the Assembly Representatives shall adhere to the rules and guidelines contained in the Articles of Cooperation, determined between each specific organization applied and GPC.

## SECTION VII – COMMITTEE RESPONSIBILITIES

### 7.1. The Finance Committee

The Primary function of the Finance Committee is to receive and process GPC general funding request and GPC travel award applications.

#### 7.1.1. General Funding Requests

7.1.1.1. The Finance Committee shall use criteria approved by the Assembly to determine eligibility for general funding requests.

7.1.1.2. The following are the eligibility criteria for General Funding Requests:

7.1.1.2.1. A written proposal for the General Funding Request must be submitted to the Chairman of the Finance Committee at least one week prior to the Assembly meeting. The proposals shall be forwarded by the Chairperson of the Finance Committee to the Secretary.

7.1.1.2.2. The following limits shall be placed on General Funding Requests

7.1.1.2.2.1. Only one General Funding Request may be submitted per student group per semester.

7.1.1.2.2.2. Functions that primarily benefit a single department shall be limited to \$250.

7.1.1.2.2.3. Functions available to the whole University student body shall be limited to \$600.

7.1.1.2.2.4. Spending restrictions may be placed on the moneys awarded to student groups at the discretion of the Assembly.

7.1.1.2.2.5. Any funding awarded by the Assembly to a student group must be advertised as co-programming with GPC.

7.1.1.2.3. Proposed changes to the general funding eligibility criteria may be moved by the Finance Committee or any Assembly member in “Good Standing”

7.1.1.2.4. Changes to general funding request eligibility criteria shall require simple majority approval of the members present.

#### 7.1.2. Travel Awards

- 7.1.2.1. The Finance Committee shall use criteria approved by the Assembly to judge travel award applications.
  - 7.1.2.2. Proposed changes to the travel award judging criteria may be proposed in accordance with the provisions in Section 3.
  - 7.1.2.3. Proposed changes to the criteria for Professional Development Travel Award should be developed in conjunction with the Director of Professional Development.
  - 7.1.2.4. The Finance Committee shall oversee two travel award categories:
    - 7.1.2.4.1. Presentation Travel Award
      - 7.1.2.4.1.1. The Presentation Travel Award shall be for presentation opportunities at conferences, meetings, and workshops.
      - 7.1.2.4.1.2. Eligibility for the Presentation Travel Award shall not be withheld for receiving other travel awards from the Graduate Professional Council.
    - 7.1.2.4.2. Professional Development Travel Award
      - 7.1.2.4.2.1. The Professional Development Travel Award shall be for non-presentation opportunities at conferences, meetings, workshops, or other relevant outlets that contribute toward preparing the student for employment in their chosen career path.
      - 7.1.2.4.2.2. Eligibility for the Professional Development Travel Award shall not be withheld for receiving other travel awards from the Graduate Professional Council.
- 7.2. The Constitution and Bylaw Review Committee
- 7.2.1. The Primary purpose of the Constitutional and Bylaw Review Committee is the monitoring and the review of the Constitution and Bylaws as they exist for the current operating year. This committee will be chaired by the President.
  - 7.2.2. Specific Responsibilities
    - 7.2.2.1. Complete a yearly review of the operating guidelines of GPC as written in the Constitution and Bylaws.
    - 7.2.2.2. Make recommendations for revisions and amendments to the Constitution and Bylaws to the Assembly as needed.
- 7.3. The Academic Affairs Committee
- 7.3.1. The primary function of the Academic Affairs Committee is the monitoring of academic issues on campus. Members of this committee are selected by the Vice President to serve on various student-faculty committees that impact the state of academic affairs at the University. This committee will be chaired by the Vice President.
  - 7.3.2. Specific Responsibilities
    - 7.3.2.1. Appoint Representatives to external committees related to academic affairs
      - 7.3.2.1.1. Grad Faculty Senate
      - 7.3.2.1.2. Faculty Council
    - 7.3.2.2. Planning of the Gold Chalk Awards
    - 7.3.2.3. Serve in an advisory capacity to the Assembly on campus-wide academic issues.
- 7.4. The Professional Development Committee
- 7.4.1. The primary function of the Professional Development Committee is the planning and development of programming pertaining to professional development, alternatives to academic (Alt-Ac) and non-academic (Non-Ac) career development, and to prepare graduate and professional students for employment in a variety of careers in a dynamic and evolving job market within the Academy and beyond.
- 7.5. The Programming Committee

7.5.1. The primary function of the Programming Committee is the planning and publicizing of GPC activities. This committee will be chaired by the Director of Programming.

7.5.2. Specific Responsibilities

7.5.2.1. Planning of the Research and Creative Activities Forum (RCAF).

7.5.2.2. Planning of monthly social events, including at least one family friendly event per semester.

7.5.2.3. Planning of community service and outreach events.

7.6. The Student Affairs Committee

7.6.1. The primary purpose of the Student Affairs Committee is the monitoring of student issues on campus as well as activities occurring at a national level that may affect the quality of student life on campus. This committee will be chaired by the Secretary.

7.6.2. Specific Responsibilities

7.6.2.1. Monitor activity at a national level that may affect the quality of student life on campus, such as proposed legislation in the United States Congress.

7.6.2.2. Monitor activity on campus that may affect the quality of student life on campus, such as housing, transportation, etc.

7.6.2.3. Serve in an advisory capacity to the Assembly on activity that may affect the quality of student life.

7.7. The National Affairs Committee

7.7.1. The primary function of the National Affairs Committee is to advocate on behalf of graduate, professional, post-baccalaureate, and post-doctoral students at the University of Missouri at the regional and national level.

7.8. The State Affairs Committee

7.8.1. The primary function of the State Affairs Committee is to advocate on behalf of graduate, professional, post-baccalaureate, and post-doctoral students at the University of Missouri at the local and state level.



## Appendix A.

### EXAMPLE OF THE BORDA COUNT

If a voter feels that candidate A is preferential to candidate B who is preferential to candidate C, the voter shall complete his/her ballot as follows:

A 1  
B 2  
C 3

In tallying the votes, the counter shall sum the ranks on all ballots for each candidate. The candidate with the lowest sum shall be the winner. For example, if five ballots are submitted as follows:

A 1	A 2	A 1	A 1	A 2
B 2	B 1	B 3	B 2	B 3
C 3	C 3	C 2	C 3	C 1

Then the sum for candidate A is 7, for candidate B is 11, and for candidate C is 12; candidate A is the winner.