

# BYLAWS OF THE GRADUATE PROFESSIONAL COUNCIL UNIVERSITY OF MISSOURI

Revised May 14, 2019

Revisions approved by the 36<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

### 1.1. Representatives

#### 1.1.1. Duties of Representatives - Each Representative is required to:

- 1.1.1.1. Attend each monthly Assembly meeting, which is determined by signatures on the attendance logs;
- 1.1.1.2. To serve on at least one GPC internal standing committee or sub-committee during their term; and
- 1.1.1.3. To send a Proxy in their place when not able to attend a monthly meeting. The Proxy shall sign in on the attendance logs.

#### 1.1.2. Commitment to Committees

All assembly members are encouraged to be involved with an external/internal committee by the October General Assembly meeting.

### 1.2. Proxies

#### 1.2.1. Definition of “Proxy” - A Proxy must satisfy the following requirements:

- 1.2.1.1. Be a current graduate, professional, or post-baccalaureate student within the same Represented Area as the absent Representative;
- 1.2.1.2. Not be a current Representative, except for At-Large Representatives, or a current Executive Officer; and
- 1.2.1.3. Not currently serving as a Proxy for another absent Representative.

1.2.2. At-Large Representatives may serve as a Proxy for Departmental Representatives for the purposes of maintaining “Good Standing” for Represented Areas, as defined in Section 6.2, so long as the definition of “Proxy” is met in accordance with Section 1.2.1. The At-Large Representative will receive no additional vote as a result of serving as a Proxy.

#### 1.2.3. Proxy Voting

An Assembly Representative may give their power to vote in their place to a Proxy. Any such Proxy shall act and vote with the full privileges and responsibilities of the Assembly member they are representing, provided the Proxy has registered with the Secretary before the meeting in question.

#### 1.2.4. Proxy Eligibility to Vote during Executive Officer Elections

Proxies are eligible to vote during Executive Officer elections only if the proxy:

- 1.2.4.1. Has previously served as a Proxy for an Assembly meeting during the same academic year in which the election takes place; or
- 1.2.4.2. 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.
- 1.3. Liaisons and Associated Members
  - 1.3.1. Liaisons
    - 1.3.1.1. Non-voting members of the General Assembly may represent various organizations or entities related to graduate and professional students. An individual may serve as a Liaison in addition to serving as a Representative, with the role and duties of the Representative superseding that of a Liaison.
    - 1.3.1.2. They shall have the right to give reports during monthly General Assembly meetings on, but not limited to: activities, programming, policies, and stances of the organization or entity being represented.
  - 1.3.2. Associated Members
    - 1.3.2.1. Individuals, not representing a Representative Area, or serving as an At-Large Representative, may serve on GPC internal committees and be appointed, when necessary, to external committees. This is a non-voting position.
- 1.4. Definition of “Good Standing” for Representatives
 

Good Standing for a Representative shall be defined as follows:

  - 1.4.1. Attending, or having a proxy attend, the majority of Assembly meetings each semester; and
  - 1.4.2. 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.
  - 1.4.3. “Good Standing” for Represented Areas is defined below in Section 6.2.
- 1.5. 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 their duties or has mishandled their 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 interests 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. All Officers shall complete all duties as defined by Section IV, where such duties may be delegated to other Officers as deemed appropriate by the Executive Board, and any additional duties agreed to by the Executive Board and the Officer taking such additional duties.
- 4.3. The duties of the President shall be to:
  - 4.3.1. Assess mission, platform and manage the organizational vision of GPC;
  - 4.3.2. Oversee external operations of GPC, and serve as the liaison for all media statements pertaining to GPC;
  - 4.3.3. Chair Executive Officer and Executive Board meetings unless otherwise delegated;
  - 4.3.4. Oversee the day-to-day operations of GPC office (e.g. ordering supplies, correspondence, etc.) and delegate tasks and responsibilities as appropriate;
  - 4.3.5. Call special meetings of Executive Officers;

- 4.3.6. Serve as an official envoy from GPC to the departments, organizations, administrators, and other bodies of people who interact with or perform duties regarding graduate and professional students, or where otherwise deemed appropriate by the Executive Board;
- 4.3.7. Meet with student leaders of the various professional and graduate schools as necessary or at least once per semester.
- 4.3.8. Serve as representative to the University of Missouri Intercampus Student Council (ISC);
- 4.3.9. Emcee and organize the inauguration of the new Officers; and
- 4.3.10. Serve as Ex-Officio member of the Executive Board with the following conditions:
  - 4.3.10.1. Non-voting, advisory position,
  - 4.3.10.2. Attendance to board meetings is encouraged, not required,
  - 4.3.10.3. Position lasts one year following term as President. In case the President is re-elected, the position shall remain unfilled.
- 4.4. The duties of the Vice President shall be to:
  - 4.4.1. Chair all Assembly meetings, unless otherwise delegated;
  - 4.4.2. Prepare the agendas for Executive Officer, Executive Board, and Assembly meetings;
  - 4.4.3. Oversee internal operations of GPC and its officers;
  - 4.4.4. Assist the President in day-to-day operations;
  - 4.4.5. Serve as an official envoy of the GPC with the President;
  - 4.4.6. Shall serve as the voting representative of the Graduate Professional Council to the Graduate Faculty Senate.
  - 4.4.7. Serve as another representative to the University of Missouri Intercampus Student Council (ISC);
  - 4.4.8. Establish internal standing issue and internal ad hoc committees as needed and appoint chairs for these committees;
  - 4.4.9. Appoint Representatives to external bodies or committees as requested by the Chancellor's Office, Provost's Office, Graduate School, or other entities on campus;
  - 4.4.10. Organize and set the calendar for GPC events, including the Graduate and Professional Student Awards Banquet with the Graduate School;
  - 4.4.11. Oversee the various GPC awards each Spring semester, including but not limited to Gold Chalk Awards, Award for Academic Excellence, Excellence in Student Leadership, Graduate Support Staff Recognition Award, and the International Student Award;
  - 4.4.12. Chair the Academic and Student Affairs Committee; and
  - 4.4.13. 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 4.12;
- 4.5. The duties of the Treasurer shall be to:
  - 4.5.1. Provide a current fiscal report at regular meeting of the Executive Board as requested;
  - 4.5.2. Keep records of all eligible funding requests (e.g., travel or group funding) and the status of requests (e.g., pending, approved, denied);
  - 4.5.3. 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;
  - 4.5.4. Maintain funding request forms and funding guidelines;
  - 4.5.5. Ensure the "Funding" sections of the GPC Website are accurate and work with the Director of Communication to make revisions and edits in a timely manner;
  - 4.5.6. Publicize the availability of GPC funds via monthly Assembly meetings;
  - 4.5.7. Assist preparation of paperwork to allow payment of bills (i.e. Pro-card receipt forms, Vouchers, Purchase Orders, etc.);
  - 4.5.8. Chair the Finance Committee;
  - 4.5.9. 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 4.12;

- 4.5.10. Serve as Vice Chair of the Student Fee Review Committee (SFRC);
- 4.5.11. Serve on the secondary appeals committee for the Student Organization Allocation Committee (SOAC); and
- 4.5.12. 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).
- 4.6. The duties of the Secretary shall be to:
  - 4.6.1. Record minutes of all meetings of the Assembly and Executive Board;
  - 4.6.2. Organize/supervise monthly Assembly mailings (e.g., minutes, agendas and other supplementary materials) to Representatives and Officers;
  - 4.6.3. Monitor attendance of all Representatives in accordance with policies set forth for “Good Standing” and seek Representatives to fill vacancies in the Assembly;
  - 4.6.4. Prepare the Assembly meeting room and maintain GPC supplies and office space with the President;
  - 4.6.5. Chair the Student Concerns and Advocacy sub-committee; and
  - 4.6.6. 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 4.12.
- 4.7. The duties of the Director of Professional Development shall be to:
  - 4.7.1. Chair the Professional Development Committee;
  - 4.7.2. Plan and maintain professional development and Alt-Ac/Non-Ac resources and programming, including at least three programmatically diverse professional development initiatives;
  - 4.7.3. Advocate for professional development, alternatives to academic (Alt-Ac), and non-academic (Non-Ac) career development, and academic success programming;
  - 4.7.4. Assist the Director of Programming with coordinating the Research and Creative Activities Forum (RCAF);
  - 4.7.5. 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 4.7.2 and 4.7.3; and
  - 4.7.6. 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 4.12.
- 4.8. The duties of the Director of Programming shall be to:
  - 4.8.1. Plan and supervise two to three programmatically-diverse GPC-specific events per semester;
  - 4.8.2. Chair and coordinate the Research and Creative Activities Forum (RCAF) with the assistance of the Director of Professional Development;
  - 4.8.3. Collaborate with other Officers on special programs and events sponsored by GPC throughout the year, contributing programming expertise and programming support;
  - 4.8.4. Work with the Director of Communication and the Graduate School to advertise all programming events;
  - 4.8.5. Chair the Programming Committee; and
  - 4.8.6. 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 4.12.
- 4.9. The duties of the Director of Communication shall be to:

- 4.9.1. Supervise and coordinate all publicity for GPC, including but not limited to the production and distribution of information and press releases to promote events, advocacy, and resolutions of GPC to all GPC constituents via the GPC website, social media or any other reasonable media;
- 4.9.2. Develop and oversee a strategic communication plan and provide communication expertise and consulting for advertising and distribution of all publicity in collaboration with other GPC Officers, the Graduate School, and outside entities when appropriate;
- 4.9.3. Maintain an up-to-date GPC website, and coordinate with the Web Development team on all relevant GPC initiatives;
- 4.9.4. 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 4.12.
- 4.10. The duties of the Director of National Affairs shall be to:
  - 4.10.1. Attend the National Association of Graduate Professional Students (NAGPS) National Conference, Legislative Action Days (LAD), and SouthCentral Regional Conference if the GPC budget allows;
  - 4.10.2. Participate in all NAGPS Call-to-Action, and actively participate on the NAGPS Legislative Concerns Committee or hold an office in NAGPS;
  - 4.10.3. Give a report of NAGPS activity and national issues at regular meetings of the Executive Board and the Assembly;
  - 4.10.4. Work with the Director of State Affairs to stay informed on local, regional, national, and international issues (e.g., reporting hot policy updates on the GPC website, organizing letter writing campaigns, etc.) and events affecting graduate and professional students, and develop programs, responses, or other necessary actions to address such issues and events;
  - 4.10.5. Co-Chair the Legislative Affairs Committee;
  - 4.10.6. Work with ASUM and MSA on national and international issues;
  - 4.10.7. Organize the Educate the Vote candidate assessment for presidential and Midterm Elections with the assistance of ASUM; and
  - 4.10.8. Communicate with the Missouri Congressional Delegation regarding federal legislation affecting graduate and professional students.
- 4.11. The duties of the Director of State Affairs shall be to:
  - 4.11.1. Attend all system-wide meetings of the Associated Students of the University of Missouri (ASUM) as the Graduate Representative voting member at the university level and serve as the voting voice of the Graduate Professional Council on the ASUM Board of Directors at the UM System level;
  - 4.11.2. Work with ASUM, MSA, and the Director of National Affairs on current policy issues and civic engagement projects under their purview;
  - 4.11.3. Stay informed of and report to the Assembly on national, regional, state, and local issues and events affecting graduate and professional students;
  - 4.11.4. Co-Chair the Legislative Affairs Committee;
  - 4.11.5. Attend all NAGPS Legislative Action Days (LAD) if the GPC budget allows; and
  - 4.11.6. Organize and assist with voter registration and orchestrate opportunities for graduate and professional students to learn about local and state candidates during election years.
- 4.12. Assistant Directors
  - 4.12.1. Assistant Directors shall be:
    - 4.12.1.1. The Assistant Director for International Student Affairs, who shall report to the Vice President and serve as chair of the International Student Affairs sub-committee.
    - 4.12.1.2. The Assistant Director of Fundraising, who shall report to the Treasurer.
    - 4.12.1.3. The Assistant Director of Professional Development, who shall report to the Director of Professional Development.
    - 4.12.1.4. The Assistant Director of Programming, who shall report to the Director of Programming.

- 4.12.1.5. The Quartermaster, who shall report to the Secretary.
- 4.12.1.6. The Historian, who shall report to the Director of Communication.
- 4.12.2. Assistant Directors shall be appointed by the Executive Officer to whom they report and be approved by a simple majority of the Executive Board.
- 4.12.3. 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.
- 4.12.4. 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
- 4.12.5. 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.
- 4.12.6. 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.
- 4.12.7. All Executive Officers have the power to initiate a vote for the removal of an Assistant Director according to the protocol below:
  - 4.12.7.1. A vote for removal of an Assistant Director may only be called during a regularly scheduled Executive Board meeting and shall require a simple majority to initiate the removal process.
  - 4.12.7.2. 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.
  - 4.12.7.3. 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.
- 4.12.8. Honorariums for Assistant Directors are paid out in two installments of one-half of the total amount budgeted for their honoraria at the end of each semester of their one-year term during which they successfully completed the tasks assigned to them, and which shall not be paid out for removal or resignation.
- 4.12.9. Individuals selected to serve in an AD position may not simultaneously be either an Executive Officer of GPC or the Data Analyst of GPC.
- 4.13. Data Analyst
  - 4.13.1. The Data Analyst shall be appointed by the Executive Board by a simple majority vote occurring during a regularly scheduled Executive Board meeting.
  - 4.13.2. 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.
  - 4.13.3. Duties of the Data Analyst:
    - 4.13.3.1. Charged with the proper documentation, assessment, analysis, presentation and storage of all data, quantitative and qualitative, owned by GPC.

- 4.13.3.2. 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.
- 4.13.3.3. 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.
- 4.13.3.4. Attend all regularly scheduled weekly Executive Board meetings and all General Assembly meetings.
- 4.13.4. 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.
- 4.13.5. 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 July and ending in April, 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.
- 4.13.6. The Data Analyst may be removed under the provisions outlined for Assistant Directors in Section 4.12.7.

## 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 themselves. 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 to 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 6.6).
- 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 their 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 the Representative or Representatives, or a relevant number of Proxies, have earned for that Area a sufficient

amount of that Area's Maximum Possible Meeting Credits, as defined and explained in Sections 6.2.1.1 – 6.2.1.4.

#### 6.2.1.1. Meeting Credits

A Meeting Credit will be earned for a Represented Area by one Representative, or a Proxy for that Representative, attending a single meeting of the General Assembly.

6.2.1.1.1. A Representative can only earn at most one Meeting Credit for at most one Represented Area per attended General Assembly Meeting.

6.2.1.1.2. A Meeting Credit is earned by signing-in to a General Assembly meeting in the way deemed necessary by the Secretary.

#### 6.2.1.2. An Area's Maximum Possible Meeting Credits

A Represented Area will have a certain number of Maximum Possible Meeting credits as determined by the maximum number of Representatives who could attend a General Assembly meeting for that Area, multiplied by the maximum number of regular monthly General Assembly meetings for the given semester.

#### 6.2.1.3. Minimum Amount of Acceptable Meeting Credits for a Represented Area of Graduate Students

A Represented Area of Graduate Students must earn two-thirds ( $2/3$ ) rounded up of that Area's Maximum Possible Meeting Credits (as defined in Section 6.2.1.2) in order for that Area to be considered in "Good Standing".

#### 6.2.1.4. Minimum Amount of Acceptable Meeting Credits for a Represented Area of Professional Students

A Represented Area of Professional Students (i.e., Areas from Law, Medicine, or Veterinary Medicine) must earn one half ( $1/2$ ) of that Area's Maximum Possible Meeting Credits (as defined in Section 6.2.1.2) in order for that Area to be considered in "Good Standing".

#### 6.2.2. Determination and Posting of "Good Standing" Status

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" for those Represented Areas will be determined by calculating the Represented Area's total Meeting Credits earned, as outlined in Sections 6.1.2.1-6.1.2.4. "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.

##### 6.2.4.2.1. Preemptive Petitions

A Representative may preemptively petition the Executive Officers in writing (whether by email or by formal letter) at any time prior to the conclusion of an academic semester to make sure that their Represented Area does not fall out of “Good Standing”.

6.2.4.2.2. Represented Areas which are systematically unable to meet at the General Assembly meetings for a given Semester (say, due to an academic conflict which precludes any member from attending a General Assembly meeting) may preemptively petition the Executive Officers about this, or may appeal a decision of their Area falling out of “Good Standing” Status for this reason, by presenting a written explanation of this systematic inability to attend General Assembly meetings to the Executive Board for review.

6.2.4.3. Represented Areas may petition the Executive Board to be evaluated at a lower acceptability rate than that outlined in Section 6.2.1.3-6.2.1.4. There must be compelling reasons why that Represented Area should not be evaluated at the same standard as other Represented Areas in the General Assembly in order to be granted a lower evaluation standard.

6.2.4.3.1. A Represented Area’s amended acceptability rate will return to that outlined in Sections 6.2.1.3.-6.2.1.4. at the beginning of the semester following when the request was made for, unless there was also a time limit request that was approved by the Executive Officer.

6.2.4.4. All petitions, appeals, and requests to the Executive Officers may also include a time limit for how long the Represented Area would like an exemption to last, and/or how long the Represented Area would like to be evaluated at a lower acceptability rating that outline in Section 6.2.1.3.-6.2.1.4. This time request is subject to approval by the Executive Officers separately from the approval of the request for exemption and/or lower acceptability rating.

6.2.4.4.1. Time requests of “in perpetuity” and “indefinitely” are allowed, though encouraged only if there is a significant reason why a Represented Area must be exempted from “Good Standing” considerations for that length of time, and/or why that Area must be evaluated at a lower acceptability rating than that outlined in Sections 6.2.1.3.-6.2.1.4 for that length of time.

6.2.4.5. All decisions on appeals, petitions, and requests concerning “Good Standing” made by the Executive Officers may be further appealed to the Advisor of the Graduate Professional Council.

### 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. A regular guest presentation shall be limited to ten minutes of speaking time with a five-minute questioning period, totaling fifteen minutes.

6.3.5. The Executive Board may designate a guest as a Special Guest speaker, where a special guest presentation shall be limited to a total of thirty minutes.

- 6.3.5.1. The presentation time shall be allotted into a fifteen-minute presentation period and a fifteen-minute discussion period, as a default.
- 6.3.5.2. Upon the request of the Special Guest speaker, the Presentation times may be adjusted to an alternative format, including but not limited to, a town-hall discussion or a differing presentation period.
- 6.3.6. A general funding request presentation shall be limited to five minutes with a five-minute questioning period, totaling ten minutes.
- 6.3.7. 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.
- 6.3.8. Assembly members shall conduct themselves according to the following “Culture of Respect”:
  - 6.3.8.1. Assembly members will refrain from disparaging the race, religion, color, age, sex, national origin, veteran status, and sexual orientation of any Assembly member.
  - 6.3.8.2. Assembly members will refrain from disparaging the academic discipline of other members of the Assembly.
  - 6.3.8.3. Disparaging conduct includes talking over or using dismissive or insulting language toward another member of the Assembly.
- 6.4. The Constitution and Bylaws shall be evaluated by the Executive Board each year prior to the first General Assembly meeting of the Fall Semester to decide if the governing documents require updates to formatting, language, or other forms of updates.
  - 6.4.1. If the governing documents require updates, Representatives will be appointed to the Constitution and Bylaws Ad-hoc Committee, which will convene for a duration of no longer than one semester.
  - 6.4.2. The President shall chair the Constitution and Bylaws Ad-hoc Committee.
  - 6.4.3. The Constitution and Bylaws Ad-hoc Committee shall draft resolutions necessary to update the governing documents and present these resolutions to the General Assembly no later than the second to last monthly meeting of the Assembly.
  - 6.4.4. The governing documents must be reviewed for updates by no later than three years from the previous review by the constitution and Bylaws Ad-hoc Committee.
- 6.5. A Parliamentarian will be appointed by the President and Vice President of the GPC.
  - 6.5.1. The Parliamentarian shall serve as the arbiter of disputes regarding parliamentary procedure;
  - 6.5.2. The Parliamentarian shall ensure that the “Culture of Respect” (Section 6.3.8) is adhered to during Assembly meetings.
- 6.6. Graduate Professional Council Appellate Board:
  - 6.6.1. All conflicts that cannot be resolved within GPC will immediately go to the Graduate Professional Council Appellate Board. The Appellate Board is composed of:
    - 6.6.1.1. The Advisor as ex-officio;
    - 6.6.1.2. The President and Secretary or the two Executive Officers that participated during elections as ex-officio;
    - 6.6.1.3. At least five representatives from the following graduate and professional organizations: ABGPS, MUPD, SCAVMA, GSP, MUCFR, MBAA, MSAC, and SBA; and
    - 6.6.1.4. Four Assembly members in “Good Standing” who volunteer to serve. If there are no volunteers, and Executive Committee Member will appoint four Assembly members.
  - 6.6.2. 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.

6.6.3. 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 their 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”.

6.6.4. 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).

#### 6.7. 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).

#### 6.8. 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 – STANDING COMMITTEES

#### 7.1. The Finance Committee

7.1.1. The primary function of the Finance Committee is to receive and process GPC group funding requests and GPC travel award applications.

#### 7.1.2. Group Funding Requests

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

7.1.2.2. The following are the eligibility criteria for Group Funding Requests:

7.1.2.2.1. A written proposal for the Group Funding Request must be submitted to the Treasurer at least one week prior to the Assembly meeting. The notification of the request should be given by the Treasurer to the Vice President.

7.1.2.2.2. The following limits shall be placed on Group Funding Requests

7.1.2.2.2.1. Only one Group Funding Request may be submitted per student group per semester.

7.1.2.2.2.2. Functions with a limited or restricted audience (e.g., graduate department organizations or graduate centered organizations) shall be limited to \$250.

7.1.2.2.2.3. Functions open to all graduate and professional students and which have broad interest shall be limited to \$600.

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

7.1.2.2.2.5. Any function awarded funds by the Assembly must be advertised as co-programming with GPC.

7.1.2.2.3. Proposed changes to the group funding eligibility criteria may be moved by the Finance Committee or any Assembly member in “Good Standing”. Changes shall require simply majority approval of the members present.

### 7.1.3. Travel Awards

7.1.3.1. The Finance Committee shall use criteria approved by the Assembly to judge travel award applications.

7.1.3.2. Proposed changes to the travel award judging criteria may be proposed in accordance with the provisions in Section 3.

7.1.3.3. The Finance Committee shall oversee two travel award categories:

#### 7.1.3.3.1. Conference Presentation Travel Award (CPTA)

7.1.3.3.1.1. The CPTA shall be for opportunities to present research papers, posters, or creative works at conferences, meetings, or workshops.

7.1.3.3.1.2. Eligibility for the CPTA shall not be withheld for receiving other travel awards from the Graduate Professional Council.

#### 7.1.3.3.2. Professional Development Travel Award (PDTA)

7.1.3.3.2.1. The PDTA 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.

7.1.3.3.2.2. Eligibility for the PDTA shall not be withheld for receiving other travel awards from the Graduate Professional Council.

### 7.2. The Academic and Student Affairs Committee

7.2.1. The primary function of the Academic and Student Affairs Committee is the monitoring of academic and student 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 and student affairs at the University.

#### 7.2.2. Sub-Committees

##### 7.2.2.1. International Student Affairs

7.2.2.1.1. The function of the International Student Affairs sub-committee is to monitor and respond to the concerns of international graduate and professional students on campus, to aid in the development of programming opportunities with the Director of Professional Development and the Director of Programming, and help facilitate working relationships between the various entities on campus that have interactions with international students.

##### 7.2.2.2. Student Concerns and Advocacy

7.2.2.2.1. The function of the Student Concerns and Advocacy sub-committee is to monitor and respond to issues on campus that affect the quality of life of graduate and professional students, including but not limited to housing, food security, transportation, and health and wellness, and to help facilitate working relationships with appropriate entities on campus as deemed appropriate by the Vice President.

### 7.3. The Professional Development Committee

7.3.1. 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 career pathway 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.

### 7.4. The Programming Committee

7.4.1. The primary function of the Programming Committee is the planning and publicizing of GPC activities, including but not limited to the Research and Creative Activities Forum (RCAF),

monthly social events with one family-friendly event per semester, and community and outreach events.

7.5. The Legislative Affairs Committee

7.5.1. The primary function of the Legislative Affairs Committee is to stay informed of policies or events affecting graduate and professional students at the local, state, regional, and national level, and to develop responses and plans to advocate on behalf of graduate, professional, and post-baccalaureate students at the University of Missouri.

## 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.