



Resolution No. 1819-10
A Resolution for Updating the Roles of Executive Officers

BE IT ENACTED BY THE GENERAL ASSEMBLY HERE GATHERED THAT:

- WHEREAS,** The Graduate Professional Council operates two branches of government, the General Assembly and the Executive Board, and
- WHEREAS,** The current Bylaws regarding the roles of Executive Officers define duties and responsibilities that have changed in the past and no longer reflect the current duties and responsibilities of those officers, and
- WHEREAS,** The Bylaws do not allow the transfer of duties and responsibilities as outlined by the Bylaws to other Executive Officers when the need arises, unless otherwise specified, therefore be it
- RESOLVED,** By two-thirds majority vote of the General Assembly here gathered that the Graduate Professional Council does amend its Bylaws in accordance with the Appendix of this Resolution to better define the roles of the Executive Officers and provide a more fluid system of governance.

SUBMITTED,

Executive Board

APPENDIX – BYLAWS

*All relevant numbers will be updated to match the continuous formatting of the Bylaws.

- 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 GPC 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. Manage 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. Oversee external operations of GPC;~~
 - 4.3.7. 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; :
 1. Deans of Professional Schools,
 2. Office of Graduate Studies,



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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);~~
- 4.3.8. Meet with student leaders of the various professional and graduate schools as necessary or at least once per semester.
- 4.3.9. Serve as representative to the University of Missouri Intercampus Student Council (ISC);
- 4.3.10. ~~Chair the Graduate and Professional Leadership Council (GLPC) held quarterly throughout the year;~~
- 4.3.11. Chair the Constitution and Bylaws Committee;
- 4.3.12. Emcee and organize the inauguration of the new Officers. ~~Emcee the Gold Chalk Awards, and the Research and Creative Activities Forum, unless otherwise delegated; and~~
- 4.3.13. ~~Complete other duties as mutually agreed upon with the Executive Officers; and~~
- 4.3.14. Serve as Ex-Officio member of the Executive Board with the following conditions:
- 4.3.14.1. Non-voting, advisory position.
 - 4.3.14.2. Attendance to board meetings is encouraged, not required.
 - 4.3.14.3. 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. ~~Serve as~~ Chair ~~for~~ 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 GPC ~~when delegated by~~ with the President;
 - 4.4.6. ~~Serve as a liaison and member of the Division of Student Services (DSS) for the Missouri Students Association;~~
 - 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. ~~Initiate and monitor internal standing issue committees (e.g., Minority Affairs);~~
 - 4.4.10. ~~Appoint internal ad hoc committees as needed (e.g., Katrina Victims Support Committee);~~
 - 4.4.11. Appoint Representatives to external bodies ~~or committees as requested by the Chancellor's Office, Provost's Office, Graduate School, or other entities on campus. Faculty Council (one~~



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- ~~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;~~
- 4.4.12. ~~Appoint Representatives to external ad hoc committees as needed (e.g., Quadrangle Task Force)²~~
- 4.4.13. Organize and set the calendar for GPC events, including the Graduate and Professional Student Awards Banquet with the Graduate School;
- 4.4.14. ~~Organize the Gold Chalk Awards banquet and ceremony;~~
- 4.4.15. 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; ~~and organize the Outstanding Graduate, Superior Graduate, and the Outstanding Staff Awards each Spring semester;~~
- 4.4.16. ~~Organize the Rollins Society Induction with the assistance of Rollins Society members;~~
- 4.4.17. Chair the Academic Affairs Committee; ~~and~~
- 4.4.18. 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~~
- 4.4.19. ~~Complete other duties as mutually agreed upon with the Executive Officers.~~
- 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 ~~at least once per month or~~ as requested;
- 4.5.2. Keep records of all eligible funding requests (e.g., travel ~~awards or group funding or organizational~~) 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 ~~and distribute~~ 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-~~Q~~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 4.11;
- 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.



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- b. February: Build budget.
 - c. March: Present budget for Assembly approval.
 - d. April: ~~Send~~ **Defend** approved budget to Student Organizations, Government and Activities (SOGA);
- ~~4.5.13. Serve as Sergeant at Arms for Assembly meetings, which includes maintaining order during the meetings; and~~
- ~~4.5.14. Complete other duties as mutually agreed upon with the Executive Officers.~~
- 4.6. The duties of the Secretary shall be to:
- ~~4.6.1. Distribute contact information (names, addresses, and phone numbers of Officers, Assembly Representatives, and Representatives to external bodies) to the Assembly;~~
 - 4.6.2. Record minutes of all meetings of the Assembly **and Executive Board;**
 - 4.6.3. Organize/supervise monthly Assembly mailings (e.g., minutes, agendas and other supplementary materials) to Representatives and Officers;
 - 4.6.4. **Monitor attendance of all Representatives in accordance with policies set forth for “Good Standing” and seek Representatives to fill vacancies in the Assembly;**
 - 4.6.5. **Prepare the Assembly meeting room and maintain GPC supplies and office space with the President;**
 - ~~4.6.6. Serve as Membership Chair, seeking Seek Representatives to fill vacancies on the Assembly;~~
 - ~~4.6.7. Serve as the historian for the GPC by creating and maintain all historical records and files;~~
 - ~~4.6.8. Monitor attendance and voting, unless doing so would constitute a conflict of interest;~~
 - ~~4.6.9. Verify the signatures on all petitions, unless doing so would constitute a conflict of interest;~~
 - ~~4.6.10. Reserve rooms and make other arrangements (e.g., refreshments, overhead projector) for Assembly meetings;~~
 - ~~4.6.11. 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;~~
 - 4.6.12. Chair the Student Affairs Committee; **and**
 - 4.6.13. 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**
 - ~~4.6.14. Complete other duties as mutually agreed upon with the Executive Officers.~~
- 4.7. The duties of the Director of Professional Development shall be to:
- 4.7.1. Chair the Professional Development Committee;
 - ~~4.7.2. 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;~~
 - 4.7.3. Plan and maintain professional development and Alt-Ac/Non-Ac resources and programming, including at least three programmatically diverse professional development initiatives;
 - 4.7.4. Advocate for professional development, Alt-Ac/Non-Ac, and academic success programming;
 - 4.7.5. **Assist the Director of Programming with coordinating the Research and Creative Activities Forum (RCAF);**



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- 4.7.6. 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
- 4.7.7. **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.**
- 4.7.8. ~~Complete other duties as mutually agreed upon with the Executive Officers.~~
- 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. ~~Create flyers/materials through the Student Design Center advertising upcoming events a minimum of four weeks prior to the event;~~
- 4.8.3. ~~Serve as liaison and member of the Division of Student Activities (DSA) of the Missouri Students Association;~~
- 4.8.4. Chair and coordinate the Research and Creative Activities Forum (RCAF) **with the assistance of the Director of Professional Development; and schedule the date and location of the RCAF for the year following his/her elected term;**
- 4.8.5. Collaborate with other Officers on special programs and events sponsored by GPC throughout the year, contributing programming expertise and programming support;
- 4.8.6. **Work with the Director of Communication and the Graduate School to advertise all programming events;**
- 4.8.7. ~~Work with the Treasurer and the Advisor to create and maintain a budget for the programming and publicity of GPC events;~~
- 4.8.8. Chair the Programming Committee; **and**
- 4.8.9. ~~Work with the support of a committee and provide direction and leadership to the committee;~~
- 4.8.10. 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~~
- 4.8.11. ~~Complete other duties as mutually agreed upon with the Executive Officers.~~
- 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; the Executive Board;**
- 4.9.2. ~~Produce and distribute information to all GPC constituents via any reasonable media, including but not limited to the GPC website and social media accounts;~~
- 4.9.3. ~~Create and distribute press releases to promote significant events, advocacy, and resolutions of the GPC;~~
- 4.9.4. ~~Disseminate all materials developed by the Director of Programming and the Student Design Center to relevant parties and channels;~~



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- 4.9.5. 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;
- ~~4.9.6. Work with the Advisor and Director of Programming to create a strategic communication plan for the GPC and all GPC events;~~
- ~~4.9.7. Communicate with outside organizations, divisions, departments, and the community at large about GPC events and information;~~
- 4.9.8. Maintain an up-to-date GPC website and coordinate with the Web Development team on all relevant GPC initiatives;
- ~~4.9.9. Coordinate with the Web Development team on all relevant GPC initiatives;~~
- ~~4.9.10. Collaborate with other Officers on GPC-sponsored programs and events by contributing communication expertise and consulting on advertising strategies;~~
- 4.9.11. Chair the Communication Committee; and
- ~~4.9.12. Work with the support of a committee, and provide direction and leadership to the Communication Committee;~~
- 4.9.13. 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
- ~~4.9.14. Complete other duties as mutually agreed upon with the Executive Officers.~~
- 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;and serve as the voting voice of the University of Missouri Graduate Professional Council;
 - ~~4.10.2. Attend the NAGPS regional conference and serve as the voting voice of the University of Missouri Graduate Professional Council;~~
 - 4.10.3. Participate in all NAGPS Calls-to-Action, and actively participate on the NAGPS Legislative Concerns Committee or hold an office in NAGPS;
 - 4.10.4. Give a report of NAGPS activity and national issues at regular meetings of the Executive Board and the Assembly;
 - ~~4.10.5. Stay informed of international, national, and regional issues and events affecting graduate and professional students;~~
 - ~~4.10.6. Give a report of NAGPS activity and national issues at regular meetings of the Executive Board and the Assembly;~~
 - ~~4.10.7. Actively participate in the NAGPS Legislative Concerns Committee or hold an office in NAGPS;~~
 - 4.10.8. 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;
 - ~~4.10.9. Attend all NAGPS Legislative Concerns Committee Conference Calls;~~
 - ~~4.10.10. Attend all NAGPS Legislative Action Days (LAD) and serve as GPC representative to LAD;~~



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- ~~4.10.10.1. 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; and
- 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. 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;
 - ~~4.10.3. Serve as the voting voice of the University of Missouri Graduate Professional Council on the ASUM Board of Directors at the UM System level;~~
 - 4.10.4. Work with ASUM, and MSA, and the Director of National Affairs on current policy issues and civic engagement projects under their purview; state and local issues;
 - 4.10.5. Stay informed of and report to the Assembly on national, regional, state, and local issues and events affecting graduate and professional students;
 - ~~4.10.6. Report to the Assembly regarding local and statewide issues affecting graduate and professional students;~~
 - ~~4.10.7. 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.);~~
 - 4.10.8. Chair the State Affairs Committee;
 - 4.10.9. Attend all NAGPS Legislative Action Days (LAD) and serve as a GPC representative to LAD if the GPC budget allows; and
 - 4.10.10. Organize and assist with voter registration and orchestrate opportunities for graduate and professional students to learn about local and state candidates during election years.
 - ~~4.10.11. The Director of State Affairs is tasked to work on civic engagement with ASUM, MSA, RHA and other relevant student organizations;~~
 - ~~4.10.12. Work with the support of National Affairs Committee and State Affairs committee while providing direction and leadership of the committees;~~
 - ~~4.10.13. Work with ASUM in organizing the Educate the Vote candidate assessment for Presidential and Midterm Elections; and~~



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~~4.10.14. Complete other duties as mutually agreed upon with the Executive Officers.~~