

BY-LAWS OF THE GRADUATE AND PROFESSIONAL STUDENT
ASSOCIATION OF TULANE UNIVERSITY

ARTICLE I: Authority

The authority of the Graduate and Professional Student Association (GAPSA) is the Associated Student Body (ASB) Constitution as approved by the Board of Administrators of the Tulane Education Fund.

ARTICLE II: Powers and Jurisdiction

Section 1: *Powers*

The powers of the GAPSA Assembly shall be those granted in the GAPSA Constitution, as recognized under Title III of the Constitution of the Associated Student Body of Tulane University.

Section 2: *Jurisdiction*

- A. The GAPSA Assembly may make recommendations on all matters of general concern to the graduate and professional students of Tulane University.
- B. The GAPSA Assembly recognizes the autonomy of the nine member divisions and various organizations under each division in matters of their own concern. It reserves the right, however, to evaluate any actions of those divisions or organizations which affect the graduate and professional student body as a whole, to make recommendations that shall be seriously considered by them, and to take action to ensure that those divisions or organizations act in compliance with GAPSA policy and rules as per Article 3 of the GAPSA Constitution.

ARTICLE III: Membership

Section 1: *Assembly Membership*

- A. Voting members of the Assembly shall consist of elected representatives from each of the graduate and professional divisions of the University.
- B. Non-voting members of the Assembly shall consist of the GAPSA Executive Council; specifically the President, Executive Vice President, Vice President, Finance, Vice President, Communications, Vice President, Uptown, and Vice President, Downtown.
- C. In the event of a tie, the President shall be accorded the right to vote.

Section 2: *Election*

- A. Each division shall be required to elect to the GAPSA Assembly one (1) Assembly Representative-at large and one (1) Assembly Representative for every two hundred (200) full-time students or fraction thereof in excess of one-half (1/2), and one for every one thousand (1000) part-time students enrolled in that division.
- B. The GAPSA Assembly may nullify an election by a two-thirds majority vote if it has reason to believe that an election was conducted unfairly or contrary to the constituent division's own procedures.
- C. Constituent schools shall fill their allotted seats prior to the first GAPSA meeting of the Academic year.

Section 3: *Removal*

Removal from the Assembly will be governed according to Robert's Rules of Order as per Article 3, Section 2 (c) of the GAPSA Constitution.

ARTICLE IV: Meetings

Section 1: *Regular Meetings*

- A. The GAPSA Assembly shall convene at least three times per semester throughout the academic session, not including the summer session, as per Article 3, Section 8 (b) of the GAPSA Constitution.
- B. The meeting schedule shall be determined each spring semester for the following academic year during a joint meeting of the ASB, GAPSA, and USG executive officers.

Section 2: *Special Meetings*

At the request of twenty-five percent (25%) of the voting membership of the Assembly, a meeting of the full Assembly must be held within 7 days.

Section 3: *Quorum*

Quorum for the GAPSA Assembly shall be one-half of the total number of voting Assembly members.

Section 4: *Attendance by Proxy*

- A. In the event that an Assembly Representative is unable to attend a meeting, that member may appoint a proxy by notice to the V.P. of Communications before or during roll call.
- B. A person acting as a proxy shall have full voting rights in that Assembly meeting.

- C. A proxy for an Assembly Representative must be a student from the same division as the absent Representative.

Section 5: *Attendance Policy*

- A. In accordance with the fundamental principle of a representative government – proportional representation – each division shall follow the membership guidelines set forth in these by-laws to ensure sufficient representation in the GAPSA Assembly.
- B. Repeated failure from a constituent division will constitute grounds for censure and withholding of expenditures from that division’s budget at the discretion of GAPSA Assembly.
 - 1. Repeated failure defined as two consecutive meetings without a minimum of fifty percent representation.
- C. Prior notice of intent to review for censure must be delivered to the affected GAPSA division in writing one (1) month before the meeting at which the hearing will take place.

Section 6: *Participatory Limits*

- A. Meetings of the GAPSA Assembly shall be open to the public, unless called into executive session as provided in Title I, Article 9 of the ASB Constitution.
- B. In addition to GAPSA Assembly members, the following persons shall have full speaking privileges at Assembly meetings:
 - 1. All graduate and professional students;
 - 2. Executive members and Senators from USG; and
 - 3. The Vice President for Student Affairs or his/her designee.

ARTICLE V: The Executive Council

Section 1: *Composition*

The Executive Council of GAPSA shall consist of a President, Executive Vice President, Vice President, Finance, Vice President, Communications, Vice President, Uptown, and Vice President, Downtown.

Section 2: *Powers and Duties*

- A. The Executive Council is vested with the authority to carry out the day-to-day operations for GAPSA including:
 - 1. Making administration decisions;
 - 2. Coordinating the activities of the Assembly and GAPSA member constituent division governments; and
 - 3. Reassigning the duties of the members of the Executive Council in order to balance the workload among its members.
- B. The Executive Council is vested with the duty and power to act for the GAPSA Assembly in the following circumstance, subject to the review of the Assembly:
 - 1. Between GAPSA Assembly meetings, unless the situation is sufficient to warrant the call of a special meeting of the GAPSA Assembly;
 - 2. In matters of an emergency nature; and
 - 3. At times when it is impractical for the GAPSA Assembly to meet.

Section 3: *Officers’ Powers and Duties*

A. President

The President shall:

- 1. Be the primary representative of GAPSA and the graduate and professional student body;
- 2. Ensure that uptown and downtown graduate and professional students are represented fairly across University committees;
- 3. Have the authority to make and revoke appointments to non-GAPSA bodies and committees with the advice and consent of the Assembly;
- 4. Preside at GAPSA Assembly and Executive Council meetings, and prepare the agenda for those meetings;
- 5. Act as liaison between the graduate and professional student body and the undergraduate student body, and the University faculty and administration;
- 6. Enforce the Constitution, laws, decrees, and by-laws of GAPSA;
- 7. Make appointments where allowed or required; and
- 8. Assume all powers and duties of the Executive Council not specifically delegated.

B. Executive Vice President

The Executive Vice President shall:

- 1. Exercise the powers of the President in his or her absence;
- 2. Chair the Election and Recruitment Committee (ERC);
- 3. Coordinate the Assembly election among the divisions of GAPSA;
- 4. Conduct the Executive Council election before the end of the spring semester;

5. Coordinate the operation of the GAPSA Assembly, which shall include
 - a. Maintaining decorum during Assembly meetings
 - b. Preparation for Assembly meetings
 6. Plan any social events at the request of the body or executive committee.
 7. Report to the Executive Council and GAPSA Assembly.
- C. Vice President, Finance
- The Vice President, Finance shall:
1. Authorize the payment of GAPSA expenditures as they come due;
 2. Supervise the annual preparation of the GAPSA budgets;
 3. Work in connection with the ASB and USG in preparing the structural allocations;
 4. Communicate with the USG in regard to any budgetary matters, including requests for additional funding from the annual allocation or the reserve fund;
 5. Chair the GAPSA Finance Committee, including:
 - a. Communicating with the Vice President for Student Affairs or his/her designee as to any actions taken by the GAPSA Finance Committee and GAPSA Assembly;
 - b. Notifying all divisions and organizations of restrictions, guidelines, and priorities established by the committee;
 - c. Serving as a spokesperson for the Finance Committee in promoting and enforcing all policies;
 - d. Appointing committees as needed concerning any financial matters or financial policies;
 - e. Calling meetings of the Finance Committee;
 - f. Extending invitations where appropriate with the Finance Committee approval to budget advisors or any other persons to attend Finance Committee meetings;
 - g. Ensuring order in the meetings;
 - h. Providing an agenda 24 hours prior to the meeting.
 6. Accept all budget requests from and distribute funds to constituent student government divisions and any recognized organizations;
 7. Oversee the budgets for GAPSA, constituent divisions, and any other organizations within the jurisdiction of GAPSA;
 8. Inform constituent divisions and organizations about the status of the Reserve Fund and Collaborative Events Fund;
 9. Work with the Finance Committee to establish policies and procedures to govern the Reserve Fund and Collaborative Events Fund allocations;
 10. Keep strict and accurate records of all GAPSA income and expenditures;
 11. Oversee the records of divisions and organizations as needed;
 12. Coordinate and work with the University Director of Student Budgets regarding all budget matters and committee actions;
 13. Hold two annual workshops in conjunction with the Director of Student Budgets to assist GAPSA divisions and organizations in the preparation of the budget (spring) and the procedures for financial operations (fall);
 14. Make a regular report to the Executive Council and GAPSA Assembly regarding the financial posture of GAPSA.
- D. Vice President, Communications
- The Vice President, Communications shall:
1. Maintain GAPSA files available for public inspection, including, but not limited to the minutes of all Executive Council and GAPSA Assembly meetings, all legislation, laws, by-laws, resolutions, and authorizations of GAPSA;
 2. Prepare and distribute information on GAPSA activities, including press releases and flyers;
 3. Assist the Standing and Ad Hoc Committees, Assembly, and Executive Council in the preparation of reports;
 4. Take minutes at all Executive Council and Assembly meetings;
 5. Distribute a copy of the GAPSA Assembly minutes to each voting Assembly Representative, and members of the Executive Council;
 6. Serve as the contact person for the National Association of Graduate and Professional Students;
 7. Report to the Executive Council and GAPSA Assembly;
 8. Maintain the GAPSA e-mail list and listserv;
 9. Maintain the GAPSA website.

- E. Vice President, Uptown
The Vice President, Uptown shall:
1. Be responsible for serving as the representative and liaison for the uptown campus and its graduate and professional students;
 2. Coordinate events and communications between GAPSA and the uptown campus;
 3. Verify all uptown graduate organization constitutions and recognition forms prior to their appearance before the body;
 4. Coordinate the interaction of the uptown divisions of GAPSA;
 5. Coordinate the representation of uptown graduate and professional students on University committees;
 6. Report to the Executive Council and GAPSA Assembly.

- F. Vice President, Downtown
The Vice President, Downtown shall:
1. Be responsible for serving as the representative and liaison for the downtown campus and its graduate and professional students;
 2. Coordinate events and communications between GAPSA and the downtown campus;
 3. Verify all downtown graduate organization constitutions and recognition forms prior to their appearance before the body;
 4. Coordinate the interaction of the downtown divisions of GAPSA;
 5. Coordinate the representation of downtown graduate and professional students on University committees;
 6. Report to the Executive Council and GAPSA Assembly.

7. Section 3: *Meetings*

- A. The Executive Council shall meet at least once prior to every general Assembly meeting at a time set at the previous meeting, at the call of the chair, or at the call of two or more executive members.

- B. Quorum is one-half of the existing Executive Council.

Section 4: *Right to Review by GAPSA Assembly*

- A. All actions of the Executive Council must be reported to the Assembly at the first opportunity following the action for the purpose of review.
- B. The Assembly may overturn any action of the Executive Council by a two-thirds vote unless such action would have adverse legal consequences.

ARTICLE VI: Committees

Section 1: *Delegation of Powers*

- A. The consideration of any matters within the jurisdiction of the GAPSA Assembly may be delegated to committees which shall be responsible to the Assembly.
- B. Such committees shall be of two kinds, standing and ad hoc.
1. Standing committees shall be appointed annually at the first fall meeting.
 2. Ad hoc committees should be appointed as needed.

Section 2: *Appointment and Term of Office*

- A. Membership of standing committees shall be determined by their by-laws.
- B. The tenure of a standing committee closes with the end of the spring semester.
- C. The tenure of an ad hoc committee closes with the completion of its assignment.

Section 3: *Personnel*

- A. Standing Committees shall be composed of student Representatives and interested students acting as ex officio members, unless otherwise stated in specific committee by-laws.
- B. Ad hoc committees shall be composed partly or entirely of non-Representative students as provided by order of the GAPSA Assembly in creating such a committee.

Section 4: *Reports*

- A. An ad hoc committee shall make a written report to the GAPSA Assembly on completion of its assignment.
- B. Standing committees shall present interim reports as requested by the GAPSA Assembly and shall present reports on their own initiative after each committee meeting.
- C. Each standing committee shall submit an annual written report.

Section 5: *Meetings*

- A. Each standing committee shall meet at least once per semester during the academic session and shall hold additional meetings as required by the GAPSA Assembly or the Executive Council.
- B. Ad hoc committees shall meet in accordance with the order of the GAPSA

Assembly. Section 6: *Standing Committees*

- A. The GAPSA Assembly shall have the following standing committees:
 - 1. The Finance Committee, to be chaired by the GAPSA V.P. Finance;
- B. All standing committees shall operate in accordance with GAPSA policy and regulations, and may establish by-laws to govern their responsibilities and activities if they so choose.

ARTICLE VII: Student Representation to University Bodies

Section 1: *The University Senate*

- A. A GAPSA Executive Council member shall be one of the two GAPSA representatives to the University Senate.
- B. The GAPSA President shall appoint one additional GAPSA representative to the University Senate and appoint GAPSA representatives to each of the University Senate Committee seats demarcated for graduate and professional students in compliance with the early fall deadline set by the Secretary of the University Senate. All appointments must be approved by the GAPSA Assembly.
- C. Vacancies shall be filled by the GAPSA President with the approval of the Executive Council.

Section 2: *Board of Administrators*

- A. The GAPSA Assembly shall elect one representative to the Board of Administrators at the final spring meeting.
- B. The GAPSA President shall appoint representatives to Board of Administrator committees for all seats specifically demarcated for graduate and professional students. These appointments shall be approved by the GAPSA Assembly.
- C. Vacancies shall be filled by the GAPSA President with approval of the Executive Council.

ARTICLE VIII: Rules of Order

In the conduct of meetings of the GAPSA Assembly and its committees the Robert's Rules of Order, as adopted and modified, shall prevail except as otherwise provided in the ASB Constitution, GAPSA Constitution or by the by-laws.

ARTICLE IX: Order of Business

The order of business to be followed at the meetings of the GAPSA Assembly shall be as follows:

- a) Roll call
- b) Request for approval of the minutes
- c) Executive and standing committee reports
- d) ASB and USG reports
- e) Special reports
- f) Division Reports
- g) Old business
- h) New business
- i) Open forum
- j) Announcements

ARTICLE X: Legislation

Section 1: *Power to Enact Proper Legislation*

- A. The GAPSA Assembly may enact legislation it deems necessary provided that a proposal for the adoption, amendment, or repeal of previously enacted legislation is presented in writing to the GAPSA Assembly for consideration prior to the call to order of the meeting. All proposals shall be presented in such a way as to provide Representatives with adequate information to reach a decision regarding enactment of legislation.
- B. Such legislation may be introduced by:
 - 1. Any Assembly member;
 - 2. A petition signed by ten graduate and professional students; or
 - 3. A committee of the GAPSA Assembly.
- C. It is the right and responsibility of the GAPSA Assembly to table any proposal about which it does not feel adequately prepared or informed.
- D. The policy by which the Assembly recognizes individual student organizations is as follows:
 - 1. No student organization shall be recognized by the Assembly without first receiving formal recognition by its constituent school.
 - 2. To receive recognition, the student organization must submit the following information to the GAPSA Vice President corresponding to their campus at his/her request:
 - a. Formal letter of recognition signed either by the constituent school's student

- president or that school's government advisor;
- b. The organization's constitution; and
- c. A list of ten (10) members of the organization

Section 2: *Vote*

Except where otherwise provided, a simple majority of the GAPSA Assembly present and voting shall decide on all matters of legislation.

Section 3: *Interpretive Language*

- A. The term "legislative" refers to the act of giving or enacting laws; the power to make laws; the act of legislation; preparation and enactment of laws; and the making of laws by express decree.
- B. The term "by-laws" refers to new statutory laws whereas an "amendment" is a modification or alteration proposed to an existing law.
- C. The term "shall" is mandatory.
- D. The term "may" is permissive.
- E. The term "and/or" is alternative

Section 4: *Codification*

- A. All legislation passed by the Assembly shall be codified by the GAPSA V.P., Communications.
- B. All legislation passed by the Assembly shall be collated annually, and made readily available to all members of the student body for reference.

ARTICLE XI: Effective Date

As of February 21st, 2017, these by-laws shall be in full course and immediately effective upon approval by the GAPSA Assembly and are valid for an indefinite period until changes are made by the Assembly.