

ACTION ITEM #15

Amendments to the GPSA Constitution and Bylaws (Melynda Huskey, Sean Greene, Eva Denka)

May 6, 2016

TO ALL MEMBERS OF THE BOARD OF REGENTS

SUBJECT: Graduate and Professional Student Association (GPSA) Constitution and Bylaws Revisions

PROPOSED: That the Board of Regents approve the amendments and changes made to the GPSA Constitution and Bylaws

SUBMITTED BY: Melynda Huskey, Interim Vice President for Student Affairs

**SUPPORTING
INFORMATION:**

The GPSA Constitution and Bylaws have had no revisions since 2005 and are outdated. These revisions and updates are intended to 1) further clarify approval of Constitution amendments, 2) reflect the current operation and structure of GPSA, and 3) address organizational structure of the existing GPSA Constitution and the existing structure of the GPSA Bylaws. The updated Constitution and Bylaws address the needs of GPSA constituents, and more accurately describe the organization and proceedings within GPSA.

Constitution Revisions:

The updated Constitution no longer requires the Board of Regent's to approve future amendments to the Constitution.

Bylaws Revisions:

GPSA Organizational Structure:

- Defines the Director of Legislative Affairs duties, responsibilities, and selection process.
- Clarifies composition of the Executive Office, as President, Vice President, and Director of Legislative Affairs, and the Executive Board, as Executive Office and Directors.
- Distributes the responsibilities between the President and Vice President evenly.

- Outlines District Representative positions, duties and responsibilities.
- Clarifies the definition of a GPSA Member, as a Pullman S&A Fee paying Graduate or Professional Student.

GPSA Operational Structure:

- General and Special Elections:
 - Clarifies General and Special Elections proceedings for the Executive Office, Executive Board and Senators.
 - Explains at-large Senator positions
- GPSA Committee Language:
 - Describes committees as permanent and ad-hoc.
- Senator Attendance Policy:
 - Requires a mandatory attendance policy with guidelines for Senator attendance
- New Senator Orientation:
 - This orientation has been implemented to provide incoming Senators with an opportunity to be more formally introduced to the structure of GPSA, duties and responsibilities of Senators and a breakdown of the attendance policy. It will be held at the start of each semester, as described in the Bylaws.
- Senator Apportionment:
 - Updates Senator apportionment ratio to 1 Senator seat per 59 graduate or professional students in a department or school.

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Graduate & Professional
Students Association

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Of Washington State University

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Bylaws

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(Revised ~~April 21, 2014~~ January 25, 2016)

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Article I: GPSA ORGANIZATION

Section 1: Members of the

~~Section 1: Members of the GPSA~~

~~All graduate and professional students at~~ Washington State University ~~shall~~ (WSU or University) Graduate & Professional Student Association (GPSA)

A. All Pullman S&A Fee-paying graduate and professional students at WSU shall be members of the GPSA. (Members).

~~Section 2: Duties and Privileges of Membership~~

A. All Members of the GPSA share in the GPSA's ethical duty to promote the welfare and well-being of the graduate and professional student population.

~~A.B.~~ All Members are entitled to all benefits and privileges of the GPSA and share in its responsibilities and duties, unless limited by the GPSA Constitution or Bylaws (e.g., only Members of the Senate may vote in the Senate).

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~~B.C.~~ All Members of the GPSA are entitled to the benefits and privileges of voting vote in the GPSA's general elections, and can be elected as a GPSA Executive Officer or Senator General Elections.

~~C.~~ Members of the GPSA may share in the responsibilities and duties of the GPSA by serving as a GPSA Senator or a GPSA representative on a University, Faculty Senate, or GPSA committee.

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Article II: MEETINGS

Section 13: Senate Meetings

~~A.~~ Schedule: The GPSA Senate shall meet every other week during the Fall and Spring semesters, with exception for official university holidays, during the period of May 16 of one general election year to May 15 of the following general election year.

~~1.~~ Dates, Times and Places of GPSA Senate Meetings: GPSA Senate meetings will be held every other Monday evenings at 5:30 pm in the CUB Junior Ballroom, CUB 212.

~~i.~~ Changes to location or time: Any changes to the above provisions will be made as deemed necessary by a majority of the Executive Committee.

~~2.~~ First Senate Meeting of the Year: The first meeting of the GPSA Senate shall be in the first four weeks of the Fall semester of the regular academic year.

~~Special meetings of the Senate: Emergency meetings of the GPSA Senate may be called by the Chair of the Senate. If a Senator is unable to attend the meeting, they may give their written and signed proxy to a Senator in the same department. Proxy votes will be counted toward quorum.~~

~~A.~~ The GPSA Senate (Senate) includes all Senators and Executive Board Members.

~~3.~~ Senators shall include all currently elected GPSA Senators.

~~B.~~ Quorum and Absence

~~1.~~ Quorum is defined as 50% of the following:

~~i.B.~~ The number of senate seats, as determined by the most recent apportionment, plus General or Special Elections.

~~ii.~~ The number of district representatives, plus One, for the president of GPSA

~~2.~~ Absence of GPSA Senators from GPSA Meetings

~~i.~~ A Senator who cannot be present at a Senate meeting must notify the Chair of the GPSA Senate, directly or through a GPSA office staff member, using a Senate meeting absence form, no later than one (1) hour prior to its official commencement, and receive an excused absence.

~~iii.~~ An excused absence will not count toward Inactivation (Bylaws Article IV, Section IV). Two such excused absences shall be allowed during one Senatorial term. More than two excused absences from a senate member will be reviewed by the Executive Committee on a case by case basis.

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~~Section II: Voting in Senate Meetings~~

~~A. Votes Cast: Each voting member of the GPSA Senate physically present at a given GPSA Senate meeting may cast only one (1) vote on each matter before the Senate that requires a vote of the GPSA Senate.~~

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~~1. The GPSA Vice President will vote only in the instance of a tie.~~

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~~B.A. Majorities Needed for Passage~~

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~~1. Budget and Financial Requests: Matters concerning the approval of the GPSA budget or the disbursement of GPSA funds may be approved based on a two thirds (2/3) vote of the GPSA Senate members in attendance.~~

~~2. All Other Matters before the GPSA Senate: All other matters before the GPSA Senate, except for the amendment of the GPSA Constitution or the GPSA Bylaws, shall be approved by a majority vote of the GPSA Senate physically present.~~

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~~Article III: GPSA ELECTIONS~~

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~~I. Section I: Election & Eligibility of GPSA Executive Officers criteria for Senators.~~

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~~A. General Election~~

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~~A. Schedule and Procedures: The GPSA shall conduct a general election of GPSA Executive Officers in the Spring semester of each regular academic year. The procedures for this election shall be governed by Appendix II of the GPSA Bylaws.~~

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~~B. Invalidation of Election Results: In the case that the GPSA Election Committee declares the General Election to be invalid, a second General Election may be held.~~

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~~1. This second General Election shall be completed no later than the second Friday of April of the regular academic year. With the exception of the completion deadline, the procedures for this election shall be governed by Appendix II of the GPSA Bylaws.~~

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~~B. Eligibility for Executive Office~~

~~A. Eligibility for the office of the Presidency~~

~~1. Those eligible to fill the office of GPSA President shall:~~

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~~1. Be duly enrolled in a graduate or professional degree seeking program at Washington State University at the time of candidate filing (See Appendix II), and~~

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~~b) i. Continue to be Must be currently enrolled in a graduate or professional degree-seeking program at Washington State University for the duration Pullman Campus of their term of office WSU.~~

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~~3. Hold the office of the presidency and/or vice presidency for no more than four years.~~

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~~2. Failure to meet these criteria shall result in:~~

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~~1. Disqualification of the candidacy of a presidential candidate, or~~

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~~2. Vacancy of the office of the presidency~~

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~~B. Eligibility for the office of the Vice Presidency~~

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~~1. Those eligible to fill the office of GPSA Vice President shall:~~

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~~1. Be duly Must be currently enrolled in a graduate or professional degree-seeking program at Washington State University at in the time of candidate filing (See Appendix II), and~~

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2. Continue to be enrolled in a graduate or professional degree seeking program at Washington State University for the duration of their term of office.
3. Hold the office of the vice presidency and/or presidency for no more than four years.

2. Failure to meet these criteria shall result in:

1. Disqualification of the candidacy of a presidential candidate, or
2. Vacancy of the office of the vice presidency

C. Eligibility for the office of the GPSA District Representative

1. To be eligible to fill the office of GPSA District Representative, shall:

1. Be duly enrolled in a graduate or professional degree seeking program at Washington State University, to be granted by the college level academic unit they seek to represent (See sec. 3(iii) below), at the time of candidate filing (See Appendix II), and
2. Continue to be enrolled in a graduate or professional degree seeking program at Washington State University to be granted by the college level academic unit they seek to represent (See sec. 3(iii) below) for the duration of their term of office.

2. Failure to meet these criteria shall result in:

1. Disqualification of the candidacy of a district representative candidate, or
2. Vacancy of the office of the district representative of the relevant district, effective upon the student's disenrollment.

3. Districts of representation

1. Districts shall be recognized as college level or equivalent academic divisions of the university whose dean or equivalent senior executive officer present degree candidates for matriculation upon commencement.

C. Special Replacement Elections of GPSA Executive Officers

A. Vacancies

1. Notice of Vacant Executive Officer Positions

1. It is the duty of the GPSA President to immediately inform the Senate in writing of a vacancy by resignation or otherwise. In the event that the GPSA President is unable to fulfill this duty, it shall fall first to the GPSA Vice President and then to the Executive Committee.
2. Notice of the vacancy of a GPSA Executive Officer shall be sent to each GPSA Senator in each academic program.
 - a. Except in the case of a vacant District Representative Executive Office, whereby notice of the vacancy shall be sent to each academic program in the relevant district only.

e)ii. The notice of vacancy shall be sent at least two (2) weeks prior to the GPSA Senate meeting in Department which the election to fill the vacancy is scheduled to take place Senator represents, unless the Senator is elected at-large by a Special Election.

C. The Executive Office includes the following Executive Officers: the currently elected GPSA President (President), the currently elected GPSA Vice President (Vice President), and the current GPSA Director of Legislative Affairs (DOLA).

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2. The Filling of Vacant Executive Officer Positions

D. Vacancies Executive Board shall include all currently elected District Representatives and the current Executive Officers (collectively the Executive Board Members).

1. Eligibility criteria for Executive Board Members.

- i. Must be currently enrolled in the Executive Offices a graduate or professional degree-seeking program at the Pullman Campus of WSU.
- ii. Must not have held Executive Office for more than four (4) years.
- iii. Must never have been removed from the Senate for vacancy.
- iv. Must not hold an elected position of Senator.
- v. In the case of District Representatives, be currently enrolled in a graduate or professional degree-seeking program in the District which the District Representative represents.

2. The GPSA Program Support Staff and GPSA Advisor shall be filled each be a non-voting ex-officio member of the Executive Board.

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Section 4: Districts

A. Members shall be divided into Districts.

- 1. Districts shall be recognized at the college level. In the event a degree granting program is not recognized as belonging to a college, the Members of that degree granting program shall be combined with other like programs in the Graduate School District.
- 2. Each District shall have one (1) District Representative seat on the Executive Board.

Section 5: Departments

A. Each academic department, professional program, school, or otherwise defined unit in the University that recommends degrees or certifications for students upon commencement as recognized by GPSA is a Department.

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Article II: ELECTIONS

Section 1: General Elections

A. The GPSA shall conduct a General Election of members of the Senate no later than the second Friday of March each academic year.

- 1. The General Election shall last two (2) full days.
- a) 2. All Members may vote of the GPSA Senate to elect candidates.
- 3. Members may vote for only one (1) President and Vice President ticket.
- 4. Members may vote for only one (1) District Representative running in their District.
- 5. Members may vote only for Senators running in their Department.

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i. If a program, school, or otherwise defined unit in the University is not recognized as a Department by the University, a petition signed by two-thirds (2/3) of the total enrolled advanced degree students in the program, school, or otherwise defined unit shall authorize GPSA to recognize the program, school, or otherwise defined unit as a Department. The District Representative shall be that of the College the newly recognized Department resides in. If not residing in a College, the newly recognized Department shall be assigned to the Graduate School, having full rights of all Graduate School District members, until the newly recognized Department is recognized by the University as residing in a distinct College.

2. Filing for the General Election Requirements of Prospective Candidates: Candidates for Vacant Executive Officer. Candidates for vacant GPSA Executive Offices shall

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B. Draft a

1. Members must file an application for candidacy.

i. A filing period spanning ten (10) consecutive business days during February, shall be a part of the election process for the General Election. The GPSA Internal Affairs Committee (IAC) shall be responsible for coordinating with Executive Board Members to advertise the filing period in various mediums beginning one (1) week prior to and continuing through the filing period.

ii. Distribution and collection of filing forms.

a. The filing forms for members of the Senate shall be available online and at the GPSA office. All forms must be hand delivered to a GPSA Program Support Staff by close of business day on the last day of the filing period. The GPSA Program Support Staff accepting the application shall note the date and time that the application was received and provide an email receipt to the candidate within three (3) business days.

iii. If running for President or Vice President, candidates must run on a ticket comprised of one (1) Member clearly recognized as "Presidential Candidate" and one (1) Member clearly recognized as "Vice Presidential Candidate".

(+)C. Candidate Information Statement (Bylaws, Appendix II) and

1. Present it to Members may only be considered a candidate after successfully completing the filing form in full, as determined by GPSA Program Support Staff.

2. Each candidate for an Executive Board seat shall submit a candidate statement of no more than five hundred (500) words, providing qualification and platform information. The statement must adhere to the GPSA Code of Ethics. acting This statement must be electronically delivered to a GPSA Program Support Staff, along with all other candidate forms.

3. Each candidate for a Senator seat shall submit a candidate statement of no more than two hundred (200) words, providing qualification and platform information. The statement must adhere to the GPSA Code of Ethics. This statement must be delivered to a GPSA Program Support Staff, along with all other candidate forms.

4. GPSA Program Support Staff will post all candidate statements on the GPSA website and make available in hardcopy at the GPSA office within two (2) business days of receipt of candidate statement. On the last day of the filing period, a GPSA Program Support Staff and/ or chair of the senate at least one (1) full business day prior to the one (1) week

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~~Senators' deliberation period~~IAC will notify all University department chairs or program coordinators and Members via digital media ~~that must precede the Special~~the filing period closes at the end of business on that day. The electronic mail will include the date when candidate information is to be available on the GPSA website.

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D. Candidate Campaigning and Debates.

1. Campaign period for the General Election shall begin upon filing.

(#)i. Campaigning is;

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~~e) Distribution of Information Supplied by Candidates for Vacant GPSA Executive Offices and posting of flyers, other printed materials, signs, or banners. Announcement and advertisements via print, broadcast media, and social media. Announcement and advertisements via any electronic medium including the internet. Announcement and/or presentation at any formal or informal group meeting, public meeting, or forum. Any kind of public announcement or disbursement.~~

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~~a. The information provided by candidates for vacant GPSA Executive Offices IAC shall be distributed to all GPSA Senators at least one (1) week prior to advertise and conduct an Executive Board candidate debate to be held during the Senate meeting at which immediately preceding the vacancy will be filled.~~

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~~ii. Distribution of Ballots for the Election of filing period. Candidates to Vacant GPSA Executive Offices will be permitted to speak for a maximum of fifteen (15) minutes per ticket. Each candidate on a tandem ticket may speak.~~

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~~a. Limitations A designated representative of the Executive Committee will distribute ballots containing each candidate's name and collect them upon completion of the election.~~

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E. Tallying GPSA Special Replacement Election Ballots. The ballots

1. Senate meetings may not be used as a forum for campaigning.

2. No campaigning will be allowed prior to filing.

3. All campaign materials must be in accordance with WSU policy for Replacement Executive Officers all advertising done on campus.

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4. Candidates shall be tallied not campaign via unsolicited electronic-mail, which does not include electronic-mail forwarded by Members in the candidate's department or coordinators/faculty in the candidate's department.

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5. Potential violations of any of these limitations shall be reviewed by the IAC; and a majority vote of all IAC members may disqualify the candidate from Senate membership until the next General Election filing period.

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F. Election Ballots

1. Members may only vote for one District Representative; and the District Representative must reside in the District in which the Member is enrolled.

2. Members may only vote for Senator(s) for the Department in which they are enrolled.

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~~e)G. Upon Election Committee Completion~~

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1. Section II: Election of GPSA- The election ballots will be counted electronically and reported by a University electronic voting system.
2. Validation.
 - i. The IAC shall determine the election results valid if a three-quarters (3/4) vote of all current IAC members agree the GPSA Constitution and Bylaws were followed.
 - ii. The IAC shall determine the validity of the election results within seven (7) days of the General Election.
 - iii. If determined valid, the IAC shall submit the election results to a GPSA Program Support Staff within two (2) days of validation; to be disseminated to all Members.
 - iv. If determined invalid, the IAC shall submit the election results and a memorandum explaining the IAC's reasoning as to how the GPSA Constitution and Bylaws were not followed to the Executive Board within two (2) days of invalidation. The Executive Board must review the election results and the IAC memorandum and vote within fourteen (14) days of the General Election to determine if a second General Election shall be held.
 - a. Majority vote of all current Executive Board Members is required to enact a second General Election.
 - b. The second General Election shall be completed no later than the second Friday of April of the academic year.
 - v. GPSA Program Support Staff will disseminate the General Election or second General Election results to the GPSA and any University entity requesting disclosure within two (2) business days.

Elected Senators

A. Timing of Elections

- A. The election of GPSA Senators should be conducted at least once annually in each academic program.
- 2.3. Senate seats not filled by the second Senate meeting shall assume Senator duties beginning the first day of the fall semester are vacant.
- C. District Representatives will be responsible for informing GPSA Members within their districts of Senatorial vacancies, and Senatorial responsibilities.

B. Method of Election

- A. The method of electing GPSA Senators must afford each GPSA member of the academic school, department, or program the opportunity to both run for available Senate seats and cast a ballot in the election to fill them.
4. Executive Board Members elected during the General Election shall assume Executive Board duties beginning May 16.

C. Section 2: Apportionment

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~~A. Apportionment of senate seats within the GPSA Senate shall be determined according to the following schedule:~~

~~A. Apportionment Schedule~~

~~i.1. Student enrollment numbers for each graduate and professional school, department, and program Department, shall be acquired by GPSA Program Support Staff from the University no later than the third senateSenate meeting of the spring semester.~~

~~ii.2. The GPSA Executive CommitteeBoard shall:~~

~~i.1. Apply spring student enrollment numbers as described above (Sec. C, 1, i.) to the apportionment formula described below (Sec. C, 3) to derive the number of senateSenate seats allocated to each academic school, department, or programDepartment for the following academic year.~~

~~2.ii. Report to the Senate no later than the fourth senateSenate meeting of the spring semester, the number of senateSenate seats allocatedapportioned to each academic school, department, or programDepartment for the following academic year.~~

~~The Members of the GPSA in each academic school, department, or program~~

~~B. Senate Apportionment~~

~~2.1. Each Department shall be apportioned no less than one (1) Senator seat in the GPSA Senate.~~

~~1. The minimum number of senators for an entire college shall be no less than two (2)~~

~~C. Academic program apportionment in the GPSA Senate shall be calculated as follows:~~

~~1. Schools, Departments, and Programs with 1-29 enrolled students shall be represented by one (1) senator~~

~~2. 30-59 enrolled students shall be represented by two (2) senators~~

~~3. 60-89 enrolled Every 59 students shall be represented by three (3) senators~~

~~4. 90-119 enrolled students shall be represented by four (4) senators~~

~~5. 120-149 enrolled students shall be represented by five (5) senators~~

~~vi.2. The 29 students per senator ratio will be used to calculate the number of senatorsapportioned one (1) Senator seat until all students have been accounted for in the senate seat appropriation. Appropriated seats will not be capped for schools, departments, or programs within the Department (e.g., 60 students = 2 Senators; 119 students = 3 Senators; etc.)~~

~~D. Challenges to Apportionment~~

~~1. The electoral apportionment of an academic program can be appealed to the GPSA Senate by submission of a petition signed by ten (10) percent of the members of the department or program in question.~~

~~2. The GPSA Senate shall determine the outcome of academic program challenges to the academic department's or professional program's electoral apportionment.~~

~~D. Challenges to the Senator Election Process:~~

~~A. The senator election process of an academic program can be appealed to the GPSA Senate by submission of a petition signed by ten (10) percent of the members of the department or program in question.~~

~~B. The GPSA Senate shall determine the outcome of academic program challenges to the academic program's senator election process.~~

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~~E. Elections to Fill Seats Vacated by Senators Declared Inactive.~~

- ~~1. The method of replacing Inactive GPSA Senators in each academic program shall be determined by its respective GPSA District Representative in coordination with the Elections Committee.~~
- ~~2. Any previously Inactive Senator shall be eligible to fill Inactive Seats unless prohibited by the procedures or preference of fellow GPSA Members in the same department or program.~~

~~Any GPSA Senator vacancies not filled by the academic department or program by the second Senate meeting of the Fall semester can be filled by a GPSA member within the College housing the vacant Senator seat(s) through appointment by the Elections Committee in coordination with its respective GPSA District Representative.~~

~~C. Special Circumstances~~

- ~~1. The minimum number of Senator seats apportioned for an entire District shall be no less than two (2).~~
- ~~2. Departments that reside in two colleges shall be recognized as separate departments and shall be apportioned seats for each college the departments reside in.~~
 - ~~i. Current Departments meeting this criteria: School of the Environment~~
- ~~3. The Veterinary Medicine Department shall be capped at 14 Senators.~~

~~Section 3: Special Elections~~

~~There shall be two (2) types of~~

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~~Section III: Inactivity of GPSA District Representatives and Senators~~

~~A. GPSA District Representatives~~

~~1. Inactivity~~

~~i. Inactivity shall be defined by failure to attend two (2) GPSA Executive Committee meetings or GPSA Senate meetings or chaired committee meetings without providing a valid excuse to the GPSA Office at least two (2) hours before the commencement of said meeting.~~

- ~~a) Absences from these meetings shall commence with the first executive meeting of the fall semester of the regular academic year.~~
- ~~b) The Executive Committee may determine what constitutes a valid excuse.~~

~~ii. Notification of Inactivity~~

- ~~a) When a District Representative is absent for more than two (2) GPSA Senate and/or GPSA Executive Committee meetings without a valid excuse, the GPSA President shall send written notification to said District Representative to inform him/her of his/her declaration of inactivity and to inform him/her that he/she has one (1) week to respond.~~
- ~~b) If no response is received, the District Representative will be declared inactive and will be removed from the payroll.~~

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- e) ~~If the GPSA District Representative fails to perform duties after submitting a response, the GPSA President will refer the matter to the Ethics Committee upon approval by the Executive Committee.~~
- iii. ~~Reactivation: Following the procedures as stated in Bylaws, Article III, Section I, ii, said District Representative can be reactivated with the approval of the GPSA Senate.~~

~~iv. A. Special Replacement Elections.~~

- a) ~~Special replacement will occur when either~~
 - ~~(i) Said District Representative does not respond within one (1) week, or~~
 - ~~(ii) Said District Representative responds with a letter of resignation~~
 - ~~(iii) The GPSA Senate does not reactivate said District Representative.~~

~~B. GPSA Senators~~

~~1. Inactivity:~~

- ~~i. A GPSA Senator will be deemed inactive after having failed to attend a total of two (2) GPSA Senate meetings without a valid excuse.~~
- ~~ii. The count for absences shall commence with the first meeting of the GPSA Senate after the Senator is elected by his/her academic program in the fall semester of the regular academic year.~~

~~2. Notification of Inactivity~~

- ~~i. After a Senator's second failure to attend a GPSA Senate meeting without being excused, the GPSA Vice President shall send a written notification of impending inactive status to that Senator, the appropriate District Representative, and any other Senators from the same department or program.~~

- ~~ii. 1. After the notification from the GPSA Vice President, the Senator Inactivity will be addressed at the subsequent Executive Committee meeting. The Senator can attend the Board seats determined vacant by the Executive Committee meeting to discuss future ramifications of the Senator's current status. The Executive Committee has the authority to respond to the Senator by giving guidance for future attendance, providing a verbal/written warning or immediate dismissal.~~

- ~~i. A Special Election may be held at any time during the fall or spring semester at the discretion of the President or Vice President.~~

~~ii. Members must file an application for candidacy.~~

- ~~a. A filing period spanning ten (10) consecutive business days shall be a part of the election process for the Special Election. The IAC shall be responsible for coordinating with Executive Board Members to advertise the filing period in various mediums beginning one (1) week prior to and continuing through the filing period.~~
- ~~b. All candidates must complete the same documentation as required by the General Election.~~

The Senate

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Article IV: EXECUTIVE OFFICERS AND GPSA SENATOR DUTIES

Section I: Duties of the GPSA President shall include, but not necessarily be limited to

A. Committee Chair responsibilities

1. c. GPSA vote to elect a candidate for any vacant Executive Committee Board seat.

Calling

2. Special Election to fill Senator Seats

i. A Special Election shall be held twice a year to fill vacant Senate seats not filled during the General Election. Seats may also be filled due to resignation and/or vacancy.

a. A rubric shall be made available immediately following the conclusion of the first General Election to all Members indicating the selection criteria for at-large positions. The IAC shall update this rubric once a year.

b. The IAC shall hold the Special Election before the second Senate meeting of the GPSA semester.

ii. Members must file an application for candidacy.

a. A filing period spanning ten (10) consecutive business days shall be a part of the election process for the Special Election. The IAC shall be responsible for coordinating with Executive Board Members to advertise the filing period in various mediums beginning one (1) week prior to and continuing through the filing period.

b. All Candidates must complete the same documentation as required by the General Election.

iii. The IAC shall vote to elect a candidate for any vacant Senator seat.

iv. Approved candidates shall assume Senator duties immediately with the title "Senator At-large for the (District Member resides in)".

Article III: OPERATIONS

Section I: Senators

A. General responsibilities

1. Attend all Senate meetings.

2. Communicate to their constituents in their respective Departments the actions taken by the Senate, the Executive Board or their designated representative(s).

3. Communicate to all members of the Senate the concerns of their constituents in their respective Department.

4. Faithfully execute the Constitution and Bylaws of the GPSA.

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5. Other tasks necessary to fulfill the duties of the office of a Senator as assigned by the Senate or the Executive Board.

B. ~~Committee responsibilities~~

1. Prepare to serve on at least one (1) University or GPSA committee as appointed by the President and/or Vice President.
2. Attend all committee meetings. A meeting is determined as such by the committee chair and shall be applied equally across all committee members required to be in attendance.
3. Report to the Senate the activities of any University committee on which they serve as representatives of the GPSA.

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C. New Senators

1. All first-term Senators shall attend a mandatory orientation meeting their first semester.
2. The orientation will be held by the IAC to review the GPSA Constitution, Bylaws, and Code of Ethics.
3. The orientation meeting will be conducted within the first month of each semester, and shall not exceed two hours.

Section 2: President

A. Executive Board responsibilities

1. Chair the Executive Board.
2. Appoint elected District Representatives to Director positions.
 - i. Director appointments shall be determined by individual District Representatives' skill sets, interests, and areas for development. The President and Vice President will interface with District Representatives to establish assignment of Director positions based on the aforementioned criteria.
3. Call meetings of the Executive Board.
- ~~4. Prepare written agendas for GPSA Executive Committee meetings and distributing said agendas to all GPSA Executive Committee members.~~
 - iii. ~~Setting the GPSA Executive Committee and GPSA Senate calendar for bi-weekly meetings by the start of the academic term, and~~
 - ~~5. Ensuring that all GPSA Executive Officers ensure that all Executive Board Members are performing their duties in accordance with the GPSA Constitution and Bylaws.~~
 - ~~i. If GPSA Executive Officers are Board Member is negligent in their his/her duties, the GPSA President shall attempt to rectify the situation, or failing this, recommend recall of refer the negligent member to the GPSA Executive Officer Advisor.~~
2. ~~GPSA Constitution and Bylaws Committee~~
 - i. ~~Annually review the GPSA Constitution and Bylaws to ensure that they are current, consistent and coherent documents.~~
6. ~~Faithfully Keep updated transition documents, including but not limited to duties, meeting logs, and reports.~~
7. ~~Plan and execute the Constitution and Bylaws at least one (1) Executive Board retreat.~~
- ~~8. Organize evaluation of the GPSA DOLA's compensation every "odd" year.~~

Attend

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~~B. Service on University Committees~~

~~1. Washington State University Board of Regents~~

~~i. 9. GPSA President will attend all Board of Regent meetings.~~

~~ii. 10. A report detailing GPSA updates will be written for and presented to the Board of Regents.~~

~~B. Service on Washington State University committees~~

~~2-1. Serve on the WSU Faculty Senate.~~

~~i. Regularly attend meetings to represent the interests of graduate and professional students.~~

~~i. Regularly attend meetings to represent the interests of graduate and professional students.~~

~~3. Services and Activities Fee Committees~~

~~2. Serve on major WSU budgetary committees.~~

~~i. Serve as representative on any WSU budgetary/financial committee.~~

~~ii.i. Submit nominations of Services and Activities Fees and Facilities committees, one of which is that awards a seat to the GPSA Vice President (Bylaws, Article IV, Section II).~~

~~4-3. Designate representative Members to fill in substitute for the President at any of the above-mentioned committees if the President is unable to attend.~~

~~i. The Executive Committee will review any unexcused absences if GPSA President is unable to attend more than two required meetings per semester as described by the presidential duties, including but not limited to Board of Regent meetings, Services and Activities Fees and Facilities meetings and GPSA Senator and Executive Committee meetings.~~

~~ii. If the Executive Committee does not approve of more than two unexcused absences per semester, they can refer the matter to the Ethics Committee for further review with a 2/3 majority vote of members present.~~

~~C. Other Committee/committee responsibilities~~

~~1. Appointing In conjunction with the Vice President, appoint graduate or professional representatives to all Presidential, Faculty Senate, and other University-Committees-related committees to fill available vacancies for graduate and professional students.~~

~~i. In the case of a position having multiple year term and which is not vacant, no new appointment shall be made.~~

~~2. If a Presidential, Faculty Senate or other GPSA seat on a University-related committee remains vacant, the GPSA President will be the representatives shall serve on the committee as is allowed by existing time commitments.~~

~~3. GPSA president The President shall appoint senators Senators and district representatives District Representatives to GPSA committees as needed.~~

~~4. Act as an ex officio member of the GPSA Advisor, Teaching Assistant, Instructor and Research Assistant Excellence Award on the GPSA Programming Committee and the William R. Wiley Research Exposition Committee and assist members of that or whichever committee to plan, organize, and execute committee duties-is currently charged with awarding GPSA Excellence Awards.~~

~~D. Executive Duties/duties~~

~~1. Participate in departmental and Graduate School new student orientations as requested.~~

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- 2-1. Assist the GPSA Program Support Staff in the administration of GPSA and GPSA employee(s) to complete their contracted duties.
 - 2. Assist all Directors to coordinate GPSA relations with all entities or organizations.
 - 3. Work closely with the DOLA to expand the influence of the GPSA in political circles and ensure the well-being and welfare of Members.
 - 3-4. Coordinate relations between GPSA and the GPSA and relevant WSU Foundation, WSU Alumni Association, Associated Students of Washington State University, the City of Pullman and all other related groups and community stakeholders. Coordination of relations may include attendance at general meetings of the above mentioned groups as well as other relevant meetings.
- Faithfully execute the Constitution and Bylaws

5. ~~Section II: Duties~~ of the GPSA.

E. Compensation

- 1. The President shall be paid a salary based on the twelve (12) month term for the period of May 16 through May 15.
- 2. The rate will be that of a half (1/2) time staff assistant at step 50 with tuition waiver and benefits package reflective of a graduate assistantship.
- 3. If the President works during the summer, the President shall be paid on regular payroll two (2) times per month. This salary will be equivalent to the salary of a half (1/2) time staff assistant at step 50 for time worked.

Section 3: Vice President shall include, but are not necessarily be limited to

A. Committee Chair Responsibilities

~~GPSA~~

~~1-A.~~ Senate responsibilities

- 1. Calling of Senate.
 - i. Chair the first meeting Senate.
 - ii. Call meetings of the Senate, and
 - iii. Preparing Prepare written agendas for Senate meetings and distributing distribute said agendas and associated materials to all members of the Senate and Executive Committee.
 - iv. GPCSA Create and distribute Senate meeting minutes within five (5) business days of the Senate meeting.
- 2. Budget Committee.
 - i. Assist the GPCSA Financial Advisor in preparing to prepare the GPCSA budget to be made available to the members of the GPCSA Executive Committee and the GPCSA Senate.
 - ii. Notify the Executive Committee and Senate when any budget line item is in danger of, or is in, deficit and proposing propose appropriate fund transfer to alleviate the situation Budget Committee.
 - iii. Become versed in financial and Services services and Activities activities fee (S&A Fee) policies and regulations.
 - iv. Assign fundraising tasks to GPCSA employees or other designees as necessary.

B. Service on University Committees

~~1. Washington State University Faculty Senate~~

~~i. Regularly attend meetings to represent the interests of graduate and professional students.~~

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~~2. Services and Activities Fee Committees: Serve as representative on committee.~~

~~y. Designate/Maintain committee binder.~~

~~vi. Present the budget to the Senate by the third Senate meeting of fall semester.~~

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~~vii. Call a GPSA representative(s) including committee meeting at least one member from the once a month to review all line item expenditures made by the Executive Board.~~

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~~viii. Ensure, in coordination with GPSA Program Support Staff, that all line item expenditures made by the Executive Board Members have been documented and approved by the President.~~

~~ix. Oversee the following Budget committee to present GPSA's funding requests to Services Committee duties:~~

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~~a. Allocate GPSA project funds up to \$1,000 to Affiliates. The Senate must approve allocations of more than \$1,000.~~

~~b. Allocate GPSA project funds to non-Affiliate graduate and professional student and community organizations up to \$1,000. The Senate must approve allocations of more than \$1,000.~~

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~~c. Review and approve or deny emergency funding requests up to \$1,000. Activities Fees The Senate must approve allocations of more than \$1,000.~~

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~~d. Report promptly to the GPSA Advisor, any suspected discrepancies in the disbursement of GPSA funds.~~

~~e. Review all requests for GPSA funding and submitting recommendations for funding of these requests to the Senate, and~~

~~f. Establish guidelines and timetables for submitting funding requests to the Senate. This information shall be made readily available to all interested parties.~~

~~+x. S&A Fee committee, and Services and Activities Facilities if appropriate or equivalent.~~

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~~3. Designate representative to fill in for Vice President at any of the above the Vice President is unable to attend~~

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~~i. The Executive Committee will review any unexcused absences if GPSA Vice President is unable to attend more than two required meetings per semester as described by the vice presidential duties, including but not limited to Faculty Senate meetings, Services and Activities Fees and Facilities meetings, Budget Committee meetings and GPSA Senator and Executive Committee meetings.~~

~~ii. If the Executive Committee does not approve of more than two unexcused absences per semester, they can refer the matter to the Ethics Committee for further review with a 2/3 majority vote of members present.~~

~~a. With the assistance of the GPSA Advisor and President, prepare GPSA budgets to be made available to the members of the Senate.~~

~~b. Prepare a GPSA budget proposal for the following fiscal year to be submitted to the Senate at the Senate meeting immediately preceding the S&A Fee Committee deadline.~~

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- c. Following Senate approval at the above mentioned meeting, submit a revised budget proposal to the S&A Fee Committee by the deadline set by said committee.
- d. Following funding allocation by the S&A Fee Committee, prepare a finalized budget proposal to be presented to the Senate by the last Senate meeting of the spring semester.

~~C.B.~~ Other ~~Committee Responsibilities~~ committee responsibilities

- 1. Act as an ex officio member of the GPSA Advisor, Teaching Assistant, Instructor and Research Assistant Excellence Award Committee and the William R. Wiley Research Exposition Committee IAC and any other GPSA committee and assist members of that committee to plan, organize, and execute committee duties.
- 2. Serve on at least one (1) University committee as representative of the GPSA.

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~~D.C.~~ Executive Duties

- 1. Assist the GPSA President and the GPSA Program Support Staff in and GPSA employee(s) to complete their contracted duties.
- 2. Assist all Directors to coordinate GPSA relations with all entities or organizations.
- 3. Work closely with the DOLA to expand the influence of the administration of GPSA in political circles and ensure the well-being and welfare of Members.
- 4. Participate in Coordinate relations between the GPSA and the relevant WSU Foundation, WSU Alumni Association, Associated Students of Washington State University, the City of Pullman and all other related groups, community stakeholders. Coordination of relations may include attendance at general meetings of the above mentioned groups as well as other relevant meetings.
- 5. Serve as proxy for GPSA. Assist the President in Presidential, Faculty Senate or other attending all University committees if required the President is required to attend – as proxy and/or coordinator to find a suitable substitute.
- 6. Faithfully execute the Constitution and Bylaws of the GPSA.

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Section III: Duties of GPSA District Representatives include, but are not necessarily be limited to

~~A.~~ Meeting responsibilities

- 1. Attend all GPSA Executive Committee meetings.
- 2. Attend all GPSA Senate meetings.

~~D.~~ Compensation

- 1. The Vice President shall be paid a salary based on the twelve (12) month term for the period of May 16 through May 15.
- 2. The rate will be that of a half (1/2) time staff assistant at step 50 with tuition waiver and benefits package reflective of a graduate assistantship.
- 3. If the Vice President works during the summer, the Vice President shall be paid on regular payroll two (2) times per month. This salary will be equivalent to the salary of a half (1/2) time staff assistant at step 50 for time worked.

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Section 4: DOLA

A. The purpose of the DOLA is to act as the GPSA representative to legislative bodies, and state national organizations, including the National Association of Graduate Professional Students, the Washington Student Association, and the WSU Student Government Council.

B. Appointment process

1. The DOLA is an appointed paid position, approved by the Senate, President-elect, and Vice President-elect.
2. DOLA applicants must submit a resume and cover letter of no more than one thousand (1000) words explaining their interest and relevant experience to GPSA Program Support Staff no later than one week after the completion of the General Election.
 - i. In the case of a DOLA vacancy, a resume and cover letter of no more than one thousand (1000) words may be submitted to GPSA Program Support Staff at any time.
3. Initial applications will be reviewed by the IAC.
4. A maximum of three (3) candidates will then be submitted by the IAC to the President-elect and Vice President-elect for selection.
5. The President-elect and/or the Vice President-elect shall submit the finalist's name to the Senate for final review and confirmation. Selected applicants will be required to attend this Senate meeting for a question and answer session.
6. Senate will vote to confirm the DOLA (majority).

B.C. Committee responsibilities

1. ~~Serving~~ Attend all Executive Board meetings as the a voting member.
2. Chair or Co Chair of one (1) GPSA the Legislative Affairs Committee.
 - i. Call meetings of the Legislative Affairs Committee.
 - ii. Develop goals of the Legislative Affairs Committee for the year, in coordination with committee members.
 - iii. Develop robust and accurate transition documents.

D. Compensation

1. The DOLA shall be compensated at WSU Graduate Assistantship Step 42 salary based on the twelve-month term for the period of May 16 through May 15.
2. The DOLA compensation shall include a tuition waiver and benefits package reflective of a graduate assistantship.
3. If the DOLA works during the summer, the DOLA shall be paid on regular payroll two times per month. This salary will be equivalent to the salary of a (1/2) time staff assistant at step 42 for time worked.
1. The DOLA compensation shall be reviewed by the Executive Board every "odd" year.
 - i. The current DOLA shall not vote on compensation review.

Section 5: District Representatives

District Representatives shall be elected to the Senate by their respective District. Once elected, Representatives shall be appointed by the President to fill a position of "Director", as outlined in Section 2 of this Article.

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A. Meeting responsibilities.

- 1. Attend all Executive Board meetings.
 - 2. Attend all Senate meetings.
 - 3. Serve on at least one (1) University committee as appointed by the President.
 - 4. Serve on a GPSA task force
- i. Report to the Senate the activities of all University committees on which they serve.

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B. Executive responsibilities.

- 1. Chair at least one (1) GPSA committee as appointed by the President and/or Vice President.
 - i. Attend all committee meetings on which they chair.
 - 1. A meeting is determined as such by the committee chair and shall be applied equally across all committee members required to be in attendance.
- 2. Complete all tasks necessary to fulfill duties of the office of GPSA District Representative as assigned by the GPSA Executive Committee and/or GPSA President and Vice President Board.
- 3. Notify District constituents in academic departments or professional programs within College represented of vacancies in the GPSA Senate. If a vacancy exists, it is upon the duty of the District Representative to work with the Elections Committee, AC and GPSA Program Support Staff to fill vacancies.
- 4. Faithfully execute the Constitution and Bylaws of the GPSA
- 5. Follow-up with Senators to ensure that information is being distributed to the constituency.
- 6. Work with departments within Keep updated transition documents, indicating major events and policy changes during their college to elect GPSA Senators.

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Section IV: Duties of term Senators shall include, but are not necessarily be limited to

A. Responsibilities

- 1. Attend all GPSA Senate meetings.
- 2. Communicating to their constituents in their respective academic departments or professional programs the actions taken by the GPSA Senate, the GPSA Executive Committee or their designated representative(s).
- 3. Communicating to the GPSA Senate, the GPSA Executive Committee or their designated representatives the concerns of their constituents in their respective academic departments or professional programs.

B. Committee responsibilities

- 1. Serving on at least one (1) Presidential, Faculty Senate, University or GPSA committee and/or GPSA task force as appointed by the GPSA President.
- 2. Reporting to the Senate the activities of any Presidential or Faculty Senate committees on which they serve as representatives of the GPSA.

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~~3-6. Faithfully execute the Constitution and Bylaws of the GPSA, Other tasks necessary~~

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C. Scholarship

- ~~1. The total annual District Representative scholarship shall be equal to fulfill the ten percent (10%) of the total annual compensation provided to the President.~~
- ~~2. Scholarship will be provided once per semester.~~
- ~~3. The District Representative shall be provided any scholarship based on a nine-month term.~~

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Section 6: Directors

~~4-A. Director positions and duties of the office of a GPSA Senator as assigned shall be determined by the GPSA Senate, the GPSA Executive Committee, or Office prior to the beginning of the GPSA President or Vice President fall semester.~~

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Article V: COMMITTEES

Section 7: GPSA Advisor

~~A. The GPSA Advisor shall be ex-officio member of the Senate, Executive Board, Budget Committee and IAC.~~

Section 8: General Guidelines for GPSA Committees

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A. Committee Formation

- ~~1. The Executive Board may form ad hoc committees as needed. The formation of a committee is subject to the approval of the Senate (majority).~~
- ~~2. The chair in said committees shall be appointed by the President and/or the Vice President, unless otherwise specified in the GPSA Bylaws or Constitution.~~
- ~~3. The membership in said committees shall be appointed by the President and/or Vice President in collaboration with the committee chair.~~

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A-B. Committee Records

1. Committees must maintain complete records of meeting minutes and correspondence.
 - i. Committees must provide copies of records to the GPSA office in electronic format for inclusion in the GPSA records and for inclusion of minutes on the GPSA web site.
 - ii. Committees must maintain an updated file/binder in the GPSA office to be used for reference and to document that committee's activities and progress towards its goal(s).
2. Committee chairs must keep updated records on their committee's activities.

~~2-3. The records of the Ethics Committee shall be maintained as provided in Appendix II.~~

~~B.C.~~ Attendance of Members

1. Committee members must attend all committee meetings in order to represent the interests of the graduate and professional student population to the committee on which they serve.
2. Committee chairs shall replace non-performing committee members in a timely manner, subject to the approval of the ~~GPSA Senate and GPSA Executive Committee Office,~~
3. Committee chairs shall prepare a list of suggestions for their successors in order to transmit their experience to their successors.
- ~~3.1. Transmission of Knowledge: Committee chairs shall prepare a list of suggestions for their successors in order to transmit their experience to their successors.~~

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~~Section II: Core Services Committees~~

~~A. GPSA Advisor, Teaching Assistant (TA), Student Instructor and Research Assistant (RA) Excellence Award Committee.~~

~~1. Composition of chairs must submit all unexcused absences to the committee~~

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~~i. Ex officio members:~~

- a) ~~the GPSA President,~~
- b) ~~the GPSA Vice President;~~

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~~ii.i. Voting members~~

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- a) ~~one GPSA District Representative, acting as chair,~~
- b) ~~three (3) GPSA Senators or members appointed by the GPSA President approved by the GPSA Senate.~~

~~2. Duties shall include, but are not necessarily be limited to:~~

- i. ~~Soliciting nominations for the Graduate and Professional Advisor, TA, Student Instructor and RA Excellence Awards;~~
- ii. ~~Establishing the criteria for selecting the winner(s) of the Graduate and Professional Advisor, TA, Student Instructor and RA Excellence Awards;~~
- iii. ~~Selecting the winner(s) of the Graduate and Professional Advisor, TA, Student Instructor and RA Excellence Awards;~~
- iv. ~~Holding two (2) nomination periods, one (1) at the end of the fall semester and one (1) at the beginning of the spring semester, and~~
- v. ~~Any other tasks necessary to award the Graduate and Professional Advisor, TA Student Instructor and RA Excellence Awards.~~

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~~B. Dr. William R. Wiley Research Exposition Committee~~

~~1. Composition of the committee~~

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~~i. Ex officio members~~

- a) ~~The and GPSA President and~~
- b) ~~The GPSA Vice President~~

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~~ii. Chaired by two GPSA District Representatives~~

~~iii.i. Voting members~~

- a) ~~At least four (4) GPSA Senators approved by the GPSA Senate.~~

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~~2. Duties of the committee shall include, but are not necessarily be limited to;~~

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- i. Conduct first committee meeting by the second meeting of the Fall GPSA Senate;
- ii. Manage online application for abstracts for the Wiley Research Exposition;
- iii. Establish the criteria for submitting abstracts, final papers and poster session displays for the Wiley Research Exposition, including deadlines for submissions;
- iv. Recruit judges developing judging criteria to evaluate participants in, and winners of, the Exposition of Graduate and Professional Studies;
- v. ~~4. Coordinate with the Program Support Staff and/or other GPSA employees assigned to this event in order to advertise and promote the Wiley Research Exposition.~~
- vi. ~~Coordinate with the GPSA Vice President to determine budget for the Wiley Research Exposition.~~
- vii. ~~Recruit volunteers for the event, and~~
- viii. ~~Prepare materials for judges to be distributed at least forty-eight (48) hours before the event,~~
- ix. ~~Schedule the event date and submission deadlines for the following year, and~~
- x. ~~Any other tasks necessary to execute a successful Wiley Research Exposition.~~

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C. ~~GPSA Professional Student Travel and Registration Grant Committee~~

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- 1. ~~Composition of the Committee~~
 - i. ~~A District Representative, acting as chair, and~~
 - ii. ~~Additional graduate or professional student volunteers approved by the GPSA Senate.~~
 - a) ~~These additional graduate or professional students shall include one~~
 - (i) ~~One (1) graduate or professional student from the College of Veterinary Medicine,~~
 - (ii) ~~At least one (1) additional graduate or professional student.~~
- 2. ~~Duties of the Committee shall include, but are not necessarily limited to~~
 - i. ~~Evaluation of all applications for funding from the GPSA Professional Student Travel and Registration Grant Fund no later than two weeks following the deadline for submissions;~~
 - ii. ~~Selection of recipients of funds and determination of the amount they are to receive from the GPSA Professional Student Travel and Registration Grant Fund,~~
 - a) ~~Travel grants must be awarded according to the criteria provided to the committee.~~
 - iii. ~~Production of letters of award or rejection to all applicants who requested funding from the GPSA Professional Student Travel and Registration Grant Fund, and~~
 - iv. ~~Other tasks necessary to meet the obligation of the GPSA Professional Student Travel and Registration Grant committee.~~

D. ~~Graduate Student Travel and Registration Grant Committee~~

- 1. ~~Composition of the Committee~~
 - i. ~~A District Representative, acting as chair, and~~
 - ii. ~~Additional graduate or professional student volunteers approved by the GPSA Senate.~~
 - a) ~~These additional graduate or professional students shall include one~~

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- i. ~~One (1) graduate or professional student from the College of Veterinary Medicine;~~
- ii. ~~One (1) graduate or professional student from the College of Agricultural Human and Natural Resources~~
- iii. ~~One (1) graduate or professional student from the College of Business~~
- iv. ~~One (1) graduate or professional student from the College of Education~~
- v. ~~One (1) graduate or professional student from the College of Engineering and Architecture~~
- vi. ~~One (1) graduate or professional student from the College of Arts and Sciences~~
- vii. ~~One (1) graduate or professional student from the College of Communication~~
- viii. ~~One (1) graduate or professional student from the Graduate School~~

2. ~~Duties of the Committee shall include, but are not necessarily limited to~~

- i. ~~Evaluation of all applications for funding from the GPSA Graduate Student Travel and Registration Grant Fund no later than two weeks following the deadline for submissions;~~
- ii. ~~Selection of recipients of funds and determination of the amount they are to receive from the GPSA Graduate Student Travel and Registration Grant Fund;~~
 - a) ~~Travel grants must be awarded according to the criteria provided to the committee.~~
- iii. ~~Production of letters of award or rejection to all applicants who requested funding from the GPSA Graduate Student Travel and Registration Grant Fund; and~~

~~Other tasks necessary to meet the obligation of the GPSA Graduate Student Travel and Registration Grant committee.~~

E. ~~GPSA Events Committee~~

1. ~~Composition of the Committee~~

- i. ~~A District Representative, as chair, and~~
- ii. ~~At least six (6) GPSA ~~Senators~~ approved by the GPSA Senate.~~

2. ~~Duties of the Committee shall include, but are not necessarily be limited to:~~

- i. ~~Begin meeting by the second meeting of the Fall GPSA Senate;~~
- ii. ~~Develop, implement and promote diverse programming specific to GPSA constituency;~~
- iii. ~~Work with GPSA Program Support Staff to ensure compliance with University policies and to complete appropriate paperwork.~~
- iv. ~~Recruit volunteers for the events.~~
- v. ~~Any other tasks necessary to execute a successful GPSA Event Program.~~

F. ~~GPSA Legislative and Lobbying Committee~~

1. ~~Composition of the Committee~~

- i. ~~A District Representative, as chair, and~~
- ii. ~~At least four (4) GPSA Senators approved by the GPSA Senate.~~

2. ~~Duties of the Committee shall include, but are not necessarily be limited to:~~

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- i. ~~Begin meeting by the third meeting of the Fall GPSA Senate,~~
- ii. ~~Work with ASWSU Directors of Legislative Affairs on issues that impact graduate, professional and undergraduate students.~~
- iii. ~~Make recommendations to GPSA Executive Committee and Senate regarding memberships in any national, state and local lobbying groups.~~
- iv. ~~Provide recommendations for GPSA in addressing any issue affecting graduate and professional students. This includes, but is not limited to stipends, health care, and mandatory fee increases.~~
- v. ~~Communicate with state senators and representatives as well as U.S. senators and representatives regarding issues deemed important by the GPSA senate~~
- vi. ~~Petition to the state legislature on behalf of GPSA as needed.~~

Section III: Operational Committees

A. GPSA Executive Committee

1. Composition of the Committee

- i. ~~the GPSA President,~~
- ii. ~~the GPSA Vice President, and~~
- iii. ~~the District Representatives of each college and the Graduate School.~~

2. Meetings

- i. ~~The GPSA Executive Committee shall meet every other week alternating with GPSA Senate meetings during the Fall and Spring Semesters with exception for official university holidays.~~
- ii. Dates, Times and Places of GPSA Executive Committee Meetings.
 - a) ~~The dates, times and places of GPSA Executive Committee meetings shall be prepared at the start of each Fall and Spring semester during the regular academic year.~~
 - b) ~~The first meeting of the GPSA Executive Committee shall be held in September of the regular academic year.~~

3.D. Voting in GPSA Executive Committee Meetings.

- i. 1. Each member of the ~~GPSA Executive Committee~~ committee may cast only one (1) vote on each matter.
- ii. 2. All matters before the ~~GPSA Executive Committee~~, except for the amendment of the ~~GPSA Constitution or committee~~, unless otherwise noted in the ~~GPSA Bylaws or Constitution~~, shall be approved by a majority vote of the ~~GPSA Executive Committee~~ voting committee members physically present.

4. Additional responsibilities:

Duties of the Childcare Committee shall include, but are

E. Permanent Committees.

- 1. Budget Committee
- 2. IAC

Section 9: New Senator Orientation

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A. The IAC shall organize and execute at least one (1) New Senator Orientation before the third Senate meeting of the fall semester. Subsequent orientations may be executed at the discretion of the IAC.

B. The New Senator Orientation must be a norm-sharing mechanism that follows the IAC's goal to strengthen the Senate's functionality by fostering stronger social bonds, providing increased knowledge of Senate procedures and potential avenues of action, emphasizing consistency in all GPSA procedures and foundational documents, and ensuring the continuance of the GPSA's commitment to being a transdisciplinary, multicultural forum for knowledge and kinship.

Section 10: Sources and Disbursement of GPSA Funds

A. The GPSA shall be funded by S&A Fees, gifts from the WSU Foundation, dividends from the Students Book Corporation as well as other sources, including business enterprises. All sources of funding for the GPSA require the approval of the Executive Board or Senate.

B. Only Executive Officers, GPSA Program Support Staff, or GPSA employees may initiate purchases, enter into binding contracts or otherwise disburse GPSA funds.

1. An exception may be made if an Executive Officer, GPSA Program Support Staff, or a GPSA employee designates someone as a representative of the GPSA.

C. GPSA monies shall be disbursed in accordance with the GPSA budget or with prior approval of the Senate as specified in the official minutes of a Senate meeting.

1. The GPSA may authorize expenditures during the summer in accordance with the approved budget (through June 30) or the proposed budget (beginning July 1).

2. An accounting of summer expenditures shall be presented to the Senate by the third Senate meeting in the fall.

3. Monies disbursed over \$1000 are subject to approval of the Senate.

D. The budget of the GPSA shall be prepared by the Budget Committee, in coordination with the GPSA Advisor, and approved by the Senate.

E. All funding requests to the GPSA shall be submitted to the Budget Committee. There shall be three (3) types of funding requests.

1. Affiliate funding requests.

i. Event and program funding for Affiliates. These requests shall be reviewed each fall and spring semester.

2. Academic and multi-cultural funding requests.

i. Event and program funding requests for student and community organizations.

These requests shall be considered on a first-come first-served basis.

ii. May include Affiliate or non-Affiliate organizations.

3. Emergency funding requests.

i. There shall be no deadlines for emergency funding requests.

ii. Emergency funding requests will only be considered when other funding options have been exhausted or when the Senate makes a special request.

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G. The financial records of the GPSA shall be open for inspection to Members, the GPSA Advisor, the University President or his/her designee, and institutional or state auditors at all reasonable times to determine completeness and compliance with these Bylaws and accounting requirements.

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H. Monies Paid to Executive Board, GPSA Program Support Staff, and GPSA employees

1. Executive Board.

i. Scholarship for District Representatives.

a. Scholarship monies shall be disbursed to each active District Representative after the conclusion of the fall and spring semester of each academic year.

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b. District Representatives who do not serve a complete term will be paid on a pro-rated basis for the time they actually serve in office.

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c. District Representatives who resign or are dismissed from their office will be paid only for their time served as a District Representative, as reviewed by the Executive Board, President and Vice President.

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ii. Compensation of Executive Officers.

a. Executive Officers who do not serve a complete term will be paid on a pro-rated basis for the time they actually serve in office.

b. Executive Officers who resign or are dismissed from office will be paid only for their time served as Executive Officer, as reviewed by the Executive Board.

2. GPSA Program Support Staff and other GPSA employees.

i. The salary of the GPSA Program Support Staff shall be set at the rate appropriate to WSU's pay scale for that position.

ii. The salary of any GPSA employees shall be set at the rate appropriate to WSU's pay scale for that position.

Section 11: Senate Meetings

A. The Senate shall meet every other week during the fall and spring semesters.

1. Senate meetings will be held every other Monday evening at 5:30 pm at a venue large enough to seat two (2) times the total enrollment of the Senate.

i. Changes to location or time: Any changes to the above provision will be made as deemed necessary by a majority of the Executive Board. Notification must be given to the Senate one (1) week prior to the regularly scheduled meeting.

2. The first meeting of the Senate shall be held during the first three (3) weeks of the fall semester.

3. Special meetings of the Senate:

i. If a regularly scheduled meeting falls on a University or national holiday, the Executive Board may reschedule the meeting to the next University business day at 5:30 pm.

ii. Emergency meetings of the Senate may be called by the Vice President, but must be held at the normal venue at the normal time of day.

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B. Quorum

1. Quorum is defined as fifty (50) percent of the following:

- i. The number of filled Senate seats, plus
- ii. the number of District Representatives, plus
- iii. one (1) for the DOLA, plus
- iv. one (1) for the President.

C. Senate Voting

- 1. Each voting member of the Senate physically present at a given Senate meeting may cast only one (1) vote on each matter before the Senate that requires a vote of the Senate.
 - i. “Robert’s Rules of Order” shall determine Senate voting procedures and validation.
 - ii. The Vice President will vote only in the instance of a tie.

D. Senator Attendance Policy (SAP)

- 1. Senators will be subject to the SAP as outlined in Article IV, Section 3.

E. Majorities Needed for Passage

- 1. All matters before the Senate, except for a) amendment of the GPSA Constitution or the GPSA Bylaws, and b) the approval of the GPSA budget or the disbursement of GPSA funds, shall be approved by a majority vote of the Senate in attendance, unless otherwise stated in the GPSA Constitution or Bylaws.
- 2. Matters concerning the approval of the GPSA budget or the disbursement of GPSA funds requires approval by a two-thirds (2/3) vote of the Senate members in attendance.

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Article IV: GPSA SANCTIONS

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Section 1: Elections

- A. All electoral conduct shall be reviewed by the IAC; and a majority vote of all IAC members may disqualify any candidate for any GPSA seat from Senate membership until the next General Election filing period.

Section 2: Eligibility

A. Senators

- 1. Failure of a current Senator to meet eligibility criteria shall result in immediate vacancy of his/her respective office.
- 2. Failure of a candidate for Senator to meet eligibility criteria shall disqualify the candidate from filling any Senate seat.

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B. Executive Board

- 1. Failure of a current Executive Board Member to meet eligibility criteria shall result in immediate vacancy of his/her respective office.

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2. Failure of a candidate for Executive Board to meet eligibility criteria shall disqualify the candidate from filling any Executive Board position.

Section 3: Vacant Senate Positions

A. Senators

1. The Executive Board shall define vacancy in the SAP.
 - i. The SAP shall be approved by the Executive Board.
 - ii. The Executive Board will present the SAP at the first Senate meeting of the semester.
 - iii. The SAP shall be followed for one semester.
 - iv. Senators are subject to all policies contained in the SAP.
 - v. The SAP may contain rules and regulations for committee attendance.
 - vi. Vacancy may be declared by the SAP after two (2) unexcused absences from GPSA General Meetings.
 - a. GPSA General Meetings include 1) Senate meetings; 2) GPSA committee meetings; and 3) any other meeting assigned by an Executive Board Member that requires a Senator to be physically present in a location.
 - vii. Absences shall be considered excused if
 - a. a scheduling system was fully completed by a Senator prior to the official scheduling of the meeting and the timeslot of the officially scheduled meeting was indicated by the Senator as unavailable; or
 - b. A GPSA General Meeting was scheduled outside the official start or end date of either semester.
2. Absences from GSPA General Meetings shall commence with the first Senate meeting of the semester.
3. Notification of vacancy.
 - i. After a Senator's second unexcused absence from a GPSA General Meeting, the Vice President may send a written notification of impending vacancy status to that Senator and the appropriate District Representative.
4. Sanctions.
 - i. After the notification from the Vice President, the vacancy will be addressed at the subsequent Executive Board meeting. The Senator may attend the Executive Board meeting to discuss future ramifications of the Senator's absences. The Executive Board has the authority to respond to the Senator by giving guidance for future attendance, providing a verbal/written warning or immediate dismissal.

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B. Executive Board

1. Vacancy Requirement.
 - i. Vacancy may not be declared until the Executive Board Member in question has more than two (2) unexcused absences from Executive Board Meetings.
 - a. Executive Board Meetings include 1) Executive Board meetings; 2) Senate meetings; and 3) chaired GPSA committee meetings.
 - ii. Less strict definitions of vacancy may be determined by the President and/or Vice President in writing.
2. Excused Absence.

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- i. To be eligible for an excused absence, an Executive Board Member must submit an excuse to an Executive Officer (other than the Executive Officer him/herself) before the start of said meeting and designate a Member to substitute for the Executive Board Member. The President and/or Vice President shall determine what constitutes a valid excuse. In the event the President or Vice President submits an excuse, the other shall determine if the excuse is valid. Absences shall be deemed excused if the meeting was scheduled outside the official start or end date of either semester.
- 3. Sanctions for Vacancy.
 - i. If an Executive Board Member is absent unexcused more than twice, the Executive Board may vote to declare the Executive Board Member's seat in question vacant.
 - a. An Executive Board seat may only be declared vacant by a three-fourths (3/4) majority of the Executive Board; the Executive Board Member accused of vacancy may not vote.
 - b. If the seat is determined vacant by the Executive Board, the Executive Board Member holding the vacant seat shall be dismissed from the Senate and barred from participating in Senate activities or becoming a candidate for any GPSA position until the next General Election filing period.
 - c. No Executive Board Member will be paid while his/her seat is vacant.

Section 4: Negligence

- 1. Negligence is defined as a behavior or lack of behavior that detrimentally affects GPSA, as determined by a two-thirds (2/3) majority of the Executive Board.
 - i. Absence may not be deemed negligent.
- 2. After a first offense of negligence, a warning of future sanctions shall be issued to the Senator.
- 3. After a second offense of negligence, sanctions shall be determined by the Executive Board and disclosed to the GPSA Program Support Staff and GPSA Advisor.
 - i. No sanction imposed shall violate University Policy, or any law in full effect in the City of Pullman.
 - ii. Notification of any sanction shall be accompanied by an explanation as to why the sanction was imposed.

B. Executive Board

- 1. Censure of President or Vice President.
 - i. Only an Executive Board Member may bring a censure motion to the Executive Board.
 - ii. The Executive Board may vote to bring a censure motion to the Senate by a two-thirds (2/3) majority.
 - a. If the Executive Board votes to bring a censure motion to the Senate, the chair of the IAC shall bring the motion to the Senate.
 - b. If both the President and Vice President have a censure motion brought against them in the Senate, censure shall be voted on separately.

- c. Censure of the President or Vice President requires a three-fourths (3/4) majority by the Senate.
- 2. Removal of an Executive Officer.
 - i. GPSA may not terminate the employment of an Executive Officer.
 - ii. The Executive Board may vote to bring a removal motion to the Senate by a three-fourths (3/4) majority.
 - a. If the Executive Board votes to bring a removal motion to the Senate, the chair of the IAC shall bring the motion to the Senate.
 - b. If two or more Executive Officers have a removal motion brought against them in the Senate, removal shall be voted on separately.
 - c. Removal of an Executive Officer requires a three-fourths (3/4) majority by the Senate; the Executive Officer against whom a removal motion is brought may not vote.
 - d. If a removal motion passes the Senate by a three-fourths (3/4) majority, a letter of Recommendation for Removal shall be submitted to the GPSA Advisor and the GPSA Advisor shall determine if the Executive Officer's employment is terminated following Washington State University policies.

Article V: GPSA PROGRAM SUPPORT STAFF AND EMPLOYEES

Section I: GPSA Program Support Staff

A. The Executive Board shall be included in the review and selection process of the GPSA Program Support Staff. In conjunction with the GPSA Advisor, the hiring process will follow Washington State University hiring procedures.

B. Duties of a GPSA Program Support Staff shall include, but not necessarily be limited to:

- 1. Coordinate the operations of the GPSA in cooperation with the Executive Board. The GPSA Program Support Staff is supervised by the GPSA Advisor. The GPSA Program Support Staff also receives work assignments and direction from the President or Vice President.
- 2. Exercise independent judgment in interpreting and applying rules and regulations and prioritize tasks as needed.
- 3. Provide information and advice to students, staff, program participants and/or the public regarding GPSA programs, services, policies, and procedures; recommending alternative courses of action as needed. Perform general problem solving and trouble shooting. Answer phones and emails. Receive, assist and refer visitors. Take and relay messages. Provide general customer service for students using office equipment.
- 4. Monitor GPSA budget status in-line with program activities; maintain budgets; initiate corrective actions. Anticipate recurring expenditures and prepare purchase orders and related paperwork for GPSA programs and services including purchase orders for student organizations granted GPSA funds; follow-up on requests. Order, receive, and maintain inventory; anticipate supply needs and ensure supplies will be available when needed.

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- Handle cash sales; process and deposit funds. Assist in the preparation of grants and grant proposals.
5. Monitor GPSA activities in accordance with set goals and within established program parameters, determining variance from program standards. Organize, schedule, and promote GPSA activities in cooperation with members of the Senate. Monitor and evaluate activities to determine consistency with goals.
 6. Perform complex word processing tasks; use word processing, graphics, statistical software; composing correspondence, printed materials, and/or news releases related to GPSA policies, procedures, and operations; seek approval from GPSA committees and executives on any promotional materials prior to their use; edit material for accuracy, appearance, readability, and style. Compile and distribute information relative to GPSA activities. Attend Senate meetings; prepare and distribute minutes to all active Senators and Executive Officers for said meetings in a timely manner. Prepare reports regarding GPSA operations.
 7. Establish and maintain GPSA records and files including both paper and electronic documents; maintain filing system for President and Vice President, budget, archives, Grants Committee and overall office. Maintain GPSA e-mail list and Senate meeting attendance.
 8. Perform complex scheduling including independently prioritizing program needs; coordinate arrangements for activities such as meetings, conferences, and banquets; schedule appointments and meetings; coordinate schedules for Executive Officers; make travel and registration grant paperwork and forward in a timely manner to the GPSA committee responsible for distributing such funds. Create letters and notify recipients chosen by the committee.
 9. Provide basic and ongoing training for new Executive Board Members. Develop student and hourly position descriptions and advertise position vacancies in the Daily Evergreen and electronically to the University Human Resources. Screen applicants and make hiring decisions in association with the Executive Board. Initiate, document and process personnel and payroll paperwork. Supervise and direct the work of student employees; provide training, assign work, and ensure student employees remain busy with GPSA work; ensure satisfactory completion of work.
 10. Promote GPSA programs on campus and with organizations; may make public presentations related to GPSA programs, services, and procedures; may attend meetings and/or conferences to represent GPSA when student representatives are unable to attend; may confer with representatives of off-campus organizations and agencies regarding GPSA programs and procedures.
 11. Attend conferences or meetings as designee of the GPSA Advisor.
 12. Attend Senate meetings and assist the Vice President to prepare meeting minutes for distribution according to deadline. Provide staff support such as creation and distribution of notification letters and award certificates for GPSA programs.
 13. Perform related duties as required.

Section 2: Office Assistant(s)

- A. One (1) or more students may be employed by the GPSA to assist with GPSA office tasks.

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Section 3: Other GPSA Employees

A. The GPSA Program Support Staff and the Executive Board shall be included in the review and selection process of any additional GPSA employees. In conjunction with the GPSA Advisor, the hiring process will follow WSU hiring procedures.

Article VI: GPSA CODE OF ETHICS AND CONDUCT

Section 1: Members shall perform their duties, specified or unspecified, in conformance to the University Standards of Conduct for Students.

Section 2: The GPSA shall act in conformance to, and grant all persons under its jurisdiction the equal protection of, the laws of the State of Washington and the United States of America.

Section 3: The GPSA shall make no law, or pass any resolution restricting or enhancing the rights of any person or group on the basis of race; religion; gender; age; sexual orientation; gender expression; political ideology; national or ethnic origin; color; creed; physical, mental or sensory disability; marital status; or status as a veteran.

Section 4: All official GPSA documents, records, and other written and recorded information with the exception of that involving personnel, confidential matters divulged to the Ethics Committee (Bylaws, Appendix II), litigation, or pending investment matters shall be made accessible to Members upon request. The GPSA shall furnish copies of requested information to Members without undue delay and may not charge above cost for doing so.

Section 5: No person serving as an Executive Officer may be otherwise employed, either directly or indirectly, by the GPSA, without the specific approval of a majority vote of the Senate.

Section 6: Officers of Affiliated organizations may not hold Executive Office unless approved by a two-thirds majority of the Senate.

Section 7: No Member shall offer or use employment with the GPSA as a reward for personal service or support.

Section 8: No Member shall use or offer to use his/her position within the GPSA for the purposes of rewarding supporters.

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Section 9: No Member shall take compensation for work not completed as specified in the duties and responsibilities of his/her GPSA position.

Article VII: AMENDING THE BYLAWS

Section 1: The GPSA Bylaws shall be amended in accordance with the procedures outlined in the GPSA Constitution.

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APPENDIX I – GPSA Affiliate Organizations

Section 1: Statement of Purpose

- A. In order to recognize student organizations that align with the mission and goals of the GPSA, groups may apply to be awarded GPSA affiliate (Affiliate) status.
- B. Affiliate status allows for groups to have increased access to GPSA resources and influences.

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Section 2: Requirements for Affiliate Status

All organizations wishing to obtain Affiliate status must be able to demonstrate that:

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- A. They are a WSU Registered Student Organization.
- B. The majority of the membership must be comprised of Members, and
- C. Sponsorship for Affiliate status exists from a Senator or District Representative

Section 3: Procedure

- A. The Senate shall review and approve or reject all Affiliate requests each semester during the Affiliate funding application process.
 - a. Groups must reapply for Affiliate status annually, regardless of previous status awards.
- B. The Executive Board shall review and revise the Affiliate application process, form, and program structure annually.

APPENDIX II - GPSA Committees

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- a) ~~Budget Committee~~ Develop and promote programs that will provide service to graduate and professional student families.
- b) ~~Manage and monitor the implementation of Childcare Committee initiatives or subsidies.~~
- c) ~~Advocate on behalf of graduate and professional student parents when necessary.~~

A. GPSA

~~B.1. Budget Committee~~

1. Composition of the Committee

i. Ex-officio members

- a) The ~~GPSA~~ President, and
- b) The GPSA ~~Financial~~ Advisor

ii. Voting members

~~ii. Voting members~~

- a) The ~~GPSA~~ Vice-President as chair, and
- b) A minimum of one ~~GPSA~~ District Representative or ~~GPSA~~ Senator from each ~~College and the graduate school~~ District approved by the ~~GPSA~~ Senate

2. Duties of the ~~GPSA~~ Budget Committee shall include, but are not necessarily be limited to

i. General Duties

- a) Presenting the budget to the ~~GPSA~~ Senate by the third ~~GPSA~~ Senate meeting of ~~Fall~~ Semester,
- b) Meeting at least monthly to review all line item expenditures made by the ~~GPSA~~ Executive Officers ~~or their designated representative(s).~~
- c) Ensure that all line item expenditures made by the Executive Officers ~~or their designated representative(s)~~ have been documented,
- d) Allocate GPSA ~~Project~~ project funds up to \$1,000 to ~~affiliates of~~ ~~GPSA~~ Affiliates. (Bylaws, Appendix I). The ~~GPSA~~ Senate must approve allocations of more than \$1,000.
- ~~e) Allocate GPSA Project project funds to non-affiliate~~ Affiliate graduate and professional student and community organizations up to \$1,000. ~~The GPSA Senate must approve allocations of more than \$1,000.~~
- e) ~~Review and approve or deny emergency funding requests up to \$1,000. The GPSA~~ The Senate must approve allocations of more than \$1,000.
- f) ~~Review and approve or deny emergency funding requests up to \$1,000. The~~ Senate must approve allocations of more than \$1,000.
- g) Report promptly to the GPSA ~~Financial~~ Advisor, any suspected discrepancies in the disbursement of GPSA funds,

ii. ~~Services and Facilities~~ S&A Fees Preparation

- a) Prepare, with the assistance of the GPSA ~~Financial Advisors~~ Advisor, GPSA budgets to be made available to the members of the ~~GPSA~~ Executive ~~Committee~~ Board and the ~~GPSA~~ Senate,
- b) Prepare a GPSA ~~Budget~~ budget proposal for the following fiscal year to be submitted to the ~~GPSA~~ Senate at the Senate meeting immediately preceding the ~~S & A Fee Committee~~ deadline,

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- c) Following GPSA-Senate approval, which must take place at the above mentioned meeting, submit a revised budget proposal to the S&A FeesFee Committee by the deadline set by the S&A FeesFee Committee,
- d) Following funding allocation by the S&A FeesFee Committee, preparing a finalized budget proposal to be presented to the GPSA-Senate by the last GPSA-Senate meeting of the spring semester,
- e) Review all requests for GPSA funding and ~~submitting~~submit recommendations for funding of these requests to the GPSA-Senate, and
- f) Establish guidelines and timetables for submitting funding requests to the GPSA-Senate. This information shall be made readily available to all interested parties.

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~~C. GPSA Election Committee~~

~~1. Composition of the Committee~~

- ~~i. A District Representative and a GPSA Program Support Staff member, as co-chairs~~
- ~~ii. Four (4) graduate or professional students.~~
- ~~iii. Exclusions:~~
 - ~~a) GPSA Executive Office shall not serve on the GPSA Election Committee.~~
 - ~~b) Members campaigning for or on behalf of candidates of the GPSA Executive Office shall not serve on the GPSA Election Committee.~~
 - ~~c) If a member of the GPSA Election Committee is campaigning for a position, they must resign from the committee.~~

~~2. Duties of the GPSA Election Committee.~~

- ~~i. The GPSA Election Committee shall conduct the general election of GPSA Executive Officers in accordance with the GPSA Constitution and GPSA Bylaws Appendix II.~~
- ~~ii. The GPSA Elections Committee in coordination with any applicable District Representatives shall appoint GPSA members to fill any senate seat that is vacant after the second GPSA Senate meeting of the fall semester.~~
 - ~~a) The committee shall solicit names for potential senators from the District Representative for the college containing an academic program with vacant seats.~~
 - ~~b) The committee will review all submitted names and appoint a new senator to fill the vacancy by a simple majority vote~~
 - ~~a. Preference will first be given to the department with the vacancy, if no response is received within 5 business days, the Committee will search for candidates in the entire college.~~
 - ~~c) GPSA members may not fill a senate seat for an academic program that is not within their college, however the vacant senate seat does not need to be in their academic program.~~

Section IV: Policy Committees

~~A. GPSA Constitution and Bylaws Review Committee.~~

~~1. Composition of the Committee.~~

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ii. Voting members

~~ii. Voting members~~

- a) ~~A representative member of the Senate from each college District to be approved by the GPSA Senate~~
- b) ~~The Senate shall elect both a chair and secretary of the committee from the Ethics Committee membership~~

iii. Ethics Committee Quorum

- a) ~~A quorum shall exist when majority of committee members are present~~

3-4. Duties of the Committee

- ~~i. Convene when an issue is voted into committee by majority vote of the GPSA Senate or the Executive Committee~~

~~ii. Board. The GPSA Senate and/or Executive Board shall vote on whether to convene the Ethics Committee shall review all cases upon receipt of alleged violations an allegation of violation(s) of the GPSA Code of Ethics and Conduct by members of the GPSA and shall make recommendations to the GPSA Senate for action in those cases in which a violation is deemed to have occurred.~~

- a) Allegations of violation(s)
 - (i) Allegations of violation(s) of the GPSA Code of Ethics and Conduct may be reported by any GPSA member Member by the submission of a complaint to the GPSA Senate Chair Vice President signed by the complainant and supported by the signatures of at least five (5) other GPSA members Members. The Senate Chair Vice President shall then inform present the Chair of allegation to the Ethics Committee Senate and/or Executive Board.
 - (ii) Allegations of violation(s) of the GPSA Code of Ethics and Conduct may be reported by individuals who are not members of the GPSA Members by the submission of a complaint to the GPSA Advisor(s) signed by the complainant. The GPSA Advisor(s) shall then inform the Chair of the GPSA Senate Vice President of the complaint and the Vice President shall then present the allegation to the Senate Chair shall inform the Chair of the Ethics Committee and/or Executive Board.
 - (iii) In cases where allegations of violation(s) are directed toward the Chair of the Senate or member(s) of the GPSA Executive Committee Board, all complaints shall be submitted to the GPSA Advisor(s) and, who shall then present the allegation to the Senate.

~~(iii) The Ethics Committee shall review all cases of alleged violations of the GPSA Advisor(s) shall directly inform Code of Ethics and Conduct by Members referred to it by the Chair of Senate and/or Executive Board and shall make recommendations to the Ethics Committee.~~

~~(iv) ii. When Senate for action in those cases in which a complaint of violation(s) by a GPSA member is reported is deemed to have occurred. When an allegation of violation is sent to the GPSA Ethics Committee for review, the Chair of the GPSA Ethics Committee shall inform the member Member that the case is being~~

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considered and ~~that the Chair of the GPSA Senate Vice President~~ shall inform ~~this member~~ the Member of the final disposition of the case.

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iii. Confidentiality

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a) The ~~GPSA~~ Ethics Committee shall not divulge the name or the testimony of any person giving testimony at either a preliminary investigation or hearing of the committee.

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b) Once a decision has been rendered by the ~~GPSA~~ Ethics Committee, the committee may release only its decision, the nature of the complaint, and the name of the individual against ~~which~~ whom the complaint was filed.

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~~iv. Conduct and Recording of Committee meetings~~

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~~a) The Chair of the GPSA Ethics Committee shall conduct and control all aspects of the GPSA Ethics Committee hearings.~~

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~~b) The Secretary of the GPSA Ethics Committee shall ensure that minutes of all committee meetings and hearings are recorded and that a permanent record is maintained in accordance with the provisions of Bylaws, Article V, Section VIII, C.~~

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~~4.5. Procedures of the GPSA Ethics Committee~~

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i. All persons appearing before the ~~GPSA~~ Ethics Committee at a hearing or preliminary investigation shall be informed of the reasons for their presence.

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ii. When a suspected violation of the GPSA Code of Ethics and Conduct is reported in accordance with this section, the committee

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a) ~~shall~~ Shall conduct a preliminary investigation to examine all relevant facts.

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b) ~~may~~ May formally request the presence of any persons involved, or thought to have pertinent information, to discuss their knowledge of any information concerning the case.

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iii. Preliminary Investigations

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a) Any person asked to attend a preliminary investigation may be accompanied by any one member of the ~~Washington State~~ University ~~Community~~ community of his/her choice. No one else may attend the preliminary investigation.

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iv. Determination of Jurisdiction

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a) After completing their preliminary investigation, the ~~GPSA~~ Ethics Committee shall decide whether to accept or refuse jurisdiction.

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b) Factors which may result in a determination to refuse jurisdiction include, but are not limited to:

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(i) urgency of resolution to the ~~Washington State~~ University community,

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(ii) safety,

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(iii) prolonged duration of hearings,

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(iv) extreme seriousness or complexity of the alleged violation, or

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(v) insufficient interest of the ~~Washington State~~ University community.

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v. Refusal of Jurisdiction

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a) Following a determination to refuse jurisdiction the Chair of the ~~Ethics Committee~~ shall immediately refer the matter to the GPSA Advisor(s) for resolution, as the GPSA Advisor(s) deems appropriate. Copies of all relevant documents shall be passed on to the GPSA Advisor(s).

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- b) If jurisdiction is not retained by the ~~GPSA Ethics Committee~~, the matter referred to the GPSA Advisor~~(s)~~ shall not be considered further by the ~~GPSA Ethics Committee~~, except as requested by the GPSA Advisor~~(s)~~, nor shall actions taken by the GPSA Advisor~~(s)~~ in such matters be considered actions of the ~~GPSA Ethics Committee~~.
- vi. Assertion of Jurisdiction
- a) If jurisdiction is retained by the ~~GPSA Ethics Committee~~ and if the committee determines that a reasonable suspicion exists, the Chair of the ~~GPSA Ethics Committee~~ shall convene a hearing.
- vii. Preliminary Committee Hearings
- a) If there are two (2) or more suspected violators, the committee shall decide if the suspected violators' cases shall be heard together or individually.
- b) Only the GPSA Ethics Committee may be present at this hearing.
- c) The committee votes to determine whether to
- (i) Dismiss the case,
 - i. A dismissed case can be re-opened only if there is new evidence.
 - ii. There shall be a limit of ninety (90) days in which to re-open a case.
 - iii. ~~Records of dismissed cases are to be destroyed after ninety (90) days.~~
 - (ii) Consider the case in a formal hearing, or
 - (iii) Recommend that the case be referred to the ~~GPSA Senate~~ due to special circumstances.
- viii. Formal ~~hearings~~Hearings
- a) The Counselor
- (i) The Chair ~~of the Ethics Committee~~ appoints one (1) member of the committee to act as "counselor" to the suspected violator(s).
 - i. The counselor's purpose is to explain the ~~GPSA Ethics Committee's~~ procedures to the suspected violator~~(s)~~; ~~answer) and the suspected violator(s)~~ questions.
 - (ii) The Chair ~~of the Ethics Committee~~ and the counselor shall inform the suspected violator(s) that any information given and any questions asked of the counselor are not privileged and that the counselor shall vote on the case.
- b) Hearing procedure
- (i) A summary of the evidence presented to the committee at the preliminary hearing; and any other appropriate information, at the ~~Chair's~~Chair of the Ethic Committee's discretion, shall be presented to the suspected violator(s).
 - (ii) The committee shall examine all evidence and witnesses may be called; any committee member may directly question a witness or the suspected violator(s).
 - (iii) The suspected violator(s) may submit questions to the committee on information presented by witnesses and on evidence considered by the committee.

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- (iv) Each suspected violator may request of the Chair of the Ethics Committee that witnesses be asked to appear on his/her behalf.
 - (v) A suspected violator may be accompanied by any one member of the Washington State University community, of his/her choice, to speak on behalf of the suspected violator with the committee's permission; this person may not be an attorney.
 - (vi) The suspected violator and the chosen member of the Washington State University community may be present at all aspects of the hearing except the committee's private deliberations.
 - (vii) Witnesses may be present only during their question period.
 - (viii) All those appearing before the GPSA Ethics Committee, and the committee itself, are expected to maintain secrecy regarding content of the committee hearings.
- ix. Deliberation by the Ethics Committee
- a) After the evidence has been presented and the witnesses heard, a majority vote of approval by the committee shall be required to determine that a violation of the GPSA Code of Ethics and Conduct has been committed.
 - ~~b) If no violation is deemed to have been committed, the case is dismissed and all records pertaining to the case are destroyed in accordance with the provisions outlined above.~~
 - ~~c) If a violation is deemed to have been committed by only some of the suspected violators in an instance when multiple individuals are heard together, only the violator's names and cases shall appear in the record, with exception for the participation of suspected violators as witnesses.~~
 - ~~d) If a GPSA Code of Ethics and Conduct violation is deemed to have been committed, the Chair of the Ethics Committee must inform the committee of any previous violations committed by the individual and subsequent pertinent information provided by the GPSA Advisor(s).~~
 - ~~e) The committee then shall decide what action to recommend to the GPSA Senate:

 - (i) Any recommendation to the GPSA Senate must be approved by majority vote of the GPSA Ethics Committee. The committee may recommend any action thought appropriate. The Chair and Secretary of the Ethics Committee shall present to the GPSA Senate the Committee's committee's recommendation.
 - (ii) Persons who feel there has been a violation of personal rights during the hearing process may petition the GPSA Senate.
 - (iii) No decision of a previous committee shall be revoked, unless the panel is convinced that new evidence or changed conditions alter the status of the original case, or upon recommendation of the GPSA Senate.~~
- x. Records of GPSA Ethic Committee Hearings
- a) Minutes of all proceedings of the GPSA Ethics Committee shall be recorded by the Secretary of the Ethics Committee in a sealed book of minutes stored by the GPSA Advisor(s).

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- b) Records of the proceedings shall include the names of those in attendance, the names of witnesses, a record of the suspected violator's waiver if appropriate, the decisions reached by the panel with corresponding vote tallies, a description of any previous violations and conditions surrounding the violation, the concurring opinion, dissenting opinions, and a statement of the recommended action.
 - c) No other recording of the proceedings shall be permitted. Only the GPSA Ethics Committee Chair, GPSA Ethics Committee Secretary, and the GPSA Advisor(s) may access the sealed records; violators may access only the portion of the records containing their testimony.
 - d) If a suspected violation involves both undergraduate and graduate/professional students, the GPSA Ethics Committee may invite a representative of the ASWSU to participate in their private deliberations.
- xi. Divulgence of any of the proceedings shall be considered a violation of the GPSA Code of Ethics and Conduct.
- a) Should the suspected violator wish to discuss the issues involved in his/her case with others, after his/her case has been completed, the suspected violator may do so at any time, provided no portion of the case that concerns other suspected violators or the testimony of witnesses is made public without the permission of those persons.
 - ~~b) Once the suspected violator initiates public discussion, witnesses in the case and the accuser(s) are no longer bound to confidentiality and the GPSA Ethics Committee, by a majority vote of approval, may make public statements about the case.~~

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~~Section V: Additional GPSA Committees~~

- ~~A. The GPSA Executive Committee or its designated representative(s) may form Ad Hoc committees of GPSA, as the need arises and subject to the approval of the GPSA Senate.~~
- ~~B. The membership in said committees shall be appointed by GPSA Executive(s) and subject to the approval of the GPSA Senate.~~

Article VI: GPSA EMPLOYEES

Section I: GPSA Program Support Staff

- ~~A. The GPSA Executive Committee or its designated representative(s) shall be empowered to interview, hire and employ the GPSA Program Support Staff. The GPSA President or Vice President and/or their designated representative (s), as well as any GPSA District Representative shall be included in the review and selection process of the GPSA Program Support Staff. In conjunction with the GPSA financial advisor, the hiring process will follow Washington State University hiring procedures.~~

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B. Duties of the GPSA Program Support Staff shall include, but are not necessarily limited to

1. Coordinating the operations of the GPSA in cooperation with the GPSA President, GPSA Vice President, and other officers. The GPSA Program Support Staff is supervised by the GPSA Financial Advisor. The Program Support Staff also receives work assignments and direction from the GPSA executive officers.
2. Exercising independent judgment in interpreting and applying rules and regulations. Prioritizing tasks as needed.
3. Providing information and advice to students, staff, program participants and/or the public regarding GPSA programs, services, policies, and procedures; recommending alternative courses of action as needed. Performing general problem solving and trouble shooting. Answering phones, receiving, assisting and referring visitors. Taking and relaying messages. Providing general customer service for students using office equipment.
4. Monitoring GPSA budget status in line with program activities; maintaining budgets; initiating corrective actions. Anticipating recurring expenditures and prepare purchase orders and related paperwork for GPSA programs and services including purchase orders for student organizations granted GPSA funds; following up on requests. Ordering, receiving, and maintaining inventory; anticipating supply needs and ensuring that supplies will be available when needed. Handling cash sales; processing and depositing funds. Assisting in the preparation of grants and grant proposals. Preparing for the annual audit.
5. Monitoring GPSA activities in accordance with set goals and within established program parameters, determining variance from program standards. Organizing, scheduling, and promoting GPSA activities in cooperation with GPSA events Committees and Executives. Monitoring and evaluating activities to determine consistency with goals.
6. Performing complex word processing tasks; using word processing, graphics, statistical software; composing correspondence, printed materials, and/or news releases related to GPSA policies, procedures, and operations; seeking approval from GPSA committees and executives on any promotional materials prior to their use; editing material for accuracy, appearance, readability, and style. Compiling and distributing information relative to GPSA activities. Attending GPSA Senate meetings; preparing and distributing minutes to all active Senators and Executives for said meetings in a timely manner. Preparing reports regarding GPSA operations.
7. Establishing and maintaining GPSA records and files including both paper and electronic documents; maintaining filing system for overall office, budget, executive officers, archives, travel grants, and other programs. Maintaining office in a neat and organized state. Recording statistical information; interpreting statistical data, historical activity reports, and other materials. Maintaining GPSA e-mail list. Picking up and distribute mail.
8. Performing complex scheduling including independently prioritizing program needs; coordinating arrangements for activities such as meetings, conferences, and banquets; scheduling appointments and meetings; coordinating schedules for executive officers; making travel and registration grant paperwork and forward in a timely manner to GPSA Travel and Registration Grant Committee. Creating letters and notifying recipients chosen by the committee.

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9. Providing basic and ongoing training for new executive officers. Developing student and hourly position descriptions and advertise position vacancies in the Daily Evergreen and electronically to Human Resources. Screening applicants and make hiring decisions in association with the GPSA Executive Committee. Initiating, documenting and processing personnel and payroll paperwork. Supervising and directing the work of student employees; providing training, assigning work, and ensuring that student employees remain busy with GPSA work; ensuring satisfactory completion of work.
10. Promoting GPSA programs on campus and with organizations; may make public presentations related to GPSA programs, services, and procedures; may attend meetings and/or conferences to represent GPSA when student representatives are unable to attend; may confer with representatives of off campus organizations and agencies regarding GPSA programs and procedures.
11. Attend conferences or meetings as designee of GPSA Support Staff.
12. Attending Senate meetings and preparing meeting minutes for distribution according to deadline. Providing staff support such as creation and distribution of notification letters and award certificates for GPSA programs including travel grants, registration grants, TA Excellence, Research Expo, and Graduate and Professional Advisor Award.
13. Performing related duties as required.

Section II: Office Assistant(s)

- A. One or more students may be employed to assist with GPSA office tasks.
- B. Duties may include: word processing, typing, data entry in spreadsheets, cash handling, filing of paperwork, assisting students with use of photocopier, answering phones, preparation of purchase orders, and other clerical duties as assigned.

Section III: Other GPSA Employees

- A. The GPSA Program Support Staff, GPSA President and GPSA Vice President shall be empowered to interview, hire and employ other GPSA employees as needed. The GPSA Program Support Staff with the GPSA President or Vice President and/or their designated representative (s), as well as any GPSA District Representative shall be included in the review and selection process of the GPSA Program Support Staff. In conjunction with the GPSA financial advisor, the hiring process will follow Washington State University hiring procedures.

Article VII: SOURCES AND DISBURSEMENT OF GPSA MONIES

Section I: Funding of the GPSA

- A. The GPSA shall be funded by Washington State University student service and activities fees, gifts from the Washington State University Foundation, dividends from the Students Book Corporation as well as other sources, including business enterprises. All sources of funding for the GPSA require the approval of the GPSA Executive Committee and/or GPSA Senate.

Section II: Disbursement of GPSA Monies

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~~A. Only the following GPSA Officers or employees may initiate purchases, enter into binding contracts or otherwise disburse GPSA monies:~~

- ~~1. The GPSA President,~~
- ~~2. The GPSA Vice President,~~
- ~~3. The GPSA Program Support Staff, or~~
- ~~4. A designated representative of the GPSA subject to the prior approval of the GPSA Senate.~~

~~B. The budget of the GPSA shall be prepared by the GPSA Budget Committee in coordination with the GPSA Financial Advisor (Bylaws, Article V, Section III-B) and approved by the GPSA Senate.~~

~~C. All funding requests to the GPSA shall be submitted to the GPSA Budget Committee.~~

~~D.A. There shall be three (3) types of funding requests.~~

~~1. Affiliate funding requests:~~

~~i. Event and program funding for GPSA Affiliates. These requests shall be reviewed each Fall and Spring semester. (Bylaws, Article V, Section III-B)~~

~~2. Non affiliate funding requests:~~

~~i. Event and program funding requests for non-affiliated student and community organizations. These requests shall be considered on a first come first served basis. (Bylaws, Article V, Section III-B)~~

~~3. Emergency funding requests:~~

~~i. There are no deadlines for emergency funding requests.~~

~~ii. Emergency funding requests will only be considered when other funding options have been exhausted or when the GPSA Senate makes a special request. (Bylaws, Article V, Section III-B)~~

~~Section III: Right of Prior Approval of GPSA Senate to Disburse GPSA Monies~~

~~A. The GPSA Executive Officers, GPSA employees or designated representatives shall only disburse GPSA monies in accordance with the GPSA budget or with prior approval of the GPSA Senate as specified in the official minutes of a GPSA Senate meeting.~~

~~B. The GPSA President and Vice President may authorize expenditures during the summer in accordance with the approved budget (through June 30) or the proposed budget (beginning July 1).~~

- ~~1. An accounting of summer expenditures authorized by the GPSA President or GPSA Vice President shall be presented to the Senate by the third Senate meeting in the fall.~~

~~Section IV: Official Audit of GPSA Financial Records~~

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~~A. The financial records of the GPSA shall be subject to an annual audit by an independent auditor who shall be selected by the Washington State University Board of Regents or its designated representative.~~

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Section V: Salaries Paid to GPSA Executive Officers and GPSA Employees

1. GPSA Executive Officers

- i. Salary of the GPSA President and GPSA Vice President.
 - a. The GPSA President and GPSA Vice President shall be paid a salary based on the twelve month term for the period of May 16 through May 15.
 - b. The rate will be that of a (1/2) time staff assistant at step 50 with tuition waiver and benefits package reflective of a graduate assistantship.

- ii. Salaries of the GPSA District Representatives.
 - a. The total annual District Representative salary shall be equal to ten percent (10%) of the total annual salary paid to the GPSA President.
 - ~~iii. Salary shall be disbursed to each active District Representative two weeks after the conclusion of the Fall and Spring semester of each academic year.~~
 - ~~iii. a. District Representatives who do not serve a complete term will be paid on a pro-rated basis for the time they actually serve in office.~~
 - ~~d. District Representatives who resign or are dismissed from their office will be paid only for their time served as a GPSA District Representative.~~
 - ~~e. GPSA District Representatives will not be paid while "inactive" (Bylaws, Article IV, Section III).~~

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2. GPSA Program Support Staff and other GPSA employees

- i. Salary of the GPSA Program Support Staff.
 - a. The salary of the GPSA Program Support Staff shall be set at the rate appropriate to Washington State University's pay scale for that position.
- ii. Salaries of Other GPSA Employees. The salaries of other GPSA employees shall be set by WSU pay scale for that position.

Section VI: Disbursement of Travel and Registration Grant Funds.

- ~~A. The GPSA shall make monies available to two (2) travel grant funds:~~
- ~~1. the Graduate Student Travel and Registration Grant Committee and~~
 - ~~2. the Professional Student Travel and Registration Grant Committee.~~

~~B. Disbursement of GPSA Monies to the Graduate Student Travel and Registration Grant Committee.~~

- ~~1. The GPSA shall make available to the Graduate Student Travel and Registration Grant Committee a portion of the services and activities fees allocated to the GPSA to support graduate student travel and registration.~~

~~C. Distribution of GPSA Monies to the GPSA Professional Student Travel and Registration Grant Committee.~~

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1. ~~The GPSA shall make available to the Professional Student Travel and Registration Grant Committee a portion of the service and activities fees allocated to the GPSA to support professional student travel and registration.~~

Article VIII: GPSA Code of Ethics and Conduct

Section I: ~~GPSA members shall perform their duties, specified or unspecified, in conformance to Washington State University Standards of Conduct for Students.~~

Section II: ~~The GPSA shall act in conformance to and grant all persons under its jurisdiction the equal protection of the laws of the State of Washington and the United States of America.~~

Section III: ~~The GPSA shall make no law, or pass any resolution restricting or enhancing the rights of any person or group on the basis of race; religion; gender; age; sexual orientation; gender expression; political ideology; national or ethnic origin; color; creed; physical, mental or sensory disability; marital status; or status as a Vietnam era or disabled veteran.~~

Section IV: ~~All official GPSA documents, records, and other written and recorded information with the exception of that involving personnel, confidential matters divulged to the GPSA Ethics Committee (Bylaws, Article V), litigation, or pending investment matters shall be made accessible to Washington State University graduate or professional students upon request. The GPSA shall furnish copies of requested information to interested students without undue delay and may not charge above cost for doing so.~~

Section V: ~~No person serving as an Executive Officer of the GPSA may be otherwise employed, either directly or indirectly, by the GPSA, without the specific approval of a majority vote of the GPSA Senate.~~

Section VI: ~~Officers of GPSA affiliated organizations may not hold executive office within the GPSA unless approved by a two-thirds majority of the GPSA Senate.~~

Section VII: ~~No member of the GPSA shall offer or use employment with the GPSA as a reward for personal service or support.~~

Section VIII: ~~No member of the GPSA shall use or offer to use their position within the organization for the purposes of rewarding supporters.~~

Article IX: AMENDMENT OF THE GPSA BYLAWS

A. ~~The GPSA Bylaws shall be amended in accordance with the procedures outlined in the GPSA Constitution.~~

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**THE GRADUATE AND PROFESSIONAL STUDENTS ASSOCIATION
OF WASHINGTON STATE UNIVERSITY**

Bylaws

APPENDIX I — GPSA Affiliate Organizations

Article I: Statement of Purpose

~~A. In order to recognize Student Organizations that align with the mission and goals of GPSA, groups may apply to be awarded GPSA affiliate status.~~

~~B. A. Affiliate status allows for groups to have increased access to GPSA resources and influence.~~

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Article II: Requirements for Affiliate Status

~~All organizations wishing to obtain affiliate status must be able to demonstrate that~~

~~A. They are a WSU Registered Student Organization.~~

~~B. The majority of the membership must be comprised of GPSA constituents, and~~

~~C. Sponsorship for affiliate status exists from a GPSA Senator or District Representative~~

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Article III: Procedure

~~A. The GPSA Senate shall review and approve or reject all GPSA Affiliate requests each semester during the Affiliate Funding application process.~~

~~a. Groups must reapply for affiliate status annually, regardless of previous status awards.~~

~~B. The GPSA Executive Committee shall review and revise the GPSA Affiliate Application process, form, and program structure annually.~~

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**THE GRADUATE AND PROFESSIONAL STUDENTS ASSOCIATION
OF WASHINGTON STATE UNIVERSITY**

Bylaws

APPENDIX II – GPSA Executive Officer Elections Procedures

(Approved February 7, 2005)

ARTICLE I: PROCEDURE FOR THE GENERAL ELECTION OF GPSA EXECUTIVE OFFICERS

~~Section I: Timing of the General Election of GPSA Executive Officers:~~

- ~~A. The General Election of GPSA Executive Officers shall be completed no later than the second Friday of March each academic year.~~
- ~~B. Completion of the election is defined as receiving the election report from the university electronic voting system and releasing the results of the election.~~
- ~~C. Precise dates and times for the General Election shall be set by the GPSA Election Committee for that year in accordance with the timeline outlined in Appendix II, Article I, Section II.~~

~~Section II: Filing for the General Election of GPSA Executive Officers. Any individual running for the office of GPSA President, Vice President, or one of the eight (8) District Representative positions must file an application for candidacy.~~

- ~~A. Filing Period. A filing period spanning ten (10) consecutive business days during February, , shall be a part of the election process for the general election of GPSA Executive Officers. The GPSA Election Committee shall be responsible for advertising the filing period in the Daily Evergreen beginning one (1) week prior and continuing through the first week of the filing period. In addition, District Representatives in conjunction with Senators shall make available to their constituents information concerning the Executive Officer positions one (1) week prior to the filing period.~~
- ~~B. Distribution and Collection of Filing Forms. The filing forms for GPSA Executive Officer positions shall be available online and at the GPSA office. All forms must be hand delivered to the GPSA office by close of business day on the last day of the filing period. The person accepting the application shall note the date and time that the application was received.~~

~~Section III: Candidates Must Run on Tickets. Candidates for President and Vice President must belong to a jointly filed application (tandem ticket). Candidates are limited to one ticket, but there shall be no limit placed on the number of tickets allowed to run. One candidate must be involved as a GPSA Senator or GPSA District Representative for at least one academic year with the GPSA (first term GPSA Senators are eligible). All candidates must contact the GPSA office within two (2) consecutive business days for verification of eligibility. If one candidate running on a tandem ticket is determined to be ineligible for candidacy, a substitute candidate must be selected and announced within two (2) consecutive business days.~~

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~~Section IV: Executive Officer Candidate Information. Each candidate for Executive Office shall submit a written statement of no more than 500 words, providing qualification and platform information. The statement must adhere to the GPSA Code of Ethics. This statement must be hand delivered to the GPSA office along with all other candidate forms. The statement will be posted on the GPSA website and made available at the GPSA office.~~

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~~Section V: Executive Officer Candidate Debates. The GPSA Election Committee shall advertise and conduct an Executive Officer Candidate Debate to be held at the same site and immediately following the GPSA Senate Meeting that most immediately precedes the balloting period. Candidates will be permitted to speak for a maximum of fifteen (15) minutes. Each candidate on a tandem ticket must speak. The time and place for this event will be advertised concurrent with and in the same location as information regarding Executive Officer General Elections.~~

~~Section VI: Campaigning for GPSA Executive Office.~~

- ~~A. Campaign Period for the General Election of GPSA Executive Officers shall begin upon filing.~~
- ~~B. Definition of Campaigning. Campaigning is defined to include:
 - ~~1. Distribution and posting of flyers, other printed materials, signs, or banners,~~
 - ~~2. Announcement and advertisements via print or broadcast media,~~
 - ~~3. Announcement and advertisements via any electronic medium including the internet,~~
 - ~~4. Announcement and/or presentation at any formal or informal group meeting, public meeting, or forum, and~~
 - ~~5. Any kind of public announcement or disbursement.~~~~
- ~~C. Limitations.
 - ~~1. Senate meetings may not be used as a forum for campaigning,~~
 - ~~2. No campaigning will be allowed prior to filing,~~
 - ~~3. All campaign materials must be in accordance with WSU policy for all advertising done on campus, and~~
 - ~~4. Candidates shall not campaign via unsolicited electronic mail, which does not include electronic mail forwarded by the departments or program coordinators.~~~~

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~~Section VII: Distribution of Candidate Information for the General Election of GPSA Executive Officers. The Election Committee shall post all candidate information on the GPSA website. On the last day of the filing period, the GPSA Program Support Staff will notify all departments, all Senators, and all District Representatives via electronic mail that the filing period closes at the end of business on that day. The electronic mail will include the date when candidate information is to be available on the GPSA website.~~

~~Section VIII: Balloting for the General Election of GPSA Executive Officers.~~

- ~~A. Balloting Period. A balloting period of two (2) consecutive business days will be held no later than the second Friday of March of each academic year.~~
- ~~B. Information Contained on Election Ballots. All election ballots will contain the names of both candidates belonging to each ticket standing for election to the offices of GPSA President and GPSA Vice President. The names shall be delineated in such a way that Executive tickets clearly stand as distinct units. In addition, election ballots will be customized by district to include the names of the appropriate GPSA District Representative candidates.~~

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~~C. Counting of Election Ballots. The election ballots will be counted electronically and reported by the university electronic voting system.~~

~~Section IX: Additional Duties of the GPSA Election Committee. The Election Committee shall:~~

- ~~A. Begin meeting no later than the second week of Spring semester of each academic year.~~
- ~~B. Present the following to the Senate for approval:
 - ~~1. Dates for the filing period, campaign period, and balloting period, and~~
 - ~~2. Detailed election procedures~~~~
- ~~C. Inform the Bylaws Committee of all challenges by candidates relating to the validity of the election procedures, balloting, or other aspects of the general election of GPSA Executive Officers. Challenges shall be received at the GPSA office no later than the close of the business day following the conclusion of balloting. Rulings made by the Bylaws Committee must be unanimous.~~
- ~~D. Complete any other tasks necessary to carry out the General Election of GPSA Executive Officers as requested by the GPSA Senate.~~

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Constitution

THE GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION OF WASHINGTON STATE UNIVERSITY

(Revised ~~April 4, 2005~~ January 25, 2016)

Article I: NAME OF THE ORGANIZATION

The name of this organization shall be the GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION OF WASHINGTON STATE UNIVERSITY, herein referred to as the GPSA.

Article II: PURPOSE

The purpose of the GPSA is to work for further improvement of the quality of graduate/professional education and graduate/professional student life at Washington State University-. ~~The~~ GPSA shall present the interests of the graduate/professional student body to the appropriate persons and organizations.

Section I: The authority of the GPSA. The GPSA is established under the authority of the Washington State University Board of Regents.

Section II: The Exercise of ~~power~~Power by the GPSA. The authorities and powers of the GPSA shall be exercised by the GPSA Senate (Constitution, Article IV), the GPSA Executive Officers (Constitution, Article V, Section I through III), and GPSA Committees (Bylaws, Article ~~VIII~~III) in accordance with the GPSA Constitution and the GPSA Bylaws.

Section III: Limits to the Exercise of Authority by the GPSA. The authority to exercise the powers of the GPSA shall be subject to such legislation and conditions as the ~~WSU~~Washington State University Board of Regents may prescribe. Notwithstanding these limits, the GPSA shall operate in accordance with the laws of the State of Washington and the United States of America-.

Article III: GPSA MEMBERSHIP

~~All~~All Pullman Services and Activities' fee paying students enrolled in the Washington State University Graduate School or a Washington State University Professional ~~School-Program~~, shall be members of the GPSA (Bylaws, Article I).

Article IV: THE GPSA SENATE

There shall be a GPSA Senate whose responsibility will be to carry out the business of the GPSA in all respects. Section I: Duties of the GPSA Senate. The GPSA Senate is the legislative arm of the GPSA and shall herein be referred to as the Senate.

Section II: Voting Members of the GPSA Senate. The voting members of the Senate shall consist of the GPSA Senators (Bylaws, Article ~~IV~~III, Section ~~IV~~1), the GPSA President (Bylaws, Article ~~IV~~III, Section ~~2~~2), the GPSA Vice President (Bylaws, Article ~~IV~~III, Section ~~3~~3) and the GPSA District Representatives (Bylaws, Article ~~IV~~III, Section ~~5~~5).

Section III: The GPSA Senators. GPSA Senators will be elected by and represent the members of their graduate or professional program to serve in the Senate.

A. Terms of Office for GPSA Senators. The terms of office for all GPSA Senators shall run from the date elected to May 15 of the following year.

B. Recall of GPSA Senators. GPSA Senators may be recalled by their constituents at any time during their term of office. Recall shall be initiated upon presentation to the GPSA President (~~Bylaws, Article IV, Section I~~) a recall petition by at least one-third (1/3) of the GPSA members in that department or program. Upon receipt of the petition and verification of the signatures, the GPSA President (~~Bylaws, Article IV, Section I~~) shall appoint a member of the GPSA

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Executive ~~Committee~~Board (Bylaws, Article ~~III~~, Section ~~III~~3) to the task of supervising a recall election to be held not less than ten (10) and not more than thirty (30) days following notification of the GPSA Senator. The GPSA Senator involved in the recall shall be notified in writing at least two (2) weeks prior to the recall election.

C. Representation and Election of GPSA Senators. The representation and election of members from departments ~~or programs~~ to serve as GPSA Senators shall be defined in the GPSA Bylaws (Bylaws, Article ~~III~~, Section ~~III~~1).

Section IV: The Chair of the GPSA Senate. The Chair of the Senate shall be the GPSA Vice President (~~Bylaws, Article IV, Section II~~).

A. Voting by the Senate Chair. The Chair of the Senate shall vote in the Senate only in the case of a tie.

B. Absence of the GPSA Vice President from GPSA Senate Meeting. In the case of absence of the GPSA Vice President (~~Bylaws, Article IV, Section II~~) from a Senate meeting, the GPSA President (~~Bylaws, Article IV, Section II~~) shall assume the responsibilities and privileges of the GPSA Vice President's role as Chair of the Senate for the duration of the Senate meeting from which the GPSA Vice President (~~Bylaws, Article IV, Section II~~) is absent.

Article V: THE GPSA EXECUTIVE OFFICERS

There shall be executive officers of the GPSA.

Section I: The GPSA President. There shall be a President of the GPSA.

A. Term of Office for GPSA President. The terms of office for the GPSA President shall run from May 16 of the year elected to May 15 of the following year.

B. Recall of the GPSA President. The GPSA President may be recalled by vote of the membership. Recall shall be initiated by the remaining members of the GPSA Executive ~~Committee~~ (~~Bylaws, Article V, Section III~~)Board upon receipt of a recall petition signed by twenty (20%) percent of the membership. Upon receipt of the petition and verification of the signatures, the remaining members of the GPSA Executive ~~Committee~~ (~~Bylaws, Article V, Section III~~)Board shall schedule a recall election to be held not less than ten (10) days and not more than thirty (30) days following notification of the GPSA President. The GPSA President shall be informed of the initiation to recall at least two (2) weeks prior to the recall election.

C. Eligibility, Election and Duties of the GPSA President. The eligibility, election and duties of the GPSA President shall be as defined in the GPSA Bylaws (Article ~~IV~~III, Section ~~I~~, and Appendix II, Article ~~I~~, Section ~~III~~ & ~~IV~~2).

Section II: The GPSA Vice President. There shall be a Vice President of the GPSA.

A. Term of Office for the GPSA Vice President. The term of office for the GPSA Vice President shall run from May 16 of the year elected to May 15 of the following year.

B. Recall of the GPSA Vice President. The GPSA Vice President may be recalled by vote of the membership. Recall shall be initiated by the remaining members of the GPSA Executive ~~Committee~~ (~~Bylaws, Article II, Section III~~)Board upon receipt of a recall petition signed by twenty (20%) percent of the membership. Upon receipt of the petition and verification of the signatures, the remaining members of the GPSA Executive ~~Committee~~ (~~Bylaws, Article II, Section III~~)Board shall schedule a recall election to be held not less than ten (10) days and not more than thirty (30) days following notification of the GPSA Vice President. The GPSA Vice President shall be informed of the initiation to recall at least two (2) weeks prior to the recall election.

C. Eligibility, Election and Duties of the GPSA Vice President. The eligibility, election and duties of the GPSA Vice President shall be as defined in the GPSA Bylaws (Article ~~IV~~III, Section ~~II~~, and Appendix II, Article ~~I~~3).

Section III: The GPSA District Representatives. There shall be District Representatives of the GPSA.

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A. Terms of Office for GPSA District Representatives. The terms of office for the GPSA District Representatives shall be the same as that for GPSA Senators (Constitution, Article IV, Section III, A).

B. Recall of GPSA District Representatives. GPSA District Representatives may be recalled by vote of the membership of their district. Recall shall be initiated by the GPSA President upon receipt of a recall petition signed by twenty (20%) percent of the GPSA membership from the district represented by the District Representative in question. Upon receipt of the petition and verification of the signatures, the GPSA President shall schedule a recall election to be held not less than ten (10) days and not more than thirty (30) days following notification of the District Representative concerned. The District Representative concerned shall be informed of the initiation to recall at least two (2) weeks prior to the recall election.

C. Eligibility, Election and Duties of the GPSA District Representatives. The eligibility, election and duties of GPSA District Representatives shall be as defined in the GPSA Bylaws (Article ~~IV~~ Section ~~III~~ and Appendix II, Article ~~15~~).

Article VI: GPSA COMMITTEES

There shall be Committees of the GPSA.

Section I: The GPSA Executive ~~CommitteeBoard~~. There shall be an Executive ~~CommitteeBoard~~ of the GPSA whose responsibility shall be the day-to-day operations of the GPSA and all other responsibilities assigned to it by the GPSA Constitution (~~Article VIII, Section I, A~~) and the GPSA Bylaws (~~Article IV, Section III~~).

A. Duties of the GPSA Executive ~~CommitteeBoard~~. The GPSA Executive ~~CommitteeBoard~~ shall serve as the executive arm of the GPSA and shall herein be referred to as the Executive ~~CommitteeBoard~~.

B. Membership of the Executive ~~CommitteeBoard~~. The Executive ~~CommitteeBoard~~ shall consist of the GPSA President, the GPSA Vice President, ~~the Director of Legislative Affairs~~ and the GPSA District Representatives.

C. Voting Privileges on the Executive ~~CommitteeBoard~~. Each member of the Executive ~~CommitteeBoard~~ shall have one (1) vote in the Executive ~~CommitteeBoard~~.

D. The Chair of the Executive ~~CommitteeBoard~~. The Chair of the Executive ~~CommitteeBoard~~ shall be the GPSA President.

1. Voting by the Executive ~~CommitteeBoard~~ Chair. The Chair of the Executive ~~CommitteeBoard~~ shall vote in the Executive ~~CommitteeBoard~~ only in the case of a tie.

2. Absence of the GPSA President from a GPSA Executive ~~CommitteeBoard~~ Meeting. In the case of absence of the GPSA President from an Executive ~~CommitteeBoard~~ meeting, the GPSA Vice President shall assume the responsibilities and privileges of the GPSA President's role as Chair of the Executive ~~CommitteeBoard~~ for the duration of the Executive ~~CommitteeBoard~~ meeting from which the GPSA President is absent.

Section II: Other GPSA Committees. Other GPSA Committees shall be formed as indicated by the Senate or its designated representative(s) or the GPSA Bylaws (Article ~~V~~ Section ~~8~~).

Article VII: PARLIAMENTARY AUTHORITY

The business of the Senate, the Executive ~~CommitteeBoard~~ or other GPSA Committees shall be conducted according to Robert's Rules of Order, Revised, except as otherwise provided in the GPSA Constitution (~~Article VIII, Section I~~) or the GPSA Bylaws (~~Article II~~). All questions shall be ruled on by the Senate Chair, the Executive ~~CommitteeBoard~~ Chair or the Chair of other GPSA Committees subject to a vote by the Senate, the Executive ~~CommitteeBoard~~ or the other members of a GPSA Committee.

Article VIII: THE GPSA CONSTITUTION

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There shall be a Constitution of the GPSA which shall serve, in conjunction with the GPSA Bylaws as the governing documents of the GPSA and of its subsidiaries.

Section I: ~~Adoption of the GPSA Constitution. This Constitution shall be~~~~was~~ adopted after it ~~has been recommended for approval to the Senate by a two-thirds~~~~was approved by~~ (2/3) vote of the ~~Executive Committee, approved by a two-thirds (2/3) vote of the Senate, Senate~~ and approved by the ~~WSU Washington State University~~ Board of Regents. ~~In conformity with the adopted amendments, Board of Regents' approval will not be required for future amendments.~~

A. Precedence of the GPSA Constitution. This Constitution shall supersede all previous Constitutions of the GPSA.

B. Retention of Senators and Officers. Officers and Senators elected prior to or concurrently with the adoption of this constitution shall continue to hold or assume their offices, but their respective powers and authorities will be governed by this Constitution.

Section II: Amendments to the GPSA Constitution. Amendments to this Constitution may be submitted to the Senate following: a two-thirds (2/3) vote of the Executive ~~Committee~~~~Board~~ or by a petition to the GPSA President signed by ten (10%) percent of the membership.

A. Voting Procedures for Constitutional Amendments. Two-thirds (2/3) of the Senate voting to support a constitutional amendment shall guarantee the submission of the amendment to the membership for ratification in an election to be held coincidentally with the GPSA General Election of GPSA Executive Officers.

B. Voting Margin for ~~approval~~~~Approval~~ of Constitutional Amendments. A simple majority of the votes cast by the membership in favor of a proposed constitutional amendment in the GPSA General Elections shall constitute approval of the proposed constitutional amendment.

~~C. Adoption of Constitutional Amendments. An approved amendment to the constitution shall be subject to the approval of the WSU Board of Regents.~~

Article IX: THE GPSA BYLAWS

There shall be Bylaws of the GPSA which shall serve in conjunction with the GPSA Constitution, as the governing documents of the GPSA and all of its subsidiaries.

~~Section I: Adoption of the GPSA Bylaws. The GPSA Bylaws shall be adopted after they have been recommended for approval to the Senate by a two-thirds (2/3) vote of the Executive Committee, approved by a two-thirds (2/3) vote of the Senate and approved by the WSU Board of Regents.~~

- ~~* Precedence of the GPSA Bylaws. These GPSA Bylaws shall supersede all previous GPSA Bylaws upon their adoption.~~

~~Section II: Amendments to the GPSA Bylaws.~~~~Section I: Amendments to the GPSA Bylaws.~~ Proposed amendments to the GPSA Bylaws may be submitted to the Senate ~~for approval by~~~~following:~~ a two-thirds (2/3) vote of the Executive ~~Committee~~~~Board~~ or by a petition to the GPSA President signed by ten (10%) percent of the membership.

A. Approval of Proposed Amendments to the GPSA Bylaws. A two-thirds (2/3) vote in favor of a proposed amendment to the GPSA Bylaws at a Senate meeting shall constitute approval of the proposed amendment.

B. Notification of the GPSA Senate of Proposals to Amend the GPSA Bylaws. Written notice of any proposed amendments to the GPSA Bylaws must be submitted to the members of the Senate prior to the Senate meeting at which the vote on the proposed amendment to the GPSA Bylaws will take place.

C. Notification of the Members of GPSA of Changes to the Bylaws. Written notice of approved changes to the GPSA Bylaws shall be submitted to the members of GPSA via electronic mail.

Article X: THE GPSA ADVISOR

There shall be an advisor to the GPSA.

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~~Section I: Naming as defined in Advisor. The Dean of the Washington State University Graduate School, or a Representative designated by the Dean of the WSU Graduate School, shall serve as the advisor to the GPSA and the Senate Bylaws.~~

Article XI: THE GPSA SUPERVISOR

There shall be a supervisor of the GPSA.

~~Section I: Naming the GPSA Supervisor. The Dean of the Washington State University Graduate School, or a representative designated by the Dean of the Washington State University Graduate School, shall serve as the Supervisor of the GPSA.~~

~~A. Duties of the GPSA Supervisor. The GPSA Supervisor shall assist the GPSA or its subsidiaries for the purposes of processing documents related to the functioning of the GPSA, its Executive Officers and/or Senators or committees.~~

~~B. Right of Approval for the GPSA. The GPSA or its subsidiaries require the right of prior approval for the disbursement of GPSA funds by the GPSA Supervisor from any GPSA financial account.~~