
Graduate and Professional Student Association
of Washington State University

Bylaws

Approved by the Senate on 3/04/2024

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Article I: The Senate

Section 1: Senate Meetings

- A. The GPSA Senate will meet every other week during the Fall and Spring semesters.
 - 1. GPSA 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. Any one time change to location or time will be made as deemed necessary by a majority of the Executive Board. From there, a majority vote from the senate will be needed to make major and recurrent changes to the location and/or times of senate meetings. Notification must be given to the Senate one (1) week prior to a regularly scheduled meeting for a one-time change.
 - 2. The first meeting of the GPSA Senate will be held during the first three (3) weeks of the Fall semester.
 - 3. Special meetings of the Senate may be called.
 - 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 GPSA Senate may be called by the GPSA Vice President but must be held at the normal venue at the normal time of day.

Section 2: Quorum

- B. A Senate meeting has a quorum if a two-thirds (2/3) majority of the voting members are present physically or through simultaneous aural communication.

Section 3: Senate Voting

- A. Each voting member of the Senate physically or digitally present at a Senate meeting may cast one (1) vote on each matter before the Senate that requires a vote.
 - 1. Any motion put to a vote must be presented in text to all members attending digitally.
 - 2. The chair must allow at least one (1) minute for members attending digitally to submit their votes. This time may be concurrent with the time required to count the votes of those physically present.
 - 3. Executive Board and Executive Team members may also cast one (1) vote during senate meetings.
- B. The result of each vote including the count of affirmative and negative votes must be included in the minutes of each Senate meeting.
- C. Motions of the Senate will require an affirmative vote of a majority of the voting members present unless otherwise specified in the Constitution, Bylaws, parliamentary authority, or standing rules of the GPSA.
- D. Matters concerning the approval of the GPSA budget or the disbursement of GPSA funds must be approved by a two-thirds (2/3) majority vote of the GPSA Senate.

Article II: The Executive Board

Section 1: Definitions – Executive Team vs. Executive Board

- A. The GPSA Executive Team and the GPSA Executive Officers are the same thing. They are the President, Vice President, and Vice President of Legislative Affairs. They make up the top three positions of the GPSA and fulfil their appointment on a half-time assistantship.**
- B. The GPSA Executive Board included all Executive Team members as well as all GPSA College Representatives. GPSA College Representatives do not receive an assistantship for their position and are instead awarded with a small stipend every semester that they work for the board.**

Section 2: Executive Board Meetings

- A. The Executive Board will meet weekly during the Fall and Spring semesters.

Section 3: Quorum

- A. A meeting of the Executive Board has a quorum if a majority of the voting members are present physically or digitally.

Section 4: Executive Board Voting

- A. Each voting member of the Executive Board physically or digitally present at a meeting of the Executive Board may cast one (1) vote on each matter before the Executive Board that requires a vote.
- B. The result of each vote including the count of affirmative and negative votes must be included in the minutes of each Executive Board meeting.

Section 5 : Executive Board Chair Restrictions

- A. Both the GPSA Awards and Scholarships chair and the GPSA Travel Grants Chair are not eligible to apply for any of the awards offered by their respective committee. Their committee members are eligible to apply for those awards as long as they are removed from said voting procedures once they apply for an award.

Article III: Representation

Section 1: Colleges

- A. Members will be divided into Colleges for the purposes of representation.
 - 1. Colleges will be recognized at the college level or of equivalent academic divisions of the University whose dean or equivalent senior Executive Officer present degree candidates for matriculation upon commencement.
- B. Each College will be represented by one (1) College Representative on the Executive Board and at least two (2) Senators in the Senate.

Section 2: Academic Units

- A. The GPSA will recognize Academic Units for the purposes of representation.
 - 1. Any school, academic department, or collection of academic programs with at least ten (10) enrolled students that is recognized by the Office of the Registrar of WSU as an Academic Organization will each be considered one (1)

Academic Unit by the GPSA.

- i. An academic organization with fewer than ten (10) enrolled students will be combined with one (1) or more other academic organizations to form an Academic Unit with at least ten (10) enrolled students.
 2. All of the Research and Extension Centers operated through the Pullman campus of WSU will collectively be considered one (1) Academic Unit.
- B. Academic Units will be represented within the Senate and will be allotted one (1) or more Senate seats for each general election.
- C. Members will be considered to be affiliated with an Academic Unit if their program is designated to be a part of that Academic Unit by the WSU registrar, if their program is

administered by that Academic Unit, or if their office, research facility, or other physical space for their program is administered by that Academic Unit.

- D. Members with affiliations to more than one Academic Unit, such as degrees with a concentration or Members residing at Research and Extension Centers, will have all of the rights and privileges of each of those Academic Units.
- E. Members with multiple Academic Unit affiliations may be candidates for Senator positions in any of those Academic Units, but they must file a separate application for each.

Section 3: Apportionment

- A. Senator positions will be apportioned to Academic Units to ensure that all Academic Units can be represented, and that additional representation is proportional to enrollment in Academic Units.
 - 1. Each Academic Unit will be apportioned one (1) Senator position.
 - 2. If an Academic Unit is the only Academic Unit within its college, it will be apportioned one (1) additional Senator position.
 - 3. Each remaining Senator positions will be apportioned to the Academic Unit with the highest ratio of enrolled students to apportioned Senator positions. This process will be completed iteratively, recalculating this ratio after each apportionment, until the maximum number of Senator positions have been apportioned.
 - i. If two (2) or more Academic Units each have the highest ratio when apportioning the last Senator position, the Academic Unit that currently has fewer apportioned Senator positions will be apportioned the last Senator position.
 - ii. If those Academic Units also have the same number of currently apportioned Senator position, the Academic Unit in the college that currently has fewer total apportioned Senator positions among its Academic Units will be awarded the last Senator position.
 - 4. No Academic Unit may be apportioned more than four (4) Senator positions.
- B. The Internal Affairs Committee (IAC) will calculate apportionments annually in conjunction with the general elections.
 - 1. Student enrollment numbers for each graduate and professional Academic Unit will be acquired by the IAC prior to the first Senate meeting of the Spring semester to facilitate the apportionment of Senator positions.
 - 2. The IAC will apply Fall student enrollment numbers to determine the apportionment of Senator positions for each Academic Unit for the following academic year.
 - 3. The IAC will report the apportionment of Senator positions to each Academic Unit for the following academic year to the Senate no later than the second Senate meeting of the Spring semester.

- C. Any Member who believes there has been an omission or an error in apportionment may petition the Senate for the correct apportionment by submitting a request and the details of the issue to the Vice President or Chair of the Internal Affairs Committee.
 - 1. All petitions for apportionment corrections will be evaluated by the Internal Affairs Committee within ten (10) business days.
 - i. The results of the evaluation will be reported to the Senate at the next regular Senate meeting along with any recommendations for action by the Senate.
 - ii. The report of the findings of the Internal Affairs Committee regarding the petition of the evaluation will be sent to the Member who submitted the petition.
 - 2. If the Senate finds in favor of a petition that would recognize an Academic Unit that currently does not have representation in the Senate, the Senate may create a temporary Senate seat for that Academic Unit.
 - i. A temporary Senate seat will exist from its creation until the next apportionment of Senate seats for the general election.
 - ii. Temporary Senate seats will not be included in the apportionment process. Any newly recognized Academic Units will be apportioned Senate seats as normal for the apportionment process.
 - iii. Only a Member that is affiliated with the Academic Unit that has been newly recognized by the petition may be elected to the temporary Senate seat, and they must be elected in a special election.
 - iv. A Senator elected to a temporary Senate seat may serve a full term with all the rights and privileges of a member of the Senate even if the temporary Senate seat to which they were elected ceases to exist during that term.

Article IV: Representatives

Section 1: Representatives of the Members of the GPSA

- A. The Members of the GPSA will be represented in the Senate and on the Executive Board by elected or appointed representatives.
- B. Members may not hold more than one (1) representative position within the GPSA.

Section 2: GPSA Senators

- A. To be eligible for election or appointment to a Senator position, a Member must fulfill all of the following criteria:
 - 1. The Member must be currently enrolled in a graduate or professional degree-seeking program through the Pullman campus of Washington State University.
- B. The term for Senators will be from the first day of the Fall semester until the last day of the spring semester for that academic year.

- C. Senators will have all rights and responsibilities of that position enumerated in the Constitution and Bylaws of the GPSA and any other rights to which they may be entitled by the rules of the GPSA.
 - 1. Senators will attend the meetings of the GPSA Senate.
 - 2. Senators will communicate to their constituents in their respective Academic Units or professional programs the actions taken by the Senate, the Executive Board, or their designated representative(s).
 - 3. Senators will represent the constituents of their respective Academic Units in the Senate.
 - 4. All Senators will attend a mandatory orientation meeting, held jointly by the Vice President (VP) and the GPSA Internal Affairs Chair, during the Fall semester.
 - 5. Senators will complete other tasks as assigned by the GPSA Senate, the GPSA Executive Board, or a committee of the GPSA.
 - 6. Senators will serve on at least one (1) GPSA Committee.
 - i. Senators will attend the meetings of each committee on which they serve.
 - ii. Senators will complete other duties that are required by their committee.
 - 7. If Senators serve on any University committee as representatives of the GPSA, they will report to the Senate the activities of these University committees.
- D. Senators may receive a scholarship each semester for their service to the GPSA.

Section 3: College Representatives

- A. To be eligible for election or appointment to a College Representative position, a Member must fulfill all of the following criteria:
 - 1. The Member must be currently enrolled in a graduate or professional degree-seeking program through the Pullman campus of Washington State University.
 - 2. The Member can hold any combination of GPSA Executive Board positions for a maximum of four (4) years.
- B. The term for College Representatives will be from May 16th until May 15th of the following year.
- C. College Representatives will have all rights and responsibilities of that position enumerated in the Constitution and Bylaws of the GPSA and any other rights to which they may be entitled by the rules of the GPSA.
 - 1. College Representatives will attend the meetings of the GPSA Senate.
 - 2. College Representatives will attend the meetings of the Executive Board.
 - 3. If a vacant position in the GPSA Senate exists, a College Representative will inform his/her College constituents of these vacancies and be available to make nominations to the Senate.

4. College Representatives will communicate with Senators to ensure that information is being distributed to their constituencies.
 5. College Representatives will establish and maintain a relationship with the dean's office or relevant administration of the College they represent.
 6. College Representatives will complete other tasks as assigned by the GPSA Senate, the GPSA Executive Board, or a committee of the GPSA.
 7. College Representatives will serve on GPSA and University committees
 - i. College Representatives will Serve on at least one (1) university committee.
 - ii. College Representatives will chair at least one (1) GPSA Committee.
- D. College Representatives will be provided a scholarship in recognition for their service to the GPSA.
1. The total scholarship for Fall and Spring semesters for a College Representative will be equal to seventeen percent (17%) of the total stipend (at salary step 50) for Fall and Spring semesters provided to the GPSA President.
 2. During summer, college representatives may get compensation based on their required tasks.
 3. Scholarship will be provided once per semester.

Section 4: President

- A. To be eligible for election or appointment to the Presidency, a Member must fulfill all of the following criteria:
1. The Member must be currently enrolled in a graduate or professional degree-seeking program through the Pullman Campus of Washington State University.
 2. The Member must have served in an elected or appointed position of the GPSA in the prior year.
 3. The Member can hold any combination of GPSA Executive Board positions for a maximum of four (4) years.
 4. The Member must never have been removed from an elected or appointed position of the GPSA for cause.
- B. The term for the President will be from May 16th until May 15th of the following year.
- C. The President will have all rights and responsibilities of that position enumerated in the Constitution and Bylaws of the GPSA and any other rights to which they may be entitled by the rules of the GPSA.
1. The President will attend the meetings of the GPSA Senate.
 2. The President will attend and chair the meetings of the Executive Board.
 3. The President will have the power to appoint College Representatives to Committee Chair positions.

4. The President will maintain and annually update transition documents, including but not limited to duties, meeting logs, and reports.
 5. The President will plan and execute at least one (1) Executive Board retreat.
 6. The President will ensure that the GPSA is represented at all meetings of the Board of Regents of Washington State University.
 - i. If the President is unable to attend the meeting personally, they must designate a Member to attend.
 - ii. The President will provide written reports of important GPSA matters to the Board of Regents as necessary.
 7. The President will serve as the graduate student representative to the Washington State University Faculty Senate.
 - i. The President will attend the meetings of the Faculty Senate.
 - ii. The President will report information from the Faculty Senate to the GPSA Senate.
 8. If a GPSA seat on a University committee would otherwise be vacant, the GPSA President will serve on the Committee.
 9. The President will serve as a member of the Professional Development Initiative (PDI) Executive Committee.
- D. The President of the GPSA will receive an assistantship for their work on behalf of the GPSA.
1. The GPSA President will be paid a salary based on the twelve (12) month term for the period of May 16th through May 15th of the following year.
 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. The GPSA President will be paid on regular payroll two (2) times per month during the summer semester if not enrolled during that period. This salary will be equivalent to the salary of a half (1/2) time staff assistant at step 50 for their time worked.

Section 5: Vice President

- A. To be eligible for election or appointment to the Vice Presidency, a Member must fulfill all of the following criteria:
 1. The Member must be currently enrolled in a graduate or professional degree-seeking program through the Pullman Campus of Washington State University.
 2. Must have served in an elected or appointed position of the GPSA in the prior year.

3. The Member can hold any combination of GPSA Executive Board positions for a maximum of four (4) years.
 4. The Member must never have been removed from an elected or appointed position of the GPSA for cause.
- B. The term for the Vice President will be from May 16th until May 15th of the following year.
- C. The Vice President will have all rights and responsibilities of that position enumerated in the Constitution and Bylaws of the GPSA and any other rights to which they may be entitled by the rules of the GPSA.
1. The Vice President will attend and chair the Meetings of the GPSA Senate.
 - i. The Vice President will prepare and distribute a written agenda for all Senate meetings at least one (1) business day prior to the meeting.
 - ii. The Vice President will distribute the minutes of each Senate meeting within five (5) business days of the meeting.
 2. The Vice President will attend the meetings of the Executive Board.
 3. The Vice President will organize and execute at least one (1) New Senator Orientation with the assistance of the IAC.
 - i. A New Senator Orientation must be held within the first three (3) weeks of the Fall semester.
 4. The Vice President will serve as the chair of the GPSA Budget Committee.
 5. The Vice President will serve on at least two (2) University committees.
- D. The Vice President of the GPSA will receive an assistantship for their work on behalf of the GPSA.
1. The GPSA Vice President will be paid a salary based on the twelve (12) month term for the period of May 16th through May 15th of the following year.
 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. The GPSA Vice President will be paid on regular payroll two (2) times per month during the summer semester if not enrolled during that period. This salary will be equivalent to the salary of a half (1/2) time staff assistant at step 50 for their time worked.

Section 6: Vice President of Legislative Affairs (VPLA)

- A. To be eligible for election or appointment to the position of Vice President of Legislative Affairs (VPLA), a Member must fulfill all of the following criteria:
1. The Member must be currently enrolled in a graduate or professional degree-seeking program through the Pullman Campus of Washington State University.
 2. The Member can hold any combination of GPSA Executive Board positions for a maximum of four (4) years.

3. The Member must never have been removed from an elected or appointed position of the GPSA for cause.
- B. The term for the VPLA will be from May 16th until May 15th of the following year.
- C. The Vice President of Legislative Affairs will have all rights and responsibilities of that position enumerated in the Constitution and Bylaws of the GPSA and any other rights to which they may be entitled by the rules of the GPSA.
1. The VPLA will attend the meetings of the GPSA Senate.
 2. The VPLA will attend the meetings of the Executive Board.
 3. The VPLA will serve as the GPSA representative to legislative bodies, and state and national organizations, including the National Association of Graduate Professional Students, the Washington Student Association, and the WSU Student Government Council.
 4. The VPLA will develop a comprehensive legislative agenda at the beginning of the year that includes issues important to WSU graduate and professional students, and present that legislative agenda at the second Senate meeting of the Fall semester.
 5. The VPLA will coordinate GPSA attendance and involvement at national and state graduate and professional student advocacy events.
 6. The VPLA will organize events designed to raise awareness of graduate and professional student legislative issues.
 7. The VPLA will work on higher education issues with legislative advocacy counterparts in the broader University systems, especially ASWSU Director(s) of Legislative Affairs in the Student Government Council, and with the GPSS Vice President of External Affairs at the University of Washington.
 8. The VPLA will serve as the GPSA representative on the Washington Student Association Board of Directors. The VPLA will prepare letters and materials to be given to legislative representatives as necessary.
 9. The VPLA will report on developments regarding national and state graduate and professional student issues to the Senate and Executive Board.
 10. The VPLA will serve as the chair of the Legislative Affairs Committee.
 11. Serve on at least two (2) University committees.
- D. The Vice President of Legislative Affairs of the GPSA will receive an assistantship for their work on behalf of the GPSA.
1. The GPSA VPLA will be paid a salary based on the twelve (12) month term for the period of May 16th through May 15th of the following year.
 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. The GPSA VPLA will be paid on regular payroll two (2) times per month during the summer semester if not enrolled during that period. This salary will be

equivalent to the salary of a half (1/2) time staff assistant at step 50 for their time worked.

Article V: GPSA Advisor and Employees

Section 1: GPSA Advisor

- A. GPSA Advisor serves as the initial point of contact for the GPSA Office to receive and refer visitors and phone contacts, resolve problems associated with GPSA operations, and respond to inquiries.
- B. The GPSA President or Vice President, as well as any GPSA Executive Board Member, will be included in the review and selection process of the GPSA Advisor.
- C. The hiring process will follow Washington State University hiring procedures.
- D. Duties of a GPSA Advisor include, but is not necessarily limited to:
 1. Coordinate the operations of the GPSA in cooperation with the Executive Board.
 2. Responsible for training students, reviewing contracts, leadership development, and program development.
 3. Oversee 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. Handle cash sales; process and deposit funds. Assist in the preparation of grants and grant proposals.
 4. Attend GPSA Senate meetings.
 5. 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.
 6. Screen applicants and make hiring decisions in association with the GPSA Executive Board. Initiate, document, and process personnel and payroll paperwork. Supervise and direct the work of student employees; provide training.
 7. 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.
 8. Assist with the operations of the GPSA computer lab in the Terrell Library.

Section 2: Office Assistant(s)

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

- B. The GPSA Advisor and the Executive Board will be included in the review and selection process of any office assistants, and the hiring process will follow Washington State University hiring procedures.
- C. Office assistant(s) will receive work assignments and directions from the GPSA Executive Board and GPSA Advisor.
- D. Duties of a GPSA Office Assistant include, but are not necessarily limited to:
 - 1. Answering phones and emails. Receiving, assisting, and referring visitors. Taking and relaying messages. Providing general assistance for students using office equipment.
 - 2. Ordering, receiving, and maintaining inventory; anticipating supply needs and ensuring supplies will be available when needed.
 - 3. Aiding GPSA Committee Chairs in committee tasks as needed.

Article VI: GPSA Committees

Section 1: General Guidelines for GPSA Committees

- A. The standing committees of the GPSA will be enumerated in the Bylaws and have the power and responsibility to complete the duties ascribed therein.
- B. The Senate or Executive Board may create special committees as needed.
 - 1. The formation of a special committee by the Executive Board is subject to the approval of the Senate during the next regular Senate meeting.
 - 2. The President and Vice President have the authority to appoint the chairs of special committees through a joint decision. The VPLA will be the tie breaker for this decision if needed. However, if the special committee chair has an allocated budget, then the senate would need to approve this chair through a majority vote.
- C. The committees of the GPSA will be composed of College Representatives, Senators, and Members of the GPSA, and should represent the diversity of the Members of the GPSA.
 - 1. Each College Representative will be appointed as the chair of a standing committee.
 - 2. Each Senator will be appointed to serve on at least one (1) GPSA committee. The GPSA President, Vice President, and Internal Affairs Chair will work together to match each senator to one of their top choice committee picks.
 - 3. Graduate & Professional Students who are not senators are allowed to join a GPSA standing committee as a non-voting member in order to be involved and support the GPSA. These situations will be dealt with by the Internal Affairs Chair on a case-by-case basis.
 - 4. **As a last resort, Committee members will be removed from their committee if their chair cannot get in contact with them for more than ten business days (10) days OR if they have more than two unexcused committee meetings in a**

semester. From there, members will automatically be removed from the senate and have their stipend prorated for that semester.

- D. Committees must maintain complete records of meeting minutes and correspondence.
 - 1. Committees must provide copies of these records to the GPSA office in electronic format for the GPSA record.

2. Committee Chairs must maintain an updated file/binder in the GPSA office to be used for reference and to document the committee's activities and progress towards its goal(s).
 3. Committee chairs will prepare a list of suggestions for their successors in order to transmit their experience to their successors.
- E. 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.
1. Committee chairs will report non-performing committee Members in a timely manner to the Executive Board Members.
- F. A committee will have a quorum if a majority of its members are present physically or through simultaneous aural communication.
- G. Voting in GPSA Committee Meetings.
1. Each committee member may cast one (1) vote on each matter before the committee.
 2. The result of each vote including the count of affirmative and negative votes must be included in the minutes of each Committee meeting.
 3. Motions of a committee will require an affirmative vote of a majority of the voting members present unless otherwise specified in the Constitution, Bylaws, parliamentary authority, or standing rules of the GPSA.

Section 2: GPSA Budget Committee

- A. Composition of the Committee
1. Ex-officio members
 - i. The GPSA Advisor
 2. Voting members
 - i. The GPSA Vice-President as chair
 - ii. A minimum of three (3) GPSA Senators.
 3. The Budget Committee must have voting members that are affiliated with at least three (3) different colleges.
- B. Duties of the GPSA Budget Committee will include, but are not necessarily limited to:
1. Report the current state of the budget to the GPSA Senate twice per semester.
 2. Meeting at least monthly to review all line item expenditures made by the GPSA Executive Officers.
 3. Ensure that all line item expenditures made by the Executive Officers have been documented.
 4. Prepare the annual budget of the GPSA for Senate approval and submission to the Services and Activities (S&A) Fees Committee.

5. Review all requests for GPSA funding and submitting recommendations for funding of these requests to the GPSA Senate.
6. Establish guidelines and timetables for submitting funding requests to the GPSA Senate.
7. Hold workshops to help Members and organization understand the application process for funding requests and to manage any funds allocated to them by the GPSA.

Section 3: GPSA Internal Affairs Committee

- A. Composition of the Committee
 1. Ex-officio members
 - i. The GPSA Vice President
 - ii. The GPSA Advisor
 2. Voting members
 - i. Chair of Internal Affairs Committee and
 - ii. A minimum of three (3) GPSA Senators.
 3. The Internal Affairs Committee must have voting members that are affiliated with at least three (3) different colleges.
- B. Duties of the GPSA Internal Affairs Committee will include, but are not necessarily limited to:
 1. Addressing all GPSA related concerns and the long-term needs of graduate and professional students.
 2. Preparing, reviewing, and suggesting revisions of the Constitution and Bylaws to the Senate and Executive Board.
 3. Conducting the General Election of GPSA executive officers and senators during the spring semester.

Section 4: GPSA Legislative Affairs Committee

- A. Composition of the Committee
 1. Ex-officio members
 - i. The GPSA Advisor
 2. Voting members
 - i. GPSA VPLA as chair
 - ii. A minimum of three (3) GPSA Senators.
 3. The Legislative Affairs Committee must have voting members that are affiliated with at least two (2) different colleges.
- B. Duties of the GPSA Legislative Affairs Committee include, but are not limited to:

1. Ensuring that WSU graduate and professional students are in the minds of decision makers on a University, local, state, and federal level and assists in the communication process.
2. Assisting and participating in Cougar Day at the Capitol, Call Congress Day(s), and voter awareness efforts.
3. Monitoring legislation that may affect graduate and professional students at WSU.

Section 5: GPSA Professional Development (PD) Committee

A. Composition of the Committee

1. Ex-officio non-voting members
 - i. The GPSA Advisor
2. Voting members
 - i. GPSA President
 - ii. The Graduate School (GS) Associate Dean
 - iii. Chair of Professional Development Committee
 - iv. The GS PDI graduate assistant
 - v. A minimum of eight (8) GPSA Senators
3. The Professional Development Committee must have voting members that are affiliated with at least three (3) different colleges.

B. Duties of the GPSA PD Committee will include, but are not necessarily limited to:

1. Contributing funds to financially sponsor Professional Development related events after approval by the Professional Development Initiative Executive Committee.
2. Professional Development Initiative (PDI)
 - i. PDI Overview & Duties
 - a. PDI is jointly administered by the Graduate School and the Graduate and Professional Student Association.
 - b. The goal of PDI is to ensure that all graduate and professional students have the skills, knowledge, and mindsets necessary to succeed both professionally and academically.
 - c. PDI utilizes support through many partnerships and colleges across campus, and aims to provide a range of programs, training opportunities, and resources to graduate and professional students that will help prepare them for academic and career success.
 - d. The management of the PDI will be coordinated through the PDI Executive Committee.

Section 6: GPSA Programming Committee

- A. Composition of the Committee
 - 1. Ex-officio members
 - i. The GPSA President
 - ii. The GPSA Advisor
 - 2. Voting members
 - i. Chair of Programming Committee
 - ii. A minimum of seven (7) GPSA Senators
 - 3. The Programming Committee must have voting members that are affiliated with at least two (2) different colleges.
- B. Duties of the GPSA Programming Committee will include, but are not necessarily limited to:
 - 1. Organizing non-academic events for graduate and professional students. Such events include the yearly Welcome Back BBQ, ice cream socials, bowling nights, soccer tournament, socials, and formals.

Section 7: Grants Committee

- A. Composition of the Committee
 - 1. Ex-officio members
 - i. The GPSA Vice President
 - ii. The GPSA Advisor
 - 2. Voting members
 - i. Chair of Grants Committee
 - ii. A minimum of three (3) GPSA Senators
 - 3. The Grants Committee must have voting members that are affiliated with at least three (3) different colleges.
- B. Duties of the Grants Committee will include, but are not necessarily limited to:
 - 1. Reviewing graduate and professional student travel and registration grant applications.
 - 2. Awarding funding throughout the year, including summer, according to travel and application periods.

Section 8: Awards and Scholarships Committee

- A. Composition of the Committee
 - 1. Ex-officio members
 - i. The GPSA Vice President
 - ii. The GPSA Advisor

2. Voting members
 - i. Chair of Awards and Scholarships Committee
 - ii. A minimum of six (6) Senators.
 3. The Awards and Scholarships Committee must have voting members that are affiliated with at least three (3) different colleges.
- B. Duties of the GPSA Awards & Scholarships Committee will include, but are not necessarily limited to:
1. Assists in planning and implementing the annual spring semester GPSA Research Exposition.
 2. Reviewing and awarding Teaching Assistant, Research Assistant, Graduate Assistant, graduate student instructor, and advisor awards.
 3. Planning and organizing the spring Excellence Award luncheon to recognize Excellence Award winners and GPSA Research Expo winners.

Section 9: University and Student Affairs Committee

- A. Composition of the Committee
1. Ex-officio members
 - i. The GPSA VPLA
 - ii. The GPSA Advisor
 2. Voting members
 - i. Chair of University and Student Affairs Committee
 - ii. A minimum of three (3) GPSA Senators.
 3. The University and Student Affairs Committee must have voting members that are affiliated with at least two (2) different colleges.
- B. Duties of the GPSA University and Student Affairs Committee will include, but are not necessarily limited to:
1. Addressing issues pertaining to the health insurance plan for graduate and professional students.
 2. Considers concerns such as housing, safety, transportation, recreation, and other issues pertaining to graduate and professional student well-being.
 3. Educating the Senate and GPSA constituents related to health care and university policies that impact graduate and professional students.
 4. Assisting in developing and implementing a strategic plan for GPSA.
 5. Monitor progress toward the goals outlined in the strategic plan and periodically report that progress to the Senate.

Section 10: Communications Committee

- A. Composition of the Committee

1. Ex-officio members
 - i. The GPSA President
 - ii. The GPSA Advisor
 2. Voting members
 - i. Chair of Communications Committee
 - ii. A minimum of five (5) GPSA Senators.
 3. The Communications Committee must have voting members that are affiliated with at least two (2) different colleges.
- B. Duties of the GPSA Communications Committee will include, but are not necessarily limited to:
1. Creating a communication plan for GPSA to increase the transmission of information from GPSA to GPSA Members.
 2. Taking minutes at each Senate Meeting.
 3. Creating/formatting/sending the GPSA Monday Minute.
 4. Maintaining GPSA webpage.

Section 11: Community Affairs Committee

- A. Composition of the Committee
1. Ex-officio members
 - i. The GPSA VPLA
 - ii. The GPSA Advisor
 2. Voting members
 - i. Chair of Community Affairs Committee and
 - ii. A minimum of four (4) GPSA Senators.
- B. Duties of the GPSA Community Affairs Committee will include, but are not necessarily limited to:
1. Fostering an inclusive environment with the WSU graduate and professional student community.
 2. Serving as a link between graduate and professional student registered student organizations across campus to help improve communication and increase collaboration.
 3. Focusing on campus and community outreach.
 4. Work on events to build stronger ties throughout the GPSA community at WSU.
 5. Review applications for sponsorships and make funding determinations or recommendations to the Senate.
- C. The Community Affairs Committee will simultaneously house a Food Security Standing Committee underneath itself. The Community Affairs Chair will also chair the Food Security Committee.

Article VII: Elections

Section 1: General Election of Members of the Senate

- A. GPSA will conduct an annual General Election to elect members of the Senate.
- B. Members must file a complete application for candidacy in order to run for elected office in the General Election.
 - 1. The application period for the General Election will be open from the first until the third Monday of February every Spring semester.
 - i. The GPSA IAC will be responsible for coordinating with Executive Board Members to advertise the application period in various mediums at least two (2) weeks prior to and continuing through the application period.
 - 2. The application forms for Members of the Senate will be available online.
 - 3. All forms must be submitted online by close of the business day on the last day of the application period.
 - 4. Members may run for multiple positions concurrently (e.g. College Representative and Senator), but they must complete a separate application for each position.
 - 5. 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”.
 - i. Both candidates on the ticket must have held a representative position for at least one (1) academic year with the GPSA (first term GPSA Senators are eligible).
 - 6. Each Candidate may submit a statement detailing their qualifications and platform that will be included with the ballot during the election.
 - i. Each Candidate for an executive officer position (President, Vice President, VPLA) may submit a candidate statement of up to one thousand (1000) words.
 - ii. Each Candidate for a College Representative position may submit a candidate statement of up to five hundred (500) words.
 - iii. Each Candidate for a Senator position may submit a candidate statement of up to two hundred (200) words.
 - iv. The GPSA IAC will post all candidate statements on the GPSA website no later than Friday, preceding the Executive Board Candidate Debate.
 - 7. On the last day of the application period, the chair of the IAC will notify all GPSA Members via email that the application period closes at 11:59 pm on that day and the date that candidate information will be available on the GPSA website.

- C. Candidates for elected positions of the GPSA may campaign for those offices consistent with the rules and regulations in the Constitution and Bylaws.
 - 1. Campaign Period for the General Election will begin on the first day when the application period starts and terminate on Friday, preceding the Executive Board Candidate Debate.
 - 2. Campaigning is defined as any public announcement and/or advertisement including via print, broadcast media, social media, email or other electronic communication medium; announcements and/or presentations at any formal or informal group meetings; or the posting or distribution of flyers, signs, banners or other printed material.
 - 3. The following limitations on campaigning apply to all candidates for all elected offices of the GPSA to ensure a fair election process that does not interfere with the functions of the GPSA.
 - i. Senate meetings may not be used as a forum for campaigning.
 - ii. No campaigning will be allowed prior to the application period.
 - iii. All campaign materials must be in accordance with WSU policy for all advertising done on campus.
 - iv. Candidates will not campaign via unsolicited e-mails, which does not include e-mails sent to the Members in the Candidate's Academic Unit or Coordinators/Faculty in the Candidate's Academic Unit.
 - 4. Any issues that arise during the election will be reviewed by the IAC.
 - i. The IAC will notify any candidates that submit an incomplete application and request the missing information from them.
 - ii. If a candidate is found to have violated any of the rules of the election process, a two-thirds (2/3) majority vote of the GPSA Senate may disqualify a Candidate from election or appointment to any elected positions of the GPSA until the next General Election application period.
- D. The IAC will advertise and conduct the Executive Board Candidate Debate.
 - 1. The Debates will be held during the GPSA Senate Meeting on the Monday preceding WSU Spring Break.
 - 2. Each Candidate for an Executive Officer position (President, Vice President, or VPLA) will be permitted to speak for a maximum of five (5) minutes.
 - 3. Each Candidate for the College Representative position will be permitted to speak for a maximum of three (3) minutes.
- E. General Election Voting Procedures
 - 1. The IAC will create electronic ballots for the election to be sent out to the members for voting.

- i. Candidate information including the name of each Candidate, their College and Academic Unit affiliations, and their candidate statements must be included with the ballot.
 - ii. Images of Candidates may be included on the ballot if all Candidates for a race have the opportunity to provide an image.
 - iii. The electronic ballot or a link to the ballot must be made available to every Member eligible to vote.
 - a. The link to the ballot must be posted on the GPSA website.
 - b. The ballot must be available from 8:00 P.M. on the Monday immediately following the Executive Board Candidate Debate until 11:59 P.M. on the Friday immediately preceding Spring break.
 - iv. Each member will access an individualized ballot that contains the races for which they are eligible to vote.
2. Members receive one (1) vote for each position for which they are eligible to vote.
 - i. Members may vote for only one (1) ticket of President and Vice President.
 - ii. Members may vote for only one (1) Vice President of Legislative Affairs.
 - iii. Members may vote for only one (1) College Representative running in their College.
 - iv. Members may vote for as many Senators in their Academic Unit as there are Senate positions allotted to their Academic Unit.
3. Once the elections have closed, the results of the elections will be received by the GPSA.
 - i. The election results will be sent by the balloting service independently to the Chair of IAC, the Vice President, and the GPSA Advisor.
 - a. If the current IAC chair or the Vice President is running for an Executive Officer position, the results should not be sent to them, and a member of the IAC will be elected to receive the results instead.
 - ii. The IAC will tabulate all election results to determine which Candidates are elected to which positions.
 - a. All elections will be determined by plurality.
 - b. If there are multiple Senate positions available for an Academic Unit, additional positions will be filled by applying plurality after Candidates already elected to a Senate position in that Academic Unit are removed from consideration.
 - c. In the event of a tie where all Candidates with the same number of votes cannot fill an open position, a new ballot for that position

will be run with only the Candidates who tied in order to break the tie.

- F. Upon completion of the election process, the Internal Affairs Committee will compile the results of the elections, report those results to the Members, and resolve any issues regarding those results or the election process.
1. The IAC will compile and report on the results of the election.
 - i. The IAC will disseminate the preliminary General Election results to the GPSA Members via GPSA website no later than the first Monday after the Spring Break. All GPSA Members will be notified via email that the Election results are posted.
 - ii. The IAC will provide a full report of the election process, the results of the election, and any issues resolved by the IAC to the Senate at the next regular Senate meeting following the conclusion of the election.
 - a. A two-thirds (2/3) majority vote is required to accept the election report of the IAC. Acceptance of this report certifies that the final election results are ready to be posted and that no further action is necessary unless there is a challenge of the results.
 - iii. After the Senate has approved the election report of the IAC, all GPSA Members will be notified via email that the final General Election results are on the GPSA website.
 - a. If any GPSA Member suspects that the Elections Procedures were not followed as instructed in the GPSA Bylaws and the results might be invalid, they must submit a formal request for review via email to the IAC within two (2) business days after the dissemination of the preliminary results of the General Elections.
 - b. The IAC will review the election results within seven (7) business days.
 - c. The review and recommendation of the IAC will be brought up to the Senate at the next regular Senate meeting after the review process took place.
 - iv. If the General Elections results were determined invalid, a new General Election must be held.
 - a. The new General Election will be completed no later than the second Friday of April of the academic year.
 2. Elected Senators will assume Senator duties beginning the first day of the following semester.
 3. Executive Board Members elected during the General Election will assume Executive Board duties beginning May 16th.

Section 2: Nomination and Appointment to Vacant Elected GPSA Positions.

- A. An elected position of the GPSA will be considered vacant if no Member holds that position for any reason including but not limited to no Member being elected to that position, resignation, or removal from office.
 - 1. Whenever an elected position becomes vacant, the GPSA Executive Board through the Communications Committee will inform the Members who are eligible to vote for that position of the vacancy and the requirements to nominate a Member to that position.
 - 2. The Senate may nominate and appoint Members to positions that will become vacant at the expiration of the current officeholder's term, but any such appointments will not be effective until the position would become vacant.
- B. Nominations and Appointments for a Vacant Executive Officer Position
 - 1. Eligibility for nomination to a vacant Executive Officer position
 - i. Any Member may be nominated to a vacant Executive Officer position.
 - ii. Nominees for a vacant Executive Officer position must meet all of the eligibility requirements to be an Executive Officer and complete the application forms from the most recent General Election.
 - 2. Regular Nominations to fill a vacant Executive Officer position
 - i. Members may be nominated to a vacant Executive Officer position by a signed petition by ten percent (10%) of the Members eligible to vote for that Executive Officer position in a General Election.
 - ii. Members may be nominated to a vacant Executive Officer position by the majority vote of the Special Executive Nomination Committee.
 - 3. A Special Executive Nomination Committee will be formed to oversee the nomination process whenever an Executive Officer position is vacant.
 - i. The incumbent IAC chair will serve as the chair of the Special Executive Nomination Committee.
 - a. If the incumbent IAC chair is not able to perform this role for any reason, the incumbent VP will serve as the chair of such committee.
 - ii. The current IAC Committee will appoint one (1) Senator in good standing from each College to the Special Executive Nomination Committee.
 - a. If no Senator from a College will serve, no replacements from other Colleges may be made.
 - iii. The Special Executive Nomination Committee must consist of at least five (5) incumbent members of the Senate.
 - a. No incumbent Executive Officer will serve on the Special Executive Nomination Committee.

- iv. The Special Executive Nomination Committee will report the progress of the nomination process at each regular Senate meeting.
- v. The Special Executive Nomination Committee will select a single eligible nominee by the majority vote of the Committee members.

4. Appointment to fill a vacant Executive Officer position

- i. The vote to appoint a Member to a vacant Executive Officer position must occur at a regular Senate meeting.
- ii. Prior notice must be given of a vote to appoint a Member to a vacant Executive Officer position including the name, College and Academic Unit affiliation, and candidate statement of the nominee.
- iii. The appointment of a nominee to a vacant Executive Officer position requires a three-fourths (3/4) majority vote of the Senate.

C. Nomination and Appointment to a Vacant College Representative Position

1. Eligibility for Nomination to a vacant College Representative position

- i. Members may be nominated to vacant College Representative positions outside of the college in which they are enrolled.
- ii. Nominees for a vacant College Representative position must meet all of the eligibility requirements to be a College Representative and complete the application forms from the most recent General Election before the regular Senate meeting during which their confirmation occurs.
- iii. A Member is not eligible for nomination to a vacant College Representative position if their appointment would violate any of the rules regarding the composition of the Executive Board.
 - a. There will be no more than two (2) individuals from any one (1) College or the Graduate School on the Executive Board, excluding Executive Officers.

2. Regular Nominations to fill a vacant College Representative position

- i. Members may be nominated to a vacant College Representative position by three (3) Senators or a majority of the Senators from the College represented by the vacant College Representative position.
- ii. Members may be nominated to a vacant College Representative position by a signed petition by ten percent (10%) of the Members eligible to vote for that College Representative position in a General Election.

3. In case of a regular nomination, the IAC will receive all the nominees' information and present it to the Senate for the appointment vote during the next regular Senate meeting.

- i. If more than one (1) Member is nominated to a vacant College Representative Position, the Senate Chair will recommend an order of the nomination votes that must be approved by the Senate.

4. Open Applications for a Vacant College Representative position
 - i. Open Application period can begin whenever a position of College Representative becomes vacant.
 - ii. During an Open Application period, any Members, who meet the eligibility criteria, may apply for a vacant College Representative position.
 - iii. Applications for the vacant College Representative position must be open from the date of the announcement of the vacant position until the Friday following the next regular meeting of the Senate.
 - iv. A Special Nomination Committee will be formed to oversee the nomination process during the Open Application period for each vacant College Representative position.
 - a. The incumbent IAC chair will serve as the chair of the Special Nomination Committee. If the incumbent IAC chair is not able to perform this role for any reason, the incumbent VP will serve as the chair of such committee.
 - b. The current IAC Committee will appoint one (1) Senator in good standing from each College to serve on the Special Nomination Committee. If no Senator from a College will serve, no replacements from other Colleges may be made.
 - c. The Special Nomination Committee will consist of at least five (5) incumbent members of the Senate, although no incumbent Executive Team or Board member will serve on the Special Nomination Committee (except for the Internal Affairs Chair).
 - v. The Special Nomination Committee will review the applications and make a nomination at the next regular meeting of the Senate after the close of the application period.
 - a. The Special Nomination Committee will select a single nominee from the available applicants.
 - b. A majority vote of the Special Nomination Committee is required to nominate an applicant for the vacant College Representative position.
5. Appointment to fill a vacant College Representative position
 - i. The vote to appoint a Member to a vacant College Representative position must occur at a regular Senate meeting.
 - ii. Prior notice must be given of a vote to appoint a Member to a vacant College Representative position including the names, College and Academic Unit affiliation, and candidate statements of all nominees.
 - iii. The appointment of a nominee to a vacant College Representative position requires a two-thirds (2/3) majority vote of the Senate.

6. A College Representative, appointed to his/her position, will serve as “College Representative at-large, representing [College Name].”
 - i. College Representatives-at-large will represent the College that they are affiliated with, if their College has a vacant seat.
 - ii. College Representatives-at-large will be assigned to a College, in case the College they are affiliated with already has a representative.
 - iii. Such an assignment will be made by the Special Nomination Committee and confirmed by the Senate during the appointment vote.

D. Nomination and Appointment to a Vacant Senator Position

1. Eligibility for Nomination to a Vacant Senator Position
 - i. Members may be nominated to vacant Senator positions in any Academic Unit.
 - ii. Nominees for a vacant Senator position must meet all of the eligibility requirements to be a Senator and complete the application forms from the most recent General Election before the regular Senate meeting during which their confirmation occurs.
2. Regular Nominations to fill vacant Senator positions
 - i. Members may be nominated to a vacant Senator position by one (1) Senator from the Academic Unit with the vacant Senator position or two (2) Senators from different Academic Units from the same College as the Academic Unit of the vacant Senator position.
 - ii. Members may be nominated to a vacant Senator position by a signed petition by ten percent (10%) of the Members eligible to vote for that Senator position in a General Election.
3. The IAC will oversee the regular nomination process for a vacant Senator position. The President and Vice President should assist the Internal Affairs Chair when no IAC committee is present (particularly over the summer).
 - i. The IAC will receive the regular nominations and present a candidate at the next regular meeting of the Senate.
 - ii. If more than one (1) Member is nominated to a vacant Senator Position, the Senate Chair will recommend an order of the nomination votes that must be approved by the Senate.
4. Open Applications to fill a Vacant Senator position
 - i. Open Applications for vacant Senator positions will be held if more than fifteen percent (15%) of the total Senator positions are vacant or by a vote of the Senate.
 - ii. During an open application period, any Member, who meets the eligibility criteria, may apply for a vacant Senator position.
 - iii. Applications for the vacant Senator position must be open from the date of the announcement of the vacant position until the Friday following the

next regular meeting of the Senate.

- a. An open application period for vacant Senator positions must be announced to all Members.
 - b. An open application period for vacant Senator position must be at least ten (10) business days and no more than twenty (20) business days.
 - iv. A Member applying for a vacant Senator position during an open application process must specify and rank their preferences for vacant Senator positions.
 - v. A Special Nomination Committee will be formed to oversee the nomination process during the open application period for each vacant Senator position.
 - a. The incumbent IAC chair will serve as the chair of the Special Nomination Committee. If the incumbent IAC chair is not able to perform this role for any reason, the incumbent VP will serve as the chair of such committee.
 - b. The current IAC Committee will appoint one (1) Senator in good standing from each College to serve on the Special Nomination Committee. If no Senator from a College will serve, no replacements from other Colleges may be made.
 - c. The Special Nomination Committee will consist of at least five (5) incumbent members of the Senate, although no incumbent Executive Officer will serve on the Special Nomination Committee.
 - vi. The Special Nomination Committee will review the applications and make a nomination at the next regular meeting of the Senate after the close of the application period.
 - a. The Special Nomination Committee will select a single nominee for each vacant Senator position.
 - b. If there are eligible applicants affiliated with an Academic Unit with a vacant Senator position, one (1) of those applicants must be nominated to that position.
 - c. A nomination cannot be made that, if confirmed, would cause the number of Senators affiliated with an Academic Unit to be more than twice the allotment of Senator positions for that Academic Unit from the most recent apportionment.
- 5. The Senate must vote to appoint nominees to vacant Senator positions.
 - i. The vote to appoint a member to a vacant Senator position must occur at a regular Senate meeting.
 - ii. Prior notice must be given of a vote to appoint a Member to a vacant Senator position including the names, College and Academic Unit affiliation, and candidate statements of all nominees.

iii. The appointment of a nominee to a vacant Senator position requires a two-thirds (2/3) majority vote of the Senate.

6. Appointed Senators will serve as a “Senator at-large for the [Academic Unit].”

Section 3: Referenda

- A. A referendum will be defined as the proposed statement of policy or proposed student fee, which will be initiated by, or proposed to, the Senate and put to a vote by the GPSA membership.
1. For a referendum to be placed on the ballot at a General Election, the proposal must be approved by a simple majority vote of the seated membership of the Senate and be proposed to the Senate ten (10) business days before the last Senate meeting before GPSA general election.
 2. Once a referendum is passed by a simple majority vote of the GPSA Senate, the IAC will review the proposal and draft the referendum to ensure that it is in accordance with the GPSA Constitution and Bylaws.
 - i. If the IAC finds that the proposal conflicts with the GPSA Constitution and/or Bylaws, the proposal will be brought back to the Senate, who will then revise the referendum in accordance with the recommendation of the IAC.
 3. The Senate will formulate a title and a brief explanation as to the purpose of the referendum without argument or prejudice on or before the last senate meeting before the GPSA general election.
 - i. This explanation will be posted on the ballot adjacent to the ballot question.
 4. For a referendum to be approved it must receive a majority of the votes cast on that referendum.
 5. For a referendum implementing a student fee, at least fifteen percent (15%) of the total Graduate and Professional population must vote on the referendum.

Article VIII: Sources and Disbursement of GPSA Funds

Section 1: GPSA Funding

- A. The GPSA will be funded by Washington State University student service and activity 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 or GPSA Senate.
- B. Only GPSA Executive Officers or Advisor/Employees may initiate purchases, enter into binding contracts or otherwise disburse GPSA funds.
- C. GPSA funds may be disbursed in accordance with the approved GPSA budget or with prior approval of the GPSA Senate as specified in the official minutes of a GPSA Senate meeting.

1. The GPSA Executive Officers 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 authorized by the GPSA President or GPSA Vice President will be presented to the Senate by the third Senate meeting in the fall.

Section 2: The Budget of the GPSA

- A. The budget of the GPSA will be prepared and monitored by the GPSA Budget Committee, in coordination with the GPSA Advisor and approved by the GPSA Senate.
- B. A budget detailing the sources and allocations of GPSA funds will be created and approved annually.
 1. The proposal for the GPSA budget for the following fiscal year will be submitted to the Senate at the Senate meeting immediately preceding the S&A Fees Committee deadline.
 2. The budget proposal approved by the Senate will be submitted to the S&A Fees Committee by the deadline set by the S&A Fees Committee.
 3. Following funding allocation by the S&A Fees Committee, preparing a finalized budget proposal to be presented to the GPSA Senate by the last GPSA Senate meeting of the spring semester.
 4. The GPSA budget will be submitted for approval by the new Senate by the third Senate meeting of each new session of the Senate.
- C. The approval of or amendments to the GPSA budget require prior notice and must be approved by a two-thirds (2/3) majority vote of the Senate.

Section 3: Registered Student Organization (RSO) Funding

- A. The GPSA will allocate funds on a semester basis to Registered Student Organizations (RSOs) of Washington State University that will participate in the mission and goals of the GPSA by serving the interests of Members of the GPSA.
 1. RSO funding is intended to serve as the budget of a requesting RSO, and so requests for GPSA RSO funds may include any number of events and expenditures related to the operations of the RSO.
 2. To be eligible for RSO funding, an organization must be a Registered Student Organization (RSO) of Washington State University, have an updated webpage on the presence of WSU and the majority of its members must be Members of the GPSA (members with their affiliations need to be on its webpage on the presence).
 3. Semester funding is intended to provide funding on a more flexible basis to RSOs that serve Members of GPSA in various capacities.
- B. RSOs must apply for RSO funding in the semester preceding the period for which the funds are requested.

1. An application period for RSO funding requests will occur each semester and must be open for at least three weeks.
 - i. Applications for semester funding will be accepted during each semester for funding in the following semester.
 2. The required application for RSO funding along with the rubric to be used by the Budget Committee in making its recommendations for funding must be presented to and approved by the Senate annually or if a change is made to the application or rubric between semesters.
 3. The Budget Committee will hold a workshop during each application period for RSO funding to provide information to Members and organizations about the application process.
- C. The Budget Committee will review all requests for RSO funding and make a recommendation to the Senate regarding how RSO funding should be allocated.
1. The recommendation materials from the Budget Committee must include the information of all organizations that make a request regardless of whether they are recommended to receive funding.
- D. All allocations of RSO funding must be approved by a two-thirds (2/3) majority vote of the Senate.
1. Any organization recommended by the Budget Committee to receive \$1,000 or more in RSO funding must send a representative to present a summary of the request to the Senate at the meeting where the recommendation is presented to the Senate.
- E. The GPSA will limit the amount of RSO funding that may be allocated on a semester basis and to each RSO in total to ensure that the funding is appropriate to its intended uses and to ensure that a breadth of RSOs could receive funding.
1. Semester funding allocations have a minimum of \$ 300 and a maximum of \$2,000 in total for both semesters. RSOs may receive semester funding allocations in any combination between two (2) semesters as long as the total allocation is not more than \$2,000.
 2. RSO may request sponsorship (See section #4). No RSO may receive more than \$2,500 in RSO funding within a single academic year.

- F. RSO funds must be spent on events and programs that align with the mission of the GPSA and do not violate any of the rules for the expenditure of GPSA funds.
 - 1. RSO funds must be spent within the period for which they are allocated. Any allocated funds not spent during that period will revert to the GPSA.
 - 2. Funds may not be allocated retroactively. No reimbursements may be made for costs incurred prior to the approval of funding.
 - 3. Funds may not be used for gifts, prizes, awards, scholarships, or any other purpose that would be given to a specifically designated individual.
- G. Organizations that receive RSO funding must submit a written report and documentation for all funds spent to the Budget Committee after the period for which the funds are allocated.
 - 1. A summary of all of the RSO funding reports must be provided to the Senate.
 - 2. An organization that fails to submit a report for RSO funding received at the end of its funding period will be ineligible for RSO funding for the next semester.

Section 4: Sponsorship of Events and Programs

- A. The GPSA may allocate funds on a case-by-case basis to sponsor programs and events consistent with the mission and goals of the GPSA that serve the interests of Members of the GPSA.
 - 1. Sponsorship funding is intended to provide support for specific events that are beneficial to the graduate and professional student community.
 - 2. Priority for sponsorships will be given to collaborative events, events that foster community engagement, and external events that benefit the graduate and professional community.
 - 3. RSOs may apply for sponsorship funding for their programs and events regardless of their RSO funding, although events or programs that could be funded through the RSO funding process will be given lower priority for sponsorships.
 - 4. No RSO may receive more than \$2,500 in RSO total funding (semester(s) plus sponsorship) within a single academic year.
- B. Requests for sponsorships will be accepted continuously throughout the academic year.
- C. Requests for sponsorship funding will be reviewed by the Budget Committee.
 - 1. The Budget committee will review each request within ten (10) business days and make decisions according to the budget availability of GPSA.

- D. Allocations for sponsorships up to \$500 may be approved by the Budget Committee, and allocations for sponsorships greater than \$500 must be approved by the Senate.
 - i. All sponsorships considered by the Budget Committee must be reported to the Senate with the summary of the event or program, the sponsoring group, and the amount of the sponsorship.
 - ii. Allocations for sponsorships greater than \$500 must be approved by a two-thirds (2/3) majority vote of the Senate.
 - iii. Any organization, event, or program recommended to receive a sponsorship of \$1,000 or more must send a representative to present a brief summary of the request to the Senate at the meeting that the recommendation is presented to the Senate.
- E. There is no minimum or maximum amount that may be requested or allocated related to a sponsorship.
- F. Sponsorships must be spent consistent with the purpose for which those funds were approved, and the expenditures must not violate any of the rules for the expenditure of GPSA funds.
 - 1. Sponsorships must specify a date for the event or program to be funded. Any allocated funds not spent more than one (1) month after the last specified date will revert to the GPSA.
 - 2. Funds may not be allocated retroactively. No reimbursements may be made for costs incurred prior to the approval of funding.
 - 3. Funds may not be used for gifts, prizes, awards, scholarships, or any other purpose that would be given to a specifically designated individual.
- G. Groups that receive sponsorships must submit a written report and documentation for all funds spent to the GPSA within one (1) month of the of the last specified date of the event or program.
 - 1. A summary of all the sponsorship reports must be provided to the Senate.
 - 2. Any group that fails to submit a report for a sponsorship following their event will be ineligible for sponsorships for the rest of the current semester or until the report is filed.

Section 4: Sponsorship of Events and Programs

- H. The GPSA may allocate funds on a case-by-case basis to sponsor programs and events consistent with the mission and goals of the GPSA that serve the interests of Members of the GPSA.
 - 1. Sponsorship funding is intended to provide support for specific events that are beneficial to the graduate and professional student community.
 - 2. Priority for sponsorships will be given to collaborative events, events that foster community engagement, and external events that benefit the graduate and professional community.
 - 3. RSOs may apply for sponsorship funding for their programs and events regardless of their RSO funding, although events or programs that could be

funded through the RSO funding process will be given lower priority for sponsorships.

- I. Applications for sponsorships will be accepted continuously throughout the academic year.
 - 1. The required application for sponsorships must be presented to and approved by the Senate annually.
- J. Applications for sponsorship funding will be reviewed by the Community Affairs Committee with the assistance of the Budget Committee.
 - 1. The Community Affairs committee will review each application for sponsorship within ten (10) business days of receiving the completed application.

2. The Community Affairs Committee may request recommendations from the Budget Committee regarding the budgets requested for sponsorships and the availability of GPSA.
- K. Allocations for sponsorships up to \$500 may be approved by the Community Affairs Committee, and allocations for sponsorships greater than \$500 must be approved by the Senate.
1. Allocations for sponsorships up to \$500 may be approved by a two-thirds (2/3) majority vote of the Community Affairs Committee.
 - i. All sponsorships considered by the Community Affairs Committee must be reported to the Senate with the summary of the event or program, the sponsoring group, the outcome of their vote, and the amount of the sponsorship.
 2. Allocations for sponsorships greater than \$500 must be approved by a two-thirds (2/3) majority vote of the Senate.
 - i. Any organization, event, or program recommended to receive a sponsorship of \$1,000 or more must send a representative to present a brief summary of the request to the Senate at the meeting that the recommendation is presented to the Senate.
- L. There is no minimum or maximum amount that may be requested or allocated related to a sponsorship.
- M. Sponsorships must be spent consistent with the purpose for which those funds were approved, and the expenditures must not violate any of the rules for the expenditure of GPSA funds.
1. Sponsorships must specify a date for the event or program to be funded. Any allocated funds not spent more than one (1) month after the last specified date will revert to the GPSA.
 2. Funds may not be allocated retroactively. No reimbursements may be made for costs incurred prior to the approval of funding.
 3. Funds may not be used for gifts, prizes, awards, scholarships, or any other purpose that would be given to a specifically designated individual.
- N. Groups that receive sponsorships must submit a written report and documentation for all funds spent to the GPSA within one (1) month of the of the last specified date of the event or program.
1. A summary of all the sponsorship reports must be provided to the Senate.
 2. Any group that fails to submit a report for a sponsorship following their event will be ineligible for sponsorships for the rest of the current semester or until the report is filed.

Section 5: Monies Paid to Executive Board and GPSA Advisor/Employees

- A. Compensation of GPSA Executive Officers.

1. An Executive Officer who does not serve a complete term will be paid on a prorated basis for the time they actually serve in office.
 2. An Executive Officer who resigns or is dismissed from office will be paid only for their time served as an Executive Officer, as reviewed by the Executive Board.
- B. Scholarships for GPSA College representatives.
1. Scholarship monies will be disbursed to each active College Representative after the conclusion of the Fall and Spring semesters of each academic year.
 2. College Representatives who do not serve a complete term will be paid on a prorated basis for the time they actually serve in office.
 3. College Representatives who resign or are dismissed from their office will be paid only for their time served as a GPSA College Representative.
- C. Scholarships for GPSA Senators.
1. Scholarship monies will be disbursed to each active Senator after the conclusion of the Fall and Spring semesters of each academic year.
 2. Senators who do not serve a complete term will be paid on a prorated basis for the time they actually serve in office.
 3. Senators who resign or are dismissed from their office will be paid only for their time served as a GPSA Senator.
- D. GPSA Advisor and other GPSA employees.
1. The salary of the GPSA Advisor will be set at the rate appropriate to Washington State University's pay scale for that position.
 2. The salary of any GPSA Employees(s) will be set at the rate appropriate to Washington State University's pay scale for that position.

Section 6: GPSA Financial Records

- A. The financial records of the GPSA will be open for inspection to GPSA Members, GPSA Advisor, the President of the University or the President's designee, and institutional or state Auditors at all reasonable times to determine completeness and compliance with these Bylaws and accounting requirements.

Section 7: GPSA Gift Account

- A. The Official GPSA Gift Account can be used for miscellaneous activities as dictated by the Senate and Executive Board.
- B. A 2/3 majority vote is needed by the senate in order to delegate an event or task as warranted to use gift account funds.

Article IX: Conduct and Sanctions

Section 1: Code of Ethics and Conduct

- A. GPSA Members will act in accordance with the Washington State University Standards

of Conduct for Students.

- B. The GPSA and its representatives will treat all Members fairly and equitably regardless 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.

- C. Elected and appointed representatives of the GPSA must fulfill the requirements, duties, and responsibilities of their offices as established in the Constitution and Bylaws.
 - 1. Elected and appointed representatives must maintain eligibility for their positions as enumerated in the Constitution and Bylaws.
 - 2. Elected and appointed representatives of the GPSA must attend required meetings and events pursuant to the attendance policy.
- D. Members and representatives of the GPSA may not use their positions for personal gain or to provide employments or rewards to other individuals for personal services or support.
 - 1. Executive Officers (President, Vice President, or VPLA) of the GPSA may not be otherwise employed by the GPSA, directly or indirectly, without the specific approval of a two-thirds (2/3) majority vote of the GPSA Senate.
 - 2. Representatives of the GPSA will not accept compensation for duties and responsibilities of their position that have not been completed.
 - 3. Members of the GPSA will not accept any outside compensation for their work with the GPSA.
- E. Members and representatives will not engage in behavior or exhibit a lack of behavior that is specifically detrimental to the GPSA.

Section 2: Procedure for Violations

- A. In the event of any allegation of misbehavior and/or violations in writing from any GPSA Member, the IAC will investigate the allegations.
- B. Upon the completion of the investigation, the IAC will report the findings to the Executive Board and make recommendations to resolve the allegations.
- C. In the event that the IAC investigation shows that major ethics and conduct violations took place, the IAC will recommend that the Senate form a Special Ethics Committee for further, more detailed investigation.

Section 3: Sanctions

- A. A two-thirds (2/3) majority vote of the Senate is needed to approve sanctions unless otherwise specified.
- B. The Senate may impose any reasonable sanction on a Member of the GPSA who has been found to have violated the Constitution and Bylaws or the Code of Ethics and Conduct including but not limited to the following.
 - 1. The Senate may prohibit a Member from attending meetings and participating in GPSA events.
 - 2. The Senate may prohibit a Member from becoming a candidate in the next general election and from being appointed to any elected position during that time period.
 - 3. The Senate may reduce or eliminate a Member's scholarship.
 - 4. The Senate may report the Member to the Office of Student Conduct.

5. The Senate may remove an elected or appointed representative from office for cause with a three-fourths (3/4) majority vote.

- C. No sanction imposed will violate University Policy, or any law in full effect in the City of Pullman.
- D. Notification of any sanction will be accompanied by an explanation as to why the sanction was imposed.

Section 4: Attendance Policies

- A. The purpose of the attendance policy is to help ensure regular attendance by members of the GPSA Senate because it is essential for efficient operations and proper representation of the graduate and professional students of Washington State University.
- B. Attendance policies will be enforced by the chair of the body for which the attendance policy was violated.
- C. GPSA Senators are required to attend Senate meetings and committee functions.
 - 1. A Senator may be absent from no more than 20% of the regularly scheduled Senate meetings each semester.
 - i. A Senator may provide a proxy to replace themselves for one (1) regularly scheduled Senate meeting each semester, and the attendance of the proxy constitutes attendance by the Senator.
 - a. If a proxy is to be sent, the Senator must notify the chair of the Senate and provide the name and contact information of the proxy by 5:00 pm on the Friday before the Senate meeting.
 - b. A proxy cannot vote on behalf of the Senator they are replacing.
 - c. A proxy must sign in and verify whom they are replacing for that Senate meeting.
 - d. The proxy must be a Member of the GPSA.
 - ii. A Senator may attend a regularly scheduled Senate meeting digitally once each semester.
 - iii. Any Senator currently located in a research and extension center (R&E) may attend all Senate meetings digitally.
 - 2. Each Senator may be absent from no more than 20% of their assigned GPSA committee meetings or responsibilities each semester.
 - i. A Senator may provide a proxy to replace themselves for one (1) regularly scheduled Senate meeting each semester, and the attendance of the proxy constitutes attendance by the Senator.
 - a. If a proxy is to be sent, the Senator must notify the chair of the Committee and provide the name and contact information of the proxy one (1) business day prior to the meeting or event.

- ii. A Senator may attend a regularly scheduled committee meeting digitally once each semester.
 - iii. Any Senator currently located in a research and extension center (R&E) may attend all committee meetings digitally.
- D. GPSA Executive Board members are required to attend Senate meetings, Executive Board meetings, and committee functions.
1. An Executive Board member may be absent from no more than 20% of the regularly scheduled Senate meetings each semester.
 - i. An Executive Board member may provide a proxy to replace themselves for one (1) regularly scheduled Senate meeting each semester, and the attendance of the proxy constitutes attendance by the Executive Board member.
 - a. If a proxy is to be sent, the Executive Board member must notify the chair of the Senate and provide the name and contact information of the proxy by 5:00 pm on the Friday before the Senate meeting.
 - b. A proxy cannot vote on behalf of the Executive Board member they are replacing.
 - c. A proxy must sign in and verify whom they are replacing for that Senate meeting.
 - d. The proxy must be a Member of the GPSA.
 - ii. An Executive Board member may attend a regularly scheduled Senate meeting digitally once each semester.
 2. An Executive Board member may be absent from no more than 20% of the regularly scheduled Executive Board meetings each semester.
 - i. An Executive Board member may provide a proxy to replace themselves for one (1) regularly scheduled Executive Board meeting each semester, and the attendance of the proxy constitutes attendance by the Executive Board Member.
 - a. If a proxy is to be sent, the Executive Board member must notify the chair of the Executive Board and provide the name and contact information of the proxy one (1) business day before the Executive Board meeting.
 - b. A proxy cannot vote on behalf of the Executive Board member they are replacing.
 - c. A proxy must sign in and verify whom they are replacing for that Executive Board meeting.
 - d. The proxy must be a Member of the GPSA, and a member of the Committee chaired by the Executive Board member.

- ii. An Executive Board member may attend a regularly scheduled Executive Board meeting digitally twice each semester.
 - 3. Each Executive Board member may be absent from no more than 20% of their assigned GPSA committee meetings or responsibilities each semester.
 - i. An Executive Board member may provide a proxy to replace themselves for one (1) regularly scheduled committee meeting or event each semester, and the attendance of the proxy constitutes attendance by the Executive Board Member.
 - a. If a proxy is to be sent, the Executive Board member must notify the chair of the Committee and provide the name and contact information of the proxy one (1) business day prior to the meeting or event.
 - ii. An Executive Board member may attend a regularly scheduled committee meeting digitally once each semester.
- E. A member of the GPSA Senate who is in potential violation of the attendance policy will be issued a warning and the case may then be brought to the Senate.
 - 1. If a member of the GPSA Senate is absent from more than 20% of their required Senate meetings, Executive Board meetings or committee functions the Chair of the Senate, GPSA Committee, or Executive Board will send out a warning letter for violation of Attendance Policies.
 - 2. After a member of the Senate has been sent a letter regarding their violation of the attendance policies, the matter will be brought to the Senate for sanction to be imposed or other resolution at the next regular Senate meeting.
- F. Any regular meeting or committee function that is canceled counts towards the total number of meetings or functions used to calculate the percentage of absences for the purposes of this attendance policy even though members cannot be absent from meetings that do not occur.
- G. Exceptions to the attendance policies may be granted by a two-thirds (2/3) majority vote of the Senate.
 - 1. Members traveling or away from the meeting location on approved GPSA business should be considered for an exception to the attendance policy.

Section 5: GPSA Special Ethics Committees

- A. The members of the GPSA recognize a Code of Ethics and Conduct by which all graduate and professional students associated with GPSA must abide.
- B. In case of any major ethics and conduct violation, GPSA Ethics Committee will be formed.
- C. Composition of the Committee
 - 1. Ex-officio members
 - i. Selected by the Ethics Committee as needed.
 - 2. Voting members

- i. A representative from each college to be approved by the GPSA Senate
 - ii. The Senate will elect both a chair and secretary of the committee from the Ethics Committee membership
- 3. Ethics Committee Quorum
 - i. A quorum will exist when majority of committee members are present
- 4. Duties of the Committee
 - i. Convene when an issue is voted into committee by the majority vote of the GPSA Senate or the Executive Committee.
 - ii. The GPSA Ethics Committee will review all cases of alleged violations of the GPSA Code of Ethics and Conduct by members of the GPSA and will 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) of the GPSA Code of Ethics and Conduct may be reported by any GPSA member by the submission of a complaint to the GPSA Senate Chair signed by the complainant and supported by the signatures of at least five (5) other GPSA members. The Senate Chair will then inform the Chair of the Ethics Committee.
 - b. Allegations of violation(s) of the GPSA Code of Ethics and Conduct may be reported by individuals who are not members of the GPSA by the submission of a complaint to the GPSA Advisor signed by the complainant. The GPSA Advisor will then inform the Chair of the GPSA Senate of the complaint and the Senate Chair will inform the Chair of the Ethics Committee.
 - c. In cases where allegations of violation(s) are directed toward the Chair of the Senate or member(s) the GPSA Executive Committee, all complaints will be submitted to the GPSA Advisor will directly inform the Chair of the Ethics Committee.
 - d. When a complaint of violation(s) by a GPSA member is reported to the GPSA Ethics Committee, the Chair of the GPSA Ethics Committee will inform the member that the case is being considered and the Chair of the GPSA Senate will inform this member of the final disposition of the case.
 - iii. Confidentiality
 - a. The GPSA Ethics Committee will not divulge the name or the testimony of any person giving testimony at either a preliminary investigation or hearing of the committee.
 - 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 the complaint was filed.

- iv. Conduct and Recording of Committee meetings
 - a. The Chair of the GPSA Ethics Committee will conduct and control all aspects of the GPSA Ethics Committee hearings.
 - b. The Secretary of the GPSA Ethics Committee will ensure that minutes of all committee meetings and hearings are recorded and that a permanent record is maintained in accordance with the Bylaws.
- 5. Procedures of the GPSA Ethics Committee
 - i. All persons appearing before the GPSA Ethics Committee at a hearing or preliminary investigation will be informed of the reasons for their presence.
 - ii. When a suspected violation of the GPSA Code of Ethics and Conduct is reported in accordance with this section, the committee.
 - a. Will conduct a preliminary investigation to examine all relevant facts.
 - b. 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.
 - iii. Preliminary Investigations
 - a. Any person asked to attend a preliminary investigation may be accompanied by any one member of the Washington State University Community of his/her choice. No one else may attend the preliminary investigation.
 - iv. Determination of Jurisdiction
 - a. After completing their preliminary investigation, the GPSA Ethics Committee will decide whether to accept or refuse jurisdiction.
 - b. Factors which may result in a determination to refuse jurisdiction include, but are not limited to:
 - 1) Urgency of resolution to the Washington State University community,
 - 2) Safety,
 - 3) Prolonged duration of hearings,
 - 4) Extreme seriousness or complexity of the alleged violation, or
 - 5) Insufficient interest of the Washington State University community.
 - v. Refusal of Jurisdiction
 - a. Following a determination to refuse jurisdiction the Chair will

immediately refer the matter to the GPSA Advisor for resolution, as the GPSA Advisor deems appropriate. Copies of all relevant documents will be passed on to the GPSA Advisor.

- b. If jurisdiction is not retained by the GPSA Ethics Committee, the matter referred to the GPSA Advisor will not be considered further by the GPSA Ethics Committee, except as requested by the GPSA Advisor, nor will actions taken by the GPSA Advisor 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 will convene a hearing.
- vii. Preliminary Committee Hearings
 - a. If there are two (2) or more suspected violators, the committee will decide if the suspected violators' cases will 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
 - 1) Dismiss the case:
 - i) A dismissed case can be reopened only if there is new evidence.
 - ii) There will be a limit of ninety (90) days in which to reopen a case.
 - iii) Records of dismissed cases are to be destroyed after ninety (90) days,
 - 2) Consider the case in a formal hearing, or
 - 3) Recommend that the case be referred to the GPSA Senate due to special circumstances.
- viii. Formal hearings
 - a. The Counselor
 - 1) The Chair 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 questions.
 - 2) The Chair and the counselor will inform the suspected violator(s) that any information given and any questions asked of the counselor are not privileged and that the counselor will vote on the case.

b. Hearing procedure

- 1) A summary of the evidence presented to the committee at the preliminary hearing; and any other appropriate information, at the Chair's discretion, will be presented to the suspected violator(s).
- 2) The committee will examine all evidence and witnesses may be called; any committee member may directly question a witness or the suspected violator(s).
- 3) The suspected violator(s) may submit questions to the committee on information presented by witnesses and on evidence considered by the committee.
- 4) Each suspected violator may request of the Chair that witnesses be asked to appear on his/her behalf.
- 5) 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.
- 6) 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.
- 7) Witnesses may be present only during their question period.
- 8) All those appearing before the GPSA Ethics Committee, and the committee itself, are expected to maintain secrecy regarding the 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 will 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 will 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 must inform the committee of any previous violations committed by the individual and subsequent pertinent information provided by the GPSA Advisor

- e. The committee then will decide what action to recommend to the GPSA Senate:
 - 1) 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 will present to the GPSA Senate the Committee's recommendation.
 - 2) Persons who feel there has been a violation of personal rights during the hearing process may petition the GPSA Senate.
 - 3) No decision of a previous committee will 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 Ethics Committee Hearings
 - a. Minutes of all proceedings of the GPSA Ethics Committee will be recorded by the Secretary in a sealed book of minutes stored by the GPSA Advisor(s).
 - b. Records of the proceedings will 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 violation, the concurring opinion, dissenting opinions, and a statement of the recommended action.
 - c. No other recording of the proceedings will be permitted. Only the GPSA Ethics Committee Chair, GPSA Ethics Committee Secretary, and the GPSA Advisor 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 will 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.

Article X: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised will govern the GPSA in all cases to which they are applicable and in which they are not inconsistent with the Constitution and Bylaws of the GPSA and any special rules that it may adopt.

Article XI: Amending the Bylaws

Section 1: Proposal of Amendments to the Bylaws

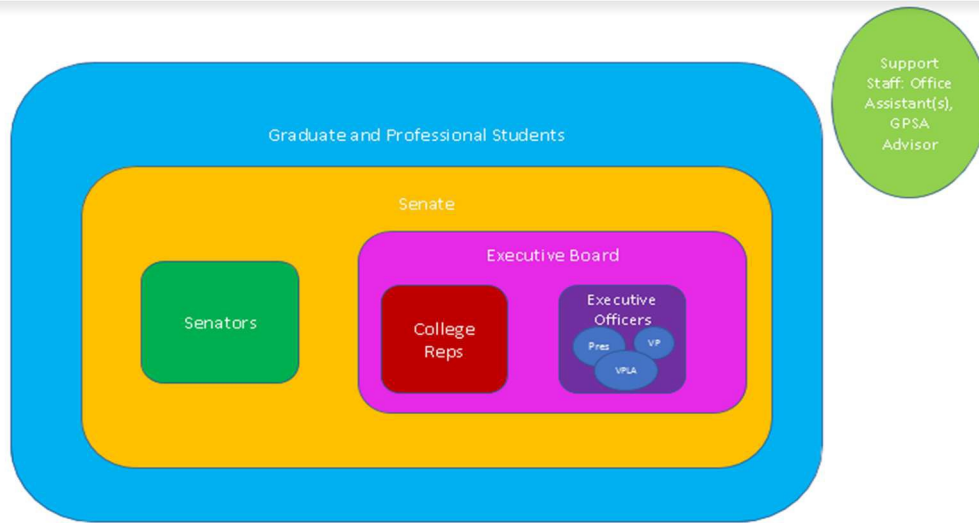
- A. A motion to amend the Bylaws may be made by any voting member of the Senate during a meeting of the Senate.
- B. An amendment to the Bylaws may be proposed by a petition of ten percent (10%) of the Members of the GPSA.
 1. After receiving a valid petition for the amendment of the Bylaws, a motion to adopt the proposed amendment will be made in the Senate during the next regular senate meeting.
- C. The Senate may refer a proposed amendment to the Bylaws to a vote of the entire membership through a referendum during the next general election.

Section 2: Approval of Amendments to the Bylaws

- A. Amendments to the Bylaws of the GPSA may be approved by a two-thirds (2/3) majority vote of the Senate.
 1. The Senate may only consider amendments to the Bylaws during regular meetings.
 2. Prior notice of a vote on an amendment to the Bylaws in the Senate must be made at the regular meeting preceding the vote on that amendment and must include the full text of the amendment.
- B. Amendments to the Bylaws may be approved by a referendum during a general election.
 1. The referendum for an amendment to the Bylaws during a general election does not require prior notice to the members.
 2. The full text of each referendum regarding an amendment to the Bylaws up for a vote during a General Election must be included as a part of the ballot for that general election.

3. A report and recommendation of the appropriate committee may be presented on the ballot along with the full text of the amendment.
4. A referendum for an amendment to the Bylaws during a general election requires a majority of the votes cast on that referendum.

APPENDIX I. GPSA ORGANIZATIONAL CHART



APPENDIX II. GENERAL ELECTIONS TIMELINE

| Month | Fall | Spring | | | | | | | | | |
|-------------------------------|----------------------------------|-------------------------------------|------------------------------|---|---|--|--|--|--|---|--|
| | | Jan | Feb | | March | | | March/Apr | | May | August |
| | | <i>(mid-Jan)</i> | <i>1st Monday</i> | <i>3rd Monday</i> | <i>Friday, preceding the Debate</i> | <i>Monday, preceding Spring Break</i> | <i>Friday, preceding Spring Break</i> | <i>1st Monday, After SB</i> | <i>1st Senate Meeting after SB</i> | <i>May 16th</i> | <i>1st day of the Fall Semester</i> |
| General Elections Prep | Update the Apportionment Numbers | | | | | | | | | | |
| General Elections | | Start advertising General Elections | Application Period is open | Email notification: application period ends at 11:59 pm | Candidate Statements are posted on the GPSA website | Executive Board Candidate Debate during the Senate Meeting | | Prelim. results are posted on the GPSA website | Senate Confirms the Results of the G. Elections | Elected Exec. Board Members assume their duties | Elected Senators assume their duties |
| | | | | | | The Ballot is available at 8.00 pm | The ballot is available until 11.59 pm | | After the Senate Meeting, email notification on that final results are on the GPSA website | | |
| Campaigning | | | First day of campaigning | | Last day of campaigning | | | | | | |