



# Graduate and Professional Student Assembly

UNIVERSITY of PENNSYLVANIA

## Meeting Minutes | Sixth Session of the 45th General Assembly (2023-2024)

29 November 2023 at 7-8:30pm

Location: Jon M. Huntsman Hall (JMHH) G55

Minutes by Deputy Director for Records Grace Chang

Following minutes of 45.6 to be approved the 17th of January, 2023

7:11 pm

### 1 Opening (5)

Holtzer

- Meeting called to order and opening remarks by Speaker Dan Holtzer.
- Agenda approved.
- Motion to approve minutes from 45.5 (11/8). Seconded. All in favor. In the eyes of the chair, the motion is carried.<sup>1</sup>
- Quorum confirmed by Director of Logistics Aradhana Kasimsetty.

7:15 pm

### 2 New Business (72)

#### Discussion with University Life leadership (30)

VPUL Team

- Introductions by President of GAPSA Michael Krone
- University Life leaders Karu Kozuma, Sharon Smith, and Will Atkins introduced themselves.
- Kozuma emphasized bridging the gap between pre and post pandemic college life. Introduced and emphasized University Life's mission. Oversees some spaces, particularly interested in connecting people with resources to avoid students becoming overwhelmed by the numbers.
- Smith oversees the Weingarten center. This includes: intervention services for students in crisis, and preventative as well. Oversees Emergency Fund to support graduate students when needed. Penn Violence Prevention (not title 9, but advocacy, education and support) is under her purview as well.
- Atkins: oversees the cultural centers on campus in Arch, Women's Center, LGBT Center, Greenfield intercultural center. Programs and events (open houses, graduate student specific programming, internships, GSC affiliated writing rooms).

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<sup>1</sup>Please provide all suggested edits to the minutes to Director of Logistics Aradhana Kasimsetty by the Friday before next GA.

- DEI and belonging:

Discussion points and thoughts by Kozuma: What is belonging? How do we make people feel like they belong in the school, in friend groups, in Philadelphia? These are questions we'd like to answer, and cultivate a sense of belonging. One way we hope to do that is by prioritizing student input and creating intentional opportunities.

Assembly Member: On the topic of accessibility: earlier in the semester there was an issue about certain facilities not being accessible or ADA compliant. Bathroom in the Fisher Library was not accessible to individuals in wheelchairs or labeled for those with visible impairments. What is being done to make sure things are being addressed?

Kozuma: Personally not familiar, but architects absolutely think through this with new construction. I can follow up to make sure this particular issue does get addressed. We also need to consider how we think about this holistically. These are old buildings that struggle to meet compliance because of a lack of space.

Smith: Exec Dir of Weingarten center is the co-chair of the accessibility university committee. I will let her know to bring it to that committee.

Assembly Member: Another comment on accessibility: I needed to get ADA entrance access when I started at Penn. After many emails and phone calls, someone was super helpful and able to grant me access. Tap access is controlled by each building manager, so can we have a point person to communicate with all building managers to make granting ADA entrance access smoother?

Smith: I will bring this up as well. Thank you for letting me know. To follow up on these issues, there are three initiatives within the Weingarten center that may be interesting:

First are student ambassadors for the Weingarten center. We hope to convert ambassadors to an advisory board to hear from students and respond to issues like access in the spring. Keep an eye on that.

Penn violence prevention: initiate this advisory board at undergraduate and graduate level.

Meeting with members of the disability coalition and others are putting together a working group to develop a toolkit for students in order to connect with students and meet them where they are and implement their ideas.

- Space and resources for cultural groups

Watkins: CRC is seeking feedback from graduate students.

Current goals are expanding the ARCH building spaces: students were a part of the steering committee. Space is a need and a priority, we are trying to build that in to our initiatives going forward.

- Addressing food and financial insecurities.

Assembly Member: What challenges have you faced? How can we be helpful?

Housing demand has waxed and waned over the years. We have tried providing some housing, but we are competing against all of Philadelphia's housing market. The challenge is information and where is a good area that is close and feels safe. Entry point is hard when you've never been here.

Good food bag was piloted for undergraduates, but we found that graduate students came up the most. So, we readjusted the idea, got info from the dental school, and started dropping off good food bags at the dental school to work with student schedules. Essentially, if you see a service that you believe could benefit you, make it heard and make it seen! Show up for services, and get on advisory boards.

- Further Q and A:

Assembly Member: How can we streamline feedback from GA members? Something to think about and continue discussion tomorrow.

We want to try to get to GA meetings more, emails and a specific email address (go ask alice is a potential option) to consolidate questions.

Communication with schools is helpful as well.

Assembly Member: VPUL focuses more on undergraduates. What projects do you want to work on with graduates specifically? Promote events?

Continue to highlight services. We can think of new things. Leadership development for undergraduate cohort. Connect undergraduate, graduate and professional experiences.

Assembly Member: What can we as grad student leaders support?

We could use help with logistics, entry points, how you experience offices and resources. What is preventing belonging? We are very open to changing and growing. What we face is multiple needs that sometimes compete, and are difficult to triage. Maybe we can work together to come up with a long term plan that works for university life priorities and student priorities.

Contact information will be sent out.

7:51 pm

### **Upcoming programs and volunteer opportunities (2)**

Singhal

- Museum Tours.
- Wellness week upcoming.
- Physical mental, academic wellness.
- Highlighting the Real-Time Resilience workshop! Go to it!
- Having representatives let us know what times are good or bad for student schedules is helpful. Please let us know.
- Clothes drive upcoming, we'll consolidate and drop off to a charity in West Philadelphia.
- Share [events](#) with constituents!

7:55 pm

### **Consideration of Constitutional Changes [Bills 7, 8, 9] (25)**

Drafting Committee

- Plan to vote on Bill 7 and 9 tonight.
- Second reading of [Bill 7](#): Budget Timeline and Cleanup  
[Red-lined version](#) of the constitution incorporating Bill 7 is appended.

Five minutes to review.

Opinion of President of GAPSA Michael Krone is that these changes are non substantive except for the budget timeline and election timeline.

For FY26, finance will prepare a prelim budget by Dec 1st, adjustments will come up. Provisional budget will be ready by March 31st and sent to the Provost. Approval process by GA in the fall. Elections timeline gets moved up for the sake of time management and allowing new GA to have input during these deliberations.

- Q and A:

Assembly Member: Is the deputy of revenue new?

The deputy director role exists already, the changes are just in the role description. No structural changes.

- Voting:

All those in favor: 50. All those against: None. Obtain: None. Motion is carried and Bill 7 is adopted.

8:12 pm

- Second reading of [Bill 9](#): Drafting Bylaws

Five minutes to review before discussion. Bylaws for executive drafting committee which is new as of this year. Bylaws provide checks and balances.

- Q and A:

Assembly Member: Is committee membership the same as other appointment processes?

It didn't undergo the same process this year. If the formal process can happen then it will be the same process as other committees in the future.

Assembly Member: This is more of an advisory role?

General idea is to improve infrastructure of accountability and have process oriented people be heard, so yes.

How would committee opinions work out?

Rule disputes get referred, committee writes up an opinion which is a report and the GA is free to take or disregard recommendations.

What would this look like?

Rules of GAPSA outside GA meetings, interpreting the constitution, editing text of resolutions that aren't in alignment with the constitution. Comes up a lot in standing rules.

Assembly Member: For the committee opinions part: seems like its something the speaker would do. How is this going to work with the speaker and not repeat work?

This is the application of rules outside the meeting.

Example: Budget committee proposes a resolution that said meeting minutes would be behind a paywall to boost GAPSA revenue. Drafting committee would review that and make sure its in alignment with rules.

Spreads responsibility of constitutional awareness. Gives power to the GA.

- Voting.

Simple majority since this is Bylaws not constitution. Motion to vote. Seconded. All in favor. In the eyes of the chair, the motion is carried.

Big shout out to Simeon for his work maintaining the processes of GAPSA!

- TABLED: Second Reading of [Bill 8](#): Process and Rules

[Red-lined version](#) of the constitution incorporating Bill 8 is appended. Please review this so we can have a productive conversation, look out for it in future council meetings.

8:24 pm

**November Finance Sunshine Report (10)**

Krone

- G12 utilisation has not been added. Send information to finance promptly. Boat Cruise hasn't hit yet either.

Assembly Member: Is this a usual level of utilisation at this point in the year?

This is our first year "post-COVID" so we're about 10-20 percent below pre-COVID utilization. Time delay of grants and group funding is another reason for the lack of utilization. Programming is on track, which makes sense.

External affairs: high utilization due to Ivy plus meeting.

8:29 pm

### **Surveys and Reminders (5)**

Krone

- Fill out Surveys by December 6th. GA members: do mid point survey in order to get into the GA Retreat next week Dec 6th at 7pm.

Rene gave context on the survey. It will influence the budget creation. Budget survey deadline Jan.

8:35 pm

## **3 Open Forum (10)**

Holtzer

### **Announcements and Questions from GA Members**

Holtzer

- Happy Hour at Landmark!

8:35 pm

## **4 Adjournment**

- Meeting adjourned.

## 5 Attendance

IDEAL Council	Professional Council
<p>Christopher Johnny IDEAL BGAPSA</p> <p>Briana Edwards IDEAL BWGA Virtual</p> <p>Zihao Wang IDEAL CSSAP Virtual</p> <p>Samuelle Delcy IDEAL EE Just Absent</p> <p>Carlos Jarquin IDEAL LAGAPSA Virtual</p> <p>Maxwell Piscotta IDEAL Lambda Virtual</p> <p>Catherine Zhang IDEAL PAGSA</p> <p>Sereen Assi IDEAL PGWISE Absent</p> <p>Krishleen Kaur IDEAL Rangoli Virtual</p>	<p>Lavnik Balyan Engineering (GSEG)</p> <p>Oliver Ma Engineering (GSEG)</p> <p>Sravana Nuti Engineering (GSEG)</p> <p>Joey Vitale Engineering (GSEG)</p> <p>Sophia Li Engineering (GSEG)</p> <p>Yilong Huang Engineering (GSEG)</p> <p>Harsh Yellai Engineering (GSEG)</p> <p>Akash Jain Engineering (GSEG) virtual</p> <p>Megan Perelman Engineering (GSEG)</p> <p>Yiming Wang Engineering (GSEG)</p> <p>Aditya Chennapragada Engineering (GSEG) *Excused* Absent</p> <p>Hugh Strike Law (CSR)</p> <p>Olivia Heffernan Law (CSR)</p> <p>Laila Salame Law (CSR) Virtual</p> <p>Sooyong Kwon Law (CSR)</p> <p>Hayden Innes Medicine (BGSA)</p> <p>Muskan Lather Medicine (BGSA) Virtual</p> <p>Christian Bogardus Medicine (MSG)</p> <p>Maya Alexis Medicine (MSG)</p> <p>Mo Soumaoro SP2 (SP2SG) Virtual</p> <p>Elyse Cinquno SP2 (SP2SG) Virtual</p> <p>Isabelle Schlehr Veterinary (SAVMA)</p> <p>Sabrina Garcia Veterinary (SAVMA) Absent</p>
Professional Council	Research Council
<p>Daniel Ceva Arts and Sciencess (LPSGov)</p> <p>Anqi Pan Arts and Sciencess (LPSGov)</p> <p>Xinyu (Kathy) Li Arts and Sciencess (LPSGov) Virtual</p> <p>Rebekah Davis Business (WGA) Virtual</p> <p>Ashish Erasani Business (WGA) Virtual</p> <p>Alison Lee Business (WGA) Virtual</p> <p>Divya Achtani Business (WGA) Virtual</p> <p>Isaiah Matthews Business (WGA)</p> <p>Rhea Datta Business (WGA) Virtual</p> <p>Loyd Bradley Business (WGA) Virtual</p> <p>Cristian Navarro Business (WGA) Virtual</p> <p>Shivani Daftary Dental (PDM)</p> <p>Lauren Verheyden Dental (PDM)</p> <p>Katherine Bencosme Dental (PDM)</p> <p>Tre Ambroise Design (WSC) Virtual</p> <p>Meagan Kearney Design (WSC)</p> <p>Lauren Pawlowski Design (WSC) Virtual</p> <p>Duc Nhu Education (GSESG)</p> <p>Taylor Sullivan Education (GSESG)</p> <p>Ananya Mekapati Education (GSESG)</p> <p>Vani Kumari Education (GSESG) Virtual</p> <p>Xinzhu Shi/Madelynn Education (GSESG) Virtual</p> <p>Mengying Bian/Victoria Education (GSESG) Virtual</p> <p>Varun Viswanathan Engineering (GSEG) Absent</p>	<p>Ben Glass Arts and Sciencess (SASGov)</p> <p>Jenny Reiss Arts and Sciencess (SASGov)</p> <p>Jaydee Edwards Arts and Sciencess (SASGov)</p> <p>Ameen Sidhick Arts and Sciencess (SASGov) Absent</p> <p>Alexandra Faeth Arts and Sciencess (SASGov) Virtual</p> <p>Shannon Duncan Business (WDC) Virtual</p> <p>Devo Probol Communication (AGCS)</p> <p>Catherine Zhang Education (GSESG)</p> <p>Simeon Ristic Engineering (GSEG)</p> <p>Stephen Lee Engineering (GSEG)</p> <p>Makyla Boyd Engineering (GSEG)</p> <p>Stephanie Schreiner Medicine (BGSA)</p> <p>Emily Getzen Medicine (BGSA)</p> <p>Jayne Nordin Medicine (BGSA)</p> <p>Adam Ziada Medicine (BGSA)</p> <p>Amanda Watson Nursing (DSO)</p>

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# Appendix

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# Budget Timeline and Cleanup

A Report OF THE Drafting Committee (GA/C.D)

OF THE

Graduate and Professional Student Assembly

OF THE

University of Pennsylvania

GA/45/BILL/7/R.0

GA/C.D/45/M/1/R.1

A/Const/45/Amend.1/Pro.1

EB/BYL/45/Amend.1/Pro.1

A/SR/45/Amend.1/Pro.1

November 7, 2023



### Abstract

The Drafting Committee was constituted by the GAPSA General Assembly on March 15, 2023. This report was prepared over the summer and fall, incorporating the previous report of the Drafting Committee, GA/C.D/44/M/3, recommended amendments to the GAPSA Constitution discovered upon the committee’s work compiling the most recently adopted set of amendments, and memorialization of changes to the budget process. This Bill is the first part of three of the committee’s report.

These constitutional amendments align the budget timeline; modify the schedule for elections; clarify notice requirements, apportionment, the Executive Board Bylaws amendment procedure, the Deputy Director for Revenue role description, conflict of interest rules, the appointment of the Drafting Committee chair; streamline rules of procedure; and fix errata.

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**RESOLVED**, *by the Graduate and Professional Student Assembly of the University of Pennsylvania,*

**Section 1.** That the amendments in this instrument are applied sequentially and take effect simultaneously, even if this instrument is divided and voted on in separate questions at the same meeting; all punctuation included quotes is literal and interpreted as the content of the quote, not as part of the enacting sentence;

## 1 Budget Timeline

**Section 2.** That Articles VIII(A)(1) and VIII(A)(2) are substituted by the following:

“(1) Budget Process

“(a) Vice President for Finance shall, with the advice of the Committee on the Budget, on or before December 1, present a proposed budget Bill for the next academic year. Upon approval by majority vote of the General Assembly, this becomes the preliminary budget.

“(b) Vice President for Finance shall, on or before March 1, present a second proposed budget Bill, based on the preliminary budget. Upon approval by majority vote of the General Assembly, this becomes the provisional budget.

“(c) Prior to the second regular General Assembly meeting of the fall term, the Vice President for Finance shall re-present the identical provisional budget (save for secretarial corrections authorized by the form of the budget). Upon ratification by majority vote of the General Assembly, this becomes the final budget. The provisional budget cannot be amended before its ratification, though the General Assembly may reject it and instruct the Vice President for Finance to prepare and present a new budget to be ratified by the General Assembly.

“(2) The full text of any budget Bill must be distributed with ten (10) days’ notice before the final vote and any allowed amendments thereto require a three-fourths vote with ten (10) days’ notice of their full text. No GAPSAs funds may be spent after the second regular meeting without General Assembly ratification of the budget.

” *provided, the amendments in this section take effect for the 2024–25 academic year, and are followed as closely as possible for the 2023–24 academic year.*

**Section 3.** That Article VI(A)(1)(c)(1)(a) is amended—

- (a) by striking out “and spring terms” and inserting “term”;
- (b) by striking out “provisional”;
- (c) by striking out “in the spring”;

## 2 Election Timeline

**Section 4.** That Article IV(A)(1)(a) is amended by striking out “at the antepenultimate regular meeting of the spring term” inserting “in the spring term, no later than the antepenultimate regular meeting”;

## 3 Minor Changes

### 3.1 Simplification

**Section 5.** That Article II(A)(3) is amended by striking out “The results of any review of the apportionment of seats in General Assembly shall take effect on May 1 of the year in which the review was conducted.” and inserting “The reapportionment shall take effect on May 15.”;

**Section 6.** That Article II(A)(3) is amended by striking out “For purposes of apportionment only, students shall be divided into three categories: professional students, research students, and students who are IDEAL constituents.”;

**Section 7.** That Articles II(E)(4) and II(E)(6) are stricken out and the remaining paragraphs in Article II(E) are redesignated appropriately;

**Section 8.** That Article III(C) is substituted (renaming it “Executive Board Bylaws”) entirely by the following:

- “(1) The Executive Board is authorized to have Bylaws which govern its day-to-day functioning and such other functions as authorized by this Constitution.
- “(2) The Executive Board Bylaws may be amended by a two-thirds vote of the Executive Board and a majority vote of the General Assembly with ten (10) days notice of the full text, both on the same language.

”

**Section 9.** That Article V(J)(3)(b) is amended by striking out “in the manner required for notice per Article XII(B)(2) within 48 hours or before the relevant deadline, whichever is later, (or another period as they may previously determine and announce)” and inserting “within 48 hours”;

### 3.2 Clarification of Original Intent

**Section 10.** That Article II(G)(6) is amended by adding “The Speaker is not an executive officer or Executive Board member and may not represent GAPSA in their official capacity in meetings with administrators or partners.” at the end of the paragraph;

**Section 11.** That Article III(E)(1) is amended by striking out “two-thirds” and inserting “three-fourths”;

**Section 12.** That Article V(C)(8) is amended by striking out “maintain and manage” and inserting “assist with the maintenance and management of”;

**Section 13.** That Article V(C)(8) is amended by inserting “, all” before “as directed by the Vice President for Finance”;

**Section 14.** That Executive Board Bylaws Article 7.1.1.2 is amended by inserting “and Council Chairs” after “Vice Presidents” (to insert the complete definition of Level 2 officers per Article 2.2.2);

### 3.3 Correcting Edge Case Behavior

**Section 15.** That Article III(B)(8) is amended by inserting “(not *ex officio* of their GAPSA office)” after “Any officer of GAPSA with a leadership position” and before “in any GAPSA-funded group”;

**Section 16.** That Article VI(A)(5)(b) is amended by striking out “by the Parliamentarian” and inserting “by a member thereof the committee shall appoint”;

## 4 Cleanup of Notice Requirements

**Section 17.** That the Constitution is amended by striking out all instances (5 in the Constitution before any amendments in this Bill) of “previous notice” and inserting “notice”;

**Section 18.** That Article III(C)(1) is amended by striking out “simple majority vote of the General Assembly” and inserting “majority vote of the General Assembly with ten (10) days’ notice of the full text”;

**Section 19.** That Article VI(B)(1) is amended by striking out “simple majority vote of the General Assembly” and inserting “majority vote of the General Assembly with ten (10) days’ notice of the full text”;

**Section 20.** That Article VIII(A)(3) is amended by striking out “Bills that alter” in the phrase “The full text of Bills that alter any spending authority, authorizations, or provisions” and inserting “motions that alter or suggest altering”;

**Section 21.** That Article XII(B)(2)(a) is amended by inserting “, distribution,” after “If a measure requires previous notice” and before “or announcement to the General Assembly”;

**Section 22.** That Article XII(B)(2)(a) is amended by striking out “sent” and inserting “distributed/sent”;

**Section 23.** That Article XII(B)(2)(a) is amended by inserting “(to each officer’s official GAPSA electronic address and each other member’s electronic address in the Penn Directory)” after “electronic mail”;

**Section 24.** That Article XII(B)(2)(a) is amended by inserting “if notice of the full text is not required,” after “(2)” and before “announced at a meeting of the General Assembly and entered on the minutes”;

**Section 25.** That Article XII(B)(2)(a) is amended by striking out “, or (3) delivered by a method the General Assembly has approved by three-fourths vote” and by inserting “or” before “(2)”;

**Section 26.** That Article XII(B)(2)(a) is amended by inserting “The default minimum notice is thirty-six (36) hours unless otherwise specified.” at the end of the subparagraph;

## 5 General Cleanup

**Section 27.** That the Constitution is amended by striking out every instance of “ex-officio” (or “*ex-officio*”) and inserting “*ex officio*”;

**Section 28.** That the Constitution is amended by striking out ten (10) instances of “days notice” and inserting “days’ notice”;

**Section 29.** That the Constitution is amended by striking out two (2) instances of “days written notice” and inserting “days’ written notice”;

**Section 30.** That Articles II(C)(2) and II(C)(5) are amended by striking one instance of “Chair of Operations” in each and inserting “Vice President for Operations” in each;

**Section 31.** That Article II(C)(6) is amended by striking out “, i.e. malfeasance, misfeasance, or nonfeasance,” and inserting “ (i.e., malfeasance, misfeasance, or nonfeasance)”;

**Section 32.** That Article II(C)(6) is amended by inserting “be involuntarily” after “The membership and good standing of voting members of the General Assembly can only” and before “removed by the dismissal proceedings described in Article II, section C.”;

**Section 33.** That Article II(D)(3) is amended by moving each of the five (5) sentences of the paragraph (3) to a new subparagraph (designated (3)(a), (3)(b), (3)(c), (3)(d), and (3)(e)) and naming the paragraph “Procedure”;

**Section 34.** That Article II(D)(3)(e) is amended by inserting “the sole function of which is to deprive members of their right to speak in debate” after “most exceptional procedure”;

**Section 35.** That Article II(D)(9)(a) is amended by striking out “draft”;

**Section 36.** That Article II(D)(9)(a) is amended by striking out “Budget” and inserting “budget”;

**Section 37.** That Article II(D)(9)(b) is amended by striking out “ (but may also be rejected outright by a motion to postpone indefinitely).” and inserting “. A Bill may also be rejected outright by a motion to *Reject at First Reading*, subject to the same procedural rules as *postpone indefinitely*.”;

**Section 38.** That Article II(G)(3) is amended by striking out “Executive Officers” and inserting “executive officers”;

**Section 39.** That Article II(G)(5) is amended by striking out “if the Speaker is vacant or unwilling” and inserting “if the Speaker is unable or the office of Speaker is vacant”;

**Section 40.** That Article III(A)(1) is amended by striking out “according” and inserting “corresponding”;

**Section 41.** That Article III(B)(1) is amended by striking “successors are elected” and inserting “successors are elected or appointed, respectively”;

**Section 42.** That Article III(B) is amended by adding paragraph (9) “Voting members of the Executive Board may not be General Assembly Representatives.”;

**Section 43.** That Article IV is renamed “Elections and Appointments”;

**Section 44.** That Article IV(A)(2) is amended by striking out “(6) Vice President for Advocacy, and (7) Speaker” and inserting “, and (6) Vice President for Advocacy”;

**Section 45.** That Article V is renamed “Executive Officers”;

**Section 46.** That Article V(C)(4) is amended by striking out “Budget” and inserting “budget”;

**Section 47.** That Article V(I)(2) is amended by striking out “Planning” and inserting “Reporting”;

**Section 48.** That Article V(J)(3)(e) is amended by striking out the first instance of “Committee” and inserting “Division”;

**Section 49.** That Article VI is amended by moving the second, third, fourth, and fifth (last) sentences of the header paragraph of section (A) to a new section (A)(1) (redesignating sections (A)(1), (A)(2), (A)(3), (A)(4), and (A)(5) as (A)(2), (A)(3), (A)(4), (A)(5), and (A)(6), respectively);

**Section 50.** That Article VI(A)(1)(c)(1)(a) is amended by striking out “three and five year” and inserting “three- and five-year”;

**Section 51.** That Article VI(A)(2)(c)(3)(c) is amended by striking out “Public Relations” and inserting “Alumni Relations”;

**Section 52.** That Article VI(C) is amended by moving the text of the section to a new paragraph (1) thereof and naming the section “Committee Participation”;

**Section 53.** That Article VI(D)(4) is amended by inserting “at least” before “every two (2) weeks”;

**Section 54.** That Article VII is renamed “The Student Councils”;

**Section 55.** That Article VII(A)(7) is amended by inserting “of the Finance Division” after “Committee on the Budget”;

**Section 56.** That Article VII(B)(7) is amended by inserting “of the Finance Division” after “Committee on the Budget”;

**Section 57.** That Article VII(C)(7) is amended by inserting “of the Finance Division” after “Committee on the Budget”;

**Section 58.** That Article VIII(C)(2) is amended by inserting “of the Finance Division” after “Committee on Grant and Fund Management”;

**Section 59.** That Article IX is renamed “University Committee Representatives”;

**Section 60.** That Article IX(B)(3) is amended by striking out “Vice President” and inserting “Executive Vice President”;

**Section 61.** That Article XII(B)(1)(a) is amended by striking out “Budget” and inserting “budget”;

**Section 62.** That Article XII(B)(3) is amended by striking out “Budget” and inserting “budget”;

**Section 63.** That Article XII(B)(4)(b) is amended by striking out “the appointing organization they represent, the Council of which they are a member” and inserting “the constituency, council”;

**Section 64.** That Article XII(B)(4)(b) is amended by striking out “, (5) non-voting General Assembly members, and (6) ” and inserting “, (5) vacant seats of the General Assembly, noting the constituency and council, (6) non-voting General Assembly members, (7) non-voting General Assembly members who are absent, and (8)”;

**Section 65.** That Article XII(C)(2) is amended by striking out “in subdivision (0) thereof” and inserting “—including reference to the source of the authority—in subdivision zero (0) thereof”;

**Section 66.** That Article XII(C)(2) is amended by striking out “subsidiary organ” and inserting “subsidiary organ/unit (Board, Division, Committee, Council, or officer)”;

**Section 67.** That Article XIII(A) is amended by—

1. moving all the subparagraphs of paragraph (1) and moving them (keeping the same designations) under a new paragraph (2) with the title “List of Amendments”;
2. moving the first sentence of paragraph (1) to a new subparagraph (1)(a), the second and third sentences to a new subparagraph (1)(b), and the fourth (last) sentence to a new subparagraph (1)(c); and
3. naming paragraph (1) “Amendment Process”;

**Section 68.** That Appendix A (currently a stub) of the GAPSA Constitution is stricken out;

**Section 69.** That Executive Board Bylaws Article 5.1.2 is amended by striking out “Standing Committee” and inserting “Steering Committee”;

**Section 70.** That GAPSA Standing Rule 1 is updated to match Article XII(C) in accordance with Article XII(C)(4);

**Section 71.** That GAPSA Standing Rule 10 is amended by striking out every instance of “PC/”, “RC/”, and “IC/” in subdivisions 3.8, 3.9, and 3.10 (and all subdivisions thereof) and inserting “GA/PC/”, “GA/RC/”, and “GA/IC/”, respectively;

**Section 72.** That GAPSA Standing Rule 10.5.17 is amended by adding “Documents protected by the secrecy of a closed session use the date component subgroup exclusively without incrementing the main *<number>* element value to obscure the existence of the protected document.” at the end of the paragraph;

**Section 73.** That GAPSA Standing Rule 17(0) is amended by inserting “pursuant to Executive Board Bylaws Article 7.1.1.5” after “This Rule is created on the authority of the General Assembly”;

**Section 74.** That GAPSA Standing Rule 101(0) is amended by inserting “pursuant to Constitution Article VIII(A)(8)(b)” after “This Rule is created on the authority of the General Assembly”;

**Section 75.** That GAPSA Standing Rule 102(0) is amended by inserting “by GAPSA Standing Rule 101” after “authority vested in the same”;

**Section 76.** That GAPSA Standing Rule 301(0) is amended by inserting “pursuant to Constitution Article VIII(A)(8)(b)” after “This Rule is created on the authority of the General Assembly”;



**Section 77.** That GAPSA Standing Rule 401(0) is amended by inserting “pursuant to Constitution Article VIII(A)(8)(b)” after “This Rule is created on the authority of the General Assembly”;

## 6 Enactment

**Section 78.** That the official abstract of the constitutional amendments in this proposal is: “These amendments align the budget timeline; modify the schedule for elections; clarify notice requirements, apportionment, the Executive Board Bylaws amendment procedure, the Deputy Director for Revenue role description, conflict of interest rules, the appointment of the Drafting Committee chair; streamline rules of procedure; and fix errata.”

# Process and Rules

A Report OF THE Drafting Committee (GA/C.D)  
OF THE  
Graduate and Professional Student Assembly  
OF THE  
University of Pennsylvania

GA/45/BILL/8/R.0  
GA/C.D/45/M/2/R.0  
A/Const/45/Amend.1/Pro.1  
EB/BYL/45/Amend.1/Pro.1  
A/SR/45/Amend.1/Pro.1

November 7, 2023

**Abstract**

The Drafting Committee was constituted by the GAPSA General Assembly on March 15, 2023. This report was prepared over the summer and fall, incorporating the previous report of the Drafting Committee, GA/C.D/44/M/3, recommended amendments to the GAPSA Constitution discovered upon the committee’s work compiling the most recently adopted set of amendments, and memorialization of changes to the budget process. This Bill is the second part of three of the committee’s report.

These constitutional amendments refine budget reallocation rules, clarify the scope of the sunshine policy, require two Readings for all Bills without exception, modify the schedule for elections, prohibit members of the Executive Board from being Speaker, regulate the appointment of Deputy Directors, and refine Bylaws authorization and amendment.

This Bill also proposes changes which refine budget authorization rules and implement ticketing rules.

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**RESOLVED**, *by the Graduate and Professional Student Assembly of the University of Pennsylvania,*

**Section 1.** That the amendments in this instrument are applied sequentially and take effect simultaneously, even if this instrument is divided and voted on in separate questions at the same meeting; all punctuation included quotes is literal and interpreted as the content of the quote, not as part of the enacting sentence;

**1 Budget Rules**

**Section 2.** That Article VIII(A)(8)(c) is amended by adding “The Finance Division Bylaws may specify a mechanism for the reallocation of unspent or underspent line items (including constitutionally protected ones).” to the end of the paragraph;

**Section 3.** That GAPSA Standing Rule 101 is amended by adding an additional subdivision (2) with the text “GAPSA Finance shall be the authorizing agent for every line item whose purpose contains a “fund” or “funds”.”;

**Section 4.** That GAPSA Standing Rule 101 is amended by adding an additional subdivision (3) with the text “Except as specified under this rule, if a line item does not explicitly specify an authorizing agent, GAPSA Finance shall act as the authorizing agent.”;

## 2 Revenue Rules

**Section 5.** That GAPSA Standing Rule 401 is amended by adding the following two new subdivisions:

“(2) Every attendee must be uniquely identified on every ticket.

“(3) Tickets are nonrefundable and nontransferable.

”

## 3 Sunshine Policy

**Section 6.** That Article VIII(B)(2) is amended by striking out “GAPSA activities and direct or indirect support by GAPSA” and inserting “GAPSA activities (e.g., spending, funding, grants, events, and programs) and GAPSA-funded activities (whether directly or indirectly)”;

**Section 7.** That Article VIII(B)(7) is amended by inserting “(e.g., spending, funding, grants, events, and programs)” after “GAPSA activities”;

## 4 Readings

**Section 8.** That Article II(D)(9)(e) is substituted by “The requirement for two Readings cannot be suspended.”;

**Section 9.** That Article II(D)(9) is amended by striking out subparagraph (d) in its entirety and by redesignating subparagraph (e) as subparagraph (d);

## 5 Election and Appointment Process

**Section 10.** That Article II(B)(1)(a) is stricken out in its entirety;

**Section 11.** That Article II(G)(3) is amended by striking out “after the annual election of Executive Officers” and inserting “at the penultimate regular meeting of the spring term”;

**Section 12.** That Article II(G)(3) is amended by striking out “Elected members and members-elect (except outgoing members) of the Executive Board may not run for Speaker if there are other qualified candidates” and inserting “No member of the Executive Board may simultaneously hold the office of Speaker”;

**Section 13.** That Article II(G)(4) is amended by striking out “at noon on May 15” and inserting “with the final adjournment of the General Assembly in the spring term”;

**Section 14.** That Article IV(A)(1)(a) is amended by striking out “at the antepenultimate regular meeting of the spring term” and inserting “on or before March 1”;

**Section 15.** That Article III(B)(6) is amended by inserting “The General Assembly may define the roles of, regulate, and limit the appointment of Deputy Directors by Standing Rule.” at the end of the paragraph;

**Section 16.** That Article VI(D)(1) is amended by inserting “The committee may appoint a chair *pro tempore*.” at the end of the paragraph;

**Section 17.** That Executive Board Bylaws Article 8.4.5 is amended by striking out “, one member making counterpoints to previous members’ speeches, and” and inserting “followed by”;

## 6 Bylaws

**Section 18.** That Article XII(A)(1) is amended by striking out “that conform” inserting “explicitly authorized by and conforming”;

**Section 19.** That Article XV(B)(2) is substituted by “GAP is authorized to have Bylaws which may only be enacted or amended by three-fourths vote of participating governments and majority vote of the General Assembly with ten (10) days’ notice of the full text, both on the same language.”;

## 7 Enactment

**Section 20.** That the official abstract of the constitutional amendments in this proposal is: “These amendments refine budget reallocation rules, clarify the scope of the sunshine policy, require two Readings for all Bills without exception, modify the schedule for elections, prohibit members of the Executive Board from being Speaker, regulate the appointment of Deputy Directors, and refine Bylaws authorization and amendment.”

# Drafting Bylaws

A Report OF THE Drafting Committee (GA/C.D)  
OF THE  
Graduate and Professional Student Assembly  
OF THE  
University of Pennsylvania

GA/45/BILL/9/R.0  
GA/C.D/45/M/3/R.0  
GA/C.D/BYL/45/R.0/Pro.1

November 7, 2023

### Abstract

The Drafting Committee was constituted by the GAPSAs General Assembly on March 15, 2023. This report was prepared over the summer and fall, incorporating the previous report of the Drafting Committee, GA/C.D/44/M/3, recommended amendments to the GAPSAs Constitution discovered upon the committee’s work compiling the most recently adopted set of amendments, and memorialization of changes to the budget process. This Bill is the third part of three of the committee’s report.

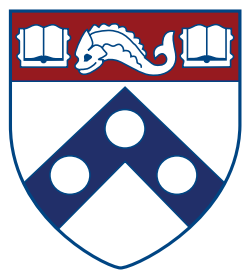
This Bill implements the first set of Bylaws for the Drafting Committee.

**RESOLVED**, *by the Graduate and Professional Student Assembly of the University of Pennsylvania, by majority of the General Assembly and consensus of the Drafting Committee,*

**Section 1.** That the following Drafting Committee Bylaws are enacted:

- “(1) Advice on Legislative Process. The committee should advise members of GAPSAs—
  - “(1.1) on the notice deadlines for bringing measures to the General Assembly;
  - “(1.2) how to write up an idea into a resolution, taking care to emphasize—
    - “(1.2.1) concision and clarity;
    - “(1.2.2) the distinction between preambulatory (e.g., “whereas”) and operative clauses;
    - “(1.2.3) the inclusion of references to the authority on which an action is taken;
    - “(1.2.4) that budget reallocations be fully specified;
    - “(1.2.5) that motions and amendments to motions be written out in full properly;
    - “(1.2.6) that documents be specifically identified with version numbers from the Standardized Symbol System, in accordance with Article XII(B)(1)(d); and
    - “(1.2.7) that Constitutional Amendments include official abstracts for insertion into Article XIII;
  - “(1.3) on the primarily used motions and processes in meetings by preparing a summary card and/or sheet.
- “(2) Committee Opinions. The Drafting Committee shall be automatically referred all matters regarding controversies about the application of the rules of GAPSAs outside of General Assembly meetings, for the issuance of an opinion specifically describing the rules applied to the case, before their consideration by the General Assembly.
- “(3) Committee Operations. The Drafting Committee is authorized to meet by videoconferencing technology that is accessible to all members of the committee. The Committee should ordinarily meet regularly in the week prior to General Assembly meetings, to review upcoming Bills.

”



**gapsa**

GRADUATE *and* PROFESSIONAL STUDENT ASSEMBLY  
UNIVERSITY *of* PENNSYLVANIA

# GAPSA Constitution

CONSTITUTION  
OF THE  
GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY  
OF THE  
UNIVERSITY OF PENNSYLVANIA

*A/Const/45/R.1/Pro.1*

Last Amended: Not Yet Adopted

**\*NOTE: Incorporates GA/45/BILL/7 Yellow highlighted commentary indicates revised titles.**



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## I. ARTICLE I: PURPOSE

- A. The Graduate and Professional Student Assembly (GAPSA) shall be the coordinating student body charged with representing all graduate and professional students enrolled at the University of Pennsylvania.
- B. All graduate and professional students are members of the Graduate and Professional Student Assembly during the period of enrollment as a student at the University of Pennsylvania, and are encouraged to participate in all GAPSA activities.
- C. The Graduate and Professional Student Assembly shall serve as a liaison among the student governments of the graduate and professional schools of the University of Pennsylvania, nominate graduate and professional student representatives to University committees, and represent the concerns of graduate and professional students to the University administration.
- D. The Graduate and Professional Student Assembly shall monitor issues of importance to the graduate and professional student community and foster dialogue among its members for the purpose of identifying relevant issues of advocacy.
- E. The Graduate and Professional Student Assembly shall sponsor academic, cultural, and social events of interest to the graduate and professional student community. It shall continue to focus on funding, programming, and academic resources.

## II. ARTICLE II: THE GENERAL ASSEMBLY

## A. Membership and Apportionment

1. The General Assembly shall be composed of representatives from each of the graduate and professional schools of the University, and representatives from IDEAL constituencies. Henceforth, these schools and IDEAL are referred to collectively as appointing organizations.
2. Each graduate and professional school shall have one professional student representative for the first enrolled professional student and an additional professional student representative for every 300 professional students enrolled beyond the first and have one research student representative for the first enrolled research student and an additional research student representative for every 300 research students enrolled beyond the first. IDEAL constituencies shall collectively have at most eleven (11) representatives.
3. By the end of February of every year, the Vice President for Operations shall obtain from the University the number of students in each graduate and professional school and reapportion or add seats as appropriate. **The reapportionment shall take effect on May 15.**

4. The Vice President for Operations shall inform the student government of each graduate and professional school of the number of seats each school will have in the General Assembly and how those seats are distributed between professional and research students. The Vice President for Operations shall also inform the student government of IDEAL of the number of seats there will be for IDEAL constituents on the IDEAL Student Council.

B. General Assembly Representatives

1. The student government(s) of each appointing organization shall appoint or elect, according to their own procedures, their representatives to the General Assembly. To be qualified to be selected to and continue to hold their seats, professional student representatives must be professional students, research student representatives must be research students, school representatives must be students of the school they represent, and all representatives must be required by the student government of their appointing organization to regularly attend its meetings. The General Assembly is the final judge of the elections, appointments, and qualifications of its members and of the recognition of the student governments of school appointing organizations.
  - a) Alternate methods for the designation of General Assembly Representatives are acceptable so long as they are approved by the GAPSA Executive Board.
2. At least one General Assembly Representative per appointing organization shall be appointed upon the completion of the spring semester. All remaining representatives shall be appointed by the second scheduled General Assembly meeting of the fall semester. General Assembly Representatives shall hold their seats until the final adjournment of the General Assembly in the spring term and until their successors are elected.
3. The appointment or election of a representative is not valid until the receipt of documentation certifying the time and manner of the same by the Vice President for Operations.
4. General Assembly Representatives shall represent their appointing organization to GAPSA and GAPSA to their appointing organization.
5. General Assembly Representatives shall attend all meetings of the General Assembly. Any representative who has more than two unexcused absences per semester or three unexcused absences per year may be dismissed by GAPSA.
  - a) Upon the dismissal of a General Assembly Representative, GAPSA shall contact the appointing organization from which the student was a representative, in accordance with Article II, Section C of this Constitution, in order to seek a replacement.
6. Each General Assembly Representative shall serve effectively on at least one standing committee of the General Assembly in order to help GAPSA carry out its mission.

7. General Assembly Representatives who are appointed to a University Committee shall report the activities of that Committee to the appropriate Chair.
8. General Assembly Representatives shall keep the Vice President for Operations apprised of their current contact information.

#### C. Dismissal of a General Assembly Representative

1. A General Assembly Representative who is found to be in violation of this Constitution or the Rules of the Graduate and Professional Student Assembly shall be given a written notice stating the violation or violations no less than ten days before the General Assembly meeting at which they are to be discussed. At such meeting, the General Assembly Representative shall be given an opportunity to be heard before the General Assembly.
2. A General Assembly Representative may, upon a request issued by a majority of the General Assembly, be recalled by the student government of their appointing organization. The President or Vice President for Operations shall notify that particular appointing organization that such a request has been issued no more than forty-eight hours after such action is taken.
3. The appointing organization shall have ten (10) days to respond to the General Assembly's request. The response shall detail the course of action the appointing organization's student government has decided upon.
4. Three-fourths of the General Assembly may vote to dismiss the General Assembly Representative if the appointing organization's student government does not respond by the end of the tenth day following the issuance of the General Assembly's request. The General Assembly may override a decision of an appointing organization's student government to not take action.
5. The President or Vice President for Operations shall notify the student government of an appointing organization that one of its General Assembly Representatives has been dismissed no later than forty-eight hours after such action. The vacant seat shall be filled by the appointing organization's student government no later than the second General Assembly meeting following the dismissal.
6. Just cause (i.e., malfeasance, misfeasance, or nonfeasance) must be shown in all cases involving the dismissal of a General Assembly Representative. The membership and good standing of voting members of the General Assembly can only be involuntarily removed by the dismissal proceedings described in Article II, section C.

#### D. General Assembly Meetings

1. The first meeting of the General Assembly shall be, in the fall term, the first Wednesday after the second Monday in September and, in the spring term, on the Wednesday seven (7) weeks before the week of spring term break. The General Assembly shall meet every two (2) weeks thereafter until the end of classes in each term. Should a meeting date specified by this scheme fall on a university holiday, less than one week before final exams, or another day where low attendance is expected, the meeting shall be held on the prior Wednesday instead. A special meeting may be called by the President or by petition of one-quarter of General Assembly Representatives, provided at least three (3) days' notice is given of the time and place. The General Assembly may modify its meeting schedule.
2. Meetings of the General Assembly are limited to ninety (90) minutes, unless extended by three-fourths vote.

### 3. Procedure

- a) All motions contained in Robert's Rules requiring a two-thirds vote shall require a three-fourths vote instead.
  - b) Unless the General Assembly votes to limit or extend limits of debate as to the duration or number of speeches, speeches in debate before the General Assembly shall be limited to three (3) minutes per speech and, as in Robert's Rules, two (2) speeches per member per question per day.
  - c) Before putting the undebatable motions that close debate, extend the meeting, or adjourn the meeting, the chair must first call for all those opposed (who either wish to speak, end the meeting, or continue the meeting, respectively) to rise (and, should there be none, the motion is thus adopted by unanimous consent) so members may cast an informed vote.
  - d) Before stating a motion that has the effect of ending debate, the Chair must recite: "I am instructed by the Constitution to say that a motion closing debate is considered to be a most exceptional procedure the sole function of which is to deprive members of their right to speak in debate and the assembly will not agree to it except where it is felt to be the only means of ensuring the proper conduct of the business of the assembly. Does the member persist in their intention to move it?"
  - e) The Executive Board may appoint a parliamentarian.
4. A quorum of the General Assembly exists when at least a majority of professional student school representatives and a majority of research student school representatives, and, collectively, General Assembly Representatives representing at least seven schools are present or represented by proxy. Vacant seats are ignored while quorum is counted.



5. At their full discretion, the Chair may allow for a remote attendance option using video conferencing technology. Most meetings will occur in person. However, if voting members of the General Assembly are not physically present at meetings, the Chair may allow for a remote attendance option utilizing a video teleconferencing tool. The General Assembly shall adhere to the Constitution and Bylaws for procedures in e-meetings.
6. Meetings shall be open to all members of the public. Any graduate or professional student who is not a voting member of the General Assembly may also participate in its discussions. All other members of the public may participate in discussions only at the invitation of the Chair. When three-fourths of the General Assembly votes in the affirmative, it shall meet in closed session, the minutes of whose proceedings shall not be published and shall be a secret of members of the General Assembly.
7. The Vice President for Operations shall, by the final adjournment of the General Assembly of each academic year, give notice to the entire General Assembly and Presidents' Advisory Council of all scheduled meeting dates for the following academic year.
8. The President, or their designee, shall distribute a tentative agenda to the General Assembly no less than thirty-six hours prior to a regularly scheduled meeting.
9. Every Bill shall be reported in its full text on two separate meeting days before the General Assembly may approve it; each such report is called a Reading.
  - a) Generally, a Bill is a main motion that brings substantive business. Specifically, **any resolution**, original main motion, motion which includes spending proposals, or motion which includes an enactment of or amendments to the Constitution, Bylaws, Special Rules of Order, **budget**, or Standing Rules, is a Bill, whether made orally or in writing. Incidental main motions not covered by the preceding (e.g., ones that relate to procedure or business already entered into) are not Bills.
  - b) First Reading is an opportunity to ask questions and otherwise consider the Bill after which it should ordinarily be referred to committee(s) for further consideration and/or amendment. A Bill may also be rejected outright by a motion to *Reject at First Reading*, subject to the same procedural rules as *postpone indefinitely*.
  - c) Second Reading is a further opportunity for consideration at the end of which a final vote may be held. The Bill may be amended before adoption without requiring any further Readings, provided amendments are germane to the Bill as first Read.
  - d) Bills that are created as recommendations adopted by majority vote of all appropriate Division(s) or Committee(s) of the General Assembly are exempt from the requirement for two Readings and are considered as if on Second Reading the day they are introduced.

- e) For uncontroversial Bills or where urgent action is advisable, the General Assembly may suspend the requirement for two Readings by three-fourths vote after debate on and thirty-six (36) hours **notice** of both the suspension and the Bill's full text (however, it may not suspend other requirements for **notice** that may apply to a particular Bill), and advance to Second Reading the day a Bill is first introduced.
10. The full, final text of every main motion or amendment thereto must be reported in writing to the General Assembly before it may be adopted or otherwise finally disposed of. Unwritten main motions are null and void. Records of the General Assembly must be published per Article XII.
11. The final General Assembly meeting in the spring shall serve as a transition meeting. The outgoing Executive Board shall act on all items of old business. The first item of new business shall be acted upon by the new Executive Board.

#### E. Voting

1. Each General Assembly Representative shall have one vote in all matters.
2. Only General Assembly Representatives shall have the right to vote in committees.
3. Members of the Executive Board do not have a vote in the General Assembly by virtue of their executive **position**.
4. **In order** to pass the General Assembly, a motion must receive a majority of the votes cast. Voting may be done by the raising of voting cards—provided they are distributed to all present voting members of the General Assembly before the vote—with proxy votes denoted in a tamper-resistant and nontransferable **manner**.
5. **At their** full discretion, the Chair may allow for a remote voting option using video conferencing technology. Most voting will occur in person at General Assembly meetings. However, the e-voting mechanism is optional and should be used sparingly. E-voting shall adhere to Article II, section E.
6. Any General Assembly Representative may appoint a proxy to participate on their behalf at a General Assembly meeting with full voting and other rights, valid upon the receipt by the Vice President for Operations or designee and reporting to the General Assembly of a certificate of the proxy appointment endorsed by the representative. A proxy vote may not be exercised on an amendment to proxy policy; changes to the proxy policy so passed are null and void. A single student may concurrently exercise at most two (2) proxy votes in a particular meeting. A single student may appoint a proxy for all or part of at most two (2) meetings per semester. A member represented by proxy counts as present for the purpose of determining a voting result.
7. Any General Assembly Representative has the right to insist that the final vote on any Bill be done by call of the roll, where the vote of each member is taken and identified separately in the minutes.

## F. Non-Voting Seats

1. The General Assembly may appoint non-voting members when it deems necessary. Executive Board members and the Speaker are *ex officio* non-voting members of the General Assembly. All other non-voting members are dismissed at the end of the academic year and may be individually dismissed by majority vote. The rights of any non-voting member may be abridged by the same vote.
2. Non-voting members of the General Assembly shall not count towards quorum.
3. Non-voting members may not make or second motions. They may speak and otherwise participate in meetings.
4. Non-voting members may remain in General Assembly meetings during a closed session.

## G. Speaker

1. The Speaker shall chair meetings of the General Assembly.
2. The Speaker is chosen primarily for the ability to carry out the duties of the office: to impartially preside, maintain order, protect substantive rights, support open deliberative discourse, facilitate rough consensus wherever possible, and promote community. The Speaker may not bring or report any proposals whatsoever and must remain strictly impartial and silent on the merits of any question (even to “provide context”) before the General Assembly. The Speaker cannot waive these duties without resigning. The Speaker must have a working command of Robert’s Rules, the GAPSA Constitution and Bylaws, any Special Rules of Order, and any other standard operating procedures used by GAPSA.
3. The General Assembly shall elect a Speaker after the annual election of executive officers or whenever the position is vacant, provided the election is announced to the GAPSA membership at least ten (10) days prior. The election procedures shall be the same as for elected Executive Officers. Elected members and members-elect (except outgoing members) of the Executive Board may not run for Speaker if there are other qualified candidates.
4. The term of Speaker begins at noon on May 15 and lasts for one year and until a successor is elected. The Speaker may be removed by a three-fourths vote of no confidence.
5. The Speaker (or the assembly, if the Speaker is unable or the office of Speaker is vacant) may appoint a chair *pro tempore* for a particular meeting with the approval of the assembly.

6. The Speaker is invited to attend the meetings of the Executive Board and of any Council, Division, or Committee (and also any (sub)committee of any of the preceding) and may not cast a vote in any of these. The Speaker is not an executive officer or Executive Board member and may not represent GAPSA in their official capacity in meetings with administrators or partners.

### III. ARTICLE III: THE EXECUTIVE BOARD

#### A. Executive Board Organization

1. The Executive Board of GAPSA will be organized corresponding to the divisions: Finance, Operations, Advocacy, and Programming. The President nominally oversees all division leadership and the Council Chairs. The Executive Vice President oversees all division leadership and coordinates between the other Vice Presidents. The Vice President for Finance manages the Finance Division leadership. The Vice President for Operations manages the Operations Division leadership. The Vice President for Advocacy manages the Advocacy Division leadership. The Vice President for Programming manages the Programming Division leadership.
2. The Finance Division leadership will be directly managed by the Vice President for Finance and will consist of the following executive positions: Director of Fund Management, Director of Budget, and Director of Financial Reporting.
3. The Operations Division leadership will be directly managed by the Vice President for Operations and will consist of the following executive positions: Director of Public Relations, Director of Logistics, Director of Alumni Relations, and Director of Data Analytics.
4. The Advocacy Division leadership will be directly managed by the Vice President for Advocacy and will consist of the following executive positions: Director of Student Wellness, Director of Equity and Access, Director of International Student Affairs, and Director of External Affairs.
5. The Programming Division leadership will be directly managed by the Vice President for Programming and will consist of the following executive positions: Director of Academic Programming, Director of Cultural Programming, and Director of Social Programming.
6. The President, Vice Presidents, and Council Chairs {Steering} will be elected according to the procedures laid out in Article IV of this Constitution. After the election of the President, Vice Presidents, and Council Chairs {Steering}, these members of the Executive Board shall appoint the Director-level board members according to the procedures laid out in Article IV of this Constitution.
7. Each Vice President has joint and several responsibility for the execution of all the duties of the Directors in their division.

#### B. General Responsibilities

1. The term of all elected or appointed executive officers is one year, beginning and ending at noon on May 15 and until their successors are elected **or appointed, respectively**.
2. Members of the Executive Board shall participate in relevant meetings with the GAPSA President and University Officials.
3. Each voting member of the Executive Board shall have exactly one vote in all Executive Board matters.
4. The Executive Board may adopt resolutions when it is impractical for the General Assembly to act. In such a case, a resolution must receive the affirmative votes of a simple majority of all Executive Board members. Any resolution approved by the Executive Board in such a situation must be presented to the General Assembly for its approval or rejection at its next meeting. If it is not, then the Executive Board's prior action shall be considered null and void.
5. The Executive Board may act to address any issue that impacts GAPSA's finances, holdings, standing in the community, or operations when it is impractical for the General Assembly to act. Such decisions must be approved by a majority vote of all Executive Board members. Any decision made in such a situation must be presented to the General Assembly at its next meeting.
6. Any Executive Board member may appoint Deputy Directors (who are styled: Deputy Director "of" the division in which they serve "for" the purpose for which they were appointed) to assist in their duties with the unanimous approval of the President and Vice Presidents.
7. The President, Vice Presidents, and Council Chairs **{Steering}** shall provide to the General Assembly, in January and April, a public report summarizing the work of the Executive Board throughout the academic year.
8. Any officer of GAPSA with a leadership position **(not *ex officio* of their GAPSA office)** in any GAPSA-funded group must disclose said interest, may not lobby in the General Assembly or any of its committees and councils as to the funding of said group, and must recuse themselves from any decision in their official capacity as an officer of GAPSA in regards to funding of said group.
9. **Voting members of the Executive Board may not be General Assembly Representatives.**

### **C. Executive Board Bylaws**

1. **The Executive Board is authorized to have Bylaws which govern its day-to-day functioning and such other functions as authorized by this Constitution.**
2. **The Executive Board Bylaws may be amended by a two-thirds vote of the Executive Board and a majority vote of the General Assembly with ten (10) days' notice of the full text, both on the same language.**

## D. Removal of a Member of the Executive Board

1. Executive Board members (i.e., The President, Vice Presidents, Council Chairs, and Directors) and other all other executive officers (e.g., Deputy Directors) of GAPSA may be involuntarily removed only by one of the procedures in this section and only for either violations of the Constitution or subsidiary rules, gross dereliction of duty, or professional misconduct. In all instances, officers must be given fourteen (14) **days' written notice** specifying the violation(s) before the process may begin and granted an opportunity to be heard before the appropriate decision-making body. In accordance with Robert's Rules, any member eligible to vote in removal proceedings may demand the vote be done by secret ballot.
2. All Executive Officers. Upon the initiative of ten (10) General Assembly Representatives approaching the Speaker, any executive officer of GAPSA may be removed by three-fourths vote of the General Assembly.
3. Directors. Upon the initiative of a Vice President, any Director of the same division may be removed by unanimous vote of the President, Vice Presidents, Council Chairs, and all other Directors of the division at a meeting of the Executive Board. The General Assembly may overturn this by three-fourths vote on appeal, provided the appeal is initiated before the replacement for the position has been elected or confirmed and the General Assembly had ten (10) **days' notice** of the pending appeal.
4. Council Chairs. Upon the initiative of one-quarter of members (representing at least two schools) of a Council approaching the Speaker, the Chair of the same Council may be removed by three-fourths vote of the Council.

## E. Vacancies on the Executive Board

1. Should a vacancy occur or resignation accepted in the offices of the President, Vice Presidents, or Council Chairs, a special election shall be held at the next practical, regularly-scheduled General Assembly meeting, provided fourteen (14) and ten (10) **days' notice** is given to the General Assembly and the GAPSA membership, respectively. The procedures of Article IV apply to these special elections, but in extenuating circumstances, they may be adjusted by **three-fourths** vote of the General Assembly.
2. The following interim appointments to vacant positions are valid until the election is held. Members of the Executive Board appointed to interim positions may continue to serve in their original position concurrently. The President (interim or elected) shall act with the powers and duties of any vacant position until an interim is appointed.
3. The Interim President shall be the Executive Vice President, or, if they are unwilling, one of the other Vice Presidents, appointed by majority vote of those Vice Presidents, or, if they are unwilling, a member of the Executive Board appointed by majority vote of the Executive Board.

4. The Interim Executive Vice President shall be one of the other Vice Presidents, appointed by the President and confirmed by majority vote of the Executive Board.
5. An Interim Vice President for some division shall be the Director of the same division appointed by the Executive Vice President and confirmed by majority vote of the Executive Board.
6. An Interim Director shall be a student appointed by the Vice President for the same division and confirmed by majority vote of the Executive Board. The Interim Director shall hold their seat until a full Article IV appointment process is held.

#### IV. ARTICLE IV: ELECTIONS AND APPOINTMENTS

##### A. Election Process for the President and Vice Presidents

1. Timing and Communication of Elections
  - a) The annual elections of the GAPSA President and Vice Presidents by the General Assembly shall take place **in the spring term, no later than the ante- penultimate regular meeting.**
  - b) The regular annual elections date should be announced to the General Assembly by the first meeting of the spring term. Special elections must be announced to the General Assembly with at least fourteen (14) **days' notice.**
  - c) All elections (regular and special) must be announced, in digital or paper form, to the full GAPSA membership with at least ten (10) **days' notice.**
2. Election Order. The elections shall be done in the order: (1) President, (2), Executive Vice President, (3) Vice President for Finance, (4) Vice President for Operations, (5) Vice President for Programming, **and** (6) Vice President for Advocacy.
3. Chair of Elections
  - a) The President and Vice Presidents may select, with consent of the member so selected, an Elections Chair who should be a member free of conflicts of interest and generally perceived as impartial and fair. The Speaker is the default choice for Elections Chair. The chair of elections shall be ineligible to be elected at the meeting they chair or be appointed to any position by the affirmative vote (not counting unanimous consent) of any officers during their term elected at the same.
  - b) Whosoever chairs the election process or serves as a teller may not express an opinion either opposing or endorsing any candidate.
  - c) The identity and contact information of the Elections Chair should be announced alongside the announcement of the election date.
  - d) The Elections Chair shall appoint at least two and at most four tellers to assist in the collection and counting of ballots.

4. Nominations. Nominations shall be opened beginning at least ten (10) days before the election. Nominations may be made by electronic mail or in-person to the Elections Chair by any GAPSA member and may be made anonymously. Just before the election for a position is held, the Elections Chair shall ask three (3) times for further nominations, after which nominations are closed. Self-nominations are acceptable. Nominations need not be seconded, but they must be accepted by the person nominated. Nominees must be eligible for the position for which they run.
5. The Executive Board Bylaws shall specify the detailed procedures for at least (1) Candidate Speeches, (2) Questions and Answers, and (3) Deliberations. Changes to these rules must be ratified and announced at least ten (10) days before the election for which the changes may apply. In these procedures, candidates shall be guaranteed equal opportunity of speaking and of responding to questions.
6. Voting
  - a) To be eligible to vote in an election (regular or special), all representatives must be certified as in Article II, section B, paragraph 3 no later than ten (10) days before the election and must be non-interim representatives. Members eligible to vote in the election may appoint a proxy for the election subject to the rules for appointing proxies in ordinary meetings.
  - b) Every elected position must be filled by a secret ballot vote, even if uncontested. All ballots must be handed directly to the Elections Chair or one of the tellers, who shall count the ballots. Ballots shall be counterfeit resistant and particular to each election.
  - c) If there is one candidate, that candidate is elected if they receive more votes than half of members present or represented.
  - d) If there are two candidates, the candidate with the majority of votes indicating some preference is the winner.
  - e) If there are three or more candidates, then the voting procedure shall be by the instant runoff method. Voters shall rank the candidates in the order in which they prefer. The Elections Chair shall first credit each ballot to the highest ranked eligible candidate on the ballot. The candidate with the least votes after this counting is eliminated and their votes are credited to the next-highest ranked candidate on each ballot. This process of elimination is continued until only two remain. The candidate credited with a majority of votes credited is the winner.
  - f) If the vote is tied, the General Assembly returns to deliberations for a further ten (10) minutes which can be extended or limited by three-fourths vote, before balloting again on all candidates. This process of deliberation and balloting on all candidates repeats until one candidate has a majority.



- g) Every ballot shall have an “Abstain” option. If abstentions are the majority of ballots cast, then the election is automatically delayed to the next General Assembly meeting. Before voting, members may also move to postpone the election to the next meeting, a motion which requires a majority vote.
  - h) The complete tellers’ report is secret to the tellers and Elections Chair only and may not be shared to any other persons in perpetuity. The Elections Chair only announces the number of ballots cast; and, if there is one, the winning candidate, or, if a majority of ballots were abstentions, that the election is postponed, or, if the vote was tied, that the vote was tied (without announcing the top two candidates) and needs to be repeated as explained above.
  - i) The deadline to request a recount or otherwise challenge the result of the balloted election is ten (10) minutes after the result is announced, after which the ballots and any records whatsoever of the complete tellers report are destroyed.
7. Amendments to Article IV, section A of the Constitution may only take effect at the next meeting at least one week following the one at which they are adopted. The chair has a duty to present the process described by this section to the General Assembly at the meeting prior to the elections.

#### B. Council Chairs

- 1. The Timing and Communication for the election of Council Chairs shall follow the same process as that for the President and Vice Presidents as described in Article IV, section A, paragraph 1 of this Constitution.
- 2. The Council Chairs will be elected by the representatives of the respective Councils who would at that time be eligible to vote in elections for the President and Vice Presidents.
- 3. The process for Council Chair elections is determined by each Council and must be finalized, with any proposed changes approved by a three-fourths vote of the Council, at least ten (10) days before elections are held.

#### C. Appointment of Directors

- 1. Following the elections of their successors, the outgoing elected executive officers, or, in the case of a mid-year vacancy, the Executive Board, shall solicit applications for Director positions, submitted either digitally or on paper, to be open for at least one week.
- 2. The form and length of the application shall be described in the Executive Board Bylaws, and the process must be fully announced to the GAPSA membership ten (10) days before applications open.

3. An initial, non-binding review of and recommendation for the submitted applications may be made by outgoing elected executive officers and the members of the committee the Director would chair. The General Assembly shall be informed of the schedule for and be allowed to attend candidate interviews.
4. The newly elected executive officers, or, in the case of a mid-year vacancy, the Executive Board, alone shall conduct the final review and appointment of Director Nominees. Each Officer shall have one vote, with ties broken in favor of the Vice President in the Director's division. With the consent of the candidate, they may be considered for any position. Appointments must be announced at least five (5) days before the final General Assembly meeting of the academic year.
5. Before they may take their offices, Director Nominees must be confirmed by majority vote of the General Assembly. If confirmation is refused, applications for those positions are reopened for at least one further week. The Executive Board may appoint a Director Nominee from among these who may serve in an interim capacity until confirmation at the next General Assembly meeting.
6. Amendments to this section made after the last meeting prior to the regular elections do not take effect for the current year's appointment process.

## V. ARTICLE V: EXECUTIVE OFFICERS

### A. President

1. The Executive Board shall include a President, who shall lead the General Assembly and Executive Board on all matters.
2. The President shall be present at all General Assembly meetings and meetings of the full Executive Board.
  - a) The President shall propose the agenda for and chair meetings of the full Executive Board, unless they designate another Executive Board member to do so or as directed by the Constitution or Bylaws.
3. The President, in conjunction with the Executive Board, shall devise and implement annual goals and strategies for fulfilling the GAPSA mission.
  - a) The President shall delegate such responsibilities as appropriate to other members of the Executive Board.
4. The President shall oversee and coordinate the efforts of the Executive Vice President and Council Chairs to advocate for the needs and desires of graduate and professional students at the University.
5. The President shall be the primary GAPSA representative to all University administration and personnel, and shall attend all meetings with such personnel as necessary and appropriate.

- a) The President shall be the primary GAPSA representative to the University Council, and shall sit on the University Council Steering Committee.
  - b) The President shall be the primary GAPSA representative to the Provost's Committee on Academic Policy and Budget.
  - c) The President shall work closely with University officials and the Director of the Graduate Student Center to promote the Graduate Student Center as the hub of graduate and professional student activity on campus.
6. The President shall work with the Vice President for Advocacy to coordinate the appointment of representatives to the various University committees to which GAPSA is entitled seats. The President shall work with the Director of Logistics to facilitate communication with these representatives.
  7. The President should be the primary GAPSA representative to meetings of graduate leaders outside of the campus.
  8. If the President is unable to execute the duties of their office, the Interim President shall be selected as described in Article III, section E of this Constitution, and they shall serve as Interim President until the special election.
  9. If any of the Vice Presidents or Council Chairs is unable to fulfil their duties, or one of those positions should become vacant for any reason, the President shall be empowered to temporarily fulfil the duties of the vacant position until an interim appointment can be made, or a special election held.
  10. The President shall chair the President's Advisory Council.

#### B. Executive Vice President

1. The Executive Board shall include an Executive Vice President who shall work closely with the President on all GAPSA matters.
2. The Executive Vice President shall directly oversee and manage the other Vice Presidents, working closely with the other Vice Presidents to ensure the effective administration of GAPSA's internal affairs.
3. The Executive Vice President, in conjunction with the Vice President for Finance, shall appoint a Deputy Director for Interschool Partnership to serve as GAPSA's primary liaison to the student governments of each of the Graduate and Professional schools and who shall manage and promote utilization of the Interschool Partnership Fund.
  - a) This deputy must be approved by a simple majority vote of the Executive Board.
4. The Executive Vice President shall coordinate the planning of special projects.
5. The Executive Vice President shall perform other duties as designated by the President.

6. The Executive Vice President shall act as President when the GAPSA President is absent or unavailable. If the President is no longer able to serve, the Vice President shall succeed the President in office, as Interim President, until an election pursuant to the provisions of the GAPSA Constitution and Bylaws.

C. Vice President for Finance

1. The Executive Board shall include a Vice President for Finance who shall oversee all financial affairs of GAPSA and manage GAPSA's assets.
2. The Vice President for Finance shall directly manage the Finance Division leadership, working closely with the Directors of Fund Management, Budget, and Financial Reporting to ensure the proper deployment and management of GAPSA's assets in order to achieve GAPSA's overarching mission and yearly goals.
3. The Vice President for Finance shall be responsible for all budget concerns and shall maintain accurate and current financial reports and records.
  - a) The Vice President for Finance shall present to the Executive Board a final, detailed budgetary and expenditure report for the prior academic year no later than the first day of September in each academic year. This report shall remain on file with the Executive Board and shall be available for review by any member of the General Assembly.
  - b) It shall be the responsibility of the Vice President Finance to prepare a copy of the annual GAPSA budget for the Vice Provost for University Life (VPUL) as necessary.
4. The Vice President for Finance shall budget, allocate, and monitor funds disbursed by GAPSA or any of its constituent parts, and ensure compliance with the GAPSA Constitution, Budget, and Bylaws, together with valid specific authorizations of spending and any provisions attached thereto; university regulations; and federal, state, or local laws.
5. The Vice President for Finance, in conjunction with the Executive Vice President, shall appoint a Deputy Director for Interschool Partnership to serve as GAPSA's primary liaison to the student governments of each of the Graduate and Professional schools and who shall manage and promote utilization of the Interschool Partnership Fund.
  - a) This deputy must be approved by a simple majority vote of the Executive Board.
6. The Vice President for Finance may spend GAPSA funds over the summer in a manner consistent with the provisional budget and shall notify the Executive Board of such expenditures.

- a) If a provisional budget is not approved by the General Assembly, the Vice President for Finance shall be authorized to appropriate funds to each school's student government(s) and spend no more than 20% of the VPUL budget allocated to GAPSA until a provisional or final budget has been approved by the General Assembly (and no later than the second scheduled General Assembly meeting of the fall semester).
7. The Vice President for Finance (or chosen deputy) shall chair the Finance Advisory Board and GAPSA Finance Associations Council.
8. The Vice President for Finance shall appoint a Deputy Director of Finance for Revenue in accordance with Article III, section B, paragraph 6. The Deputy Director for Revenue shall assist with the maintenance and management of the ticket system for the sale of tickets and free registrations to GAPSA events, in conjunction with the Programming and Public Relations Committees, and events organized by GAPSA-funded groups and perform other related tasks, all as directed by the Vice President for Finance.

#### D. Vice President for Operations

1. The Executive Board shall include a Vice President for Operations who shall oversee all logistical affairs of GAPSA.
2. The Vice President for Operations shall directly manage the Operations Division leadership, working closely with the Directors of Logistics, Public Relations, Alumni Relations, and Data Analytics to ensure the logistical operations, communications, and maintenance of institutional knowledge of GAPSA.
3. The Vice President for Operations shall coordinate with the Director of Public Relations and the Director of Alumni Relations to ensure consistent and professional communication with alumni.
4. The Vice President for Operations shall appoint a Deputy Director of Operations for Technology in accordance with Article III, section B, paragraph 6. The Deputy Director for Technology shall provide technological support: updating the GAPSA website, social media pages, and newsletter; handling presentation and recording technology at General Assembly meetings; and assisting electronic mail communications.
  - a) The Deputy Director for Technology shall promote innovation and technology between GAPSA, the graduate and professional student body, the wider campus community, schools and graduate groups, and academic, administrative, and student life departments.
  - b) The Deputy Director for Technology shall serve among the Operations Division leadership under the oversight of the Vice President for Operations.
  - c) The Deputy Director for Technology shall help address issues, promote digital access, and ensure digital safety of GAPSA and graduate and professional students.

- d) The Deputy Director for Technology shall investigate new technologies and manage GAPSA's relationship as a liaison to technology partners on campus such as Pennovation Works and the Center for Technology Innovation and Competition.
  - e) The Deputy Director for Technology shall assist the Vice President for Operations in managing email accounts and shared drives, ensuring they are protected, backed up, and access is appropriate.
5. The Vice President for Operations shall appoint a Deputy Director of Operations for Records in accordance with Article III, section B, paragraph 6. The Deputy Director for Records shall assist in the recording of minutes and ensuring the correctness, preservation, access, announcement, and publication of records of GAPSA, as directed by the Vice President for Operations.
  6. The Vice President for Operations shall appoint a Deputy Director of Operations for Credentials in accordance with Article III, section B, paragraph 6. The Deputy Director for Credentials shall assist in keeping the complete membership roll of the General Assembly, taking attendance at meetings, ensuring quorum exists, managing proxy certificates, distributing and collecting voting cards/placards, taking roll call votes, and other related duties, as directed by the Vice President for Operations.
- E. Vice President for Advocacy
1. The Executive Board shall include a Vice President for Advocacy who shall oversee all advocacy affairs of GAPSA.
  2. The Vice President for Advocacy shall directly manage the Advocacy Division leadership and coordinate efforts between the Directors of Student Wellness, Equity and Access, International Student Affairs, and External Affairs to identify the needs of and advocate for Graduate and Professional Students at the University.
  3. The Vice President for Advocacy shall work closely with the Council Chairs to align policy goals, both internally within GAPSA and externally with the University and partners, to best advocate for GAPSA's constituents.
  4. The Vice President for Advocacy shall work with the President and the Director of Equity and Access to facilitate the appointment of representatives to the various University committees to which GAPSA is entitled seats.
  5. The Vice President for Advocacy shall partner with the Director of Public Relations for any official publicity of GAPSA advocacy efforts or policy statements.
- F. Vice President for Programming
1. The Executive Board shall include a Vice President for Programming who shall oversee all programming affairs of GAPSA.

2. The Vice President for Programming shall directly manage the Programming Division leadership, working closely with the Directors of Academic Programming, Cultural Programming, and Social Programming, to coordinate and promote activities and events that foster a sense of community among Graduate and Professional students.
3. The Vice President for Programming shall coordinate the planning of special events, including but not limited to GradFest.
4. The Vice President for Programming shall provide guidance and support the programming needs of GAPSA's Committees and Councils.

#### G. Director of Fund Management

1. The Executive Board shall include a Director of Fund Management, who shall manage the application, evaluation, and disbursement process for all grants managed by GAPSA's General Assembly.
2. The Director of Fund Management shall serve among the Finance Division leadership under the oversight of the Vice President for Finance.
3. The Director of Fund Management shall administer the Discretionary and Synergy Funds, as well as any additional funds as promulgated by the Executive Board in GAPSA Standing Rule 103.
4. The Director of Fund Management shall chair the Committee on Grant and Fund Management.
  - a) In this role, the Director of Fund Management shall devise an evaluation process with the Committee for all applications to relevant funds, and shall disburse these applications to the Committee for review.
5. The Director of Fund Management shall work with the Director of Public Relations to publicize all relevant deadlines and applications instructions for the managed funds.

#### H. Director of the Budget

1. The Executive Board shall include a Director of the Budget who shall be responsible for helping the Vice President for Finance to design and maintain the budget of GAPSA finances and GAPSA-funded events or initiatives.
2. The Director of the Budget shall serve among the Finance Division leadership under the oversight of the Vice President for Finance.
3. The Director of Budget shall work closely with the Vice President for Finance and other GAPSA officers to ensure that expenses and revenues are on track with the respective allocated budgets.
4. The Director of Budget shall work with the Vice President for Finance to provide detailed budget reports.
5. The Director of Budget shall chair the Committee on the Budget.

#### I. Director of Financial Reporting

1. The Executive Board shall include a Director of Financial Reporting.
2. The Director of Financial Reporting shall serve among the Finance Division leadership under the oversight of the Vice President for Finance.
3. The Director of Financial Reporting shall perform regular audits of GAPSA finances and GAPSA-funded groups, events, and initiatives.
4. The Director of Financial Reporting shall keep track of Executive officers' spending and review the officers' monthly reports to ensure accountability and adherence to GAPSA's Constitution, Bylaws, and policies.
5. The Director of Financial Reporting shall be responsible for collecting and reporting on After Action Reports from GAPSA-funded groups and events.
6. The Director of Financial Reporting shall assist the Vice President for Finance with maintaining accurate and current financial records, and providing regular financial reports to the Executive Board, General Assembly, and University.
7. The Director of Financial Reporting shall chair the Committee on Financial Reporting.

J. Director of Logistics

1. The Executive Board shall include a Director of Logistics who shall manage the daily functions of the Executive Board and General Assembly meetings.
2. The Director of Logistics shall serve among the Operations Division leadership under the oversight of the Vice President for Operations.
3. The Director of Logistics is responsible for the correctness, preservation, access, announcement, and publication of all official GAPSA records in accordance with the Constitution. In particular, they shall—
  - a) Publish records per Article XII(B)(1);
  - b) Execute notices within 48 hours of their receipt from members of GAPSA;
  - c) Maintain and preserve records of all official, secretarial documents of GAPSA as defined in Article XII(B)(3); Integrate current year records into historical records received from the predecessor and transmit the complete record to the successor; Enable access to these records per Article XII(B)(3) by members of the General Assembly;
  - d) Record the minutes of General Assembly and Executive Board meetings per the specification in Article XII(B)(4); Send out draft minutes per Article XII(B)(4);
  - e) Collect the minutes of all Council, Division, and Committee meetings and publish them.
4. The Director of Logistics shall coordinate all logistical planning for Executive Board and General Assembly meetings, including all room reservations and the procurement of refreshments and any necessary supplies.



5. The Director of Logistics shall monitor the attendance at all General Assembly meetings, certify that a quorum exists, and take roll-call votes when necessary. The Director of Logistics or designee shall announce to the General Assembly at the beginning of each meeting: the number of members in attendance (including separately those attending virtually and physically), the number represented by proxy, the total number of members, the number of vacant seats, and the number of members required for quorum, each of these reported collectively and per Council; and the certificates of proxy appointment and of election of new members.
6. The Director of Logistics shall verify that all representatives to the GAPSA General Assembly were selected by the relevant appointing organization, and shall work with those organizations to ensure that the process is transparent and democratic.
7. The Director of Logistics shall chair the Committee on Logistics.

K. Director of Public Relations

1. The Executive Board shall include a Director of Public Relations, who shall promote the communication of information between GAPSA, the graduate and professional student body, the wider campus community, schools and graduate groups, and academic, administrative, and student life departments.
2. The Director of Public Relations shall serve among the Operations Division leadership under the oversight of the Vice President for Operations.
3. The Director of Public Relations shall manage the GAPSA website and newsletter, and monitor, screen, and disseminate all GAPSA e-mail communications.
4. The Director of Public Relations shall maintain current information on the GAPSA website, including current contact information for all members of the General Assembly, upcoming GAPSA programs, information about group and individual fund applications, and other relevant actions of the GAPSA General Assembly, Committees, or Executive Board.
5. The Director of Public Relations shall devise, monitor, and implement GAPSA advertising, public relations, and communications initiatives.
6. The Director of Public Relations shall manage GAPSA's social media accounts to promote GAPSA events, funding opportunities, policy initiatives, and other actions of interest to the graduate and professional student community.
7. The Director of Public Relations shall manage GAPSA's relationship with and dissemination of information to the Daily Pennsylvanian and other relevant publications.
8. The Director of Public Relations shall chair the Committee on Public Relations.

## L. Director of Alumni Relations

1. The Executive Board shall include a Director of Alumni Relations who shall build and maintain engagement specifically with alumni of the University.
2. The Director of Alumni Relations shall serve among the Operations Division leadership under the oversight of the Vice President for Operations.
3. The Director of Alumni Relations shall be responsible for alumni outreach, communications, and updates across GAPSA and the G12 schools. The Director of Alumni Relations shall be responsible for seeking alumni engagement at events sponsored by GAPSA or the University.
4. The Director of Alumni Relations shall maintain a close relationship with the Alumni Relations office of the University.
5. The Director of Alumni Relations shall chair the Committee on Alumni Relations.

## M. Director of Data Analytics

1. The Executive Board shall include a Director of Data Analytics who shall be responsible for the data needs of the graduate and professional students at the University.
2. The Director of Data Analytics shall serve among the Operations Division leadership under the oversight of the Vice President for Operations.
3. The Director of Data Analytics shall ensure a systematic record-keeping process and the security of any collected data by GAPSA.
4. The Director of Data Analytics should discuss potential data needs with Committees and Councils throughout the year and work together to build a sufficient, standardized, and ethical process for data collection.
5. The Director of Data Analytics shall facilitate data collection and administration, and shall help with, though not be limited to, creating surveys and conducting interviews.
6. The Director of Data Analytics shall help process raw data and draw conclusions and interpretations.
7. The Director of Data Analytics shall assist in the production of quality data to use as evidence and support for the asks of GAPSA to the University administration.
8. The Director of Data Analytics shall organize, process, and present reports on collected data.
9. The Director Data Analytics shall chair the Committee on Data Analytics.

## N. Director of Student Wellness

1. The Executive Board shall include a Director of Student Wellness who shall monitor and evaluate federal, state, local, and University policies that affect the mental and physical well-being of graduate and professional students.

2. The Director of Student Wellness shall serve among the Advocacy Division leadership under the oversight of the Vice President for Advocacy.
3. The Director of Student Wellness shall monitor University policies relating to the Student Health Service and the Student Health Insurance Plan.
4. The Director of Student Wellness shall chair the Committee on Student Wellness.

O. Director of Equity and Access

1. The Executive Board shall include a Director of Equity and Access who shall monitor all University policies that affect graduate and professional students and ensure that such policies are sensitive to the myriad of identities represented within GAPSA.
2. The Director of Equity and Access shall serve among the Advocacy Division leadership under the oversight of the Vice President for Advocacy.
3. The Director of Equity and Access shall take steps to ensure that any and all members of the GAPSA community are given a voice and support.
4. The Director of Equity and Access shall be GAPSA's primary representative to the University Council Committee on Diversity and Equity.
5. The Director of Equity and Access shall have a non-voting seat on the IDEAL Student Council to serve as a point-of-contact and representative for any identity groups that do not have a seat on the Council.
6. The Director of Equity and Access shall chair the Committee on Equity and Access.

## P. Director of International Student Affairs

1. The Executive Board shall include a Director of International Student Affairs who shall be responsible for issues, initiatives, and policies that are of interest to and affect international graduate and professional students, as well as GAPSA's global engagement activities.
2. The Director of International Student Affairs shall serve among the Advocacy Division leadership under the oversight of the Vice President for Advocacy.
3. The Director of International Student Affairs shall be an international student.
4. The Director of International Student Affairs shall share responsibility for monitoring and evaluating policies and services that are directly related to federal, state, city, and University administrative requirements that graduate and professional students need to maintain good standing as a student of the University of Pennsylvania.
5. The Director of International Student Affairs shall be responsible for proposing and implementing initiatives that help integrate international students into the academic, cultural, and social life of the University.
6. The Director of International Student Affairs shall chair the Committee for International Student Affairs.
7. The Director of International Student Affairs shall serve as GAPSA's primary liaison to the Office of International Students and Scholars Services, the International Student Advisory Board, and any other University bodies whose jurisdiction includes international affairs or international students and allow for a graduate or professional student representative.

## Q. Director of External Affairs

1. The Executive Board shall include a Director of External Affairs who shall be responsible for coordinating GAPSA's external affairs and communicating its position outside of the University, including in instances involving alumni, government bodies, other universities, and organizations outside of the University.
2. The Director of External Affairs shall serve among the Advocacy Division leadership under the oversight of the Vice President for Advocacy.
3. The Director of External Affairs shall coordinate efforts for community outreach and civic engagement.
4. The Director of External Affairs shall coordinate efforts to advocate for members of the graduate and professional student body with local, state, and federal governments and non-government agencies.
5. The Director of External Affairs shall maintain awareness of, disseminate information about, and facilitate student participation in legislative and regulatory developments affecting graduate and professional students.

6. The Director of External Affairs shall facilitate GAPSA representation with any relevant networks or organizations of graduate or professional student organizations outside of the University, and ensure that GAPSA is kept apprised of their activities.
7. The Director of External Affairs shall chair the Committee on External Affairs.

#### R. Director of Academic Programming

1. The Executive Board shall include a Director of Academic Programming who shall devise, implement, and monitor academic programs and events of interest to the graduate and professional student community. These programs aim to organize any type of academic programming by GAPSA, including initiatives and events encouraging students in their academic endeavors and supporting student academic development, growth, and wellness.
2. The Director of Academic Programming shall serve among the Programming Division leadership under the oversight of the Vice President for Programming.
3. The Director of Academic Programming supports the Councils, Committees, and their constituents on events and programs to further amplify their academic advocacy efforts and foster an atmosphere of academic learning for students.
4. The Director of Academic Programming is expected to collaborate and openly communicate with Councils, Committees, schools, and students interested in academic events.
5. The Director of Academic Programming should work closely with the staff of the Graduate Student Center and relevant divisions of the Vice Provost University Life to encourage synchronicity and avoid redundancy in academic programming.
6. The Director of Academic Programming shall chair the Committee on Academic Programming.

#### S. Director of Cultural Programming

1. The Executive Board shall include a Director of Cultural Programming who shall devise, implement, and monitor cultural programs and events of interest to the graduate and professional student community. These programs aim to embrace inclusivity and multiculturalism, and to promote or build cultural awareness.
2. The Director of Cultural Programming shall serve among the Programming Division leadership under the oversight of the Vice President for Programming.

3. The Director of Cultural Programming supports the Councils, Committees, and their constituents on cultural programming to further amplify their advocacy efforts and cultural aims.
4. The Director of Cultural Programming is expected to collaborate and openly communicate with Councils, Committees, schools, and students interested in cultural events.
5. The Director of Cultural Programming should work closely with the staff of the Graduate Student Center and relevant divisions of the Vice Provost University Life to encourage synchronicity and avoid redundancy in culturally enriching programming.
6. The Director of Cultural Programming shall chair the Committee on Cultural Programming.

#### T. Director of Social Programming

1. The Executive Board shall include a Director of Social Programming who shall devise, implement, and monitor social programs and events of interest to the graduate and professional student community. These programs may include but are not limited to intramural sports, community service, peer recognition, events to encourage wellness or to build awareness, and any other programs that may arise.
2. The Director of Social Programming shall serve among the Programming Division leadership under the oversight of the Vice President for Programming.
3. The Director of Social Programming supports the Councils, Committees, and their constituents on events and programs to foster a sense of community among graduate and professional students.
4. The Director of Social Programming is expected to collaborate and openly communicate with Councils, Committees, schools, and students interested in social events.
5. The Director of Social Programming should work closely with the staff of the Graduate Student Center and relevant divisions of the Vice Provost University Life to encourage synchronicity and avoid redundancy in social programming.
6. Director of Social Programming shall chair the Committee on Social Programming.

#### U. Chair of Professional Student Council

1. The Executive Board shall include a Chair of the Professional Student Council.
2. The Chair of the Professional Student Council shall be a professional student.

3. The Chair of the Professional Student Council shall serve under the President but shall also work closely with the Executive Board to coordinate events specific to professional students, as well as with the Vice President for Finance to coordinate the Professional Council's budget and grant processes.
4. The Chair of the Professional Student Council shall monitor federal, state, local, and University policies of concern to professional students.
5. The Chair of the Professional Student Council shall pursue policy issues as directed by the Executive Board, General Assembly, or Professional Student Council and bring to the attention of those bodies initiatives that are of importance.
6. In cooperation with the Chair of the Research Student Council and the Chair of the IDEAL Student Council, the Chair of the Professional Student Council shall monitor the University judicial process and the student grievance process to ensure that the interests of graduate and professional students are properly represented and protected.
7. When the President is a research student, the Chair of the Professional Student Council shall serve on the Provost's Committee on Academic Planning and Budget.
8. When the President is a research student, the Chair of the Professional Student Council shall serve on the University Council Steering Committee.

#### V. Chair of Research Student Council

1. The Executive Board shall include a Chair of the Research Student Council.
2. The Chair of the Research Student Council shall be a research student.
3. The Chair of the Research Student Council shall serve under the President but shall also work closely with the Executive Board to coordinate events specific to research students, as well as with the Vice President for Finance to coordinate the Research Council's budget and grant processes.
4. The Chair of the Research Student Council shall monitor federal, state, local, and University policies of concern to research students.
5. The Chair of the Research Student Council shall pursue policy issues as directed by the Executive Board, General Assembly, or Research Student Council and bring to the attention of those bodies initiatives that are of importance.
6. In cooperation with the Chair of the Professional Student Council and the Chair of IDEAL Student Council, the Chair of the Research Student Council shall monitor the University judicial process and the student grievance process to ensure that the interests of graduate and professional students are properly represented and protected.
7. When the President is a professional student, the Chair of the Research Student Council shall serve on the Provost's Committee on Academic Planning and Budget.

8. When the President is a professional student, the Chair of the Research Student Council shall serve on the University Council Steering Committee.
9. The Chair of the Research Student Council shall be GAPSA's primary representative to the Graduate Council of the Faculties.

#### W. Chair of IDEAL Student Council

1. The Executive Board shall include a Chair of the IDEAL Student Council.
2. The Chair of the IDEAL Student Council shall be a member of an IDEAL Constituency.
3. The Chair of the IDEAL Student Council shall serve under the President but shall also work closely with the Executive Board to coordinate events specific to IDEAL students, as well as with the Vice President for Finance to coordinate the IDEAL Student Council's budget and grant processes.
4. The Chair of the IDEAL Student Council shall monitor federal, state, local, and University policies of concern to IDEAL constituencies.
5. The Chair of the IDEAL Student Council shall pursue policy issues as directed by the Executive Board, General Assembly, or IDEAL Student Council and bring to the attention of those bodies initiatives that are of importance.
6. In cooperation with the Chair of the Professional Student Council and the Chair of the Research Student Council, the Chair of the IDEAL Student Council shall monitor the University judicial process and the student grievance process to ensure that the interests of IDEAL constituencies are properly represented and protected.

### VI. ARTICLE VI: DIVISIONS AND COMMITTEES

#### A. Standing Divisions and Committees.

1. The four divisions are (standing) committees in the parliamentary sense. Members of a committee within a division are members also of the division. Any nonspecific reference to "committee" (e.g., in "standing committee" or "committee bylaws") refers also to divisions. Any reference to the Finance, Operations, Advocacy, or Programming Committee refers identically to the division of the same name.
2. Finance Division
  - a) The Finance Division shall be responsible for ensuring the financial sustainability of GAPSA, including the design and review of its budget, disbursement of finances, and management of general GAPSA-controlled grants.
  - b) The Finance Division shall be chaired by the Vice President for Finance.
  - c) The Finance Division shall include the following Committees:
    - (1) Committee on the Budget



- (a) The Committee on the Budget shall assemble and deliberate the budget for the next fiscal year throughout the fall and spring terms, create **three- and five-year** spending targets to ensure sustainable total allocation of funds and report them to the General Assembly, and review the provisional budget for the following year to present for the General Assembly's approval in the spring. The Committee shall work closely with all relevant stakeholders, holding hearings and conducting surveys where appropriate, in carrying out its duties designing the budget of GAPSA Finances and GAPSA-funded events and initiatives. The Committee shall also review and report on any budget amendment proposals that come before the General Assembly.
  - (b) The Committee on the Budget must have at least one representative from each of the three Councils.
  - (c) The Committee on the Budget shall be chaired by the Director of the Budget.
- (2) The Committee on Grant and Fund Management
- (a) The Committee on Grant and Fund Management shall be responsible for evaluating applications to GAPSA's Synergy and Discretionary Funds, as well as any other GAPSA-managed Funds as promulgated by the Executive Board in GAPSA Standing Rule 103.
  - (b) To the greatest extent possible, care should be taken that this committee is composed of students from a range of different schools, types of programs, and identities.
  - (c) The Committee on Grant and Fund Management shall be chaired by the Director of Fund Management.
- (3) The Committee on Financial Reporting
- (a) The Committee on Financial Reporting shall perform regular audits of GAPSA finances and GAPSA-funded groups, events, and initiatives.
  - (b) The Committee on Financial Reporting ensures financial accountability and adherence to GAPSA's Constitution, Bylaws, and policies.
  - (c) The Committee on Financial Reporting supports the Vice President for Finance in providing regular financial updates and reports to the Executive Board, General Assembly, and its constituents.
  - (d) The Committee on Financial Reporting shall be chaired by the Director of Financial Reporting.
- (4) Additional committees may be formed at the discretion of the Vice President for Finance with majority approval of the Finance Directors.

### 3. Operations Division

- a) The Operations Division shall be responsible for ensuring the logistical continuation of GAPSA, communication of GAPSA events and initiatives, alumni relations, and maintenance of data and institutional knowledge.
- b) The Operations Division shall be chaired by the Vice President for Operations.
- c) The Operations Division shall include the following Committees:
  - (1) Committee on Logistics
    - (a) The Committee on Logistics shall be responsible for managing the daily functions and logistical affairs of the Executive Board and General Assembly meetings.
    - (b) The Committee on Logistics shall be chaired by the Director of Logistics.
  - (2) Committee on Public Relations
    - (a) The Committee on Public Relations shall be responsible for ensuring the availability and dispersal of information on GAPSA initiatives, events, policies, and funding to the entire graduate and professional student community.
    - (b) The Committee on Public Relations shall be chaired by the Director of Public Relations.
  - (3) Committee on Alumni Relations
    - (a) The Committee on Alumni Relations shall be responsible for alumni outreach, alumni communication, and alumni updates across GAPSA and the G12 schools.
    - (b) The Committee on Alumni Relations shall maintain a close relationship with the Alumni Relations office of the University.
    - (c) The Committee on **Alumni** Relations shall be chaired by the Director of Alumni Relations.
  - (4) Committee on Data Analytics
    - (a) The Committee on Data Analytics shall be responsible for the data needs of the graduate and professional students at the University.
    - (b) The Committee on Data Analytics shall ensure systematic record-keeping and security of collected data.
    - (c) The Committee on Data Analytics shall be chaired by the Director of Data Analytics.
  - (5) Additional committees may be formed at the discretion of the Vice President for Operations with majority approval of the Operations Directors.

## 4. Advocacy Division

- a) The Advocacy Division shall be responsible for monitoring all issues of university, local, state, federal, and global policies and affairs that affect graduate and professional students, and for developing initiatives and responses in response to these issues.
- b) The Advocacy Division shall be chaired by the Vice President for Advocacy.
- c) The Advocacy Division shall include Committees on Student Wellness, Equity and Access, International Student Affairs, and External Affairs.
  - (1) Additional Committees may be formed at the discretion of the Vice President for Advocacy with majority approval of the Advocacy Directors.

## 5. Programming Division

- a) The Programming Division shall be responsible for planning and organizing events and activities of interest to the graduate and professional student community.
- b) The Programming Division shall be chaired by the Vice President for Programming.
- c) The Programming Division may be split into Committees on Academic Programming, Cultural Programming, and Social Programming at the discretion of the Vice President for Programming and the Programming Directors.
  - (1) Additional Committees may be formed at the discretion of the Vice President for Programming with majority approval of the Programming Directors.

## 6. Drafting Committee

- a) The Drafting Committee shall review all proposed Bills before their introduction to the General Assembly to give advice refining and clarifying the same and to elucidate context and constitutionality. It shall also from time to time recommend improvements to the rules of GAPSA in consultation with relevant stakeholders.
- b) The Drafting Committee shall be chaired **by a member thereof the committee shall appoint** and be appointed from interested members of GAPSA well-versed in parliamentary law, the history of GAPSA, and/or the rules of GAPSA.

- B. Each Division and Standing Committee is authorized to have and shall maintain its individual Bylaws, which shall be publicly available on the GAPSA website.

1. Each Division or Committee Chair is responsible for recommending Bylaws to take effect for the following academic year, taking into account the advice of their respective Division or Committee members. These Bylaws shall be publicized after the Elections but no later than by the final General Assembly meeting of the spring semester. They shall be presented and approved with a majority vote of the General Assembly with ten (10) days' notice of the full text no later than the last meeting of the spring semester.
2. The Bylaws of any Division or Committee may be amended by a two-thirds vote of the committee and a majority vote of the General Assembly with ten (10) days' notice of the full text of proposed amendments, both on the same text, provided the change is communicated publicly.

### C. Committee Participation

1. Each General Assembly Representative must be a member of at least one standing committee that has need for their participation. There shall be an opportunity for General Assembly Representatives to express their preferences, which, however, cannot be guaranteed and depend on the needs of each committee and the number of interested members. Every month of every committee membership for which a member is absent without accepted excuse from a majority of committee meetings called at least seven (7) days in advance or fails to meet the criteria for active committee participation, as defined in the committee's or its parent's Bylaws or policies it has adopted for this purpose, shall count as an absence from a General Assembly meeting.

### D. Committee Rules

1. Unless otherwise specified by the instrument creating the committee (or division), committees shall be appointed by open nominations and election by the General Assembly and chaired by a member thereof the committee shall appoint. Committees without an adopted membership shall operate and report under rough consensus with open participation.
2. Unless otherwise ordered, committees and other units may give permission to non-members of the committee to attend meetings and may add or remove non-voting members at their pleasure.
3. Committee reports must be approved by a majority of committee members present and voting in a quorate meeting. In accordance with Robert's Rules, dissenting members may prepare a minority report elaborating alternative proposals which the General Assembly may receive, provided a majority vote permits it. Outside of this, no member may make allusion in the General Assembly to what has occurred during the deliberations of the committee except by unanimous consent.
4. Each standing committee shall meet at least every two (2) weeks during the fall and spring terms, unless it appoints a different schedule in its Bylaws.

VII. ARTICLE VII: **THE STUDENT COUNCILS**

## A. The Professional Student Council

1. All General Assembly Representatives who are professional students shall be members of the Professional Student Council, save for any professional students who are members of the IDEAL Student Council.
2. The Chair of Professional Student Council shall be the presiding officer of the Professional Student Council. The Professional Student Council shall oversee the work of the Chair of Professional Student Council.
3. The Professional Student Council shall handle all academic and advocacy issues specific to professional students. It shall represent professional student interests on University Committees. The Professional Student Council shall propose changes to University policies specific to professional students.
4. The Professional Student Council may issue statements to the graduate student body and University community on matters specific to professional students.
5. Upon a vote of three-fourths of its members, the Professional Student Council may ask the Chair to raise an issue or forward statements to the University administration on its behalf. Such a request shall be denied only by a unanimous vote of the President, Chair of Professional Student Council, Chair of Research Student Council, and the Chair of IDEAL Student Council.
6. The Professional Student Council shall monitor the work of the University Council Committee on Academic and Related Affairs, the University Council Independent Committee on Honorary Degrees, and the Lindback and Provost's Teaching Award Committee.
7. The Professional Student Council shall have a Budget Committee. The Chair of the Professional Student Council Budget Committee shall serve *ex officio* on the Committee on the Budget **of the Finance Division**.
8. Upon a vote of three-fourths of its members, the Professional Student Council may decide to adjourn for an entire academic semester or for the academic year.

## B. The Research Student Council

1. All School Representatives who are research students shall be members of the Research Student Council, save for any research students who are members of the IDEAL Student Council.
2. The Chair of the Research Student Council shall be the presiding officer of the Research Student Council. The Research Student Council shall oversee the work of the Chair of the Research Student Council.

3. The Research Student Council shall handle all academic and advocacy issues specific to research students. It shall represent research student interests on University Committees. The Research Student Council shall propose changes to University policies specific to research students.
4. The Research Student Council may issue statements to the graduate student body and University community on matters specific to research students.
5. Upon a vote of three-fourths of its members, the Research Student Council may ask the Chair to raise an issue or forward statements to the University administration on its behalf. Such a request shall be denied only by a unanimous vote of the President, Chair of the Professional Student Council, Chair of the Research Student Council, and the Chair of the IDEAL Student Council.
6. The Research Student Council shall monitor the work of the University Council Committee on Academic and Related Affairs, the University Council Independent Committee on Honorary Degrees, and the Lindback and Provost's Teaching Award Committee.
7. The Research Student Council shall have a Budget Committee. The Chair of the Research Student Council Budget Committee shall serve *ex officio* on the Committee on the Budget of the Finance Division.
8. The Research Student Council may have three standing committees.
  - a) The Committee on Academic Affairs shall be responsible for all academic issues as they pertain to research students in their life at the University.
  - b) The Research Student Council Budget Committee shall, in coordination with the Chair of the Research Student Council, administer the Research Student Council's portion of the annual budget and review all requests for travel grants submitted to the Research Student Council.
  - c) The Work-Life Committee shall be responsible for all issues raised by research students in areas that pertain to their life at the University.

C. The IDEAL Student Council

1. All voting representatives for IDEAL Student Council shall be members of the IDEAL Student Council.
2. The Chair of the IDEAL Student Council shall be the presiding officer of the IDEAL Student Council. The IDEAL Student Council shall oversee the work of the Chair of the IDEAL Student Council.
3. The IDEAL Student Council shall handle all advocacy issues specific to IDEAL constituents and concerns. It shall represent IDEAL constituencies on University Committees. The IDEAL Student Council shall propose changes to University policies specific to IDEAL constituencies.
4. The IDEAL Student Council may issue statements to the graduate student body and University community on matters specific to IDEAL constituencies.

5. Upon a vote of three-fourths of its members, the IDEAL Student Council may ask the Chair to raise an issue or forward statements to the University administration on its behalf. Such a request shall be denied only by a unanimous vote of the President, Chair of the Professional Student Council, Chair of the Research Student Council and Chair of the IDEAL Student Council.
6. The IDEAL Student Council shall monitor the work of the University Council Committee on Academic and Related Affairs, the University Council Independent Committee on Honorary Degrees, and the Lindback and Provost's Teaching Award Committee.
7. The IDEAL Student Council shall have a Budget Committee. The Chair of the IDEAL Student Council Budget Committee shall serve *ex officio* on the Committee on the Budget of the Finance Division.
8. The IDEAL Student Council may have three standing committees.
  - a) The Committee on Advocacy Affairs shall be responsible for all advocacy issues as they pertain to IDEAL constituencies in their life at the University.
  - b) The IDEAL Student Council Budget Committee shall, in coordination with the Chair of IDEAL Student Council, administer the IDEAL Student Council's portion of the annual budget.
  - c) The IDEAL Student Council Elections Committee shall, in coordination with the student leadership of G12 schools, administer the elections of voting representatives for IDEAL Student Council. In its nomination process, the IDEAL Student Council Elections Committee shall, within its capacity, seek to ensure that neither professional nor research students comprise more than 75% of the General Assembly.

#### D. Council Meetings

1. Meetings of each Council shall be limited to sixty (60) minutes, unless extended by two-thirds vote.
2. General Assembly Representatives are required to attend all regularly scheduled meetings of their respective Council.
3. A majority of each Council may vote to cede all or a portion of its meeting time to the General Assembly.
4. Each Council may by majority vote designate one of its members to serve as its parliamentarian.
5. Each Council may establish and abolish ad hoc or standing committees of itself.
6. Each Council shall provide to the General Assembly, in January and April, a public report summarizing its work throughout the academic year.

7. Every month for which a member is absent without accepted excuse from a majority of Council meetings shall count as an absence from a General Assembly meeting.

## VIII. ARTICLE VIII: BUDGET AND FINANCE

### A. The Budget

1. After the Board of Trustees has approved tuition, fees, and other charges for the next academic year and prior to adjournment of the final General Assembly meeting of the spring semester, the outgoing Vice President for Finance, with the advice of the Committee on the Budget, shall present a provisional budget for the next academic year to the General Assembly.
2. Prior to the second regular General Assembly meeting of the fall term, the Vice President for Finance shall present a final budget to be ratified by majority vote of the General Assembly. This budget must be identical (save for secretarial corrections authorized by the form of the budget) to the provisional budget and cannot be amended before its ratification. The General Assembly may reject the final budget and instruct the Vice President for Finance to prepare a new budget. No GAPSA funds may be spent after the second regular meeting without General Assembly approval of a budget.
3. Upon a three-fourths vote, the General Assembly may amend the budget at any time by an original main motion, provided the full text of proposed amendments is distributed with ten (10) days' notice before the final vote. The full text of motions that alter or suggest altering any spending authority, authorizations, or provisions must likewise be distributed with ten (10) days' notice before the final vote. Budget amendments must specify the item that is the source of funds and must specify the exact textual changes made to line item purposes, allocations, and/or authorizing agents and to auxiliary provisions.
4. GAPSA shall provide an appropriation to each school's student government(s) for the purpose of funding school-wide government activity, school-based student groups, and academic and social programming.
  - a) Each school shall be required to submit annual budget information and updates to GAPSA at the request of the Vice President for Finance.
  - b) GAPSA shall provide up to 10% of its appropriation for each school's student government to the Interschool Partnership Fund.
  - c) Each school student government shall be appropriated funds in proportion to the general fee contributions of its constituents.
5. The Research Student Council shall be guaranteed an appropriation in the sum of no less than forty-five thousand dollars in FY08 for the purposes of awarding research student travel grants, requests for merit funding from research student groups, and supporting academic programs at the Graduate Student Center.



- a) The amount of funds appropriated to the Research Student Council shall increase at a rate, in percentage terms, equal to that of the GAPSA budget as a whole.
6. The budget shall provide the funds necessary for the operations of the General Assembly, the nomination and appointment of graduate and professional students to University Committees, and for such other activities as the General Assembly may decide in accordance with its purpose and mission.
7. The funds for the budget shall come from the General Fee of the graduate and professional students of the University and other procured revenue sources.
8. The Form of the Budget
  - a) The budget is a list of line item allocations and an optional list of self-contained auxiliary provisions.
  - b) Each line item describes (1) a purpose, (2) an allocation (dollar amount), and (3) an authorizing agent. It is prohibited to use the allocation in a line item beyond the specified purpose. All expenditures require the approval of the authorizing agent and must also comply with the Constitution, Bylaws, and provisions the General Assembly may create by Standing Rule.
  - c) Auxiliary provisions describe automatic changes to line items that take effect upon the satisfaction of a defined condition. When the condition is satisfied, the according changes to line items can be made as secretarial corrections without explicit intervention of the General Assembly; the changes take effect upon their notification to the General Assembly.
  - d) Any additional funds that emerge that are not allocated to any item are automatically allocated to reserve as a secretarial correction unless there is an auxiliary provision to the contrary, provided the General Assembly is notified.
  - e) The Vice President for Finance or designee has the duty to report the aforementioned secretarial corrections to the budget to the General Assembly.

#### B. Sunshine Policy

1. The Vice President for Finance shall report a monthly consolidated statement of accounts to the General Assembly. Statements of accounts shall be posted to the GAPSA website.
2. All GAPSA activities and direct or indirect support by GAPSA requires disclosure of budgeted and actual expenses and revenue, including funding sources.
3. GAPSA Advisory Services (GAS) shall certify compliance with funding guidelines.

4. All GAPSA funding support shall promote open community and inclusion, representative forms of governance.
5. Discretionary Fund applications shall be endorsed by a least one General Assembly representative prior to being presented to the General Assembly for consideration of funding.
6. No increase in the emoluments of members for service to GAPSA shall take effect until the end of the current fiscal year.
7. Unless otherwise specified, any standards or regulations that apply to GAPSA-funded groups shall also apply to GAPSA activities.
8. GAPSA's continuing rights to use or access any physical plant or space on or off campus may not be relinquished, reduced, or traded, except as specifically authorized by the General Assembly.

#### C. Pilot Funds

1. GAPSA may establish pilot funds to support the evolving mission and priorities of GAPSA.
2. The Vice President for Finance (or designated deputy) shall be authorized to create pilot funds with the advice and consent of the Committee on Grant and Fund Management of the Finance Division or the General Assembly.
3. Pilot funds shall be consistent with the latest budget approved by the General Assembly.
4. The Vice President for Finance (or designated deputy) shall certify each pilot fund complies with funding guidelines and is managed by its respective Council or Committee.
5. Pilot funds will dissolve on or before the end of each fiscal year unless extended or reauthorized by the General Assembly.

### IX. ARTICLE IX: UNIVERSITY COMMITTEE REPRESENTATIVES

#### A. Liaisons to Trustees Committees

1. The Executive Board shall appoint its members as liaisons to the following Committees of the Trustees of the University of Pennsylvania:
  - a) Committee on Academic Policy
  - b) Committee on Budget and Finance
  - c) Committee on Local, National, and Global Engagement
  - d) Committee on Facilities and Campus Planning
  - e) Committee on Student Life

### B. University Council Representation

1. There are fifteen seats on the University Council reserved for graduate and professional students. All graduate and professional student representatives to the University Council shall be members of the General Assembly.
2. Ideally, one Representative from each of the twelve graduate and professional schools should serve on the University Council.
3. The President, the second executive member of the University Council Steering Committee and the **Executive Vice President**, shall serve on the University Council.
4. In the event that a seat on the University Council cannot be filled in the manner provided by this Constitution, it shall be filled at the discretion of the Director of Equity and Access through the regular appointments process.
5. Any GAPSA representative to the University Council who fails to attend two consecutive University Council meetings shall be immediately replaced. The Director of Equity and Access shall appoint the new representative and notify the General Assembly that such action has been taken as soon as possible.

### C. The Graduate Council of the Faculties

1. There are three seats on the Graduate Council of the Faculties that are reserved for research (Ph.D., M.A. or M.S.) students.
2. The Chair of the Research Student Council shall be recommended **ex officio**. If the Chair of the Research Student Council is not a student at the School of Arts and Sciences, the President of the student government of the School of Arts and Sciences (SASGov) shall be recommended **ex officio**. The Chair of the Research Student Council shall, with the advice and consent of the Research Student Council, nominate a third research student from a school other than the School of Arts and Sciences. No school may have more than one representative to the Graduate Council of the Faculties at any given time.

### D. Academic Planning and Budget Committee

1. There are two seats on the Provost's Academic Planning and Budget Committee. The President shall be the primary representative to the Committee. The second executive member of the University Council Steering Committee shall fill the second seat.

### E. The Speaker Advisory Group

1. There are two seats on the Secretary's Speaker Advisory Group. The President shall be the primary representative to the Group. The second executive member of the University Council Steering Committee shall fill the second seat.

## F. Nominations and Appointments to University Committees

1. The General Assembly shall nominate graduate and professional student representatives to University committees as soon as possible each fall.
2. The Executive Board, through the Director of Equity and Access, Director of International Affairs, Chair of the Professional Student Council, Chair of the Research Student Council, and Director of Student Wellness, shall interview and recommend such representatives to the General Assembly.
3. In recommending representatives of University Committees to the General Assembly, all Chairs responsible for nominations and appointments shall take care to ensure that diversity of schools is maintained.
4. Representatives nominated by the General Assembly to serve on University Committees shall report the activities of the committee(s) to which they are appointed to the General Assembly on a regular basis through the appropriate Chair.
5. Regular attendance, as defined by the Director of Equity and Access, is required of all School Representatives who are assigned to the University Council or other University committees. School Representatives that do not fulfill these attendance requirements are subject to dismissal and replacement.
6. Representatives who fail to regularly report to the General Assembly, or who fail to attend two consecutive meetings of the committee or committees to which they are appointed may be removed by the General Assembly provided that seven days' written notice has been given and that the representative has been granted an opportunity to be heard.
7. All Chairs responsible for nominations and appointments shall communicate regularly with committee officials and monitor the performance of GAPSA representatives.
8. The General Assembly shall, whenever possible, appoint both professional and research students to specific University Committees.
  - a) The General Assembly shall, when appropriate, appoint professional or research students to specific University Committees when the jurisdiction of those committees is more relevant to either professional or research students.

## X. ARTICLE X: THE GRADUATE STUDENT CENTER

## A. The Graduate Student Center

1. The Executive Board and General Assembly shall work closely with the University and the Director of the Graduate Student Center to ensure that the Graduate Student Center fulfills the tenets of its mission statement.
2. The mission of the Graduate Student Center is as follows: "The Graduate Student Center was established to meet the unique needs of graduate and professional students. The Center shall:

- a) Empower graduate and professional students to create and participate in a graduate community at Penn.
- b) Transcend school and department affiliations, and facilitate cross-disciplinary and cross-cultural exchanges through intellectual and social programs.
- c) Provide graduate and professional students with a centrally-located home that includes a lounge, computer lab, and meeting and event space.

#### XI. ARTICLE XI: STATEMENT OF NON-DISCRIMINATION

- A. The Graduate and Professional Student Assembly is an inclusive organization which derives strength from the diversity of its members. Therefore, GAPSA shall not discriminate on the basis of race, color, sex, sexual orientation, religion, gender identity, national or ethnic origin, age, disability, or status as a veteran or disabled person in its membership, the administration of its programs, activities, and its nomination policies and procedures.
- B. The Graduate and Professional Student Assembly reserves the right to withhold funding from groups that do not adhere to this non-discrimination policy and/or the non-discrimination policies of the University of Pennsylvania.

#### XII. ARTICLE XII: AUTHORITY

##### A. Supremacy

1. The Constitution and Bylaws (a collective term for all Bylaws of any organ that conform to the Constitution), together with the Acts of the General Assembly made pursuant thereto, are the supreme rules of GAPSA per the Statutes of the Trustees of the University of Pennsylvania Article 9.6.
2. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern GAPSA and all its constituent organs (Boards, Divisions, Committees, Councils, etc.) and officers in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any Special Rules of Order the General Assembly may adopt.
3. The General Assembly is the final judge of the meaning of the rules. Rules are interpreted as to make them compatible with each other and derogate each other only in the case of irresolvable contradiction. Custom yields to written rule. General yields to specific. Inferior yields to superior. Later yields to earlier, unless passed either as or by the vote required for the rescission or amendment of the earlier. If certain things are specifically authorized, other things of the same class are thereby prohibited. Preambles (e.g., "whereas" clauses, abstracts) are of no binding effect.
4. The General Assembly may unilaterally amend the Bylaws of any other constituent organ, except GAP, of GAPSA that is authorized to have them by three-fourths vote, provided it does so explicitly, the organ has a reasonable opportunity to review and report on the proposed amendments, and the full text of the Bill containing proposed amendments is distributed with ten (10) days' notice before the final vote.

## B. Records and Transparency

### 1. Publication

- a) This Constitution, the Bylaws, any Special Rules of Order, the Standing Rules, the standing Acts of the General Assembly, the approved minutes of public sessions of the General Assembly, the proposed agendas of future General Assembly meetings, any announced or pending Bills in the General Assembly, every enacted (amended) version of the budget for the current fiscal year (including, separately, secretarially corrected versions), the apportionment of the General Assembly, and the roll of General Assembly Representatives must be published on the GAPSA website.
- b) The Article number and name containing the last body line of each page of this Constitution must be included in the header of every page of the published edition of this Constitution.
- c) The subdivisions of all Bylaws, Standing Rules, and Special Rules of Order are identified in accordance with ISO 2145, that is, with Hindu-Arabic numerals delimited by periods, starting from 1 (except header or introductory subdivisions which are explicitly or implicitly zero (0)).
- d) The final disposition (e.g., adopted, pending) and version number of every published or announced document must be unambiguously identified in the body of the same.

### 2. Notice

- a) If a measure requires notice, distribution, or announcement to the General Assembly, it must be either (1) distributed/sent by electronic mail (to each officer's official GAPSA electronic address and each other member's electronic address in the Penn Directory) to all members (voting and non-voting) of the General Assembly by the deadline to be valid and should simultaneously be sent to all members of GAPSA who have indicated a preference to receive updates on the proceedings of the General Assembly, or (2) if notice of the full text is not required, announced at a meeting of the General Assembly and entered on the minutes. The default minimum notice is thirty-six (36) hours unless otherwise specified.
- b) Any member of GAPSA has a right to have notice distributed to the membership of the General Assembly.
- c) In accordance with Robert's Rules, this notice is valid for amended proposals, provided the amended proposal is within the scope of and has magnitude of effect at most that given in the notice.
- d) In accordance with Robert's Rules, days of notice is computed by counting all calendar days (including holidays and weekends), excluding the day of the meeting but including the day the notice is sent. The end of a calendar day is midnight.

3. The entire extant history of every official, secretarial document of GAPSA—the Constitution; Bylaws; Special Rules of Order; Standing Rules; Acts of the General Assembly and other organs; budget; reports of officers and committees; minutes of the General Assembly, including those protected by the secrecy of a closed session; minutes of Councils, Divisions, and Committees; the apportionment of the General Assembly; the membership roll (voting and nonvoting) of the General Assembly, including contact information and complete attendance records; and all certificates of election, appointment, and proxy appointment of General Assembly Representatives—must be made available to members of the General Assembly upon request.
4. The minutes are the authoritative record of the Acts of the General Assembly; if it is not in the minutes, it did not happen. Draft minutes are to be sent promptly to the membership of the General Assembly, at most ten (10) days after the meeting they record. Errors or omissions in the minutes should be corrected as soon as they are noticed (with disputes decided by majority vote), preferably before the initial approval. The minutes of General Assembly meetings shall contain at least:
  - a) the kind (regular, continued, or special), time, and place of the meeting;
  - b) the attendance list including the names of (1) the officers acting as chair, secretary, and other officers of the assembly, (2) voting General Assembly members, noting the constituency, council, and whether they attended in person, (3) students that are certified proxies of voting members, noting the member for which they proxy and certificate documenting the validity of the proxy appointment, (4) voting General Assembly members who are absent, noting the Council of which they are a member, (5) vacant seats of the General Assembly, noting the constituency and council, (6) non-voting General Assembly members, (7) non-voting General Assembly members who are absent, and (8) any non-members of the General Assembly the memorialization of whose attendance is in the interest of the assembly or requested by the attendee, including also the total number of non-members of the General Assembly in attendance;
  - c) whether the minutes of the previous meeting were approved and whether they were corrected;
  - d) the complete substance of reports of committees and officers;

- e) every main motion and resolution introduced, noting (1) the movant, (2) the verbatim, complete, and final text of the motion or resolution adopted or otherwise disposed of, (3) whether the motion was debated or amended, (4) the disposition of the motion (adopted, lost, laid on the table, postponed, postponed indefinitely, or referred to committee), and (5) if finally disposed of, the voting result, which is (i) in the case of an uncounted vote, the announced result from the chair, (ii) in the case of a counted vote, the numbers of votes on each side, (iii) in the case of a roll call vote, the vote (yes, no, or abstain) of every member present, or (iv) in the case of a balloted vote, unless otherwise directed by the Constitution or Special Rules of Order, the full teller's report which includes the total number of votes cast that indicate some preference, the threshold to pass, the number of votes on each side, and the number of illegal votes;
- f) secondary motions such as suspend the rules, recess, and motions regarding the voting method;
- g) every point of order and appeal from the decision of the chair, whether sustained (well taken) or lost (not well taken), and the reasoning given;
- h) all notices of motions and the complete texts thereof, if appropriate;
- i) the time of adjournment; and
- j) the date of the meeting at which these minutes were approved.

### C. GAPSA Standing Rules

1. All published rules, guidelines, and regulations of GAPSA whatsoever should be codified in the GAPSA Standing Rules if they are not promulgated by the Constitution or Bylaws. Thus, all Acts of the General Assembly with durable effect and the rules of any Board, Division, Committee, Council, or Officer having delegated authority should be codified as Standing Rules.
2. Each Standing Rule is annotated with the authority that created it ~~including reference to the source of the authority~~ in subdivision (0) thereof, and have the weight of Acts of the same. They may only be amended or rescinded explicitly and only by the creating authority, by the General Assembly, or by such an authority as the rule may provide. An Act of a subsidiary organ/unit (Board, Division, Committee, Council, or officer) creating, amending, or rescinding Standing Rules becomes void if it is not reported to the General Assembly at its next meeting and remains void until so reported.
3. The individual Rules of the GAPSA Standing Rules shall be numbered uniquely without regard to greater subdivisions that contain them. Subdivisions of each Standing Rule are numbered in accordance with ISO 2145, that is, with Hindu-Arabic numerals delimited by periods, starting from 1 (except header or introductory subdivisions which are explicitly or implicitly zero (0)). A secretarial annotation is inserted in published Standing Rules noting that any gaps in the numbering are reserved for future use.



4. GAPSA Standing Rule 1, subdivisions (1), (2), and (3), shall read the same as the corresponding paragraphs of this section, with subdivision (0) reading: “Rules for Standing Rules. This Rule is created on the authority of the GAPSA Constitution, Article XII, section C.”.

#### D. Intellectual Property and Digital Data

1. GAPSA reserves the right to its privacy and ownership of GAPSA’s intellectual property and digital data.
2. GAPSA shall not sell its data or information to any business, corporation, or entity.
3. GAPSA reserves the right to opt in or opt out of any digital or technology services.
4. GAPSA shall adhere to the Constitution and Bylaws for any changes regarding decisions as to the ownership, collection, release, or storage of GAPSA’s data.

### XIII. ARTICLE XIII: AMENDMENTS

#### A. Amendments to the Constitution

##### 1. Amendment Process

- a) This Constitution may be amended by a three-fourths vote of the General Assembly, provided the full text of proposed amendment has been distributed with ten (10) days’ notice before the final vote.
- b) The final, adopted Bill amending the Constitution must be in writing and specify the exact textual changes to the GAPSA Constitution and also an official abstract of the changes made. For amendments adopted in 2023 or later, the count of the vote adopting it, including the number voting yes, no, and abstaining, must be recorded.
- c) Upon adoption, the Constitution is republished (1) as revised by the adopted changes, (2) with the official abstract (or full text of the amendment, if no official abstract is adopted by the same three-fourths vote) appended to Article XIII: Amendments, as a new section at the end with a paragraph for each “Resolved” clause or section of the instrument (dropping the enacting word “Resolved”), and (3) with the date of passage and the count of the vote adopting it (yes, no, abstain) appended as a subparagraph of this paragraph (Article XIII(A)(1)).

##### 2. List of Amendments

- a) This Constitution was amended on April 2, 2008.
- b) This Constitution was amended on October 21, 2009.
- c) This Constitution was amended on October 20, 2010.
- d) This Constitution was amended on September 26, 2012.
- e) This Constitution was amended on March 27, 2013.

- f) This Constitution was amended on March 23, 2016.
- g) This Constitution was amended on March 15, 2017.
- h) This Constitution was amended on April 26, 2017.
- i) This Constitution was amended on April 18, 2018.
- j) This Constitution was amended on March 27, 2019.
- k) This Constitution was amended on February 19, 2020.
- l) This Constitution was amended on March 30, 2022.
- m) This Constitution was amended on February 15, 2023.  
Vote: 39 yes, 0 no, 1 abstain.
- n) This Constitution was amended on March 15, 2023.  
Vote: 39 yes, 0 no, 2 abstain.
- o) This Constitution was amended on March 15, 2023.  
Vote: 39 yes, 0 no, 3 abstain.
- p) This Constitution was amended on March 15, 2023.  
Vote: 40 yes, 0 no, 3 abstain.

B. Amendment passed on October 21, 2009

1. In order to maintain the GAPSA Constitution as a living document, and retain a history of its evolution, traditions, and precedence, the following text will be added as section A.2 of Article XII: Amendments: To amend the GAPSA constitution, a member of the Assembly must propose a motion in written prose form. The motion must specify the exact changes to be made to the text of the GAPSA Constitution. If the motion passes, two things will happen: 1) the proposed changes to the text will be made; and 2) the text of the motion, and the date of its passage, will be added, in a new section, to Article XII: Amendments.

C. Amendment passed on October 20, 2010

1. Henceforth, every year, GAPSA shall allocate at least \$40,000 from the general fee revenue for an "Emergency Fund." There shall be a strong presumption against reaching into the coffers of the Emergency Fund; it should only be used in the face of unforeseen events posing damaging repercussions. At least two-thirds of the General Assembly must concur before money in the Emergency Fund may be allocated.
2. Henceforth, every year, GAPSA shall allocate at least \$25,000 from the general fee revenue for a "GA Discretionary Fund" to be allocated, at any time the General Assembly sees fit, for GAPSA councils or committees, groups presenting in front of the GA, or any cause the GA wishes to support. A simple majority of the General Assembly shall be required to concur before money in the GA Discretionary Fund may be allocated.

## D. Amendment passed on September 26, 2012

1. In order to allow for a more flexible meeting structure the text of Article VI(C)(1) has been amended from “The Professional Student Council and Research Student Council shall meet for sixty minutes” to “Meetings of the Professional Student Council and Research Student Council shall be limited to sixty minutes.”

## E. Amendments passed on March 27th, 2013

1. Henceforth, every year, GAPSA shall allocate at least \$25,000 from the general fee revenue for a “G12 Synergy Fund” whose purpose shall be to enhance the academic, social, and cultural pursuits of graduate and professional student government organizations at the University of Pennsylvania. Student government eligibility for these funds will be contingent upon evolving requirements that promote intergovernmental collaboration, and build institutional integrity. The G12 Synergy Fund shall be administered by the VC for Finance with the approval of the Executive Board and shall be administered in accordance with the relevant provision of the GAPSA VC Finance Handbook.
2. In order to fulfill GAPSA’s charge to represent all graduate and professional students at the University of Pennsylvania, empower members of underrepresented groups, and to clarify the responsibilities of, and the relationship between the Chair for Equity and Access and the Chair for International Affairs the text of Articles III(A), III(B), VII(D), VII(F) and IX have been amended with the following effects: 1.) The Select Committee on Pluralism and the Select Committee on International Affairs merged into a new body called The Select Committee on Pluralism and International Affairs (“The Select Committee”) co-chaired by the Chair for Equity and Access and the Chair for International Affairs, participated in by their committee members, group representatives, and members of University Committees relevant to The Select Committee’s charge; 2.) The roles of the Chair for Equity and Access and the Chair for International Affairs expanded to include outreach; and 3.) It was clarified that the Chair for Equity and Access oversees the appointment process of liaisons to all University Committees.
3. In order to institutionalize GAPSA’s commitment to not only non-discrimination, but to inclusion the text of Article XI has been amended to begin with the following statement, “The Graduate and Professional Student Assembly is an inclusive organization which derives strength from the diversity of its members.”

## F. Amendments passed on March 23, 2016

1. In order to codify the rules regarding proxies for GA representatives, this amendment establishes who may be a proxy and how many times a representative may appoint proxies throughout the school year and semester.

2. In 2013 the GAPSA GA voted to create the Select Committee, recently renamed the IDEAL Committee. The Vice Provost of University Life granted the newly created Select/IDEAL Committee with \$40,000 to provide operational and programming support to affinity groups. The Trustees of the University of Pennsylvania thereafter took on the responsibility of providing an additional \$40,000 (plus year growth) to GAPSA, with the understanding that it was being used to fulfill GAPSA's stated commitment to its diverse constituents, as represented by affinity leadership. The following amendment seeks to put into the Constitution what has been in practice since 2013, in order to formalize this allocation and to commit it to GAPSA's institutional memory.

G. Amendment passed on March 15, 2017

1. This amendment is to establish the Chair for External Affairs as a member of the GAPSA Executive board. This Chair for External Affairs shall be in charge of the External Affairs Committee and will be is responsible for coordinating the external affairs and activities of GAPSA outside Penn, including alumni engagement; community outreach, education, and service; relationships with other universities and organizations; political advocacy at all levels of government; and statements of the positions of GAPSA on issues of significance to the welfare of graduate students.

H. Amendments passed on April 26, 2017

1. The Committee amendment changed the wording of the Committee meeting requirement to specify that Committee meetings may happen every General Assembly meeting.
2. The Proxy amendment changes the requirements for General Assembly Representatives to notify the Chair for Operations they are appointing a proxy to before the General Assembly meeting starts and immediately after the meeting is extended by a vote of the General Assembly.
3. The IDEAL Student Council Amendment changes the IDEAL Committee from a Committee to a Council and adds eleven seats to the General Assembly and one seat to the GAPSA Executive Board as the Chair for IDEAL Students as members of this Council. The roles and responsibilities of the IDEAL Committee shall be assumed by the IDEAL Student Council.

I. Amendments passed on April 28, 2018

1. Sequence of Exec Positions Listed in Constitution Amendment: The positions will be ordered through the constitution as follows: President, Vice President, IDEAL Council, Professional Council, Research Chair, Communications, Finance, Operations, Equity and Access, External Affairs, International Affairs, Social Affairs, Student Life, Student Programs.
2. Equity and Access Mandate Amendment: The following text will be added to Article VII.D.

- a) The Chair for Equity and Access shall organize and preside over a monthly meeting with all appointees to the University Council and University Committees.
- b) The Chair for Equity and Access shall establish and maintain a formal channel of communication between all appointees to the University Council and University Committees.
- c) The Chair for Equity and Access shall, in consultation with the GAPSA Executive Board and the GA, coordinate a holistic strategy for supporting graduate student interests across and between the University Council and University Committees.
- d) The Chair for Equity and Access shall compile a report each semester on the activities of the University Council and University Committees that will be presented to the GA. The report will identify how graduate student interests have been represented and offer recommendations for greater advocacy in the future.
- e) The Chair for Equity and Access shall preserve and promote the “Accessibility Mapping Project” such that there remains an open channel for displaying, reporting, and addressing equity and/or access deficiencies faced by graduate students on campus.

J. Amendments passed on March 27, 2019

1. Sunshine Policy Amendment: The General Assembly and GAPSA Finance promote financial transparency and accountability through a Sunshine Policy.
2. Budget Amendment: The provisional budget shall be approved by the General Assembly. Chair for Finance shall be limited in spending funds over the summer. Chair for Finance shall be authorized to create pilot funds.
3. GAP Amendment: GAPSA shall support a GAPSA-G12+ Accountability Program to promote partnership and accountability with GAPSA and G12+ student governments.

## K. Amendment passed on February 19, 2020

1. Amendment to restructure GAPSA Executive Board and Committees. Per implementation guidelines of that Amendment: This amendment will replace Articles III, V, VI, and VII, and Appendix A of the current Constitution (as of 7 February 2020) in their entirety. These proposed new articles will appear in the Constitution with the order and listing of Articles as they appear below. What is currently labeled as Article IV (Article IV: The Professional Student Council, the Research Student Council, and the IDEAL Student Council) will be renamed as Article VII. The structure of the executive board as laid out in this amendment will govern GAPSA following the elections for the 2020-2021 Executive Board. The rules for elections as defined in Article IV of this amendment will be used to guide the Spring 2020 elections to the greatest degree possible. All other processes (including the presentation of Executive and Division Bylaws) will be followed after the Elections. The text of the Constitution as it stood prior to this amendment must be available on the GAPSA website for at least 1 year following passage of this amendment, along with the revised text. After this, only the most recent version of the Constitution need be displayed on the website, with the old text archived in the GAPSA office.

## L. Amendments passed on March 30, 2022

1. Amendment to Restructure the GAPSA Executive Board and Committees. This amendment will take place in Articles III, IV, V, VI, VII, VIII, and XIV of the current Constitution (as of February 19, 2020). The specific revisions and new articles will appear in the Constitution as highlighted yellow. The structure of the Executive Board as laid out in this amendment will govern GAPSA following the elections for the 2022-2023 Executive Board. The rules for elections as defined in Article IV of this amendment will be used to guide the Spring 2022 Elections to the greatest degree possible. The text of the Constitution as it stood prior to this amendment must be available on the GAPSA website for at least 1 year following passage of this amendment, along with the revised text. After this, only the most recent version of the Constitution need be displayed on the website, with the old text archived in the GAPSA office.
2. Amendment on Technology Policy. This amendment will establish a GAPSA technology policy, including (1) e-voting, (2) e-voting in elections, (3) attendance in video conferencing, teleconferencing, and video meetings, (4) ownership of GAPSA's intellectual property and digital data, and (5) establishing a Deputy Director of Technology.

M. Amendments passed on February 15, 2023. Vote: 39 yes, 0 no, 1 abstain.

1. Constitutional Fixes (GA/44/RES/10/Corr.1). These amendments create a new Article XII for document and supremacy rules, enable the General Assembly to unilaterally amend the Bylaws of constituent organs, clarify and reorganize existing rules and practices with respect to (e.g., records, publication, and notice requirements), implement annual reapportionment of the General Assembly, clarify the quorum threshold, consolidate use of “Division” and “Division leadership” instead of “Committee”, replace “Subcommittee” with “Committee”, change the preposition used in the styles of Vice Presidents from “of” to “for”, rewrite the sections describing the removal of members of and vacancies on the Executive Board to make them more concise, rewrite the section describing the appointment process for Directors to make it more concise, and generally improve concision, clarity, and style.
2. Codification of Standing Rules (GA/44/RES/11). These amendments create a vessel (the Standing Rules) for the preservation of records of durable Acts of the General Assembly and other units of GAPSA from year to year, codify all identified durable existing rules as Standing Rules, and implement a system of symbols to uniquely identify all documents of GAPSA.
3. Amendment of Constitutional General Assembly Procedures (GA/44/RES/12). These amendments clarify the procedures for non-voting members, set default limit on speeches in debate to three (3) minutes, tune the General Assembly schedule to minimize coincidence with holidays, implement a process of two Readings for Bills before the General Assembly, allow a single member to order a roll call vote, and simplify and reorganize the rules for elections, reducing overlap and conflicts between the Constitution and Executive Board Bylaws.

N. Amendments passed on March 15, 2023. Vote: 39 yes, 0 no, 2 abstain.

1. Attendance Policies (GA/44/RES/14) These amendments clarify the mandatory procedures for dismissing a General Assembly Representative, clarify and make more concise the requirement that General Assembly Representatives attend Council and Committee meetings, clarify and make more concise the proxy policy, add safeguards on the proxy policy as to transparency and entrenchment, add the requirement for the announcement of meeting attendance and quorum thresholds for every meeting, and allow nonresponse by a school appointing organization as to a General Assembly request to recall their representative to be addressed at the following General Assembly meeting.

O. Amendments passed on March 15, 2023. Vote: 39 yes, 0 no, 3 abstain.

1. Rules and Accountability (GA/44/RES/15). These amendments add conflict of interest rules as to increases in emoluments for GAPSA service and decisions for group funding, incorporate sunshine and other regulations for GAPSA-funded groups onto GAPSA activities, clarify the budget proposal process, powers, and form, guarantee proportional apportionments to school appointing organizations, affirm the Budget Committee's charge in advising in the preparation of the budget, place procedural checks on undebatable motions to ensure their informed and fair use, require that main motions and amendments be reported in writing, memorialize three Deputy Director positions (Records, Credentials, and Revenue), specify default rules for committee membership and access, and create a Drafting Committee, an institutional structure for the improvement of rules and resolutions.

P. Amendments passed on March 15, 2023. Vote: 40 yes, 0 no, 3 abstain.

1. The Speaker (GA/44/RES/16). These amendments create the office of Speaker, to implement the idea that the meeting chair shall, to whatever extent possible, have no opinion about the merits of pending business and serve only to impartially guide effective procedure, so that the opinion of the General Assembly may emerge unhindered.

#### XIV. ARTICLE XIV: RATIFICATION

A. Ratification of the Constitution

1. The approval of two-thirds of the members of the Graduate and Professional Student Assembly, two-thirds of the members of the Graduate Student Associations Council, and eight of the twelve graduate and professional student governments shall be necessary for the ratification of this Constitution.
2. The approval, by the University administration, of the new funding formula agreed to by the Graduate and Professional Student Assembly and the Graduate Student Associations Council shall also be necessary for the ratification of this Constitution.
3. The ratification of the Constitution of the Graduate Student Government of the School of Arts and Sciences shall also be necessary for the ratification of this Constitution.
4. This Constitution shall take effect on May 1, 2007.

#### XV. ARTICLE XV: GAPSA-G12+ Accountability Program (GAP)

A. GAP, PAC, FAB, GFAC, IPF Definitions

1. GAPSA and its constituent G12+ student government partners shall support a GAPSA-G12+ Accountability Program (GAP) whose purpose shall be to promote partnership and accountability among and between GAPSA and G12+ student governments. GAP shall have four components:



2. The Presidents' Advisory Council (PAC) shall be comprised of the presidents of GAPSA and its G12+ constituent partners.
3. The Finance Advisory Board (FAB) shall be comprised of the treasurers of GAPSA and its G12+ constituent partners.
4. The GAPSA Finance Associations Council (GFAC) shall be comprised of the treasurers of GAPSA and its constituent student organizations, including G12+ and student groups funded by GAPSA.
5. The Interschool Partnership Fund (IPF) shall be funded in partnership between GAPSA and its constituent G12+ partners.

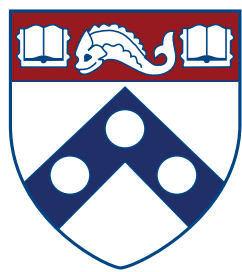
#### B. GAP Governance

1. Decisions pertaining to the operating procedures of GAP are subject to a majority vote of all financial stakeholders.
  - a) Financial stakeholders shall be defined as all opted-in, investing school governments plus the Graduate and Professional Student Assembly (GAPSA).
  - b) Each participating government, including GAPSA, will have one vote.
2. GAP bylaws may only be amended by a supermajority vote of participating governments, subject to ratification by simple majority vote of the GAPSA General Assembly.

#### C. GAP Funding

1. Henceforth, every year, GAPSA shall allocate up to 10% of its appropriation to each school's student government(s) to the Interschool Partnership Fund (i.e. G12+ investment).
  - a) GAPSA will match the G12+ investment (i.e. GAPSA IPF match) in its appropriations.
  - b) School governments may choose to withdraw their respective G12+ investments from the IPF. Any unspent or withdrawn G12+ investments shall forfeit their corresponding GAPSA match.
2. The IPF shall be administered by the Vice President for Finance (or chosen deputy with the advice and consent of the General Assembly).
  - a) The IPF shall be administered in accordance with the relevant provisions of the GAPSA Finance Handbook and guidelines.
3. In order to promote greater fund utilization, any GAP financial stakeholder may designate up to one proxy from their school's delegation of GAPSA General Assembly representatives, to act on their behalf.

**[END]**



gapsa

GRADUATE *and* PROFESSIONAL STUDENT ASSEMBLY  
UNIVERSITY *of* PENNSYLVANIA

# GAPSA Constitution

CONSTITUTION  
OF THE  
GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY  
OF THE  
UNIVERSITY OF PENNSYLVANIA

*A/Const/45/R.2/Pro.1*

Last Amended: Not Yet Adopted

**\*NOTE: Incorporates GA/45/BILL/8 Yellow highlighted commentary indicates revised titles.**

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## I. ARTICLE I: PURPOSE

- A. The Graduate and Professional Student Assembly (GAPSA) shall be the coordinating student body charged with representing all graduate and professional students enrolled at the University of Pennsylvania.
- B. All graduate and professional students are members of the Graduate and Professional Student Assembly during the period of enrollment as a student at the University of Pennsylvania, and are encouraged to participate in all GAPSA activities.
- C. The Graduate and Professional Student Assembly shall serve as a liaison among the student governments of the graduate and professional schools of the University of Pennsylvania, nominate graduate and professional student representatives to University committees, and represent the concerns of graduate and professional students to the University administration.
- D. The Graduate and Professional Student Assembly shall monitor issues of importance to the graduate and professional student community and foster dialogue among its members for the purpose of identifying relevant issues of advocacy.
- E. The Graduate and Professional Student Assembly shall sponsor academic, cultural, and social events of interest to the graduate and professional student community. It shall continue to focus on funding, programming, and academic resources.

## II. ARTICLE II: THE GENERAL ASSEMBLY

## A. Membership and Apportionment

1. The General Assembly shall be composed of representatives from each of the graduate and professional schools of the University, and representatives from IDEAL constituencies. Henceforth, these schools and IDEAL are referred to collectively as appointing organizations.
2. Each graduate and professional school shall have one professional student representative for the first enrolled professional student and an additional professional student representative for every 300 professional students enrolled beyond the first and have one research student representative for the first enrolled research student and an additional research student representative for every 300 research students enrolled beyond the first. IDEAL constituencies shall collectively have at most eleven (11) representatives.
3. By the end of February of every year, the Vice President for Operations shall obtain from the University the number of students in each graduate and professional school and reapportion or add seats as appropriate. The reapportionment shall take effect on May 15.



4. The Vice President for Operations shall inform the student government of each graduate and professional school of the number of seats each school will have in the General Assembly and how those seats are distributed between professional and research students. The Vice President for Operations shall also inform the student government of IDEAL of the number of seats there will be for IDEAL constituents on the IDEAL Student Council.

#### B. General Assembly Representatives

1. The student government(s) of each appointing organization shall appoint or elect, according to their own procedures, their representatives to the General Assembly. To be qualified to be selected to and continue to hold their seats, professional student representatives must be professional students, research student representatives must be research students, school representatives must be students of the school they represent, and all representatives must be required by the student government of their appointing organization to regularly attend its meetings. The General Assembly is the final judge of the elections, appointments, and qualifications of its members and of the recognition of the student governments of school appointing organizations.
2. At least one General Assembly Representative per appointing organization shall be appointed upon the completion of the spring semester. All remaining representatives shall be appointed by the second scheduled General Assembly meeting of the fall semester. General Assembly Representatives shall hold their seats until the final adjournment of the General Assembly in the spring term and until their successors are elected.
3. The appointment or election of a representative is not valid until the receipt of documentation certifying the time and manner of the same by the Vice President for Operations.
4. General Assembly Representatives shall represent their appointing organization to GAPSA and GAPSA to their appointing organization.
5. General Assembly Representatives shall attend all meetings of the General Assembly. Any representative who has more than two unexcused absences per semester or three unexcused absences per year may be dismissed by GAPSA.
  - a) Upon the dismissal of a General Assembly Representative, GAPSA shall contact the appointing organization from which the student was a representative, in accordance with Article II, Section C of this Constitution, in order to seek a replacement.
6. Each General Assembly Representative shall serve effectively on at least one standing committee of the General Assembly in order to help GAPSA carry out its mission.
7. General Assembly Representatives who are appointed to a University Committee shall report the activities of that Committee to the appropriate Chair.

8. General Assembly Representatives shall keep the Vice President for Operations apprised of their current contact information.

#### C. Dismissal of a General Assembly Representative

1. A General Assembly Representative who is found to be in violation of this Constitution or the Rules of the Graduate and Professional Student Assembly shall be given a written notice stating the violation or violations no less than ten days before the General Assembly meeting at which they are to be discussed. At such meeting, the General Assembly Representative shall be given an opportunity to be heard before the General Assembly.
2. A General Assembly Representative may, upon a request issued by a majority of the General Assembly, be recalled by the student government of their appointing organization. The President or Vice President for Operations shall notify that particular appointing organization that such a request has been issued no more than forty-eight hours after such action is taken.
3. The appointing organization shall have ten (10) days to respond to the General Assembly's request. The response shall detail the course of action the appointing organization's student government has decided upon.
4. Three-fourths of the General Assembly may vote to dismiss the General Assembly Representative if the appointing organization's student government does not respond by the end of the tenth day following the issuance of the General Assembly's request. The General Assembly may override a decision of an appointing organization's student government to not take action.
5. The President or Vice President for Operations shall notify the student government of an appointing organization that one of its General Assembly Representatives has been dismissed no later than forty-eight hours after such action. The vacant seat shall be filled by the appointing organization's student government no later than the second General Assembly meeting following the dismissal.
6. Just cause (i.e., malfeasance, misfeasance, or nonfeasance), must be shown in all cases involving the dismissal of a General Assembly Representative. The membership and good standing of voting members of the General Assembly can only be involuntarily removed by the dismissal proceedings described in Article II, section C.

#### D. General Assembly Meetings

1. The first meeting of the General Assembly shall be, in the fall term, the first Wednesday after the second Monday in September and, in the spring term, on the Wednesday seven (7) weeks before the week of spring term break. The General Assembly shall meet every two (2) weeks thereafter until the end of classes in each term. Should a meeting date specified by this scheme fall on a university holiday, less than one week before final exams, or another day where low attendance is expected, the meeting shall be held on the prior Wednesday instead. A special meeting may be called by the President or by petition of one-quarter of General Assembly Representatives, provided at least three (3) days' notice is given of the time and place. The General Assembly may modify its meeting schedule.
2. Meetings of the General Assembly are limited to ninety (90) minutes, unless extended by three-fourths vote.
3. Procedure
  - a) All motions contained in Robert's Rules requiring a two-thirds vote shall require a three-fourths vote instead.
  - b) Unless the General Assembly votes to limit or extend limits of debate as to the duration or number of speeches, speeches in debate before the General Assembly shall be limited to three (3) minutes per speech and, as in Robert's Rules, two (2) speeches per member per question per day.
  - c) Before putting the undebatable motions that close debate, extend the meeting, or adjourn the meeting, the chair must first call for all those opposed (who either wish to speak, end the meeting, or continue the meeting, respectively) to rise (and, should there be none, the motion is thus adopted by unanimous consent) so members may cast an informed vote.
  - d) Before stating a motion that has the effect of ending debate, the Chair must recite: "I am instructed by the Constitution to say that a motion closing debate is considered to be a most exceptional procedure the sole function of which is to deprive members of their right to speak in debate and the assembly will not agree to it except where it is felt to be the only means of ensuring the proper conduct of the business of the assembly. Does the member persist in their intention to move it?".
  - e) The Executive Board may appoint a parliamentarian.
4. A quorum of the General Assembly exists when at least a majority of professional student school representatives and a majority of research student school representatives, and, collectively, General Assembly Representatives representing at least seven schools are present or represented by proxy. Vacant seats are ignored while quorum is counted.

5. At their full discretion, the Chair may allow for a remote attendance option using video conferencing technology. Most meetings will occur in person. However, if voting members of the General Assembly are not physically present at meetings, the Chair may allow for a remote attendance option utilizing a video teleconferencing tool. The General Assembly shall adhere to the Constitution and Bylaws for procedures in e-meetings.
6. Meetings shall be open to all members of the public. Any graduate or professional student who is not a voting member of the General Assembly may also participate in its discussions. All other members of the public may participate in discussions only at the invitation of the Chair. When three-fourths of the General Assembly votes in the affirmative, it shall meet in closed session, the minutes of whose proceedings shall not be published and shall be a secret of members of the General Assembly.
7. The Vice President for Operations shall, by the final adjournment of the General Assembly of each academic year, give notice to the entire General Assembly and Presidents' Advisory Council of all scheduled meeting dates for the following academic year.
8. The President, or their designee, shall distribute a tentative agenda to the General Assembly no less than thirty-six hours prior to a regularly scheduled meeting.
9. Every Bill shall be reported in its full text on two separate meeting days before the General Assembly may approve it; each such report is called a Reading.
  - a) Generally, a Bill is a main motion that brings substantive business. Specifically, any resolution, original main motion, motion which includes spending proposals, or motion which includes an enactment of or amendments to the Constitution, Bylaws, Special Rules of Order, budget, or Standing Rules, is a Bill, whether made orally or in writing. Incidental main motions not covered by the preceding (e.g., ones that relate to procedure or business already entered into) are not Bills.
  - b) First Reading is an opportunity to ask questions and otherwise consider the Bill after which it should ordinarily be referred to committee(s) for further consideration and/or amendment. A Bill may also be rejected outright by a motion to *Reject at First Reading*, subject to the same procedural rules as *postpone indefinitely*.
  - c) Second Reading is a further opportunity for consideration at the end of which a final vote may be held. The Bill may be amended before adoption without requiring any further Readings, provided amendments are germane to the Bill as first **Read**.
  - d) **The requirement for Two Readings cannot be suspended.**

10. The full, final text of every main motion or amendment thereto must be reported in writing to the General Assembly before it may be adopted or otherwise finally disposed of. Unwritten main motions are null and void. Records of the General Assembly must be published per Article XII.
11. The final General Assembly meeting in the spring shall serve as a transition meeting. The outgoing Executive Board shall act on all items of old business. The first item of new business shall be acted upon by the new Executive Board.

#### E. Voting

1. Each General Assembly Representative shall have one vote in all matters.
2. Only General Assembly Representatives shall have the right to vote in committees.
3. Members of the Executive Board do not have a vote in the General Assembly by virtue of their executive position.
4. In order to pass the General Assembly, a motion must receive a majority of the votes cast. Voting may be done by the raising of voting cards—provided they are distributed to all present voting members of the General Assembly before the vote—with proxy votes denoted in a tamper-resistant and nontransferable manner.
5. At their full discretion, the Chair may allow for a remote voting option using video conferencing technology. Most voting will occur in person at General Assembly meetings. However, the e-voting mechanism is optional and should be used sparingly. E-voting shall adhere to Article II, section E.
6. Any General Assembly Representative may appoint a proxy to participate on their behalf at a General Assembly meeting with full voting and other rights, valid upon the receipt by the Vice President for Operations or designee and reporting to the General Assembly of a certificate of the proxy appointment endorsed by the representative. A proxy vote may not be exercised on an amendment to proxy policy; changes to the proxy policy so passed are null and void. A single student may concurrently exercise at most two (2) proxy votes in a particular meeting. A single student may appoint a proxy for all or part of at most two (2) meetings per semester. A member represented by proxy counts as present for the purpose of determining a voting result.
7. Any General Assembly Representative has the right to insist that the final vote on any Bill be done by call of the roll, where the vote of each member is taken and identified separately in the minutes.

#### F. Non-Voting Seats

1. The General Assembly may appoint non-voting members when it deems necessary. Executive Board members and the Speaker are *ex officio* non-voting members of the General Assembly. All other non-voting members are dismissed at the end of the academic year and may be individually dismissed by majority vote. The rights of any non-voting member may be abridged by the same vote.
2. Non-voting members of the General Assembly shall not count towards quorum.
3. Non-voting members may not make or second motions. They may speak and otherwise participate in meetings.
4. Non-voting members may remain in General Assembly meetings during a closed session.

#### G. Speaker

1. The Speaker shall chair meetings of the General Assembly.
2. The Speaker is chosen primarily for the ability to carry out the duties of the office: to impartially preside, maintain order, protect substantive rights, support open deliberative discourse, facilitate rough consensus wherever possible, and promote community. The Speaker may not bring or report any proposals whatsoever and must remain strictly impartial and silent on the merits of any question (even to “provide context”) before the General Assembly. The Speaker cannot waive these duties without resigning. The Speaker must have a working command of Robert’s Rules, the GAPSA Constitution and Bylaws, any Special Rules of Order, and any other standard operating procedures used by GAPSA.
3. The General Assembly shall elect a Speaker **at the penultimate regular meeting of the spring term** or whenever the position is vacant, provided the election is announced to the GAPSA membership at least ten (10) days prior. **The election procedures shall be the same as for elected Executive Officers. No member of the Executive Board may simultaneously hold the office of Speaker.**
4. **The term of Speaker begins with the final adjournment of the General Assembly in the spring term** and lasts for one year and until a successor is elected. The Speaker may be removed by a three-fourths vote of no confidence.
5. The Speaker (or the assembly, if the Speaker is unable or the office of Speaker is vacant) may appoint a chair *pro tempore* for a particular meeting with the approval of the assembly.
6. The Speaker is invited to attend the meetings of the Executive Board and of any Council, Division, or Committee (and also any (sub)committee of any of the preceding) and may not cast a vote in any of these. The Speaker is not an executive officer or Executive Board member and may not represent GAPSA in their official capacity in meetings with administrators or partners.

## III. ARTICLE III: THE EXECUTIVE BOARD

## A. Executive Board Organization

1. The Executive Board of GAPSA will be organized corresponding to the divisions: Finance, Operations, Advocacy, and Programming. The President nominally oversees all division leadership and the Council Chairs. The Executive Vice President oversees all division leadership and coordinates between the other Vice Presidents. The Vice President for Finance manages the Finance Division leadership. The Vice President for Operations manages the Operations Division leadership. The Vice President for Advocacy manages the Advocacy Division leadership. The Vice President for Programming manages the Programming Division leadership.
2. The Finance Division leadership will be directly managed by the Vice President for Finance and will consist of the following executive positions: Director of Fund Management, Director of Budget, and Director of Financial Reporting.
3. The Operations Division leadership will be directly managed by the Vice President for Operations and will consist of the following executive positions: Director of Public Relations, Director of Logistics, Director of Alumni Relations, and Director of Data Analytics.
4. The Advocacy Division leadership will be directly managed by the Vice President for Advocacy and will consist of the following executive positions: Director of Student Wellness, Director of Equity and Access, Director of International Student Affairs, and Director of External Affairs.
5. The Programming Division leadership will be directly managed by the Vice President for Programming and will consist of the following executive positions: Director of Academic Programming, Director of Cultural Programming, and Director of Social Programming.
6. The President, Vice Presidents, and Council Chairs {Steering} will be elected according to the procedures laid out in Article IV of this Constitution. After the election of the President, Vice Presidents, and Council Chairs {Steering}, these members of the Executive Board shall appoint the Director-level board members according to the procedures laid out in Article IV of this Constitution.
7. Each Vice President has joint and several responsibility for the execution of all the duties of the Directors in their division.

## B. General Responsibilities

1. The term of all elected or appointed executive officers is one year, beginning and ending at noon on May 15 and until their successors are elected or appointed, respectively.
2. Members of the Executive Board shall participate in relevant meetings with the GAPSA President and University Officials.

3. Each voting member of the Executive Board shall have exactly one vote in all Executive Board matters.
  4. The Executive Board may adopt resolutions when it is impractical for the General Assembly to act. In such a case, a resolution must receive the affirmative votes of a simple majority of all Executive Board members. Any resolution approved by the Executive Board in such a situation must be presented to the General Assembly for its approval or rejection at its next meeting. If it is not, then the Executive Board's prior action shall be considered null and void.
  5. The Executive Board may act to address any issue that impacts GAPSA's finances, holdings, standing in the community, or operations when it is impractical for the General Assembly to act. Such decisions must be approved by a majority vote of all Executive Board members. Any decision made in such a situation must be presented to the General Assembly at its next meeting.
  6. Any Executive Board member may appoint Deputy Directors (who are styled: Deputy Director "of" the division in which they serve "for" the purpose for which they were appointed) to assist in their duties with the unanimous approval of the President and Vice Presidents. **The General Assembly may define the roles of, regulate, and limit the appointment of Deputy Directors by Standing Rule.**
  7. The President, Vice Presidents, and Council Chairs {Steering} shall provide to the General Assembly, in January and April, a public report summarizing the work of the Executive Board throughout the academic year.
  8. Any officer of GAPSA with a leadership position (not *ex officio* of their GAPSA office) in any GAPSA-funded group must disclose said interest, may not lobby in the General Assembly or any of its committees and councils as to the funding of said group, and must recuse themselves from any decision in their official capacity as an officer of GAPSA in regards to funding of said group.
  9. Voting members of the Executive Board may not be General Assembly Representatives.
- C. Executive Board Bylaws
1. The Executive Board is authorized to have Bylaws which govern its day-to-day functioning and such other functions as authorized by this Constitution.
  2. The Executive Board Bylaws may be amended by a two-thirds vote of the Executive Board and a majority vote of the General Assembly with ten (10) days' notice of the full text, both on the same language.
- D. Removal of a Member of the Executive Board



1. Executive Board members (i.e., The President, Vice Presidents, Council Chairs, and Directors) and other all other executive officers (e.g., Deputy Directors) of GAPSA may be involuntarily removed only by one of the procedures in this section and only for either violations of the Constitution or subsidiary rules, gross dereliction of duty, or professional misconduct. In all instances, officers must be given fourteen (14) days' written notice specifying the violation(s) before the process may begin and granted an opportunity to be heard before the appropriate decision-making body. In accordance with Robert's Rules, any member eligible to vote in removal proceedings may demand the vote be done by secret ballot.
2. All Executive Officers. Upon the initiative of ten (10) General Assembly Representatives approaching the Speaker, any executive officer of GAPSA may be removed by three-fourths vote of the General Assembly.
3. Directors. Upon the initiative of a Vice President, any Director of the same division may be removed by unanimous vote of the President, Vice Presidents, Council Chairs, and all other Directors of the division at a meeting of the Executive Board. The General Assembly may overturn this by three-fourths vote on appeal, provided the appeal is initiated before the replacement for the position has been elected or confirmed and the General Assembly had ten (10) days' notice of the pending appeal.
4. Council Chairs. Upon the initiative of one-quarter of members (representing at least two schools) of a Council approaching the Speaker, the Chair of the same Council may be removed by three-fourths vote of the Council.

#### E. Vacancies on the Executive Board

1. Should a vacancy occur or resignation accepted in the offices of the President, Vice Presidents, or Council Chairs, a special election shall be held at the next practical, regularly-scheduled General Assembly meeting, provided fourteen (14) and ten (10) days' notice is given to the General Assembly and the GAPSA membership, respectively. The procedures of Article IV apply to these special elections, but in extenuating circumstances, they may be adjusted by three-fourths vote of the General Assembly.
2. The following interim appointments to vacant positions are valid until the election is held. Members of the Executive Board appointed to interim positions may continue to serve in their original position concurrently. The President (interim or elected) shall act with the powers and duties of any vacant position until an interim is appointed.
3. The Interim President shall be the Executive Vice President, or, if they are unwilling, one of the other Vice Presidents, appointed by majority vote of those Vice Presidents, or, if they are unwilling, a member of the Executive Board appointed by majority vote of the Executive Board.
4. The Interim Executive Vice President shall be one of the other Vice Presidents, appointed by the President and confirmed by majority vote of the Executive Board.

5. An Interim Vice President for some division shall be the Director of the same division appointed by the Executive Vice President and confirmed by majority vote of the Executive Board.
6. An Interim Director shall be a student appointed by the Vice President for the same division and confirmed by majority vote of the Executive Board. The Interim Director shall hold their seat until a full Article IV appointment process is held.

#### IV. ARTICLE IV: ELECTIONS AND APPOINTMENTS

##### A. Election Process for the President and Vice Presidents

1. Timing and Communication of Elections
  - a) The annual elections of the GAPSA President and Vice Presidents by the General Assembly shall take place in the spring term, **on or before March 1.**
  - b) The regular annual elections date should be announced to the General Assembly by the first meeting of the spring term. Special elections must be announced to the General Assembly with at least fourteen (14) days' notice.
  - c) All elections (regular and special) must be announced, in digital or paper form, to the full GAPSA membership with at least ten (10) days' notice.
2. Election Order. The elections shall be done in the order: (1) President, (2), Executive Vice President, (3) Vice President for Finance, (4) Vice President for Operations, (5) Vice President for Programming, and (6) Vice President for Advocacy.
3. Chair of Elections
  - a) The President and Vice Presidents may select, with consent of the member so selected, an Elections Chair who should be a member free of conflicts of interest and generally perceived as impartial and fair. The Speaker is the default choice for Elections Chair. The chair of elections shall be ineligible to be elected at the meeting they chair or be appointed to any position by the affirmative vote (not counting unanimous consent) of any officers during their term elected at the same.
  - b) Whosoever chairs the election process or serves as a teller may not express an opinion either opposing or endorsing any candidate.
  - c) The identity and contact information of the Elections Chair should be announced alongside the announcement of the election date.
  - d) The Elections Chair shall appoint at least two and at most four tellers to assist in the collection and counting of ballots.

4. Nominations. Nominations shall be opened beginning at least ten (10) days before the election. Nominations may be made by electronic mail or in-person to the Elections Chair by any GAPSA member and may be made anonymously. Just before the election for a position is held, the Elections Chair shall ask three (3) times for further nominations, after which nominations are closed. Self-nominations are acceptable. Nominations need not be seconded, but they must be accepted by the person nominated. Nominees must be eligible for the position for which they run.
5. The Executive Board Bylaws shall specify the detailed procedures for at least (1) Candidate Speeches, (2) Questions and Answers, and (3) Deliberations. Changes to these rules must be ratified and announced at least ten (10) days before the election for which the changes may apply. In these procedures, candidates shall be guaranteed equal opportunity of speaking and of responding to questions.
6. Voting
  - a) To be eligible to vote in an election (regular or special), all representatives must be certified as in Article II, section B, paragraph 3 no later than ten (10) days before the election and must be non-interim representatives. Members eligible to vote in the election may appoint a proxy for the election subject to the rules for appointing proxies in ordinary meetings.
  - b) Every elected position must be filled by a secret ballot vote, even if uncontested. All ballots must be handed directly to the Elections Chair or one of the tellers, who shall count the ballots. Ballots shall be counterfeit resistant and particular to each election.
  - c) If there is one candidate, that candidate is elected if they receive more votes than half of members present or represented.
  - d) If there are two candidates, the candidate with the majority of votes indicating some preference is the winner.
  - e) If there are three or more candidates, then the voting procedure shall be by the instant runoff method. Voters shall rank the candidates in the order in which they prefer. The Elections Chair shall first credit each ballot to the highest ranked eligible candidate on the ballot. The candidate with the least votes after this counting is eliminated and their votes are credited to the next-highest ranked candidate on each ballot. This process of elimination is continued until only two remain. The candidate credited with a majority of votes credited is the winner.
  - f) If the vote is tied, the General Assembly returns to deliberations for a further ten (10) minutes which can be extended or limited by three-fourths vote, before balloting again on all candidates. This process of deliberation and balloting on all candidates repeats until one candidate has a majority.

- g) Every ballot shall have an “Abstain” option. If abstentions are the majority of ballots cast, then the election is automatically delayed to the next General Assembly meeting. Before voting, members may also move to postpone the election to the next meeting, a motion which requires a majority vote.
  - h) The complete tellers’ report is secret to the tellers and Elections Chair only and may not be shared to any other persons in perpetuity. The Elections Chair only announces the number of ballots cast; and, if there is one, the winning candidate, or, if a majority of ballots were abstentions, that the election is postponed, or, if the vote was tied, that the vote was tied (without announcing the top two candidates) and needs to be repeated as explained above.
  - i) The deadline to request a recount or otherwise challenge the result of the balloted election is ten (10) minutes after the result is announced, after which the ballots and any records whatsoever of the complete tellers report are destroyed.
7. Amendments to Article IV, section A of the Constitution may only take effect at the next meeting at least one week following the one at which they are adopted. The chair has a duty to present the process described by this section to the General Assembly at the meeting prior to the elections.

#### B. Council Chairs

- 1. The Timing and Communication for the election of Council Chairs shall follow the same process as that for the President and Vice Presidents as described in Article IV, section A, paragraph 1 of this Constitution.
- 2. The Council Chairs will be elected by the representatives of the respective Councils who would at that time be eligible to vote in elections for the President and Vice Presidents.
- 3. The process for Council Chair elections is determined by each Council and must be finalized, with any proposed changes approved by a three-fourths vote of the Council, at least ten (10) days before elections are held.

#### C. Appointment of Directors

- 1. Following the elections of their successors, the outgoing elected executive officers, or, in the case of a mid-year vacancy, the Executive Board, shall solicit applications for Director positions, submitted either digitally or on paper, to be open for at least one week.
- 2. The form and length of the application shall be described in the Executive Board Bylaws, and the process must be fully announced to the GAPSA membership ten (10) days before applications open.

3. An initial, non-binding review of and recommendation for the submitted applications may be made by outgoing elected executive officers and the members of the committee the Director would chair. The General Assembly shall be informed of the schedule for and be allowed to attend candidate interviews.
4. The newly elected executive officers, or, in the case of a mid-year vacancy, the Executive Board, alone shall conduct the final review and appointment of Director Nominees. Each Officer shall have one vote, with ties broken in favor of the Vice President in the Director's division. With the consent of the candidate, they may be considered for any position. Appointments must be announced at least five (5) days before the final General Assembly meeting of the academic year.
5. Before they may take their offices, Director Nominees must be confirmed by majority vote of the General Assembly. If confirmation is refused, applications for those positions are reopened for at least one further week. The Executive Board may appoint a Director Nominee from among these who may serve in an interim capacity until confirmation at the next General Assembly meeting.
6. Amendments to this section made after the last meeting prior to the regular elections do not take effect for the current year's appointment process.

## V. ARTICLE V: EXECUTIVE OFFICERS

### A. President

1. The Executive Board shall include a President, who shall lead the General Assembly and Executive Board on all matters.
2. The President shall be present at all General Assembly meetings and meetings of the full Executive Board.
  - a) The President shall propose the agenda for and chair meetings of the full Executive Board, unless they designate another Executive Board member to do so or as directed by the Constitution or Bylaws.
3. The President, in conjunction with the Executive Board, shall devise and implement annual goals and strategies for fulfilling the GAPSA mission.
  - a) The President shall delegate such responsibilities as appropriate to other members of the Executive Board.
4. The President shall oversee and coordinate the efforts of the Executive Vice President and Council Chairs to advocate for the needs and desires of graduate and professional students at the University.
5. The President shall be the primary GAPSA representative to all University administration and personnel, and shall attend all meetings with such personnel as necessary and appropriate.

- a) The President shall be the primary GAPSA representative to the University Council, and shall sit on the University Council Steering Committee.
  - b) The President shall be the primary GAPSA representative to the Provost's Committee on Academic Policy and Budget.
  - c) The President shall work closely with University officials and the Director of the Graduate Student Center to promote the Graduate Student Center as the hub of graduate and professional student activity on campus.
6. The President shall work with the Vice President for Advocacy to coordinate the appointment of representatives to the various University committees to which GAPSA is entitled seats. The President shall work with the Director of Logistics to facilitate communication with these representatives.
  7. The President should be the primary GAPSA representative to meetings of graduate leaders outside of the campus.
  8. If the President is unable to execute the duties of their office, the Interim President shall be selected as described in Article III, section E of this Constitution, and they shall serve as Interim President until the special election.
  9. If any of the Vice Presidents or Council Chairs is unable to fulfil their duties, or one of those positions should become vacant for any reason, the President shall be empowered to temporarily fulfil the duties of the vacant position until an interim appointment can be made, or a special election held.
  10. The President shall chair the President's Advisory Council.

#### B. Executive Vice President

1. The Executive Board shall include an Executive Vice President who shall work closely with the President on all GAPSA matters.
2. The Executive Vice President shall directly oversee and manage the other Vice Presidents, working closely with the other Vice Presidents to ensure the effective administration of GAPSA's internal affairs.
3. The Executive Vice President, in conjunction with the Vice President for Finance, shall appoint a Deputy Director for Interschool Partnership to serve as GAPSA's primary liaison to the student governments of each of the Graduate and Professional schools and who shall manage and promote utilization of the Interschool Partnership Fund.
  - a) This deputy must be approved by a simple majority vote of the Executive Board.
4. The Executive Vice President shall coordinate the planning of special projects.
5. The Executive Vice President shall perform other duties as designated by the President.

6. The Executive Vice President shall act as President when the GAPSA President is absent or unavailable. If the President is no longer able to serve, the Vice President shall succeed the President in office, as Interim President, until an election pursuant to the provisions of the GAPSA Constitution and Bylaws.

C. Vice President for Finance

1. The Executive Board shall include a Vice President for Finance who shall oversee all financial affairs of GAPSA and manage GAPSA's assets.
2. The Vice President for Finance shall directly manage the Finance Division leadership, working closely with the Directors of Fund Management, Budget, and Financial Reporting to ensure the proper deployment and management of GAPSA's assets in order to achieve GAPSA's overarching mission and yearly goals.
3. The Vice President for Finance shall be responsible for all budget concerns and shall maintain accurate and current financial reports and records.
  - a) The Vice President for Finance shall present to the Executive Board a final, detailed budgetary and expenditure report for the prior academic year no later than the first day of September in each academic year. This report shall remain on file with the Executive Board and shall be available for review by any member of the General Assembly.
  - b) It shall be the responsibility of the Vice President Finance to prepare a copy of the annual GAPSA budget for the Vice Provost for University Life (VPUL) as necessary.
4. The Vice President for Finance shall budget, allocate, and monitor funds disbursed by GAPSA or any of its constituent parts, and ensure compliance with the GAPSA Constitution, budget, and Bylaws, together with valid specific authorizations of spending and any provisions attached thereto; university regulations; and federal, state, or local laws.
5. The Vice President for Finance, in conjunction with the Executive Vice President, shall appoint a Deputy Director for Interschool Partnership to serve as GAPSA's primary liaison to the student governments of each of the Graduate and Professional schools and who shall manage and promote utilization of the Interschool Partnership Fund.
  - a) This deputy must be approved by a simple majority vote of the Executive Board.
6. The Vice President for Finance may spend GAPSA funds over the summer in a manner consistent with the provisional budget and shall notify the Executive Board of such expenditures.

- a) If a provisional budget is not approved by the General Assembly, the Vice President for Finance shall be authorized to appropriate funds to each school's student government(s) and spend no more than 20% of the VPUL budget allocated to GAPSA until a provisional or final budget has been approved by the General Assembly (and no later than the second scheduled General Assembly meeting of the fall semester).
7. The Vice President for Finance (or chosen deputy) shall chair the Finance Advisory Board and GAPSA Finance Associations Council.
8. The Vice President for Finance shall appoint a Deputy Director of Finance for Revenue in accordance with Article III, section B, paragraph 6. The Deputy Director for Revenue shall assist with the maintenance and management of the ticket system for the sale of tickets and free registrations to GAPSA events, in conjunction with the Programming and Public Relations Committees, and events organized by GAPSA-funded groups and perform other related tasks, all as directed by the Vice President for Finance.

#### D. Vice President for Operations

1. The Executive Board shall include a Vice President for Operations who shall oversee all logistical affairs of GAPSA.
2. The Vice President for Operations shall directly manage the Operations Division leadership, working closely with the Directors of Logistics, Public Relations, Alumni Relations, and Data Analytics to ensure the logistical operations, communications, and maintenance of institutional knowledge of GAPSA.
3. The Vice President for Operations shall coordinate with the Director of Public Relations and the Director of Alumni Relations to ensure consistent and professional communication with alumni.
4. The Vice President for Operations shall appoint a Deputy Director of Operations for Technology in accordance with Article III, section B, paragraph 6. The Deputy Director for Technology shall provide technological support: updating the GAPSA website, social media pages, and newsletter; handling presentation and recording technology at General Assembly meetings; and assisting electronic mail communications.
  - a) The Deputy Director for Technology shall promote innovation and technology between GAPSA, the graduate and professional student body, the wider campus community, schools and graduate groups, and academic, administrative, and student life departments.
  - b) The Deputy Director for Technology shall serve among the Operations Division leadership under the oversight of the Vice President for Operations.
  - c) The Deputy Director for Technology shall help address issues, promote digital access, and ensure digital safety of GAPSA and graduate and professional students.



- d) The Deputy Director for Technology shall investigate new technologies and manage GAPSA's relationship as a liaison to technology partners on campus such as Pennovation Works and the Center for Technology Innovation and Competition.
  - e) The Deputy Director for Technology shall assist the Vice President for Operations in managing email accounts and shared drives, ensuring they are protected, backed up, and access is appropriate.
5. The Vice President for Operations shall appoint a Deputy Director of Operations for Records in accordance with Article III, section B, paragraph 6. The Deputy Director for Records shall assist in the recording of minutes and ensuring the correctness, preservation, access, announcement, and publication of records of GAPSA, as directed by the Vice President for Operations.
  6. The Vice President for Operations shall appoint a Deputy Director of Operations for Credentials in accordance with Article III, section B, paragraph 6. The Deputy Director for Credentials shall assist in keeping the complete membership roll of the General Assembly, taking attendance at meetings, ensuring quorum exists, managing proxy certificates, distributing and collecting voting cards/placards, taking roll call votes, and other related duties, as directed by the Vice President for Operations.
- E. Vice President for Advocacy
1. The Executive Board shall include a Vice President for Advocacy who shall oversee all advocacy affairs of GAPSA.
  2. The Vice President for Advocacy shall directly manage the Advocacy Division leadership and coordinate efforts between the Directors of Student Wellness, Equity and Access, International Student Affairs, and External Affairs to identify the needs of and advocate for Graduate and Professional Students at the University.
  3. The Vice President for Advocacy shall work closely with the Council Chairs to align policy goals, both internally within GAPSA and externally with the University and partners, to best advocate for GAPSA's constituents.
  4. The Vice President for Advocacy shall work with the President and the Director of Equity and Access to facilitate the appointment of representatives to the various University committees to which GAPSA is entitled seats.
  5. The Vice President for Advocacy shall partner with the Director of Public Relations for any official publicity of GAPSA advocacy efforts or policy statements.
- F. Vice President for Programming
1. The Executive Board shall include a Vice President for Programming who shall oversee all programming affairs of GAPSA.

2. The Vice President for Programming shall directly manage the Programming Division leadership, working closely with the Directors of Academic Programming, Cultural Programming, and Social Programming, to coordinate and promote activities and events that foster a sense of community among Graduate and Professional students.
3. The Vice President for Programming shall coordinate the planning of special events, including but not limited to GradFest.
4. The Vice President for Programming shall provide guidance and support the programming needs of GAPSA's Committees and Councils.

#### G. Director of Fund Management

1. The Executive Board shall include a Director of Fund Management, who shall manage the application, evaluation, and disbursement process for all grants managed by GAPSA's General Assembly.
2. The Director of Fund Management shall serve among the Finance Division leadership under the oversight of the Vice President for Finance.
3. The Director of Fund Management shall administer the Discretionary and Synergy Funds, as well as any additional funds as promulgated by the Executive Board in GAPSA Standing Rule 103.
4. The Director of Fund Management shall chair the Committee on Grant and Fund Management.
  - a) In this role, the Director of Fund Management shall devise an evaluation process with the Committee for all applications to relevant funds, and shall disburse these applications to the Committee for review.
5. The Director of Fund Management shall work with the Director of Public Relations to publicize all relevant deadlines and applications instructions for the managed funds.

#### H. Director of the Budget

1. The Executive Board shall include a Director of the Budget who shall be responsible for helping the Vice President for Finance to design and maintain the budget of GAPSA finances and GAPSA-funded events or initiatives.
2. The Director of the Budget shall serve among the Finance Division leadership under the oversight of the Vice President for Finance.
3. The Director of Budget shall work closely with the Vice President for Finance and other GAPSA officers to ensure that expenses and revenues are on track with the respective allocated budgets.
4. The Director of Budget shall work with the Vice President for Finance to provide detailed budget reports.
5. The Director of Budget shall chair the Committee on the Budget.

#### I. Director of Financial Reporting

1. The Executive Board shall include a Director of Financial Reporting.
2. The Director of Financial Reporting shall serve among the Finance Division leadership under the oversight of the Vice President for Finance.
3. The Director of Financial Reporting shall perform regular audits of GAPSA finances and GAPSA-funded groups, events, and initiatives.
4. The Director of Financial Reporting shall keep track of Executive officers' spending and review the officers' monthly reports to ensure accountability and adherence to GAPSA's Constitution, Bylaws, and policies.
5. The Director of Financial Reporting shall be responsible for collecting and reporting on After Action Reports from GAPSA-funded groups and events.
6. The Director of Financial Reporting shall assist the Vice President for Finance with maintaining accurate and current financial records, and providing regular financial reports to the Executive Board, General Assembly, and University.
7. The Director of Financial Reporting shall chair the Committee on Financial Reporting.

J. Director of Logistics

1. The Executive Board shall include a Director of Logistics who shall manage the daily functions of the Executive Board and General Assembly meetings.
2. The Director of Logistics shall serve among the Operations Division leadership under the oversight of the Vice President for Operations.
3. The Director of Logistics is responsible for the correctness, preservation, access, announcement, and publication of all official GAPSA records in accordance with the Constitution. In particular, they shall—
  - a) Publish records per Article XII(B)(1);
  - b) Execute notices within 48 hours of their receipt from members of GAPSA;
  - c) Maintain and preserve records of all official, secretarial documents of GAPSA as defined in Article XII(B)(3); Integrate current year records into historical records received from the predecessor and transmit the complete record to the successor; Enable access to these records per Article XII(B)(3) by members of the General Assembly;
  - d) Record the minutes of General Assembly and Executive Board meetings per the specification in Article XII(B)(4); Send out draft minutes per Article XII(B)(4);
  - e) Collect the minutes of all Council, Division, and Committee meetings and publish them.
4. The Director of Logistics shall coordinate all logistical planning for Executive Board and General Assembly meetings, including all room reservations and the procurement of refreshments and any necessary supplies.

5. The Director of Logistics shall monitor the attendance at all General Assembly meetings, certify that a quorum exists, and take roll-call votes when necessary. The Director of Logistics or designee shall announce to the General Assembly at the beginning of each meeting: the number of members in attendance (including separately those attending virtually and physically), the number represented by proxy, the total number of members, the number of vacant seats, and the number of members required for quorum, each of these reported collectively and per Council; and the certificates of proxy appointment and of election of new members.
6. The Director of Logistics shall verify that all representatives to the GAPSA General Assembly were selected by the relevant appointing organization, and shall work with those organizations to ensure that the process is transparent and democratic.
7. The Director of Logistics shall chair the Committee on Logistics.

#### K. Director of Public Relations

1. The Executive Board shall include a Director of Public Relations, who shall promote the communication of information between GAPSA, the graduate and professional student body, the wider campus community, schools and graduate groups, and academic, administrative, and student life departments.
2. The Director of Public Relations shall serve among the Operations Division leadership under the oversight of the Vice President for Operations.
3. The Director of Public Relations shall manage the GAPSA website and newsletter, and monitor, screen, and disseminate all GAPSA e-mail communications.
4. The Director of Public Relations shall maintain current information on the GAPSA website, including current contact information for all members of the General Assembly, upcoming GAPSA programs, information about group and individual fund applications, and other relevant actions of the GAPSA General Assembly, Committees, or Executive Board.
5. The Director of Public Relations shall devise, monitor, and implement GAPSA advertising, public relations, and communications initiatives.
6. The Director of Public Relations shall manage GAPSA's social media accounts to promote GAPSA events, funding opportunities, policy initiatives, and other actions of interest to the graduate and professional student community.
7. The Director of Public Relations shall manage GAPSA's relationship with and dissemination of information to the Daily Pennsylvanian and other relevant publications.
8. The Director of Public Relations shall chair the Committee on Public Relations.

## L. Director of Alumni Relations

1. The Executive Board shall include a Director of Alumni Relations who shall build and maintain engagement specifically with alumni of the University.
2. The Director of Alumni Relations shall serve among the Operations Division leadership under the oversight of the Vice President for Operations.
3. The Director of Alumni Relations shall be responsible for alumni outreach, communications, and updates across GAPSA and the G12 schools. The Director of Alumni Relations shall be responsible for seeking alumni engagement at events sponsored by GAPSA or the University.
4. The Director of Alumni Relations shall maintain a close relationship with the Alumni Relations office of the University.
5. The Director of Alumni Relations shall chair the Committee on Alumni Relations.

## M. Director of Data Analytics

1. The Executive Board shall include a Director of Data Analytics who shall be responsible for the data needs of the graduate and professional students at the University.
2. The Director of Data Analytics shall serve among the Operations Division leadership under the oversight of the Vice President for Operations.
3. The Director of Data Analytics shall ensure a systematic record-keeping process and the security of any collected data by GAPSA.
4. The Director of Data Analytics should discuss potential data needs with Committees and Councils throughout the year and work together to build a sufficient, standardized, and ethical process for data collection.
5. The Director of Data Analytics shall facilitate data collection and administration, and shall help with, though not be limited to, creating surveys and conducting interviews.
6. The Director of Data Analytics shall help process raw data and draw conclusions and interpretations.
7. The Director of Data Analytics shall assist in the production of quality data to use as evidence and support for the asks of GAPSA to the University administration.
8. The Director of Data Analytics shall organize, process, and present reports on collected data.
9. The Director Data Analytics shall chair the Committee on Data Analytics.

## N. Director of Student Wellness

1. The Executive Board shall include a Director of Student Wellness who shall monitor and evaluate federal, state, local, and University policies that affect the mental and physical well-being of graduate and professional students.

2. The Director of Student Wellness shall serve among the Advocacy Division leadership under the oversight of the Vice President for Advocacy.
3. The Director of Student Wellness shall monitor University policies relating to the Student Health Service and the Student Health Insurance Plan.
4. The Director of Student Wellness shall chair the Committee on Student Wellness.

O. Director of Equity and Access

1. The Executive Board shall include a Director of Equity and Access who shall monitor all University policies that affect graduate and professional students and ensure that such policies are sensitive to the myriad of identities represented within GAPSA.
2. The Director of Equity and Access shall serve among the Advocacy Division leadership under the oversight of the Vice President for Advocacy.
3. The Director of Equity and Access shall take steps to ensure that any and all members of the GAPSA community are given a voice and support.
4. The Director of Equity and Access shall be GAPSA's primary representative to the University Council Committee on Diversity and Equity.
5. The Director of Equity and Access shall have a non-voting seat on the IDEAL Student Council to serve as a point-of-contact and representative for any identity groups that do not have a seat on the Council.
6. The Director of Equity and Access shall chair the Committee on Equity and Access.

## P. Director of International Student Affairs

1. The Executive Board shall include a Director of International Student Affairs who shall be responsible for issues, initiatives, and policies that are of interest to and affect international graduate and professional students, as well as GAPSA's global engagement activities.
2. The Director of International Student Affairs shall serve among the Advocacy Division leadership under the oversight of the Vice President for Advocacy.
3. The Director of International Student Affairs shall be an international student.
4. The Director of International Student Affairs shall share responsibility for monitoring and evaluating policies and services that are directly related to federal, state, city, and University administrative requirements that graduate and professional students need to maintain good standing as a student of the University of Pennsylvania.
5. The Director of International Student Affairs shall be responsible for proposing and implementing initiatives that help integrate international students into the academic, cultural, and social life of the University.
6. The Director of International Student Affairs shall chair the Committee for International Student Affairs.
7. The Director of International Student Affairs shall serve as GAPSA's primary liaison to the Office of International Students and Scholars Services, the International Student Advisory Board, and any other University bodies whose jurisdiction includes international affairs or international students and allow for a graduate or professional student representative.

## Q. Director of External Affairs

1. The Executive Board shall include a Director of External Affairs who shall be responsible for coordinating GAPSA's external affairs and communicating its position outside of the University, including in instances involving alumni, government bodies, other universities, and organizations outside of the University.
2. The Director of External Affairs shall serve among the Advocacy Division leadership under the oversight of the Vice President for Advocacy.
3. The Director of External Affairs shall coordinate efforts for community outreach and civic engagement.
4. The Director of External Affairs shall coordinate efforts to advocate for members of the graduate and professional student body with local, state, and federal governments and non-government agencies.
5. The Director of External Affairs shall maintain awareness of, disseminate information about, and facilitate student participation in legislative and regulatory developments affecting graduate and professional students.

6. The Director of External Affairs shall facilitate GAPSA representation with any relevant networks or organizations of graduate or professional student organizations outside of the University, and ensure that GAPSA is kept apprised of their activities.
7. The Director of External Affairs shall chair the Committee on External Affairs.

#### R. Director of Academic Programming

1. The Executive Board shall include a Director of Academic Programming who shall devise, implement, and monitor academic programs and events of interest to the graduate and professional student community. These programs aim to organize any type of academic programming by GAPSA, including initiatives and events encouraging students in their academic endeavors and supporting student academic development, growth, and wellness.
2. The Director of Academic Programming shall serve among the Programming Division leadership under the oversight of the Vice President for Programming.
3. The Director of Academic Programming supports the Councils, Committees, and their constituents on events and programs to further amplify their academic advocacy efforts and foster an atmosphere of academic learning for students.
4. The Director of Academic Programming is expected to collaborate and openly communicate with Councils, Committees, schools, and students interested in academic events.
5. The Director of Academic Programming should work closely with the staff of the Graduate Student Center and relevant divisions of the Vice Provost University Life to encourage synchronicity and avoid redundancy in academic programming.
6. The Director of Academic Programming shall chair the Committee on Academic Programming.

#### S. Director of Cultural Programming

1. The Executive Board shall include a Director of Cultural Programming who shall devise, implement, and monitor cultural programs and events of interest to the graduate and professional student community. These programs aim to embrace inclusivity and multiculturalism, and to promote or build cultural awareness.
2. The Director of Cultural Programming shall serve among the Programming Division leadership under the oversight of the Vice President for Programming.



3. The Director of Cultural Programming supports the Councils, Committees, and their constituents on cultural programming to further amplify their advocacy efforts and cultural aims.
4. The Director of Cultural Programming is expected to collaborate and openly communicate with Councils, Committees, schools, and students interested in cultural events.
5. The Director of Cultural Programming should work closely with the staff of the Graduate Student Center and relevant divisions of the Vice Provost University Life to encourage synchronicity and avoid redundancy in culturally enriching programming.
6. The Director of Cultural Programming shall chair the Committee on Cultural Programming.

#### T. Director of Social Programming

1. The Executive Board shall include a Director of Social Programming who shall devise, implement, and monitor social programs and events of interest to the graduate and professional student community. These programs may include but are not limited to intramural sports, community service, peer recognition, events to encourage wellness or to build awareness, and any other programs that may arise.
2. The Director of Social Programming shall serve among the Programming Division leadership under the oversight of the Vice President for Programming.
3. The Director of Social Programming supports the Councils, Committees, and their constituents on events and programs to foster a sense of community among graduate and professional students.
4. The Director of Social Programming is expected to collaborate and openly communicate with Councils, Committees, schools, and students interested in social events.
5. The Director of Social Programming should work closely with the staff of the Graduate Student Center and relevant divisions of the Vice Provost University Life to encourage synchronicity and avoid redundancy in social programming.
6. Director of Social Programming shall chair the Committee on Social Programming.

#### U. Chair of Professional Student Council

1. The Executive Board shall include a Chair of the Professional Student Council.
2. The Chair of the Professional Student Council shall be a professional student.

3. The Chair of the Professional Student Council shall serve under the President but shall also work closely with the Executive Board to coordinate events specific to professional students, as well as with the Vice President for Finance to coordinate the Professional Council's budget and grant processes.
4. The Chair of the Professional Student Council shall monitor federal, state, local, and University policies of concern to professional students.
5. The Chair of the Professional Student Council shall pursue policy issues as directed by the Executive Board, General Assembly, or Professional Student Council and bring to the attention of those bodies initiatives that are of importance.
6. In cooperation with the Chair of the Research Student Council and the Chair of the IDEAL Student Council, the Chair of the Professional Student Council shall monitor the University judicial process and the student grievance process to ensure that the interests of graduate and professional students are properly represented and protected.
7. When the President is a research student, the Chair of the Professional Student Council shall serve on the Provost's Committee on Academic Planning and Budget.
8. When the President is a research student, the Chair of the Professional Student Council shall serve on the University Council Steering Committee.

#### V. Chair of Research Student Council

1. The Executive Board shall include a Chair of the Research Student Council.
2. The Chair of the Research Student Council shall be a research student.
3. The Chair of the Research Student Council shall serve under the President but shall also work closely with the Executive Board to coordinate events specific to research students, as well as with the Vice President for Finance to coordinate the Research Council's budget and grant processes.
4. The Chair of the Research Student Council shall monitor federal, state, local, and University policies of concern to research students.
5. The Chair of the Research Student Council shall pursue policy issues as directed by the Executive Board, General Assembly, or Research Student Council and bring to the attention of those bodies initiatives that are of importance.
6. In cooperation with the Chair of the Professional Student Council and the Chair of IDEAL Student Council, the Chair of the Research Student Council shall monitor the University judicial process and the student grievance process to ensure that the interests of graduate and professional students are properly represented and protected.
7. When the President is a professional student, the Chair of the Research Student Council shall serve on the Provost's Committee on Academic Planning and Budget.

8. When the President is a professional student, the Chair of the Research Student Council shall serve on the University Council Steering Committee.
9. The Chair of the Research Student Council shall be GAPSA's primary representative to the Graduate Council of the Faculties.

#### W. Chair of IDEAL Student Council

1. The Executive Board shall include a Chair of the IDEAL Student Council.
2. The Chair of the IDEAL Student Council shall be a member of an IDEAL Constituency.
3. The Chair of the IDEAL Student Council shall serve under the President but shall also work closely with the Executive Board to coordinate events specific to IDEAL students, as well as with the Vice President for Finance to coordinate the IDEAL Student Council's budget and grant processes.
4. The Chair of the IDEAL Student Council shall monitor federal, state, local, and University policies of concern to IDEAL constituencies.
5. The Chair of the IDEAL Student Council shall pursue policy issues as directed by the Executive Board, General Assembly, or IDEAL Student Council and bring to the attention of those bodies initiatives that are of importance.
6. In cooperation with the Chair of the Professional Student Council and the Chair of the Research Student Council, the Chair of the IDEAL Student Council shall monitor the University judicial process and the student grievance process to ensure that the interests of IDEAL constituencies are properly represented and protected.

### VI. ARTICLE VI: DIVISIONS AND COMMITTEES

#### A. Standing Divisions and Committees.

1. The four divisions are (standing) committees in the parliamentary sense. Members of a committee within a division are members also of the division. Any nonspecific reference to "committee" (e.g., in "standing committee" or "committee bylaws") refers also to divisions. Any reference to the Finance, Operations, Advocacy, or Programming Committee refers identically to the division of the same name.
2. Finance Division
  - a) The Finance Division shall be responsible for ensuring the financial sustainability of GAPSA, including the design and review of its budget, disbursement of finances, and management of general GAPSA-controlled grants.
  - b) The Finance Division shall be chaired by the Vice President for Finance.
  - c) The Finance Division shall include the following Committees:
    - (1) Committee on the Budget

- (a) The Committee on the Budget shall assemble and deliberate the budget for the next fiscal year throughout the fall and spring terms, create three- and five-year spending targets to ensure sustainable total allocation of funds and report them to the General Assembly, and review the provisional budget for the following year to present for the General Assembly's approval in the spring. The Committee shall work closely with all relevant stakeholders, holding hearings and conducting surveys where appropriate, in carrying out its duties designing the budget of GAPSA Finances and GAPSA-funded events and initiatives. The Committee shall also review and report on any budget amendment proposals that come before the General Assembly.
  - (b) The Committee on the Budget must have at least one representative from each of the three Councils.
  - (c) The Committee on the Budget shall be chaired by the Director of the Budget.
- (2) The Committee on Grant and Fund Management
- (a) The Committee on Grant and Fund Management shall be responsible for evaluating applications to GAPSA's Synergy and Discretionary Funds, as well as any other GAPSA-managed Funds as promulgated by the Executive Board in GAPSA Standing Rule 103.
  - (b) To the greatest extent possible, care should be taken that this committee is composed of students from a range of different schools, types of programs, and identities.
  - (c) The Committee on Grant and Fund Management shall be chaired by the Director of Fund Management.
- (3) The Committee on Financial Reporting
- (a) The Committee on Financial Reporting shall perform regular audits of GAPSA finances and GAPSA-funded groups, events, and initiatives.
  - (b) The Committee on Financial Reporting ensures financial accountability and adherence to GAPSA's Constitution, Bylaws, and policies.
  - (c) The Committee on Financial Reporting supports the Vice President for Finance in providing regular financial updates and reports to the Executive Board, General Assembly, and its constituents.
  - (d) The Committee on Financial Reporting shall be chaired by the Director of Financial Reporting.
- (4) Additional committees may be formed at the discretion of the Vice President for Finance with majority approval of the Finance Directors.

### 3. Operations Division

- a) The Operations Division shall be responsible for ensuring the logistical continuation of GAPSA, communication of GAPSA events and initiatives, alumni relations, and maintenance of data and institutional knowledge.
- b) The Operations Division shall be chaired by the Vice President for Operations.
- c) The Operations Division shall include the following Committees:
  - (1) Committee on Logistics
    - (a) The Committee on Logistics shall be responsible for managing the daily functions and logistical affairs of the Executive Board and General Assembly meetings.
    - (b) The Committee on Logistics shall be chaired by the Director of Logistics.
  - (2) Committee on Public Relations
    - (a) The Committee on Public Relations shall be responsible for ensuring the availability and dispersal of information on GAPSA initiatives, events, policies, and funding to the entire graduate and professional student community.
    - (b) The Committee on Public Relations shall be chaired by the Director of Public Relations.
  - (3) Committee on Alumni Relations
    - (a) The Committee on Alumni Relations shall be responsible for alumni outreach, alumni communication, and alumni updates across GAPSA and the G12 schools.
    - (b) The Committee on Alumni Relations shall maintain a close relationship with the Alumni Relations office of the University.
    - (c) The Committee on Alumni Relations shall be chaired by the Director of Alumni Relations.
  - (4) Committee on Data Analytics
    - (a) The Committee on Data Analytics shall be responsible for the data needs of the graduate and professional students at the University.
    - (b) The Committee on Data Analytics shall ensure systematic record-keeping and security of collected data.
    - (c) The Committee on Data Analytics shall be chaired by the Director of Data Analytics.
  - (5) Additional committees may be formed at the discretion of the Vice President for Operations with majority approval of the Operations Directors.

## 4. Advocacy Division

- a) The Advocacy Division shall be responsible for monitoring all issues of university, local, state, federal, and global policies and affairs that affect graduate and professional students, and for developing initiatives and responses in response to these issues.
- b) The Advocacy Division shall be chaired by the Vice President for Advocacy.
- c) The Advocacy Division shall include Committees on Student Wellness, Equity and Access, International Student Affairs, and External Affairs.
  - (1) Additional Committees may be formed at the discretion of the Vice President for Advocacy with majority approval of the Advocacy Directors.

## 5. Programming Division

- a) The Programming Division shall be responsible for planning and organizing events and activities of interest to the graduate and professional student community.
- b) The Programming Division shall be chaired by the Vice President for Programming.
- c) The Programming Division may be split into Committees on Academic Programming, Cultural Programming, and Social Programming at the discretion of the Vice President for Programming and the Programming Directors.
  - (1) Additional Committees may be formed at the discretion of the Vice President for Programming with majority approval of the Programming Directors.

## 6. Drafting Committee

- a) The Drafting Committee shall review all proposed Bills before their introduction to the General Assembly to give advice refining and clarifying the same and to elucidate context and constitutionality. It shall also from time to time recommend improvements to the rules of GAPSA in consultation with relevant stakeholders.
- b) The Drafting Committee shall be chaired by a member thereof the committee shall appoint and be appointed from interested members of GAPSA well-versed in parliamentary law, the history of GAPSA, and/or the rules of GAPSA.

B. Each Division and Standing Committee is authorized to have and shall maintain its individual Bylaws, which shall be publicly available on the GAPSA website.

1. Each Division or Committee Chair is responsible for recommending Bylaws to take effect for the following academic year, taking into account the advice of their respective Division or Committee members. These Bylaws shall be publicized after the Elections but no later than by the final General Assembly meeting of the spring semester. They shall be presented and approved with a majority vote of the General Assembly with ten (10) days' notice of the full text no later than the last meeting of the spring semester.
2. The Bylaws of any Division or Committee may be amended by a two-thirds vote of the committee and a majority vote of the General Assembly with ten (10) days' notice of the full text of proposed amendments, both on the same text, provided the change is communicated publicly.

#### C. Committee Participation

1. Each General Assembly Representative must be a member of at least one standing committee that has need for their participation. There shall be an opportunity for General Assembly Representatives to express their preferences, which, however, cannot be guaranteed and depend on the needs of each committee and the number of interested members. Every month of every committee membership for which a member is absent without accepted excuse from a majority of committee meetings called at least seven (7) days in advance or fails to meet the criteria for active committee participation, as defined in the committee's or its parent's Bylaws or policies it has adopted for this purpose, shall count as an absence from a General Assembly meeting.

#### D. Committee Rules

1. Unless otherwise specified by the instrument creating the committee (or division), committees shall be appointed by open nominations and election by the General Assembly and chaired by a member thereof the committee shall appoint. Committees without an adopted membership shall operate and report under rough consensus with open participation. **The committee may appoint a chair *pro tempore*.**
2. Unless otherwise ordered, committees and other units may give permission to non-members of the committee to attend meetings and may add or remove non-voting members at their pleasure.
3. Committee reports must be approved by a majority of committee members present and voting in a quorate meeting. In accordance with Robert's Rules, dissenting members may prepare a minority report elaborating alternative proposals which the General Assembly may receive, provided a majority vote permits it. Outside of this, no member may make allusion in the General Assembly to what has occurred during the deliberations of the committee except by unanimous consent.
4. Each standing committee shall meet at least every two (2) weeks during the fall and spring terms, unless it appoints a different schedule in its Bylaws.

## VII. ARTICLE VII: THE STUDENT COUNCILS

## A. The Professional Student Council

1. All General Assembly Representatives who are professional students shall be members of the Professional Student Council, save for any professional students who are members of the IDEAL Student Council.
2. The Chair of Professional Student Council shall be the presiding officer of the Professional Student Council. The Professional Student Council shall oversee the work of the Chair of Professional Student Council.
3. The Professional Student Council shall handle all academic and advocacy issues specific to professional students. It shall represent professional student interests on University Committees. The Professional Student Council shall propose changes to University policies specific to professional students.
4. The Professional Student Council may issue statements to the graduate student body and University community on matters specific to professional students.
5. Upon a vote of three-fourths of its members, the Professional Student Council may ask the Chair to raise an issue or forward statements to the University administration on its behalf. Such a request shall be denied only by a unanimous vote of the President, Chair of Professional Student Council, Chair of Research Student Council, and the Chair of IDEAL Student Council.
6. The Professional Student Council shall monitor the work of the University Council Committee on Academic and Related Affairs, the University Council Independent Committee on Honorary Degrees, and the Lindback and Provost's Teaching Award Committee.
7. The Professional Student Council shall have a Budget Committee. The Chair of the Professional Student Council Budget Committee shall serve *ex officio* on the Committee on the Budget of the Finance Division.
8. Upon a vote of three-fourths of its members, the Professional Student Council may decide to adjourn for an entire academic semester or for the academic year.

## B. The Research Student Council

1. All School Representatives who are research students shall be members of the Research Student Council, save for any research students who are members of the IDEAL Student Council.
2. The Chair of the Research Student Council shall be the presiding officer of the Research Student Council. The Research Student Council shall oversee the work of the Chair of the Research Student Council.



3. The Research Student Council shall handle all academic and advocacy issues specific to research students. It shall represent research student interests on University Committees. The Research Student Council shall propose changes to University policies specific to research students.
4. The Research Student Council may issue statements to the graduate student body and University community on matters specific to research students.
5. Upon a vote of three-fourths of its members, the Research Student Council may ask the Chair to raise an issue or forward statements to the University administration on its behalf. Such a request shall be denied only by a unanimous vote of the President, Chair of the Professional Student Council, Chair of the Research Student Council, and the Chair of the IDEAL Student Council.
6. The Research Student Council shall monitor the work of the University Council Committee on Academic and Related Affairs, the University Council Independent Committee on Honorary Degrees, and the Lindback and Provost's Teaching Award Committee.
7. The Research Student Council shall have a Budget Committee. The Chair of the Research Student Council Budget Committee shall serve *ex officio* on the Committee on the Budget of the Finance Division.
8. The Research Student Council may have three standing committees.
  - a) The Committee on Academic Affairs shall be responsible for all academic issues as they pertain to research students in their life at the University.
  - b) The Research Student Council Budget Committee shall, in coordination with the Chair of the Research Student Council, administer the Research Student Council's portion of the annual budget and review all requests for travel grants submitted to the Research Student Council.
  - c) The Work-Life Committee shall be responsible for all issues raised by research students in areas that pertain to their life at the University.

C. The IDEAL Student Council

1. All voting representatives for IDEAL Student Council shall be members of the IDEAL Student Council.
2. The Chair of the IDEAL Student Council shall be the presiding officer of the IDEAL Student Council. The IDEAL Student Council shall oversee the work of the Chair of the IDEAL Student Council.
3. The IDEAL Student Council shall handle all advocacy issues specific to IDEAL constituents and concerns. It shall represent IDEAL constituencies on University Committees. The IDEAL Student Council shall propose changes to University policies specific to IDEAL constituencies.
4. The IDEAL Student Council may issue statements to the graduate student body and University community on matters specific to IDEAL constituencies.

5. Upon a vote of three-fourths of its members, the IDEAL Student Council may ask the Chair to raise an issue or forward statements to the University administration on its behalf. Such a request shall be denied only by a unanimous vote of the President, Chair of the Professional Student Council, Chair of the Research Student Council and Chair of the IDEAL Student Council.
6. The IDEAL Student Council shall monitor the work of the University Council Committee on Academic and Related Affairs, the University Council Independent Committee on Honorary Degrees, and the Lindback and Provost's Teaching Award Committee.
7. The IDEAL Student Council shall have a Budget Committee. The Chair of the IDEAL Student Council Budget Committee shall serve *ex officio* on the Committee on the Budget of the Finance Division.
8. The IDEAL Student Council may have three standing committees.
  - a) The Committee on Advocacy Affairs shall be responsible for all advocacy issues as they pertain to IDEAL constituencies in their life at the University.
  - b) The IDEAL Student Council Budget Committee shall, in coordination with the Chair of IDEAL Student Council, administer the IDEAL Student Council's portion of the annual budget.
  - c) The IDEAL Student Council Elections Committee shall, in coordination with the student leadership of G12 schools, administer the elections of voting representatives for IDEAL Student Council. In its nomination process, the IDEAL Student Council Elections Committee shall, within its capacity, seek to ensure that neither professional nor research students comprise more than 75% of the General Assembly.

#### D. Council Meetings

1. Meetings of each Council shall be limited to sixty (60) minutes, unless extended by two-thirds vote.
2. General Assembly Representatives are required to attend all regularly scheduled meetings of their respective Council.
3. A majority of each Council may vote to cede all or a portion of its meeting time to the General Assembly.
4. Each Council may by majority vote designate one of its members to serve as its parliamentarian.
5. Each Council may establish and abolish ad hoc or standing committees of itself.
6. Each Council shall provide to the General Assembly, in January and April, a public report summarizing its work throughout the academic year.

7. Every month for which a member is absent without accepted excuse from a majority of Council meetings shall count as an absence from a General Assembly meeting.

## VIII. ARTICLE VIII: BUDGET AND FINANCE

### A. The Budget

1. After the Board of Trustees has approved tuition, fees, and other charges for the next academic year and prior to adjournment of the final General Assembly meeting of the spring semester, the outgoing Vice President for Finance, with the advice of the Committee on the Budget, shall present a provisional budget for the next academic year to the General Assembly.
2. Prior to the second regular General Assembly meeting of the fall term, the Vice President for Finance shall present a final budget to be ratified by majority vote of the General Assembly. This budget must be identical (save for secretarial corrections authorized by the form of the budget) to the provisional budget and cannot be amended before its ratification. The General Assembly may reject the final budget and instruct the Vice President for Finance to prepare a new budget. No GAPSA funds may be spent after the second regular meeting without General Assembly approval of a budget.
3. Upon a three-fourths vote, the General Assembly may amend the budget at any time by an original main motion, provided the full text of proposed amendments is distributed with ten (10) days' notice before the final vote. The full text of motions that alter or suggest altering any spending authority, authorizations, or provisions must likewise be distributed with ten (10) days' notice before the final vote. Budget amendments must specify the item that is the source of funds and must specify the exact textual changes made to line item purposes, allocations, and/or authorizing agents and to auxiliary provisions.
4. GAPSA shall provide an appropriation to each school's student government(s) for the purpose of funding school-wide government activity, school-based student groups, and academic and social programming.
  - a) Each school shall be required to submit annual budget information and updates to GAPSA at the request of the Vice President for Finance.
  - b) GAPSA shall provide up to 10% of its appropriation for each school's student government to the Interschool Partnership Fund.
  - c) Each school student government shall be appropriated funds in proportion to the general fee contributions of its constituents.
5. The Research Student Council shall be guaranteed an appropriation in the sum of no less than forty-five thousand dollars in FY08 for the purposes of awarding research student travel grants, requests for merit funding from research student groups, and supporting academic programs at the Graduate Student Center.

- a) The amount of funds appropriated to the Research Student Council shall increase at a rate, in percentage terms, equal to that of the GAPSA budget as a whole.
6. The budget shall provide the funds necessary for the operations of the General Assembly, the nomination and appointment of graduate and professional students to University Committees, and for such other activities as the General Assembly may decide in accordance with its purpose and mission.
7. The funds for the budget shall come from the General Fee of the graduate and professional students of the University and other procured revenue sources.
8. The Form of the Budget
  - a) The budget is a list of line item allocations and an optional list of self-contained auxiliary provisions.
  - b) Each line item describes (1) a purpose, (2) an allocation (dollar amount), and (3) an authorizing agent. It is prohibited to use the allocation in a line item beyond the specified purpose. All expenditures require the approval of the authorizing agent and must also comply with the Constitution, Bylaws, and provisions the General Assembly may create by Standing Rule.
  - c) Auxiliary provisions describe automatic changes to line items that take effect upon the satisfaction of a defined condition. When the condition is satisfied, the according changes to line items can be made as secretarial corrections without explicit intervention of the General Assembly; the changes take effect upon their notification to the General Assembly. **The Finance Division Bylaws may specify a mechanism for the reallocation of unspent or underspent line items (including constitutionally protected ones).**
  - d) Any additional funds that emerge that are not allocated to any item are automatically allocated to reserve as a secretarial correction unless there is an auxiliary provision to the contrary, provided the General Assembly is notified.
  - e) The Vice President for Finance or designee has the duty to report the aforementioned secretarial corrections to the budget to the General Assembly.

#### B. Sunshine Policy

1. The Vice President for Finance shall report a monthly consolidated statement of accounts to the General Assembly. Statements of accounts shall be posted to the GAPSA website.

2. All GAPSA activities (e.g., spending, funding, grants, events, and programs) and GAPSA-funded activities (whether directly or indirectly) requires disclosure of budgeted and actual expenses and revenue, including funding sources.
3. GAPSA Advisory Services (GAS) shall certify compliance with funding guidelines.
4. All GAPSA funding support shall promote open community and inclusion, representative forms of governance.
5. Discretionary Fund applications shall be endorsed by a least one General Assembly representative prior to being presented to the General Assembly for consideration of funding.
6. No increase in the emoluments of members for service to GAPSA shall take effect until the end of the current fiscal year.
7. Unless otherwise specified, any standards or regulations that apply to GAPSA-funded groups shall also apply to GAPSA activities (e.g., spending, funding, grants, events, and programs).
8. GAPSA's continuing rights to use or access any physical plant or space on or off campus may not be relinquished, reduced, or traded, except as specifically authorized by the General Assembly.

#### C. Pilot Funds

1. GAPSA may establish pilot funds to support the evolving mission and priorities of GAPSA.
2. The Vice President for Finance (or designated deputy) shall be authorized to create pilot funds with the advice and consent of the Committee on Grant and Fund Management of the Finance Division or the General Assembly.
3. Pilot funds shall be consistent with the latest budget approved by the General Assembly.
4. The Vice President for Finance (or designated deputy) shall certify each pilot fund complies with funding guidelines and is managed by its respective Council or Committee.
5. Pilot funds will dissolve on or before the end of each fiscal year unless extended or reauthorized by the General Assembly.

### IX. ARTICLE IX: UNIVERSITY COMMITTEE REPRESENTATIVES

#### A. Liaisons to Trustees Committees

1. The Executive Board shall appoint its members as liaisons to the following Committees of the Trustees of the University of Pennsylvania:
  - a) Committee on Academic Policy
  - b) Committee on Budget and Finance
  - c) Committee on Local, National, and Global Engagement

- d) Committee on Facilities and Campus Planning
- e) Committee on Student Life

### B. University Council Representation

1. There are fifteen seats on the University Council reserved for graduate and professional students. All graduate and professional student representatives to the University Council shall be members of the General Assembly.
2. Ideally, one Representative from each of the twelve graduate and professional schools should serve on the University Council.
3. The President, the second executive member of the University Council Steering Committee and the Executive Vice President, shall serve on the University Council.
4. In the event that a seat on the University Council cannot be filled in the manner provided by this Constitution, it shall be filled at the discretion of the Director of Equity and Access through the regular appointments process.
5. Any GAPSA representative to the University Council who fails to attend two consecutive University Council meetings shall be immediately replaced. The Director of Equity and Access shall appoint the new representative and notify the General Assembly that such action has been taken as soon as possible.

### C. The Graduate Council of the Faculties

1. There are three seats on the Graduate Council of the Faculties that are reserved for research (Ph.D., M.A. or M.S.) students.
2. The Chair of the Research Student Council shall be recommended *ex officio*. If the Chair of the Research Student Council is not a student at the School of Arts and Sciences, the President of the student government of the School of Arts and Sciences (SASGov) shall be recommended *ex officio*. The Chair of the Research Student Council shall, with the advice and consent of the Research Student Council, nominate a third research student from a school other than the School of Arts and Sciences. No school may have more than one representative to the Graduate Council of the Faculties at any given time.

### D. Academic Planning and Budget Committee

1. There are two seats on the Provost's Academic Planning and Budget Committee. The President shall be the primary representative to the Committee. The second executive member of the University Council Steering Committee shall fill the second seat.

### E. The Speaker Advisory Group

1. There are two seats on the Secretary's Speaker Advisory Group. The President shall be the primary representative to the Group. The second executive member of the University Council Steering Committee shall fill the second seat.

## F. Nominations and Appointments to University Committees

1. The General Assembly shall nominate graduate and professional student representatives to University committees as soon as possible each fall.
2. The Executive Board, through the Director of Equity and Access, Director of International Affairs, Chair of the Professional Student Council, Chair of the Research Student Council, and Director of Student Wellness, shall interview and recommend such representatives to the General Assembly.
3. In recommending representatives of University Committees to the General Assembly, all Chairs responsible for nominations and appointments shall take care to ensure that diversity of schools is maintained.
4. Representatives nominated by the General Assembly to serve on University Committees shall report the activities of the committee(s) to which they are appointed to the General Assembly on a regular basis through the appropriate Chair.
5. Regular attendance, as defined by the Director of Equity and Access, is required of all School Representatives who are assigned to the University Council or other University committees. School Representatives that do not fulfill these attendance requirements are subject to dismissal and replacement.
6. Representatives who fail to regularly report to the General Assembly, or who fail to attend two consecutive meetings of the committee or committees to which they are appointed may be removed by the General Assembly provided that seven days' written notice has been given and that the representative has been granted an opportunity to be heard.
7. All Chairs responsible for nominations and appointments shall communicate regularly with committee officials and monitor the performance of GAPSA representatives.
8. The General Assembly shall, whenever possible, appoint both professional and research students to specific University Committees.
  - a) The General Assembly shall, when appropriate, appoint professional or research students to specific University Committees when the jurisdiction of those committees is more relevant to either professional or research students.

## X. ARTICLE X: THE GRADUATE STUDENT CENTER

## A. The Graduate Student Center

1. The Executive Board and General Assembly shall work closely with the University and the Director of the Graduate Student Center to ensure that the Graduate Student Center fulfills the tenets of its mission statement.
2. The mission of the Graduate Student Center is as follows: "The Graduate Student Center was established to meet the unique needs of graduate and professional students. The Center shall:



- a) Empower graduate and professional students to create and participate in a graduate community at Penn.
- b) Transcend school and department affiliations, and facilitate cross-disciplinary and cross-cultural exchanges through intellectual and social programs.
- c) Provide graduate and professional students with a centrally-located home that includes a lounge, computer lab, and meeting and event space.

#### XI. ARTICLE XI: STATEMENT OF NON-DISCRIMINATION

- A. The Graduate and Professional Student Assembly is an inclusive organization which derives strength from the diversity of its members. Therefore, GAPSA shall not discriminate on the basis of race, color, sex, sexual orientation, religion, gender identity, national or ethnic origin, age, disability, or status as a veteran or disabled person in its membership, the administration of its programs, activities, and its nomination policies and procedures.
- B. The Graduate and Professional Student Assembly reserves the right to withhold funding from groups that do not adhere to this non-discrimination policy and/or the non-discrimination policies of the University of Pennsylvania.

#### XII. ARTICLE XII: AUTHORITY

##### A. Supremacy

1. The Constitution and Bylaws (a collective term for all Bylaws of any organ **explicitly authorized by and conforming** to the Constitution), together with the Acts of the General Assembly made pursuant thereto, are the supreme rules of GAPSA per the Statutes of the Trustees of the University of Pennsylvania Article 9.6.
2. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern GAPSA and all its constituent organs (Boards, Divisions, Committees, Councils, etc.) and officers in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any Special Rules of Order the General Assembly may adopt.
3. The General Assembly is the final judge of the meaning of the rules. Rules are interpreted as to make them compatible with each other and derogate each other only in the case of irresolvable contradiction. Custom yields to written rule. General yields to specific. Inferior yields to superior. Later yields to earlier, unless passed either as or by the vote required for the rescission or amendment of the earlier. If certain things are specifically authorized, other things of the same class are thereby prohibited. Preambles (e.g., "whereas" clauses, abstracts) are of no binding effect.

4. The General Assembly may unilaterally amend the Bylaws of any other constituent organ, except GAP, of GAPSA that is authorized to have them by three-fourths vote, provided it does so explicitly, the organ has a reasonable opportunity to review and report on the proposed amendments, and the full text of the Bill containing proposed amendments is distributed with ten (10) days' notice before the final vote.

## B. Records and Transparency

### 1. Publication

- a) This Constitution, the Bylaws, any Special Rules of Order, the Standing Rules, the standing Acts of the General Assembly, the approved minutes of public sessions of the General Assembly, the proposed agendas of future General Assembly meetings, any announced or pending Bills in the General Assembly, every enacted (amended) version of the budget for the current fiscal year (including, separately, secretarially corrected versions), the apportionment of the General Assembly, and the roll of General Assembly Representatives must be published on the GAPSA website.
- b) The Article number and name containing the last body line of each page of this Constitution must be included in the header of every page of the published edition of this Constitution.
- c) The subdivisions of all Bylaws, Standing Rules, and Special Rules of Order are identified in accordance with ISO 2145, that is, with Hindu-Arabic numerals delimited by periods, starting from 1 (except header or introductory subdivisions which are explicitly or implicitly zero (0)).
- d) The final disposition (e.g., adopted, pending) and version number of every published or announced document must be unambiguously identified in the body of the same.

### 2. Notice

- a) If a measure requires notice, distribution, or announcement to the General Assembly, it must be either (1) distributed/sent by electronic mail (to each officer's official GAPSA electronic address and each other member's electronic address in the Penn Directory) to all members (voting and non-voting) of the General Assembly by the deadline to be valid and should simultaneously be sent to all members of GAPSA who have indicated a preference to receive updates on the proceedings of the General Assembly, or (2) if notice of the full text is not required, announced at a meeting of the General Assembly and entered on the minutes. The default minimum notice is thirty-six (36) hours unless otherwise specified.
- b) Any member of GAPSA has a right to have notice distributed to the membership of the General Assembly.

- c) In accordance with Robert's Rules, this notice is valid for amended proposals, provided the amended proposal is within the scope of and has magnitude of effect at most that given in the notice.
  - d) In accordance with Robert's Rules, days of notice is computed by counting all calendar days (including holidays and weekends), excluding the day of the meeting but including the day the notice is sent. The end of a calendar day is midnight.
3. The entire extant history of every official, secretarial document of GAPSA—the Constitution; Bylaws; Special Rules of Order; Standing Rules; Acts of the General Assembly and other organs; budget; reports of officers and committees; minutes of the General Assembly, including those protected by the secrecy of a closed session; minutes of Councils, Divisions, and Committees; the apportionment of the General Assembly; the membership roll (voting and nonvoting) of the General Assembly, including contact information and complete attendance records; and all certificates of election, appointment, and proxy appointment of General Assembly Representatives—must be made available to members of the General Assembly upon request.
4. The minutes are the authoritative record of the Acts of the General Assembly; if it is not in the minutes, it did not happen. Draft minutes are to be sent promptly to the membership of the General Assembly, at most ten (10) days after the meeting they record. Errors or omissions in the minutes should be corrected as soon as they are noticed (with disputes decided by majority vote), preferably before the initial approval. The minutes of General Assembly meetings shall contain at least:
- a) the kind (regular, continued, or special), time, and place of the meeting;
  - b) the attendance list including the names of (1) the officers acting as chair, secretary, and other officers of the assembly, (2) voting General Assembly members, noting the constituency, council, and whether they attended in person, (3) students that are certified proxies of voting members, noting the member for which they proxy and certificate documenting the validity of the proxy appointment, (4) voting General Assembly members who are absent, noting the Council of which they are a member, (5) vacant seats of the General Assembly, noting the constituency and council, (6) non-voting General Assembly members, (7) non-voting General Assembly members who are absent, and (8) any non-members of the General Assembly the memorialization of whose attendance is in the interest of the assembly or requested by the attendee, including also the total number of non-members of the General Assembly in attendance;
  - c) whether the minutes of the previous meeting were approved and whether they were corrected;
  - d) the complete substance of reports of committees and officers;

- e) every main motion and resolution introduced, noting (1) the movant, (2) the verbatim, complete, and final text of the motion or resolution adopted or otherwise disposed of, (3) whether the motion was debated or amended, (4) the disposition of the motion (adopted, lost, laid on the table, postponed, postponed indefinitely, or referred to committee), and (5) if finally disposed of, the voting result, which is (i) in the case of an uncounted vote, the announced result from the chair, (ii) in the case of a counted vote, the numbers of votes on each side, (iii) in the case of a roll call vote, the vote (yes, no, or abstain) of every member present, or (iv) in the case of a balloted vote, unless otherwise directed by the Constitution or Special Rules of Order, the full teller's report which includes the total number of votes cast that indicate some preference, the threshold to pass, the number of votes on each side, and the number of illegal votes;
- f) secondary motions such as suspend the rules, recess, and motions regarding the voting method;
- g) every point of order and appeal from the decision of the chair, whether sustained (well taken) or lost (not well taken), and the reasoning given;
- h) all notices of motions and the complete texts thereof, if appropriate;
- i) the time of adjournment; and
- j) the date of the meeting at which these minutes were approved.

### C. GAPSA Standing Rules

1. All published rules, guidelines, and regulations of GAPSA whatsoever should be codified in the GAPSA Standing Rules if they are not promulgated by the Constitution or Bylaws. Thus, all Acts of the General Assembly with durable effect and the rules of any Board, Division, Committee, Council, or Officer having delegated authority should be codified as Standing Rules.
2. Each Standing Rule is annotated with the authority that created it—including reference to the source of the authority—in subdivision (0) thereof, and have the weight of Acts of the same. They may only be amended or rescinded explicitly and only by the creating authority, by the General Assembly, or by such an authority as the rule may provide. An Act of a subsidiary organ/unit (Board, Division, Committee, Council, or officer) creating, amending, or rescinding Standing Rules becomes void if it is not reported to the General Assembly at its next meeting and remains void until so reported.
3. The individual Rules of the GAPSA Standing Rules shall be numbered uniquely without regard to greater subdivisions that contain them. Subdivisions of each Standing Rule are numbered in accordance with ISO 2145, that is, with Hindu-Arabic numerals delimited by periods, starting from 1 (except header or introductory subdivisions which are explicitly or implicitly zero (0)). A secretarial annotation is inserted in published Standing Rules noting that any gaps in the numbering are reserved for future use.

4. GAPSA Standing Rule 1, subdivisions (1), (2), and (3), shall read the same as the corresponding paragraphs of this section, with subdivision (0) reading: “Rules for Standing Rules. This Rule is created on the authority of the GAPSA Constitution, Article XII, section C.”.

#### D. Intellectual Property and Digital Data

1. GAPSA reserves the right to its privacy and ownership of GAPSA’s intellectual property and digital data.
2. GAPSA shall not sell its data or information to any business, corporation, or entity.
3. GAPSA reserves the right to opt in or opt out of any digital or technology services.
4. GAPSA shall adhere to the Constitution and Bylaws for any changes regarding decisions as to the ownership, collection, release, or storage of GAPSA’s data.

### XIII. ARTICLE XIII: AMENDMENTS

#### A. Amendments to the Constitution

##### 1. Amendment Process

- a) This Constitution may be amended by a three-fourths vote of the General Assembly, provided the full text of proposed amendment has been distributed with ten (10) days’ notice before the final vote.
- b) The final, adopted Bill amending the Constitution must be in writing and specify the exact textual changes to the GAPSA Constitution and also an official abstract of the changes made. For amendments adopted in 2023 or later, the count of the vote adopting it, including the number voting yes, no, and abstaining, must be recorded.
- c) Upon adoption, the Constitution is republished (1) as revised by the adopted changes, (2) with the official abstract (or full text of the amendment, if no official abstract is adopted by the same three-fourths vote) appended to Article XIII: Amendments, as a new section at the end with a paragraph for each “Resolved” clause or section of the instrument (dropping the enacting word “Resolved”), and (3) with the date of passage and the count of the vote adopting it (yes, no, abstain) appended as a subparagraph of this paragraph (Article XIII(A)(1)).

##### 2. List of Amendments

- a) This Constitution was amended on April 2, 2008.
- b) This Constitution was amended on October 21, 2009.
- c) This Constitution was amended on October 20, 2010.
- d) This Constitution was amended on September 26, 2012.
- e) This Constitution was amended on March 27, 2013.

- f) This Constitution was amended on March 23, 2016.
- g) This Constitution was amended on March 15, 2017.
- h) This Constitution was amended on April 26, 2017.
- i) This Constitution was amended on April 18, 2018.
- j) This Constitution was amended on March 27, 2019.
- k) This Constitution was amended on February 19, 2020.
- l) This Constitution was amended on March 30, 2022.
- m) This Constitution was amended on February 15, 2023.  
Vote: 39 yes, 0 no, 1 abstain.
- n) This Constitution was amended on March 15, 2023.  
Vote: 39 yes, 0 no, 2 abstain.
- o) This Constitution was amended on March 15, 2023.  
Vote: 39 yes, 0 no, 3 abstain.
- p) This Constitution was amended on March 15, 2023.  
Vote: 40 yes, 0 no, 3 abstain.

B. Amendment passed on October 21, 2009

1. In order to maintain the GAPSA Constitution as a living document, and retain a history of its evolution, traditions, and precedence, the following text will be added as section A.2 of Article XII: Amendments: To amend the GAPSA constitution, a member of the Assembly must propose a motion in written prose form. The motion must specify the exact changes to be made to the text of the GAPSA Constitution. If the motion passes, two things will happen: 1) the proposed changes to the text will be made; and 2) the text of the motion, and the date of its passage, will be added, in a new section, to Article XII: Amendments.

C. Amendment passed on October 20, 2010

1. Henceforth, every year, GAPSA shall allocate at least \$40,000 from the general fee revenue for an "Emergency Fund." There shall be a strong presumption against reaching into the coffers of the Emergency Fund; it should only be used in the face of unforeseen events posing damaging repercussions. At least two-thirds of the General Assembly must concur before money in the Emergency Fund may be allocated.
2. Henceforth, every year, GAPSA shall allocate at least \$25,000 from the general fee revenue for a "GA Discretionary Fund" to be allocated, at any time the General Assembly sees fit, for GAPSA councils or committees, groups presenting in front of the GA, or any cause the GA wishes to support. A simple majority of the General Assembly shall be required to concur before money in the GA Discretionary Fund may be allocated.

## D. Amendment passed on September 26, 2012

1. In order to allow for a more flexible meeting structure the text of Article VI(C)(1) has been amended from “The Professional Student Council and Research Student Council shall meet for sixty minutes” to “Meetings of the Professional Student Council and Research Student Council shall be limited to sixty minutes.”

## E. Amendments passed on March 27th, 2013

1. Henceforth, every year, GAPSA shall allocate at least \$25,000 from the general fee revenue for a “G12 Synergy Fund” whose purpose shall be to enhance the academic, social, and cultural pursuits of graduate and professional student government organizations at the University of Pennsylvania. Student government eligibility for these funds will be contingent upon evolving requirements that promote intergovernmental collaboration, and build institutional integrity. The G12 Synergy Fund shall be administered by the VC for Finance with the approval of the Executive Board and shall be administered in accordance with the relevant provision of the GAPSA VC Finance Handbook.
2. In order to fulfill GAPSA’s charge to represent all graduate and professional students at the University of Pennsylvania, empower members of underrepresented groups, and to clarify the responsibilities of, and the relationship between the Chair for Equity and Access and the Chair for International Affairs the text of Articles III(A), III(B), VII(D), VII(F) and IX have been amended with the following effects: 1.) The Select Committee on Pluralism and the Select Committee on International Affairs merged into a new body called The Select Committee on Pluralism and International Affairs (“The Select Committee”) co-chaired by the Chair for Equity and Access and the Chair for International Affairs, participated in by their committee members, group representatives, and members of University Committees relevant to The Select Committee’s charge; 2.) The roles of the Chair for Equity and Access and the Chair for International Affairs expanded to include outreach; and 3.) It was clarified that the Chair for Equity and Access oversees the appointment process of liaisons to all University Committees.
3. In order to institutionalize GAPSA’s commitment to not only non-discrimination, but to inclusion the text of Article XI has been amended to begin with the following statement, “The Graduate and Professional Student Assembly is an inclusive organization which derives strength from the diversity of its members.”

## F. Amendments passed on March 23, 2016

1. In order to codify the rules regarding proxies for GA representatives, this amendment establishes who may be a proxy and how many times a representative may appoint proxies throughout the school year and semester.

2. In 2013 the GAPSA GA voted to create the Select Committee, recently renamed the IDEAL Committee. The Vice Provost of University Life granted the newly created Select/IDEAL Committee with \$40,000 to provide operational and programming support to affinity groups. The Trustees of the University of Pennsylvania thereafter took on the responsibility of providing an additional \$40,000 (plus year growth) to GAPSA, with the understanding that it was being used to fulfill GAPSA's stated commitment to its diverse constituents, as represented by affinity leadership. The following amendment seeks to put into the Constitution what has been in practice since 2013, in order to formalize this allocation and to commit it to GAPSA's institutional memory.

G. Amendment passed on March 15, 2017

1. This amendment is to establish the Chair for External Affairs as a member of the GAPSA Executive board. This Chair for External Affairs shall be in charge of the External Affairs Committee and will be is responsible for coordinating the external affairs and activities of GAPSA outside Penn, including alumni engagement; community outreach, education, and service; relationships with other universities and organizations; political advocacy at all levels of government; and statements of the positions of GAPSA on issues of significance to the welfare of graduate students.

H. Amendments passed on April 26, 2017

1. The Committee amendment changed the wording of the Committee meeting requirement to specify that Committee meetings may happen every General Assembly meeting.
2. The Proxy amendment changes the requirements for General Assembly Representatives to notify the Chair for Operations they are appointing a proxy to before the General Assembly meeting starts and immediately after the meeting is extended by a vote of the General Assembly.
3. The IDEAL Student Council Amendment changes the IDEAL Committee from a Committee to a Council and adds eleven seats to the General Assembly and one seat to the GAPSA Executive Board as the Chair for IDEAL Students as members of this Council. The roles and responsibilities of the IDEAL Committee shall be assumed by the IDEAL Student Council.

I. Amendments passed on April 28, 2018

1. Sequence of Exec Positions Listed in Constitution Amendment: The positions will be ordered through the constitution as follows: President, Vice President, IDEAL Council, Professional Council, Research Chair, Communications, Finance, Operations, Equity and Access, External Affairs, International Affairs, Social Affairs, Student Life, Student Programs.
2. Equity and Access Mandate Amendment: The following text will be added to Article VII.D.



- a) The Chair for Equity and Access shall organize and preside over a monthly meeting with all appointees to the University Council and University Committees.
- b) The Chair for Equity and Access shall establish and maintain a formal channel of communication between all appointees to the University Council and University Committees.
- c) The Chair for Equity and Access shall, in consultation with the GAPSA Executive Board and the GA, coordinate a holistic strategy for supporting graduate student interests across and between the University Council and University Committees.
- d) The Chair for Equity and Access shall compile a report each semester on the activities of the University Council and University Committees that will be presented to the GA. The report will identify how graduate student interests have been represented and offer recommendations for greater advocacy in the future.
- e) The Chair for Equity and Access shall preserve and promote the “Accessibility Mapping Project” such that there remains an open channel for displaying, reporting, and addressing equity and/or access deficiencies faced by graduate students on campus.

J. Amendments passed on March 27, 2019

1. Sunshine Policy Amendment: The General Assembly and GAPSA Finance promote financial transparency and accountability through a Sunshine Policy.
2. Budget Amendment: The provisional budget shall be approved by the General Assembly. Chair for Finance shall be limited in spending funds over the summer. Chair for Finance shall be authorized to create pilot funds.
3. GAP Amendment: GAPSA shall support a GAPSA-G12+ Accountability Program to promote partnership and accountability with GAPSA and G12+ student governments.

## K. Amendment passed on February 19, 2020

1. Amendment to restructure GAPSA Executive Board and Committees. Per implementation guidelines of that Amendment: This amendment will replace Articles III, V, VI, and VII, and Appendix A of the current Constitution (as of 7 February 2020) in their entirety. These proposed new articles will appear in the Constitution with the order and listing of Articles as they appear below. What is currently labeled as Article IV (Article IV: The Professional Student Council, the Research Student Council, and the IDEAL Student Council) will be renamed as Article VII. The structure of the executive board as laid out in this amendment will govern GAPSA following the elections for the 2020-2021 Executive Board. The rules for elections as defined in Article IV of this amendment will be used to guide the Spring 2020 elections to the greatest degree possible. All other processes (including the presentation of Executive and Division Bylaws) will be followed after the Elections. The text of the Constitution as it stood prior to this amendment must be available on the GAPSA website for at least 1 year following passage of this amendment, along with the revised text. After this, only the most recent version of the Constitution need be displayed on the website, with the old text archived in the GAPSA office.

## L. Amendments passed on March 30, 2022

1. Amendment to Restructure the GAPSA Executive Board and Committees. This amendment will take place in Articles III, IV, V, VI, VII, VIII, and XIV of the current Constitution (as of February 19, 2020). The specific revisions and new articles will appear in the Constitution as highlighted yellow. The structure of the Executive Board as laid out in this amendment will govern GAPSA following the elections for the 2022-2023 Executive Board. The rules for elections as defined in Article IV of this amendment will be used to guide the Spring 2022 Elections to the greatest degree possible. The text of the Constitution as it stood prior to this amendment must be available on the GAPSA website for at least 1 year following passage of this amendment, along with the revised text. After this, only the most recent version of the Constitution need be displayed on the website, with the old text archived in the GAPSA office.
2. Amendment on Technology Policy. This amendment will establish a GAPSA technology policy, including (1) e-voting, (2) e-voting in elections, (3) attendance in video conferencing, teleconferencing, and video meetings, (4) ownership of GAPSA's intellectual property and digital data, and (5) establishing a Deputy Director of Technology.

M. Amendments passed on February 15, 2023. Vote: 39 yes, 0 no, 1 abstain.

1. Constitutional Fixes (GA/44/RES/10/Corr.1). These amendments create a new Article XII for document and supremacy rules, enable the General Assembly to unilaterally amend the Bylaws of constituent organs, clarify and reorganize existing rules and practices with respect to (e.g., records, publication, and notice requirements), implement annual reapportionment of the General Assembly, clarify the quorum threshold, consolidate use of “Division” and “Division leadership” instead of “Committee”, replace “Subcommittee” with “Committee”, change the preposition used in the styles of Vice Presidents from “of” to “for”, rewrite the sections describing the removal of members of and vacancies on the Executive Board to make them more concise, rewrite the section describing the appointment process for Directors to make it more concise, and generally improve concision, clarity, and style.
2. Codification of Standing Rules (GA/44/RES/11). These amendments create a vessel (the Standing Rules) for the preservation of records of durable Acts of the General Assembly and other units of GAPSA from year to year, codify all identified durable existing rules as Standing Rules, and implement a system of symbols to uniquely identify all documents of GAPSA.
3. Amendment of Constitutional General Assembly Procedures (GA/44/RES/12). These amendments clarify the procedures for non-voting members, set default limit on speeches in debate to three (3) minutes, tune the General Assembly schedule to minimize coincidence with holidays, implement a process of two Readings for Bills before the General Assembly, allow a single member to order a roll call vote, and simplify and reorganize the rules for elections, reducing overlap and conflicts between the Constitution and Executive Board Bylaws.

N. Amendments passed on March 15, 2023. Vote: 39 yes, 0 no, 2 abstain.

1. Attendance Policies (GA/44/RES/14) These amendments clarify the mandatory procedures for dismissing a General Assembly Representative, clarify and make more concise the requirement that General Assembly Representatives attend Council and Committee meetings, clarify and make more concise the proxy policy, add safeguards on the proxy policy as to transparency and entrenchment, add the requirement for the announcement of meeting attendance and quorum thresholds for every meeting, and allow nonresponse by a school appointing organization as to a General Assembly request to recall their representative to be addressed at the following General Assembly meeting.

O. Amendments passed on March 15, 2023. Vote: 39 yes, 0 no, 3 abstain.

1. Rules and Accountability (GA/44/RES/15). These amendments add conflict of interest rules as to increases in emoluments for GAPSA service and decisions for group funding, incorporate sunshine and other regulations for GAPSA-funded groups onto GAPSA activities, clarify the budget proposal process, powers, and form, guarantee proportional apportionments to school appointing organizations, affirm the Budget Committee's charge in advising in the preparation of the budget, place procedural checks on undebatable motions to ensure their informed and fair use, require that main motions and amendments be reported in writing, memorialize three Deputy Director positions (Records, Credentials, and Revenue), specify default rules for committee membership and access, and create a Drafting Committee, an institutional structure for the improvement of rules and resolutions.

P. Amendments passed on March 15, 2023. Vote: 40 yes, 0 no, 3 abstain.

1. The Speaker (GA/44/RES/16). These amendments create the office of Speaker, to implement the idea that the meeting chair shall, to whatever extent possible, have no opinion about the merits of pending business and serve only to impartially guide effective procedure, so that the opinion of the General Assembly may emerge unhindered.

#### XIV. ARTICLE XIV: RATIFICATION

A. Ratification of the Constitution

1. The approval of two-thirds of the members of the Graduate and Professional Student Assembly, two-thirds of the members of the Graduate Student Associations Council, and eight of the twelve graduate and professional student governments shall be necessary for the ratification of this Constitution.
2. The approval, by the University administration, of the new funding formula agreed to by the Graduate and Professional Student Assembly and the Graduate Student Associations Council shall also be necessary for the ratification of this Constitution.
3. The ratification of the Constitution of the Graduate Student Government of the School of Arts and Sciences shall also be necessary for the ratification of this Constitution.
4. This Constitution shall take effect on May 1, 2007.

#### XV. ARTICLE XV: GAPSA-G12+ Accountability Program (GAP)

A. GAP, PAC, FAB, GFAC, IPF Definitions

1. GAPSA and its constituent G12+ student government partners shall support a GAPSA-G12+ Accountability Program (GAP) whose purpose shall be to promote partnership and accountability among and between GAPSA and G12+ student governments. GAP shall have four components:

2. The Presidents' Advisory Council (PAC) shall be comprised of the presidents of GAPSA and its G12+ constituent partners.
3. The Finance Advisory Board (FAB) shall be comprised of the treasurers of GAPSA and its G12+ constituent partners.
4. The GAPSA Finance Associations Council (GFAC) shall be comprised of the treasurers of GAPSA and its constituent student organizations, including G12+ and student groups funded by GAPSA.
5. The Interschool Partnership Fund (IPF) shall be funded in partnership between GAPSA and its constituent G12+ partners.

#### B. GAP Governance

1. Decisions pertaining to the operating procedures of GAP are subject to a majority vote of all financial stakeholders.
  - a) Financial stakeholders shall be defined as all opted-in, investing school governments plus the Graduate and Professional Student Assembly (GAPSA).
  - b) Each participating government, including GAPSA, will have one vote.
2. GAP is authorized to have Bylaws which may only be enacted or amended by three-fourths vote of participating governments and majority vote of the General Assembly with ten (10) days' notice of the full text, both on the same language.

#### C. GAP Funding

1. Henceforth, every year, GAPSA shall allocate up to 10% of its appropriation to each school's student government(s) to the Interschool Partnership Fund (i.e. G12+ investment).
  - a) GAPSA will match the G12+ investment (i.e. GAPSA IPF match) in its appropriations.
  - b) School governments may choose to withdraw their respective G12+ investments from the IPF. Any unspent or withdrawn G12+ investments shall forfeit their corresponding GAPSA match.
2. The IPF shall be administered by the Vice President for Finance (or chosen deputy with the advice and consent of the General Assembly).
  - a) The IPF shall be administered in accordance with the relevant provisions of the GAPSA Finance Handbook and guidelines.
3. In order to promote greater fund utilization, any GAP financial stakeholder may designate up to one proxy from their school's delegation of GAPSA General Assembly representatives, to act on their behalf.

[END]