



**gapsa**

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

# Executive Board Bylaws

BYLAWS  
OF THE  
EXECUTIVE BOARD  
OF THE  
GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY  
OF THE  
UNIVERSITY OF PENNSYLVANIA

EB/BYL/45/R.2

Last Amended: January 31, 2024

TABLE OF CONTENTS

1. Mission & Purpose.....	1
2. Executive Board Membership & Structure.....	1
3. Executive Board Responsibilities .....	1
4. Executive Board Meeting Protocols.....	6
5. Executive Committees.....	10
6. Communications Practices.....	12
7. Executive Compensation.....	13
8. Election Procedures .....	14
9. Code of Conduct & Sanctions.....	15
10. Executive Board Transition .....	16
11. General Provisions.....	17
12. Ratification.....	18

**1. Mission & Purpose**

- 1.1. The mission and purpose of the Executive Board is to execute the will of the General Assembly and to uphold the GAPSA Constitution.

**2. Executive Board Membership & Structure**

- 2.1. The Executive Board consists of the elected and appointed officers of GAPSA as defined in Article III of the GAPSA Constitution.
  - 2.1.1. With the agreement of the Steering Committee, a Vice President may invite a respective deputy to join the Executive Board as a non-voting member.
- 2.2. The Executive Board is organized by level and division leadership.
  - 2.2.1. Level 1 consists of the President.
  - 2.2.2. Level 2 consists of the Vice Presidents and Council Chairs.
  - 2.2.3. Level 3 consists of the Directors.
  - 2.2.4. Each vice president manages a respective division leadership per Article III of the GAPSA Constitution.
- 2.3. The Executive Board and its constituent committees shall meet in plenum, in division leadership, or in steering.
  - 2.3.1. Plenum meetings of the Executive Board include Level 1, Level 2, and Level 3 officers.
  - 2.3.2. Division leadership meetings of the Executive Board include the Level 2 officer (Vice President) and their respective Level 3 officers (directors).
  - 2.3.3. Steering meetings of the Executive Board include Level 1 and Level 2 officers.

**3. Executive Board Responsibilities**

- 3.1. General Responsibilities
  - 3.1.1. Representation
    - 3.1.1.1. Executive Board members are expected to represent the will of the General Assembly, their respective Committees and Councils.
  - 3.1.2. Attendance
    - 3.1.2.1. Executive Board members are expected to attend each scheduled Executive Board, General Assembly, and respective Committee or Council meeting.

- 3.1.2.2. Executive Board members who will be absent for a meeting will notify the Executive Vice President no later than twenty-four (24) hours before the meeting.
  - 3.1.2.2.1. Absent members will submit a timely report to be included with the agenda for the meeting.
  - 3.1.2.2.2. Absent members will appoint a proxy to represent the member in the meeting.
- 3.1.2.3. Emergencies or bereavement will be considered as an exception to 3.1.1.1.
- 3.1.2.4. Executive Board members will miss no more than two Executive Board meetings in an academic year, unless otherwise excused.
- 3.1.2.5. Excused absences include academic conflicts, professional conferences, family emergencies, bereavement, and illness.
- 3.1.3. Communication
  - 3.1.3.1. Executive Board members are expected to communicate with the President and respective Vice President on a regular basis, responding to GAPSA email and other official communication within 48-hours of receipt.
  - 3.1.3.2. If an officer is unable to fulfill 3.1.3.1 due to an excuse listed in 3.1.2.5, the member must:
    - 3.1.3.2.1. Advise the President and Executive Vice President as soon as practicable;
    - 3.1.3.2.2. Provide a proxy who can act on behalf of the Executive Board member; and
    - 3.1.3.2.3. Establish an automated out-of-office message on GAPSA email with the contact information of the 3.1.3.2.2 proxy.
- 3.1.4. Reporting
  - 3.1.4.1. Each Executive Board member shall submit a monthly executive goals report to the Executive Board due by the fifth day of each month.
    - 3.1.4.1.1. These reports encourage communication between committees, councils, and the Executive Board, providing all Executive Board members with updates on what is happening within GAPSA.
    - 3.1.4.1.2. Coordinating with the President and Vice President for Finance, the Executive Vice President shall

manage and enforce the executive reporting requirements of the Executive Board.

- 3.1.4.2. Each Executive Board member shall submit a monthly financial report (Flash Report) to the Executive Board due by the twentieth day of each month.
  - 3.1.4.2.1. These reports help our finances to be kept up to date and consistent with the budget approved by the General Assembly.
  - 3.1.4.2.2. The Vice President for Finance shall manage and enforce financial reporting requirements of the Executive Board.
- 3.1.4.3. Each Executive Board member shall submit a report summarizing the work of their respective Division leadership, Committee, or Council to the Executive Board due each January and April.
  - 3.1.4.3.1. Coordinating with the President, the Executive Vice President shall consolidate these reports to produce a public report summarizing the work of the Executive Board throughout the academic year per Article III.B.7 of the GAPSA Constitution.
- 3.1.4.4. University Council, Trustee, and Administrative Committee Reports
  - 3.1.4.4.1. University Council is the university-wide body charged with addressing student issues. Executive Board members are typically appointed, but not required to take part in University Council committees unless otherwise indicated in the GAPSA Constitution.
  - 3.1.4.4.2. Various University, Trustee, and Administrative Committees across the University have one or more graduate student representatives (and often Executive Board members). The Executive Board will fill the roles or ask for volunteers from the General Assembly unless otherwise indicated in the GAPSA Constitution.
  - 3.1.4.4.3. Graduate students that are appointed to University Committees are expected to provide written reports to the Executive Board at least once per semester for posterity and progress.
  - 3.1.4.4.4. The respective Executive Board member charged with managing the committee of jurisdiction associated with each University Committee shall be responsible

for coordinating the process for drafting reports and submitting them to the Executive Board each semester.

3.1.4.5. The budget of any Executive Board member that does not comply with reporting requirements in a timely manner is subject to freeze until the report at issue is submitted by the member to the Executive Board.

3.1.4.5.1. Coordinating with the President and Vice President for Finance, the Executive Vice President shall manage and enforce the reporting requirements of the Executive Board.

### 3.2. Role Responsibilities

#### 3.2.1. President

3.2.1.1. The President shall represent the voice of the General Assembly.

3.2.1.2. The President may delegate responsibilities such as leading meetings to other trusted members of the Executive Board.

#### 3.2.2. Vice Presidents

3.2.2.1. The Executive Vice President shall act as Chief-of-Staff of the Executive Board and work closely with the President on all GAPSA matters. In coordination with the President, the Executive Vice President shall organize the agenda and work of the Executive Board.

3.2.2.2. Vice Presidents shall oversee their respective division leadership and provide necessary updates to the President.

3.2.2.3. Vice Presidents should aim to meet with their respective division leadership once a month to stay up to date with their directors and committee goals.

#### 3.2.3. Directors

3.2.3.1. Directors oversee their respective committees and maintain responsibilities throughout the term. Directors shall report to their Vice Presidents and are Executive Board members in full.

3.2.3.2. Each Director is responsible for ensuring their committee functions. Directors should aim to delegate responsibilities, encourage committee members to

produce their own ideas for the committee, and provide the Executive Board with any updates or needs.

3.2.4. Council Chairs

- 3.2.4.1. Council Chairs (Professional, Research, IDEAL) are elected by their respective Council.
- 3.2.4.2. Unless otherwise established by their respective Council, Council Chairs shall chair each meeting of their respective Council.
- 3.2.4.3. Council Chairs shall not have the power to initiate resolutions to be passed in their respective Council.
- 3.2.4.4. Once a Council passes a policy resolution, the respective Council Chair shall refer the resolution to their peer Councils for consideration. Typically, policy resolutions shall be passed in each of the three Councils first and then referred to the General Assembly for consideration.
- 3.2.4.5. The Council Chairs shall aim to collaborate on policy issues to ensure needs are met for all graduate and professional students. Council Chairs shall provide updates to one another. Council Chairs are encouraged to meet together at least once per semester.

3.3. Executive Board Expectations

3.3.1. Separation of Legislative and Executive Function

- 3.3.1.1. By accepting an Executive Board position, no Executive Board member shall also serve as a General Assembly or Council representative.
- 3.3.1.2. Each Executive Board member accepts their right as a non-voting member in their respective Council and/or General Assembly meetings. Notwithstanding, Executive Board officers may serve as a voting proxy for a Council and/or General Assembly member.
- 3.3.1.3. Notwithstanding, Deputy Directors and Deputy Chairs may also serve as a General Assembly or Council representative. Executive Board members are encouraged to nominate Deputy Directors and Deputy Chairs from among the voting membership of the General Assembly.

3.3.2. Separation of Personal and Official Acts

- 3.3.2.1. Executive Board members must be aware of how they represent the rest of the Executive Board and GAPSA. By using their GAPSA Executive Board title, email, or other aspects of office, the Executive Board member represents the voice or opinion of their respective Committee or Council.
- 3.3.2.2. Executive Board members may not use their office to advance personal interests or opinions. Should an Executive Board member desire to state something on their own behalf, the Executive Board member must separate themselves from their title and office to ensure clarity from the Board.
- 3.3.2.3. The GAPSA President alone has the power to sign statements officially on behalf of GAPSA. All correspondence on behalf of the General Assembly comes from the President.
- 3.3.3. The entire Executive Board is a vessel for carrying out the will of the General Assembly. Executive Board members are expected to listen to constituents, to advocate on behalf of and to execute the will of the General Assembly.

#### **4. Executive Board Meeting Protocols**

##### **4.1. Executive Board Meetings**

- 4.1.1. The Executive Board shall meet in plenum, in division leadership, or in steering.
  - 4.1.1.1. Generally, the Executive Board shall meet in plenum biweekly. These constitute stated regular meetings of the Executive Board.
  - 4.1.1.2. Generally, the Executive Board shall meet in division leadership biweekly. These constitute stated regular meetings of the division leadership.
  - 4.1.1.3. Generally, the Executive Board shall meet in steering weekly. These constitute stated regular meetings of the Steering Committee of the Executive Board.
- 4.1.2. The full Executive Board (plenum) shall meet every two weeks when the General Assembly is in session.
  - 4.1.2.1. The General Assembly is in session from the first scheduled General Assembly meeting in the Fall Semester through the final General Assembly meeting in the Spring Semester.



- 4.1.2.2. The Fall and Spring Semesters of each academic year are defined by the University.
  - 4.1.2.3. The first Executive Board meeting must convene no later than the Wednesday (*i.e.*, one week) before the first General Assembly meeting of the Fall semester.
  - 4.1.3. Per Article V.A.1 and V.A.2a of the GAPSA Constitution, the President or their designee shall Chair Executive Board meetings. The President is encouraged to designate the following:
    - 4.1.3.1. Unless otherwise established, the Executive Vice President shall chair plenum meetings of the Executive Board;
    - 4.1.3.2. Each Vice President shall chair their respective division leadership meetings of the Executive Board; and
    - 4.1.3.3. The President shall chair steering meetings of the Executive Board.
  - 4.1.4. Special meetings may be called by the President, the Chair, or one-third of the Executive Board to discuss one or more business items or urgent matters.
  - 4.1.5. All Executive Board members are required to attend all regularly scheduled Executive Board plenum meetings. More than two unexcused absences from any Executive Member will result in notice and may subsequently result in sanctions including but not limited to revocation of the member's privilege to attend such meetings.
  - 4.1.6. Meetings of the Executive Board shall be limited to sixty minutes and can be extended by simple majority approval of the voting members in attendance.
  - 4.1.7. The Chair of the Executive Board meetings shall set the agenda and preside over the meetings.
  - 4.1.8. The Chair shall notify all Executive Members of all scheduled meeting dates and times by written notice at least two weeks in advance. Meeting can be conducted virtually, in-person, or in hybrid format. Email is an acceptable means of communication.
  - 4.1.9. Other meetings conducted by Executive Board members such as vice presidents, division leadership, standing committee, steering committee, and *ad hoc* committee meetings are encouraged to follow the bylaws herein for meetings unless otherwise specified in their respective bylaws.
- 4.2. Quorum

- 4.2.1. An official Executive Board meeting does not exist without a quorum. A simple majority of the Executive Board members and a simple majority of the Steering Committee (Level 1 and Level 2 officers) are required at all times for quorum and any substantial action.
- 4.2.2. Executive Board meetings are generally closed to the public. However, if approved by the Chair, Executive Board members may extend the invitation to other parties at their discretion and with prior notice to the rest of the Executive Board members.
- 4.2.3. Appointed Deputy Directors and Deputy Chairs are encouraged to attend Executive Board meetings, but they are not required to do so.
- 4.2.4. Unless acting as proxy for a voting member of the Executive Board, deputies shall not count toward quorum, and deputies may be considered non-voting members in Executive Board meetings.

#### 4.3. Order of Business

- 4.3.1. The Chair calls an Executive Board meeting to order once quorum is established.
- 4.3.2. The Executive Board members shall vote to set the official order of business when approving the agenda at the beginning of each regular meeting. The following constitutes the traditional order of business:
  - 4.3.2.1. Call to Order
  - 4.3.2.2. Approval of Agenda
  - 4.3.2.3. Approval of Minutes
  - 4.3.2.4. Reports from Division leadership Officers, Committee Directors, Council Chairs, and Others
  - 4.3.2.5. Old Business: The Board may discuss unfinished business items from the previous meetings.
  - 4.3.2.6. New Business: New items can be added to the agenda by any Executive member. Members must motion to add any new items to the agenda.
  - 4.3.2.7. Open Floor Items
  - 4.3.2.8. Adjournment

#### 4.4. Meeting Agenda

- 4.4.1. The Executive Vice President (or other designated Chair) shall set and distribute the agenda to the Executive Board twenty-four (24) hours prior to a regularly scheduled meeting of the Executive

Board. (Vice Presidents shall do the same for division leadership meetings. The President shall do the same for Steering meetings.)

4.4.2. The Chair is responsible for sending out the agenda and any relevant documents for review to all the Executive Board members.

4.4.3. The Executive Board members shall vote to approve the agenda at the beginning of each regular Executive Board meeting.

#### 4.5. Meeting Minutes

4.5.1. Written meeting minutes are required for all Executive Board meetings.

4.5.2. The Director of Logistics, unless designated otherwise by the Chair, oversees the meeting minutes and shall maintain the records of all actions taken by the Executive Board.

4.5.3. The Director of Logistics shall distribute meeting minutes to all Executive Board members no later than ten days after the conclusion of the meeting or twenty-four hours prior to the next regular Executive Board meeting.

4.5.4. Meeting minutes must be approved by a simple majority of the voting members of the Executive Board in attendance at the beginning of the next regular meeting to be established as an official record.

4.5.4.1. The Executive Board may approve meeting minutes with or without correction.

4.5.4.2. Corrections can be made without objection. If there is a dispute, the matter may be resolved by simple majority vote.

#### 4.6. Voting

4.6.1. Each Executive Board voting member has a vote on all matters in Executive Board meetings.

4.6.2. In the event a matter requires an urgent resolution or decision to be made before the next scheduled General Assembly or Executive Board meeting, a special Executive Board meeting may be called for deliberation. If this option is exhausted, an emergency asynchronous electronic vote may be called by the President, the Chair of the Executive Board, or one-third of the voting members of the Executive Board. In accordance with GAPSA Constitution Article III, section B, paragraph 3 and Robert's Rules, appointed proxies shall not have additional votes.

4.6.2.1. Prior to the vote, the issue in question must be debriefed with Executive Board members via GAPSA institutional email or other official means with proper documentation of

dates and times. In these communications, Executive Board members shall be given the opportunity to discuss the matter at hand.

- 4.6.2.2. The Chair oversees the voting process, must specify the timeline, and shall provide adequate notice to the Executive Board members for the asynchronous electronic vote.
- 4.6.2.3. Electronic ballots must be sent to Executive Board members via their GAPSAs institutional email.
- 4.6.2.4. The result of the vote must be disclosed in a timely manner to Executive Board members as soon as the vote closes and before any further deliberations.

#### 4.7. Adjournment & Recess

- 4.7.1. When the scheduled meeting time has been reached without a motion to extend or when the agenda is exhausted, a voting Executive Board member may motion to adjourn, or the Chair may adjourn the meeting consistent with Robert's Rules of Order.
- 4.7.2. The Executive Board is not required to meet regularly when the General Assembly is not in session or in recess (*e.g.*, during University Summer and Winter breaks).

#### 4.8. Meeting Conduct & Disciplinary Procedures

- 4.8.1. All Executive Board members including the Chair and other attendees shall always maintain professionalism and decorum. Meeting attendees should always be respectful towards others.
- 4.8.2. Any disruptive behavior that is judiciously deemed out of order by the Chair may result in the offender's suspension from the meeting and subsequent disciplinary actions. If an attendee is called out of order by the Chair with the named offenses at least three times, the Executive Board members in attendance may order a penalty for the offender.
- 4.8.3. At any point, members can appeal the Chair's decision, move to suspend the rules, or move for reconsideration in accordance with Robert's Rules of Order. If the Chair fails to reinforce the rules or acts out of order, the Chair may also be subject to disciplinary procedures.

### 5. Executive Committees

#### 5.1. Establishing Authority

- 5.1.1. By simple majority vote, the Executive Board in plenum may establish and abolish standing and special (ad hoc or select)

committees of the Executive Board as it deems necessary unless otherwise indicated in the GAPSA Constitution.

- 5.1.2. By simple majority vote, the Steering Committee may establish and abolish standing and special (ad hoc or select) committees of the Executive Board as it deems necessary unless otherwise indicated in the GAPSA Constitution.
- 5.1.3. By simple majority vote of its officers, any division leadership may establish and abolish standing and special (ad hoc or select) committees of the division leadership as it deems necessary unless otherwise indicated in the GAPSA Constitution. The respective Vice President may veto the establishment or abolition of a division leadership committee.
- 5.1.4. The Executive Board or respective Vice President shall notify the General Assembly when executive committees are established or abolished.

## 5.2. Committee Membership

- 5.2.1. The establishing authority of any executive committee shall define a committee charter comprised of its name, purpose, establishing authority, membership, voting procedure, and budget (if applicable) at the time of the committee's establishment. The committee's charter must be shared with the Executive Board and the General Assembly.
- 5.2.2. Unless otherwise indicated at the time of its establishment, executive committee membership shall be comprised of members of the Executive Board. The executive committee chair shall be a Level 2 officer (Vice President) unless otherwise delegated.
- 5.2.3. Unless otherwise indicated at the time of its establishment by a division leadership, committee membership shall be comprised of members of the respective division leadership. The committee chair shall be the respective Level 2 officer (Vice President) unless otherwise delegated.

## 5.3. Deputy Chair Appointments

- 5.3.1. The Chair of a committee may appoint a Deputy Chair to perform ministerial duties with the ascent of a simple majority of its voting members.

## 5.4. Voting Members

- 5.4.1. Unless stated otherwise, only officers of GAPSA shall vote in a committee. Voting members will be defined in the committee charter.

**5.5. Committee of Jurisdiction**

- 5.5.1. Once established, all matters related to the mandate of a committee shall be referred to that committee if raised by the Executive Board, any of its members, or any of its committees.

**5.6. Duties and Obligations**

- 5.6.1. Committee members shall attend all scheduled meetings of the committee or provide notice to the Chair.
- 5.6.2. Committee members shall comport themselves with respect and dignity.
- 5.6.3. Committee members shall not violate the charges or charter of the committee.
- 5.6.4. Committee members shall respect the confidentiality of committee work product (until voted out by committee or report requested by establishing authority).
- 5.6.5. The Chair may seek the removal of a committee member by petition to the establishing authority or with the ascent of two-thirds of the committee members.

**5.7. Reports, Agenda, and Minutes**

- 5.7.1. Documents of the committee shall be maintained in accordance with the latest edition of Robert's Rules of Order.
- 5.7.2. Committees shall report updates to the establishing authority as defined in the charter, but no less than monthly.
- 5.7.3. Documentation and notification of meetings shall be disseminated and maintained in the System of Record established by GAPSAs.
- 5.7.4. Minutes of Executive Committee meetings are generally of a confidential nature and therefore not available to the general public.
  - 5.7.4.1. Notwithstanding, by super-majority vote, the Executive Committee may release minutes of the Executive Committee;
  - 5.7.4.2. Notwithstanding, the Executive Committee will make minutes of the Executive Committee available to any member(s) of the General Assembly by request after any confidential information has been redacted.

**6. Communications Practices****6.1. Meeting with Administrators and Partners:**

- 6.1.1. In keeping with the spirit of maintaining clear communications and presenting a united front to the University administration,

responsibility for communications with administrators rests primarily with the GAPSA President.

- 6.1.2. The President shall coordinate communication with partners and activities beyond the University, including but not limited to alumni engagement, community outreach, service, and peer institutions.
- 6.1.3. The President may delegate responsibility for communicating with certain administrators or partners to other members of the Executive Board.
- 6.1.4. Executive Board members are required to provide written reports on meetings with administrators and partners. These documents are to be shared internally within the Executive Board.
- 6.1.5. GAPSA representatives on University Councils and University Committees are required to keep the Executive Board apprised of their respective meetings in written reports. If there is more than one representative serving on a University Council or Committee, only one joint report is required.
- 6.1.6. Any disagreements among GAPSA Executive Board members must be resolved internally before being presented to administrators or partners.
- 6.1.7. Views which are presented as representing GAPSA must be authorized or endorsed by the General Assembly or its constituent body.
  - 6.1.7.1. Notwithstanding, if an issue is time sensitive, the Executive Board shall deliberate.
  - 6.1.7.2. In such case, the Executive Board must debrief the General Assembly and its constituents as soon as practicable.

## **7. Executive Compensation**

- 7.1. Executive officers will be compensated for their service.
  - 7.1.1. The following schedule will be used to determine executive pay:
    - 7.1.1.1. Level 1: The President will be paid 2x of base.
    - 7.1.1.2. Level 2: Vice Presidents and Council Chairs will be paid 1.5x of base.
    - 7.1.1.3. Level 3: Directors will be paid 1x of base.
    - 7.1.1.4. Level 4: Deputy Directors will be paid 0.5x of base.
    - 7.1.1.5. The General Assembly will establish the base pay “x” and a separate budget line indicating executive pay each fiscal year.

- 7.1.2. The Vice President for Finance shall be responsible for establishing the procedures for and managing the compensation of Executive officers.
  - 7.1.2.1. Officers will be paid on a pro-rated basis of one-third of compensation at the end of each semester (summer, fall, spring).
  - 7.1.2.2. Each officer must submit monthly reports to the Executive Board indicating the work completed to be eligible for compensation.
  - 7.1.2.3. The Vice President for Finance is authorized to withhold the pay of any officer that does not fulfill their duties or abide by the GAPSA Constitution, Bylaws, and policies.
  - 7.1.2.4. The Vice President for Finance is authorized to prorate the pay of any officer that does not complete their term of office.

## **8. Election Procedures**

- 8.1. This Article specifies the detailed procedures for elections of officers, in accordance with Article IV of the GAPSA Constitution.
- 8.2. Candidate Speeches. Following the close of nominations for each office, each candidate for the office shall, in alphabetical order by surname, give a three (3) minute speech to the General Assembly. During candidate speeches for an office, all candidates for the office shall remain in the room.
- 8.3. Questions and Answers
  - 8.3.1. Following candidate speeches, candidates shall answer questions from the General Assembly and GAPSA members at large. All candidates shall remain in the room during questions and answers.
  - 8.3.2. First, General Assembly members may ask questions for a period of fifteen (15) minutes in total. Following this, all members of GAPSA may ask questions for a period of fifteen (15) minutes in total. These times may be extended or limited by three-fourths vote. For uncontested elections, the questions and answers periods are five (5) minutes each, which can be extended to fifteen (15) minutes by majority vote and further extended or limited by three-fourths vote.
  - 8.3.3. Each candidate for an office may answer any question asked. The answer time for each question is one (1) minute per candidate, with candidates rotating the first response in alphabetical order. The first candidate to answer to a question shall have a further thirty (30) seconds for a response after the last candidate's answer.
- 8.4. Deliberations



- 8.4.1. Following speeches and questions and answers, the General Assembly shall deliberate each election before casting ballots.
- 8.4.2. Candidates shall remain in the room during deliberations unless the General Assembly votes to move to closed session by three-fourths vote, in which case, candidates and all non-members of the General Assembly shall be escorted from the room, and all deliberations shall be protected by the secrecy of the closed session. No mention of the discussion from the closed session deliberations shall be shared with any persons not present at the time.
- 8.4.3. Deliberations shall be limited to twenty (20) minutes for each election which may be extended by majority vote or further limited by three-fourths vote.
- 8.4.4. During deliberations, individual speeches of members are limited to one (1) minute, a time which cannot be extended. Two repeated violations of this time limit, in the eyes of the chair, shall result in a termination of speaking rights for the member during the remainder of the deliberation.
- 8.4.5. Members may speak multiple times as long as no one speaks twice while there are some who haven't had a chance to speak once. The chair shall recognize members in turn, rotating speaking opportunities between one member each speaking in support of every candidate followed by one member raising questions for consideration or making general comments.

## **9. Code of Conduct & Sanctions**

### **9.1. Professional & Ethical Conduct**

- 9.1.1. GAPSA Executive Board members are the public face of the graduate student community and must always conduct themselves professionally and ethically while representing GAPSA.
- 9.1.2. Executive Board members must not be disruptive in meetings or communication with University constituents, administrators, partners, and other stakeholders.
- 9.1.3. Executive Board members shall act justly and adhere to the University's Code of Student Conduct. Any violation may be reported to the University's Office of Student Conduct.

### **9.2. Conflicts of Interest**

- 9.2.1. Executive Board members must disclose any conflicts of interest to the Executive Board and/or the General Assembly prior to voting on a matter that may present the appearance of a conflict of interest to the member.

- 9.2.2. Executive Board members may not propose motions in support of organizations in which they hold a leadership position or have a financial interest.

### 9.3. Sanctions

- 9.3.1. Any violation of the GAPSA Constitution, Bylaws, policy, or misconduct by an Executive Board member is subject to investigation, sanctions, impeachment, and removal from office.
  - 9.3.1.1. Any charges of nonfeasance, misfeasance, and malfeasance brought against an officer shall be presented in writing both to the individual in question and the General Assembly.
  - 9.3.1.2. The accused individual has the right to a transparent investigation and an open hearing no later than one month from the date of the original complaint.
  - 9.3.1.3. During an investigation, the Executive Board may, by supermajority vote, temporarily suspend the activity of an officer until the next General Assembly meeting.
  - 9.3.1.4. The Executive Board may, by a supermajority vote, remove a disruptive individual from a meeting.
  - 9.3.1.5. The Vice President for Finance may freeze the budget of an officer who is not in compliance with the GAPSA Constitution, Bylaws, policies, or budget.
  - 9.3.1.6. The Vice President for Finance may withhold the pay of an officer that does not fulfill their duties or abide by the GAPSA Constitution, Bylaws, or policies.
  - 9.3.1.7. The Executive Board may, by supermajority vote, recommend articles of impeachment against an officer to the General Assembly.
  - 9.3.1.8. The specific procedure for removal of an Executive Board member from office shall follow GAPSA Constitution Article III. D.

## **10. Executive Board Transition**

### 10.1. Board Meetings

- 10.1.1. The outgoing members of the Executive Board shall conduct an Executive Board meeting with its incoming members that are present to provide context and guidance for how to conduct meetings.
- 10.1.2. The outgoing and incoming members of the Executive Board shall have a meeting with the full participation of all outgoing and incoming members present.

- 10.1.3. The incoming members of the Executive Board shall conduct a meeting with its outgoing members that are present for assistance or guidance should they need it.
- 10.1.4. The outgoing members of the Executive Board shall provide guidance for committees and boards on which they serve as members of the Executive Board so incoming members may assimilate into the committees or prepare the students who are joining committees.
- 10.1.5. The outgoing members of the Executive Board shall continue to be available by email and/or other form of communication through the summer to assist the incoming members of the Executive Board.

#### 10.2. Outgoing Member Responsibilities

- 10.2.1. Outgoing members of the Executive Board shall provide a list of administrative and other important contacts, providing introductions as needed (in the form of an email or a meeting).
- 10.2.2. Outgoing members of the Executive Board are expected to attend the Executive Board transition retreat.
- 10.2.3. Outgoing members of the Executive Board shall provide a procedure manual and maintain any updates to it throughout the year for their incoming counterpart.

#### 10.3. Incoming Member Responsibilities

- 10.3.1. Incoming members of the Executive Board are expected to attend the Executive Board transition retreat.
- 10.3.2. Incoming members of the Executive Board shall read the respective procedure manual so questions can be asked of their outgoing counterpart before they leave.

### **11. General Provisions**

#### 11.1. Amendment

- 11.1.1. Upon approval by two-thirds majority vote of the Executive Board and ratification by simple majority of the General Assembly, the Executive Bylaws may be revised.
- 11.1.2. The Executive Board is encouraged to review the Executive Bylaws each semester.

#### 11.2. Incorporation & Supremacy

- 11.2.1. Upon ratification, these Executive Bylaws shall supersede any previous Executive Bylaws or conflicting guidelines.
- 11.2.2. When conflicts of interpretation arise between GAPSA executive policies, the GAPSA Constitution shall be supreme, followed by the

Executive Bylaws, followed by other subordinate executive guidelines.

- 11.3. All references to “supermajority” or “super-majority” votes in these Bylaws shall be interpreted as meaning two-thirds votes.

**12. Ratification**

- 12.1. Upon approval by absolute majority of the voting members of the Executive Board and ratification by simple majority of the General Assembly, the Executive Bylaws shall take effect at the commencement of the next term of office of the Executive Board following ratification (i.e. May 15, 2022).

[END]