

BY-LAWS OF THE GRADUATE AND PROFESSIONAL STUDENT GOVERNMENT ASSOCIATION OF
OKLAHOMA STATE UNIVERSITY
(Revised November 2015)

ARTICLE I MEMBERSHIP

Section 1 Membership

Clause A Composition

The GPSGA shall be composed of the following:

1. All graduate and professional students on the Oklahoma State University Stillwater campus or off campus are members of GPSGA, assuming they pay “student fees” which go towards GPSGA annual budget.
2. The representatives from each academic unit are referred to as representative.
3. The liaison from each student group is referred to as liaison.
4. The representatives or liaisons from an academic unit not located on Stillwater campus shall be referred to as a remote representative or a remote liaison, respectively.

Clause B Definitions

1. An academic unit is defined as any department or College who awards graduate or professional degrees as currently listed in the Office of Academic Affairs.
2. A student group is defined as any graduate student organization recognized under GPSGA that is not a nested student group.
3. A nested student group is defined as a recognized student group that consists of all the same members as an academic unit and regular membership in the student group is automatic for and limited to all graduate students in the academic unit.

Clause C Representatives

1. Each academic unit is required to have two representatives selected or elected from among their graduate students. Nested student groups share representatives with their academic unit for a total of two representatives between them.
2. Each representative must complete the GPSGA membership form with approved signatures. For academic units and nested student groups, the department head or graduate program coordinator shall submit the name(s) with approved signatures to the GPSGA Secretary before the first General Assembly meeting each semester.
3. A representative pursuing a degree within their respective unit may only represent that unit.
4. For an academic unit or nested student group to maintain active representation, each representative must at least attend 75% of the regularly scheduled general assembly meetings in a semester. Any remote representatives or liaisons must attend general assembly meetings through a video conference. Attendance is evaluated independently for each representative and credited towards the active representation.
5. When signing in for attendance, remote representatives or liaisons must visually identify themselves to the secretary or other presiding officer.
6. A person may act as a proxy for a representative within his or her academic unit or nested student group. The proxy must complete the proxy form and present it to the GPSGA Secretary at the meeting.
7. Active contribution to committee work is required of all representatives. Remote representatives or liaisons must receive prior approval from committee chairs before being accepted into said committee.
8. A representative shall become ineligible to serve under the following conditions:
 - a. Promotion to the academic rank of instructor at OSU.
 - b. Enrollment in less than two credit hours.
9. In the event a vacancy occurs after the beginning of the fall and spring semester, it shall be filled in accordance with Article I, Section 1, Clause C #1 of the By-Laws.

Clause D Liaisons

1. Each GPSGA recognized student group is required to have one liaison selected or elected from among their graduate students.
2. The liaison must complete the GPSGA membership form with approved signatures. The President or faculty advisor shall submit the name of the liaison with approved signatures to the GPSGA Secretary before the first General Assembly meeting each semester.

3. The liaison must adhere to the same rules of attendance and active contribution to committee work as stated in Article 1, Section 1 Clause C, #3 through #6 of the By-Laws.
4. Eligibility of the liaison will be in accordance with Article 1 Section 1 Clause D #7 of the By-Laws.
5. In the event a vacancy occurs after the beginning of the fall and spring semester, it shall be filled in accordance with Article I, Section 1, Clause D #1 of the By-Laws.

Clause E Voting

1. Each representative and liaison is allowed one vote, therefore academic units or nested student groups will have two votes and student groups will have one vote pending quorum.
2. GPSGA members have all the rights and privileges of representatives and liaisons except the right to vote.

Clause F Financial

1. All members of academic units or nested student groups that have active representation in GPSGA are eligible for travel grants.
2. Only recognized student groups and recognized nested student groups that have active representation by GPSGA are eligible for Graduate Student Group Funds (GSGF) in accordance with OSU policies.

ARTICLE II EXECUTIVE COMMITTEE OF THE GPSGA

Section 1 Election of officers

Clause A The executive officers shall be elected for a one-year term by the General Assembly prior to "Dead Week" of the spring semester,

Clause B The term of office shall begin the day after the end of the spring semester to the last day of the following spring semester.

Clause C Nominees for GPSGA officer position must be currently serving or have served as a GPSGA representative. Other nominees, such as those who are serving or have served as an officer in another OSU organization, are eligible with the express consent of the GPSGA General Assembly.

Clause D Nominees for the office of President must have served as a GPSGA representative, liaison, or officer for at least one academic year and have attended a majority of the General Assembly meeting that year.

Clause E A GPSGA co-advisor or his/her designee shall preside over the nominations and elections of officers. Designee must be pre-approved by the GPSGA General Assembly.

Clause F Officers shall be elected by a simple majority.

Clause G An executive officer of the GPSGA cannot serve in the same officer position for more than two consecutive terms or as an officer for more than three consecutive terms or a total of four terms.

Section 2 Removal Procedures

Clause A Removal of Executive Committee members shall require formal removal proceedings resulting in a vote of two-thirds of the General Assembly in favor of removal. The requirements of quorum must be met for these proceedings. Removal proceedings shall require four steps:

1. A written complaint of misconduct must be presented to the GPSGA Vice-President by a GPSGA representative or liaison except in the case that the removal complaint is against the Vice President in which the written complaint must be presented to the Secretary.
2. An Ad Hoc Committee appointed by a co-advisor shall conduct inquires regarding the complaint and shall, within two weeks, recommend to the full Executive Committee whether the removal complaint be placed on the agenda for consideration by the full body of GPSGA. The investigating committee may recommend to the Executive Committee either (1) to present the complaint and the committee's findings to the General Assembly, or (2) to dismiss it and enter it into the record of the GPSGA Executive Committee in accordance with the Confidentiality Clause below.
3. Upon receipt of the investigating committee's recommendation the Executive Committee must act. If the reporting committee, by a simple majority decision, recommends a vote of the GPSGA body then the Executive Committee must place the matter on the agenda of the next meeting of the GPSGA. If, however, the reporting committee (by simple majority vote) recommends dismissal of the complaint then the Executive Committee upon review of the committee's findings, must vote on whether to accept the committee's

recommendation or to proceed with bringing the removal complaint and the committee's findings before the GPSGA. If the inquiring committee or the Executive Committee recommends that the matter proceed to the General Assembly, then the matter must be placed on the agenda of the next meeting.

4. Upon consideration of the removal complaint, if placed on the agenda, a two-thirds vote of the GPSGA shall be required to remove an Executive Officer. Quorum must be met.

Clause B Confidentiality Clause

1. Unless the person or persons who presented the removal complaint publicly identify themselves, all concerned in the handling of the complaint must keep the identity of those who brought the complaint confidential.
2. If the complaint is dismissed, all documentation regarding the complaint is to be destroyed and the identity of the Executive Officer against whom the complaint was brought must be kept confidential by all concerned in the handling of the complaint. The only records kept in this case is that a complaint was filed to the appropriate Executive Officer, reviewed by the appropriate Committee and the Executive Committee, and the complaint was dismissed. The details of the investigation, including all names, will not be recorded nor made public in any way.

Section 3 Duties of Officers

Clause A The President

The President is the chief administrative officer of the GPSGA and should be responsible for proper functioning of the association. The President or presiding officer of an association should be well versed in parliamentary law and should be thoroughly familiar with the bylaws and other rules of the organization.

- Call and preside over all meetings of the GPSGA and the Executive Committee.
- Oversee the operations and activities of the GPSGA and affiliate committees.
- Publish the meeting agenda at least 2 days prior to each general assembly.
- Initiate discussion with the Executive Committee on which sessions of regularly scheduled meeting will be run according to Article VII Section 1 of the Constitution.
- Coordinate election and/or appointments of vacant Officer positions.
- Serve as the primary contact with Graduate College for annual Fall New Graduate Student Orientation.
- Represent GPSGA to the Graduate College through regular meetings with the Dean and the Associate Dean.
- Represent GPSGA at monthly Faculty Council meetings and Graduate Council meetings or appoint a designee in his/her absence.
- Represent GPSGA by meeting with the University President.
- Serve as the primary contact to all university administrative offices on Campus including: (1) the President's office, (2) the Vice President of Administrative and Finance office, (3) the Vice President of Student Affairs office, (4) the Vice President of Research and Technology Transfer office, (5) the Graduate College and (6) the Provost office.
- Perform any other duties as designated by the GPSGA general assembly and the GPSGA executive committee.

Clause B The Vice President

If the president for any reason vacates the chair or is absent, the vice-president normally should take the chair unless he or she also is absent. In case of a permanent absence of the President, the vice president automatically becomes the president for the unexpired term. The Vice-President's position will then be filled by appointment through the President.

- Preside in the absence of the President.
- Serve as chair of the Policies and Procedures committee.
- Serve as the primary contact and coordinator of the GPSGA Fall Welcome Reception.
- Serve as the chair of the Phoenix Awards Committee including committee formation, awardees' selection process, and final reception for awardees.
- Perform any other duties as designated by the GPSGA.

Clause C The Secretary

- Serve as the recording officer of the GPSGA.
- Record representative attendance at all regularly scheduled meetings.
- Record minutes at all regularly scheduled GPSGA meetings.
- Publish the minutes to all representatives.
- Assemble a representative and liaison contact list and publish in conjunction with the Communications Officer.
- Communicate with committee chairs regarding committee membership.
- Compile information about committee attendance of representatives and liaisons and complete a membership summary of absences and committee attendance each semester.

Clause D The Treasurer

- *The treasurer of an organization is the officer entrusted with the custody of its funds.*
- Responsible for the maintenance of all financial records as required by the GPSGA.
- Serve as chair of the Finance Committee.
- Present an annual budget to the general assembly for approval within the first two meetings of the Fall semester.
- Examine the travel grant applications on a quarterly basis and also maintain appropriate documentation.
- Assist in preparing the co-sponsorship bill with the appropriate party.
- Recommend allocation of Group Funds (GSGF/AFAP) during the Spring Semester.
- Prepare the annual budget and update it on a monthly basis.
- Record all purchases paid per university policy and maintain required P-card (university credit card) documentation.
- Monitor all ad-hoc reimbursements or budget proposals.

Clause E The Communications Director

- In conjunction with the President, publish all announcements and conduct correspondence of the GPSGA to representatives and liaisons and relevant to graduate students.
- Serve as chair of the Communications and Publications Committee.
- Serves as moderator of all representative and executive lists.
- Monitor university websites to ensure all information regarding the GPSGA is up-to-date and correct, including any links to the GPSGA website.
- Send out proper notices of all general assembly meetings.
- Prepare newsletter for the fall and spring semester.
- Oversees all advertising on behalf of GPSGA.
- Conducts the email correspondence of the GPSGA.
- Assemble a contact list of representatives and liaisons and publish in conjunction with the Secretary.

Clause F The Intergovernmental Liaison

- Serve as an official representative within the Student Government Association (SGA).
- Serve as chair of the Intergovernmental Liaison Committee.
- Attend SGA Senate meetings and report to the GPSGA on SGA activities and legislation that concern graduate student.
- Inform the SGA of GPSGA activities that may be of interest to undergraduate students.
- Coordinate GPSGA/SGA collaborative legislation with the SGA liaison to the GPSGA.
- Report activities of the National Association of Graduate-Professional Student (NAGPS) and serve as the liaison between GPSGA and NAGPS.
- Initiate and maintain relations between GPSGA and all student and professional associations on campus and off-campus.
- Provide assistance to the President in his/her duty as the spokesperson of GPSGA.
- Research opportunities for outside support of association's activities.
- Maintain contact with the regional coordinator of the NAGPS.

- Establish and maintain communication with graduate association counterparts throughout the region in order to support the issues of the mutual interest for all respective graduate associations.

Clause G The Parliamentarian

The primary role of the Parliamentarian is to serve as advisor to the President in all matters regarding organizational policy and procedure. As such the Parliamentarian is a non-voting member of the Executive Board.

- Competent and familiar with the GPSGA Constitution and Bylaws and Manual of Standard Procedure.
- Serve as chair of the Constitution and By-Laws Committee.
- Preside over all resolutions in accordance with Article VII Section II of the Constitution.
- Ensure that once passed, all resolutions are signed by the President and Parliamentarian and distributed to the appropriate people.
- Ensure that all changes to the constitution or by-laws are incorporated into the existing document.
- Interpret policies and procedures of the GPSGA.

Clause H The Social Chair

The social chair would help to build a strong community of graduate students by organizing and coordinating social events for graduate students each semester.

- Serve as the chair of the Social Relations Committee.
- Promote GPSGA events among members, administration, faculty and staff.
- Assist the vice president as necessary to organize the annual fall welcome reception.
- Collaborate with Treasurer regarding budgets for events and activities.
- Ensure that GPSGA members are informed of GPSGA events and notices, thereby working with The Communications Director.
- Coordinate any social, academic, student forum or other events not already specified.

Clause I Any vacated elected office shall be filled by an appointment made by the President and approved by the Executive Committee. The appointee shall serve out that term in office.

Section 4 The Executive Committee shall meet at least once a month with a co-advisor to review the progress of the GPSGA committees and to examine proposed legislation and general business to be presented at the regularly scheduled meeting of the GPSGA.

Section 5 The Executive Committee shall discuss and make recommendations on matters to be presented to the GPSGA General Assembly.

ARTICLE III COMMITTEES OF THE GPSGA

Section 1 Membership Composition

Each GPSGA representative and liaison shall serve on at least one GPSGA Standing Committee, Ad hoc Committee, or Campus Committee.

Section 2 Standing Committees

Clause A Membership Composition

1. Appointment of members to the Standing Committees shall be made or approved by the President.
2. Committee chairs shall be elected by the committee members if not otherwise specified in the Constitution or By-Laws.

Clause B The Committees may recommend to the President the establishment of Ad Hoc Committees to investigate and recommend solutions to specific problems.

Clause C Standing Committees shall be permanent committees of the GPSA and shall function throughout the existence of the organization. They shall be:

1. The Constitution and By-Laws Committee
 - a. The Committee shall be composed of not less than four members and the Parliamentarian shall serve as chair of this Committee.
 - b. The Committee shall review the Constitution and By-Laws of the GPSGA and shall draft amendments to the Constitution and By-Laws when requested or the need arises.
 - c. It shall draft a new Constitution and/or By-Laws when deemed necessary.

- d. It shall be responsible for making available copies of the GPSGA constitution and By-Laws to all GPSGA representatives and liaisons.
 - e. It shall be responsible for insuring that the procedure of the election of officers is carried out in a legal and orderly fashion as described in Article II, Section 1 of these By-Laws.
2. The Policies and Procedures Committee
 - a. The Committee shall be composed of not less than four members and the GPSGA Vice President shall serve as chair of the Committee.
 - b. This committee investigates, formulates, and recommends policies pertaining to graduate education and graduate student benefits.
 3. The Communications and Publications Committee
 - a. The Committee shall be composed of not less than four members and the Communications Director shall serve as chair of this Committee.
 - b. This committee promotes good public relations between the GPSGA and the University, provides needed published information to graduate students, coordinates and updates the GPSGA web page, and facilitates communication between graduate students, faculty, administration, and undergraduate students.
 4. Finance Committee
 - a. The Committee shall be composed of not less than four members and the Treasurer shall serve as chair of this Committee.
 - b. Function
 - i. The Committee shall meet with the chairs of the Standing Committees to prepare an annual budget for presentation to the Executive Committee.
 - ii. The Committee shall record all income and expenditures.
 - iii. The Committee shall review all GPSGA projects and proposals requiring more than \$250 of GPSGA moneys and make recommendations to the General Assembly concerning the availability of funds.
 - iv. The Committee shall be charged with evaluating Travel, Group, and Mixed Constituency Funds requests, and shall submit their recommendations to the General Assembly for approval.

Section 3 Ad Hoc Committees

Clause A Formation and Termination

1. The GPSGA may establish Ad Hoc Committees to deal with special programs and problems not within the jurisdiction of any one Standing Committee. The Chair of an Ad Hoc Committee shall be appointed by the President for the approval of the General Assembly.
2. An Ad Hoc Committee shall be dissolved when its function is completed or at the discretion of the GPSGA.

Clause B Annual Ad Hoc Committees shall be:

1. Phoenix Awards Committee
 - a. The Committee shall be composed of not less than four members and the GPSGA Vice President shall serve as chair of the Committee.
 - b. Function: It shall be responsible for evaluating applicants for the Phoenix Awards. The process will be comprised of the following steps: the Committee Chair shall issue a call for nominations to all department heads and graduate coordinators; establish a committee comprised of a minimum of three members to evaluate applicants; evaluate all applicants and select the top three candidates in each category (i.e. Master's Student, Doctoral Student, and Faculty) for interviews; and interview all finalists and select a recipient in each of the three categories. Also, the committee, in cooperation with the Research Awards.
2. Research Awards Committee
 - a. The Committee shall be composed of not less than four members and the chair shall be appointed by the President of the GPSGA and approved by the Executive Committee.

- b. This committee is responsible for cooperating with the Graduate College in the coordination of the Annual Graduate College Research Symposium. In this role, this committee will be responsible for coordinating the evaluation and judging of scholarly presentations given at the Research Symposium and presenting awards to the outstanding presentations determined by the committee. Also, the committee, in cooperation with the Phoenix Awards Committee, will coordinate an awards banquet to honor the awardees.

Section 4 General Function of the Committees

Clause A Committees have the responsibility of submitting proposals or resolutions to the GPSGA for action.

Clause B At no time shall a Committee act on behalf of the organization without the express approval of the General Assembly.

Clause C All GPSGA committees must keep minutes of their meetings.

Clause D All committees that have accepted remote representatives must make reasonable accommodations to enable participation.

ARTICLE IV FISCAL POLICY Section 1 Authority of Expenditures

Clause A Expenditures of \$250 or less shall require only the approval of the Treasurer and/or President.

Clause B Expenditures of more than \$250 shall require the approval of the GPSGA.

Clause C There shall be a line item in the budget called the President's Discretionary Fund that will reflect a maximum spending limit of \$250 for items not already approved in the budget.

ARTICLE V MINORITY OPINION

Section 1 Any and all minority opinion(s) or dissenting opinion(s) shall be included in the minutes of the GPSGA, provided that such opinions are presented to the Secretary by that minority prior to the next regular meeting of the GPSGA.

ARTICLE VI BILL OF RIGHTS

Graduate Students assume the role of employees while working as teaching assistants, research associates, research assistants, or graduate assistants. Graduate students working in these capacities provide many valuable services to Oklahoma State University. As students and employees, the Oklahoma State University Graduate & Professional Student Government Association asserts the following rights as necessary to maintaining our self respect as members of the university community:

- 1) The right to a fair living wage, comparable to other Big-12 schools.
- 2) The right to be represented as research and/or teaching colleagues in university or college decision-making bodies.
- 3) The right to work under clear, equitable, and mutually agreed-upon job descriptions and working conditions.
- 4) The right to an impartial, just, and mutually agreed-upon set of procedures for the swift resolutions of workplace grievances.
- 5) The right to adequate parental leave and child care benefits as do staff and faculty.
- 6) The right to remission of tuition and the cost of books and educational materials (when serving as a teaching assistant, a teaching associate, a research assistant, and/or a graduate assistant).
- 7) The right to organize in promotion of our interests as graduate students.
- 8) The right to adequate health, eye, and dental care which will meet the needs of graduate student employees, their dependents, and their spouses and /or mates, regardless of a formal marriage.
- 9) The right to be free from any form of reprisal for activities related to organizing graduate students or promoting their interests.
- 10) The right to a workplace free from sexual harassment.
- 11) The right to workplace free from discriminations based on sex, age, race, religion, creed, political philosophy, ethnic or national origin, sexual orientation, disability, or status as a student.

- 12) The right to representation at the campus, state, and national levels in order to advocate and advance the interests of graduate students.
- 13) The right to work at teaching or research jobs related to the student's field or area of interest. These jobs should not be so time-consuming as to deter the student from fully pursuing his/her educational objectives.
- 14) The right to workers' compensation for job-related illness or injury.
- 15) The right to employment security for the duration of a particular job assignment.
- 16) The right to sufficient teacher training, ongoing professional support, and formal assessment and evaluation of teaching assistants.
- 17) The right to appropriate workspace, sufficient technological resources and adequate clerical staff support and supplies.

We assert that education is a right, not a privilege. This assertion of rights provides focus and clarity to graduate student employees in an effort to avoid ambiguity, which has the potential for abuse to manifest itself at an unacceptable level, regardless of the honor, intentions, and integrity of all involved in the Oklahoma State University community.

ARTICLE VII RESOLUTIONS AND OTHER OFFICIAL ACTIONS OF THE GPSGA

Section 1 Any representative or liaison may propose a resolution for consideration by the General Assembly.

Clause A The resolution shall be submitted in writing to the GPSGA Executive Committee at least one week in advance of the consideration of the resolution.

Clause B Any resolution shall require a two-thirds majority of quorum to pass.

Section 2 Emergency resolutions and other official actions may be authorized by the Executive Committee on behalf of the GPSGA in emergency situations.

Clause A Emergency situations are defined as those instances when any member of the GPSGA learns of decisions or actions to be taken by the University System that will impact graduate and/or professional students and there is insufficient time to pass a resolution regarding such decisions or actions following standard procedures.

Clause B Any emergency resolution or decision to take official action on behalf of the GPSGA shall require a two-thirds majority of Executive Committee quorum to pass.

Clause C A quorum of the Executive Committee shall consist of three-fourths of the members.

Clause D The Executive Committee shall use all reasonable efforts to contact all GPSGA representatives and liaisons to obtain their views prior to considering emergency resolutions or other official actions.

Clause E The Executive Committee shall provide written copies of all emergency resolutions and other official actions to the GPSGA representatives and liaisons as soon as is feasible.