

**BYLAWS OF THE GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY
(GAPSA) OF THE UNIVERSITY OF MINNESOTA**

Article I – Membership

Section 1. All Councils shall receive one [1] representative to GAPSA. Additional representation to GAPSA shall be equivalent to the number of University Senators given to each Council by the University Senate.

Section 3. Campus organizations whose membership is exclusively graduate and professional students and recognized by the University of Minnesota may be represented in GAPSA with a non-voting Assembly Member by a two-thirds [2/3] vote of the Assembly.

Section 4. Presidents of the Councils are ex-officio, non-voting Members of GAPSA unless they are serving in an official capacity as their Council's selected representative or senator.

Section 5. The President may appoint ex-officio, non-voting Members of the Assembly. Presidential appointments are subject to approval by the Assembly by majority vote.

Section 6. Voting status may be granted to one [1] or more non-voting Member(s) by a three-fourths [3/4] vote of the Assembly.

Article II – Assembly Meetings

Section 1. Regularly scheduled monthly meetings of GAPSA shall be hereafter referred to as "Assembly Meetings."

Section 2. Assembly Meetings are open to the General Body of GAPSA and the public. If non-Assembly Members wish to speak, speaking time must be yielded by an Assembly Member.

Section 3. Each Assembly Member or their alternate must attend all Assembly Meetings. Assembly Members who cannot make a meeting or arrange an alternate should contact the Executive Vice President as soon as possible. Any representative who violates the attendance policy shall have their status reviewed by the Board for appropriate action.

Section 4. Additional Assembly Meetings may be called for by petition by seven [7] or more Assembly Members or a majority of the Board.

Section 5. Agendas are to be set and approved by a simple majority of the Board before distribution to the Assembly, and by a simple majority at the start of the respective Assembly Meeting. An agenda must be sent to the Assembly no later than forty-eight [48] hours in advance of any Meetings of the Assembly.

Section 6. Minutes of Assembly Meetings are public records of GAPSA's operations. Minutes of each Assembly Meeting shall be transcribed and filed in written form. The

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results of all votes shall be recorded in the minutes. For any roll call vote of the Assembly Members, the vote of each Member shall be recorded in the minutes. Drafts of the minutes shall be sent to all Assembly Members no later than forty-eight [48] hours before the next Assembly Meeting. The previous Meeting's minutes must be approved by majority vote at the beginning of each meeting. Minutes must be posted to the GAPSA website within forty-eight [48] hours of their approval.

Section 7. Assembly Meetings shall last for ninety [90] minutes. A two-thirds [2/3] majority is required to extend the meeting time.

Article III – General Operations

Section 1. All votes during Meetings shall be by voice vote or by a show of hands at the discretion of the President or presiding Executive Officer, unless specified otherwise in the Constitution or Bylaws. The Assembly may vote by simple majority to use written ballots, a division of the house, or a roll call vote without debate or discussion. No single Assembly Member may exercise more than one [1] vote. The President and Vice President for Administrative Affairs may not vote.

Section 2. Email is not a valid means of carrying out official Assembly business.

Section 3. Non-Members of GAPSA may be removed from a Meeting through a two-thirds [2/3] vote of the Assembly. A Member of GAPSA may be removed from a Meeting, with a two-thirds [2/3] vote, if their behavior disrupts the business of the organization or threatens life and/or property.

Article IV – Board Eligibility

Section 1. No Member of GAPSA may hold more than one [1] elected position on the Board.

Section 2. Board positions are only open to Members of GAPSA, and students who will be Members during the next academic year.

Section 3. No Board member may hold an executive position with any other fees-receiving student organization.

Article V – Executive Board

Section 1. The Board must meet at least once before each Assembly Meeting. Officers must receive notice of Board Meetings at least seven [7] days in advance of Meetings, and at least twenty-four [24] hours in advance of Emergency Meetings. Board Meeting quorum shall be a majority of the presently seated Officers.

Section 2. Emergency Meetings of the Board may be called by a majority vote of the Officers.

Section 3. During the period between the last day of Spring semester and the first Assembly Meeting of Fall semester, the outgoing and incoming Boards shall be

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authorized to act on the behalf of the Assembly The Board must present its summer work to the Assembly for ratification at the first Meeting of the Fall semester, and communicate its efforts in good faith to the Assembly.

Section 4. In times where immediacy is necessary and Assembly Meetings are impossible, the Board may act on behalf of the Assembly in an Emergency Meeting. A quorum must be present at these Meetings, and the Assembly must be notified prior to the start of the Emergency Meeting. The events and actions of Emergency Meetings must be made public to the Assembly after they occur, and decisions made must be ratified at the next Assembly Meeting.

Section 5. The Board may vote by email as necessary.

Article VII – Job Descriptions

Section 1. All Officers are required to attend all Assembly Meetings and Executive Board Meetings, sit on a minimum of one [1] committee as assigned by the President, and provide monthly reports to both the Assembly and the Executive Board.

Section 2. Job descriptions shall be as described in the addendum entitled “JOB DESCRIPTIONS OF THE GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY (GAPSA) OF THE UNIVERSITY OF MINNESOTA.”

Article VIII – Committees

Section 1. The Assembly shall have the power to establish committees. An official committee may be established by a two-thirds [2/3] vote of the Assembly, and must be chaired by an Assembly Member. Minutes of Committee Meetings are public records of GAPSA’s operations. Minutes of each Committee Meeting shall be transcribed and filed in written form. Drafts of the minutes shall be sent to all Committee Members no later than one [1] week following the Meeting. Minutes must be posted to the GAPSA website no later than one [1] week following the Meeting.

Paragraph 1. There shall be an Internal Affairs Committee, hereafter “IA Committee,” chaired by the Executive Vice President. The IA Committee is charged with constructing and amending job descriptions for Board Members and office staff, managing conflicts, and adjudicating improper actions and behavior by Assembly and Board Members.

Item 1. The IA Committee shall review job descriptions annually. Job descriptions must be reviewed and approved by the committee at least one [1] month before elections. The Assembly must ratify the job descriptions by a two-thirds [2/3] vote.

Item 2. The job descriptions of At-Large Directors may be negotiated with the IA Committee and President on an as-needed basis. Changes must be ratified by the Assembly by a two-thirds [2/3] vote.

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Paragraph 2. There shall be a Grants Committee, chaired by the Vice President for Grants. The Grants Committee is charged with the fair and equitable distribution and management of GAPSAs various grant programs.

Paragraph 3. There shall be a Public Affairs Committee, chaired by the Vice President for Public Affairs. The Public Affairs Committee is charged with the development and implementation of GAPSAs public and legislative affairs activities and strategies.

Paragraph 2. There shall be a Programming Committee, chaired by the Vice President for Programming. The Programming Committee is charged with the planning and organization of GAPSAs events.

Article IX – Fiscal Policy

Section 1. The Vice President for Finance, in direct consultation with the Board, shall draft a budget for the next fiscal year to be submitted for approval to the Assembly. In the absence of an adopted budget, the Board may approve an operating budget, which shall stand until the next Assembly Meeting.

Section 2. Officers may receive stipends for their terms of office. Stipend amounts are determined through the budget each year. The Board shall govern the payment of stipends.

Section 3. All expenses need written approval of the Vice President for Finance. No checks shall be printed (and later signed) without the written approval of the Vice President for Finance. All expenses incurred by the Vice President for Finance must have written approval of the President or the Executive Vice President. There shall never be any handwritten checks under any circumstances. All checks must be printed by a computer. Two Members of the Executive Board will have check-signing privileges. The Vice President for Finance and paid employees of GAPSAs do not have check-signing privileges.

Section 4. GAPSAs as an institution shall never accept, issue, or use cash as a mode of payment. Check Request Forms must be filled out for all and any expenses – regular or non-regular. Mileage Reimbursement Forms must be filled out for all and any approved travels by motor vehicles. All disbursements require documentation and proof of authenticity.

Section 5. GAPSAs shall follow the federal and state rules regarding escheatment (checks that have not been claimed within the specified one hundred twenty [120] days). If grant checks have not been claimed within one hundred twenty [120] days, the organizations and persons will lose their right to the amounts. If stipend checks and expense reimbursement checks have not been claimed within one hundred twenty [120] days, GAPSAs will attempt to contact the persons and if needed, issue new checks. If the

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checks are not claimed within a year, GAPSA shall follow the federal and state procedures for escheatment and send the money to the appropriate authority.

Section 6. At the end of each month, bank reconciliations must be performed. Bank reconciliations must be performed within ten [10] days of receiving bank statements. If a statement is not received on time, the bank must be contacted. At the end of each month, all the financial documents shall be filed and kept for future references.

Section 7. GAPSA shall maintain a reserve of ten percent [10%] of its operating budget. The reserve shall be used only in cases of extreme financial distress for the organization, and only after all other possible avenues of procuring funds have been exhausted. The Executive Board must approve any use of the reserve.

Article X – Student Services Fees Committee

Section 1. The Executive Board shall choose two [2] persons to be Fees Committee Selectors. The appointed Fees Committee Selectors must be ratified by the Assembly and shall carry out the responsibilities to choose the Fees Committees slate to be presented to Assembly for approval no later than the deadline set by the Student Unions & Activities.

Section 2. These two [2] Selectors must be current graduate or professional students at the University of Minnesota and must have attended the University for at least one [1] semester prior to their appointment.

Section 3. The Assembly may choose to remove up to two [2] persons from the Fees Committee slate list, with lower ranked persons filling the vacated spots in order.

Article XI – All-Campus Election Commission Rules

Section 1. Changes to the All-Campus Election Commission (ACEC) Rules must be ratified by GAPSA with a majority vote.

Section 2. Review of the ACEC Rules can be undertaken by passing a resolution with a two-thirds [2/3] majority vote of the Assembly, and is subject to ratification by both the Assembly and the Minnesota Student Association (MSA). A review of the rules shall be performed no more than four [4] years after the last review.

Section 3. Changes to the ACEC Rules shall not go into effect earlier than the first of July following ratification.

Ratified by the Assembly October 17, 2007