



Bylaws

Duke Graduate and Professional Student Council

Spring 2017

ARTICLE I: NAME AND GOVERNANCE

Section 1. The name of this organization shall be the Graduate and Professional Student Council of Duke University, herein referred to as the Council.

Section 2. The Articles of Governance for the Graduate and Professional Student Council of Duke University, herein referred to as the Bylaws, serve as the rules for governance of the Council.

ARTICLE II: PURPOSE

Section 1. The purpose of the Council is to: represent and advocate on behalf of graduate and professional students at Duke University; serve as a liaison between the student governments of the graduate and professional schools of the University; serve as a liaison between graduate and professional students and the University Administration; nominate graduate and professional student representatives to University committees; develop initiatives and program events to benefit the graduate and professional student community; and financially support the programming of graduate and professional student groups.

Section 2. The Council will provide a voice for graduate and professional student opinion and a means through which graduate and professional students shall participate in the affairs of Duke University. The existence of the Council places a responsibility on graduate and professional students to participate in the development of Duke University.

ARTICLE III: MEMBERSHIP AND GOVERNING BODIES

Section 1. Graduate and Professional Student Council

Subsection A. All graduate and professional students at Duke University shall be Members of the Council. Members shall have the right to attend open meetings of the Council and to view open records of the Council.

Subsection B. The authority of the Council shall be vested in the members of the Council, the graduate and professional students at Duke University.

Section 2. General Assembly

Subsection A. The General Assembly, herein referred to as the Assembly, shall be the legislative body of the Council consisting of student Representatives from the graduate and professional schools at the University.

Subsection B. Each Representative of the Assembly shall be authorized to vote during General Assembly meetings.

Subsection C. Article VII of these Bylaws confers the rights, responsibilities, duties, rules of apportionment, and membership procedure for Representatives of the Assembly.

Section 3. Executive Committee

Subsection A. The Executive Committee oversees and coordinates day-to-day operations of the Council, directs the execution of measures adopted by the Assembly, and makes administrative decisions for the work of the Council.

Subsection B. The Executive Committee shall consist of the following elected officers:

- i. President
- ii. Vice President
- iii. Attorney General
- iv. Executive Secretary
- v. Director of Finance
- vi. Director of University Affairs
- vii. Director of Operations
- viii. Director of Advocacy
- ix. Directors of Student Life
- x. Director of Community Outreach
- xi. Director of Academic Programming
- xii. Director of Communications

Subsection C. Article VIII of these Bylaws confers the rights, responsibilities, duties, and code of conduct for each of the Executive Committee members.

Section 4. Committees

Subsection A. Members of the Council shall sit on various committees of the Council and University.

Subsection B. Article IX of these Bylaws confers the rights, responsibilities, duties, and code of conduct for council members serving on committees.

ARTICLE IV: MOTIONS AND LEGISLATION

Section 1. The General Assembly shall have the authority to make motions and pass legislation that address issues of concern to the graduate and professional student community. Unless otherwise explicitly stated in specific provisions of the Bylaws, the Assembly shall approve motions and legislation using voting methods listed in Article V of these Bylaws.

Section 2. A motion is an action to bring legislation or other matters to the attention or vote of the Assembly. The Presiding Officer will entertain motions from the General Assembly at any time.

Section 3. The term legislation defines any proposed written changes to these Bylaws, resolutions of the council.

Section 4. The General Assembly may only make motions if a quorum is reached. A quorum will be at least one-half of all Members of the General Assembly holding active seats. The number of active seats of the General Assembly is equal to the total number of possible seats minus seats for which no Member of the General Assembly has been seated, as well as seats that have been declared vacant pursuant to Article VII of these Bylaws.

Section 5. Proposed legislation that does not amend these Bylaws will be known as a resolution. The Executive Secretary will assign a number to and keep records of each resolution. If a resolution passes, the Executive Secretary will post the resolution on the Council website.

Section 6. Members of the General Assembly must motion to bring a resolution to the floor of the General Assembly for debate or vote.

Section 7. All resolutions must be sent to the Executive Secretary and Attorney General no less than three days before the meeting of the General Assembly at which the resolution is to be introduced.

ARTICLE V: MEETINGS

Section 1. The Council shall conduct all meetings in a respectful and professional manner.

Section 2. Meetings of the General Assembly

Subsection A. The Assembly will meet a minimum of four times per semester.

Subsection B. The meeting schedule for each semester will be passed at the first meeting of each semester. The first meeting of each semester will be scheduled by the Vice President. The first meeting of each semester will occur before the third Monday of September during the Fall semester, and before the first Monday of February during the Spring semester. The schedule of the remaining Assembly meetings for the semester shall be approved at the first meeting of each semester.

Subsection C. With one week written or electronic notice to the members of the Assembly, the President can call special meetings of the Assembly. The notice must contain the purpose of the special meeting; the meeting shall be limited to topics germane to that purpose. A special meeting can also be called by petition of one-quarter of all Representatives holding active seats; the petition as well must state the purpose of the special meeting and the meeting will be similarly limited to that purpose. Standing meetings may be cancelled by a unanimous vote of the Executive Committee or a petition of one-half of the active seats of the Assembly.

Subsection D. A Presiding Officer will preside over each meeting of the Assembly. The Vice President shall serve as Presiding Officer of meetings of the Assembly, and set the agenda for meetings of the Assembly. If the Vice President has a conflict of interest on a matter, the Attorney General shall serve as Presiding Officer of the meeting while the Assembly conducts business on that matter. If the Attorney General cannot serve as Presiding Officer due to a conflict of interest, the Assembly shall elect one of its members to serve as Presiding Officer while conducting business on the specific matter. If the Vice President is absent from a meeting of the Assembly, the Executive Committee will vote to select the Presiding Officer.

Subsection E. If a Representative of the Assembly is unable to attend a meeting of the Assembly, the Representative shall designate a Proxy from Members of their constituency. The Representative must notify the Executive Secretary of the Proxy, in writing or electronically, at least two hours prior to the meeting requiring the Proxy. A Proxy can represent only one Representative per meeting, and only at the meeting defined in the notice sent to the Executive Secretary by the absent Representative.

Subsection F. Any Member of the Executive Committee shall have the right to address the Assembly and propose legislation for the consideration of the Assembly. Members of the Committee shall have the right to attend executive sessions of the Council.

Section 3. Recess of the General Assembly

Subsection A. The Assembly will be in recess during the breaks between academic semesters, as determined by the University Calendar, which is maintained by the University Registrar.

Subsection B. The first recess is between the fall and spring semesters and begins at the close of exams for the fall semester and the start of classes for the spring semester.

Subsection C. The second recess is between the spring and fall semesters and begins at the close of exams for the spring semester and ends at the first meeting of the Assembly in the fall semester.

Subsection D. During recesses of the General Assembly, the running of the Council shall rest with the Executive Committee.

i. The Executive Committee shall have all powers of the Assembly necessary to promote the interests of graduate and professional students during recess of the Assembly.

ii. Legislative approval and confirmation for appointments will be suspended during recess of the Assembly. The President shall retain the right to appoint members to positions during these recess of the Assembly. Any such appointed positions will expire on the day of the first Assembly meeting of the academic year.

Section 4. Emergency Electronic Voting

Subsection A. An emergency electronic vote of the Assembly may be called by a two-thirds majority vote of the Executive committee or by a petition of one-fourth of all active Representatives of the Assembly. This vote may be administered by electronic mail correspondence or by a webpage form. Moderation and counting of the voting will be conducted by both the Presiding Officer and Executive Secretary. The Representatives of the Assembly must be notified of the motion and its rationale at least one week prior to the closing of the voting period by the Presiding Officer and Executive Secretary. The vote will pass if one-half of all Representatives of the General Assembly complete the vote and a simple majority of the respondents vote in the affirmative.

Subsection B. An emergency electronic vote may not amend the Bylaws nor decide judicial actions.

ARTICLE VI: VOTING PROCEDURES

Section 1. At times, the Assembly may be required to cast votes on a motion.

Section 2. Voter eligibility within the General Assembly will be determined by Article VII of these Bylaws or other Bylaws if applicable.

Section 3. The term “vote” shall refer to a formal indication of an eligible voter’s choice or opinion in an election, or on a motion.

Section 4. A Presiding Officer shall supervise each vote. Unless otherwise defined by these Bylaws, the Vice President shall serve as Presiding Officer in meetings of the Assembly. , The President shall serve as Presiding Officer for meetings during recess of the Assembly. The Presiding Officer cannot cast a vote on the motion over which they preside. If a Presiding Officer cannot serve due to a conflict of interest, the President shall choose another Representative of the Assembly or Executive Committee to serve as Presiding Officer, unless otherwise stated by these Bylaws.

Section 5. These Bylaws recognize the following rules for decision-making on all votes cast within the General Assembly or Executive Committee:

Subsection A. A simple majority is a number greater than half of the votes cast.

Subsection B. A two-thirds majority is a number greater than or equal to sixty-six percent of votes cast.

Section 6. Any instances of voting not defined by these Bylaws shall be resolved using a simple majority rule.

Section 7. In situations necessitating votes, Representatives of the Assembly may choose from the following methods of voting unless these Bylaws explicitly define a method.

Subsection A. A vote by division of assembly is a voting method in which individuals cast their votes on a motion by raising their voting cards. The Presiding Officer shall first present the motion and then ask those in favor of the motion to signify their support by raising their voting card. Then the Presiding Officer shall ask those opposed to the motion to signify their opposition by raising their voting cards. The Presiding Officer shall then ask those abstaining from voting to signify their abstention by raising their voting cards. In all division of assembly votes, the Presiding Officer and the Executive Secretary shall both count the votes. The vote is over when both the Presiding Officer and Executive Secretary agree on the count. A motion only passes if the number in favor is equal to or greater than the number of votes required by the applicable rule as stated in Article VI, Section 5 or other relevant sections of these Bylaws.

Subsection B. A recorded vote is a voting method in which the names and votes of individuals supporting or opposing a motion are recorded on a paper ballot. The Presiding Officer shall present the motion and the Attorney General shall distribute paper ballots to eligible voters. Eligible voters shall indicate, in writing, their support or opposition to the motion and identify themselves by writing their full names and constituencies on the ballot. The Presiding Officer and Executive Secretary shall count and keep a record of the votes. The vote is over when both the presiding officer and Executive Secretary agree on the count and record. A motion only passes if the number in favor is equal to or greater than the number of votes required by the applicable rule as stated in Article VI, Section 5 or other relevant sections of these Bylaws.

Subsection C. A vote by secret ballot is a voting method for the General Assembly in which the votes of members supporting or opposing a motion, but not their names, are recorded on a paper ballot. The presiding officer will present the motion and then direct the Attorney General to distribute paper ballots to all eligible voters. If the Attorney General is serving as the presiding officer, he or she will distribute the ballots to all eligible voters. Eligible voters will then indicate in writing their support or opposition to the motion. The presiding officer and Executive Secretary will count the votes. The vote is over when both the presiding officer and Executive Secretary agree on the count and record. A motion only passes if the number in favor is equal or greater than the number of votes required by the applicable rule as stated in Article VI, Section 5 of these Bylaws or in another relevant bylaw. Upon completion of the vote by secret ballot process, the presiding officer and Executive Secretary will be responsible for the disposal of all ballots.

Subsection D. A voice vote is a method of voting on any motion that does not require more than a simple majority vote to pass. The Presiding Officer shall first present the motion and then ask for those in favor of the motion to vocally signify their support. Then the Presiding Officer shall ask those opposed to the motion to vocally signify their opposition. Then the Presiding Officer will ask for those abstaining from voting to vocally signify their abstention. The Presiding Officer shall estimate the vote counts and state the result. If the outcome of the vote is unclear upon completion of a voice vote, any Representative of the Assembly may request a vote by division of assembly, recorded vote, or vote by secret ballot. The Presiding Officer must honor the request.

Subsection E. A vote by unanimous consent is a method of voting in which no eligible voter present objects to a motion. The Presiding Officer shall first present the motion and then explain that if no eligible voter objects to the motion, the motion will pass. Then, the Presiding Officer shall pause and listen for objection. If the Presiding Officer hears no objection, the motion passes. If the Presiding Officer hears an objection the motion fails, and the motion requires a re-vote by division of assembly, recorded vote, vote by secret ballot, or voice vote.

Subsection F. An instant-runoff vote is a method for voting in elections, but may only be used if the Assembly must elect a single winner with a simple majority rule from a field of more than two candidates. The Presiding Officer will explain the instant-runoff vote process and present the names of the candidates for office. The Attorney General shall then distribute ballots to the Assembly. Representatives of the Assembly will rank the candidates in order of most favored to least favored. Voters may choose to rank only those candidates they desire to win the office. The presiding officer and Executive Secretary shall count the votes. If no candidate has the support of a majority of voters, the candidate with the least support will be eliminated. Another round of counting takes place, with the votes of supporters of the eliminated candidate now counting for their next choice candidate. After a candidate is eliminated, that candidate may not receive any more votes. This process of counting and elimination shall repeat until one candidate has over half the votes. If one candidate does not receive enough votes to satisfy a simple majority rule, the Presiding Officer shall cast a vote. If the Presiding Officer's vote does not satisfy a simple majority rule, the eligible voters shall vote by secret ballot to elect a candidate using a simple majority rule. If there is again a tie, the presiding officer will cast a vote to break the tie.

ARTICLE VII: THE GENERAL ASSEMBLY

Section 1. Composition

Subsection A. Each department in the Graduate school, each program that admits students in the various schools, and each professional school shall be deemed an academic constituency.

Subsection B. Representatives of the Assembly will be apportioned as follows:

- i. The Assembly will seat one Representative for each academic constituency.
- ii. For every 100 students within an academic constituency, the General Assembly will seat an additional Member for that constituency.

Section 2. Representation

Subsection A. All Representatives of the Assembly must be enrolled in the academic constituency which they represent. Dual-degree students may represent either of the academic constituencies in which they are enrolled.

Subsection B. No individual shall hold more than one Representative seat in the Assembly.

Subsection C. Members of the Executive Committee may not serve as Representatives of the Assembly.

Subsection D. If any of the eligibility requirements are violated during the term of the Representative of the Assembly, the Executive Secretary shall declare the seat vacant.

Section 3. Apportionment Process

Subsection A. Before the first of August, the Executive Secretary shall contact the appropriate administrators in each of the graduate and professional schools and request the expected enrollment of graduate and professional students for the coming academic year. The numbers reported should include incoming graduate and professional students.

Subsection B. The Executive Secretary shall determine the apportionment of Representatives of the Assembly from this data. The number of Representatives per academic constituency for the upcoming year shall be publicly advertised on the Council website and communicated to the appropriate constituencies to assist in the election of their Representatives of the Assembly.

Subsection C. No graduate or professional student can be counted as a member of more than one academic constituency for the purposes of apportionment.

Section 4. Selection

Subsection A. The Executive Secretary shall issue a call for Representatives of the Assembly to each academic constituency at least two weeks before the first meeting of the Assembly in the fall. The call for each academic constituency must include the number of Representatives apportioned for that constituency.

Subsection B. If an academic constituency is represented by a student government association, that organization shall be responsible for selection of their constituency's Representatives of the General Assembly.

Subsection C. Students in an academic constituency not represented by a student government association shall determine their own procedures for selecting Members of the General Assembly. If necessary, the Attorney General will assist in conducting elections for a Representative seat.

Subsection D. The names of the Representatives of the Assembly must be communicated to the Executive Secretary after their selection by the relevant authority. The selection process shall be completed before the first scheduled meeting of the Assembly in the fall.

Section 5. Seating

Subsection A. A Representative of the Assembly shall be considered seated the Representative's selection is communicated to the Executive Secretary.

Subsection B. The term of office shall begin when the Representative of the Assembly is seated and the term shall end when the call for Members is issued for the subsequent academic year.

Section 6. Responsibilities

Subsection A. Representatives of the Assembly shall represent the concerns of their constituencies before the Assembly and communicate the proceedings of the Assembly and activities of the Council to their constituencies. Although Members of the General Assembly bear particular responsibilities to the students of their division, they shall also bear the interest of all students in the graduate and professional schools.

Subsection B. Each Representative of the Assembly shall serve on an Internal Committee in order to address specific issues of the graduate and professional student community.

Subsection C. In order to vote in the Young Trustee or Spring Elections, a Representative of the Assembly must have attended, or supplied a proxy to, a majority of the Assembly meetings prior to the election. Representatives of the Assembly who have been seated for less than 3 meetings prior to an election will be eligible to vote in elections at the discretion of the Executive Secretary and Attorney General. Proxies representing a Representative of the Assembly are not eligible to vote for Young Trustee.

Section 7. Pardoned Absence

Subsection A. If a Representative of the Assembly is unable to attend a meeting, and cannot supply a proxy to the meeting, or if an Executive Committee member is unable to attend a meeting, the Representative or Executive Committee member may receive a Pardoned Absence.

Subsection B. Requests for Pardoned Absences must be received by the Executive Secretary within 7 days following the absence. The Executive Secretary shall notify the Representative or Executive Committee member that he or she has received a Pardoned Absence prior to the start of the next Assembly meeting.

Subsection C. A Pardoned Absence is granted at the discretion of a consensus of opinion from the Vice President, Executive Secretary, and Attorney General. A Pardoned Absence may be granted for any conflict deemed reasonable.

Subsection D. If the Vice President, Executive Secretary, and Attorney General jointly agree that an Executive Committee member or Representative of the Assembly has been abusing the privilege of Pardoned Absences, this may constitute grounds for misconduct and dereliction of duties.

Section 8. Recall

Subsection A. Any seated Representative of the Assembly may be removed by that Representative's constituency.

Subsection B. If selected by a student government organization, that Representative of the Assembly may be removed by that organization's internal procedures.

Subsection C. A Representative of the Assembly may be removed by a recall vote from that Representative's constituency. A petition signed by forty percent of the constituency and presented to the Assembly is necessary to commence removal of the Representative. This petition must detail the reasons for the removal. The Attorney General shall conduct the recall vote for that constituency. At least half of the students in that Representative's constituency must vote in the recall election. The Representative shall be removed from the seat by a two-thirds majority vote of the recall vote.

Section 9. Notification of Misconduct

Subsection A. A Representative may not be removed from the Assembly by act of the Assembly alone. However, in cases in which a Representative is accused of gross misconduct, dereliction of duties, or other conduct unbecoming a Representative of the Assembly, the Attorney General will notify the constituency of the accusation.

Section 10. Abandonment

Subsection A. Representatives of the Assembly are expected to attend meetings of the Assembly or to provide a proxy to attend. A seat will be considered abandoned after a Representative is absent, without proxy or Pardoned Absence, from three Assembly meetings in any one semester. The Executive Secretary will remind the Representative of this policy after two absences as well as communicate with the appropriate constituency. After the third absence without proxy or Pardoned Absence, the Executive Secretary shall declare the seat vacant. Exceptions will be decided on a case-by-case basis by the Vice President.

Section 11. Resignations

Subsection A. A Representative may resign their seat by notifying the Executive Secretary, in writing.

Subsection B. Upon receiving written notification, the Executive Secretary shall declare the seat vacant.

Section 12. Vacancies

Subsection A. If a seat of the Assembly becomes vacant, the Executive Secretary shall notify the appropriate constituency of the vacancy. The affected constituency shall follow the procedure outlined in Article VII, Section 4 to select a replacement Representative of the Assembly.

ARTICLE VIII: THE EXECUTIVE COMMITTEE

Section 1. Membership and Responsibilities

Subsection A. The Executive Committee shall hold regular meetings. The President and Vice President shall have the authority to call meetings, with a minimum of one meeting per month during the fall and spring semesters. A meeting must be called with a minimum of twenty-four hours' notice to all members of the Executive Committee.

Subsection B. Members of the Executive Committee are expected to attend all meetings of the Executive Committee and meetings of the Assembly. Members of the Executive Committee may not miss more than three total Assembly and Executive Committee meetings in a semester without Pardoned Absences. Executive Committee members may not use a proxy.

Subsection C. Each member of the Executive Committee shall keep, maintain, and update a set of records containing all information essential to the execution of their position. Upon request from any member of the Executive Committee or Representative of the Assembly, these records must be presented within 48 hours.

Subsection D. The terms of office for members of the Executive Committee shall be one year or until successors are installed, whichever comes first. The Executive Committee shall be installed 14 days after the adjournment of the last Assembly meeting in the spring semester.

Section 2. Elections

Subsection A. The Assembly shall elect, by a secret ballot instant runoff voting method, the Executive Committee from the membership of the Council.

Subsection B. Elections for Executive Committee positions shall occur at a meeting of the Assembly before the second Assembly meeting in April. This meeting is defined as the Spring Elections Session. Each candidate for Executive Committee positions shall have the opportunity to speak and answer questions.

Subsection C. The Executive Secretary shall advertise the elections to the graduate and professional student community and call for nominations at least two weeks prior to the Spring Elections Session.

Subsection D. The Attorney General shall conduct the votes by secret paper ballot or secret ballot by electronic voting through official application programs of the Council. The office of the President shall be the first position elected. If the Assembly is unable to fill a position at the elections session, the election of those positions will occur at the second meeting of the Assembly in the fall.

Section 3. Eligibility

Subsection A. Members of the Executive Committee must be a graduate or professional student currently enrolled at Duke University. Termination of enrollment shall cause that Executive Committee member's position to be declared vacant.

Subsection B. No one may hold more than one position on the Executive Committee.

Section 4. Removal

Subsection A. A member of the Executive Committee may be removed by the Assembly if that member shows gross misconduct or dereliction of duties.

Subsection B. The charges must be brought by a Representative of the Assembly or a member of the Executive Committee and presented, in written form, to the Attorney General and Judicial Committee.

Subsection C. The Judicial committee shall investigate the charges. The accused has the right to submit information to the Judicial Committee and may be interviewed by the Judicial Committee at the accused's discretion. The accused also has the right to seek out assistance from any Representative of the Assembly or member of the Executive Committee in order to defend themselves. If any member, including the chair, of the Judicial Committee has a conflict of interest, they shall be excused. The Assembly shall elect a replacement member or chair for the remainder of the trial.

Subsection D. All information gathered by the Judicial Committee must be available to the accused.

Subsection E. The Judicial Committee shall present their findings to the Assembly at a meeting of the Assembly. The accused shall have the right to speak in their defense and shall have the right to call witnesses to speak on their behalf. The accused has the right to question any witnesses brought against them and attend the presentation of evidence.

Subsection F. The Assembly must vote by a two-thirds majority to remove the member from the Executive Committee. If removed, the office shall be immediately considered vacant.

Subsection G. The accused has a right to a speedy trial; to take place not more than one month after the original complaint is brought to the attention of the Judicial Committee. The accused has the right to prepare their case and must be given at least three days to do so.

Section 5. Resignation

Subsection A. An Executive Committee member may resign their position by notifying the President, Executive Secretary and Assembly, in writing. The President shall declare the office vacant. If the President resigns, the Executive Secretary will declare the Office of the President vacant.

Section 6. Vacancies

Subsection A. In the case that a vacancy exists in an office, the following procedure shall be used.

i. If the Office of President is found vacant, the Vice President shall immediately fill the position. If the Vice President is unable to fill the position, the Attorney General shall fill the position. If the Attorney General cannot fill the position, the line of succession shall continue in the order of Executive Committee positions as listed in Article III of these Bylaws.

ii. All other vacant elected offices shall be immediately filled by appointment by the President with the confirmation of the Assembly. The President may call an election as a means of appointment.

Section 7. Duties of Executive Committee Officers

Subsection A. President

i. The President is the chief spokesperson of the Council and is the official liaison between the Council and all outside bodies, both inside the University community and outside.

ii. The President may create positions to carry out the work of the Council, and may appoint members to these positions. The President may also create committees for the purpose of dealing with time-sensitive matter.

iii. The President, in conjunction with the Executive Committee, shall devise and implement annual goals and strategies for the Council.

iv. The President shall have the authority to appoint members to special University committees, as necessary.

v. An honorarium shall be paid to the President in equal monthly installments from June through March of their term of office. The amount of the honorarium shall be determined in the annual budget.

vi. The President shall chair the Presidents' Council, which will be comprised of the Presidents, or similarly appointed roles, of each graduate and professional school. The Presidents' Council shall meet not less than four times per year.

Subsection B. Vice President

i. The Vice President shall oversee all internal affairs of the Council. The Vice President shall have ultimate responsibility for the proper observance of all responsibilities delegated to members of the Council or of any committees thereof.

ii. The Vice President will serve as the Presiding Officer and set the agenda for all meetings of the Assembly and the Executive Committee. The Vice President will serve as the Presiding Officer for all motions and votes that do not include elections or affairs of the Judicial Committee. In the case of a tie for a vote in the Assembly, the Vice President shall have the power to cast the deciding vote except in the Executive Committee elections and judicial affairs.

iii. The Vice President shall coordinate all logistical planning for Assembly and Executive Committee meetings, including room reservations and supplies.

Subsection C. Attorney General

- i. The Attorney General serves as the Parliamentarian of the Assembly.
- ii. The Attorney General shall assist the Council in preparing resolutions and internal policy.
- iii. The Attorney General shall serve as presiding officer during elections within the Assembly and over any other Judicial Committee business in the Assembly.
- iv. The Attorney General will serve as Chair of the Judicial Committee and review any policy changes brought before the committee.
- v. The Attorney General shall conduct an annual review of the Bylaws and propose changes to correct mistakes in the language of the Bylaws and to ensure the Bylaws reflect current practices of the Council.
- vi. The Attorney General shall be responsible for the maintenance of a current copy of the Bylaws.

Subsection D. Executive Secretary

- i. The Secretary shall keep a record of the proceedings of all meetings of the Assembly and post copies of that record before the next meeting of the Assembly.
- ii. The Secretary is responsible for the maintenance of all current and archived internal documents, including any resolutions and the GPSC handbook. The Secretary shall forward resolutions to the appropriate members of the University community.
- iii. The Secretary shall take roll at all meetings and assist the Vice President and Attorney General in all voting procedures.
- iv. The Secretary shall maintain the official list of Representatives of the Assembly and shall determine the proper holder of any Representative's seat.

Subsection E. Director of Finance

- i. The Director of Finance is responsible for the handling of all Council funds.
- ii. The Director of Finance, along with the Finance Committee, shall prepare the Annual Budget, submit it to the Executive Committee and make it available to the Assembly in time to be reviewed prior to the next to last Assembly meeting of the Spring semester. The Assembly must approve the budget by the last meeting in the Spring so that it will take effect September 1 of that calendar year. Early Fall events, such as the Retreat and Basketball campout (even if these events are in August), will be part of this budget as they are considered part of the Fall semester.
- iii. The Director of Finance will prepare bi-monthly reports to the Assembly detailing the current financial status, as well as year-to-date disbursements. The Director of Finance will also prepare a final report for the end of the academic year that contains an up-to-date transaction log and outstanding transactions.

iv. The Director of Finance shall have charge of all accounts managed by the Council. The Director of Finance will be responsible for reimbursing members for funds spent for Council activities.

v. The Director of Finance shall serve as chair the Finance Committee. The Director of Finance, in cooperation with the Director of University Affairs, will organize the group funding process.

vi. The Director of Finance will monitor the spending patterns of the Council and make recommendations to the Assembly, as necessary, regarding changes in the student fee structure.

Subsection F. Director of University Affairs

i. The Director of University Affairs is responsible for oversight of the Committee and Task Force work of the Council. The Director works with the Vice President to facilitate Task Force meetings.

ii. The Director of University Affairs shall coordinate the Council nomination process for Members of the General Assembly to internal and external committees and shall form Task Forces. Assignment of nominees shall be reviewed by a committee consisting of five members of the Executive Committee and shall not be at the sole discretion of the Director of University Affairs. The Director will contact all committees on at least quarterly basis to ensure appropriate involvement of General Assembly committee members. The Director will also collect monthly reports on the progress of council task forces towards their stated goals and ensure that the general assembly is updated on this progress.

iii. The Director of University Affairs shall act as a manager of affiliated groups. The Director of University Affairs shall review new group affiliations, approve groups which follow Council guidelines, and bring forth to the Assembly for approval of those groups whose affiliation status is questionable. The Director of University Affairs shall maintain contact capacity with all graduate student group leaders.

Subsection G. Director of Operations

i. The Director of Operations will act as the house manager of the Graduate and Professional Student Council House and Office.

ii. The Director of Operations shall be the liaison between the Council andUCAE on issues pertaining to the House renovation, repair, and upkeep.

iii. The Director of Operations will work with student groups interested in hosting events at the House, and manage the scheduling of such events.

iv. The Director of Operations will work with the Vice President to secure meeting locations for Assembly and Executive Committee meetings.

v. The Director of Operations will be responsible for ordering and supplying any necessary food, supplies, or equipment for the weekly Assembly and Executive Committee meetings.

Subsection H. Director of Advocacy

- i. The Director of Advocacy shall focus on broader issues affecting graduate and professional students at the local, state, and national levels. The Director of Advocacy shall ensure the Council is aware of these issues, as well as work with internal committees and the President to develop strategic plans to advocate on behalf of the Council.
- ii. The Director of Advocacy shall work to address issues pertaining to various demographics of the graduate and professional student community. The Director of Advocacy shall ensure that the Council is aware of the issues affecting traditionally excluded minorities and advertise the actions of the Council to these students in these groups.
- iii. The Director of Advocacy shall serve as the liaison between the Council and local representatives or administrators, specifically, the Duke Federal Relations Office, on issues pertaining to student advocacy.
- iv. The Director of Advocacy shall be the official Council contact to the National Association of Graduate and Professional Schools (NAGPS) and shall report to the Assembly on the activities of that body.
- v. The Director will attend the biannual NAGPS-sponsored Legislative Action Days (LADs) as a representative of the Assembly. The Director of Advocacy shall recruit up to five Council members to also participate in the NAGPS LADs.

Subsection I. Directors of Student Life

- i. The Directors of Student Life shall coordinate and organize programs of interest to the graduate and professional student community, including social events.
- ii. The Directors of Student Life shall advertise and promote Student Life programs through the Council newsletter and through social media.
- iii. The Directors of Student Life shall co-sponsor events to foster collaboration among different graduate and professional student organizations.
- iv. The Directors of Student Life shall communicate with the Director of Finance concerning payments for programs and events and other transactions, including reimbursements and contract approval.
- v. The Directors of Student Life shall co-chair the Student Life Committee.

Subsection J. Director of Community Outreach

- i. The Director of Community Outreach shall organize regularly occurring community outreach/service programming for the Council and provide support to existing graduate and professional student service groups at Duke University.
- ii. The Director of Community Outreach shall promote communication and collaboration between campus community service groups and provide programming to improve both internal Duke and Duke-Durham relations.

iii. The Director of Community Outreach shall promote community service activities of the Council and other graduate and professional student groups and will coordinate with Duke's Community Relations Office to further the Council's community outreach activities. The Director of Community Outreach shall maintain a current database of campus community service groups and leaders, and shall manage an email listserve (i.e. csleaders@duke.edu) to facilitate communication between group leaders.

iv. The Director of Community Outreach shall remain current with Duke University's community service programs and advocate for graduate and professional student involvement in those programs.

Subsection K. Directors of Academic Programming

i. The Directors of Academic Programming shall act as a resource with regard to University policies and resources related to academic affairs, including the broader issues of diversity, harassment, discrimination and due process.

ii. The Directors of Academic Programming shall gather and maintain current information on University resources and policies related to academic affairs. The Directors of Academic Programming shall also be responsible for monitoring and publicizing changes in such policies.

iii. The Directors of Academic Programming shall be a liaison to the Duke Career Center, to career-oriented student groups, and to career services programs in the graduate and professional schools.

iv. The Directors of Academic Programming shall work to expand opportunities available to members of the Council by strengthening alumni ties and developing relationships with recruiters and community resources, and shall organize events of interest to graduate and professional student job seekers.

v. The Directors of Academic Programming shall work to further graduate and professional student interdisciplinary activities and assist with requests for academic improvements by communicating with appropriate University offices.

Subsection L. Director of Communications

i. The Director of Communications shall devise, monitor, and implement the Council's advertising, public relations, and communications initiatives.

ii. The Director of Communications shall establish and maintain contacts with campus media organizations, encouraging coverage of graduate and professional student concerns and Council activities. The Director of Communications shall also maintain contacts with communications personnel in other organizations and departments across campus.

iii. The Director of Communications shall oversee the maintenance of the website and may appoint a Council affiliate to maintain the website as a content manager.

iv. The Director of Communications is responsible for publication of the weekly newsletter, GPSCNews, and for coordinating and maintaining informational and event items for GPSCNews.

v. The Director of Communications is responsible for annual review and updating of the Communications Policy, and bringing those changes to the attention of the Assembly.

vi. The Director of Communications shall manage all Council e-mail lists according to any adopted electronic communications policy.

vii. The Director of Communications shall monitor the Assembly e-mail account (gpsc@duke.edu) to answer student questions and concerns.

viii. The Director of Communications is responsible for overseeing the update of the GPSC website. The Director of Communications may appoint a webmaster, who shall serve as member of the executive committee throughout the appointment. The Director of Communications is responsible for working directly with the webmaster and has the authority to remove the appointment when necessary.

ARTICLE IX: COMMITTEES

Section 1. Council members shall serve on committees of the council and university in fulfillment of a committee service requirement. Based on committee of service, General Assembly members will be assigned to service on one of the Council working groups. The committees consist of Internal Committees, External Committees, and Board of Trustees Standing Committees.

Section 2. Internal Committees

Subsection A. The Internal Committees of the Council exist to carry out the standing work of the Council and to investigate issues of concern to the graduate and professional student community. The two branches of Internal Committees shall include the Operational Committees and the Presidential Advisory Committees.

Subsection B. The Assembly may create special committees, by a majority vote, to carry out the work of the Council. The President shall have the authority to appoint members to these committees, with the confirmation of the Assembly. Special committees shall not exist past the end of the academic year in which they are created. Each Internal Committee shall meet at least once a year and submit a report at the end of the year detailing the committee's work.

Subsection C. Operational Committees

i. The Operational Committees shall assist the Council in fulfilling its business obligations and responsibly conducting its affairs in accordance with these Bylaws.

ii. The Vice President shall maintain regular contact with the chairs of all Operational Committees and may request that the chairs report on the activities of their Committees at an Assembly meeting.

iii. The Operational Committees shall include the Judicial, Finance, Student Life, Basketball, Young Trustee Screening, Community Outreach, and the Green Team.

iv. The Judicial Committee shall be chaired by the Attorney General and shall consist of four other members elected by the Assembly. This committee shall investigate all Requests for Judicial Action submitted by members of the Council. In addition, this committee is authorized to enumerate guidance regarding the legislative operations of GPSC not inconsistent with these Bylaws

v. The Finance Committee, composed of members appointed by the Director of Finance, shall oversee the finances of the Council. The committee should assist the Director of Finance in the budget process. As well, the committee shall review applications for funding requests for each of the funding cycles throughout the academic year and shall make funding recommendations to the Assembly.

vi. The Student Life Committee, chaired by the Directors of Student Life and composed of volunteer members, shall be responsible for the programming of the Council including social events. The committee should ensure that its programs are of a diverse nature in order to appeal to the varied interests of the graduate and professional student community.

vii. The Men's Basketball Committee, composed of volunteer members, shall implement the distribution of season tickets to the men's home basketball games as well as oversee the line policy for home basketball games (both women's and men's). The policy for distribution shall be composed by the committee and brought to the Assembly for its approval in the spring semester. The chairs of this committee will be nominated by the committee and approved by a majority vote of the Assembly. The committee shall make regular reports to the Assembly through a specified liaison from the committee.

1. The Men's Basketball Committee shall maintain and be solely responsible for confidential records of Campout attendance and selection. Any disputes or questions that arise due to a third party will be handled according to the rules established by the Men's Basketball Committee. If such disputes cannot be handled in such a manner, a meeting shall be held between the Council President and the Men's Basketball Committee Chairs who shall then jointly decide on the most appropriate course of action to maintain the privilege of Campout and tickets and the respect for both the committee and the Council by the University Community.

2. Membership and Election Guidelines

a. Any full-time graduate or professional student, as defined by the Duke University Registrar, may join the Men's Basketball Committee.

b. Each year, the Men's Basketball Committee will nominate and elect co-Chairs to head the Men's Basketball Committee. The nominees will be voted on by the Men's Basketball Committee and be approved by the Assembly.

c. Nomination guidelines for the position of co-Chair and voting requirements for members of the Men's Basketball Committee will be outlined in the Campout Policy as written by the Men's Basketball Committee and subject to approval by the Assembly.

d. The Committee Co-Chairs shall designate a liaison to attend Assembly meetings in the four weeks leading up to, and the two weeks after Campout in order to take questions from Council Members of the General Assembly regarding Campout issues and to keep the Assembly informed of relevant Campout information and dates.

e. The Men's Basketball Committee shall maintain and fund a staff of ushers to work at Cameron Indoor Stadium during the basketball season per the Men's Basketball Committee's arrangement with the Duke University Athletic Department. The ushering staff will be run by 2 head ushers. The head ushers shall be selected each year by the previous year's head ushers from the current ushering staff. The head ushers shall be approved by the Men's Basketball Committee.

viii. The Young Trustee Screening Committee shall oversee the screening process for the Council's nomination for Young Trustee. The committee shall develop the application, screen the candidates for the Council's nomination for the Young Trustee, and present final nominees to the Assembly.

ix. The Community Outreach Committee, composed of volunteer members, shall coordinate community outreach/service programming for graduate and professional students. The committee shall promote involvement of the graduate and professional student body in community service and outreach programs.

x. The Green Team shall oversee the Council's initiative to work towards a more sustainable graduate and professional student experience. The committee shall work closely with the university's internal committees on campus sustainability and the facilities and environment to develop a sustainable strategic plan for GPSC and the campus.

xi. The Veterans Advisory Committee shall be composed of no less than two members, with preference afforded to any veteran Representative of the Assembly. The committee shall explore ways in which to honor and recognize the service of Duke University veterans; assist with the planning for ceremonies, observances, holidays and events honoring veterans, interact with local veterans' organizations, and generally advocate for the student veteran population on campus.

xii. The Diversity Committee shall be composed of at least five members, with preference afforded to those Representative of the Assembly who can collectively represent its full diversity. The committee shall be dedicated to creating a more inclusive university community in all realms of service grounded in respect and appreciation for individual differences. The committee shall also advocate on behalf of those graduate and professional students who due to their political ideology, religious affiliation, cultural background, race, color, national origin, disability, sexual orientation, gender, and/or age, may feel or appear underrepresented.

Section 3. Presidential Advisory Committees

Subsection A. Presidential Advisory Committees shall research and address important issues as defined by the Council, communicate information to the Council, assist in the planning and implementation of policy and projects, and aid in lobbying University administration for Council goals.

Subsection B. These advisory committees are created and staffed annually as needed by the request of the President, who shall determine the process by which the chair of each committee is selected. Each chair shall be responsible for the design and successful implementation of appropriate Council policy initiatives and programs. Each chair shall also be responsible for the coordination of research projects and corresponding lobbying efforts. The chair may appoint vice-chairs as necessary to carry out the work of the committee.

Subsection C. The President shall maintain regular contact with the chairs of all Presidential Advisory Committees and may request that the chairs report on the activities of their Committees at an Assembly meeting.

Section 4. Board of Trustees Standing Committees

Subsection A. The President shall represent the Council to one of the Standing Committees of the Board of Trustees. The choice of committee shall be at the President's discretion, but the decision must occur before the election of members of the Council to the Board of Trustee Standing Committees.

Subsection B. Nominations Process

- i. Any member of the Council may serve as the Council's representative to a Board of Trustees committee.
- ii. The Executive Secretary must advertise the positions and call for nominations at least two weeks prior to the spring Elections session.
- iii. After the completion of elections for Executive Committee positions at the spring Elections Session, the Assembly shall elect, by a simple majority rule, members of the Council to the Board of Trustees standing committees.
- iv. In the event of a tie on the first ballot, a second ballot shall be conducted between the candidates receiving the same vote totals. Should that ballot result in a tie, a third ballot should be conducted in which each member of the Executive Committee shall be given one vote.

Subsection C. Special Appointment Process for Board of Trustees Standing Committees

- i. If a vacancy occurs, the President will confer with the University Secretary to discuss replacement procedures under the University, and inform any responsible agents of the necessary changes.
- ii. If a vacancy occurs while the Assembly is in session, the Attorney General shall begin a special appointment process by forming an appointment committee.
- iii. The Attorney General shall announce the vacancy to the Assembly.
- iv. Interested students should apply to the Attorney General to fill the vacant position.
- v. The Judicial Committee will review all applications and nominate a representative for approval by the Assembly.

vi. If a vacancy occurs during a recess of the Assembly, the President shall have the power to appoint members to fill these vacancies.

Section 5. Duke Alumni Association Board

Subsection A. Nominations Process

i. Any member of the Council may serve as the Council's representative to the Duke Alumni Association Board.

ii. The Executive Secretary must advertise the positions and call for nominations at least two weeks prior to the spring Elections session.

iii. After the completion of elections for Executive Committee positions at the spring Elections Session, the Assembly shall elect, by a simple majority rule, members of the Council to the Duke Alumni Association Board.

iv. In the event of a tie on the first ballot, a second ballot shall be conducted between the candidates receiving the same vote totals. Should that ballot result in a tie, a third ballot should be conducted in which each member of the Executive Committee shall be given one vote.

Subsection B. Special Appointment Process for Duke Alumni Association Board

i. If a vacancy occurs while the Assembly is in session, the Attorney General shall begin a special appointment process by forming an appointment committee.

ii. The Attorney General shall announce the vacancy to the Assembly.

iii. Interested students should apply to the Attorney General to fill the vacant position.

iv. The Judicial Committee will review all applications and nominate a representative for approval by the Assembly.

v. If a vacancy occurs during a recess of the Assembly, the President shall have the power to appoint members to fill these vacancies.

Section 6. University Standing Committees

Subsection A. Nominations Process

i. The Director of University Affairs shall be responsible for organizing the process for nominating students to standing University committees.

ii. The Director of University Affairs shall publish a list describing all standing University committees with Council representation before the first Assembly meeting in the fall.

iii. Any interested graduate or professional student may apply to serve as the Council's representative to a University committee. Applicants should note any appropriate qualifications.

iv. The Director of University Affairs shall convene a Nominations Committee, which includes the President and Vice President, as well as four other members. If the number of volunteers for the committee exceeds four, the Director of University Affairs shall appoint

members with an emphasis on equal representation of graduate and professional students. The Nominations Committee shall review all applications; the Nominations Committee shall then nominate, by slate, Representatives of the Assembly to University committees at the second meeting of the Assembly.

v. The Assembly shall approve the slate of nominees by a simple majority vote rule.

vi. The Assembly can, by a two-thirds vote, suspend the slate and elect the nominees on an individual basis. Each nominee must be elected by a majority vote. Before each election vote, the Vice President must call for additional nominations from the floor.

vii. Representatives of the Assembly to University Committees shall, when requested, work to facilitate communication between the Council and administrators with whom they interact through their University Committee appointment.

viii. Representatives of the Assembly to University Committees shall serve as members of the Presidential Advisory Committees that encompass the scope of their University Committee appointment.

ix. Representatives of the Assembly to University Committees shall report their activities to the Assembly on a regular basis through the Director.

x. Representatives of the Assembly to University Committees who fail to report regularly to the Assembly or who fail to attend two consecutive meetings of the committee to which they are appointed without providing a proxy may be removed by a two-thirds vote of the Assembly, provided that seven days written notice has been given and the committee representative has been granted the opportunity to be heard.

Subsection B. Special Appointment Process for University Committees

i. If a vacancy occurs after the annual appointment process but while the Assembly is in session, the Director of University Affairs shall begin a special appointment process. These vacancies may occur through the resignation of a committee representative or the creation of a new committee.

ii. The Director of University Affairs shall announce the vacancy to the Assembly.

iii. Interested students should apply to the Director of University Affairs to fill the vacant position.

iv. The Director of University Affairs shall convene a Special Nominating committee, consisting of the Director of Community Outreach, and at least 2 other Council members. This committee will review all applications and nominate students.

v. If a vacancy occurs during a recess of the Assembly, the President shall have the power to appoint members to fill these vacancies

Section 7. Task Forces

Subsection A. At the beginning of each academic year the Vice-President and Director of University Affairs, with the help of the council, shall identify graduate and professional students' needs. Task Forces will be created to address the needs identified and the task forces will be approved by the General Assembly. These Task Forces will function as working groups for council members to regularly discuss and plan their initiatives in the interest of graduate and professional students.

Subsection B. Task Forces will be filled out by interested volunteers from the council. Each Task Force will self-appoint their chair. The chair will serve as the main contact of the task force and maintain communication with the GPSC Director of University Affairs.

Subsection C. The Council Task Forces will meet at the discretion of the Vice-President during or outside of General Assembly meetings.

Section 8. Special Appointment Process for Internal and External Committees

Subsection A. If a vacancy occurs after the annual appointment process but while the Assembly is in session, the Director of University Affairs shall begin a special appointment process. These vacancies may occur through the resignation of a committee representative or the creation of a new committee.

Subsection B. The Director of University Affairs shall announce the vacancy to the Assembly at the meeting immediately following the vacancy.

Subsection C. Interested students should apply to the Director of University Affairs to fill the vacant position.

Subsection D. The Director of University Affairs will review applications submitted to fulfill the position and bring forward at least two nominees for the position to be reviewed and voted on by the Executive.

Subsection E. If a vacancy occurs during a recess of the Assembly, the President shall have the power to appoint members to fill these vacancies.

ARTICLE X: NOMINATION OF THE YOUNG TRUSTEE

Section 1. All currently enrolled graduate and professional students are eligible to run for the Council's nomination for Young Trustee. Additionally, any graduate or professional student graduating the Spring or Summer semester preceding the application deadline is eligible to run for the Council's nomination.

Section 2. The Assembly shall elect the Chair and six other members of the Young Trustee Screening Committee at the second meeting of the Assembly in the fall semester of years when this committee is needed. Members of the screening committee are ineligible to run for Young Trustee; any member that has a perceived conflict of interest with a Young Trustee candidate must excuse themselves from the screening of that candidate.

Section 3. Written applications for Young Trustee created by the Screening Committee shall be available to the graduate and professional student body by November 1. The committee must advertise the availability of applications for the nomination through campus media. Completed applications shall be collected by a date determined by the committee. The date for collection must be before the end of the fall semester.

Section 4. After reviewing the applications, the screening committee will select a maximum of ten students to interview. Out of this group, the Committee will select three finalists to nominate for the Young Trustee Position.

Section 5. The Assembly shall, by a simple majority vote rule, using an instant run-off voting method, select one of the finalists to serve as the Council's nominations for Young Trustee.

Section 6. The name of the nominee shall be made available to the University Secretary before the first full meeting of the Board of Trustees in the spring semester.

Section 7. If vacancies arise in the Council's Young Trustee position, the President will confer with the University Secretary to discuss replacement procedures under the University Bylaws. The Executive Committee shall by majority vote, appoint a member to serve out the remainder of the Young Trustee term, with the confirmation of the Assembly.

ARTICLE XI: CONFLICT OF INTEREST

Section 1. Conflict of interest shall be defined as any real or perceived incompatibility between one's personal or private interests, and one's duty of office, which may reasonably impair or reasonably appear to impair the exercise of independent, unbiased judgment in the performance of one's responsibilities to the Council.

Section 2. When a real or perceived conflict of interest arises, the individual who has the conflict of interest shall immediately disclose the conflict of interest to the Attorney General, and either:

Subsection A. Recuse one's self from the duty, situation, or role under which the conflict arises, or

Subsection B. Seek a ruling from the Attorney General consistent with allowing the person to continue in their capacity despite the existence or perceived existence of a conflict of interest.

Section 3. Where the Attorney General's ruling has been sought, but permission has not been granted, a person may appeal the Attorney General's decision to the Judicial Committee, whose ruling is final.

Section 4. Any violation of the sections 1 to 3 above, which gives rise to a breach of one's duty as a member of the Council, shall be adjudicated according to Articles VII & VIII.

ARTICLE XII: STUDENT FEES

Section 1. The Assembly may assess a fee from all enrolled graduate and professional students at the University. Of the amount assessed, a specific amount per student will be transferred to the Duke University Union.

Section 2. The President must meet with the President of the Duke University Union annually in order to discuss the current fee structure.

Section 3. The amount of the fee needed per student for the workings of the Council shall be determined annually by the Assembly. The President and the Director of Finance shall work with the President of the Union in order to determine the total fee charged per student. Recommendations will be presented to the Assembly and voted on as part of the annual budget.

Section 4. The President of the Council and the President of the Duke University Union shall sign a document detailing the fee amount for the coming academic year and the distribution of the fees between the two bodies; this document shall be sent to the appropriate officials in the Student Activities division of University Student Affairs.

ARTICLE XIII: BUDGET

Section 1. The budget shall be prepared by the Director of Finance with the assistance of the finance committee for the next to last meeting of the Spring semester in accordance with the description in the Bylaws. This budget shall take effect on May 1st of that year and remain in effect until April 30th of the following year. In that time the Assembly may alter the budget only after a vote.

Section 2. The budget line items will have listed members of the Council that will be responsible for approving expenditures made from the line item. In the event that a line item has been exhausted and additional funds are needed, the Director of Finance will determine if the funds can be redistributed or the Assembly needs to vote. If necessary, the Director of Finance will then make a recommendation to the Assembly as to the options available – whether it is redistributing funds from another line item, withdrawing from the budgeted carry-over, or cessation of the expenditures. It is the responsibility of the Director of Finance to keep those responsible for funds, as well as the Assembly, informed of the potential for and the severity of overdrafting.

ARTICLE XIV: AFFILIATION OF CAMPUS GROUPS

Section 1. In order to be affiliated with the Council, a group must:

Subsection A. Be comprised of at least 30% graduate and professional students.

Subsection B. Operate in accordance with the organization's anti-discrimination policy.

Subsection C. Submit a statement of purpose, total membership size, number of associated graduate and professional students, and name of a contact person in a completed application found on the Council website.

Subsection D. Refrain from engaging in activities that violate University, municipal, state, or federal regulations, statutes, or codes termination of affiliation.

Subsection E. Not be affiliated with Duke Student Government.

Section 2. Affiliation with the Council grants:

Subsection A. Contact information, a description of the group and, if available, a link to a group website will be located on the Council website.

Subsection B. Recognition by the University through affiliation with the Council.

Subsection C. Ability to publish events through GPSC News.

Subsection D. Grants the campus group the right to designate such affiliation in all notices and communications and the right to use the logo of the Council in such announcements.

Subsection E. Ability to request that a representative speak before the Assembly. Such requests will be reviewed by the Vice President and scheduled at the discretion of the Vice President.

Subsection F. The Director of University Affairs may grant the status of 'affiliated organization' to campus groups requesting such status provided that the groups meet the affiliation requirements. Student groups seeking affiliation that do not meet the affiliation requirements will be brought to the Assembly.

Subsection G. The status of a campus group as an affiliated organization does not imply any financial or material support from the Council. Affiliated groups may not presume to speak for the Council nor word any communication so that such authority is implied.

Section 3. The period of affiliation shall be a maximum of one year, renewable at the first Assembly meeting of the fall of the Graduate School. The Group Affiliation cycle is from the first Assembly meeting of the Fall to the next year's first Fall Assembly meeting. A group may apply for affiliation during the school year, but will only be affiliated for the remainder of the group affiliation cycle until having to reapply.

Section 4. Termination of affiliation shall be immediate upon receipt of written request by the group's contact person. If anytime during the affiliation term has failed to comply with the affiliation requirements, termination will occur immediately after a two-thirds majority vote of the Assembly.

Section 5. Termination of affiliation will occur immediately after a simple majority vote of the Assembly if the campus group fails to comply with the provisions of this bylaw or engages in activities which violate University, municipal, state, or federal regulations, statutes, or codes. In this case, and no other, the campus group shall be responsible for the cost of a public announcement of the termination of affiliation.

ARTICLE XV: GROUP FUNDING

Section 1. The distribution of group funding for each funding cycle in the following year shall be established by the Finance Committee (which must include the Director of Finance, the Director of University Affairs, and at least two other committee members). At the start of each academic year, the funding deadlines shall be announced and approved by the Assembly. Applications shall be made online and posted at least two weeks prior to the deadline.

Section 2. The purpose of group funding is to support events that enhance the educational experience of graduate and professional students by promoting educational, cultural, and social interactions.

Section 3. Priority for funding will be given to those events that impact a high number of Duke graduate/professional students, are multi-disciplinary, and are held on campus.

Section 4. Items that will not be considered for funding include alcohol, scholarships, travel expenses to an event, and food for social events. Funding for food that is an integral part of an event may be considered. Speakers may be considered if the event is cosponsored. The number of graduate and professional students will always be considered.

Section 5. In the case that student groups wish to seek funding for events that have previously occurred, applications shall only be reviewed by written or electronic arrangement with the finance committee.

Section 6. Group funding applications must include a statement of purpose of organization and event, a budget that includes a breakdown of expenses and funding from other sources, and information on planned publicity and acknowledgement of funding requirements. Detailed instructions as to how to submit group funding applications shall be posted on the Council website and communicated to all student group leaders.

Section 7. The Finance Committee shall meet after each funding deadline and before the following general body meeting. Group funding must be approved by the Assembly. Funded groups shall be informed of funding decisions no later than one week following approval by the Assembly. Group funding shall be approved by the Executive Committee in the summer.

Section 8. Acceptance of funding requires that the Council be recognized in sponsorship of the event. The event should also be advertised through resources available to the Council (newsletter, mailing list, web page).

Section 9. Event organizers using group funding must save a copy of receipts for all purchases or reimbursements for at least 6 months following an event. The finance committee has the right to an annual audit of funded student groups with a format approved by the Assembly. Failure to complete this requirement will result in loss of funding privileges for the following funding cycle.

Section 10. Any funds that remain after each funding cycle can be drawn from in subsequent funding cycles, or if still unused carry over to the next year. Remaining funds may also be allocated within the same cycle for special events not able to be funded through the student group funding cycle.

Section 11. Affiliation with the Council or Duke Student Government is required for consideration for group funding. Preference for funding will be given to events organized by groups that are affiliated with the Council. However, the finance committee may consider applications for the funding of events organized by groups that are affiliated with the Duke Student Government only if the organizers of the event expect the event participants to be at least 30% graduate and professional students.

ARTICLE XVI: JO RAE WRIGHT STUDENT ADVOCACY AWARD

Section 1. The Jo Rae Wright Student Advocacy Award shall be given annually to a student, faculty, or staff member in recognition of outstanding support of Duke University's Graduate and Professional Student community.

Section 2. This award shall be presented annually at the GPSC Retreat.

Section 3. Members of the Council can submit nominees for the Jo Rae Wright Student Advocacy award to the President.

Section 4. The President shall select the awardee(s) and present this recommendation to the General Assembly for approval prior to the Retreat.

ARTICLE XVII: COUNCIL ANTI-DISCRIMINATION POLICY

Section 1. The Council seeks to represent and advocate the concerns of graduate and professional students at Duke University. The Council advocates on behalf of students who are citizens of many countries, of diverse ethnic backgrounds, cultural affiliations, creeds, genders, sexual orientations and political beliefs.

Section 2. Insofar as the Council represents all students, in accordance with University policies, the Council will not implement any policies that discriminate against or prevent the free rights of any student group.

Section 3. In accordance with these Bylaws, the Council will not deny group affiliation on the basis of any graduate and professional student group's political ideology, religious affiliation, cultural background, race, color, national origin, disability, veteran status, sexual orientation, gender, or age of said group's membership or leadership. To that end, in accordance with the University policies and these Bylaws, the Council will disaffiliate with any group that discriminates against or impinges upon the rights of students.

Section 4. The Council encourages all interested parties to form affiliated student groups and discuss sensitive topics in a constructive and academic manner.

ARTICLE XVIII: SPECIAL RULES OF ORDER

Section 1. The definition of written communication shall include electronic mail in addition to traditional paper communications.

ARTICLE XIX: ACRONYM AND LOGO

Section 1. The acronym GPSC may be used to represent the full name of the Graduate and Professional Student Council.

Section 2. The sole logo of the Council shall be the four letters 'G', 'P', 'S', 'C' in the graphics design approved by the Assembly.

Section 3. The use of the logo is restricted to correspondence from the Council and as directed by the Council.

ARTICLE XX: PROCEDURE FOR AMENDMENT

Section 1. Proposed amendments to the Bylaws must be submitted, in writing, to the Executive Secretary and Attorney General ten days in advance of the vote. The Executive Secretary shall notify all Representatives of the Assembly of the amendment as well as post the text of the proposed amendment on the Council website.

Section 2. Amendments to these Bylaws must be approved by a two-thirds vote of the Assembly.