Articles of Governance for the Graduate and Professional Student Council of Duke University

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ARTICLE I: NAME AND GOVERNANCE

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

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

ARTICLE II: PURPOSE

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 among 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; program events of interest to the graduate and professional student community; and financially support the programming of graduate and professional student groups.

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

ARTICLE III: MEMBERSHIP AND GOVERNING BODIES

1. Graduate and Professional Student Council

   1. All graduate and professional students at Duke University shall be members of the Council. All members shall have the right to attend all open meetings of the Council and to view all open records of the Council.

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

2. **General Assembly**
   1. The General Assembly, herein referred to as the Assembly, shall be the legislative body of the Council consisting of student Representatives from the various graduate and professional schools at the University.
   2. Each member of the General Assembly will receive a voting card with his or her name written on one side of the card.
   3. Article VII of these bylaws states the rights, responsibilities, duties, rules of apportionment, and membership procedure for members of the General Assembly.

3. **Executive Committee**
   1. The Executive Committee oversees and coordinates the day-to-day operations and activities of the Council, directs the execution of all measures adopted by the Assembly, and makes administrative decisions for the work of the Council.
   2. 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
   1. Article VIII of these bylaws states the rights, responsibilities, duties, and code of conduct for each of the Executive Committee members.

2. **Committees**
   1. Members of the Council may sit on various committees of the University, including, but not limited to Council Internal Committees, Duke University Board of Trustees Standing Committees, and Standing University Committees.
   2. Article IX of these bylaws states the rights, responsibilities, duties, and code of conduct for council members serving on committees.

**ARTICLE IV: MOTIONS AND LEGISLATION**

1. The General Assembly shall have the authority to make motions and pass legislation that addresses issues of concern for the graduate and professional student community. Unless otherwise explicitly stated by other bylaws, the general assembly must approve motions and legislation using a voting rule and method as listed in Article V of these bylaws.
2. A *motion* is a formal step to bring a piece of legislation or other matter to the attention or vote of the General Assembly. The presiding officer will entertain motions from the General Assembly at any time. All voting motions must include a decision-making rule and voting method.
3. The term *legislation* refers to any proposed written changes to these bylaws, resolutions of the council, or rules to govern the graduate student community.
4. The General Assembly may only make motions if a quorum is reached. A quorum will be at least one-third of all Members of the General Assembly holding active seats or their appointed proxies present. The number of active seats is equal to the total number of possible seats minus seats for which no Member of the General Assembly has been seated and seats that have been declared vacant pursuant to Article VII of these bylaws. The General Assembly cannot vote at meetings without quorum.
5. Any proposed legislation will be known as a *resolution*. The Executive Secretary will number every resolution and keep copies of proposed legislation. If a resolution passes, the Executive Secretary will post the text of the resolution on the GPSC website. All resolutions must be sent to the Attorney General and Executive Secretary in writing prior to the meeting at which the resolution will be introduced.

6. Any member of the Council can write a resolution, but only Members of the General Assembly can motion to bring a resolution to the floor of the General Assembly for debate or vote.

7. All resolutions for consideration by the General Assembly must be sent to the Executive Secretary and Attorney General no less than three days before the next meeting of the General Assembly.

**ARTICLE V: MEETINGS**

1. The Council shall conduct meetings through the General Assembly in a respectful and professional manner.

2. **Meetings of the General Assembly**
   1. The Assembly will meet a minimum of four times per semester.
   2. The first meeting of each semester is scheduled by the Vice-President. The first meeting of the fall must occur before the third Monday of September; the first meeting of the spring must occur before the first Monday of February. The schedule of the remaining Assembly meetings for the semester shall be approved before the first meeting of each semester.
   3. 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.
   4. 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.
   5. A chairperson will preside over each meeting of the Assembly. In all cases except those in which the Vice-President has a conflict of interest, he or she shall serve as chair and set the agenda for meetings of the Assembly. If the Vice-President does have a conflict of interest on a specific matter, the Attorney General shall chair the meeting while the Assembly conducts business on that specific matter. If the Attorney General cannot chair due to a conflict of interest, the Assembly shall elect one of its members to serve as chair while conducting business on the specific matter. If the Vice President is absent from a meeting, the Executive Committee will select the chair by simple majority vote.
   6. If a Member of the General Assembly is unable to attend a meeting of the Assembly, he or she should designate a proxy from his or her constituency. The Member must notify the Executive Secretary, in writing or electronically, of the proxy who will attend the meeting. Notification must occur at least two hours prior to said meeting. One can serve as proxy for only one Member at an Assembly meeting. A proxy can only cast a vote at the meeting at which he or she is acting as a Member and the Executive Secretary has received a written or electronic notice of his or her proxy duty.
   7. 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 Assembly.

3. **Recess of the General Assembly**
   1. 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.
   2. The first recess is between fall and spring semesters and begins at the close of exams for fall semester and the start of classes for spring semester.
   3. The second recess is between spring and fall semester and begins at the close of exams for
spring semester and ends at the first meeting of the Assembly in the fall semester.

4. 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 necessary to promote the interests of graduate and professional students during these times.
   ii. Legislative approval and confirmation for appointments will be suspended during recess periods. The President shall have the right to appoint members to positions during these time periods. Any such appointed positions will expire on the day of first Assembly meeting of the academic year.

4. **Electronic Meetings**
   1. If a particular issue is judged to be time-sensitive, the Executive Committee may call, by a two-thirds majority vote, for a vote of the Assembly in electronic form, such as electronic mail or through a webpage form. A petition of one-fourth of all active Members of the General Assembly of the Assembly may also call for an electronic vote of the Assembly. All Members of the General Assembly of the Assembly must be notified in writing of the motion by the Executive Secretary. The Members of the General Assembly must have at least one week from the time of notification to complete their vote. A vote will be considered to pass if one-half of all active Members of the General Assembly complete the vote and a simple majority of the respondents vote in the affirmative.
   2. A vote in electronic form may not amend the Bylaws nor may it be used for judicial actions.

**ARTICLE VI: VOTING PROCEDURES**

1. At times, the General Assembly may be required to cast votes on a motion.
2. Voter eligibility within the General Assembly will be determined by Article VII of these bylaws or other bylaws if applicable.
3. The term vote shall refer to a formal indication of an eligible voter’s choice or opinion, in an election, referendum, or motion, whether by ballot or other method.
4. A presiding officer must supervise each vote. Depending on the case the President, Vice-President, or Attorney General may serve as presiding officer. In cases in which the General Assembly will vote on a motion, excluding those motions that deal with elections and the affairs of the Judicial Committee, the Vice-President will serve as presiding officer as he or she serves as chair of all meetings of the General Assembly. In cases of motions that deal with elections or affairs of the Judicial Committee, the Attorney General will serve as the presiding officer. In cases of recess meetings, in which the Executive Committee serves as the governing body of the council, the President will serve as presiding officer. The presiding officer is not allowed to cast a vote on the motion over which he or she presides. If a presiding officer cannot fulfill his or her duties due to a conflict of interest, the President will choose another member of the General Assembly or Executive Committee to serve as presiding officer, provided that an applicable bylaw does not specifically state another method for presiding officer selection or that the member does not have a conflict of interest as well.
5. These bylaws recognize the following rules for decision-making on all votes cast within the General Assembly or Executive Board:
   1. A simple majority shall refer to a number greater than half of the votes cast.
   2. A two-thirds majority shall refer to a number greater than or equal to sixty-six percent of votes cast.
6. The Attorney General will interpret any instances in which a bylaw’s voting rules are unclear as necessitating a voting method that requires a simple majority rule.
7. In situations necessitating votes, members of the General Assembly may choose from the following methods of voting unless an applicable bylaw explicitly requires a certain method.
   1. A vote by division of assembly is a voting method in which members of the General Assembly cast their votes on a motion by raising their voting cards. The presiding officer will first present the motion and then ask for those in favor of the motion to signify their support by
raising their voting card. Then the presiding officer will ask those opposed to signify their opposition by raising their voting cards. In all division of assembly votes, the presiding officer and the Executive Secretary both will 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 or greater than the number of votes required by the applicable rule as stated in Article VI, Section E of these bylaws or in another relevant bylaw.

2. A recorded vote is a voting method for the General Assembly in which the names and votes of members supporting or opposing a motion 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 and identify themselves by writing their full names and constituencies on the ballot. The presiding officer and Executive Secretary will 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 or greater than the number of votes required by the applicable rule as stated in Article VI, Section E of these bylaws or in another relevant bylaw.

3. 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 E 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.

4. A voice vote is a method of voting on any motion that does not require more than a simple majority vote for its adoption. The presiding officer will first present the motion and then ask for those in favor of the motion to vocally signify their support. Then the presiding officer will ask those opposed to vocally signify their opposition. The presiding officer will make an estimate of the count on each side and states what he or she believes the result to be. If the outcome of the vote is unclear upon completion of a voice vote, any member of the General Assembly may request a vote by division of assembly, recorded vote, or vote by secret ballot. The presiding officer must honor the request.

5. A vote by unanimous consent is a method of voting in which no eligible voter present objects to a motion. The presiding officer will first present the motion and then explain that if no eligible voter objects to the motion, the motion will pass. Then, the presiding officer will pause for a moment and listen for objection. If the presiding officer hears no objection, the motion passes. If the presiding officer hears an objection the motion will fail, and the motion will require a vote by division of assembly, recorded vote, vote by secret ballot, or voice vote.

6. 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 presiding officer then will distribute the ballots to the General Assembly. Members of the General 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 will tally the choices. 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, he or she may not receive any more votes. This process of counting and eliminating will 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 will cast a vote. If the presiding officer's vote does not satisfy a simple majority rule, the eligible voters will use a vote by secret ballot method 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

1. Composition
   1. 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.
   2. Members of the General Assembly will be apportioned as follows:
   3. The General Assembly will seat one Member for each academic constituency.
   4. For every 100 students within an academic constituency, the General Assembly will seat an additional Member for that constituency.

2. Representation
   1. All Members of the General Assembly must be enrolled in the academic constituency which they are elected to represent. Dual-degree students may represent either of the academic constituencies in which they will be enrolled during their tenure at the University.
   2. No one may hold more than one Member position.
   3. Members of the Executive Committee may not serve as Members of the General Assembly.
   4. If any of the eligibility requirements are violated during the term of the Member of the General Assembly, the Executive Secretary will declare the seat vacant.

3. Apportionment Process
   1. Before the first of August, the Executive Secretary shall contact the appropriate administrators in each of the graduate and professional schools regarding the expected enrollment of graduate and professional students for the coming academic year. The numbers reported should include incoming graduate and professional students.
   2. The Executive Secretary will determine the apportionment of Members of the General Assembly from this population data. The number of Members per academic constituency for the upcoming year will be publicly advertised on the Council website and will be communicated to the various schools and departments in an expedient measure in order to assist in election processes.
   3. No graduate or professional student can be counted as a member of more than one academic constituency for the purposes of apportionment.

4. Selection
   1. The Executive Secretary shall issue a call for Members of the General 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 Members apportioned for that constituency.
   2. If an academic constituency is represented by a student government association, that organization shall be responsible for selection of Members of the General Assembly.
   3. The 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 contested Member position.
   4. The names of the Member(s) of the General Assembly must be communicated to the Executive Secretary after their selection by the relevant authority. The selection process should be completed before the first scheduled meeting of the Assembly in the fall.
5. Seating
   1. A Member of the General Assembly shall be considered seated when his or her selection is communicated to the Executive Secretary.
   2. The term of office shall begin when the Member of the General Assembly is seated and end when the call for Members is issued for the subsequent academic year.

6. Responsibilities
   1. Members of the General 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 students in the graduate and professional schools at-large.
   2. Each Member of the Assembly must serve on an Internal Committee in order to address specific issues of the graduate and professional student community.
   3. In order to vote in the Young Trustee or Spring Elections, a Member of the General Assembly must have attended, or supplied a proxy to, a simple majority of the Assembly meetings prior to the Election. Members of the General Assembly who have been seated for less than 3 meetings prior to an election will be eligible to vote at the discretion of the Executive Secretary and Attorney General. Proxies representing a member of the Assembly are not eligible to vote for Young Trustee.

7. Pardoned Absence
   1. If a Member of the General Assembly is unable to attend a meeting, and cannot find a proxy to do so in his stead, or if an Executive Committee member is unable to attend a meeting, the General Assembly or Executive Committee member may be eligible to receive a Pardoned Absence.
   2. Requests for Pardoned Absences must be received by the Executive Secretary within 7 days following the absence. The Executive Secretary will 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.
   3. A Pardoned Absence is granted at the discretion of a committee composed of the Vice-President, Executive Secretary, and Attorney General. A Pardoned Absence may be granted for any conflict deemed reasonable by the committee, including, but not limited to, an academic or emergency conflict. The committee may request written proof of conflict before issuing a decision.

8. Recall
   1. Any seated Member of the General Assembly may be removed by his or her electors.
   2. If selected by a student government organization, that Member of the General Assembly may be removed by that organization’s internal procedures.
   3. A Member of the General Assembly may be removed by a recall vote from his or her constituency. A petition signed by forty percent of his or her constituency and presented to the Assembly is necessary to commence removal procedures. This petition must detail the reasons for the removal. The Attorney General will conduct the recall vote for that constituency. At least half of the students in that Member’s constituency must vote in the recall election for that Member. If a two-thirds majority is reached, the Executive Secretary shall declare the seat vacant.

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

10. Abandonment
    1. Members of the General 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 student government association, school, department, or program. After the third absence without proxy or Pardoned Absence, the Executive Secretary shall declare the seat vacant.

11. Resignations
   1. A Representative may resign his or her position by notifying the Executive Secretary, in writing.
   2. Upon receiving written notification, the Executive Secretary shall declare the seat vacant.

12. Vacancies
   1. If a seat of the Assembly becomes vacant, the Executive Secretary shall notify the appropriate school, program, or department of such vacancy. The affected school, program, or department shall follow the procedure outlined in Section D of this article to select a replacement Member of the General Assembly.

ARTICLE VIII: THE EXECUTIVE COMMITTEE

1. Membership and Responsibilities
   1. 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.
   2. 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 Absence. Executive Committee members may not use a proxy.
   3. Each member of the Executive Committee shall keep, maintain, and update a notebook containing all information essential to the execution of the position.
   4. The terms of office shall be one year or until their successors are installed, whichever comes first. The Executive Committee shall be installed at the adjournment of the last Assembly meeting in the spring semester.

2. Elections
   1. The Assembly shall elect, by a simple majority voting rule, the Executive Committee from the membership of the Council.
   2. Elections for Executive Committee positions shall occur at the spring Elections Session to occur in the spring semester no later than the first Assembly meeting in April. Each candidate for Executive Committee positions shall have the opportunity to speak and answer questions.
   3. 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 Elections session.
   4. The Attorney General shall conduct the votes by secret ballot. The order of elections shall follow the order of presentation of positions as written in Article III. If no nominations are received for a particular office, the election of that office will be postponed until the end of the election process for the remaining positions. 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.
   5. If no one attains a simple majority on the first ballot, the individuals with the two highest numbers of votes shall be placed on a second ballot and voting occurs again. Should no candidate achieve a simple majority from this ballot, a third ballot should be conducted in which each member of the current Executive Committee is allowed one vote.

3. Eligibility
1. 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.

2. No one may hold more than one position on the Committee.

4. Removal

1. A member of the Executive Committee may be removed by the Assembly if he or she shows gross misconduct or dereliction of duties.

2. The charges must be brought by a Representative of the Assembly or a member of the Executive Committee and presented, in written form, at a meeting of the Assembly.

3. The Judicial committee shall investigate the charges. The accused has the right to submit information to the committee and must be interviewed by the committee. If any member, including the chair, of the Judicial Committee has a conflict of interest, he or she shall be excused. The Assembly shall elect a replacement member or chair for the remainder of the trial.

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

5. 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 his or her defense and shall have the right to call witnesses to speak on his or her behalf. The accused has the right to question any witnesses brought against him and attend the presentation of evidence.

6. 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.

7. 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 Assembly. The accused has the right to prepare his or her case and must be given at least three days to do so.

5. Resignation

1. An Executive Committee member may resign his or her 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.

6. Vacancies

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

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

3. All other elected offices found to be vacant shall be immediately filled by appointment by the President with the confirmation of the Assembly. The President possesses the power to call an election as a means of appointment.

7. Duties of Executive Committee Officers

1. 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 shall have the authority to create positions, as necessary, to carry out the work of the Council. As well, he or she shall have the power to appoint members to these positions. He or she shall also have the power to create committees for the purpose of dealing with a 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 for his or her services 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.

2. Vice-President
   i. The Vice-President shall oversee all internal affairs of the Council. He or she 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 chair and set the agenda for all meetings of the Assembly and the Executive Committee. He or she 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.

3. Attorney General
   i. The Attorney General serves as the Parliamentarian of the Assembly.
   ii. The Attorney General shall assist, as necessary, in preparing resolutions and internal policy. All proposed legislation must be submitted to the Attorney General and Executive Secretary, in writing, before presentation at an Assembly meeting.
   iii. The Attorney General shall serve as presiding officer for elections within the Assembly and must provide election procedures to the Assembly at least one week prior to any election.
   iv. The Attorney General will oversee 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, if necessary.
   vi. The Attorney General shall be responsible for the maintenance of a current copy of the Bylaws.

4. 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. He or she 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. As the Secretary maintains the official list of Members of the General Assembly, he or she is responsible for determining the proper holder of any Member position.

5. Director of Finance
   i. The Director of Finance is responsible for the proper handling of all Council funds.
   ii. The Director of Finance, along with the finance committee shall prepare the Annual Budget and 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 periodic 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 up-to-date transaction log and outstanding transactions.
iv. The Director of Finance will 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 will assemble and chair the finance committee, who is responsible for reviewing group funding applications and assisting in the budget process. This is a standing committee that will meet on an as-needed basis. The Director of Finance, in cooperation with the Director of University Affairs, will run 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.

6. Director of University Affairs

i. The Director of University Affairs shall coordinate the Council nomination process for Members of the General Assembly to standing University committees. In addition, the Director will report monthly to the Vice-President on the frequency of committee meetings and the corresponding attendance of committee Members of the General Assembly.

ii. The Director of University Affairs shall assist the Vice-President with the organization of the Council Caucuses.

iii. The Director of University Affairs shall act as a manager of affiliated groups. He or she shall review new group affiliations, approve groups which follow Council guidelines, and bring forth to the Assembly for approval those groups whose affiliation status is questionable. He or she shall maintain a current database of affiliated groups, and shall manage gradleaders@duke.edu.

iv. The Director of University Affairs will actively serve on the finance committee during student group funding cycles.

v. The Director of University Affairs shall act as a liaison between affiliated organizations, the Office of Student Affairs and Facilities, and undergraduate organizations.

7. 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 and UCAE 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 Board 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 Board meetings.

8. 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. Issues to explore include, but are not limited to, concerns on graduate housing, student loans, health insurance, veteran affairs, and research funding policy. The Director 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 will also work with issues pertaining to various segments of the graduate and professional student community. Demographic issues to explore include, but are not limited to, international students, racial and ethnic minorities, the role of gender, and lesbian, gay, bisexual, and transgender students. The
Director shall once again ensure that the Council is aware of the issues of these traditionally excluded minorities as well as advertising the actions of the Council to these students.

iii. The Director of Advocacy will serve as the liaison between the Council and local representatives or administrators on issues pertaining to student advocacy.

iv. The Director of Advocacy shall be the official Assembly contact with 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 annual NAGPS-sponsored Legislative Action Days as a representative of the Assembly.

9. 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 sponsor and co-sponsor social events to foster a sense of community between graduate and professional students.

iii. They keep an open dialogue with key Student Affairs personnel in the Duke University administration.

iv. The Directors of Student Life lobby for initiatives conducive to the improvement of graduate and professional student life.

v. The Directors of Student Life may appoint a Council affiliate to serve as a special events coordinator to organize larger, annual student life events.

10. Director of Community Outreach

i. The Director of Community Outreach shall organize regularly occurring community outreach/service programming for graduate and professional students and provide support to existing graduate and professional student service groups.

ii. He or she shall encourage 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 GPSC and other graduate and professional student group community service activities and maintain a current database of campus community service groups and leaders, and shall create/manage an email listserv (i.e. csleaders@duke.edu) to facilitate communication between group leaders.

iv. The Director of Community Outreach acts as a liaison between existing campus community service groups and provides support to these groups.

v. 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.

11. Director of Academic Programming

i. The Director 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 Director of Academic Programming shall gather and maintain up to date information detailing academic affairs related University resources and policies. The Director of Academic Programming shall be responsible for monitoring and publicizing changes in policies and

iii. The Director of Academic Programming shall liaise with the Duke Career Center, career-oriented student groups, and career services programs in the various graduate and professional schools.

iv. He or she shall work to expand the range of available resources by strengthening alumni ties and developing relationships with recruiters and community resources, and will organize events of interest to graduate and professional student job seekers.
12. **Director of Communications**
   i. The Director of Communications shall devise, monitor, and implement the Council advertising, public relations, and communications initiatives.
   ii. The Director of Communications will establish and maintain contacts with campus media organizations, encouraging coverage of graduate and professional student concerns and Council activities. He or she will also maintain contacts with communications personnel in other organizations and departments across campus.
   iii. The Director of Communications encourages communication among the graduate and professional student community.
   iv. The Director of Communications will oversee the maintenance of the website and has the authority to appoint a Council affiliate to maintain the website as a content manager.
   v. The Director of Communications is responsible for publication of the weekly newsletter GPSCNews and for coordinating and maintaining informational and event items for GPSCNews.
   vi. 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, if necessary.
   vii. The Director of Communications shall manage all Council e-mail lists according to any adopted electronic communications policy.
   viii. The Director of Communications shall monitor the Assembly e-mail account (gpsc@duke.edu) to answer student questions and concerns.

**ARTICLE IX: COMMITTEES**

1. Council members shall serve on committees of the council and university. The committees consist of Internal Committees, Board of Trustees Standing Committees, and University Standing Committees.

2. **Internal Committees**
   1. 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.
   2. 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.

3. **Operational Committees**
   1. The Operational Committees shall assist the Council in fulfilling its business obligations and responsibly conducting its affairs in accordance with these Bylaws.
   2. 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.
   3. The Operational Committees shall include the Judicial, Finance, Student Life, Men’s Basketball, Young Trustee Screening, Community Outreach, and the Green Team.
   4. The Judicial Committee shall be chaired by the Attorney General and shall consist of three other members elected by the Assembly. This committee shall investigate all charges of misconduct by members of the Assembly and Executive Committee and report its findings to the Assembly. In addition, this committee shall advise the Council regarding the Bylaws.
   5. 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.

6. 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.

7. 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 men’s home basketball games. 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.

   i. The Basketball Committee will 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 Basketball Committee. If such disputes cannot be handled in such a manner, a meeting will be held between the Council President and the Basketball Committee Chairs who will then 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.

   ii. Membership and Election Guidelines

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

   iv. Each year, the Basketball Committee will nominate and elect co-Chairs to head the Basketball Committee. The nominees will be voted on by the Basketball Committee and then subject to approval by the Assembly.

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

   vi. 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.

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

8. 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, and present finalists to the Assembly.

9. 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.

10. The Green Team shall oversee the Council’s initiative to work towards a greener, more sustainable graduate and professional student experience. The committee will 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.

4. Presidential Advisory Committees
1. 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.
2. 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.
3. 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.
4. The Presidential Advisory Committees shall include the Academic Affairs, Student Affairs, Internal Affairs, and Community Interaction Committees.
   i. The Academic Affairs Committee shall address issues including, but not limited to, academic grievance, academic policy, and other scholastic issues, and shall undertake each year at least one major effort directed toward a broad academic issue of general interest.
   ii. The Student Affairs Committee shall address issues including, but not limited to, University-provided campus services, recreational services, and other forms of University-provided support that are essential to the well-being and productivity of students.
   iii. The Internal Affairs Committee shall be responsible for implementing leadership development programs for the members of the Assembly and Executive Committee. They shall also periodically assess and consider issues pertaining to the organization’s structure and operations with the goal of improving the Council’s overall effectiveness.
   iv. The Community Interaction Committee shall address issues relating to identity groups and relationships with other constituencies at the University. This committee shall also oversee non-social efforts to bridge constituencies within the graduate and professional population, to outreach and build relationships with the local and global community, and to connect the Council with similar organizations at other universities.

5. Board of Trustees Standing Committees
1. 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 for Members of the General Assembly from the Council to the Board of Trustee Standing Committees.
2. 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 General Assembly 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.

1. 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.
   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.

6. University Standing Committees
   1. 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 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 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 shall appoint members with an emphasis on equal representation of graduate and professional students. This committee shall review all applications; the committee shall then nominate, by slate, Members of the General Assembly to University committees at the second meeting of the Assembly.
      v. The Assembly shall approve the slate of Members of the General Assembly by a simple majority vote rule.
      vi. The Assembly can, by a two-thirds vote, suspend the slate and elect the Members of the General Assembly on an individual basis. Each representative must be elected by a majority vote. Before each election vote, the Vice-President must call for additional nominations from the floor.
      vii. Members of the General 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. Members of the General Assembly to University Committees shall serve as members of the Presidential Advisory Committees that encompass the scope of their University Committee appointment.
      ix. Members of the General Assembly to University Committees shall report their activities to the Assembly on a regular basis through the Director.
      x. Members of the General 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.

2. 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 will 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.

7. The Council Caucuses

   1. At the beginning of each academic year, the Vice-President and Director of University Affairs shall divide the members of the Assembly based on their current committee positions into special interest caucuses. These caucuses will function as working groups for council members to regularly discuss their committee agendas and meetings, and to advocate and plan initiatives in the interest of graduate and professional students.

   2. The Council Caucuses will include but are not limited to an Academic and University Affairs Caucus, Business and Finance Caucus, Facilities and Environment Caucus, Transportation and Safety Caucus, Career and Alumni Affairs Caucus.

   3. The Council Caucuses will meet at the discretion of the Vice-President during or outside of General Assembly meetings.

ARTICLE X: NOMINATION OF THE YOUNG TRUSTEE

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.

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 himself from the screening of that candidate.

3. Written applications for Young Trustee created by the Screening Committee will 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 will be collected by a date determined by the committee. The date for collection must be before the end of the fall semester.

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.

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.

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.

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

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.
2. When a real or perceived conflict of interest arises, the person who has the conflict of interest shall
immediately disclose the conflict of interest to the Attorney General, and either:
   1. Recuse one’s self from the duty, situation, or role under which the conflict arises, or
   2. Seek a ruling from the Attorney General consistent with allowing the person to continue in
      his or her capacity despite the existence or perceived existence of a conflict of interest.
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, who’s ruling shall be deemed
final.
4. Any violation of the clauses 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 Article VII & VIII.

ARTICLE XII: STUDENT FEES

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.
2. The President must meet with the President of the Union annually in order to discuss the current fee
   structure.
3. The amount of the fee needed per student for the workings of the Council will 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.
4. The Presidents should sign a document detailing the fee amount for the coming academic year and
   the distribution of the fees between the two bodies; this document should be sent to the appropriate
   officials in the Student Activities division of University Student Affairs.

ARTICLE XIII: BUDGET

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 September 1st of that year and remain in effect until
   August 31st of the following year. In that time the Assembly may alter the budget only after a vote.
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 over-drafting.

ARTICLE XIV: AFFILIATION OF CAMPUS GROUPS

1. In order to be affiliated with the Council, a group must:
   1. Be comprised of at least 30% graduate and professional students.
   2. Operate in accordance with the organization’s anti-discrimination policy.
   3. 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.
   4. Refrain from engaging in activities that violate University, municipal, state, or federal
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.

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.

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

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 no fewer than two other committee members). At the start of each academic year the funding deadlines will be announced and approved by the Assembly. Applications shall be made online and posted at least two weeks prior to the deadline.

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.

3. Events which may be considered for funding include, but are not limited to, charity work, community service, speakers, journals, cultural presentations or discussions, and social events that are open to all graduate and professional students. This is not an inclusive list. 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.

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.

5. In the case that student groups wish to seek funding for events that have previously occurred, applications will only be reviewed by written or electronic arrangement with the finance committee.
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 will be posted on the Council website and communicated to all student group leaders.

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

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).

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.

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.

11. Affiliation with the Council or Duke Student Government will be required for consideration for group funding. Preference 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 if and only if the events organizers expect the event participants to be at least 30% graduate and professional students.

ARTICLE XVI: JO RAE WRIGHT STUDENT ADVOCACY AWARD

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.

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

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

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

1. The Graduate and Professional Student 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.

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.

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

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

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

ARTICLE XIX: ACRONYM AND LOGO

1. The acronym GPSC may be used to represent the full name of the Graduate and Professional Student Council.
2. The sole logo of the Council shall be the four letters ‘G’, ‘P’, ‘S’, ‘C’ in the graphics design approved by the Assembly.
3. The use of the logo is restricted to correspondence from the Council and as directed by the Council.

ARTICLE XX: PROCEDURE FOR AMENDMENT

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 Members of the General Assembly of the amendment as well as post the text of the proposed amendment on the Council website.
2. Amendments to these Bylaws must be approved by a two-thirds vote of the Assembly.