Bylaws of the
Graduate and Professional Student Council
of Duke University

ARTICLE I. NAME

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

ARTICLE II. PURPOSE

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.

The Council shall aspire to provide a voice for student opinion and a means through which students will participate in the growth of the community and the governing of this institution. The existence of the Council places a responsibility on graduate and professional students to participate in the development of the University.

ARTICLE III. MEMBERSHIP

A. All graduate and professional students at Duke University shall be members of the Council.

B. All members shall have the right to attend all open meetings of the Council and to view all open records of the Council.

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

ARTICLE IV. GENERAL ASSEMBLY

A. 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.

B. 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. Each academic constituency shall have one Representative for every hundred fulltime registered students, or their equivalent, rounded to the nearest hundred registered students. Each academic constituency shall have a minimum of one Representative.

C. The Assembly shall have the authority to pass legislation that addresses issues of concerns for the graduate and professional student community. Legislation must pass by a simple majority in order to represent the views of the Council. All legislation must be written and available to members for consideration.

D. Meetings

1. 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 at the first meeting of each semester. The Assembly must meet a minimum of four times per semester.

2. 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.

3. A meeting of the Assembly must have one-third of all Representatives holding active seats or their appointed proxies present for quorum. The number of active seats is equal to the total number of possible seats as determined in the apportionment process minus seats for which no Representative has been seated and seats that have been declared vacant. No vote can be taken at meetings without quorum. However, the Assembly may discuss relevant business.

4. Standing meetings may be cancelled by a unanimous vote of the Executive Board or a petition of one-half of the active seats of the Assembly.

5. The Vice-President shall chair and set the agenda for all meetings of the Assembly. If the Vice-President has a conflict of interest on a specific matter, the Attorney General shall chair the meeting while the Assembly conducts business on the 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 Board will select the chair by majority vote.

6. If a Representative is unable to attend a meeting of the Assembly, he or she should designate a proxy from his or her constituency. The Representative 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 Representative at an Assembly meeting. A proxy can only cast a vote at the meeting at which he or she is acting as a Representative and the Executive Secretary has received a written or electronic notice of his or her proxy duty.

E. Any member of the Executive Board shall have the right to address the Assembly and propose legislation for the consideration of the Assembly. Members of the Board shall have the right to attend executive sessions of the Assembly.

F. Recesses

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

2. During these recess periods, the authority of the Council will rest with the Executive Board.

ARTICLE V. REPRESENTATIVES TO THE ASSEMBLY

A. Eligibility

1. All Representatives 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 Representative position.

3. Members of the Executive Board may not serve as Representatives to the Assembly.

4. If any of the eligibility requirements are violated during the term of the Representative, the seat will be declared vacant.

B. Apportionment

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 Representatives from this population data. The number of Representatives 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.

C. Selection

1. The Executive Secretary shall issue a call for Representatives 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.

2. If an academic constituency is represented by a student government association, that organization shall be responsible for selection of Representatives to the Assembly.

3. The students in an academic constituency not represented by a student government association shall determine their own procedures for selecting Representatives. If necessary, the Attorney General will assist in conducting elections for a contested Representative position.

4. The names of Representatives must be communicated to the Executive Secretary after their selection. The selection process should be completed before the first scheduled meeting of the Assembly in the fall.

D. Seating

1. A Representative shall be considered seated when his or her selection is communicated to the Executive Secretary.

2. The term of office shall begin when the Representative is seated and end when the call for Representatives is issued for the subsequent academic year.

E. Responsibilities

1. Representatives 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 Representatives 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 Representative of the Assembly should serve on an Internal Committee in order to address specific issues of the graduate and professional student community.
F. In order to vote in the Young Trustee Elections or the spring Elections session, a Representative must have attended, or supplied proxy, for at least three prior Assembly meetings. Proxies representing a member of the Assembly are not eligible to vote for Young Trustee.

G. Pardoned Absence
   1. If a Representative is unable to attend a meeting, and cannot find a proxy to do so in his stead, or if an Executive Board member is unable to attend a meeting, the Representative or Executive Board 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 Board 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.

H. Recall
   1. Any seated Assembly Representative may be removed by his or her electors.

   2. If selected by a student government organization, that Representative may be removed by that organization’s internal procedures.

   3. A Representative 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. Two-thirds of the students in that Representative’s constituency must vote in the affirmative to recall that Representative. If such majority is reached, the Executive Secretary shall declare the seat vacant.

I. Removal
   1. A Representative may be removed by the Assembly if he or she shows gross misconduct, dereliction of duties, or other conduct unbecoming a member of the Assembly.

   2. The charges must be brought forth by a Representative of the Assembly or member of the Executive Board and presented, in written form, at a meeting of the Assembly.
3. The Judicial committee shall investigate the charges. The accused Representative 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 his or her and attend the presentation of evidence.

6. The accused Representative must excuse himself from the chamber for the vote of removal. The Assembly must vote by a three-quarters majority to remove the Representative from the Assembly. The Attorney General shall confirm the results of the vote and, if the appropriate majority is reached, declare the seat 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.

J. Abandonment

1. Representatives 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.

K. Resignations

1. A Representative may resign his or her position by notifying the Executive Secretary, in writing. The Executive Secretary shall declare the seat vacant.

L. 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 C of this article to select a replacement Representative.
ARTICLE VI. EXECUTIVE BOARD

A. The Executive Board shall consist of the following elected officers: President, Vice-President, Executive Secretary, Treasurer, Attorney General, Academic Officer, Student Life Co-Chairs, Communications Coordinator, University Affairs Coordinator, Student Group Liaison, Community Outreach Coordinator and Career Services and Professional Development Chair.

B. The Executive Board 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.

C. The Executive Board 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 Board.

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

E. Each member of the Executive Board shall keep, maintain, and update a notebook containing all information essential to the execution of the position.

F. The terms of office shall be one year or until their successors are installed, whichever comes first. The Executive Board shall be installed at the adjournment of the last Assembly meeting in the spring semester.

G. Elections
   1. The Assembly shall elect, by a simple majority vote, the Executive Board from the membership of the Council.

   2. Elections for Executive Board 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 Board 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 this article. 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 Board is allowed one vote.

H. Eligibility

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

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

I. Removal from office

1. A member of the Executive Board 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 Board 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 three-quarters majority to remove the member from the Executive Board. 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.
J. Resignation

1. An Executive Board member may resign his or her position by notifying the President, Executive Secretary and Assembly, in writing. The President shall declare the office vacant.

K. 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 Assembly shall elect a new President.

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.

L. Legislative Recesses

1. During legislative recesses, the running of the Council shall rest with the Executive Board. The Executive Board shall have all powers necessary to promote the interests of graduate and professional students during these times.

2. 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.

ARTICLE VII. DUTIES OF EXECUTIVE BOARD OFFICERS

A. President

1. 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.

2. 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.

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

4. The President shall have the authority to appoint members to special University committees, as necessary.
5. 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.

B. Vice-President

1. 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.

2. The Vice-President will chair and set the agenda for all meetings of the Assembly and the Executive Board. 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 Board elections and judicial proceedings.

3. The Vice-President shall coordinate all logistical planning for Assembly and Executive Board meetings, including room reservations and supplies.

C. Executive Secretary

1. 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.

2. 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.

3. The Secretary shall take roll at all meetings and record all votes.

4. As the Secretary maintains the list of Representatives to the Assembly, he or she is responsible for determining the proper holder of any Representative position.

D. Treasurer

1. The Treasurer is responsible for the proper handling of all funds of the Council.

2. The Treasurer, with the incoming treasurer, shall prepare the Annual Budget and submit it to the Executive Board 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.
3. The Treasurer will prepare periodic reports to the Assembly detailing the current financial status, as well as year-to-date disbursements. The Treasurer will also prepare a final report for the end of the academic year that contains up-to-date transaction log and outstanding transactions.

4. The Treasurer will have charge of all accounts managed by the Council. The Treasurer will be responsible for reimbursing members for funds spent for Council activities.

5. The Treasurer 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 Treasurer, in cooperation with the Student Group Liaison, will run the group funding process.

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

E. Attorney General

1. The Attorney General serves as the Parliamentarian of the Assembly.

2. The Attorney General shall assist, as necessary, in preparing resolutions and internal policy. All proposed legislation must be submitted to the Attorney General, in writing, before presentation at an Assembly meeting.

3. The Attorney General conducts all elections within the Assembly and must provide election procedures to the Assembly at least one week prior to any election.

4. The Attorney General will oversee the Judicial Committee and review any policy changes brought before the committee.

5. The Attorney General shall conduct an annual review of the Bylaws and propose changes, if necessary.

6. The Attorney General shall be responsible for the maintenance of a current copy of the Bylaws.

F. Academic Officer

1. The Academic Officer 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.

2. The Academic Officer shall gather and maintain up to date information detailing academic affairs related University resources and policies.
3. The Academic Officer shall be available to consult with students regarding academic-related questions and concerns.

4. The Academic Officer shall be responsible for monitoring and publicizing changes in policies and resources related to academic affairs.

5. When appropriate, the Academic Officer may advocate for change of existing policies and resources or the creation of new ones. He or she may also assess use, efficacy and satisfaction with current policies and resources.

G. Student Life Co-Chairs

1. The Student Life Co-Chairs shall coordinate and organize programs of interest to the graduate and professional student community, including social events.

2. The Student Life Co-Chairs sponsor and co-sponsor social events to foster a sense of community between graduate and professional students.

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

4. The Student Life Co-Chairs lobby for initiatives conducive to the improvement of graduate and professional student life.

H. Communications Coordinator

1. The Communications Coordinator shall devise, monitor, and implement the Council advertising, public relations, and communications initiatives.

2. The Communications Coordinator 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.

3. The Communications Coordinator encourages communication among the graduate and professional student community.

4. The Communications Coordinator will oversee the maintenance of the website and has the authority to appoint a Council affiliate to maintain the website.

5. The Communications Coordinator is responsible for publication of the weekly newsletter GPSCNews and for coordinating and maintaining informational and event items for GPSCNews.
6. The Communications Coordinator is responsible for annual review and updating of the Communications Policy, and bringing those changes to the attention of the Assembly, if necessary.

7. The Communications Coordinator shall manage all Council e-mail lists according to any adopted electronic communications policy.

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

I. University Affairs Coordinator

1. The University Affairs Coordinator will work on issues pertaining to the 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 Coordinator shall 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.

2. The University Affairs Coordinator shall coordinate the Council nomination process for representatives to standing University committees. In addition, the Coordinator will report monthly to the President on the frequency of committee meetings and the corresponding attendance of committee representatives.

3. The University Affairs Coordinator 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.

J. Student Group Liaison

1. The Student Group Liaison 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.

2. The Student Group Liaison shall act as a liaison between affiliated organizations, the Office of Student Affairs and Facilities, and undergraduate organizations.

3. The Student Group Liaison shall organize meetings of leaders of affiliated organizations throughout the year.

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

2. 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.

3. He or she 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.

4. The Community Outreach Coordinator acts as a liaison between existing campus community service groups and provides support to these groups.

5. The Community Outreach Coordinator shall remain current with Duke University’s community service programs and advocate for graduate and professional student involvement in those programs.

L. Career Services and Professional Development Chair

1. The Career Services and Professional Development Chair shall liaise with the Duke Career Center, career-oriented student groups, and career services programs in the various graduate and professional schools.

2. He or she shall consolidate and publicize available resources to the graduate and professional student body.

3. He or she shall work to expand the range of available resources by strengthening alumni ties and developing relationships with recruiters and community resources.

4. He or she will organize events of interest to graduate and professional student job seekers.

ARTICLE VIII. INTERNAL COMMITTEES

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

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.
C. 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.

ARTICLE IX. OPERATIONAL COMMITTEES

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

B. 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.

C. The Operational Committees shall include the Judicial, Finance, Social, Men’s Basketball, Young Trustee Screening, Community Outreach, and Career Advisory Committees.

1. 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 Board and report its findings to the Assembly. In addition, this committee shall advise the Council regarding the Bylaws.

2. The Finance Committee, composed of members appointed by the Treasurer, shall oversee the finances of the Council. The committee should assist the Treasurer 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.

3. The Social Committee, chaired by the Student Life Co-Chairs 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.

4. 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. 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.

5. 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.
6. 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.

7. The Career Advisory Committee, chaired by the Career Services and Professional Development Chair and composed of volunteer members, shall be responsible for publicizing career-related events and resources of interest to the graduate and professional student body, as well as working to expand the range of available resources.

ARTICLE X. PRESIDENTIAL ADVISORY COMMITTEES

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.

B. The President 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.

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.

D. The Presidential Advisory Committees shall include the Academic Affairs, Student Affairs, Internal Affairs, and Community Interaction Committees.

   1. 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.

   2. 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.

   3. The Internal Affairs Committee shall be responsible for implementing leadership development programs for the members of the Assembly and Executive Board. 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.

   4. 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.

ARTICLE XI. MEN’S BASKETBALL COMMITTEE

A. 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.

B. The policy for Men’s Basketball Campout shall be drafted by the Committee and presented to the Assembly for its approval. The policy must be presented at a meeting of the Assembly in the spring semester.

C. Membership and Election Guidelines

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

2. 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.

3. 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.

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 Representatives regarding Campout issues and to keep the Assembly informed of relevant Campout information and dates.

E. 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.

ARTICLE XII. NOMINATION OF THE YOUNG TRUSTEE

A. 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.

B. 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 Young Trustee candidates must excuse herself from the committee.

C. 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.

D. 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.

E. The Assembly shall, by a majority vote, select one of the finalists to serve as the Council’s nominations for Young Trustee.

F. 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.

G. 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 Board shall by majority vote, appoint a member to serve out the remainder of the Young Trustee term, with the confirmation of the Assembly.

**ARTICLE XIII. COUNCIL REPRESENTATIVES TO BOARD OF TRUSTEES STANDING COMMITTEE**

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 for representatives from the Council to the Board of Trustee Standing Committees.

B. Nominations Process

1. Any member of the Council may serve as the Council’s representative to a Board of Trustees committee.

2. The Executive Secretary must advertise the positions and call for nominations at least two weeks prior to the spring Elections session.
3. After the completion of elections for Executive Board positions at the spring Elections Session, the Assembly shall elect, by a simple majority, representatives to the Board of Trustees standing committees.

4. 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 Board shall be given one vote.

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

1. If a vacancy occurs, the President will confer with the University Secretary to discuss replacement procedures under the University Bylaws.

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

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

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

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

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

ARTICLE XIV. COUNCIL REPRESENTATION TO STANDING UNIVERSITY COMMITTEES

A. The University Affairs Coordinator shall be responsible for organizing the process for nominating students to standing University committees.

B. The Coordinator shall publish a list describing all standing University committees with Council representation before the first Assembly meeting in the fall.

C. 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.

D. The Coordinator 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 coordinator 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, representatives to University committees at the second meeting of the Assembly.
E. The Assembly shall approve the slate of representatives by a majority vote.

F. The Assembly can, by a two-thirds vote, suspend the slate and elect the representatives 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.

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

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

I. Representatives to University Committees shall report their activities to the Assembly on a regular basis through the Coordinator.

J. Representatives 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.

K. Special Appointment Process for University Committees.

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

2. The University Affairs Coordinator shall announce the vacancy to the Assembly.

3. Interested students should apply to the University Affairs Coordinator to fill the vacant position.

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

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

**ARTICLE XV. STUDENT FEES**

A. 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.
B. The President must meet with the President of the Union annually in order to discuss the current fee structure.

C. 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 Treasurer 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.

D. 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 XVI. BUDGET

The budget shall be prepared by the treasurer 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.

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 Treasurer will determine if the funds can be redistributed or the Assembly needs to vote. If necessary, the Treasurer 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 Treasurer to keep those responsible for funds, as well as the Assembly, informed of the potential for and the severity of over-drafting.

ARTICLE XVII. AFFILIATION OF CAMPUS GROUPS

A. 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 which violate University, municipal, state, or federal regulations, statutes, or codes termination of affiliation.

5. Not be affiliated with Duke Student Government.
B. The benefits of affiliation are as follows:

1. Contact information, a description of the group and, if available, a link to a group website will be located on the Council website.
2. Recognition by the University through affiliation with the Council.
3. Ability to publish events through GPSCNews.
4. 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.
5. 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.

C. The student group liaison 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.

D. 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.

E. 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.

F. 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 vote of the Assembly.

G. Termination of affiliation will occur immediately after a 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 XVIII. GROUP FUNDING

A. The distribution of group funding for each funding cycle in the following year shall be established by the finance committee (which must include the treasurer, the student group liaison, 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.
B. 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.

1. 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.

2. 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.

3. 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.

C. 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.

D. 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 Board in the summer.

E. 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).

F. Event organizers must submit a brief written summary detailing the successes and shortcomings of the event before the following funding deadline. Failure to complete this requirement will result in loss of funding privileges for the following academic year.

G. Any funds that remain after each finding cycle can be drawn from in subsequent funding cycles, or if still unused carry over to the next year.

H. 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 XIX.  JO RAE WRIGHT STUDENT ADVOCACY AWARD

A. The Jo Rae Wright Student Advocacy Award shall be given annually in recognition of outstanding support of Duke University’s Graduate and Professional Student community. This award shall be presented annually at the GPSC Retreat.

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

ARTICLE XX.  COUNCIL ANTI-DISCRIMINATION POLICY

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.

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.

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.

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

ARTICLE XXI.  SPECIAL RULES OF ORDER

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

B. 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 Representatives of the Assembly may also call for an electronic vote of the Assembly. All Representatives of the Assembly must be notified in writing of the motion by the Executive Secretary. The Representatives 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 Representatives complete the vote and a simple majority of the respondents vote in the affirmative.

C. A vote in electronic form may not amend the Bylaws nor may it be used for judicial actions.

ARTICLE XXII. ACRONYM AND LOGO

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

B. The sole logo of the Council shall be the four letters ‘G’, ‘P’, ‘S’, ‘C’ in the graphics design approved by the Assembly.

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

ARTICLE XXIII. PARLIAMENTARY AUTHORITY

In accordance with these Bylaws, the Council shall conduct meetings in a general professional business manner.

ARTICLE XXIV. AMENDMENT

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

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