



Bylaws

Duke Graduate and Professional Student Council

Fall 2019

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ARTICLE I: LEGISLATION

Section 1. Overview

A. The General Assembly shall have the authority to pass legislation that address issues of concern to the graduate and professional student community.

Section 2. Definition of legislation

A. The term legislation is defined as a formal, written statement expressing the intentions of the assembly or actions that the assembly directs the executive committee and advises the Duke administration to perform.

Section 3. Quorum

A. The quorum for conducting business is one-half of all members of the Assembly plus one.

ARTICLE II: MEETINGS

Section 1. Frequency of Assembly Meetings

A. The Assembly shall meet at least four times per semester.

Section 2. Meeting Schedule

A. The first meeting of the fall semester must be held no later than the third week of September, and shall be scheduled by the Vice-President, who shall notify the assembly no less than two weeks in advance of the meeting date.

B. The first meeting of the spring semester must be held no later than the last week of January.

Section 3. Special Meetings

A. With one-week written notice to the members of the Assembly, the President may call special meetings of the Assembly.

B. A petition of one-quarter of all Assembly members may call for a special meeting.

Section 4. Cancellation of Regularly Scheduled Meetings

A. A petition signed by of a majority of Assembly members may cancel a regular meeting.

Section 5. Presiding Officer

A. The Vice President shall serve as Presiding Officer of meetings of the Assembly and set the agenda for meetings of the Assembly

B. If the Vice President is unable to serve as the Presiding Officer, the Attorney General shall serve as presiding officer; if the Attorney General is unable to serve as Presiding Officer, the assembly shall elect one of its members to serve as Presiding Officer.

Section 6. Recess of the Assembly

A. The Assembly shall recess for Winter and Summer recesses with a vote of 2/3 of the Assembly and prior notice to the Assembly.

B. During recesses of the General Assembly, the Executive Committee shall continue to execute the will of the Assembly and promote the interests of Graduate and Professional students.

Section 7. Emergency Voting by Electronic Mail (Email)

A. An emergency vote by email of the Assembly may be called by a two-thirds majority vote of the Executive Committee or by a petition of one-fourth of all active Representatives of the Assembly.

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

ARTICLE III: THE GENERAL ASSEMBLY

Section 1. Composition

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

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

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

Section 2. Representation

A. All Representatives of the Assembly must be enrolled in the academic constituency which they represent.

B. Dual-degree students may represent either of the academic constituencies in which they are enrolled but may not represent both.

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

D. Members of the Executive Committee shall not serve as Representatives of the Assembly.

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

Section 3. Apportionment Process

A. The Executive Secretary shall obtain the expected enrollment of graduate and professional students for the coming academic year for each approved constituency and determine the apportionment of constituents before the first of August of each year.

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

Section 4. Selection

A. The Executive Secretary shall issue a call for Representatives of the Assembly to each academic constituency at least three 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. The call shall also be published on the GPSC's website.

B. Students in an academic constituency shall determine their own procedures for selection Representatives of the General Assembly. If requested by the constituency, the Attorney General will assist in conducting elections for a Representative seat.

C. The selection process shall be completed before the first scheduled meeting of the Assembly in the fall. If a program or school requires additional time for selecting their Representatives, they must contact the Executive Secretary and obtain permission for the late selection.

Section 5. Seating

A. A Representative of the Assembly shall be considered seated when a constituency communicates the name(s) of their Representative(s) to the Executive Secretary.

B. The term of office shall begin when the Representative of the Assembly is seated, and the term shall end at the final meeting of the Spring semester of the academic year in which the Representative is seated.

Section 6. Responsibilities

A. Each Representative shall serve on a Committee in order to address specific issues of the graduate and professional student community.

B. Representatives are expected to attend Assembly meetings, obtain an excused absence, or provide a proxy to any assembly meetings they cannot attend.

C. Representatives must attend or supply a proxy to a majority of meetings (50% +1) prior to voting in the Young Trustee or Spring elections. Representatives who have been seated for 3 meetings or less prior to an election will be eligible to vote at the discretion of the Executive Secretary and Attorney General. Proxy votes cannot be utilized in Young Trustee or Spring elections.

Section 7. Excused Absence

A. Representative who is unable to attend a meeting and cannot supply a proxy shall notify the Executive Secretary at least 24 hours prior to the start of the meeting to request an excused absence.

B. The Executive Secretary shall grant an excused absence at their discretion for any reasonable conflict and shall notify the requesting Representative by the start of the next meeting.

C. If a Representative is denied an excused absence, they may appeal to the Attorney General, Vice-President, and President, who by a consensus opinion may overrule the Executive Secretary.

Section 8. Recall

A. A petition detailing reasons for a representative's removal from the assembly, signed by forty percent (40%) of the constituency and presented to the Assembly will initiate a recall vote for a constituency.

B. A two-thirds vote in favor of recall, with a quorum of the majority of students in the constituency participating in the vote, will result in the removal of the Representative.

C. The Attorney General shall conduct all recall elections.

Section 9. Abandonment

A. A seat will be considered abandoned after a Representative is absent, without proxy or excused absence, from two Assembly meetings in any one semester.

B. The Executive Secretary will notify the Representative of this policy after one unexcused absence. After the second, the Executive Secretary shall declare the seat vacant.

Section 10. Resignations

A. A Representative may resign their seat by notifying the Executive Secretary in writing, who shall then declare the seat vacant.

ARTICLE IV: THE EXECUTIVE COMMITTEE

Section 1. Meetings

A. The President and Vice President shall convene a minimum of one meeting per month during the fall and spring semesters, upon twenty-four hours' notice, to all members of the Executive Committee.

B. Members of the Executive Committee may not miss more than three total Assembly and Executive Committee meetings in a semester without Excused Absences. Executive Committee members may not use a proxy.

C. Each member of the Executive Committee shall maintain records containing all information essential to the execution of their position and shall present these records to any member of the Executive Committee or the Assembly within 48 hours if requested.

D. The terms of office for members of the Executive Committee shall begin at the start of the Summer Recess after their election and conclude at the beginning of the subsequent Summer Recess one year later.

Section 2. Elections

A. The Assembly shall elect the Executive Committee from the membership of the Council by instant runoff voting.

B. Elections for Executive Committee positions shall occur at the penultimate meeting of the Spring semester.

C. The Executive Secretary shall advertise the elections to the graduate and professional student community at least three weeks prior to the election. Council members may nominate themselves or may nominate another for the Executive Committee.

D. The Attorney General shall conduct the election. The office of the President shall be the first position elected. If the Assembly is unable to fill a position during the Spring Elections session, then the position will be considered vacant at the beginning of the Summer Recess and can be filled following Article VIII, Section 6.

Section 3. Eligibility

A. Members of the Executive Committee must be council members during their entire term of service.

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

Section 4. Impeachment and Removal from Office

A. A member of the Executive Committee may be removed from office by the Assembly for misconduct or dereliction of duties.

B. Assembly or Executive Committee members may initiate the removal process by submitting an impeachment resolution detailing charges against the Executive Committee member.

C. Upon receipt of an impeachment resolution, the Judicial Committee shall investigate the charged.

D. The accused shall have the following rights during the investigation:

- i. The right to speak before the Judicial Committee, and the right not to be compelled to speak before the Judicial Committee,
- ii. The right to submit information to the Judicial Committee to inform their recommendation,
- iii. The right to seek assistance and representation from any Representative or Executive Committee member,

iv. The right to examine all information gathered by the Judicial Committee.

E. The Judicial Committee shall present their findings to the Assembly at a meeting of the Assembly and shall either recommend removal or acquittal.

F. The Assembly shall debate the removal of the member. The accused shall have the rights to speak in their own defense, to call witnesses to speak on their behalf, and to question any witnesses interviewed by the Judicial Committee.

G. If the Judicial committee recommends removal, the Attorney General shall serve as prosecutor, and shall have the right to argue the case of the Judicial Committee, present evidence, bring witnesses to testify against the accused and cross-examine any witnesses brought forth by the accused.

H. A two-thirds vote is required for removal.

I. A trial shall take place within one month after the complaint is brought to the attention of the Judicial Committee. The accused and the Assembly must be given 3 business days' notice indicating that the trial will be held.

Section 5. Resignation

A. An Executive Committee member may resign their position by notifying the President, Executive Secretary and Assembly in writing.

Section 6. Vacancies

A. In the case that a vacancy exists in an office, the President shall appoint a Council member to the position.

B. If the Office of the President is vacant, the Vice-President shall assume the office of President

- i. The order of succession if the Office of the President is vacated is as follows: First, the Vice-President; second, the Attorney General; thereafter, Executive Committee members in the order listed in Article II, Section 3, Subsection B of the GPSC Constitution.
- ii. All other vacant elected offices shall be immediately filled by appointment by the President with the confirmation of the Assembly. If the vacancy is filled during a recess, then the confirmation by the Assembly must take place during the first Assembly meeting that occurs after the recess concludes.

Section 7. Duties of Executive Committee Officers

A. The President is the chief spokesperson for the Council and the official liaison between the Council and the University at large as well as all outside bodies.

- i. The President shall:
 - a. Deliver resolutions to the appropriate members of the University community.

- b. Create positions and convene committees as necessary to carry out the work of the Council and appoint members to these positions and committees.
- c. Devise and implement annual goals and strategies for the Council in consultation with the Executive Committee.
- d. Appoint members to special University committees.
- e. Chair the Presidents' Council, which will be comprised of the Presidents, or similarly appointed roles, of each graduate and professional school. The Presidents' Council shall meet not less than four times per year.

B. The Vice-President oversees the internal affairs of the council and ensures that members of the Assembly, Executive Committee, and Committees of the Assembly perform their duties appropriately.

- i. The Vice President shall:
 - a. Serve as the Presiding Officer and set the agenda for all meetings of the Assembly and the Executive Committee.
 - b. Propose an agenda for each Assembly meeting to be approved by the Executive Committee at least one week in advance of the Assembly meeting.
 - c. In the case of a tied vote in the Assembly, the Vice President shall follow Speaker Denison's rule as described in the Standing Rules of the GPSC.

C. Attorney General is the adjudicator of the GPSC and ensures that the Standing Rules are followed, decorum maintained, and Bylaw, Constitution and Special Rules of Ordered are upheld.

- i. The Attorney General shall:
 - a. Serve as the Council's parliamentarian.
 - b. Assist the Council in preparing resolutions and developing internal policies.
 - c. Serve as presiding officer during elections.
 - d. Serve as Chair of the Judicial Committee and represent the Judicial Committee before the assembly.
 - e. Conduct an annual review of the bylaws to ensure the bylaws continue to meet the needs of the Council and to maintain a current copy of the bylaws.

D. Executive Secretary is the record keeper and is responsible for ensuring accurate and thorough representation of business and discussion at Executive Committee and Assembly meetings.

- i. The Executive Secretary shall:
 - a. Keep a record of the proceedings of Assembly meetings and to distribute those records to the Assembly in advance of the next Assembly meeting.
 - b. Keep a record of the proceedings of Executive Council meetings and distribute those records to the Executive Committee in advance of the next Executive Committee meeting.
 - c. Maintain Council documents, including resolutions and the GPSC handbook.
 - d. Manage the process for apportioning, selecting, seating and ensuring the attendance of Assembly members at Assembly meetings.
 - e. Take roll at Assembly meetings and, with the Vice President and Attorney General, ensure compliance with the Assembly's voting procedures.
 - f. Maintain an official list of Representatives of the Assembly.

E. Director of Operations is the facility maintainer, ensuring appropriate care of the GPSC House and facilitates operations of Executive Committee and Assembly meetings.

- i. The Director of operations shall:
 - a. Coordinate the logistics required for Assembly and Executive Committee meetings.
 - b. Supply the Assembly and Executive Committee as required for the conduct of their duties.
 - c. Serve, ex officio, on the GPSC Community Pantry Committee and the GPSC Emergency Travel fund committee
 - d. Manage the GPSC house

F. Director of Finance handles all aspects of fiscal responsibility for the Council.

- i. The Director of Finance shall:
 - a. Serve as treasurer of the Council, including overseeing the disbursement of funds and reimbursement of member expenses.
 - b. Chair the Finance Committee.
 - c. Prepare the annual budget in conjunction with the Finance Committee.
 - d. To prepare monthly and year-end reports to the Assembly and Executive Committee detailing the current financial status of the Council.

- e. To make recommendations to the Assembly as necessary regarding changes in the student fee structure

G. Director of University Affairs handles all dealings with student groups affiliation and seats Assembly members into committees.

- i. The Director of University Affairs shall:
 - a. Directly oversee Committees and Task Forces of the Council, and to report directly to the Vice President.
 - b. Chair a committee composed of the President, Vice President, Attorney General, and Executive Secretary, which shall nominate members to external committees, internal standing committees, and task forces, which will be confirmed by the Assembly.
 - c. Provide monthly reports on the activities of task forces to the Assembly.
 - d. Manage affiliated groups by:
 - 1. Reviewing new group affiliation applications.
 - 2. Approving group affiliation applications which meet the guidelines established by the Council.
 - 3. Defer to the Assembly in cases where affiliation status does not clearly meet established guidelines.
 - 4. Maintain contact information for all graduate student group leaders.

H. Director of Advocacy oversees the Council's efforts to advocate for the interest of graduate and professional students at the local, state, and national level.

- i. The Director of Advocacy shall:
 - a. Ensure that the Council is aware of issues outside of Duke University which affect graduate and professional students.
 - b. Develop strategic plans to advocate on behalf of the Council on these issues.
 - c. Ensure that the Council is aware of the issues affecting traditionally excluded minorities and to advise those communities of the actions the Council has taken to advocate for their interests.
 - d. Serve as the liaison between the Council and Duke bodies which engage in advocacy work, in particular the Duke Government Relations Office.
 - e. Serve as the official Council contact to the National Association of Graduate and Professional Schools (NAGPS) and to report to the assembly on the activities of that organization.

- f. Attend NAGPS-sponsored Legislative Action Days (LADs) and to recruit and select council members to participate in the NAGPS LADs.

I. Directors of Student Life organize social programming on behalf of Graduate and Professional Students at Duke.

- i. The Directors of Student Life shall:
 - a. Advertise and promote Student Life programs to the Graduate and Professional student body.
 - b. Co-sponsor events to foster collaboration among different graduate and professional student organizations.
 - c. Co-chair the Student Life Committee.

J. Director of Community Outreach plans regularly occurring outreach and service programming for the Council and supports existing graduate and professional student groups at Duke University.

- i. The Director of Community outreach shall:
 - a. Promote collaboration between existing campus community service groups.
 - b. Organize programming to improve Duke-Durham relations.
 - c. Promote the community service activities of the Council and other Graduate and Professional student groups.
 - d. Serve as the liaison to the Duke Community Relations Office.
 - e. Maintain a database and email listserv of campus community service groups and leaders.
 - f. Spread awareness of Duke University's existing community service programs to the Graduate and Professional student body

K. Director of Academic programming coordinates activities which directly support the academic well-being of Graduate and Professional students and advocates for the academic interests of students.

- i. The Director of Academic Programming shall:
 - a. Serve as a point of contact for graduate and professional students to learn about academic policies and resources at Duke.
 - b. Maintain current information on University academic resources and policies.
 - c. Monitor and publicize important changes in such policies to the graduate and professional student body.
 - d. Manage the GPSC Lawyer Assistance Program.

- e. Serve as liaison to the Duke Career Center, career-oriented student groups, and career services programs in the graduate and professional schools.
- f. Strengthen connections with alumni and develop relationships with community resources and job recruiters.
- g. Organize events relating to graduate and professional student job seekers.
- h. Further interdisciplinary activities between graduate and professional schools.
- i. Assist with student requests for academic improvements by liaising with appropriate University offices.

L. Director of Communications coordinates the Council's advertising, public relations, and communication initiatives.

- i. The Director of Communications shall have the following duties:
 - a. Establish and maintain relationships with campus media organizations in order to promote coverage of graduate and professional student concerns and of Council activities.
 - b. Establish and maintain relationships with communications personnel in other organizations and departments across campus.
 - c. Publish a weekly GPSC newsletter which will promote information and events of interest to the Council.
 - d. Perform an annual review of the Communications Policy and bring changes to the attention of the Assembly.
 - e. Monitor the Assembly e-mail account and answer student questions and concerns.
 - f. Oversee the GPSC website.
 - g. Publicize Resolutions of the assembly and amendments to the Bylaws or standing orders.

Section 8. Honoraria

A. The Assembly may disburse honoraria to Executive Committee members and shall have the power to determine the method in which honoraria (if any) are disbursed.

ARTICLE V: COMMITTEES

Section 1. Definitions

A. The Assembly shall oversee the following categories of committees:

- i. Internal Committees are those which are convened by the Assembly or Executive Committee and report directly to the Assembly. Internal committees are classified as:
 - a. Council Standing Committees, which carry out the internal work of the Council and investigate areas of concern of the Council that persist from year-to year.
 - b. Council Select Committees, which are convened by the assembly to investigate or develop solutions to a particular issue that the Assembly or President has identified, and which have specified terms of authority and a specific time course for the committee to do its work.
- ii. External Committees are those which are not convened by the Assembly or Executive Committee and primarily report to an outside party. External committees are classified as:
 - a. Board of Trustees Standing Committees, which advise the Board of Trustees.
 - b. University Standing Committees, which report to a specific department or individual within the University and govern or advise concerning specific university affairs.
 - c. University Task Forces or Select Committees, which are convened by the university to accomplish a specific task.

Section 2. Council Standing Committees

A. The Judicial Committee oversees all requests for judicial action and provides guidance to the GPSC concerning the operation of the Assembly and Executive Committee.

- i. The Attorney General shall chair the Judicial Committee.
- ii. The Assembly shall select four members to serve with the Attorney General on the Judicial Committee.

B. The Finance Committee oversees the finances of the Council and shall assist the Director of Finance in reviewing applications for funding from student groups and developing recommendations for future finding to present to the Assembly.

- i. The Director of Finance shall chair the Finance Committee.

C. The Student Life Committee is responsible for developing a diverse set of programming which appeals to the varied interests of the Graduate and Professional student community.

- i. The Student Life Committee shall be co-chaired by the two Directors of Student Life.

D. The Basketball Committee oversees the distribution of season tickets to the men's home basketball games and oversees the line policy for Men and Women's home

basketball games. The committee shall present these policies to the assembly for approval at the first meeting of the Fall semester.

- i. The chairs of the committee will be nominated by its members and approved by a majority vote of the assembly at the first meeting of the Fall Semester.
- ii. Any disputes concerning the line policy or ticket distribution policy will be handled first internally in the Basketball committee, and the complainant may then appeal to the President if the initial resolution is unsatisfactory.
- iii. Membership and Election:
 - a. Any full-time graduate or professional student may join the Basketball Committee.
 - b. The two Directors of Student Life serve ex officio on the Basketball Committee.

E. The Community Outreach Committee coordinates community outreach and service programming for graduate and professional students and promotes the involvement of the Graduate and Professional student body in community service and outreach programs.

- i. The Director of Community Outreach shall chair the Community Outreach committee.

F. The Diversity Committee shall strive to create a more inclusive university community grounded in respect and appreciation for individual differences, and shall advocate on behalf of graduate and professional students who due to their political ideology, religious affiliation, cultural background, race, color, national origin, disability, sexual orientation, gender, and/or age, may feel or appear underrepresented.

- i. The Director of Advocacy shall chair the Diversity Committee.

G. The Community Pantry Committee strives to mitigate food insecurity experienced by Graduate and Professional students which will include, at a minimum, providing pantry services to the student body.

- i. The chair of the Community Pantry Committee will be elected by the assembly during the Spring Elections session, after the Executive committee has been elected. The Chair of the community pantry may not be a member of the Executive Committee.
- ii. The Director of Operations shall serve Ex Officio on the Community Pantry Committee.

H. The Emergency Travel Fund Committee strives to reduce burdensome travel costs incurred by graduate and professional students who need to travel under short notice for a medical emergency or bereavement.

- i. The chair of the Emergency Travel Fund will be elected by the Assembly during the Spring Elections season after the Executive Committee has been elected.

The Chair of the Emergency Travel Fund may not serve on the Executive Committee.

- ii. The Director of Operations serves Ex Officio on the Emergency Travel Fund Committee.

Section 3. Presidential Advisory Committees

A. Presidential Advisory Committees shall research important issues identified by the council in order to assist in the planning and implementation of policy and projects, and aid in lobbying University administration for Council goals.

B. The President is responsible for selecting the members of Presidential Advisory Committees. The President shall select a chair for each committee, who shall coordinate research and lobbying efforts and be responsible for the general conduct of the committee.

C. The President shall maintain regular contact with the chairs of all Presidential Advisory Committees and may require chairs to report their findings at Assembly meetings.

Section 4. Board of Trustees Standing Committees and Strategic Task Forces

A. The President shall represent the Council on the Graduate and Professional Education and Research Standing Committee.

B. Nominations Process

- i. Any member of the Council may serve as the Council's representative to a Board of Trustees committee.
- ii. The Executive Secretary shall advertise available positions and make an open call for nominations at least two weeks prior to the Spring Elections Session.
- iii. The Assembly shall select members to fill Board of Trustee standing committee seats at the Spring Elections session, after the conclusion of Executive Committee elections.
- iv. Board of Trustee standing committee elections shall be conducted using instant runoff voting.

C. Special Appointment Process for Board of Trustees Standing Committees

- i. If a vacancy occurs, the President shall confer with the University Secretary and begin an appropriate special appointment process by formally announcing the vacancy to the Assembly and opening applications to the Council.
- ii. The Executive Committee shall review all applications and nominate a shortlist of three Representatives per vacancy, to be voted on by the assembly by Instant Runoff Vote.

- iii. If a vacancy occurs during the Summer Recess, the Executive Committee shall appoint members to fill these vacancies.

Section 5. University Standing Committees and Task Forces

A. Nominations Process

- i. The Director of University Affairs shall publish a list describing all standing University Committees requiring Council representation prior to the first assembly meeting.
- ii. The Director of University Affairs shall convene a Nominations Committee composed of the President, Vice President, and four members of the Assembly. The committee shall review all applications and nominate by slate students to serve on University committees, who will be confirmed by the Assembly by the second Assembly meeting.
- iii. The Assembly may, by a two-thirds vote, suspend the slate and elect the nominees on an individual basis. Before each vote, the Vice President must call for additional nominations from the floor.
- iv. Representatives of the Assembly to University Committees shall serve as members of the Presidential Advisory Committees that encompass the scope of their University Committee appointment.
- v. Representatives of the Assembly to University Committees shall report their activities to the Director of University Affairs on a regular basis.
- vi. Representatives of the Assembly to University Committees who fail to report regularly to the Director of University Affairs 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.

B. Special Appointment Process for University Committees

- i. If a vacancy occurs after the annual appointment process but while the Assembly is in session, the Director of University Affairs shall begin a special appointment process. These vacancies may occur through the resignation of a committee representative or the creation of a new committee.
- ii. The Director of University Affairs shall announce the vacancy to the Assembly.
- iii. Interested Council members should apply to the Director of University Affairs to fill the vacant position.

- iv. The Director of University Affairs shall convene a Special Nominating committee, consisting of the Director of Community Outreach, and at least 2 other Council members. This committee will review all applications and nominate students.
- v. If a vacancy occurs during a recess of the Assembly, the President shall have the power to appoint members to fill these vacancies.

Section 6. Special Appointment Process for Internal and External Committees

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

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

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

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

E. If a vacancy occurs during a recess of the Assembly, the President shall have the power to appoint members to fill these vacancies. The appointment will require approval by the Assembly at the next Assembly meeting. If no approval is received, the appointment expires.

ARTICLE VI: NOMINATION OF THE YOUNG TRUSTEE

Section 1. Eligibility

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.

Section 2. Screening Committee

A. 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.

B. Members of the screening committee are ineligible to run for Young Trustee.

Section 3. Applications

A. Written applications for Young Trustee created by the Screening Committee shall be available to the graduate and professional student body by November 1.

B. The committee must advertise the availability of applications for the nomination through campus media.

C. Completed applications shall be collected by a date determined by the committee. The date for collection must be before the end of the fall semester.

Section 4. Interviews

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

Section 5. Voting process

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

Section 6. Following the Election

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

Section 7. Vacancies

A. 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 VII: CONFLICT OF INTEREST

Section 1. Definition of conflict of interest

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

Section 2. Protocol

A. When a conflict of interest arises, the individual who has the conflict of interest shall immediately disclose the conflict of interest to the Attorney General, and either:

- i. Recuse one's self from the duty, situation, or role under which the conflict arises, or
- ii. Seek a ruling from the Attorney General allowing the person to continue in their capacity despite the existence of a conflict of interest.

Section 3. Appeal

A. If the Attorney general denies permission in response to an individual's request, the individual may appeal to the Judicial Committee, whose ruling will be final.

ARTICLE VIII: STUDENT FEES**Section 1. Overview**

A. The Assembly may assess a fee from all enrolled graduate and professional students at the University.

Section 2. Duke University Union Discussion

A. The President must meet with the President of the Duke University Union (DUU) annually in order to discuss the current fee structure, which may include transferring some portion of the collected funds to the DUU.

Section 3. Determining the fee

A. The amount of the fee needed per student for the workings of the Council shall be determined annually by the Assembly.

B. 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.

C. Recommendations shall be presented to the Assembly and voted on as part of the annual budget.

Section 4. Publication of Fee Details

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

ARTICLE IX: BUDGET**Section 1. Overview**

A. The Finance committee shall present a budget proposal to the assembly no later than the penultimate meeting of the Spring Semester.

B. The Council's fiscal year shall last from May 1 of one calendar year to April 30 of the next.

Section 2. Exhaustion of Funds

A. The Finance Committee shall inform the assembly if funds have been spent in excess of the budgetary allocation and inform the assembly if any particular expense or portfolio runs the risk of overspending its allocation.

ARTICLE X: AFFILIATION OF CAMPUS GROUPS

Section 1. Affiliation Procedure

A. The Council may recognize campus groups as being affiliated with the council under the procedures set out in the GPSC Special Rules of Order.

ARTICLE XI: GROUP FUNDING

Section 1. Overview

A. The Finance Committee shall propose student group funding allocation to the Assembly, which shall vote on a final funding allocation.

B. The Finance Committee shall propose deadlines for funding applications from student groups, and the Assembly shall approve these deadlines at the start of each Academic year.

Section 2. Purpose

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

Section 3. Priority

A. 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.

ARTICLE XII: SPECIAL RULES OF ORDER

Section 1. Definition of Written Communication

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

Section 2. GPSC Special Rules of Order

A. The Special Rules of Order of the GPSC shall be maintained by the Attorney General and Executive Secretary and be published on the GPSC website.

ARTICLE XIII: PROCEDURE FOR AMENDMENT

Section 1. Proposing Amendments

A. Proposed amendments to the Bylaws must be announced to the General Assembly at least one General Assembly meeting prior to the vote and submitted to the Attorney General and Judicial Committee for review.

Section 2. Approval of Amendments

A. Amendments to these Bylaws shall be made by a 2/3 vote of the Assembly, and advanced notice.

Last Revised: 24 September 2019