



**Special Rules of Order**

**Duke Graduate and Professional Student Council**

**Fall 2019**

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**Preface**

These Special Rules of Order codify the detailed operation of the Graduate and Professional Student Council (GPSC) and operate as an extension of the Constitution and Bylaws.

**ARTICLE I. GOVERNANCE****Section 1. Rules of Order**

A. The rules contained in the current edition of Robert's Rules of Order, Newly Revised, shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the constitution, bylaws, or these special rules of order of the GPSC.

**ARTICLE II. MEETINGS****Section 1. Meeting Schedule**

A. The assembly shall pass a meeting schedule for the Fall semester at the first meeting of the Fall semester and shall pass a meeting schedule for the Spring semester at the last meeting of the Fall Semester.

**Section 2. Special Meetings**

A. The President shall provide notice of the specific purpose of any special meeting to the Assembly, and only topics germane to that stated purpose may be discussed in that special meeting.

**Section 3. Proxy Voting**

A. Assembly representatives who wish to designate a proxy must provide the Executive Secretary the name of the proxy at least two hours prior to the meeting.

B. A proxy can replace only one Representative per meeting.

**Section 4. Emergency Voting by Electronic Mail**

A. The President and the Executive Secretary shall jointly be responsible for tabulating all voting conducted by Electronic mail.

B. Representatives of the Assembly must be notified of the exact wording of the motion to be voted on by electronic mail.

C. The voting period shall last for one week from the time that Representatives are informed of the exact wording of the motion.

D. The standard voting process shall apply to voting by Electronic Mail.

### **Section 5. Voting**

A. In the case of an exact tie, the Presiding Officer shall vote in the following order of priority:

To advance debate or prolong discussion

To maintain the status quo

B. The default method of voting on main motions shall be via recorded vote.

C. The default method of voting in elections or committee appointments with more than two candidates shall be Instant Runoff voting.

## **ARTICLE III. AFFILIATION OF STUDENT GROUPS**

### **Section 1. Criteria for Affiliation**

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

- i. Be comprised of a majority of graduate and professional students (the number equivalent to 50% +1).
- ii. Have an executive board comprised completely of Graduate and Professional Student.
- iii. Operate in accordance with the organization's anti-discrimination policy.
- iv. 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.
- v. Refrain from engaging in activities that violate University, municipal, state, or federal regulations, statutes, or codes termination of affiliation.
- vi. Not be affiliated with Duke Student Government.

B. Organizations may request the Assembly to grant an exception to the above requirements.

### **Section 2. Privileges of Affiliation**

A. Affiliated groups shall be granted the following privileges:

- i. Contact information, a description of the group and, if available, a link to a group website will be located on the Council website.
- ii. Recognition by the University through affiliation with the Council.
- iii. Ability to publish events through GPSC News.

- iv. 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.
- v. 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.

### **Section 3. Affiliation Rules and Regulations**

- A. Affiliated organization status does not guarantee any financial or material support from the Council.
- B. Affiliated groups may not speak on behalf of the Council or imply that they speak on behalf of the Council.
- C. The Assembly shall review the affiliation status of all groups at the first Assembly meeting of the fall semester. Groups may still apply for affiliation at any time.
- D. Groups may terminate their affiliation with the Council by informing the Director of University Affairs in writing.
- E. The Assembly may terminate the affiliation of any group by a majority vote.
- F. A campus group shall be deemed “inactive” when two years have passed since the date of the group’s last use of GPSC funds.

## **ARTICLE IV. EMERGENCY FUND**

### **Section 1. Emergency Fund Definition**

- A. The Emergency Fund is established and designated for use during times of financial crisis, hardships, or unexpected loses by the Council.
- B. The fund has an initial amount that cannot be moved or used for any other purpose except to alleviate times of financial burden or hardship by the Council.

### **Section 2. Use of Emergency Funds**

- A. In the event of a financial crisis, the Assembly may approve the use of the Emergency Fund which may be used to support meetings and events organized by the Executive Committee, GPSC Committees, and task forces.
- B. Approval of Emergency Fund use requires simple majority vote from the Assembly.
- C. Prioritization of Emergency Fund use will go to ensure operation of the Assembly and all essential resource services offered by the Council.

## **ARTICLE V. STUDENT GROUP FUNDING**

### **Section 1. Group Funding Applications**

- A. Group funding applications must include the following:
- i. A statement of purpose for the organization and proposed event(s)
  - ii. A budget including an expense breakdown and disclosure of funding obtained from other sources
  - iii. Proposed plan to publicize the event(s)
  - iv. Written acknowledgement of GPSC funding requirements
- B. Detailed instructions for group funding applications shall be posted on the Council website and directly communicated to all student group leaders.
- C. The Finance Committee shall prepare funding recommendations after the application deadline has closed and present them to the Assembly.

### **Section 2. Procedures for Groups Receiving Funding**

- A. Groups that receive GPSC funding must recognize the GPSC as an event sponsor and must advertise the event through Council resources such as the GPSC newsletter and website.
- B. Groups that receive funding must save original copies or original electronic copies of receipts for all purchases and reimbursements for at least 6 months after purchase. Groups which fail to comply with this section will lose funding privileges for the following funding cycle.
- C. The Finance committee may audit funded student groups under a process approved by the Assembly.
- D. Any allocated GPSC funds that remain unspent at the end of each funding cycle will be retained by the student organization for the next two funding cycles.
- E. The Director of Finance shall withdraw allocated funds from inactive student groups and shall withdraw allocated funds that remain unused after three consecutive funding cycles.

### **Section 3. Special Considerations for Student Group Funding**

- A. The Finance Committee shall present recommendations to the assembly for alternative budget allocation in the event of a surplus of available GPSC student organization funds.
- B. Organizations which are not affiliated with the GPSC or Duke Student Government shall not receive group funding.

C. Organizations which are affiliated with the GPSC shall receive priority in funding allocation; groups that are affiliated with the Duke Student Government may be allocated funds if the audience of the requested event is anticipated to be composed of at least 30% graduate and professional students.

D. Items that will not be considered for funding include alcohol, scholarships, and travel expenses to an event.

E. Honoraria for speakers may be funded if the event is cosponsored by the Council.

## **ARTICLE VI. LEGISLATION**

### **Section 1. Submission of Legislation**

A. Legislation must be sent to the Vice-President, Attorney General, and Executive Secretary no less than seven days before the meeting of the General Assembly at which the legislation is to be introduced.

B. Failure to submit legislation within the seven-day window provide may result in a delay of presentation of the legislation to the Assembly, at the discretion of the Vice President.

C. Proposals for Bylaws amendments shall be submitted to the Attorney General, and Judicial Committee with advanced notice of no less than 7 days.

D. Failure to submit amendments with advanced notice may result in a delay of presentation to the Assembly.

## **ARTICLE VII. GPSC WEBSITE**

### **Section 1. Maintenance of GPSC Website**

A. The Director of Communications may enlist the services of a webmaster to assist in the maintenance of the GPSC website.

## **ARTICLE VIII. GPSC INCLUSIVITY AWARD**

### **Section 1. Overview**

A. The GPSC Inclusivity Award shall be given annually to a member of the Duke faculty in recognition of outstanding commitment to fostering an inclusive environment within their department or program and/or promoting inclusiveness across Duke University's Graduate and Professional Student community and the academic community at large.

### **Section 2. Presentation of The Award**

This award shall be presented annually at the GPSC Banquet. A cash prize of an amount to be determined by the Inclusivity Award Presidential Advisory Committee will be awarded to (or split among) recipients and may be used for any activity which further promotes inclusivity"



### **Section 3. Nomination**

A. Members of the Council can submit nominees for the GPSC Inclusivity Award to the Inclusivity Award Presidential Advisory Committee.

### **Section 4. Selection process**

A. The President shall recommend a selection for the awardee(s) and present this recommendation to the General Assembly for approval prior to the Banquet.

### **Section 5. Definition of terminology**

A. Promoting inclusivity, for the purpose of this Article, is defined as fostering of attitudes and behaviors which support the perspectives of each member of the Duke University's Graduate and Professional Student community, with particular focus given to individuals whose demographics are traditionally underrepresented in their field. This can be achieved through both active engagement with the culture and ideas of minority groups and active disciplining of intolerance and exclusionary behavior.

B. Examples of actions which embody the spirit of inclusivity include but are not limited to the following:

- i. Participating actively in minority student groups,
- ii. Serving on panels or attending conferences which aim to engage the needs of underrepresented groups in graduate education,
- iii. Recruiting speakers or organizing programs to support underrepresented students,
- iv. Recruiting, retaining and graduating students currently or historically underrepresented in their field,
- v. Advocating changes in University or Departmental culture in order to prioritize inclusiveness,
- vi. Working with companies to encourage hiring or otherwise improving post-graduation prospects for underrepresented groups,
- vii. Forging collaborations or partnerships with organizations that promote diversity,
- viii. Participating in national consortia or other entities outside of the university dedicated to increasing the success of underrepresented groups in graduate education.

### **Section 6. Timeline**

A. By the third GA meeting in the spring, the Inclusivity Award Presidential Advisory Committee will put out a call for nominations and develop a rubric for evaluation of nominations. Review of nominations shall proceed through the course of the spring

semester and recommendations for which faculty member should receive the award will be given to the president at least 2 weeks in advance of the GPSC Banquet.

## **ARTICLE IX. JOE RAE WRIGHT STUDENT ADVOCACY AWARD**

### **Section 1. Overview**

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

### **Section 2. Presentation of the award**

A. This award shall be presented annually at the GPSC Banquet.

### **Section 3. Nomination**

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

### **Section 4. Selection process**

A. The Executive Committee shall select the awardee(s) and present this recommendation to the General Assembly for approval prior to the Banquet.

## **ARTICLE X. GPSC LOGO**

### **Section 1. Use of the Logo**

A. Use of the GPSC logo is restricted to correspondence from the Council and as directed by the Council.

## **ARTICLE XI. 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**

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

***Revised on: 24 September 2019***