I. Call to order

II. Approval of minutes (Minutes can always be found on the GPSO website.)

III. Approval of agenda

IV. Announcements
   a. Social Hour following Assembly meeting
   b. Guest speaker at next meeting

V. Executive Committee Communications
   a. President reports
      i. GPSO officer vacancy: Official call for nominations for treasurer. Please refer to the constitution and bylaws (Article IV, Section 8) for treasurer responsibilities.
      ii. Dean McKaig Leadership Fund
      iii. Campus safety issues per IUSA Women’s Affairs report
   iv. Committee/council highlight

   b. Staff and officer reports
      i. Communications Coordinator
      ii. Operations Coordinator
      iii. Vice President
      iv. Parliamentarian
      v. Liaison – Diversity Council
      vi. Awards Officer – Awards Committee
      vii. Benefits Officer – Benefits Committee
      viii. Sustainability Officer – Sustainability Committee

VI. Community concerns

VII. Adjourn
Preamble:
We, the graduate and professional students of the Bloomington campus of Indiana University, in order to represent our interests, concerns and unique perspectives to the university community and to participate in that degree of governance proper to our role within the university, do ordain this Constitution for the Graduate and Professional Student Organization and thereby establish a government for graduate and professional students.

Article I Section 1: Name.
The name of this organization shall be the Graduate and Professional Student Organization (GPSO).

Article I Section 2: Mission Statement.
The objectives of this organization shall be:

1. To act as the sole official representative of all members of the Indiana University-Bloomington (IUB) graduate and professional student population before the administration, faculty and student governance bodies;

2. To appoint graduate and professional student representatives to administrative, faculty, student and community committees, and other such venues in which graduate seats currently, or in the future, will exist; and

3. To address matters pertaining to the general academic, professional and social climate of IUB and the City of Bloomington as they affect the life and well-being of the graduate and professional student population.

Article I Section 3: Authority and Powers.
The GPSO can take any legal means to carry out its mission and advance the general welfare of the graduate and professional students of IUB. However, the GPSO and its members shall always comply with the Code of Student Rights, Responsibilities and Conduct and any other laws, rules and regulations governing Indiana University and its students.

Article II Section 1: Eligibility for Membership.
All graduate, professional and other post-baccalaureate students enrolled at IUB are members of the GPSO.

Article II Section 2: Non-Discrimination Statement.
No graduate or professional student at IUB shall be denied the benefits of membership in the GPSO on account of race, ethnicity, religion, gender, age, disability, marital status or sexual orientation. The use of gendered pronouns in this document shall not imply that the provision in question does not apply to a member of another gender.

Article II Section 3: Hazing Prohibition.
The GPSO shall not in any way endanger the mental, emotional or physical health or safety of any student for the purpose of initiation or admission into the organization.

Article III Section 1: Composition of Assembly, Eligibility and Term of Office.
The Graduate and Professional Student Assembly (the “Assembly”) shall be the legislative body of the GPSO. The Assembly shall be composed of voting and non-voting Representatives. Voting Representatives must be either graduate or professional students enrolled in a degree-granting program at IUB during their entire term of office. Non-voting representatives must be a graduate or professional students enrolled at IUB during their entire term of office. That term of office shall be one year, beginning, at the discretion of the department, on the first day of the fall or spring semester. Representatives may serve an unlimited number of terms.
Article III Section 2: Distribution of Seats.
Part 1: Each department shall be entitled to one voting representative for each 200 students or fraction thereof. Departments may elect co-Representatives to any seat they are entitled, but all co-Representatives assigned to any particular seat shall have only one vote between them.

Part 2: These seats will be based on enrollment numbers secured through the University Graduate School, the Office of the Registrar or the Recorder within each school.

Part 3: The Graduate Diversity Council and the International Center will each be allocated 5 voting seats on the Assembly. The same method of election will apply to these seats as the seats for each department.

Part 4: Non-voting seats may be provided for: 1) non-degree granting programs; or 2) interest groups that are primarily composed of graduate or professional students.

Part 5: One voting seat may be provided for a single voting caucus comprised of qualifying special interest groups that are at least partly composed of graduate or professional students. In order to qualify for participation in the voting caucus, the following criteria must be fulfilled: 1) the special interest group must be registered and in good standing with the Indiana University Student Activities Office; 2) any individual speaking on behalf of a registered student organization in the voting caucus must be eligible for membership in the GPSO as stipulated in Article II Section 1 above; 3) any individual speaking on behalf of a registered student organization in the voting caucus must be recognized by the Student Activities Office as a legitimately elected officer of that organization; and 4) representatives of special interest organizations wishing to participate in this voting caucus must alert the Executive Committee 48 hours in advance of a representative assembly meeting or election in order to allow the Executive Committee to verify legitimacy of the student as an organizational officer with the Student Activities Office.

Part 6: The term of office for each Assembly seat shall be one full year. Each department, program or organization should have a representative selected by the first Assembly meeting of the fall semester.

Article III Section 3: Method of Election.
Each department and its graduate or professional students are responsible for conducting an annual election for their representatives or otherwise selecting them for service in the Assembly. If a selection is not made, the Assembly reserves the right to accept volunteers from departments that are not already represented.

Article III Section 4: Duties and Powers of Representatives.
Part 1: Representatives are expected to perform the following duties:

1) represent the interests of their constituents in all matters before the Assembly;
2) inform the graduate or professional students in their departments of the issues and events important to the GPSO and its members;
3) attend all monthly meetings or send a proxy;
4) serve as members of a standing or ad hoc committee and participate in the activities therein.

Part 2: Representatives have the following powers:

1) propose agenda items for debate before the entire Assembly;
2) discuss proposals and issues before the Assembly; however, only voting members may actually vote on motions before the Assembly.

Article III Section 5: Vacancies, Removal and Recall.
Part 1: In the event that a seat is vacant as of the first day of the fall or spring semester, the Executive Committee shall contact the department to request that the seat be filled. If within one month no
representative has been found, the provisions of Article III, Section 3 may be utilized to fill the vacancy. In
the event that a Representative becomes unable to perform his/her duties during the academic year, s/he will
inform the Executive Committee in a timely manner. The vacancy will then be filled by the department and
its graduate or professional students as soon as possible.

Part 2: In the event of malfeasance, severe dereliction of duty or egregious abuse of power by a
Representative, the Executive Committee shall intervene with the Representative at their discretion.

Part 3: Any Representative may be removed by a two-thirds majority of the voting Representatives when
there is evidence of malfeasance, severe dereliction of duty or egregious abuse of power. A bill of
impeachment outlining the charges against a Representative may be prepared, introduced and passed at any
Representatives’ meeting. If a Representative is removed, the department will be notified immediately and
asked to select a replacement as soon as possible.

Part 4: A Representative may be recalled by his/her constituents at any time for due cause. The department
shall then immediately select a replacement to complete the Representative’s term.

Article III Section 6: Collective Powers of the Assembly and Conduct of Meetings.
Part 1: The Assembly has the following collective powers:

1) to pass resolutions on matters of interest to graduate and professional students;
2) to make policy recommendations to the university on behalf of graduate and professional students;
3) to elect officers to the Executive Committee;
4) to approve the creation and maintenance of staff positions;
5) to review the annual budget;
6) to impeach Representatives and officers as specified in the appropriate articles;
7) to interpret and approve changes to the by-laws and Constitution.

Part 2: Regular meetings shall be held at least once per month during the fall and spring semesters and at
least once during each summer session. Additional meetings may be called at the discretion of the Executive
Committee; at least 48 hours notice must be provided to the Representatives for such meetings.

Part 3: Quorum shall be considered to be one-third of voting Representatives currently occupying seats;
vacant positions shall not count towards this total. Any legislative action by the Assembly, including censure
and impeachment, requires that a quorum be present.

Part 4: Robert’s Rules of Order shall be used to conduct meetings; however, with unanimous consent these
rules may be waived.

Article IV Section 1: Composition of the Executive Committee.
The Executive Committee shall be the executive body of the GPSO. The Executive Committee shall be
composed of the five elected positions, the four appointed positions, a representative from the University
Graduate School and such staff positions as the Assembly may provide. Those elected officers are the
President, Vice President, Treasurer, Parliamentarian, and Liaison. Those appointed officers are the Awards
Officer, the Benefits Officer, the Sustainability Officer and the Grants Officer. The Executive Committee
shall meet at least twice a month. The Executive Committee will seek to reach all decisions through
consensus. However, in situations requiring a vote, the voting members shall be the elected officers. Quorum
for these meetings shall be three of these five elected officers.

Article IV Section 2: Eligibility and Term of Office.
The elected and appointed officers, as well as the staff members, must be currently-enrolled graduate or
professional students in a degree-granting program at IUB. The term of office for all elected and appointed
officers is one calendar year and runs from May 1 to April 30. If serving as a Departmental Representative,
the Executive Committee officers must immediately resign their seats upon inauguration; their departments
shall then select voting representatives to replace them. All officers may serve an unlimited number of terms,
but no officer may hold more than one position on the Executive Committee at the same time.
Article IV Section 3: Method of Election.
Officers shall be elected by the voting Representatives of the Assembly by a majority of those casting ballots at the January meeting and shall take office May first. If no candidate receives a majority of the votes, the two candidates receiving the largest number of votes shall immediately participate in a run-off election. All members of the incoming Executive Committee will train with their predecessors in the semester prior to assuming office.

Article IV Section 4: Method of Appointment
The GPSO President will advertise the appointed positions to the graduate and professional student body in early spring. The Executive Committee will nominate individuals for the appointed offices from the pool of interested parties. The Executive Committee will present the slate of nominees to the Assembly to be approved at the April meeting. All appointed officers of the incoming Executive Committee will train with their predecessors in the month prior to assuming office.

Article IV Section 5: Powers of the Executive Committee.
The Executive Committee shall have the following collective powers:

1) to delegate work to committees, officers and staff;
2) to appoint standing committee chairs in consultation with the committees themselves;
3) to remove standing committee chairs with the concurrence of three-quarters of the members of the Executive Committee;
4) to create ad hoc committees and appoint their chairs;
5) to enforce the Constitution and by-laws;
6) to create Assembly meeting agendas;
7) to oversee the implementation of decisions made at Assembly meetings;
8) to assist the Treasurer in creating the annual budget;
9) to advise the President on issues of importance to graduate and professional students.

Article IV Section 6: President.
The President shall have the following powers and duties:

1) to represent the graduate and professional student body to the university at large;
2) to serve as chair at all Executive Committee and Assembly meetings and inform Assembly as to the decisions made at Executive Committee meetings;
3) to prepare and submit draft agendas for both Assembly and Executive Committee meetings;
4) to serve as a representative to the Graduate Council, the Bloomington Faculty Council and the Student Advisory Board meetings and provide regular reports to the Executive Committee and Assembly;
5) to supervise, along with the appropriate administrative liaison, the staff positions;
6) to appoint graduate and professional students to university committees;
7) to perform any other functions necessary and proper to advance the welfare of the GPSO not expressly prohibited or delegated by the provisions of the Constitution or by-laws;

Article IV Section 7: Vice President.
The Vice President shall have the following powers and duties:

1) to fulfill the duties of the President when s/he is temporarily unable to perform them;
2) to represent the GPSO to the university at large as required;
3) to oversee and receive reports from delegates to GPSO and campus committees and to regularly summarize these reports to the Assembly;
4) to serve as representative to the All University Student Association and provide regular reports to the Executive Committee and Assembly;
5) to perform other duties requested by the Executive Committee.

Article IV Section 8: Treasurer.
The Treasurer shall have the following powers and duties:
1) to maintain the GPSO’s financial records;
2) to prepare the annual budget for review by the Assembly and provide a brief financial update at Assembly meetings at least once a semester;
3) to request disbursement of funds as required;
4) to work with the Awards Officer and the Awards Committee to ensure the timely execution of the Awards process;
5) to perform other duties requested by the Executive Committee.

Article IV Section 9: Parliamentarian.
The Parliamentarian shall have the following powers and duties:

1) to assure proper order and decorum during all Executive Committee and Assembly meetings;
2) to ensure that the Constitution and Bylaws are complete and current;
3) to record minutes of all Assembly and Executive Committee meetings and provide the Communications Coordinator a copy of all minutes;
4) to tally votes and perform other tasks that the Executive Committee may require to ensure smooth operation of meetings;
5) to gather the necessary data to determine the number of seats in the Assembly;
6) to update, with the assistance of the Executive Committee, the official history of the GPSO at the end of each academic year;
7) to perform other duties requested by the Executive Committee.

Article IV Section 10: Liaison.
The Liaison shall have the following powers and duties:

1) to act as a medium of communication between the GPSO and other student organizations;
2) to attend meetings of such student organizations as shall be determined by the Executive Committee at least twice per semester;
3) to serve as a medium of communication between the National Association of Graduate-Professional Students and GPSO;
   a) “medium of communication” entails that the Liaison may attend and actively participate in a NAGPS conference on behalf of the GPSO and file a written report to the Assembly as to the actions taken at the NAGPS conference.
4) to chair and organize the Diversity Council;
5) to perform other duties requested by the Executive Committee.

Article IV Section 11: Awards Officer

1) to recruit members for the Awards Committee and to chair the Awards Committee;
2) to oversee the Awards Committee and the review of GPSO Awards, including, but not limited to the Travel Grants, the Research Grants, the Faculty Mentor Award and the Pari Perana Award;
3) to ensure all applicants are notified of Awards Committee decisions
4) to maintain and update procedures for evaluating awards applications and nominations;
5) to update the Assembly on the status of the Awards process, when requested;
6) to perform other duties requested by the Executive Body.

Article IV Section 12: Benefits Officer

1) to recruit members for the Benefits Committee and to chair the Benefits Committee;
2) to represent the GPSO on committees relevant to the salaries and benefits of graduate students, including, but not limited to the Student Academic Appointee (SAA) Mandatory Health Plan Committee and the SAA Salaries Committee;
3) to develop GPSO resolutions and initiatives related to salaries and benefits;
4) to update the Assembly on initiatives related to salaries and benefits, when requested;
5) to perform other duties requested by the Executive Body.
Article IV Section 13: Sustainability Officer
1) to recruit members for the Sustainability Committee and to chair the Sustainability Committee;
2) to represent the GPSO on committees relevant to issues of sustainability, including, but not limited to the Student Transportation Board-Campus Bus, the Transportation and Parking Advisory Committee and the Office of Sustainability Advisory Board;
3) to maintain communications with the Office of Sustainability;
4) to develop resolutions and initiatives related to issues of sustainability governing the practices of the GPSO and the campus community;
5) to update the Assembly on initiatives related to sustainability, when requested;
6) to perform other duties requested by the Executive Body.

Article IV Section 14: Grants Officer
1) to recruit members for the Grants Committee and to chair the Grants Committee;
2) to identify and apply for additional financial support for the GPSO and its initiatives from academic and non-academic units on the IUB campus, the IU Foundation, private actors in the surrounding communities and the local, state and federal governments;
3) to update the Assembly on efforts to secure additional financial support, when requested;
4) to perform other duties requested by the Executive Body.

Article IV Section 15: Staff Positions.
Part 1: Staff positions are recruited by the elected officers for an academic year appointment.

Part 2: The duties that may be delegated to these staff positions include the following:
1) administrating the daily activities of the GPSO office;
2) maintaining correspondence and communication activities for the GPSO;
3) assisting the officers in maintaining GPSO records;
4) maintaining a list of Assembly members and attendance records;
5) maintaining a permanent file of all Assembly and Executive Committee minutes;
6) recording minutes of all Assembly and Executive Committee meetings;
7) distributing Assembly minutes to the Representatives in a timely manner;
8) updating, with the assistance of the Parliamentarian, the official history of the GPSO at the end of each academic year;
9) facilitating committee and assembly meetings;
10) promoting GPSO social functions and service activities;
11) performing other duties as requested by the elected officers.

Part 3: Professional staff members may be removed for reasons outlined in University guidelines governing the dismissal of Student Academic Appointees, but only after mutual agreement is reached between the University Graduate School and a majority of the elected Executive Committee members.

Article IV Section 16: The University Graduate School
Part 1: GPSO is independent from the University Graduate School (UGS). The UGS plays an advisory role in most matters, providing feedback when necessary. However, UGS acts in a supervisory function with the GPSO budget. Failure to comply with fiscal operational guidelines and standard practices will result in GPSO responsibility for all monetary consequences.

Article IV Section 17: Vacancies, Censure and Impeachment.
Part 1: If any elected officer other than the President resigns or becomes permanently unable to perform his/her duties after the final Assembly meeting of the spring semester, the Executive Committee shall appoint an individual to serve out the remainder of his/her term. If the President resigns or becomes permanently unable to perform his/her duties, the Vice President shall assume the office of President until the next election. If any elected officer resigns or becomes permanently unable to perform his/her duties before the
last Assembly meeting of the spring semester, the office shall remain vacant until the next Assembly
meeting, at which a new officer is elected to serve out the remainder of that term. This provision does not
apply to cases of impeachment.

Part 2: In the event of dereliction of duty or abuse of power by a member of the Executive Committee, the
Assembly may, by a majority vote of voting Representatives, censure the Committee member in question.

Part 3: In the event of malfeasance, severe dereliction of duty or egregious abuse of power by an officer of
the Executive Committee, the Assembly may vote to impeach the officer in question. A two-thirds majority
of the voting Representatives is required for a vote of impeachment. A bill of impeachment outlining the
charges against an elected officer may be prepared, introduced and passed at any Assembly meeting. Upon
the passage of a bill of impeachment, an election shall immediately be held to fill that position for the
remainder of the impeached officer’s term.

Article V Section 1: Standing Committees.
Standing committees may be established or dissolved by a majority vote of the Representatives for any
legitimate reason. The duties of each standing committee shall be established in the by-laws. Any graduate or
professional student may serve as a member or a chair of a standing committee.

Article V Section 2: Ad-hoc Committees.
Ad-hoc committees may be formed and dissolved at the discretion of the Executive Committee for any
legitimate reason. No automatic time limit applies to the duration of these committees, but the reasons for
their existence should be reviewed annually by the Assembly. Any graduate or professional student may
serve as a member or a chair of an ad-hoc committee.

Article VI Section 1: Scope of Judicial Powers.
The Assembly shall hold responsibility for monitoring the performance and behavior of the Executive
Committee and its own membership and for hearing and adjudicating any official disputes, defined as
potential instances of malfeasance, severe dereliction of duty and egregious abuse of power.

Article VI Section 2: Interpretation of Constitution.
The Assembly as a whole has the responsibility for interpreting the Constitution. Any disputes that arise
under this Constitution are to be resolved by the Assembly.

Article VI Section 3: Establishment of Bylaws.
At the first meeting after the adoption of this Constitution, the Assembly must debate and adopt by a majority
vote by-laws to govern the operations of the GPSO. Provisions of these by-laws may be changed at any
Assembly meeting by a majority vote of the voting Representatives.

Article VII Section 1: Membership Fees.
No membership fee shall be charged to any member of the GPSO.

Article VII Section 2: Budgetary Matters.
An annual budget shall be prepared in accordance with university regulations by the President and the
Treasurer and submitted to the Assembly for review. This budget shall govern all expenditures of the GPSO
for one fiscal year, with allowances for modifications as the fiscal situation of the organization changes.

Article VIII Section 1: Ratification.
Upon ratification of this document, it shall immediately replace any previous constitution of the GPSO.
Ratification shall occur upon approval by two-thirds of departments with an enrollment of graduate or
professional students at IUB at the time of ratification. Approval shall be acquired through existing
departmental graduate or professional student organizations; if such an organization does not exist in a
department, a special convention of the graduate or professional students in that department shall be called
for this purpose. Approval shall be defined as a favorable vote by a majority of those students participating.
Voting may be conducted in any democratic manner preferred by the department, and the results of the
election must be announced to the GPSO by some official representative of the departmental organization or
convention. The members of the Executive Committee and the Representatives who are in office at the time of the ratification of this Constitution will be able to complete their terms under the conditions laid forth in the prior constitution and set of by-laws.

Article VIII Section 2: Amendment.
This Constitution may be amended by a two-thirds majority vote of the Assembly.

Article VIII Section 3: Replacement.
This Constitution may be superseded only through a ratification process similar to the one outlined in Article VIII Section 1. Until that time, this Constitution shall be considered to be the ultimate source of authority for the GPSO.

Ratified May 1, 2002
Amended October 4, 2002
Amended November 5, 2004
Amended December 2005
Amended December 2006
Amended September 5, 2008
Amended January 16, 2009
Amended September 4, 2009
Amended October 2, 2009
GPSO Bylaws

Article I: Prefatory Information.

Section 1 Name.
The name of this organization shall be the Graduate and Professional Student Organization (GPSO).

Section 2: Mission Statement.
The objectives of this organization shall be:

1. To act as the sole official representative of all members of the Indiana University-Bloomington (IUB) graduate and professional student population before the administration, faculty and student governance bodies;

2. To appoint graduate and professional student representatives to administrative, faculty, student and community committees, and other such venues in which graduate seats currently, or in the future, will exist; and

3. To address matters pertaining to the general academic, professional and social climate of IUB and the City of Bloomington as they affect the life and well-being of the graduate and professional student population.

Section 3: Non-Discrimination Statement.
No graduate or professional student at IUB shall be denied the benefits of membership in the GPSO on account of race, ethnicity, religion, gender, age, disability, marital status or sexual orientation. The use of gendered pronouns in this document shall not imply that the provision in question does not apply to a member of another gender.

Article II: Composition of Assembly.

Section 1: Procedures for Creating List of Representatives for Annual Approval.

Part 1: It shall be the duty of Parliamentarian, with any necessary assistance from the Executive Committee, to prepare and present to the Assembly each spring semester a list of departments recognized by the GPSO, with the number of representatives allotted to each according to the stipulations of the Constitution. This list is to be prepared and presented for approval no later than the March Assembly meeting. In order to prepare this list, the Parliamentarian (assisted by any standing committee or member of the GPSO whose help the Parliamentarian and Executive Committee shall deem advisable) should:

1) prepare a list of departments, taking into account those departments historically recognized by the GPSO as well as any additional information known to them regarding the administrative status of academic units, the creation of new graduate programs, etc.;

2) where necessary, consult with departmental graduate student organizations, departmental representatives, graduate students in the units in question, and/or graduate secretaries and other administrative personnel to determine the most appropriate way to ensure good representation for each department;

3) contact the university Registrar’s office, graduate Recorders of each school, and whatever other administrative personnel necessary to determine the number of graduate students enrolled in each department recognized by the GPSO at the beginning of the immediately-preceding Fall semester\(^1\);

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\(^1\) Those engaged in this process should note that administrative divisions may not always naturally correspond to the divisions used by the GPSO in determining representation, and take care that all departments recognized by the GPSO are enumerated as accurately as possible. In particular, it should be observed that graduate students pursuing different degrees within the same department may be enrolled in different schools, but that all graduate or professional students within each department should be counted as
4) at the representatives’ meeting at which the composition of the next year’s Assembly is to be approved, provide all representatives with a copy of the proposed list and an opportunity to ask questions and propose changes, if necessary, before the list is approved.

Part 2: Typically, the departments recognized by the GPSO will correspond to those recognized as departments by the University. However, there may be some exceptions in cases such as the following:

1) a school may be considered the equivalent of a department if departmental divisions within the school are not meaningful to those within the school;
2) in schools where programs leading to different degrees (e.g. master’s and doctoral programs) are more distinct than departmental divisions, degree programs may be considered “departments” regardless of academic area. However, this provision should be applied with caution, and should not be a reason to unnecessarily fragment departments into master’s and doctoral divisions;
3) a degree-granting program that is not considered an autonomous department by the university may be considered a department by the GPSO if it can be demonstrated that the graduate or professional students therein have no close ties to any larger departmental unit of which they may technically be a part (see Part 4 for principles guiding the determination of ties between groups of graduate and professional students).

Part 3: At a minimum, in order to be considered a department by the GPSO, a unit must:

1) administer one or more programs leading to a graduate or professional degree; and
2) have some graduate or professional students enrolled who have no other home department.

Part 4: The following criteria may be considered in determining the most appropriate departmental divisions, but are neither required in order for a unit to be recognized as a department, nor in themselves require division or consolidation of departments:

1) the existence of graduate or professional student organizations for various constituencies;
2) opportunities for graduate or professional students to communicate with each other and for representatives to communicate with their constituents (e.g. through common coursework, departmental functions, shared facilities, e-mail lists, etc.);
3) differences in administrative functionality.

Part 5: Above all, the GPSO should attempt to determine and consider the will of the graduate or professional students in any given constituency regarding the most appropriate departmental divisions to ensure the representation of their interests in the Assembly. However, in order to prevent undue proliferation of Assembly seats, exceptions to the university’s recognition of departments should be rare.

Part 6: Non-voting seats may be established for segments of the graduate and professional student body who are otherwise represented in the Assembly, including non-degree granting interdisciplinary programs whose graduate students are enrolled in other departments as their primary departmental affiliation and any other special interest groups desiring a role in graduate/professional student governance, such as individuals pursuing post-doctoral research at Indiana University-Bloomington. The initiative for establishing such seats will typically lie with the constituent graduate or professional students and the organizations (if any) that are established with respect to them, though the GPSO may choose to establish seats for groups that have a history of participation with the GPSO. Non-voting seats will cease to exist when they go unfilled for more than one semester, though they may be re-established at any time by petition as specified in Article II, section 2.

part of the total for that department, unless there is a compelling reason to consider these divisions as separate departments (see Parts 2-4 of this section). Students pursuing joint degrees in more than one department will be counted in whatever way the departments themselves decide to count them.
Section 2: Adding New Seats.

Part 1: When the GPSO becomes aware of the establishment of a new graduate or professional program, the appropriate number of new representative seats should be established for such programs by a vote of the Assembly, and the Executive Committee should contact the department to invite the graduate or professional students to send a representative. In the event that the GPSO does not take this action, members of a newly established graduate or professional program may petition the GPSO for admittance.

Part 2: If the graduate students within any program currently considered part of a larger department feel that they should be considered a separate department for the purposes of representation, a petition for inclusion as a separate constituency may be submitted to the Assembly either by existing graduate or professional student organizations for that constituency or by any interested graduate or professional students who can demonstrate the support of 25% of the relevant constituency. Such groups may present arguments to the Assembly in support of their claim that the existing representation is inadequate, using the principles set out here as a guideline. Representatives of the relevant larger department must also be given a chance to speak to the Assembly on the creation of the new seat. The Assembly will then vote on whether to approve or reject the creation of the new seat.

Part 3: A petition for the creation of a new non-voting seat for any constituency described in Section 1 Part 6 may be submitted to the Assembly with the support of 10% of the relevant graduate or professional students or their existing graduate/ professional student group. The Assembly will vote to approve or reject the creation of the new seat.

Part 4: Petitions to add new seats should be submitted to the GPSO at its listed contact address (physical or electronic) or to the President as agenda items for regular Representatives’ meetings, as per Article III Section 1 of these by-laws. The Executive Committee will see to it that all such petitions submitted in a timely manner have a fair hearing by the Assembly at the next regular meeting.

Section 3: Removing or Consolidating Existing Seats.

Part 1: Departments with no graduate or professional students enrolled in any given year will be considered dormant and dropped from the membership list until such time as graduate or professional students are again enrolled.

Part 2: Departments with no Representative for three or more semesters may be placed on an inactive department list by a majority vote of the Assembly. All chances must be given to the department to participate, and the relegation of the seat to the inactive list is not automatic at the above time limit. Departments are removed from this list immediately after sending a Representative to the Assembly.

1) Graduate and professional students in active departments will be able to apply for GPSO funds as they are available for fellowships, scholarships, and grants, GPSO events, and any other distributions that may be made during a given semester.

2) Inactive departments will be notified of their status and subsequent ineligibility for funds at the beginning of each semester. Graduate and professional students in inactive departments will be eligible for GPSO funds when their department becomes active.

3) A graduate or professional student in an inactive department may become eligible for GPSO funds by serving as a representative for his/her department.

Part 3: If it appears to be mutually advantageous to the GPSO and the constituents of two or more departments previously recognized separately to combine those constituencies into one “department” for the purposes of representation, such consolidation may be proposed by the Executive Committee, by existing departmental organizations for the constituents in question, or by a petition signed by 10% of the relevant graduate or professional students. Consolidation of seats may only occur with the approval of both the Assembly and existing departmental representative organizations, if such exist; if no departmental organizations exist, the approval of at least 10% of the relevant graduate or professional students must be
demonstrated with no significant opposition to the proposal among said graduate or professional students. In all cases of consolidation, there must be a clear connection between the units in question, and the graduate or professional students in the units in question must be informed of the proposed change and have an opportunity to express their opinions of it.

Section 4: Current List of Seats.

The most current list of voting and non-voting seats shall be maintained as Appendix A to these by-laws and must be updated immediately upon any changes.

Article III: Meeting Procedures.

Section 1: Creation of Agenda.

Agenda items for an Assembly meeting will be submitted to the Executive Committee no fewer than five days prior to that meeting. Agenda items submitted after the deadline can, with the GPSO President’s approval, be considered as “New Business” at an Assembly meeting. Otherwise, potential agenda items received after the deadline will be placed on the agenda for the next Assembly meeting. The agenda will be distributed to the Representatives at least two days before the Assembly meeting.

Section 2: Conducting Votes on Agenda Items.

Part 1: Each voting Representative may cast one vote on any agenda item. All agenda items, unless otherwise specified, shall require a simple majority of votes cast to be approved. A simple majority shall consist of the majority of the present members, plus absentee votes received by the Executive Committee prior to a vote, if appropriate. Agenda items shall be addressed through a motion floored by at least one Representative, and seconded by one additional Representative present.

Part 2: Votes on issues that have been deemed time-sensitive, including issues brought before a non-quorum Assembly, by the Executive Committee may be conducted via e-mail or a secure electronic medium under the following conditions:

1) Such votes must be administered by the Executive Committee;
2) Adequate notice of the motions being voted on must be provided to all Representatives, with time and means allocated for adequate public discussion (which may occur via e-mail);
3) Such votes must not occur during holidays or school breaks;
4) Representatives must be given a reasonable time to cast their vote.
5) E-mail votes must be received from an <indiana.edu> e-mail account.

E-mail votes conducted under these conditions are assumed to have quorum if at least 1/3 of the Representatives cast ballots. Votes on constitutional or by-law amendments may only be conducted using e-mail if the Assembly has failed to reach quorum in two consecutive Assembly meetings.

Part 3: Absentee votes may be allowed, where not specifically prohibited by the Constitution or by-laws, at the discretion of the Executive Committee, if the motion being voted on is provided in its exact form in the agenda prior to the Assembly meeting.

Part 4: Representatives are strongly encouraged to find proxies to represent them at all meetings where they know ahead of time that they will be absent. Proxies have the same voting rights as the person they represent. Proxies must clearly declare themselves as the proxy for their Representative when signing the attendance sheet at the beginning of the Assembly meeting. Representatives may not use any combination of absentee ballots and proxies to vote more than once on any agenda item.

Section 3: Election of the Executive Committee Officers.

Part 1: The Executive Committee officer nomination docket for the next calendar year term shall be opened during December’s Assembly meeting. Current voting Representatives may nominate themselves, other current representatives or current officers. Nominations shall be taken until January’s Assembly meeting, at which time the docket will be closed. An opportunity for nominations must be afforded during the January meeting. The election must be held immediately after the closing of the nomination docket.
Part 2: Each candidate will address the Representatives to explain why s/he is suited for the office s/he seeks. After the speeches, the candidates must leave the room if the Representatives choose to discuss the nominations.

Part 3: The vote will be conducted by secret ballot or by consensus if only one nominee for each position is on the slate. The candidates may not vote in the election, even if they would otherwise be eligible to vote in their positions as Representatives. Any outgoing Executive Committee member not running for re-election shall tally the votes. The officers shall be elected by a majority of voting Representatives casting ballots. If no candidate receives a majority of the votes, the two candidates receiving the largest number of votes shall immediately participate in a run-off election. The votes shall be recorded in the minutes, and the current Parliamentarian must keep the ballots for at least three days.

Part 4: If the Assembly fails to meet quorum at a meeting to elect officers, the Executive Committee can choose to extend the elections for officers and to allow absent Representatives to vote through a secure, anonymous electronic medium.

Part 5: Current officers are expected to train the officers-elect so that the officers-elect can be effective when they take over at the start of the following calendar year (May-April).

Part 6: During the training period, the President-elect is expected to oversee staff hires and to assist with orientation planning.

Section 4: Removal of Representatives.

Part 1: Representatives may be removed from office when there is evidence of malfeasance, severe dereliction of duty or egregious abuse of power. These terms are defined in Appendix B of the Bylaws.

Part 2: A bill of impeachment outlining the charges against the Representative may be prepared and introduced at any Assembly meeting. The Executive Committee must notify the indicted Representative as soon as possible about the charges being pursued against him/her. The bill of impeachment will be voted on in the next Assembly meeting. Evidence supporting the charges stated in the bill of impeachment must be presented to the Assembly by a voting Representative unless otherwise provided. In the event that the allegations leading to the bill of impeachment were not observed by Assembly members, a member of the Executive Committee may present the evidence. The indicted Representative may present a response to the bill of impeachment before a vote is taken. The vote of impeachment shall be held by secret ballot. The Parliamentarian shall tally the votes. The Representative shall be removed if a two-thirds majority of the voting Representatives present votes to impeach.

Part 3: The Representative’s department shall then immediately be notified of the removal and asked to select a replacement as soon as possible to complete the Representative’s term.

Section 5: Censure of Executive Committee Members.

Part 1: Members of the Executive Committee may be censured when there is evidence of dereliction of duty or abuse of power.

Part 2: A bill of censure outlining the charges and proposed disciplinary action against the Executive Committee member may be prepared and introduced at any Assembly meeting. The rest of the Executive Committee must notify the member in question about the bill of censure pending against him/her. The bill of censure will be voted on in the next Assembly meeting. Evidence supporting the charges stated in the bill of censure must be presented to the Assembly by a voting Representative. The indicted Executive Committee member may present a response to the charges before a vote of censure is taken. The Executive Committee member shall be censured if a majority of the voting Representatives present votes to do so.

Section 6: Impeachment of Executive Committee Officers.
Part 1: In the event of malfeasance, severe dereliction of duty or egregious abuse of power by an officer of the Executive Committee, the Assembly may vote to impeach the officer in question. These terms are defined in Appendix B of the bylaws.

Part 2: A bill of impeachment outlining the charges against the officer may be prepared and introduced at any Assembly meeting. The rest of the Executive Committee must notify the indicted officer as soon as possible about the charges being pursued against him/her. The bill of impeachment will be voted on in the next Assembly meeting. Evidence supporting the charges stated in the bill of impeachment must be presented to the Assembly by a voting Representative unless otherwise provided. In the event that the allegations leading to the bill of impeachment were not observed by Assembly members, a member of the Executive Committee may present the evidence. The indicted officer may present a response to the charges before a vote of impeachment is taken. A vote of impeachment shall be held by secret ballot. The Parliamentarian (or Vice President, in the event of impeachment of the Parliamentarian) shall tally the votes. The officer shall be removed if a two-thirds majority of the voting Representatives agrees with the charges in the bill of impeachment. Upon passage of the bill of impeachment, an election shall immediately be held to fill that position for the remainder of the impeached officer’s term.

Section 7: Procedures to Fill a Vacant Executive Committee Officer Position.

Part 1: The nomination docket for an officer position becoming vacant before the last Assembly meeting of the spring semester shall immediately open in the first Assembly meeting after the vacancy occurs. Current voting Representatives can nominate themselves, other current representatives, or current officers. The nomination docket shall be closed during that same meeting after all nominations have been taken. The election must be held immediately after the closing of the nomination docket.

Part 2: Each candidate will address the Representatives to explain why s/he is suited for the office s/he seeks. After the speeches, the candidates must leave the room if the Representatives choose to discuss the nominations.

Part 3: The election will be held by secret ballot or by consensus if only one nominee for the vacant position is on the slate. Candidates may not vote in the election, even if they would normally be eligible to vote in their roles as Representative. Absentee votes will not be accepted. The Parliamentarian shall tally the votes. Officers shall be elected by a majority of the voting Representatives casting ballots. If no candidate receives a majority of the votes, the two candidates receiving the largest number of votes shall immediately participate in a run-off election. The Parliamentarian shall record the number of votes in the minutes, and the Parliamentarian shall keep the ballots for at least three days. The newly elected officer shall perform the duties of his/her position for the remainder of the term of office.

Part 4: This procedure shall apply to all vacancies created by passage of bills of impeachment, regardless of when the vacancy occurs.

Part 5: Vacancies in officer positions occurring after the last Assembly meeting of the spring semester shall be filled as provided in Article IV Section 13 of the GPSO Constitution, except where Part 4 above applies.

Section 8: Constitutional Amendments.

Part 1: A bill to amend the constitution may be introduced at any Assembly meeting. It must be in written form and be distributed to the Representatives as part of the meeting agenda. A justification for the amendment may also be included.

Part 2: The bill to amend the constitution must be approved by a two-thirds majority vote of the Representatives. Upon the first passage of the bill to amend the constitution, no changes to the constitution will be made. The proposed amendment must be re-introduced at another Assembly meeting within one hundred days of the first passage of that proposed amendment. The re-introduced bill must be identical to the bill that was approved in the earlier vote and be distributed as part of the agenda. The proposed amendment...
must then be approved by a two-thirds majority vote of the Representatives. Upon the second passage of the bill to amend the constitution, the constitution shall immediately be amended as proposed by the bill.

Article IV: Staff Members.

Section 1: Staff Members.

Part 1: Staff positions are to be treated as graduate assistantships for purposes of salary and benefits. To fill open staff positions for the next academic year, the Executive Committee solicits applications from the IUB graduate and professional student body; all staff positions are open to any IUB graduate or professional student. No preference is to be given to current GPSO Representatives or officers, and staff members may not concurrently act as a GPSO Representative or officer and as a staff member. Staff members may be rehired for an indefinite number of years, but they must be currently registered graduate or professional students for their entire term of employment. The Executive Committee is responsible for selecting the candidates to interview and hire for these jobs. Current holders of staff positions may offer advice and insight to the Executive Committee on their successors or the hiring of other staff members, and they may vote on these selections. However, they may not be present if their own reappointment is being discussed or vote on this decision. Departing staff members will make every effort to provide training to their replacement. The hiring process is confidential, and the personal information gathered during it must be destroyed within 30 days after the process is complete.

Part 2: Should a staff member resign or be forcibly removed from his/her job as outlined in the relevant Constitutional article, the Executive Committee must immediately begin a search for a permanent replacement to fulfill the rest of that contract.

Part 3: Those staff members who have at least a 37.5 FTE academic appointment from the GPSO are eligible for up to six-weeks of paid Family and Medical Leave. All Leaves of Absences are reviewed and granted on a case by case basis by the GPSO Ombudsperson and GPSO President.

Article V: Standing Committees.

Section 1: Standing Committees

The GPSO shall have the following standing committees: Grants, Benefits, Awards, Programming, and Sustainability.

Section 2: Grants

GPSO Grants is chaired by the Grants Officer and identifies and applies for sources of financial support for the GPSO and GPSO initiatives.

Section 3: Benefits

GPSO Benefits is chaired by the Benefits Officer and addresses the benefit needs of student academic appointees (SAAs) and student employees, specifically health insurance, stipends, fee remission structure, and related employment issues. Benefits forms recommendations to improve the real benefit and compensation policies and services for all graduate and professional students. Benefits shall cultivate a relationship with the Office of University Human Resources and relevant administrative units.

Section 4: Awards

GPSO Awards is chaired by the Awards Officer and oversees the review of applications and nominations for GPSO awards, including but not limited to Travel Awards, Research Awards, the Pari Prerana “Essence of Inspiration” Award and the Faculty Mentor Award.
GPSO Programming is chaired by the relevant GPSO staff member and plans and executes GPSO events, including, but not limited to social, academic and fundraising events.

Section 6: Sustainability

GPSO Sustainability is chaired by the Sustainability Officer and addresses issues related to sustainability within the GPSO and campus communities, such as recycling, carbon emissions, transportation and sustainable growth. The members shall cultivate relationships with Parking Operations and the Office of Sustainability.

Section 7: Appointments to University Committees.

Part 1: Although the President is empowered by the Constitution to appoint graduate and professional students to university committees, s/he is strongly encouraged to consult with the other members of the Executive Committee when doing so. The recruiting process for these positions should be as broad as time allows, and graduate or professional students who have interests and training relevant to the committee assignment should be given preference. The President should also take into account the needs of the committee, the amount of committee work the prospective appointee is currently performing, his/her past performance on university committees, and other factors relevant to the ability of the prospective appointee to perform his/her duties in making the appointment. Once the appointment is made, the President must inform all candidates for the position, the Executive Committee, the relevant administrators, and the Assembly as to the identity of the appointee as soon as possible.

Part 2: The President should, generally, adhere to the following procedures for selecting committee appointments.

1) The President should seek to make appointments to standing university committees for the following academic year within the first two months of her term

2) The President should first provide sitting delegates the opportunity to continue serving on their committee provided that delegates have sufficiently fulfilled their responsibilities.

Part 3: Delegates to university committees shall have the following responsibilities:

1) to attend all meetings of the committee to which they have been appointed;
2) to report to the Vice President and other interested members of the Executive Committee about the events that transpire at each meeting;
3) to file an annual report with the Executive Committee about the accomplishments of that university committee.

Part 4: If a delegate to a university committee feels that s/he can no longer perform his/her duties, s/he should resign and immediately notify the President so a replacement may be appointed as soon as possible. A delegate may be asked by the President to resign from his/her committee, but only for reasons of severe dereliction of duty (i.e. chronic absence from committee meetings or refusal to submit reports to the Vice President).

Article VI: Interpretation of By-Laws.

The Assembly as a whole has the responsibility for interpreting these by-laws. Any disputes that arise as to the meaning of these by-laws are to be resolved by the Assembly. If any provision of these by-laws appears to be in conflict with the Constitution, the interpretation favored by the Constitution is to be followed.

Article VII: Amendments to By-Laws.
Part 1: A bill to amend the by-laws may be introduced at any Assembly meeting. It must be in written form and be distributed to the Representatives as part of the meeting agenda. A justification for the amendment may also be included.

Part 2: The bill to amend the by-laws must be approved by a majority vote of the Representatives. Upon the passage of the bill to amend the by-laws, the by-laws shall immediately be amended as proposed by the bill.