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GRADUATE *and* PROFESSIONAL STUDENT ASSEMBLY
UNIVERSITY *of* PENNSYLVANIA

The Constitution of the Graduate and Professional Student Assembly of the University of Pennsylvania

ARTICLE I: PURPOSE

- A. The Graduate and Professional Student Assembly (GAPSA) shall be the coordinating student body charged with representing all graduate and professional students enrolled at the University of Pennsylvania.
- B. All graduate and professional students are members of the Graduate and Professional Student Assembly during the period of enrollment as a student at the University of Pennsylvania, and are encouraged to participate in all GAPSA activities.
- C. The Graduate and Professional Student Assembly shall serve as a liaison among the student governments of the graduate and professional schools of the University of Pennsylvania, nominate graduate and professional student representatives to University committees, and represent the concerns of graduate and professional students to the University administration.
- D. The Graduate and Professional Student Assembly shall monitor

issues of importance to the graduate and professional student community and foster dialogue among its members for the purpose of identifying relevant issues of advocacy.

- E. The Graduate and Professional Student Assembly shall sponsor academic, cultural, and social events of interest to the graduate and professional student community. It shall continue to focus on funding, programming, and academic resources.

ARTICLE II: THE GENERAL ASSEMBLY

A. Membership and Apportionment

1. The General Assembly shall be composed of representatives from each of the graduate and professional schools of the University, and representatives from IDEAL constituencies. Henceforth, these schools and IDEAL are referred to collectively as appointing organizations.
2. Each graduate and professional school shall have at least one professional student representative and one research student representative per school.
 - a) Schools are not required to have both a professional and a research student representative when those types of students are not members of its student body.
3. Each graduate and professional school shall have one additional professional student representative for every 300 professional students beyond the first enrolled professional student. Each graduate and professional school shall have one additional research student representative for every 300 research students beyond the first enrolled research student.
4. Notwithstanding Article, II, Section A, Paragraph 6 of this Constitution, there shall be seventy seats in the General Assembly for the period beginning on September 1, 2017 and ending on May 1, 2018. The seats shall be apportioned among the following appointing organizations as follows:

- a) The Annenberg School for Communication shall have one research student representative.
- b) The School of Arts and Sciences shall have three professional student representatives and six research student representatives.
- c) The School of Dental Medicine shall have three professional student representatives.
- d) The School of Design shall have three professional student representatives and one research student representative.
- e) The Graduate School of Education shall have six professional student representatives and one research student representative.
- f) The School of Engineering and Applied Sciences shall have four professional student representatives and two research student representatives.
- g) The School of Law shall have three professional student representatives and one research student representative.
- h) The School of Medicine shall have three professional student representatives and four research student representatives.
- i) The School of Nursing shall have two professional student representatives and one research student representative.
- j) The School of Social Policy and Practice shall have two professional student representatives and one research student representative.

- k) The School Veterinary Medicine shall have two professional student representatives and one research student representative.
 - l) The Wharton School shall have eight professional student representatives and one research student representative.
- 5. In April 2015 and in every fifth year thereafter, the Chair for Operations shall obtain from the University the number of students in each graduate and professional school and reapportion or add seats as appropriate. For purposes of apportionment only, students shall be divided into three categories: professional students, research students, and students who are IDEAL constituents.
- 6. Any appointing organization may request a review of the apportionment of seats in the General Assembly. When such a request is made, the review shall be conducted by the Chair for Operations in accordance with Article II, Section A., Paragraphs 3 and 5 of this Constitution.
 - a) Any such request shall be not be issued between April 1 and April 30 of said year.
- 7. The results of any review of the apportionment of seats in General Assembly shall take effect on May 1 of the year in which the review was conducted.
- 8. The Chair for Operations shall inform the student government of each graduate and professional school of the number of seats each school will have in the General Assembly and how those seats are distributed between professional and research students. The Chair for Operations shall also inform the student government of IDEAL of the number of seats there will be for IDEAL constituents on the IDEAL Student Council.

B. General Assembly Representatives

1. The student government(s) of each appointing organization shall appoint or elect, according to their own procedures, their representatives to the General Assembly.
 - a) Alternate methods for the designation of General Assembly Representatives are acceptable so long as they are approved by the GAPSA Executive Board
2. At least one General Assembly Representative per appointing organization shall be appointed upon the completion of the spring semester. All remaining representatives shall be appointed by the second scheduled General Assembly meeting of the fall semester
3. General Assembly Representatives shall provide to the Chair for Operations documentation that certifies their election to the General Assembly and their status as a duly appointed or elected representative.
4. General Assembly Representatives shall represent their appointing organization to GAPSA and GAPSA to their appointing organization.
5. General Assembly Representatives shall attend all meetings of the General Assembly. Any representative who has more than two unexcused absences per semester or three unexcused absences per year may be dismissed by GAPSA.
 - a) Upon the dismissal of a General Assembly Representative, GAPSA shall contact the appointing organization from which the student was a representative, in accordance with Article II, Section C. of this Constitution, in order to seek a replacement.

6. Each General Assembly Representative shall serve effectively on one standing committee of the General Assembly in order to help GAPSA carry out its mission
7. General Assembly Representatives who are appointed to a University Committee shall report the activities of that Committee to the appropriate Chair
8. General Assembly Representatives shall keep the Chair for Operations apprised of their current contact information.

C. Dismissal of a General Assembly Representative

1. A General Assembly Representative who is found to be in violation of this Constitution or the Rules of the Graduate and Professional Student Assembly shall be given a written notice stating the violation or violations no less than ten days before the General Assembly meeting at which they are to be discussed. At such meeting, the General Assembly Representative shall be given an opportunity to be heard.
2. A General Assembly Representative may, upon a request issued by a majority of the General Assembly, be recalled by the student government of their appointing organization. The President or Chair of Operations shall notify that particular appointing organization that such a request has been issued no more than forty-eight hours after such action is taken.
3. The appointing organization shall have fourteen days to respond to the General Assembly's request. The response shall detail the course of action the appointing organization's student government has decided upon.
4. Three-fourths of the General Assembly may vote to dismiss the General Assembly Representative if the appointing organization's student government does not respond by the end

of the fourteenth day following the issuance of the General Assembly's request. The General Assembly may override a decision of an appointing organization's student government to not take action.

5. The President or Chair of Operations shall notify the student government of an appointing organization that the General Assembly has decided to dismiss one of its General Assembly Representatives no later than forty-eight hours after such action. The vacant seat shall be filled by the appointing organization's student government no later than the second General Assembly meeting following the dismissal.
6. Just cause, i.e. malfeasance, misfeasance, or nonfeasance, must be shown in all cases involving the dismissal of a General Assembly Representative.

D. General Assembly Meetings

1. The General Assembly shall meet on the first Wednesday following the second Monday in September and every two weeks thereafter. It shall also meet on the call of the President or by petition of one-quarter of its members.
 - a) The Executive Board may, with the approval of the General Assembly alter the regular GAPSA meeting schedule.
2. Meetings of the General Assembly shall be limited to ninety minutes
 - a) Meetings may be extended by a vote of three-fourths of GAPSA members present
 - b) A majority of the General Assembly may vote to cede a portion of its meeting time for Council meetings, which

shall be utilized by one or more of the Professional, Research, or IDEAL Student Councils.

3. Meetings shall be conducted in accordance with the most recently published edition of Robert's Rules of Order, Revised, and other such rules as contained in this Constitution. All motions contained in Robert's Rules of Order requiring a two-thirds vote for passage shall require the affirmative votes of three-fourths of all voting members present. The Executive Board may appoint a parliamentarian.
4. A General Assembly meeting does not exist without a quorum. A quorum shall exist when at least a majority of professional student School Representatives, a majority of research student School Representatives, representing at least seven schools are present. If a professional or research school is not able to send a School Representative, the school's student government may abstain from filling this seat, and the unfilled seat shall be ignored while quorum is counted
5. Meetings shall be open to all members of the public. Any graduate or professional student who is not a voting member of the General Assembly may also participate in its discussions. All other members of the public may participate in discussions only at the invitation of the President. When three- fourths of the General Assembly votes in the affirmative, it shall meet in closed session
6. The Chair for Operations shall, at the beginning of the Academic Year, notify all General Assembly Representatives of all scheduled meeting dates. When it is necessary for the General Assembly to meet in a special session, the President shall give no fewer than three days' notice of the time and place of such session to its members

7. The President, or their designee, shall distribute a tentative agenda to the General Assembly no less than thirty-six hours prior to a regularly scheduled meeting. Draft resolutions shall be distributed to the General Assembly no less than thirty-six hours prior to a meeting. E-mail is an acceptable mode of communication with the General Assembly
8. The text of any proposed amendments to this Constitution shall be distributed to the General Assembly no less than ten days prior to the meeting at which it will be introduced
9. The text of any proposed changes to the budget or other spending proposals shall be distributed to the General Assembly no less than ten days prior to the meeting at which it will be introduced
10. Any resolution adopted by the General Assembly shall be posted on the GAPSA website as soon as practical. Minutes from General Assembly meetings shall be posted on the GAPSA website as soon as practical after their approval
11. The final General Assembly meeting in the spring shall serve as a transition meeting. The outgoing Executive Board shall act on all items of old business. The first item of new business shall be acted upon by the new Executive Board.

E. Voting

1. Each General Assembly Representative shall have one vote in all matters
2. Only General Assembly Representatives shall have the right to vote in committees
3. Unless previously designated as a proxy for a General Assembly Representative, members of the Executive Board shall not vote

on any matter before the General Assembly

4. The Chair shall vote only when the General Assembly is equally divided
5. In order to pass the General Assembly, a motion must receive a majority of the votes cast.
6. Motions to suspend the rules or to deviate from the standard procedure of the General Assembly must receive three fourths of the votes cast in order to be approved.
7. General Assembly Representatives and members of the Executive Board with voting privileges may select a proxy to participate on their behalf in a General Assembly meeting with full voting and other rights. In order to select a proxy, General Assembly Representatives must notify the Chair for Operations up until the start of the General Assembly meeting or immediately after 90 minutes, if the General Assembly votes to extend the meeting.
 - a) A proxy must be a current graduate or professional student at the University of Pennsylvania, and a single student may proxy for a maximum of two General Assembly Representatives at any given General Assembly meeting
 - b) A single General Assembly Representative may appoint a proxy for a maximum of two of the General Assembly meetings in a given semester.

F. Non-Voting Seats

1. The General Assembly may add non-voting seats when it deems necessary

2. Non-voting members of the General Assembly shall not count towards quorum
3. Non-voting members may not make or second motions. They may speak and otherwise participate in meetings
4. Non-voting members may remain in General Assembly meetings during a closed session.

ARTICLE III: Committees of the General Assembly

A. Standing Committees

1. A standing committee may be formed upon the initiative of a member of the Executive Board, the Executive Board as a whole, or by the General Assembly.
2. Standing Committees may meet for thirty minutes each time the General Assembly meets
3. The General Assembly shall have eight standing committees. With the exception of the Finance Committee, each committee may be dissolved at the discretion of the General Assembly
 - a) The Communications Committee shall be chaired by the Chair for Communications and is responsible for marketing and public relations for the General Assembly
 - b) The Finance Committee shall be chaired by the Chair for Finance and is responsible for managing the financial affairs of the General Assembly, including the oversight of non-academic funding requests and funding for student groups
 - c) The Social Activities Committee shall be chaired by the Chair for Social Activities and is responsible for the coordination of social programs

- d) The Committee on Student Life shall be chaired by the Chair for Student Life and is responsible for all issues of non-academic policy, including housing, healthcare, safety and transit, related to graduate and professional students in their life at the University
 - e) The Committee on Student Programs shall be chaired by the Chair for Student Programs and is responsible for coordinating cultural, athletic, and community service events
 - f) The Pluralism Committee shall be chaired by the Chair for Equity and Access and is responsible for improving graduate and professional student experiences on campus through partnership, advocacy, and funding
 - g) The International Affairs Committee shall be chaired by the Chair for International Affairs and is responsible for the empowerment of graduate and professional nationality-based groups through partnership, advocacy, and funding.
 - h) The External Affairs Committee shall be chaired by the Chair for External Affairs and is responsible for coordinating the external affairs and activities of GAPSA outside Penn, including alumni engagement; community outreach, education, and service; relationships with other universities and organizations; political advocacy at all levels of government; and statements of the positions of GAPSA on issues of significance to the welfare of graduate students.
4. The Select Committee on Pluralism and International Affairs
- a) There shall be a Select Committee on Pluralism and International Affairs (“The Select Committee”

- b) The Select Committee shall be renamed the Committee for Inclusion, Diversity, Equity, Access and Leadership (IDEAL), hereafter the IDEAL Committee to increase clarity surrounding the committee's purpose
- c) The IDEAL Committee shall be renamed the IDEAL Student Council.

ARTICLE IV: The Professional Student Council, the Research Student Council, and the IDEAL Student Council

A. The Professional Student Council

1. All General Assembly Representatives who are professional students shall be members of the Professional Student Council, save for any professional students who are members of the IDEAL Student Council.
2. The Chair for Professional Students shall be the presiding officer of the Professional Student Council. The Professional Student Council shall oversee the work of the Chair for Professional Students.
3. The Professional Student Council shall handle all academic and advocacy issues specific to professional students. It shall represent professional student interests on University Committees. The Professional Student Council shall propose changes to University policies specific to professional students.
4. The Professional Student Council may issue statements to the graduate student body and University community on matters specific to professional students.
5. Upon a vote of three-fourths of its members, the Professional Student Council may ask the Chair to raise an issue or forward statements to the University administration on its behalf. Such a request shall be denied only by a unanimous vote of the

President, Chair for Professional Students, Chair for Research Students, and the Chair for IDEAL Students.

6. The Professional Student Council shall monitor the work of the University Council Committee on Academic and Related Affairs, the University Council Independent Committee on Honorary Degrees, and the Lindback and Provost's Teaching Award Committee.
7. The Professional Student Council shall have a Budget Committee. The Chair of the Professional Student Council Budget Committee shall serve ex-officio on the Finance Committee.
8. Upon a vote of three-fourths of its members, the Professional Student Council may decide to adjourn for an entire academic semester or for the academic year.

B. The Research Student Council

1. All School Representatives who are research students shall be members of the Research Student Council, save for any research students who are members of the IDEAL Student Council.
2. The Chair for Research Students shall be the presiding officer of the Research Student Council. The Research Student Council shall oversee the work of the Chair for Research Students.
3. The Research Student Council shall handle all academic and advocacy issues specific to research students. It shall represent research student interests on University Committees. The Research Student Council shall propose changes to University policies specific to research students.
4. The Research Student Council may issue statements to the graduate student body and University community on matters

specific to research students.

5. Upon a vote of three-fourths of its members, the Research Student Council may ask the Chair to raise an issue or forward statements to the University administration on its behalf. Such a request shall be denied only by a unanimous vote of the President, Chair for Professional Students, Chair for Research Students, and the Chair for IDEAL Students.
6. The Research Student Council shall monitor the work of the University Council Committee on Academic and Related Affairs, the University Council Independent Committee on Honorary Degrees, and the Lindback and Provost's Teaching Award Committee.
7. The Research Student Council shall have a Budget Committee. The Chair of the Research Student Council Budget Committee shall serve ex-officio on the Finance Committee.
8. The Research Student Council may have three standing committees.
 - a) The Committee on Academic Affairs shall be responsible for all academic issues as they pertain to research students in their life at the University.
 - b) The Research Student Council Budget Committee shall, in coordination with the Chair for Research, administer the Research Student Council's portion of the annual budget and review all requests for travel grants submitted to the Research Student Council.
 - c) The Work-Life Committee shall be responsible for all issues raised by research students in areas that pertain to their life at the University.

C. The IDEAL Student Council

1. All voting representatives for IDEAL Council shall be members of the IDEAL Student Council.
2. The Chair for IDEAL Students shall be the presiding officer of the IDEAL Student Council. The IDEAL Student Council shall oversee the work of the Chair for IDEAL Students.
3. The IDEAL Student Council shall handle all advocacy issues specific to IDEAL constituents and concerns. It shall represent IDEAL constituencies on University Committees. The IDEAL Student Council shall propose changes to University policies specific to IDEAL constituencies.
4. The IDEAL Student Council may issue statements to the graduate student body and University community on matters specific to IDEAL constituencies.
5. Upon a vote of three-fourths of its members, the IDEAL Student Council may ask the Chair to raise an issue or forward statements to the University administration on its behalf. Such a request shall be denied only by a unanimous vote of the President, Chair for Professional Students, Chair for Research Students and Chair for IDEAL Students.
6. The IDEAL Student Council shall monitor the work of the University Council Committee on Academic and Related Affairs, the University Council Independent Committee on Honorary Degrees, and the Lindback and Provost's Teaching Award Committee.

7. The IDEAL Student Council shall have a Budget Committee. The Chair of the IDEAL Student Council Budget Committee shall serve ex-officio on the Finance Committee.
8. The IDEAL Student Council may have three standing committees.
 - a) The Committee on Advocacy Affairs shall be responsible for all advocacy issues as they pertain to IDEAL constituencies in their life at the University.
 - b) The IDEAL Student Council Budget Committee shall, in coordination with the Chair for IDEAL Students, administer the IDEAL Student Council's portion of the annual budget.
 - c) The IDEAL Student Council Elections Committee shall, in coordination with the student leadership of G12 schools, administer the elections of voting representatives for IDEAL Student Council. In its nomination process, the IDEAL Student Council Elections Committee shall, within its capacity, seek to ensure that neither professional nor research students comprise more than 75% of the General Assembly.

D. Council Meetings

1. Meetings of the Professional Student Council, Research Student Council, and IDEAL Student Council shall be limited to sixty minutes.
2. General Assembly Representatives are required to attend all

- regularly scheduled meetings of their respective Professional Student Council, the Research Student Council, or the IDEAL Student Council.
3. A majority of the Professional Student Council, Research Student Council, or the IDEAL Student Council may vote to cede all or a portion of its meeting time to the General Assembly.
 4. The Chair for Professional Students, Chair for Research Students, and Chair for IDEAL Students shall conduct Council meetings in accordance with the most recently published edition of Robert's Rules of Order, Revised, and other such rules as contained in this Constitution.
 - a) The Professional Student Council, Research Student Council, and IDEAL Student Council, upon the affirmative vote of a majority of their members, may designate one of its members to serve as a parliamentarian.
 5. The Professional Student Council, Research Student Council, and IDEAL Student Council may establish and abolish ad hoc and standing committees as they deem necessary.
 6. The Professional Student Council, Research Student Council, and IDEAL Student Council shall provide to the General Assembly, in January and April, a public report summarizing its work throughout the academic year.

ARTICLE V: Elections for the Executive Board

A. Elections

1. The General Assembly shall elect the Executive Board from the GAPSA membership each spring by a simple majority vote.

Any graduate or professional student may run for an Executive Board office.

2. Elections for the Executive Board shall be held no sooner than the second meeting in March and no later than the second meeting in April.
3. The date of the election shall be announced at the previous meeting, and each School Representative shall have ten days written notice of the election.
4. Individuals may hold only one Executive Board position concurrently. Current members of the Executive Board may run for another Executive Board position. They must resign their current position upon their election to a new office.
5. The Chair for Professional Students shall be elected by the members of the Professional Student Council; the Chair for Research Students shall be elected by the members of the Research Student Council; the Chair for IDEAL Students shall be elected by the members of the IDEAL Student Council.
6. No member of the Executive Board shall simultaneously serve as a School Representative.
7. The General Assembly shall be given no fewer than ten day's notice of a special election to fill a vacancy on the Executive Board.
8. The Chair for Operations shall oversee the elections process and conduct an annual review of the election rules in conjunction with the Chair for Equity and Access.
9. The rules governing the conduct of elections to the Executive Board shall be Appendix A of this Constitution.

ARTICLE VI: The Executive Board

A. The Executive Board shall consist of the following positions: President, Vice President, Chair for Communications, Chair for Equity and Access, Chair for Finance, Chair for International Affairs, Chair for Operations, Chair for Professional Students, Chair for Research Students, Chair for IDEAL Students, Chair for Social Affairs, Chair for Student Life, Chair for Student Programs, and the Chair for External Affairs.

B. General Responsibilities

1. The term of office of members of the Executive Board shall be one year, beginning on May 1 of the year in which they are elected and ending one year thereafter.
2. The Executive Board shall meet bi-weekly.
3. Attendance at Executive Board meetings is mandatory for all of its members. Therefore, the meetings shall be scheduled at a time convenient to all members.
4. Members of the Executive Board shall participate in relevant meetings with the GAPSA President and University officials.
 - a) The Executive Board shall appoint three of its members to the University Council, in accordance with Article VII of this Constitution.
5. Members of the General Assembly may attend and speak at meetings of the Executive Board. However, upon a two-thirds vote of all Executive Board members, the Executive Board shall meet in closed session.
6. Whenever feasible, a schedule of Executive Board meetings should be set at the beginning of each semester. However, the President or any two members of the Executive Board may call a meeting at any time.

7. An Executive Board meeting does not exist without a quorum. A quorum shall exist when at least eight members of the Executive Board are present.
8. Each member of the Executive Board shall have exactly one vote in all Executive Board matters.
9. The Executive Board should take steps to maintain and participate in the Ivy+ Summit.
10. The Executive Board should take steps to maintain and promote Grad Fest.
11. The Executive Board may adopt resolutions when it is impractical for the General Assembly to act. In such a case, a resolution must receive the affirmative votes of a simple majority of all Executive Board members.
 - a) Any resolution approved by the Executive Board in such a situation shall be forwarded the General Assembly for its approval or rejection at its next meeting. If it is not, then the Executive Board's prior action shall be considered null and void.
12. Any member of the Executive Board may, with the advice of the General Assembly, appoint at least one Chair who shall serve at their pleasure.
13. The Executive Board shall provide to the General Assembly, in January and April, a public report summarizing its work throughout the academic year.

C. Removal of a Member of the Executive Board

1. A member of the Executive Board who is found to be in violation of this Constitution or the Rules of the Graduate and Professional Student Assembly may be removed upon a vote of

- three-fourths of the General Assembly at any meeting provided that the member whose conduct is in question has been given fourteen days written notice stating the violation or violations and has been granted an opportunity to be heard.
2. Just cause, i.e., malfeasance, misfeasance, or nonfeasance, must be shown in any case involving the removal of a member of the Executive Board.

ARTICLE VII: Executive Board Positions

A. President

1. The Executive Board shall include a Chair who shall lead the General Assembly and Executive Board on all matters. The Chair shall be present at all General Assembly and Executive Board meetings.
2. The President shall be the primary GAPSA representative to all University administration and personnel, and shall attend all meetings with such personnel as necessary and appropriate.
3. The President shall be the primary GAPSA representative to the University Council, and shall sit on the University Council Steering Committee.
4. The President shall be the primary GAPSA representative to the Provost's Committee on Academic Policy and Budget.
5. The President, in conjunction with the Executive Board, shall devise and implement annual goals and strategies for fulfilling the GAPSA mission.
6. The President shall organize, motivate, and empower student volunteers in support of all GAPSA projects, initiatives, and events.

7. The President shall work closely with University officials and the Director of the Graduate Student Center to maintain the Graduate Student Center as the hub of graduate and professional student activity on campus.
8. The President should be the primary GAPSA representative to the Ivy+ Summit and any other such meetings of graduate leaders.
9. The President shall delegate such responsibilities as appropriate to other members of the Executive Board.
10. The President shall monitor the Office of the University Ombudsman to ensure that the interests of graduate and professional students are properly represented and protected.
11. The President shall, in consultation with the Chair for Equity and Access, confidentially appoint graduate and professional students to serve on Disciplinary Hearing Boards, as needed.
12. If the President is unable to execute the duties of their office, the Vice President shall act as Interim President until a special election can be held at a subsequent General Assembly meeting. If the Vice President is unable or unwilling to serve as Interim President, the Chair for Finance shall serve as Interim President until the special election.

B. Vice President

1. The Executive Board shall include a Vice President who shall act as chief of staff of the Executive Board and work closely with the President on all GAPSA matters. In coordination with the President, the Vice President shall organize the agendas for the meetings of the Executive Board.
2. The Vice President shall act as President when the GAPSA President is absent or unavailable. If the President is no longer

able to serve, the Vice President shall succeed the President in office, as Interim President, until an election pursuant to provisions of the GAPSA Constitution and By-Laws.

3. The Vice President shall be GAPSA's primary liaison to the student governments of each of the graduate and professional schools and should coordinate activities when appropriate.
4. The Vice President shall coordinate the planning of special events and projects.
5. The Vice President shall perform other duties as delegated by the Chair.

C. Chair for Communications

1. The Executive Board shall include a Chair for Communications who shall work with school newspapers and other publications to promote the communication of information between GAPSA and graduate and professional students, schools and departments, and academic, administrative, and student life departments.
2. The Chair for Communications shall manage the GAPSA website and monitor, screen, and disseminate all GAPSA e-mail communications.
3. The Chair for Communications shall maintain current information on the GAPSA website, including current contact information for all members of the General Assembly and upcoming GAPSA programs.
4. The Chair for Communications shall devise, monitor, and implement GAPSA advertising, public relations, and communications initiatives.
5. The Chair for Communications shall chair the Communications Committee

D. Chair for Equity and Access

1. The Executive Board shall include a Chair for Equity and Access who shall be GAPSA's primary representative to all constituencies, groups, and organizations composed of graduate and professional students.
2. The Chair for Equity and Access shall chair the Pluralism Committee.
3. The Chair for Equity and Access, with the advice of the Executive Board, shall oversee the appointment process for liaisons to the University Council and all University committees with the understanding that preference shall be given to members of the Executive Board.
4. The Chair for Equity and Access shall monitor the attendance of all GAPSA representatives to the University Council and all University committees.
5. The Chair for Equity and Access shall be GAPSA's primary representative to the University Council Committee on Diversity and Equity.
6. The Chair for Equity and Access shall monitor the Open Expression Committee to ensure that the interests of graduate and professional students are properly represented and protected.
7. The Chair for Equity and Access shall conduct ongoing outreach to graduate and professional groups.

E. Chair for Finance

1. The Executive Board shall include a Chair for Finance who shall be responsible for all budget issues. The Chair for Finance shall maintain accurate and current financial reports and

records.

2. The Chair for Finance shall present to the Executive Board a final, detailed budgetary and expenditure report for the prior academic year no later than the first day of September in each academic year. This report shall remain on file with the Executive Board and shall be available for review by any member of the General Assembly.
3. It shall be the responsibility of the Chair for Finance to prepare a copy of the annual GAPSA budget for the Vice Provost for University Life as necessary.
4. The Chair for Finance shall chair the Finance Committee. The Chair for Finance shall budget, allocate, and monitor funds dispersed under the auspices of the Finance Committee in accordance with established Finance Committee policy.
5. The Chair for Finance may spend GAPSA funds over the summer in a manner consistent with the provisional budget and shall notify the Executive Board of such expenditures.

F. Chair for International Affairs

1. The Executive Board shall include a Chair for International Affairs who shall be responsible for issues, initiatives, and policies that are of interest to and affect international graduate and professional students as well as GAPSA's global engagement activities.
2. The Chair for International Affairs shall be an international student.
3. The Chair for International Affairs shall share responsibility for monitoring and evaluating University policies and services that are directly related to federal, state, city and University

administrative requirements that graduate and professional students need to fulfill to maintain good standing as a student of the University of Pennsylvania.

4. The Chair for International Affairs shall be responsible for proposing and implementing initiatives that shall effectively integrate international students into the academic, cultural, and social life of the University.
5. The Chair for International Affairs shall interview candidates and make recommendations to the General Assembly to fill open seats on GAPSA's International Student Council.
6. The Chair for International Affairs shall chair The International Affairs Committee.
7. The Chair for International Affairs shall serve as GAPSA's primary liaison to the Office of International Students and Scholars Services, the International Student Advisory Board, and any other University bodies whose jurisdiction includes international affairs or international students and allow for a graduate or professional student representative.
8. The Chair for International Affairs shall conduct ongoing outreach to graduate and professional nationality-based groups.

G. Chair for Operations

1. The Executive Board shall include a Chair for Operations who shall record the minutes of all Executive Board and General Assembly meetings and report those minutes to each body as soon as possible.
2. The Chair for Operations shall maintain a record of all GAPSA proceedings and keep on file all resolutions approved by the General Assembly.

3. The Chair for Operations shall coordinate all room reservations, logistical planning, refreshments, and supplies for Executive Board and General Assembly meetings.
4. The Chair for Operations shall monitor the attendance at all General Assembly meetings, certify that a quorum exists, and take roll-call votes when necessary.
5. The Chair for Operations shall verify the certification of School Representatives.

H. Chair for Professional Students

1. The Executive Board shall include a Chair for Professional Students who shall serve as chair of the Professional Student Council.
2. The Chair for Professional Students shall be a professional student.
3. The Chair for Professional Students shall monitor federal, state, local, and University policies of concern to professional students.
4. The Chair for Professional Students shall pursue policy issues as directed by the Executive Board, General Assembly, or Professional Student Council and bring to the attention of those bodies initiatives that are of importance.
5. In cooperation with the Chair for Research Students and the Chair for IDEAL Students, the Chair for Professional Students shall monitor the University judicial process and the student grievance process to ensure that the interests of graduate and professional students are properly represented and protected.
6. When the President is a research student, the Chair for

Professional Students shall serve on the Provost's Committee on Academic Planning and Budget.

7. When the President is a research student, the Chair for Professional Students shall serve on the University Council Steering Committee.

I. Chair for Research Students

1. The Executive Board shall include a Chair for Research Students who shall serve as chair of the Research Student Council.
2. The Chair for Research Students shall be a research student.
3. The Chair for Research Students shall monitor federal, state, local, and University policies of concern to research students.
4. The Chair for Research Students shall pursue policy issues as directed by the Executive Board, General Assembly, or Research Student Council and bring to the attention of those bodies initiatives that are of importance.
5. In cooperation with the Chair for Professional Students and the Chair for IDEAL Students, the Chair for Research Students shall monitor the University judicial process and the student grievance process to ensure that the interests of graduate and professional students are properly represented and protected.
6. When the President is a professional student, the Chair for Research Students shall serve on the Provost's Committee on Academic Planning and Budget.
7. When the President is a professional student, the Chair for Research Students shall serve on the University Council Steering Committee.

8. The Chair for Research Students shall be GAPSA's primary representative to the Graduate Council of the Faculties.

J. Chair for Social Activities

1. The Executive Board shall include a Chair for Social Activities who shall be responsible for coordinating GAPSA sponsored social and special events. These may include and are not limited to films, receptions, social events, speakers, and any other such events that may arise.
2. The Chair for Social Activities shall work closely with the Chair for Finance to manage the social budget, and shall make periodic, detailed expenditure reports to the Chair for Finance and Executive Board.
3. The Chair for Social Events shall chair the Social Activities Committee.

K. Chair for Student Life

1. The Executive Board shall include a Chair for Student Life who shall monitor and evaluate federal, state, local, and University policies outside the area of academic affairs that are of concern to graduate and professional students. Main areas of concern shall be issues of housing, transit, and safety.
2. The Chair for Student Life shall monitor University policies relating to the Student Health Service and the Student Health Insurance Plan.
3. The Chair for Student Life shall pursue policy issues as directed by the Executive Board or General Assembly, and brings to the attention of those bodies initiatives that are of importance.
4. The Chair for Student Life shall chair the Committee on Student Life.

L. Chair for Student Programs

1. The Executive Board shall include a Chair for Student Programs who, together with the Graduate Student Center Staff, shall devise, implement and monitor programs of interest to the graduate student community. These programs may include and are not limited to intramural sports, community service, peer recognition, awareness events and any other programs that may arise.
2. The Chair for Student Programs shall be GAPSA's primary representative to the Graduate Student Center Advisory Board.
3. The Chair for Student Programs shall chair the Committee on Student Programs.

M. Chair for External Affairs

1. The Executive Board shall include a Chair of External Affairs who shall be responsible for coordinating GAPSA's external affairs and communicating its position outside Penn.
2. The Chair for External Affairs shall be responsible for reaching out to graduate school alumni and seek their engagement during the Homecoming Weekend and at other events in and out of Philadelphia.
3. The Chair for External Affairs shall coordinate efforts for community outreach and civic engagement.
4. The Chair for External Affairs shall coordinate efforts to advocate for members of the graduate student body with local, state, and federal governments and non-government agencies.
5. The Chair for External Affairs shall maintain awareness of, disseminate information about, and facilitate student

participation in legislative and regulatory developments affecting graduate students.

6. The Chair for External Affairs shall facilitate GAPSA representation with the National Association of Graduate-Professional Students (NAGPS), the Ivy+, other networks of graduate student organizations, and ensure that GAPSA is kept apprised of their activities.

N. Chair for IDEAL Students

1. The Executive Board shall include a Chair for IDEAL Students, who shall serve as chair of the IDEAL Student Council.
2. The Chair for IDEAL Students shall be a member of an IDEAL constituency.
3. The Chair for IDEAL Students shall monitor federal, state, local, and University policies of concern to IDEAL constituencies.
4. The Chair for IDEAL Students shall pursue policy issues as directed by the Executive Board, General Assembly, or IDEAL Student Council and bring to the attention of those bodies initiatives that are of importance.
5. In cooperation with the Chair for Professional Students and the Chair for Research Students, the Chair for IDEAL Students shall monitor the University judicial process and the student grievance process to ensure that the interests of IDEAL constituencies are properly represented and protected.

ARTICLE VIII: BUDGET AND FINANCE

A. The Budget

1. At the final Executive Board meeting of the spring semester, the

- outgoing and incoming Chairs for Finance shall present a provisional budget for the next academic year to the Executive Board.
2. Prior to the second scheduled General Assembly meeting of the fall semester, the Chair for Finance shall propose a final budget to be approved by the General Assembly. No GAPSA funds may be spent after that date without General Assembly approval of a budget.
 3. Upon a three-fourths vote, the General Assembly may amend the budget at any time.
 4. GAPSA shall provide an appropriation to each school's student government(s) for the purpose of funding school-wide government activity, school-based student groups, and academic and social programming.
 - a) Each school will be required to submit annual budget information and updates to GAPSA at the request of the Chair for Finance.
 5. The Research Student Council shall be guaranteed an appropriation in the sum of no less than forty-five thousand dollars in FY08 for the purposes of awarding research student travel grants, requests for merit funding from research student groups, and supporting academic programs at the Graduate Student Center.
 - a) The amount of funds appropriated to the Research Student Council shall increase at a rate, in percentage terms, equal to that of the GAPSA budget as a whole.
 6. The budget shall provide the funds necessary for the operations of the General Assembly, the nomination and appointment of graduate and professional students to University Committees, and for such other activities as the General Assembly may decide in accordance with its purpose and mission.
 7. The funds for the budget shall come from the General Fee of the graduate and professional students of the University and other procured revenue sources

ARTICLE IX: Representatives to Trustee Committees, the University Council, the Graduate Council of the Faculties, the Academic Planning and Budget Committee, the Speaker Advisory Group and other University Committees

A. Liaisons to Trustees Committees

1. The Executive Board shall appoint its members as liaisons to the following Committees of the Trustees of the University of Pennsylvania:
 - a) Committee on Academic Policy
 - b) Committee on Budget and Finance
 - c) Committee on Local, National, and Global Engagement
 - d) Committee on Facilities and Campus Planning
 - e) Committee on Student Life

B. University Council Representation

1. There are fifteen seats on the University Council reserved for graduate and professional students. All graduate and professional student representatives to the University Council shall be members of the General Assembly.
2. Ideally, one Representative from each of the twelve graduate and professional schools should serve on the University Council.
3. The President, the second executive member of the University Council Steering Committee and the Vice President, shall serve on the University Council.
4. In the event that a seat on the University Council cannot be filled in the manner provided by this Constitution, it shall be filled at the discretion of the Chair for Equity and Access through the regular appointments process.
5. Any GAPSA representative to the University Council who fails to attend two consecutive University Council meetings shall be immediately replaced. The Chair for Equity and Access shall appoint the new representative and notify the General Assembly that such action has been taken as soon as possible.

C. The Graduate Council of the Faculties

1. There are three seats on the Graduate Council of the Faculties that are reserved for research (Ph.D., M.A. or M.S.) students.
2. The Chair for Research Students shall be recommended ex-officio. If the Chair for Research Students is not a student at the School of Arts and Sciences, the President of the student government of the School of Arts and Sciences (SASGov) shall be recommended ex-officio. The Chair for Research Students shall, with the advice and consent of the Research Student Council, nominate a third research student from a school other than the School of Arts and Sciences. No school may have more than one representative to the Graduate Council of the Faculties at any given time.

D. Academic Planning and Budget Committee

1. There are two seats on the Provost's Academic Planning and Budget Committee. The President shall be the primary representative to the Committee. The second executive member of the University Council Steering Committee shall fill the second seat.

E. The Speaker Advisory Group

1. There are two seats on the Secretary's Speaker Advisory Group. The President shall be the primary representative to the Group. The second executive member of the University Council Steering Committee shall fill the second seat.

F. Nominations and Appointments to University Committees

1. The General Assembly shall nominate graduate and professional student representatives to University committees as soon as possible each fall.
2. The Executive Board, through the Chair for Equity and Access, Chair for International Affairs, Chair for Professional Students, Chair for Research Students, and Chair for Student Life, shall interview and recommend such representatives to the General Assembly.
3. In recommending representatives of University Committees to the General Assembly, all Chairs responsible for nominations and appointments shall take care to ensure that diversity of

- schools is maintained.
4. Representatives nominated by the General Assembly to serve on University Committees shall report the activities of the committee(s) to which they are appointed to the General Assembly on a regular basis through the appropriate Chair.
 5. Regular attendance, as defined by the Chair for Equity and Access, is required of all School Representatives who are assigned to the University Council or other University committees. School Representatives that do not fulfill these attendance requirements are subject to dismissal and replacement.
 6. Representatives who fail to regularly report to the General Assembly, or who fail to attend two consecutive meetings of the committee or committees to which they are appointed may be removed by the General Assembly provided that seven days written notice has been given and that the representative has been granted an opportunity to be heard.
 7. All Chairs responsible for nominations and appointments shall communicate regularly with committee officials and monitor the performance of GAPSAs representatives.
 8. The General Assembly shall, whenever possible, appoint both professional and research students to specific University Committees.
 - a) The General Assembly shall, when appropriate, appoint professional or research students to specific University Committees when the jurisdiction of those committees is more relevant to either professional or research students.

ARTICLE X: THE GRADUATE STUDENT CENTER

A. The Graduate Student Center

1. The Executive Board and General Assembly shall work closely with the University and the Director of the Graduate Student Center to ensure that the Graduate Student Center fulfills the tenets of its mission statement.

2. The mission of the Graduate Student Center is as follows: “The Graduate Student Center was established to meet the unique needs of graduate and professional students. The Center shall:
 - a) Empower graduate and professional students to create and participate in a graduate community at Penn.
 - b) Transcend school and department affiliations, and facilitate cross- disciplinary and cross-cultural exchanges through intellectual and social programs.
 - c) Provide graduate and professional students with a centrally-located home that includes a lounge, computer lab, and meeting and event space.

ARTICLE XI: STATEMENT OF NON-DISCRIMINATION

- A. The Graduate and Professional Student Assembly is an inclusive organization which derives strength from the diversity of its members. Therefore, GAPSAs shall not discriminate on the basis of race, color, sex, sexual orientation, religion, gender identity, national or ethnic origin, age, disability, or status as a veteran or disabled person in its membership, the administration of its programs, activities, and its nomination policies and procedures.
- B. The Graduate and Professional Student Assembly reserves the right to withhold funding from groups that do not adhere to this non-discrimination policy and/or the non-discrimination policies of the University of Pennsylvania.

ARTICLE XII: AMENDMENTS

- A. Amendments to the Constitution
 1. In order to be adopted a proposed amendment to this Constitution must receive three-fourths of the votes cast in the General Assembly.
 - a) This Constitution was amended on April 2, 2008.
 - b) This Constitution was amended on October 21, 2009.

- c) This Constitution was amended on September 26, 2012
- d) This Constitution was amended on March 27th, 2013.
- e) This Constitution was amended on March 23rd, 2016
- f) This Constitution was amended on March 15, 2017
- g) This Constitution was amended on April 26, 2017

2. To amend the GAPSAs constitution, a member of the Assembly must propose a motion in written prose form. The motion must specify the exact changes to be made to the text of the GAPSAs Constitution. If the motion passes, two things will happen: 1) the proposed changes to the text will be made; and 2) the text of the motion, and the date of its passage, will be added, in a new section, to Article XII: Amendments.

B. Amendment passed on October 21, 2009

1. In order to maintain the GAPSAs Constitution as a living document, and retain a history of its evolution, traditions, and precedence, the following text will be added as section A.2 of Article XII: Amendments: To amend the GAPSAs constitution, a member of the Assembly must propose a motion in written prose form. The motion must specify the exact changes to be made to the text of the GAPSAs Constitution. If the motion passes, two things will happen: 1) the proposed changes to the text will be made; and 2) the text of the motion, and the date of its passage, will be added, in a new section, to Article XII: Amendments.

C. Amendment passed on October 20, 2010

1. Henceforth, every year, GAPSAs shall allocate at least \$40,000 from the general fee revenue for an "Emergency Fund." There shall be a strong presumption against reaching into the coffers

of the Emergency Fund; it should only be used in the face of unforeseen events posing damaging repercussions. At least two-thirds of the General Assembly must concur before money in the Emergency Fund may be allocated.

2. Henceforth, every year, GAPSA shall allocate at least \$25,000 from the general fee revenue for a “GA Discretionary Fund” to be allocated, at any time the General Assembly sees fit, for GAPSA councils or committees, groups presenting in front of the GA, or any cause the GA wishes to support. A simple majority of the General Assembly shall be required to concur before money in the GA Discretionary Fund may be allocated.

D. Amendment passed on September 26, 2012

1. In order to allow for a more flexible meeting structure the text of Article VI(C)(1) has been amended from “The Professional Student Council and Research Student Council shall meet for sixty minutes” to “Meetings of the Professional Student Council and Research Student Council shall be limited to sixty minutes.”

E. Amendments passed on March 27th, 2013

1. Henceforth, every year, GAPSA shall allocate at least \$25,000 from the general fee revenue for a “G12 Synergy Fund” whose purpose shall be to enhance the academic, social, and cultural pursuits of graduate and professional student government organizations at the University of Pennsylvania. Student government eligibility for these funds will be contingent upon evolving requirements that promote intergovernmental collaboration, and build institutional integrity. The G12 Synergy Fund shall be administered by the VC for Finance with the approval of the Executive Board and shall be administered in accordance with the relevant provision of the GAPSA VC Finance Handbook.
2. In order to fulfill GAPSA’s charge to represent all graduate and professional students at the University of Pennsylvania, empower members of underrepresented groups, and to clarify

- the responsibilities of, and the relationship between the Chair for Equity and Access and the Chair for International Affairs the text of Articles III(A), III(B), VII(D) , VII(F) and IX have been amended with the following effects: 1.) The Select Committee on Pluralism and the Select Committee on International Affairs merged into a new body called The Select Committee on Pluralism and International Affairs (“The Select Committee”) co-chaired by the Chair for Equity and Access and the Chair for International Affairs, participated in by their committee members, group representatives, and members of University Committees relevant to The Select Committee’s charge; 2.) The roles of the Chair for Equity and Access and the Chair for International Affairs expanded to include outreach; and 3.) It was clarified that the Chair for Equity and Access oversees the appointment process of liaisons to all University Committees.
3. In order to institutionalize GAPSA’s commitment to not only non-discrimination, but to inclusion the text of Article XI has been amended to begin with the following statement, “The Graduate and Professional Student Assembly is an inclusive organization which derives strength from the diversity of its members.”

F. Amendments passed on March 23, 2016

1. In order to codify the rules regarding proxies for GA representatives, this amendment establishes who may be a proxy and how many times a representative may appoint proxies throughout the school year and semester.
2. In 2013 the GAPSA GA voted to create the Select Committee, recently renamed the IDEAL Committee. The Vice Provost of University Life granted the newly created Select/IDEAL Committee with \$40,000 to provide operational and programming support to affinity groups. The Trustees of the University of Pennsylvania thereafter took on the responsibility of providing an additional \$40,000 (plus year growth) to GAPSA, with the understanding that it was being used to fulfill

GAPSA's stated commitment to its diverse constituents, as represented by affinity leadership. The following amendment seeks to put into the Constitution what has been in practice since 2013, in order to formalize this allocation and to commit it to GAPSA's institutional memory

G. Amendment passed on March 15, 2017

1. This amendment is to establish the Chair for External Affairs as a member of the GAPSA Executive board. This Chair for External Affairs shall be in charge of the External Affairs Committee and will be is responsible for coordinating the external affairs and activities of GAPSA outside Penn, including alumni engagement; community outreach, education, and service; relationships with other universities and organizations; political advocacy at all levels of government; and statements of the positions of GAPSA on issues of significance to the welfare of graduate students.

H. Amendments passed on April 26, 2017

1. The Committee amendment changed the wording of the Committee meeting requirement to specify that Committee meetings may happen every General Assembly meeting.
2. The Proxy amendment changes the requirements for General Assembly Representatives to notify the Chair for Operations they are appointing a proxy to before the General Assembly meeting starts and immediately after the meeting is extended by a vote of the General Assembly.
3. The IDEAL Student Council Amendment changes the IDEAL Committee from a Committee to a Council and adds eleven seats to the General Assembly and one seat to the GAPSA Executive Board as the Chair for IDEAL Students as members of this Council. The roles and responsibilities of the IDEAL Committee shall be assumed by the IDEAL Student Council.

ARTICLE: XIII: RATIFICATION

A. Ratification of the Constitution

1. The approval of two-thirds of the members of the Graduate and Professional Student Assembly, two-thirds of the members of the Graduate Student Associations Council, and eight of the twelve graduate and professional student governments shall be necessary for the ratification of this Constitution.
2. The approval, by the University administration, of the new funding formula agreed to by the Graduate and Professional Student Assembly and the Graduate Student Associations Council shall also be necessary for the ratification of this Constitution.
3. The ratification of the Constitution of the Graduate Student Government of the School of Arts and Sciences shall also be necessary for the ratification of this Constitution.
4. This Constitution shall take effect on May 1, 2007.

APPENDIX A: ELECTION RULES

A. Presiding Officer

1. The Chair for Operations shall preside over all Executive Board elections. The Chair for Equity and Access will serve as Presiding Officer Pro-Tempore of Executive Board elections.
 - a) In the event that the Chair for Operations has been nominated for election and has accepted a nomination, they must be recused as presiding officer and the Chair for Equity and Access shall be the presiding officer. If the Chair for Equity and Access and Chair for Operations have accepted a nomination for the same position, the Executive Board, with the advice and consent of the General Assembly, shall appoint a new presiding officer.

B. Nominations

1. Executive Board members must be nominated and elected. All nominations are to be announced and accepted by the Chair for

- Operations. Nominations announced and accepted by noon on the Monday immediately preceding the election shall be announced to the General Assembly by electronic communication. Nominations that are made and accepted after that time shall be announced at the beginning of the election for that office. Nominations for a particular office may be made and accepted until the election for that office. A nomination does not need to be seconded.
2. At the beginning of the election for a particular office, the Chair for Operations shall read aloud standing nominations for that office and then ask for any other nominations. Individuals who wish to run for that office may nominate themselves at this time. After making the call for additional nominations, and allowing sufficient time for such, the Chair for Operations shall announce that nominations for that office are closed and read aloud a list of all candidates for the office. After the list is read, no additional nominations are made.
 3. The Presiding Officer may alter the order of priority prior to the start of the election with the consent of a simple majority of the Executive Board.
 4. If a change in order occurs, it shall be communicated to the GA no later than 24 hours before the election.

C. Candidate Speeches

1. Nominees have the right to speak on their behalf. Each candidate will be allowed to make a three-minute speech and then answer up to three questions posed by General Assembly members. Members who wish to ask questions shall raise their hand and seek recognition from the Chair for Operations. The General Assembly may, by a majority vote, extend the number of questions are asked of a particular candidate.
2. Candidates shall be called upon to speak in an order set alphabetically by the first letter of their last name. Before the first candidate begins their speech, all of the other candidates for

- that office shall be escorted to a waiting room by a graduate and professional student designated by the Chair for Operations.
3. When the candidate has completed their speech and the question-answer period, a graduate and professional student designated by the Chair for Operations shall escort the candidate to the waiting room and return with the next candidate. This procedure shall continue until all candidates have had an opportunity to speak and answer questions.

D. General Assembly Discussion

1. After candidate speeches have concluded, members of the General Assembly may discuss the candidates. This discussion is strictly confidential and shall take place after all candidates have been escorted from the room. If a School Representative or member of the Executive Board is found to have violated this confidentiality, they shall be asked to step down from their position.
 - a) There is no formal time limit on the discussion period. After four people have spoken, any member of the General Assembly may make a motion to end debate. Such a motion must receive a simple majority vote to pass. Otherwise, the Chair for Operations shall call for a motion to end debate when no other members wish to make comments.

E. Vote Tallying and Recording

1. Votes shall be cast by secret ballot. If someone wishes to abstain, they shall indicate their preference on their official ballot. All ballots shall be collected and counted by the Chair for Operations. Ballots must be handed directly to the Chair for Operations. Pursuant to Article XI, Section B, Paragraph 5 of the Constitution of the Graduate and Professional Student Assembly, the Chair for Operations may appoint up to four Tellers who shall assist in the collection and counting of ballots.
2. The Chair for Operations shall record the total number of votes cast (including abstentions) as well as the outcome for each election. The number of votes received by each candidate shall

not be recorded in the minutes.

F. Declaring a Winner

1. All ballots shall be destroyed at the conclusion of the election process.
2. A candidate for an office shall be declared elected if they receive a simple majority of the votes cast.
3. In the event that no candidate receives a simple majority of the votes cast, then there shall be a runoff election between the two candidates that received the most votes. In the case of a tie, candidates shall be given the opportunity to make additional comments and ballots will be recast.