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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 (Last Revised: 2/19/20)*

\*NOTE: Yellow highlighted commentary indicates revised titles.

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I. 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.

II. 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 {Director of Logistics} 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 {Director of Logistics} in accordance with Article II, Section A., Paragraphs 3 and 5 of this Constitution.

- a) Any such request shall 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 {Director of Logistics} 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 {Director of Logistics} 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 {Director of Logistics} 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 {Director of Logistics} 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 {Director of Logistics} 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 {Director of Logistics} 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 {Director of Logistics} 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.

### III. ARTICLE III: THE EXECUTIVE BOARD

- A. The Executive Board of GAPSA will be organized in Three Divisions: Policy, Programming, and Finance and Operations. All divisions are nominally overseen by the President of GAPSA, who directly manages the Policy Division. The Executive Vice President manages the Programming Division, and the Vice President of Finance and Operations manages the Finance and Operations Division.
1. The Policy Division will be directly managed by the President and will consist of the three Council Chairs and the following executive positions: Director of Student Wellness, Director of Equity and Access, Director of External Affairs, and Director of International Student Affairs.
  2. The Programming Division will be directly managed by the Executive Vice President and will consist of the following executive positions: Director of On-Campus Programming and Director of Off-Campus Programming
  3. The Finance and Operations Division will be directly managed by the Vice President of Finance and Operations and will consist of the following executive positions: Director of Fund Management, Director of Public Relations, and Director of Logistics.
  4. The three Division Managers and the Council Chairs will be elected according to the procedures laid out in Article IV of this Constitution.
    - a) After the election of the Three Division Managers and the Council Chairs, these six members of the executive board shall appoint the Director-level board members according to the procedures laid out in Article IV of this Constitution.
- B. General Responsibilities
1. The term of office for members of the Executive Board shall be one year, beginning on May 15 of the year in which they are elected or appointed and ending one year thereafter.
  2. Members of the Executive Board shall participate in relevant meetings with the GAPSA President and University Officials.
  3. Each member of the Executive Board shall have exactly one vote in all Executive Board matters.
  4. 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 must be presented to 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.

5. The Executive Board may act to address any issue that impacts GAPSA's finances, holdings, standing in the community, or operations when it is impractical for the General Assembly to act. Such decisions must be approved by a majority vote of all Executive Board members.
    - a) Any decision made in such a situation must be presented to the General Assembly at its next meeting.
  6. Any Executive Board member may appoint a Deputy Director to assist in their duties with the unanimous approval of the three Division Managers.
  7. The Division Managers shall provide to the General Assembly, in January and April, a public report summarizing the work of the Executive Board throughout the academic year.
- C. The day-to-day functioning of the Executive Board shall be governed by a set of Executive By-Laws.
1. The Executive By-Laws will be proposed by the outgoing Executive Board and approved by a simple majority vote of the General Assembly after the Elections but no later than the last meeting of the year.
    - a) Should ratification fail, then the By-Laws will be opened to floor amendments from the General Assembly and may be voted on again until a version is approved by the General Assembly.
    - b) Should ratification fail even with floor amendments, the incoming Executive Board may adopt a provisional set of By-Laws based on those that governed the outgoing board.
      - (1) These provisional By-Laws, with any proposed changes, will be presented to and debated by the second General Assembly of the following Academic Year.
  2. During the year, the Executive By-Laws may be amended by a two-thirds vote of the Executive Board and a simple majority vote of the General Assembly.
    - a) Division Managers may propose amendments to the Executive By-Laws during the year.
  3. The Executive By-Laws will be made publicly available on the GAPSA website.
- D. Removal of a Member of the Executive Board

1. Any member of the Executive Board (with the exception of Council Chairs) who is found to be in violation of this Constitution, the By-Laws of the GAPSA General Assembly, or the Executive By-Laws, or who is found in gross dereliction of duty or professional misconduct 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.
  - a) Such a procedure may be initiated by at least ten members of the General Assembly (representing at least two of the Councils and three of the schools) approaching the Vice President of Finance and Operations, who will provide notice to the board member in question and schedule a hearing and vote of the General Assembly.
  - b) Should the complaint be against the Vice President of Finance and Operations, then the complaint may be made either to the President or Executive Vice President, who will then be obligated to oversee the process.
2. Any Director-level Executive Board member found to be in violation of this Constitution, the By-Laws of the GAPSA General Assembly, or the Executive By-Laws, or who is found in gross dereliction of duty or professional misconduct may be removed upon the unanimous vote of all three Division Managers and all other Directors within their Division, 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 by the entire Executive Board.
  - a) This removal may be appealed to the General Assembly, provided the appeal is made 10 days in advance of a General Assembly meeting and before a replacement for the position has been elected or confirmed. The General Assembly may reverse such a removal upon a two-thirds majority vote.
  - b) Such a procedure must be initiated by the Director's Division Manager, who will provide written notice and schedule a hearing and vote.
3. A Council Chair found to be in violation of this Constitution, the By-Laws of the GAPSA General Assembly, or the Executive By-Laws, or who is found in gross dereliction of duty or professional misconduct may be removed upon a three-fourths majority vote of their respective Council, 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.
4. Such discussions and procedures may be initiated by at least one-quarter of the Council (representing at least two schools) writing to the President, who will lead a special meeting of that Council to resolve the matter.

E. Vacancies on the Executive Board

1. Should a vacancy occur in the Executive Board among the Division Managers or Council Chairs, a special election should be held at the next convenient, regularly scheduled General Assembly meeting, provided the General Assembly is given fourteen days notice and an announcement of the special election may be made to the graduate and professional student community at least ten days before the election.
  - a) To the greatest extent possible, this special election should follow the procedures of regular elections laid out in Article IV of this Constitution.
    - (1) However, if there are extenuating circumstances, these procedures may be adjusted with a two-thirds approval of the General Assembly.
  
2. Should a vacancy occur among the Director-level positions on the Executive Board, the respective Division Manager may nominate an Interim Director who may fulfil the duties of the position until a full appointment process (described in Article IV of this Constitution) may be conducted, provided said nominee is confirmed by the President and a simple majority vote of the Executive Board.
  
3. Should the position of Executive Vice President or Vice President of Finance and Operations be vacant, the President may nominate one of the Directors in that Division to serve as an Interim Executive Vice President or Interim Vice President of Operations and to fulfil the duties of the position until a special election can be scheduled, provided said nominee is confirmed by a simple majority vote of the Executive Board.
  - a) The Director of On-Campus Programming or Director of Off-Campus Programming may be nominated to serve as Interim Executive Vice President, and may serve in both their original position and the Interim post until a special election can be held.
  - b) The Director of Fund Management, Director of Logistics, or Director of Public Relations may be nominated to serve as Interim Vice President of Finance and Operations, and may serve in both their original position and the Interim post until a special election can be held.
  
4. Should the position of President be vacant, the Executive Vice President shall serve as the Interim President until a special election may be held.
  - a) Should the Executive Vice President be unable or unwilling to serve in this role, then the Vice President of Finance and Operations shall serve as the Interim President until a special election may be held.
  - b) Should neither the Executive Vice President nor Vice President of Finance and Operations be able or willing to serve as the Interim President, the Council Chairs may appoint an Interim President from among themselves or the Directors by simple majority vote.

#### IV. ARTICLE IV: ELECTIONS AND APPOINTMENTS TO THE EXECUTIVE BOARD

A. Division Managers: Election Process for the President, Executive Vice President, and Vice President of Finance and Operations

1. Timing and Communication of Elections

- a) The annual Elections of the GAPSAs Executive Board Division Managers shall take place at the third-to-last meeting of the spring semester.
  - (1) The exact date of the Election should be confirmed with the General Assembly no later than the first meeting of the spring semester.
- b) Elections are to be announced to the wider university community at least ten days before the scheduled date.
- c) In the case of special elections, the time of a special election must be announced to the General Assembly at least fourteen days before the meeting at which it is to take place.

2. Process

- a) Oversight
  - (1) By default, the Director of Logistics shall chair elections of the Division Managers.
  - (2) If the Director of Logistics is running for a Division Manager or Council Chair position, or plans to seek appointment as a Director for the upcoming year, or if one-third of the Division Managers and Council Chairs should feel there would be a conflict of interest should the Director of Logistics oversee the election process, then they may not chair the election.
    - (a) If this should be the case, or if the Director of Logistics is otherwise unable or unwilling to oversee the elections, then the Division Managers may appoint someone to oversee the Elections.
    - (b) If possible, this replacement should be an outgoing member of the Executive Board member, but must not be seeking or plan to seek election or appointment to any position on the Executive Board.
  - (3) Special Elections for any position other than the President shall be chaired by the President or by an Executive Board member appointed by the President who is not seeking election to the vacant position.

- (a) Special Elections for the President shall be overseen by a member of the Executive Board selected by a simple majority vote of the Executive Board, and who does not plan to seek election as President.
  - (4) Whenever possible, the Chair of Elections shall be announced alongside the announcement of elections to the campus community.
  - (5) Whosoever chairs the election process may not express an opinion either opposing or endorsing any candidate.
- b) Nominations
  - (1) Nominations for any position shall be sought beginning at least ten days prior to the elections.
  - (2) Nominations may be received either by e-mail or in person by the Chair of Elections up until voting begins.
  - (3) Self-nominations are acceptable, and nominations need not be seconded, but they must be accepted by the person so nominated.
- c) The process for election speeches, debate, discussion, or election materials is to be defined in the Executive By-Laws.
  - (1) This process is to be presented to the General Assembly in the meeting prior to elections, which shall serve as the last opportunity to propose changes to the process, which must be approved by a three-fourths majority of the General Assembly.

### 3. Voting

- a) To be eligible to vote in the election, all representatives who have not yet been certified must be certified by the Director of Logistics with the appointing bodies no later than ten days before the election.
  - (1) These members in good standing may still appoint proxies through the normal processes for the election.
- b) Voting must be anonymous.
- c) In the case of uncontested elections, discussion and voting must still occur.
  - (1) Following discussion, the Chair of Elections may entertain motions to table the election for that position until the next General Assembly meeting, a motion which should be decided prior to casting votes for the position.



- d) All votes shall have an “Abstain” option.
  - (1) If abstentions should receive the majority of votes cast, then the election for that position is automatically delayed until the next General Assembly meeting.

B. Council Chairs

- 1. The Timing and Communication for the election of Council Chairs shall follow the same process as that for Division Managers as described in Article IV.A.1. of this Constitution.
- 2. The Council Chairs will be elected by the representatives in good standing of their respective Councils.
- 3. The process for Council Chair elections is to be determined by each individual Council in their Council By-Laws.
  - a) The process must be finalized, with any proposed changes approved with a three-fourths vote of the Council, by the final Council Meeting prior to the one in which elections are to be held.

C. Appointment of Directors

- 1. The Director-level Executive Board members are to be appointed by a vote of the newly elected Division Managers and Council Chairs, and confirmed by the General Assembly at the meeting following spring semester elections.
- 2. Following the Elections of the Division Managers and Council Chairs, the outgoing Division Managers are to solicit applications for the Director positions.
  - a) The form and length of applications is to be described in the Executive Board By-laws, and the process is to be fully conveyed to the General Assembly and publicized to the wider campus community alongside announcements for the Elections.
    - (1) The last meeting prior to the Elections will also serve as the final opportunity to suggest changes to the Director Application process, and they must be approved by a three-fourths majority of the General Assembly.
  - b) Applications for Director Positions must remain open for a period of at least one week following the elections.
  - c) The outgoing Division Managers and Council Chairs are to conduct an initial review of applications and make recommendations to the Incoming-Division Managers and Council Chairs, but all applications are to be handed over to the new board in their entirety.

- (1) The applications for any Director-position shall be made available for additional review and commentary by the outgoing representatives assigned to the Committee or Subcommittee for which the Director would be responsible.
  - (2) The interview times for Director positions will be made available to the General Assembly, and members of the General Assembly are permitted to attend those interviews.
3. The newly-elected Division Managers and Council Chairs will review and vote on the applications to Director positions by the General Assembly meeting following their election.
  - a) Each Division Manager and Council Chair will have one vote.
    - (1) In case of a tie, the Division Manager under whom the Director will serve may make the final decision.
  - b) The Division Managers and Council Chairs may consider applicants who are not selected for one Director position for a different position, if the applicant agrees.
4. The selections for the Director positions are to be announced to the General Assembly at the General Assembly meeting following elections, and must receive a simple majority confirmation vote of the General Assembly by the final General Assembly meeting of the year.
  - a) Should confirmation be denied, the Executive Board is to reopen applications for the Director position. If there is no opportunity for an additional General Assembly meeting prior to the end of the spring semester, then the Executive Board may appoint an interim Director from among the received second-round applications (otherwise following the procedure in Article III.E.2. of this Constitution), who is to be confirmed at the first General Assembly meeting of the fall semester.

V. ARTICLE V: THE EXECUTIVE BOARD POSITIONS AND INDIVIDUAL RESPONSIBILITIES

A. President

1. The Executive Board will include a President, who shall lead the General Assembly and Executive Board on all matters.
2. The President will be present at all General Assembly meetings and meetings of the full Executive Board.
  - a) The President will set the agenda for and chair all General Assembly meetings and meetings of the full Executive Board, unless they designate another Executive Board member to do so.

3. The President, in conjunction with the Executive Board, shall devise and implement annual goals and strategies for fulfilling the GAPSA mission.
  - a) The President shall delegate such responsibilities as appropriate to other members of the Executive Board.
4. The President will directly oversee and coordinate the efforts of GAPSA's Policy Division, working closely with the Council Chairs and the Directors of Student Wellness, Equity and Access, External Affairs, and International Student Affairs to advocate for the needs and desires of Graduate and Professional Students at the University.
5. 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.
  - a) The President shall be the primary GAPSA representative to the University Council, and shall sit on the University Council Steering Committee
  - b) The President shall be the primary GAPSA representative to the Provost's Committee on Academic Policy and Budget.
  - c) The President shall work closely with University officials and the Director of the Graduate Student Center to promote the Graduate Student Center as the hub of graduate and professional student activity on campus.
6. The President shall coordinate the appointment of representatives to the various University committees to which GAPSA is entitled seats.
  - a) The President will work with the Director of Logistics to facilitate communication with these representatives.
7. The President should be the primary GAPSA representative to meetings of graduate leaders outside of the campus.
8. If the President is unable to execute the duties of their office, the Executive Vice President shall act as Interim President until a special election can be held at a subsequent General Assembly meeting. If the Executive Vice President is unable or unwilling to serve as Interim President, the Vice President of Finance and Operations shall serve as Interim President until the special election.
9. If any of the Policy Directors, or Council Chairs, or either the Executive Vice President or Vice President of Finance and Operations is unable to fulfil their duties, or one of those positions should become vacant for any reason, the President is empowered to temporarily fulfil the duties of the vacant position until an interim appointment can be made or a special election held.
10. The President shall chair the President's Advisory Council.

B. Executive Vice President

1. The Executive Board shall include an Executive Vice President who shall work closely with the President on all GAPSAs matters.
2. The Executive Vice President shall directly oversee and coordinate the Programming Division, working closely with the Directors of On-Campus Programming and Off-Campus Programming to coordinate and promote activities and events that foster a sense of community among Graduate and Professional students.
3. The Executive Vice President, in conjunction with the Vice President of Finance and Operations, shall appoint a Deputy Director of Interschool Partnership to serve as GAPSAs primary liaison to the student governments of each of the Graduate and Professional schools and who shall manage and promote utilization of the Interschool Partnership Fund.
  - a) This deputy must be approved by a simple majority vote of the Executive Board.
4. The Executive Vice President shall coordinate the planning of special events and projects, including but not limited to GradFest.
5. The Executive Vice President shall perform other duties as designated by the President.
6. The Executive Vice President shall act as President when the GAPSAs 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 the provisions of the GAPSAs Constitution and By-Laws.

C. Vice President of Finance and Operations

1. The Executive Board shall include a Vice President of Finance and Operations who shall oversee all financial and logistical affairs of GAPSAs, and manage GAPSAs assets.
2. The Vice President of Finance and Operations shall directly manage the Finance and Operations Division, working closely with the Directors of Fund Management, Logistics, and Public Relations to ensure the proper deployment and management of GAPSAs assets in order to achieve GAPSAs overarching mission and yearly goals.
3. The Vice President of Finance and Operations shall be responsible for all budget concerns and shall maintain accurate and current financial reports and records.

- a) The Vice President of Finance and Operations will 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.
  - b) It shall be the responsibility of the Vice President Finance and of Operations to prepare a copy of the annual GAPSA budget for the Vice Provost for University Life as necessary.
4. The Vice President of Finance and Operations shall chair the Sub-Committee on Budget and Oversight.
- a) In this role, the Vice President of Finance and Operations shall budget, allocate, and monitor funds disbursed by GAPSA or any of its subdivisions, and ensure compliance with all relevant Constitutional restrictions, By-Laws, Committee policies, University regulations, and state, federal, or local laws, attached to such funds.
5. The Vice President of Finance and Operations, in conjunction with the Executive Vice President, shall appoint a Deputy to serve as GAPSA's primary liaison to the student governments of each of the Graduate and Professional schools and who shall manage and promote utilization of the Interschool Partnership Fund.
- a) This Deputy must be approved by a simple majority vote of the Executive Board.
6. The Vice President of Finance and Operations may spend GAPSA funds over the summer in a manner consistent with the provisional budget and shall notify the Executive Board of such expenditures.
- a) If a provisional budget is not approved by the General Assembly, the Vice President of Finance and Operations shall be authorized to appropriate funds to each school's student government(s) and spend no more than 20% of the VPUL budget allocated to GAPSA until a provisional or final budget has been approved by the General Assembly (and no later than the second scheduled General Assembly meeting of the fall semester).
7. The Vice President of Finance and Operations (or chosen deputy) shall chair the Finance Advisory Board and GAPSA Finance Associations Council.

D. Director of Fund Management

- 1. The Executive Board shall include a Director of Fund Management, who shall manage the application, evaluation, and disbursement process for all grants managed by GAPSA's General Assembly.
- 2. The Director of Fund Management shall serve in the Division of Finance and Operations under the oversight of the Vice President of Finance and Operations.

3. The Director of Fund Management shall administer the Discretionary and Synergy Funds, as well as any additional funds deemed appropriate by the Executive Board.
4. The Director of Fund Management shall chair the Subcommittee on Grant and Fund Applications.
  - a) In this role, the Director of Fund Management shall devise an evaluation process with the Committee for all applications to relevant funds, and shall disburse these applications to the Committee for review.
5. The Director of Fund Management shall work with the Director of Public Relations to publicize all relevant deadlines and applications instructions for the managed funds.

E. Director of Public Relations

1. The Executive Board shall include a Director of Public Relations, who shall promote the communication of information between GAPSAs, the graduate and professional student body, the wider campus community, schools and graduate groups, and academic, administrative, and student life departments.
2. The Director of Public Relations shall serve in the Division of Finance and Operations under the oversight of the Vice President of Finance and Operations.
3. The Director of Public Relations shall manage the GAPSAs website and newsletter, and monitor, screen, and disseminate all GAPSAs e-mail communications.
4. The Director of Public Relations shall maintain current information on the GAPSAs website, including current contact information for all members of the General Assembly, upcoming GAPSAs programs, information about group and individual fund applications, and other relevant actions of the GAPSAs General Assembly, Committees, or Executive Board.
5. The Director of Public Relations shall devise, monitor, and implement GAPSAs advertising, public relations, and communications initiatives.
6. The Director of Public Relations shall manage GAPSAs's social media accounts to promote GAPSAs events, funding opportunities, policy initiatives, and other actions of interest to the graduate and professional student community.
7. The Director of Public Relations shall manage GAPSAs's relationship and dissemination of information to the Daily Pennsylvanian and other relevant publications.
8. The Director of Public Relations shall chair the Sub-Committee on Public Relations.

F. Director of Logistics

1. The Executive Board shall include a Director of Logistics who shall manage the daily functions of the Executive Board and General Assembly meetings.
2. The Director of Logistics shall serve in the Division of Finance and Operations under the oversight of the Vice President of Finance and Operations.
3. The Director of Logistics shall maintain all records for the General Assembly and Executive Board.
  - a) The Director of Logistics shall record the minutes of all full Executive Board and General Assembly meetings.
  - b) The Director of Logistics shall maintain a record of all GAPSA proceedings and events, and keep on file all resolutions approved by the General Assembly.
  - c) The Director of Logistics shall ensure that up-to-date versions of the GAPSA Constitution and any By-Laws of GAPSA's General Assembly, Executive Board, or Committees are maintained and made publicly available.
  - d) The minutes of any GAPSA Council, Committee, or Subcommittee meetings are to be submitted to the Director of Logistics, who shall make these minutes publicly available.
4. The Director of Logistics shall coordinate all logistical planning for Executive Board and General Assembly meetings, including all room reservations and the procurement of refreshments and any necessary supplies.
5. The Director of Logistics shall monitor the attendance at all General Assembly meetings, certify that a quorum exists, and take roll-call votes when necessary.
6. The Director of Logistics shall verify that all representatives to the GAPSA General Assembly were selected by the relevant appointing body, and shall work with those organizations to ensure that the process is transparent and democratic.

G. Director of On-Campus Programming

1. The Executive Board shall include a Director of On-Campus Programming who shall devise, implement, and monitor recurring programs and small-scale events of interest to the graduate student community that take place on campus. These programs may include but are not limited to: intramural sports, community service, peer recognition, events to encourage wellness or to build awareness, and any other programs that may arise.
2. The Director of On-Campus Programming will serve in the Programming Division under the oversight of the Executive Vice President.

3. The Director of On-Campus Programming should work closely with the staff of the Graduate Student Center and relevant divisions of the Vice Provost of University Life to encourage synchronicity and avoid redundancy in programming.
4. The Director of On-Campus Programming will chair the Subcommittee for Campus Programming.

#### H. Director of Off-Campus Programming

1. The Executive Board shall include a Director of Off-Campus Programming who shall devise, implement, and monitor recurring programs and small-scale events of interest to the graduate student community that take place off-campus. These programs may include but are not limited to: community service, peer recognition, events to encourage wellness or to build awareness, and any other programs that may arise.
2. The Director of Off-Campus Programming will serve in the Programming Division under the oversight of the Executive Vice President.
3. The Director of Off-Campus Programming should work closely with the staff of the Graduate Student Center and relevant divisions of the Vice Provost of University Life to encourage synchronicity and avoid redundancy in programming.
4. The Director of Off-Campus Programming will co-chair the Subcommittee for Off-Campus Programming.

#### I. Director of Equity and Access

1. The Executive Board shall include a Director of Equity and Access who shall monitor all university policies that affect graduate and professional students and ensure that such policies are sensitive to the myriad of identities represented within GAPSA.
2. The Director of Equity and Access shall serve in the Policy Division under the oversight of the President.
3. The Director of Equity and Access shall take steps to ensure that any and all members of the GAPSA community are given a voice and support.
4. The Director of Equity and Access shall be GAPSA's primary representative to the University Council Committee on Diversity and Equity.
5. The Director of Equity and Access shall have a non-voting seat on the IDEAL Student Council to serve as a point-of-contact and representative for any identity groups that do not have a seat on the Council.

#### J. Director of External Affairs



1. The Executive Board shall include a Director of External Affairs who shall be responsible for coordinating GAPSA's external affairs and communicating its position outside of Penn, including in instances involving alumni, government bodies, other universities, and organizations outside of the University of Pennsylvania.
2. The Director of External Affairs shall serve in the Policy Division under the oversight of the President.
3. The Director of External Affairs shall be responsible for reaching out to graduate and professional school alumni and seek their engagement at events sponsored by GAPSA or the University.
4. The Director of External Affairs shall coordinate efforts for community outreach and civic engagement.
5. The Director of External Affairs shall coordinate efforts to advocate for members of the graduate and professional student body with local, state, and federal governments and non-government agencies.
6. The Director of External Affairs shall maintain awareness of, disseminate information about, and facilitate student participation in legislative and regulatory developments affecting graduate and professional students.
7. The Director of External Affairs shall facilitate GAPSA representation with any relevant networks or organizations of graduate or professional student organizations outside of Penn, and ensure that GAPSA is kept apprised of their activities.
8. The Director of External Affairs shall chair the Subcommittee for External Affairs.

K. Director of International Student Affairs

1. The Executive Board shall include a Director of International Student 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 Director of International Student Affairs shall serve in the Policy Division under the oversight of the President.
3. The Director of International Student Affairs shall be an international student.
4. The Director of International Student Affairs shall share responsibility for monitoring and evaluating policies and services that are directly related to federal, state, city, and University administrative requirements that graduate and professional students need to maintain good standing as a student of the University of Pennsylvania.

5. The Director of International Student Affairs shall be responsible for proposing and implementing initiatives that help integrate international students into the academic, cultural, and social life of the University.
6. The Director of International Student Affairs shall chair the Subcommittee for International Student Affairs.
7. The Director of International Student 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.

L. Director of Student Wellness

1. The Executive Board shall include a Director of Student Wellness who shall monitor and evaluate federal, state, local, and University policies that affect the mental and physical well-being of graduate students.
2. The Director of Student Wellness shall serve in the policy division under the oversight of the President.
3. The Director of Student Wellness shall monitor University policies relating to the Student Health Service and the Student Health Insurance Plan.
4. The Director of Student Wellness shall chair the Subcommittee on Student Wellness.

M. Chair of Professional Student Council

1. The Executive Board shall include a Chair of the Professional Student Council.
2. The Chair of the Professional Student Council shall be a professional student.
3. The Chair of the Professional Student Council shall serve primarily in the Policy Division under the President, but shall also work closely with the Executive Vice President to coordinate events specific to professional students, as well as with the Vice President of Finance and Operations to coordinate the Professional Council's budget and grant processes.
4. The Chair of the Professional Student Council shall monitor federal, state, local, and University policies of concern to professional students.
5. The Chair of the Professional Student Council 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.

6. In cooperation with the Chair of the Research Student Council and the Chair of the IDEAL Student Council, the Chair of the Professional Student Council 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.
7. When the President is a research student, the Chair of the Professional Student Council shall serve on the Provost's Committee on Academic Planning and Budget.
8. When the President is a research student, the Chair of the Professional Student Council shall serve on the University Council Steering Committee.

N. Chair of Research Student Council

1. The Executive Board shall include a Chair of the Research Student Council.
2. The Chair of the Research Student Council shall be a research student.
3. The Chair of the Research Student Council shall serve primarily in the Policy Division under the President, but shall also work closely with the Executive Vice President to coordinate events specific to research students, as well as with the Vice President of Finance and Operations to coordinate the Research Council's budget and grant processes.
4. The Chair of the Research Student Council shall monitor federal, state, local, and University policies of concern to research students.
5. The Chair of the Research Student Council 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.
6. In cooperation with the Chair of the Professional Student Council and the Chair of IDEAL Student Council, the Chair of the Research Student Council 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.
7. When the President is a professional student, the Chair of the Research Student Council shall serve on the Provost's Committee on Academic Planning and Budget.
8. When the President is a professional student, the Chair of the Research Student Council shall serve on the University Council Steering Committee.
9. The Chair of the Research Student Council shall be GAPSA's primary representative to the Graduate Council of the Faculties.

O. Chair of IDEAL Student Council

1. The Executive Board shall include a Chair of the IDEAL Student Council.
2. The Chair of the IDEAL Student Council shall be a member of an IDEAL Constituency.
3. The Chair of the IDEAL Student Council shall serve primarily in the Policy Division under the President, but shall also work closely with the Executive Vice President to coordinate events specific to IDEAL students, as well as with the Vice President of Finance and Operations to coordinate the IDEAL Student Council's budget and grant processes.
4. The Chair of the IDEAL Student Council shall monitor federal, state, local, and University policies of concern to IDEAL constituencies.
5. The Chair of the IDEAL Student Council 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.
6. 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.

## VI. ARTICLE VI: DIVISIONS AND COMMITTEES

- A. The General Assembly shall be divided into Three Committee Divisions: Policy, Programming, and Operations.
  1. Policy
    - a) The Policy Division shall be responsible for monitoring all issues of university, local, state, federal, and global policies and affairs that affect graduate and professional students, and for developing initiatives and responses in response to these issues.
    - b) The Policy Division shall be chaired by the President of GAPSAs.
    - c) The Policy Division shall include Subcommittees for External Affairs, International Student Affairs, Student Wellness, and Equity and Access.
      - (1) Additional Subcommittees may be formed at the discretion of the President, with a majority approval of the Policy Directors.
  2. Programming
    - a) The Programming Division shall be responsible for planning and organizing events and activities of interest to the graduate and professional student community.

- b) The Programming Division shall be chaired by the Executive Vice President of GAPSA.
  - c) The Programming Division may be split into subcommittees for On-Campus and Off-Campus Programming at the discretion of the Executive Vice President and the Programming Directors.
    - (1) Additional Subcommittees may be formed at the discretion of the Executive Vice President and the Programming Directors.
3. Finance and Operations
- a) The Finance and Operations Division shall be responsible for ensuring the logistical continuation of GAPSA, including the design and review of its budget, disbursement of finances, management of general GAPSA-controlled grants, and the communication of GAPSA events and initiatives.
  - b) The Finance and Operations Division shall be chaired by the Vice President of Finance and Operations.
  - c) The Finance and Operations Division shall include the following Subcommittees:
    - (1) Budget and Oversight Subcommittee
      - (a) The Budget and Oversight Subcommittee shall be responsible for helping the Vice President of Finance and Operations design the budget and perform regular audits of GAPSA finances and GAPSA-funded events/initiatives.
      - (b) The Budget and Oversight Subcommittee must have at least one representative from each of the three Councils.
      - (c) The Budget and Oversight Subcommittee shall be chaired by the Vice President of Finance and Operations.
    - (2) The Subcommittee on Grant and Fund Management
      - (a) The Subcommittee on Grant and Fund Management shall be responsible for evaluating applications to GAPSA's Synergy and Discretionary Funds, as well as any other GAPSA-managed Funds deemed appropriate by the Executive Board.
      - (b) To the greatest extent possible, care should be taken that this committee is composed of students from a range of different schools, types of programs, and identities.
      - (c) The Subcommittee on Grant and Fund Management shall be chaired by the Director of Fund Management.

- (3) Subcommittee on Public Relations
      - (a) The Subcommittee on Public Relations shall be responsible for ensuring the availability and dispersal of information on GAPSA initiatives, events, policies, and funding to the entire graduate and professional student community.
      - (b) The Subcommittee on Public Relations shall be chaired by the Director of Public Relations.
    - (4) Additional subcommittees may be formed at the discretion of the Vice President of Finance and Operations and the Finance and Operations Directors.
- B. Each Division and Standing Subcommittee shall maintain a copy of its individual By-Laws, which shall be publicly available on the GAPSA website.
  1. Each Division Manager or Subcommittee Chair is responsible for recommending By-Laws to take effect for the following academic year, taking into account the advice of their respective Division or Subcommittee Members.
    - a) These By-Laws are to be publicized after the Elections but no later than by the final General Assembly meeting of the spring semester. They are to be presented and approved with a simple majority vote of the General Assembly no later than the last meeting of the spring semester.
  2. Division By-Laws may be changed by a two-thirds vote of the Division, provided that change is communicated publicly and receives a simple majority confirmation of the General Assembly.
- C. Each member of the GAPSA General Assembly is expected to serve in one of the three divisions.
  1. Members may serve in more than one Division or Subcommittee, but shall not be required to do so.
  2. Failure to actively engage in the activities of their assigned committee may result in expulsion or suspension from the General Assembly and a loss of voting rights.
    - a) The criteria for active participation shall be set by each Division or Subcommittee's By-Laws.
    - b) This participation shall be reviewed by the Division or Subcommittee Chair at the end of each month. Any month where a representative fails to meet the criteria for committee participation shall count as an unexcused absence from the General Assembly, counting towards the total absences allowed before expulsion from the General Assembly.

3. Members shall be given an opportunity to express which Division or Subcommittee they would prefer to serve in, with the understanding that preferences are not guaranteed, depending on the needs of each Division or Subcommittee and the number of interested members.

VII. ARTICLE VII: THE PROFESSIONAL STUDENT COUNCIL, THE RESEARCH 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 {Chair of Professional Student Council} shall be the presiding officer of the Professional Student Council. The Professional Student Council shall oversee the work of the Chair for Professional Students {Chair of Professional Student Council}.
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 of Professional Student Council}, Chair for Research Students {Chair of Research Student Council}, and the Chair for IDEAL Students {Chair of IDEAL Student Council}.
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 {Finance and Operation Division's Budget and Oversight Sub-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 {Chair of the Research Student Council} shall be the presiding officer of the Research Student Council. The Research Student Council shall oversee the work of the Chair for Research Students {Chair of the Research Student Council}.
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 of the Professional Student Council}, Chair for Research Students {Chair of the Research Student Council}, and the Chair for IDEAL Students {Chair of the IDEAL Student Council}.
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 {Finance and Operation Division's Budget and Oversight Sub-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 {Chair of the Research Student Council}, 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 Student Council shall be members of the IDEAL Student Council.
2. The Chair for IDEAL Students {Chair of the IDEAL Student Council} shall be the presiding officer of the IDEAL Student Council. The IDEAL Student Council shall oversee the work of the Chair for IDEAL Students {Chair of the IDEAL Student Council}.
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 of the Professional Student Council}, Chair for Research Students {Chair of the Research Student Council} and Chair for IDEAL Students {Chair of the IDEAL Student Council}.
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 {Finance and Operation Division's Budget and Oversight Subcommittee}.
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 {Chair of IDEAL Student Council}, 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 of the Professional Student Council}, Chair for Research Students {Chair of the Research Student Council}, and Chair for IDEAL Students {Chair of the IDEAL Student Council} 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.

### VIII. ARTICLE VIII: BUDGET AND FINANCE

#### A. The Budget

1. After the Board of Trustees has approved tuition, fees, and other charges for the next academic year and prior to adjournment of the final General Assembly meeting of the spring semester, the outgoing Chair for Finance shall present a provisional budget for the next academic year to the General Assembly.
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 GAPSAs funds may be spent after that meeting 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 {Vice President of Finance and Operations}.
  - b) GAPSA shall provide up to 10% of its appropriation for each school's student government to the Interschool Partnership Fund.
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

#### B. Sunshine Policy

1. The Chair for Finance {Vice President of Finance and Operations} shall report a monthly consolidated statement of accounts to the General Assembly.
  - a) Statements of accounts shall be posted to the GAPSA website.
2. All direct or indirect support by GAPSA requires disclosure of budgeted and actual expenses and revenue, including funding sources.
3. GAPSA Advisory Services (GAS) shall certify compliance with funding guidelines.
4. All GAPSA funding support shall promote open community and inclusion, representative forms of governance.
5. Discretionary Fund applications shall be endorsed by a least one General Assembly representative prior to being presented to the General Assembly for consideration of funding.

#### C. Pilot Funds

1. GAPSAs may establish pilot funds to support the evolving mission and priorities of GAPSAs.
2. The Chair for Finance {Vice President of Finance and Operations} (or designated deputy) shall be authorized to create pilot funds with the advice and consent of the Finance Committee {Funding and Oversight Subcommittee} or the General Assembly.
3. Pilot funds shall be consistent with the latest budget approved by the General Assembly.
4. The Chair for Finance {Vice President of Finance and Operations} (or delegated deputy) shall certify each pilot fund complies with funding guidelines and is managed by its respective Council or Committee.
5. Pilot funds will dissolve on or before the end of each fiscal year unless extended or reauthorized by the General Assembly.

IX. 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 {Executive 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 {Director of Equity and Access} through the regular appointments process.
  5. Any GAPSAs representative to the University Council who fails to attend two consecutive University Council meetings shall be immediately replaced. The Chair for Equity and Access {Director of 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 {Chair of the Research Student Council} shall be recommended ex-officio. If the Chair for Research Students {Chair of the Research Student Council} 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 {Chair of the Research Student Council} 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 {Director of Equity and Access}, Chair for International Affairs {Director of International Affairs}, Chair for Professional Students {Chair of the Professional Student Council}, Chair for Research Students {Chair of the Research Student Council}, and Chair for Student Life {Director of Student Wellness}, 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 {Director of 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 GAPSA 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.

X. 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.

XI. 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.

XII. 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 October 20, 2010.
    - d) This Constitution was amended on September 26, 2012.
    - e) This Constitution was amended on March 27, 2013.
    - f) This Constitution was amended on March 23, 2016.
    - g) This Constitution was amended on March 15, 2017.
    - h) This Constitution was amended on April 26, 2017.
    - i) This Constitution was amended on April 18, 2018.
    - j) This Constitution was amended on March 27, 2019.
    - k) This Constitution was amended on February 19, 2020.

2. To amend the GAPSA 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 GAPSA 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 GAPSA 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 GAPSA 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 GAPSA 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, GAPSA 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.

I. Amendments passed on April 28, 2018

1. Sequence of Exec Positions Listed in Constitution Amendment: The positions will be ordered through the constitution as follows: President, Vice President, IDEAL Council, Professional Council, Research Chair, Communications, Finance, Operations, Equity and Access, External Affairs, International Affairs, Social Affairs, Student Life, Student Programs.
2. Equity and Access Mandate Amendment: The following text will be added to Article VII.D.
  - a) The Chair for Equity and Access shall organize and preside over a monthly meeting with all appointees to the University Council and University Committees.
  - b) The Chair for Equity and Access shall establish and maintain a formal channel of communication between all appointees to the University Council and University Committees.
  - c) The Chair for Equity and Access shall, in consultation with the GAPSA Executive Board and the GA, coordinate a holistic strategy for supporting graduate student interests across and between the University Council and University Committees.

- d) The Chair for Equity and Access shall compile a report each semester on the activities of the University Council and University Committees that will be presented to the GA. The report will identify how graduate student interests have been represented and offer recommendations for greater advocacy in the future.
- e) The Chair for Equity and Access shall preserve and promote the “Accessibility Mapping Project” such that there remains an open channel for displaying, reporting, and addressing equity and/or access deficiencies faced by graduate students on campus.

J. Amendments passed on March 27, 2019

- 1. Sunshine Policy Amendment: The General Assembly and GAPSA Finance promote financial transparency and accountability through a Sunshine Policy.
- 2. Budget Amendment: The provisional budget shall be approved by the General Assembly. Chair for Finance shall be limited in spending funds over the summer. Chair for Finance shall be authorized to create pilot funds.
- 3. GAP Amendment: GAPSA shall support a GAPSA-G12+ Accountability Program to promote partnership and accountability with GAPSA and G12+ student governments.

K. Amendment passed on February 19, 2020

- 1. Amendment to restructure GAPSA Executive Board and Committees. Per implementation guidelines of that Amendment: This amendment will replace Articles III, V, VI, and VII, and Appendix A of the current Constitution (as of 7 February 2020) in their entirety. These proposed new articles will appear in the Constitution with the order and listing of Articles as they appear below. What is currently labeled as Article IV (Article IV: The Professional Student Council, the Research Student Council, and the IDEAL Student Council) will be renamed as Article VII. The structure of the executive board as laid out in this amendment will govern GAPSA following the elections for the 2020-2021 Executive Board. The rules for elections as defined in Article IV of this amendment will be used to guide the Spring 2020 elections to the greatest degree possible. All other processes (including the presentation of Executive and Division By-Laws) will be followed after the Elections. The text of the Constitution as it stood prior to this amendment must be available on the GAPSA website for at least 1 year following passage of this amendment, along with the revised text. After this, only the most recent version of the Constitution need be displayed on the website, with the old text archived in the GAPSA office.

XIII. 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.

#### XIV. ARTICLE XIV: GAPSA-G12+ Accountability Program (GAP)

##### A. GAP, PAC, FAB, GFAC, IPF Definitions

1. GAPSA and its constituent G12+ student government partners shall support a GAPSA-G12+ Accountability Program (GAP) whose purpose shall be to promote partnership and accountability among and between GAPSA and G12+ student governments. GAP shall have four components:
2. The Presidents' Advisory Council (PAC) shall be comprised of the presidents of GAPSA and its G12+ constituent partners.
3. The Finance Advisory Board (FAB) shall be comprised of the treasurers of GAPSA and its G12+ constituent partners.
4. The GAPSA Finance Associations Council (GFAC) shall be comprised of the treasurers of GAPSA and its constituent student organizations, including G12+ and student groups funded by GAPSA.
5. The Interschool Partnership Fund (IPF) shall be funded in partnership between GAPSA and its constituent G12+ partners.

##### B. GAP Governance

1. Decisions pertaining to the operating procedures of GAP are subject to a majority vote of all financial stakeholders.
  - a) Financial stakeholders shall be defined as all opted-in, investing school governments plus the Graduate and Professional Student Assembly (GAPSA).
  - b) Each participating government, including GAPSA, will have one vote.

2. GAP bylaws may only be amended by a supermajority vote of participating governments, subject to ratification by simple majority vote of the GAPSA General Assembly.

### C. GAP Funding

1. Henceforth, every year, GAPSA shall allocate up to 10% of its appropriation to each school's student government(s) to the Interschool Partnership Fund (i.e. G12+ investment).
  - a) GAPSA will match the G12+ investment (i.e. GAPSA IPF match) in its appropriations.
  - b) School governments may choose to withdraw their respective G12+ investments from the IPF. Any unspent or withdrawn G12+ investments shall forfeit their corresponding GAPSA match.
2. The IPF shall be administered by the Chair for Finance {Vice President of Finance and Operations} (or chosen deputy with the advice and consent of the General Assembly).
  - a) The IPF shall be administered in accordance with the relevant provisions of the GAPSA Finance Handbook and guidelines.
3. In order to promote greater fund utilization, any GAP financial stakeholder may designate up to one proxy from their school's delegation of GAPSA General Assembly representatives, to act on their behalf.

## APPENDIX A: ELECTION RULES

{Nullified per amendment passed on February 19, 2020.}

[END]