

ELIGIBILITY CRITERIA:

1. Presidency:
 - a. must have served in the GPSA Council or Senate for at least one year, in the previous three years;
 - b. must be in good academic standing, as defined by the UI College of Graduate Studies;
 - c. must not have served as the GPSA President for more than two years in the previous five years.

2. Vice Presidency:
 - a. must be in good academic standing, as defined by the UI College of Graduate Studies;
 - b. must not have served as the GPSA Vice President for more than two years in the previous five years.

3. Secretary of Finance:
 - a. must be in good academic standing, as defined by the UI College of Graduate Studies;
 - b. must not have served as the GPSA Treasurer for more than two years in the previous five years.

4. Secretary of Awards:
 - a. must be in good academic standing, as defined by the UI College of Graduate Studies.
 - b. must not have served as the GPSA Chairperson for TEGA or TPA for more than two years in the previous five years.

5. Secretary of Affairs:
 - a. must be in good academic standing, as defined by the UI College of Graduate Studies;

6. Secretary of Programming:
 - a. must be in good academic standing, as defined by the UI College of Graduate Studies.

DUTIES:

1. The GPSA President is bound by duty to:
 - a. advise and supervise all GPSA related bodies and activities;
 - b. ensure all GPSA Council acts are in the interest of GPSA membership and if necessary, veto acts of the GPSA Council;
 - i. a presidential veto can be overridden by a two-third majority vote of the GPSA membership, provided at least fifteen percent of the GPSA membership votes in a special election called by the GPSA Council.
 - c. act as the liaison between GPSA and the UI administration, the Board of Regents, and other local, state, and national agencies;
 - i. ensure GPSA is represented on all UI committees, by appointing Council members as needed.
 - d. cultivate graduate student activity at UI through regular outreach with and encouragement of graduate student clubs, including:
 - i. coordinating with Graduate Student Organizations (GSOs) to ensure that they receive GSO benefits;
 - ii. maintaining regular office hours to interact with GPSA membership.
 - e. as and when required, form the GPSA Special Initiatives ad-hoc committee, as specified by Article XII of GPSA Constitution and ensure proper functioning of the Committee;
 - f. represent GPSA on the UI Faculty Senate, the UI Graduate Council, the UI Student Conduct Board, and the UI Student Media Board;
 - g. prepare and present at least two presidential activity reports during each of Fall and Spring semester's Council meetings;
 - i. the presidential activity report shall include reports from GPSA representatives on UI committees and any other external committees.
2. The GPSA Vice President is bound by duty to:
 - a. preside over GPSA Council meetings and call on the Secretaries to report on progress and activities during Council meetings;
 - b. ensure that there exists at least one Council Member in the GPSA Council, from every UI College, except the colleges of Law and Graduate Studies;
 - i. appoint a Council Member from a UI College, if the GPSA Council fails to recruit at least one Council Member from that UI College;
 - c. ensure all bills and referenda are properly written and submit such items before the GPSA Council for consideration;
 - d. submit all bills to the GPSA President for signature or veto within one day of passage by the GPSA Council;
 - e. create Committees for the proper functioning of the GPSA, as specified by Article XII of GPSA Constitution and ensure proper functioning of the Committees;
 - f. represent GPSA on the UI Graduate Council, the UI Student Conduct Board, and the UI Student Activity Fee committee.
3. The GPSA Secretary of Finance is bound by duty to:
 - a. once every semester, present an expenditure report for GPSA's overall expenses

- b. by consulting with the GPSA Council, establish an annual budget and ensure GPSA's finances are in accordance with the annual budget;
 - c. once very semester, process Leadership Awards for all GPSA Council members;
 - d. advise, supervise, and approve/reject all GPSA-related financial activity;
 - e. represent GPSA on the UI University Budget and Finance Committee, and the UI Student Activity Fee committee.
4. The GPSA Secretary of Awards is bound by duty to:
 - a. by consulting with the GPSA Council, establish rules and forms for application and reimbursement processes of Travel, Publication, Workshop/Short-course, Printing/Binding, and Outstanding Student Awards;
 - b. preside over the GPSA Awards committee, as described in Article XII of GPSA Constitution;
 - c. evaluate award applications and grant awards to eligible applicants, in accordance with the annual budget;
 - d. after every award cycle, present a brief breakdown of award application statistics. The statistics shall, at the minimum, include details about number of applications, number of awards granted, number of rejected applications, common reasons for rejecting the applications, and award-recipient numbers by department;
5. The GPSA Secretary of Affairs is bound by duty to:
 - a. make arrangements to facilitate GPSA Council meetings;
 - b. take minutes at all GPSA Council meetings;
 - c. maintain an up-to-date GPSA website and an up-to-date communication with university departments;
 - d. help disseminate information regarding any GPSA activity;
 - e. represent GPSA on the UI Library Affairs committee and the UI Curriculum Committee.
6. The GPSA Secretary of Programming is bound by duty to:
 - a. facilitate, arrange, and host events to engage GPSA membership with each other and with the general UI community;
 - b. preside over the GPSA Programming committee, as described in Article XII of GPSA Constitution;
 - c. present an activity report every semester.