

1 **THE CONSTITUTION OF THE GRADUATE & PROFESSIONAL STUDENT**
2 **ASSOCIATION OF THE UNIVERSITY OF IDAHO**

3
4 **RATIFIED MARCH 2019**

5
6 **MISSION:** *The graduate and professional students at the Moscow campus of University of Idaho*
7 *(UI) establish the Graduate and Professional Student Association (GPSA) in order to: provide*
8 *financial support and curricular programming for them; facilitate their service to the University*
9 *community; and strengthen the graduate student community.*

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11 **ARTICLE I: NAME**

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13 1. The organization is named “The Graduate and Professional Student Association (GPSA)
- 14 of the University of Idaho (UI).”

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16 **ARTICLE II: MEMBERSHIP**

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18 1. Membership includes all fee-paying students enrolled in graduate or professional programs
- 19 at the Moscow campus of UI, with the exception of those offered by the College of Law.

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21 **ARTICLE III: COUNCIL**

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23 1. The GPSA Council is composed of:
- 24 a. six Executive positions, which are elected by GPSA members. The elected
- 25 positions are: the President, the Vice President, the Secretary of Finance, the
- 26 Secretary of Awards, the Secretary of Affairs, and the Secretary of Programming;
- 27 i. election procedures are described in Article V of the GPSA Constitution;
- 28 b. Council Member positions, the number of which is to be determined on an ad hoc
- 29 basis by the GPSA Council;
- 30 i. the Council Member positions are appointed by a two-third majority vote
- 31 of GPSA Council;
- 32 ii. GPSA Council must recruit one Council Member from every UI college,
- 33 except the colleges of Law and Graduate Studies;
- 34 1. GPSA Vice President can appoint a Council Member from a UI
- 35 College, if the GPSA Council fails to recruit at least one Council
- 36 Member from that UI College.
- 37 c. GPSA Faculty Advisor, which is a de jure ex officio position held by UI’s Dean of
- 38 College of Graduate Studies.
- 39
40 2. For all GPSA Council positions: one year is the tenure of office and the tenures shall begin
- 41 in May and end in April of the subsequent year;
- 42 a. GPSA Faculty Advisor’s tenure is indefinite, as the position is held by the
- 43 contemporary UI’s Dean of College of Graduate Studies.
- 44
45 3. The GPSA Council is bound by duty to:
- 46 a. assemble at least three times during each of Fall and Spring academic semesters, to
- 47 discuss GPSA matters;
- 48 b. determine the number of the Council Member positions required for the subsequent
- 49 year and recruit Council Members, annually or in the eve of a vacancy.
- 50 c. ensure that efforts are underway to fill any vacancies of GPSA Council positions,
- 51 executive or otherwise.

- d. disseminate awareness regarding Council meetings to allow any interested GPSA member to attend the Council meetings;
- e. assemble for special meetings, which are called by:
 - i. either the President or the Vice President,
 - ii. motion of two-thirds (2/3) of the GPSA Council,
 - iii. petition of ten percent (10%) of the GPSA membership;
- f. debate and approve a suitable annual budget for GPSA;
- g. debate and approve rules/guidelines/criteria for all GPSA-related activity;
- h. evaluate and approve/reject any applications requesting Graduate Student Organization (GSO) status;
- i. evaluate and approve/reject any appeals or petitions arising from GPSA membership, including GSOs;
- j. ensure implementation of the GPSA Mission through the creation, passage, and subsequent revision of necessary legislation;

4. 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.

5. 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.
6. 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.
7. 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;
8. 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.
9. 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.
10. The eight GPSA Council Members are bound by duty to:
- a. serve on the GPSA Awards committee, as described in Article XII of GPSA Constitution; and
 - b. serve on at least one of either:
 - i. the GPSA Programming committee, as described in Article XII of GPSA Constitution; or
 - ii. the GPSA Elections committee, as described in Article XII of GPSA Constitution; or

- 155 iii. one or more of the university committees, as appointed by the GPSA
156 President;
157 c. a Council Member cannot serve on the same committees for more than two years
158 in a period of five years.

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160 **ARTICLE IV: GPSA COUNCIL'S LINES OF SUCCESSION**

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162 1. Presidential vacancy:
163 a. the Vice President;
164 b. the Secretary of Finance;
165 c. the Secretary of Awards;
166 d. the Secretary of Affairs;
167 e. the Secretary of Programming;
168 f. appointment by a two-third majority vote in GPSA Council;
169 g. GPSA body-wide election.
170
171 2. Vice Presidential vacancy:
172 a. the Secretary of Finance;
173 b. the Secretary of Awards;
174 c. the Secretary of Affairs;
175 d. the Secretary of Programming;
176 e. appointment by a two-third majority vote in GPSA Council;
177 f. appointment by GPSA President;
178 g. GPSA body-wide election.
179
180 3. Secretary of Finance vacancy:
181 a. the Secretary of Awards;
182 b. the Secretary of Affairs;
183 c. the Secretary of Programming;
184 d. appointment by a two-third majority vote in GPSA Council;
185 e. appointment by GPSA President;
186 f. GPSA body-wide election.
187
188 4. Secretary of Awards vacancy:
189 a. the Secretary of Affairs;
190 b. the Secretary of Programming;
191 c. appointment by a two-third majority vote in GPSA Council;
192 d. appointment by GPSA President;
193 e. GPSA body-wide election.
194
195 5. Secretary of Affairs vacancy:
196 a. the Secretary of Programming;
197 b. appointment by a two-third majority vote in GPSA Council;
198 c. appointment by GPSA President;
199 d. GPSA body-wide election.
200
201 6. Secretary of Programming vacancy:
202 a. appointment by a two-third majority vote in GPSA Council;
203 b. appointment by GPSA President;
204 c. GPSA body-wide election.
205
206

- 207 7. Council Member vacancy:
- 208 a. appointment by a two-third majority vote in GPSA Council;
- 209 b. appointment by GPSA President;
- 210 c. GPSA body-wide election.
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212 **ARTICLE V: ELIGIBILITY CRITERIA FOR GPSA COUNCIL POSITIONS**

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- 214 1. Presidency:
- 215 a. must have served in the GPSA Council for at least two years, in the previous three
- 216 years;
- 217 b. must have served in the GPSA Council as either a Vice President or a Secretary for
- 218 at least one year, in the previous three years;
- 219 c. must be in good academic standing, as defined by the UI College of Graduate
- 220 Studies;
- 221 d. must not have served as the GPSA President for more than two years in the previous
- 222 five years.
- 223
- 224 2. Vice Presidency:
- 225 a. must have served in the GPSA Council for at least one year, in the previous three
- 226 years;
- 227 b. must be in good academic standing, as defined by the UI College of Graduate
- 228 Studies;
- 229 c. must not have served as the GPSA Vice President for more than two years in the
- 230 previous five years.
- 231
- 232 3. Secretary of Finance:
- 233 a. must have served in the GPSA Council for at least one year, in the previous three
- 234 years;
- 235 b. must be in good academic standing, as defined by the UI College of Graduate
- 236 Studies;
- 237 c. must not have served as the GPSA Secretary of Finance for more than two years in
- 238 the previous five years.
- 239
- 240 4. Secretary of Awards:
- 241 a. must have served in the GPSA Council for at least one year, in the previous three
- 242 years;
- 243 b. must be in good academic standing, as defined by the UI College of Graduate
- 244 Studies.
- 245 c. must not have served as the GPSA Secretary of Awards for more than two years in
- 246 the previous five years.
- 247
- 248 5. Secretary of Affairs:
- 249 a. must be in good academic standing, as defined by the UI College of Graduate
- 250 Studies;
- 251
- 252 6. Secretary of Programming:
- 253 a. must be in good academic standing, as defined by the UI College of Graduate
- 254 Studies.
- 255
- 256 7. Council Member:
- 257 a. must be in good academic standing, as defined by the UI College of Graduate
- 258 Studies.

ARTICLE VI: ELECTIONS

1. Every year, a general GPSA election shall be held to:
 - a. elect the positions of GPSA President, Vice President, and the Secretaries of Finance, Awards, Affairs, and Programming;
 - b. vote on referenda and/or amendments to the GPSA Constitution.
2. The annual GPSA general election shall be held before UI's Spring Break commences.
3. The results of annual GPSA general election shall be declared to GPSA membership before UI's Spring Break commences.
4. In case of a conflict with the University calendar, where the conflict would impede the proper functioning of the election, the general election can be rescheduled by two- thirds (2/3) affirmative vote of the GPSA Council.
5. Nominations, including self-nominations, will need to be made at least one (1) week prior to the election.
6. Any member of the GPSA is eligible to vote.
7. A special GPSA election may be held at any time, as required.
8. GPSA elections, general or special, shall be conducted by the GPSA Election Committee, as described in Article XII of GPSA Constitution.

ARTICLE VII: REPEAL, RECALL, AND IMPEACHMENT

1. GPSA membership may repeal any GPSA act or referenda as follows:
 - a. a petition bearing signatures of ten percent of the GPSA membership and describing the act/referenda to be repealed will be presented to the President;
 - b. the President will call a special GPSA body-wide election within two weeks of receiving the petition;
 - c. a two-third affirmative vote in the special election will repeal the act/referenda, provided that at least fifteen percent of the GPSA membership votes;
2. The process by which the GPSA membership may recall any GPSA Council member, executive or otherwise, is as follows:
 - a. a petition bearing signatures of ten percent of the GPSA membership and describing the reasons for recall will be presented to the GPSA Faculty Advisor;
 - b. the GPSA Faculty Advisor will call a special GPSA body-wide election within two weeks of receiving the petition;
 - c. any Council member named on the petition will be removed from office with a two-third affirmative vote cast in the special election, provided that at least fifteen percent of the GPSA membership votes.
3. Any GPSA Council member, executive or otherwise, may be impeached for misconduct after a proper hearing is conducted before the GPSA Council. Charges may be brought forward by any member of the GPSA Council. The Council member named in the article of impeachment may have legal counsel, witnesses, or documents present during all proceedings, as deemed necessary for the protection of their legal rights and defense. The Council member named in an article of impeachment may continue with the duties of their

office while the articles are being deliberated by the Council. The process by which the GPSA Council may impeach an officer is as follows:

- a. an article of impeachment, which names the GPSA Council member to be impeached and rationale for impeachment, is submitted to the GPSA Faculty Advisor;
- b. the GPSA Faculty Advisor will hold an impeachment hearing before the GPSA Council within two weeks of receiving an article of impeachment;
- c. the Council member named in the article of impeachment may make a closing argument before the vote is taken;
- d. a two-third affirmative vote of the GPSA Council quorum will impeach the Council member named in the article of impeachment.

ARTICLE VIII: FINANCES

1. To be in sync with UI's financial year, GPSA's financial year shall begin on July 01 and end on June 30 of the subsequent year. For every financial year, the Secretary of Finance is bound by duty to draft an annual budget and present the draft budget to GPSA Council. The Council has the duty to debate, revise, and adopt the annual budget for every financial year. The annual budget document shall also include an annual leadership pay scale. Amount allocation guidelines for preparing the annual budget are as follows:
 - a. Awards committee expenditure shall not exceed 68% of the annual budget;
 - b. expenditure for leadership awards shall not exceed 20% of the annual budget;
 - c. Programming committee expenditure shall not exceed 4% of the annual budget;
 - d. expenditure for supporting start-up funds of Graduate Student Organizations (GSOs) shall not exceed 2% of the annual budget;
 - e. operational expenditure for the entire GPSA Council shall not exceed 1% of the annual budget;
 - f. at least 5% of the annual budget shall be set aside as a contribution to the GPSA reserve fund;
 - g. GPSA reserve fund can be used for special projects and initiatives as long as reserve funds do not drop below 15% of current financial year's annual budget.
2. Any unbudgeted expenditures, including special projects and initiatives, shall be allowable only if:
 - a. two-third majority of votes cast in support of the expenditure, provided at least fifteen percent of the GPSA membership votes in a special election called by the GPSA President;
 - b. the city of Moscow, Idaho or University of Idaho are under a status of emergency and two-third majority of votes cast in support of the expenditure, provided all of GPSA Council votes during a Council meeting;

ARTICLE IX: REFERENDA

1. A referendum is an act brought by the GPSA membership, rather than originating in the Council. The process for holding a referendum is as follows:
 - a. a referendum may be initiated by a petition outlining the issue to be voted on, containing signatures of ten percent of the GPSA membership, and presented to the GPSA President;
 - b. a referendum will appear on the next GPSA general election ballot or in a special election called by the GPSA President;
 - c. a referendum is considered as passed only if two-third majority vote in favor, provided at least fifteen percent of the GPSA membership votes.

ARTICLE XI: AMENDMENTS

1. Proposed amendments to this constitution are applicable by a two-third majority vote of the GPSA membership, provided at least fifteen percent of the GPSA membership votes in the general GPSA election or in a special election called by the GPSA President.
 - a. Proposed amendments may be brought forward by either the GPSA Council or by petition bearing the signatures of at least ten percent of the GPSA membership.
2. Amendments which are adopted, go into effect immediately, unless the adopted amendment contains a specific enactment delay clause.
3. Upon amendment of the constitution, all previous versions of the constitution are considered null and void, unless a repeal of the amendment occurs.

ARTICLE XII: GPSA COMMITTEES

1. The GPSA Awards Committee:
 - a. the purpose of Awards committee shall be to review and award Travel, Publication, Workshop/Short-course, Printing/Binding, and the Outstanding Graduate Student awards to GPSA members;
 - b. the GPSA Secretary of Awards chairs the Awards committee;
 - c. the membership of Awards committee shall consist of no less than nine members i.e. the Secretary of Awards and eight GPSA Council Members;
 - i. membership shall not contain more than one member from the same college;
 - ii. if required, the Secretary of Awards can draft additional GPSA members, that are not a part of GPSA Council, to serve on the committee.
 - d. the responsibilities of Awards committee include:
 - i. review or establish the rules, guidelines, and criteria of acceptance for the Travel, Publication, Workshop/Short-course, Printing/Binding, and the Outstanding Graduate Student awards;
 - ii. determine eligibility of submitted award applications in concert with budgetary allocations for every award period;
 - iii. grant award funding to eligible applicants;
 - iv. provide every denied applicant with reason(s) for denying their application;
 - v. ensure final activity reports are received from the Workshop/Short-course awardees.
2. The GPSA Programming Committee:
 - a. the purpose of Programming committee shall be to host social events for GPSA;
 - b. the GPSA Secretary of Programming chairs the Programming committee;
 - c. the membership of Programming committee shall consist of no less than three members i.e. the Secretary of Programming and two GPSA Council Members;
 - i. if required, the Secretary of Programming can draft additional GPSA members, that are not a part of GPSA Council, to serve on the committee.
 - d. the responsibilities of Programming committee include:
 - i. organize events that help GPSA members meet, socialize, and network with each other and with university community;
 - ii. provide an activity report at the end of every semester;

415 3. The GPSA Special Initiatives Committee:

- 416 a. the purpose of Special Initiatives committee shall be to work on handling projects
417 for the benefit of the GPSA membership, including the Graduate Student
418 Organizations (GSOs);
- 419 b. the Special Initiatives committee is formed on an ad-hoc basis by the GPSA
420 President with a two-third majority vote of GPSA Council;
- 421 c. the GPSA President chairs the Special Initiatives committee;
- 422 i. the GPSA President may choose to appoint a proxy to chair the Special
423 Initiatives committee in their stead.
- 424 d. the membership of Special Initiatives committee shall consist of no less than three
425 members i.e. the GPSA President or their proxy and two GPSA Council Members;
- 426 i. if required, the GPSA President or their proxy can draft additional GPSA
427 members, that are not a part of GPSA Council, to serve on the committee.
- 428 e. the responsibilities of Special Initiatives committee include:
- 429 i. evaluate ideas and work on a feasible idea for:
- 430 1. progressing the benefits for GPSA membership, including GSOs
431 2. increasing the prominence of GPSA at the University of Idaho's
432 Moscow campus;
- 433 3. increasing the impact of services already offered by GPSA Council;
- 434 4. any other activity, which broadly benefits GPSA in any way;
- 435 ii. provide an activity report at the end of every semester;
- 436

437 4. The GPSA Elections Committee:

- 438 a. the purpose of Elections committee shall be to conduct any GPSA body-wide
439 elections, general or special;
- 440 b. the GPSA President chairs the Elections committee, unless prohibited by conflict
441 of interest. In which case, the GPSA Council elects one of its members to serve as
442 the chair. In the event of every GPSA Council member being ineligible due to
443 conflict of interest, the GPSA Faculty Advisor chairs the Elections committee;
- 444 i. the chair may choose to appoint a proxy to chair the committee in their
445 stead, as long as the proxy is not a person who has a conflict of interest.
- 446 c. Elections committee shall be created only during:
- 447 i. spring semester, for the purpose of holding the annual GPSA general
448 election; or
- 449 ii. times of special need, for the purpose of holding a special GPSA body-wide
450 election;
- 451 d. the membership of Elections committee shall consist of no less than three members
452 i.e. the GPSA President or the GPSA Faculty Advisor or the GPSA Faculty
453 Advisor's proxy and two GPSA Council Members;
- 454 i. membership shall not contain more than one member from the same college;
- 455 ii. if required, the President or Faculty Advisor can draft additional GPSA
456 members, that are not a part of GPSA Council, to serve on the committee.
- 457 e. the responsibilities of Elections committee include:
- 458 i. informing the GPSA membership about a forthcoming election and
459 advertising the event four weeks prior to the election;
- 460 ii. coordinating all filing and voting procedures for candidates and ballot
461 issues, including:
- 462 1. providing absentee ballots to any GPSA member, upon request;
- 463 2. preparing and submitting ballots to the GPSA Council for approval;
- 464 3. providing sample ballots to all interested parties; and
- 465 4. coordinating polling and ballot tabulation on election days.

- 466 iii. notifying all candidates and their sponsors, of the election results within two
467 hours of the result tabulation;
468 iv. providing public notice of the results of the election within 24 hours of the
469 result tabulation.

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471 **ARTICLE XIII: RIGHTS OF GPSA MEMBERSHIP**

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473 1. No GPSA member will be denied any rights enumerated in this constitution.
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475 2. Every GPSA member has the right to attend all and any GPSA meetings and gatherings,
476 including GPSA Council meetings.
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478 3. Every GPSA member has the right of appeal, whereby they may bring any concern to the
479 GPSA Council for discussion and consideration.
480
481 4. It is the policy of GPSA that equal opportunity be afforded to all qualified persons
482 regardless of race, color, national origin, religious ideology, gender, sexual orientation,
483 political ideology, age, disability, or status as a veteran.
484
485 5. No GPSA member will be prevented from exercising their voting rights in all GPSA
486 elections, general or special.
487
488 6. No GPSA member will be prevented from utilizing or applying to any of GPSA services,
489 including but not restricted to: awards and programs.

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491 **ARTICLE XIV: AUTHORITY**

- 492
493 1. This constitution is the supreme governing authority of the GPSA.
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495 2. Bills and referenda, which are passed by any organ of GPSA, that are inconsistent or in
496 conflict with this constitution are null and void, in perpetuity.

497
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