



Graduate and Professional Student Government Association By-Laws
Office of Graduate and Professional Student Affairs
Azusa Pacific University

Founded - Fall 2016
Constitution Created - November 2016
Finalized - July 2017

By-Laws of the Graduate and Professional Student Government Association

Article One

Mission Statement and Objectives

- Sec. 1 GPSGA will facilitate inter-school dialogue for the professional, social, and spiritual advancement of the student body. Additionally, it will provide feedback on graduate and professional student issues, while supporting the expansion of students' networks across disciplines and campuses.
- Sec. 2
- 1) Work toward greater campus visibility of graduate and professional student needs as they relate to university policies, practices, and services.
 - 2) Consistent communication with campus partners and graduate and professional students.
 - 3) Foster a vibrant graduate and professional student community. Supplement the academic environment.

Article Two

Functions

- Sec. 1 The Executive Branch shall establish and maintain the By-Laws:
- A. By-Laws shall be created, amended, and repealed by the Executive Branch according to the provisions of the Constitution.
 - B. All By-Laws shall require a majority vote to be changed and shall remain binding until changed by a new vote.
- Sec. 2 The Executive Branch and House of Representatives shall work closely with GPSGA Student Affairs Advisor, GPSGA Faculty Advisor and Administrator to keep in mind the goals and standards important for the development of graduate and professional student services at Azusa Pacific University.

Article Three

Executive Branch

- Sec. 1 The Executive Branch shall consist of a President, Vice President, Controller, Secretary, Director of Communications and Programming, and Speaker of the House, as stated in the Constitution.
- Sec. 2 Duties of the Executive Branch:
- A. The primary responsibility of the President is to lead the Graduate and Professional Student Government Association to meet its mission, objectives, vision, and goals in supporting the graduate and professional student body at Azusa Pacific University. This position will guide the team to ensure GPSGA serves as advocates, foster community, encourage collaboration, highlight resources, and drive change for the graduate and professional student body. The President shall serve as the primary spokesperson for the Student Government Association and the student body. Previous experience holding a GPSGA role preferred.

- a. Shall be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large.
- b. Guide GPSGA to meet its mission, objectives, vision, purpose, and goals for that academic term.
- c. Set the executive team meeting agenda with the Vice President
- d. Chair Student Government Association meetings.
- e. Be primarily responsible for all Student Government Association directives.
- f. The President shall meet with the Director of Graduate and Professional Student Affairs every other week.
- g. The President shall meet with the faculty advisor at least once a month or more as needed.
- h. Meet monthly with the President of the University.
- i. Meet monthly with the Vice President of Graduate and Professional Enrollment and Student Services.
- j. Serve on campus committees and recommend or appoint GPSGA members to committees as needed.
- k. Have the authority to appoint GPSGA Special Committees with the approval of the Executive Branch and/or House of Representatives.
- l. Maintain professional relationships with the campus administration and the faculty.
- m. The President will have the power to call emergency meetings of GPSGA with adequate notices, delegate tasks as needed to GPSGA members and shall be authorized to conduct the business between academic semesters/terms/sessions.
- n. The President will organize the development and/or modification of the organizational constitution, by laws, mission, objectives, vision, and goals. The President will provide updates on responsibilities during GPSGA meetings.
- o. Provide monthly updates to the graduate and professional student community via email message to be sent by the secretary.
- p. The President will provide a written report at the end of each semester stating the initiatives undertaken and status during the term to provide updates to appropriate constituents.
- q. Meets one-on-one with the Vice-President and Secretary every other week or as needed.

- r. Post in RADIUS and GPSGA social media accounts in accordance with the Social Media guidelines.
 - s. In an emergency or the unavailability of the President, GPSGA Vice-President may complete the tasks.
 - t. Operate in agreement with the purpose and goals of Azusa Pacific University in providing a Christian-based higher education for its students.
 - u. Additional responsibilities and duties as prescribed by the organization.
- B. The Vice President shall fulfill the duties of the President in the absence of the President, assist the President in the executions of their duties and become the President in the absence or removal of the President. The Vice President shall primarily be responsible for the Town Hall of GPSGA and assisting the President in fulfilling the mission and goals of GPSGA. The Vice President shall also be responsible for the following:
- a. Support the Controller in following of protocol/parliamentary procedure during meetings.
 - b. Will assist President in fulfilling the mission and goals of GPSGA.
 - c. Maintain the Student Association RADIUS site and assist the Director of Communications with the maintenance of social media sites.
 - d. Manages, delegates and/or responds to messages sent to the GSPA email.
 - e. Organizes semester town hall sessions.
 - f. Support or author annual reports.
 - g. Meets one-on-one with the Controller, the Director for Communications and Programming, and the Speaker of the House every other week or as needed.
 - h. Post in RADIUS and GPSGA social media accounts in accordance with the Social Media guidelines.
 - i. In an emergency or the unavailability of the Vice-President, GPSGA Secretary may complete the tasks.
 - j. Operate in agreement with the purpose and goals of Azusa Pacific University in providing a Christian-based higher education for its students.
 - k. Additional responsibilities and duties as prescribed by the organization.
- C. The Controller is the elected chief financial officer of the Graduate Student Government Association. The Controller's primary role is to propose a budget at the beginning of the year, maintain records of all expenses, and make recommendations regarding GPSGA expenditures. Robert's Rules and Parliamentary procedures knowledge preferred. The Controller is responsible for the following:
- a. Keep updated records of the financial status of GPSGA

- b. Planning and proposing the GPSGA budget by the first meeting of the academic school year (Fall).
 - c. Complete, collect and/or submit all necessary reimbursement forms to the proper administration in the Graduate and Professional Student Affairs Office and/or Business office.
 - d. Develop cost analysis for initiatives from GPSGA.
 - e. Managing/tracking the expenses and budget for the Graduate Student Association.
 - f. Recording fiscal transactions.
 - g. Submit GPSGA donations, funds, and financial documents to the the proper administration in the Graduate and Professional Student Affairs Office and/or Business office.
 - h. Reviewing and facilitating all co-sponsorship requests received from other student organizations.
 - i. Serve as the Sergeant of Arms at meetings, keeping track of verbal report times, following of protocol/parliamentary procedure/robert's rules by all members during meetings.
 - j. Post in RADIUS and GPSGA social media accounts in accordance with the Social Media guidelines.
 - k. In an emergency or the unavailability of the Controller, GPSGA President may complete the tasks.
 - l. Operate in agreement with the purpose and goals of Azusa Pacific University in providing a Christian-based higher education for its students.
 - m. Additional responsibilities and duties as prescribed by the organization.
- D. The Secretary shall be the primary administrative person for the Student Government Association. The secretary shall be primarily responsible of creating and maintaining meeting agendas, calendar, and minutes. Robert's Rules and Parliamentary procedures knowledge preferred. The Secretary shall serve as the Elections Chair and manage all Elections processes for GPSGA. The Secretary shall be responsible for the following:
- a. Will maintain a permanent record of attendance of members at meetings and events.
 - b. Keep records of all actions taken by members of the Student Government Association.
 - c. Keep records of and maintain current and past rosters of GPSGA leadership teams.
 - d. Record and track meeting minutes for all official and emergency Student Government Association meetings including House of Representative meetings.
 - e. Distribute accurate copies of the constitution and bylaws to each member of Student Government Association by the first meeting of the

academic year (Fall), coordinate all announcements, make approved amendments to the constitution, and will be familiar with operating procedures during the meetings, but not enforce them.

- f. The Secretary will report during Student Government Association meetings for anything their position has been responsible for since the last meeting.
 - g. The Secretary will assist in maintaining Student Association RADIUS sites.
 - h. Is responsible for all organization correspondence and keeps copies of all correspondence on file.
 - i. Acts as historian and maintains all records of the organization.
 - j. Chair GPSGA Elections Committee. Is responsible for creating all emails associated with the Elections in coordination with the approval of the Associate Director of GPSA. The language must be approved by the Director of GPSA no later than 2 weeks prior to all communication being sent out (all formal GPSGA communication has the same process of authorization). The time line should be determined at the beginning of the year with the GPSGA Calendar of events for the year.
 - k. Post in RADIUS and GPSGA social media accounts in accordance with the Social Media guidelines.
 - l. In an emergency or the unavailability of the Secretary, GPSGA Vice-President may complete the tasks.
 - m. Operate in agreement with the purpose and goals of Azusa Pacific University in providing a Christian-based higher education for its students.
 - n. Additional responsibilities and duties as prescribed by the organization.
- E. The Director of Communications and Programming shall be focused on events and programs sponsored by GPSGA. The Director of Communications and Programming shall primarily be responsible for the visibility and awareness efforts of GPSGA including but not limited to updating the GPSGA website, reserving space for all programming, provide recommendations to GPSGA for programming and marketing efforts. Graphic Design Experience preferred. The Director of Communications and Programming shall be responsible for:
- a. Coordinates the details of all GPSGA events, virtual and physical, including but not limited to reserving space on campus, setting up virtual meetings, requesting IMT services, requesting events services equipment, requesting Catering Services, creating marketing for events, proving marketing recommendations for programs, etc. These tasks shall be completed at the start of each semester for each event that takes place that semester.
 - b. Manages the marketing of GPSGA including but not limited to ordering general business cards, ordering all flyers for events,

connecting with campus staff to promote GPSGA on relevant campus websites/offices.

- c. Manages the social media sites with support of the Vice-President. Creates schedule and updates social media guidelines as needed in order to assist other members to post in a cohesive manner.
 - d. Is responsible to post on each social media at least once a week if another member of the team has not already done so.
 - e. Assists the Vice-President with the coordination, planning, and execution of Town Halls.
 - f. Develops a student awareness strategic plan to increase the awareness of GPSGA among all campuses.
 - g. Coordinates the activities with staff, students, volunteers, etc.
 - h. Monitors and reviews programming to ensure that schedules events are met.
 - i. Coordinates the Graduate and Professional Student Association student recruitment and confirmation process.
 - j. Post in RADIUS and GPSGA social media accounts in accordance with the Social Media guidelines at least once a week if another member of the team has not already done so. Responsible to ensure all members are actively engaged in the social media accounts and Radius.
 - k. Operate in agreement with the purpose and goals of Azusa Pacific University in providing a Christian-based higher education for its students.
 - l. Additional responsibilities and duties as prescribed by the organization.
- F. The Speaker of the House is the official spokesperson of the House of Representatives to and from Executive Branch. The Speaker of the House shall primarily lead the Members of the House of Representatives to represent their constituents by being informed of their respective area needs and to propose efforts and initiatives to the Initiatives Committee and/or the GPSGA. The Speaker of the House shall be responsible for:
- a. Chairs all meetings for the House of Representatives. Coordinates with the Secretary to attend all meetings for the purpose of taking minutes.
 - b. Ensure that meeting information is conveyed clearly and cohesively to all Representatives.
 - c. Meets one-on-one with each House of Representative every other week or as needed.
 - d. Coordinates with Secretary to obtain meeting minutes to post to GPSGA website.
 - e. Communicates updates and/or solicits information from GPSGA representatives.
 - f. Updates House of Representative on relevant Executive Branch matters.

- g. Coordinates with the President the attendance of House of Representatives for any full board meetings.
- h. Coordinates survey creation, distribution, and survey data collection of the graduate and professional student body.
- i. Post in RADIUS and GPSGA social media accounts in accordance with the Social Media guidelines.
- j. Operate in agreement with the purpose and goals of Azusa Pacific University in providing a Christian-based higher education for its students.
- k. Additional responsibilities and duties as prescribed by the organization.

Sec. 3

Membership:

- A. A member of the Executive Branch may be any Graduate and Professional student from any location, including online who has at least one academic year remaining in their program and is in good standing.
 - a. Each member of The Executive Branch shall have the power to examine all records and shall fulfill all duties vested in them by the Constitution and By-Laws.
 - b. Attendance is required for The Executive Branch members as follows:
 - i. Each Executive Branch member is hereby required to attend all Executive Branch meetings, unless an excused absence is granted by the President or Vice President in the President's place. The absent party will provide a their report electronically and provide all votes in absentia. The Secretary shall be notified and the President shall be copied in the email communication.
- B. Upon election to the Executive Branch the member will be responsible for fulfilling stated duties and to put in the required number of hours towards fulfilling those duties. The hours are not a recommended amount of hours but the hours that are required to be worked in order to fulfill all duties. Any hour reduction should be approved by the President and arranged with the Associate Director.
- C. Code of Conduct:
 - a. Each Executive Branch member shall be held accountable to the Code of Conduct as set forth in the Student Standards of Conduct.
 - b. Should a member be found in violation of a standard of conduct, the member shall be subject to discipline as agreed upon by the Staff Advisor or removal from the position.
- D. All individuals applying for any position within GPSGA must be in good standing with the university. The fulfillment of this qualification is subject to the discretion of GPSGA Staff Advisor. The Advisor is responsible for ensuring the fulfillment of the "good-standing" qualification.
- E. If an Executive Branch member fails to fulfill and maintain the qualifications as outlined in the specific job descriptions, he/she may be dismissed after due consideration as stipulated in the By-Laws.

Sec. 4

Replacement Procedures for Dismissed, Recalled, or Replaced Members of the Executive Branch:

A. Procedure for dismissal:

- a. If an Executive Branch member does not meet the requirements set forth in the Constitution and By-Laws, the President must meet with he/she to address the concerns and set forth a plan for correction. The Staff Advisor must be informed. If the issue/s persist, the Staff Advisor may have a follow up conversation.
- b. After the previous steps have been exhausted, an executive Branch member may be dismissed if he/she continues to not meet the requirements set forth in the Constitution and By-Laws.
- c. After consideration by the Executive Branch and a majority vote, the dismissal shall be official.

B. Procedure for replacement:

a. The President:

- i. In the event of the resignation or removal of the President from office after his/her election and before the end of his/her term, the Vice President shall become the President and assume all presidential duties and responsibilities.
- ii. The Executive Branch shall then appoint a new Vice President who will take office immediately after receiving a majority vote from the House of Representatives approving his/her appointment.

b. Executive Branch:

- i. In the event of the resignation or removal of an Executive Branch member from office, the Executive Branch shall appoint another person to assume the position for the remainder of the term of office.

Sec. 5

Meetings:

- A. All regular meetings are open to anyone who wishes to attend.
- B. Closed meetings- With a majority vote of the Executive Branch, a meeting may be closed to all people except the officers. Others may remain in the meeting with a majority vote of the officers.
- C. The Executive Branch shall meet every other week throughout the semester. Meeting times shall be as decided by each incoming executive branch after carefully taking into consideration the various start dates for graduate and professional programs. The day and time should be based on a majority availability. Each semester or quarter, the meeting times may change if schedule changes occur.
- D. The meetings may be virtual, in-person, or a combination of the two, as decided by the incoming executive branch each year. The first and last meeting of the academic year are recommended to be in person with the entire GPSGA.

- E. The Executive Branch members will meet separately from the House of Representatives. The House of Representatives do not have a vote on official GPSGA business in combined meetings. House of Representative feedback can be requested during meeting business discussions of full GPSGA meetings.
- F. The President may call special meetings of the Executive Branch or of both the Executive Branch and House of Representatives upon giving at least 24 hours advanced notification to all Executive Branch and/or House of Representative members.
- G. The President will run Executive Branch meetings and/or meetings combining the Executive Branch and House of Representatives.
- H. Agendas and previous minutes shall be emailed to all officers and/or House of Representative members at least 24 hours before the meeting.

Article Four

The House of Representatives

Sec. 1

Structure:

- A. The House of Representatives shall consist of representatives from the Graduate and Professional programs as well as Special Interest: Inclusion representatives.
- B. The House of Representatives shall consist of at least one, but no more than four representatives from each of the following combinations of Graduate Schools:
 - a. Seminary, Theology, Liberal Arts and Sciences Representative
 - b. Behavioral and Applied Sciences, Music and the Arts, Business Representatives
 - c. Nursing and Education Representative
 - d. Regional Campus and Online Representative
 - e. Representatives for specific subpopulations based on student need

Sec. 2

Purpose:

- A. The House of Representatives of GPSGA shall report student body needs identified at each schools in their respective departments they represent and/or regional campuses. Representatives serve as official spokesperson(s) for the students at each regional campus/department/school to GPSGA. The Representatives fulfill the following duties:
 - a. Propose initiatives and efforts to address identified student needs to the Initiatives Committee or GPSGA through the Speaker of the House.
 - b. Present the concerns and perspectives of students in their area to GPSGA.
 - c. Communicate information back to students within their school or campus center.
 - d. Host school, campus, or college events virtually or face to face.
 - e. Post in their school, campus or college RADIUS community and GPSGA social media accounts in accordance with the Social Media guidelines.

- f. Operate in agreement with the purpose and goals of Azusa Pacific University in providing a Christian-based higher education for its students.
 - g. Additional responsibilities and duties as prescribed by the organization.
- B. The Special Interest: Inclusion Representative shall be a Member of the House of Representatives and primarily serve as official spokesperson for inclusive excellence. He or She is expected to remain abreast of current trends and best practices, and shall also serve as a consultant to the Executive Branch through the Speaker of the House. They will represent GPSGA in discussions surrounding diversity on campus. The House of Representatives of GPSGA shall report student body needs identified at each school in their respective departments they represent and/or regional campuses. Representatives serve as official spokesperson(s) for the students at each regional campus/department/school to GPSGA. They will also perform the following duties:
 - a. Present the concerns and perspectives of students in their area to GPSGA.
 - b. Communicate information back to students within their school or campus center.
 - c. Propose initiatives and efforts to address identified student needs to the Initiatives Committee or GPSGA through the Speaker of the House.
 - d. Assist with school, campus, or college events.
 - e. Post in their school, campus or college RADIUS community and GPSGA social media accounts in accordance with the Social Media guidelines.
 - f. Operate in agreement with the purpose and goals of Azusa Pacific University in providing a Christian-based higher education for its students.
 - g. Additional responsibilities and duties as prescribed by the organization.

Sec. 3

Membership:

- A. A member of the House of Representatives may be any Graduate and Professional student from any location, including online who has at least one academic year remaining in their program and is in good standing.
 - a. Each House Representative shall have the power to examine all records and shall fulfill all duties vested in them by the Constitution and By-Laws.
 - b. Each House Representative is hereby required to attend all House of Representatives meetings, and full GPSGA meetings unless the privilege of abstention has been granted by the President or Vice-President in the President's place.
- F. Upon election to the House of Representatives the member will be responsible for fulfilling stated duties and to put in the required number of hours towards

fulfilling those duties.

G. Code of Conduct:

- a. Each House of Representative member shall be held accountable to the Student Standards of Conduct.
- b. Should the Student Standards of Conduct be broken, the member shall be subject to discipline as agreed upon by Staff Advisor or removal from the position.

H. All individuals applying for any position within GPSGA must be in good standing with the university. The fulfillment of this qualification is subject to the discretion of GPSGA Staff Advisor. The Advisor is responsible for ensuring the fulfillment of the “good-standing” qualification.

I. If a House of Representative member fails to fulfill and maintain the qualifications as outlined in the specific job descriptions, he/she may be dismissed after due consideration as stipulated in the By-Laws.

J. The outgoing Executive Branch will determine how many House of Representative members shall be voted in for the following year based on the needs of the student population and on the budget availability.

Sec. 4

Replacement Procedures for Dismissed, Recalled, or Replaced Members of the House of Representatives:

A. Procedure for dismissal:

- a. If a House of Representative does not meet the requirements set forth in the Constitution and By-Laws, the Speaker of the House and the President must meet with he/she to address the concerns and set forth a plan for correction. The Staff Advisor must be informed. If the issue/s persist, the Staff Advisor may have a follow up conversation.
- b. After the previous steps have been exhausted, a House of Representative member may be dismissed if he/she continues to not meet the requirements set forth in the Constitution and By-Laws.
- c. After consideration by the House of Representative members, and with a majority vote, the dismissal shall be official.

B. Procedure for replacement:

- a. In the event of the resignation or removal of a House of Representatives member from office, the Executive Branch shall appoint another person to assume the position for the remainder of the term of office.

Sec. 5

Meetings:

A. All regular meetings are open to anyone who wishes to attend. The Speaker of the House will determine what methods are best to accommodate the Student Body (live streaming, recording the meeting, providing a form to obtain the floor or ask questions, etc.).

B. Closed meetings- With a majority vote of the House of Representatives (and Executive Branch for full GPSGA meetings) a meeting may be closed to all people except the House of Representatives and Speaker of the House. Others

may remain in the meeting with a majority vote of the House of Representatives.

- C. The House of Representatives shall meet at least once a month but may meet every other week throughout the semester if needed. Meeting times shall be as decided by each incoming House of Representatives. The meetings need to be during weeks opposing the Executive House meetings to allow the Speaker of the House to report back to the Executive Branch meetings.
- D. The meetings may be virtual, in-person, or a combination of the two, as decided by the incoming House of Representatives each year.
- E. The Speaker of the House may call special meetings of the House of Representatives and the President may call special meetings of the entire GPSGA both giving at least 24 hours advanced notification to all House of Representatives and/or full GPSGA.
- F. The Speaker of the House shall chair the House of Representatives meetings and create the agendas to be sent by the Secretary who will also attend House of Representative meetings to take minutes.
- G. Agendas and previous minutes shall be emailed to all House of Representative members at least 24 hours before the meeting.

Article Five

Duties of GPSGA Advisors

- Sec. 1 GPSGA Staff Advisor shall perform the following duties:
 - A. Serve as a consultant, guide, and accountability partner for this student run government
 - B. Support the Associate Director of Graduate and Professional Student Affairs in the hiring and Kronos timekeeping process for government officers.
 - C. Counsel the GPSGA to determine the best course of action for government
 - D. Support the GPSGA in navigating logistics need to sustain the government
 - E. Maintain communication with the Director of Graduate and Professional Student Affairs to ensure message and directive consistency
 - F. Be familiar with Robert's Rules of Order
 - G. Serve as a resource on the Graduate and Professional Student Standards of Conduct
 - H. Meet with the GPSGA president every other week to advise on Student Government Association issues and projects. The structure of those meetings are up to the advisor. The President is expected to come prepared to address and potentially seek consultation on the following:
 - 1. Discuss meeting topics and items
 - 2. Report on feedback received from the larger student body
 - 3. New Initiatives and events
 - 4. Updates on the GPSGA goals
- Sec. 2 GPSGA Faculty Advisor shall perform the following duties:
 - A. Serve as a consultant, guide, and accountability partner for this student government

- B. Counsel the GPSGA to determine the best course of action for government initiatives
- C. Maintain communication with the Director of Graduate and Professional Student Affairs to ensure message and directive consistency
- D. Be familiar with Robert's Rules of Order
- E. Serve as a resource on the Graduate and Professional Student Standards of Conduct
- F. Meet with the GPSGA president as needed or at least once a month to advise on Student Government Association issues and projects. The structure of those meetings are up to the advisor. The President is expected to come prepared to address and potentially seek consultation on the following:
 - a. Discuss meeting topics and items
 - b. Report on feedback received from the larger student body
 - c. New Initiatives and events
 - d. Updates on the GPSGA goals

Article Six
Procedural Directives

Sec. 1

Unfilled Positions

A. Executive Branch:

- a. In the case of an Executive Branch position being left unfilled, all vacant positions will be offered to the candidates who were not elected. They shall receive a nomination form with the option to apply for the vacant positions with a statement as to why they would be qualified for the role. If multiple candidates run for the vacant positions, the GPSGA newly elected full board shall and the majority vote will declare the winning candidate. If vacant roles still remain after this process, a special election will be organized by the newly elected GPSGA.
- b. This special election process would take place as follows: an email announcement to the student body with the list of available positions and a call out to apply for them, receiving of the applications with an optional faculty recommendation, vetting of the applicants with a registrar's clearance, and a majority vote by the executive branch. The timeline for this process is determined by the current GPSGA team, with the advisement of the GPSA staff advisor.
- c. In the case that an unfilled position(s) need to be filled immediately, another GPSGA member may temporarily fill the position in entirety. Permanently filling an unfilled position with a current GPSGA member may only be considered in extreme cases. No one person can hold two executive branch positions. For example, one may hold a house of representatives position and an executive branch position in extreme circumstances. Additionally, one person may hold two house of representatives positions. Both of these exceptions are only in

relation to unfilled positions resulting after elections, dismissals or resigned positions. This is not the case in terms of elections.

B. House of Representatives:

- a. In the case of a House of Representative position being left unfilled, all vacant positions will be offered to the candidates who were not elected. They shall receive a nomination form with the option to apply for the vacant positions with a statement as to why they would be qualified for the role. If multiple candidates run for the vacant positions, the GPSGA newly elected full board shall and the majority vote will declare the winning candidate. If vacant roles still remain after this process, a special election will be organized by the newly elected GPSGA.
- b. This special election process would take place as follows: an email announcement to the student body of the represented area with the list of available positions for that area and a call out to apply for them, receiving of the applications with an optional faculty recommendation, vetting of the applicants with a registrar's clearance, and a majority vote by the house of representatives. In case of a tie or unreached agreement, the executive branch may provide a unanimous single vote to break the tie or indecision. The timeline for this process is determined by the current GPSGA team, with the advisement of the GPSA staff advisor.
- c. In the case that an unfilled position(s) need to be filled immediately, another GPSGA member may temporarily fill the position in entirety. Permanently filling an unfilled position with a current GPSGA member may only be considered in extreme cases. No one person can hold two executive branch positions. For example, one may hold a house of representatives position and an executive branch position in extreme circumstances. Additionally, one person may hold two house of representatives positions. Both of these exceptions are only in relation to unfilled positions resulting after elections, dismissals or resigned positions. This is not the case in terms of elections.

Sec. 2

The Election Procedural Directives

C. The following positions are elected positions:

- a. President
- b. Vice President
- c. Controller
- d. Secretary
- e. Director of Communications and Programming
- f. Speaker of the House
- g. Member of the House of Representatives

D. Voter Eligibility

- a. All members of the Graduate and Professional Students student body shall be eligible to vote in GPSGA elections.
- b. Undergraduate students shall not be eligible to vote in any election.

- c. Candidates may run and be elected for the same position consecutively upon obtaining a majority vote by the student body.

E. Elections

- a. The incoming Executive Branch shall appoint the date of all of GPSGA elections after careful consideration of the academic calendars of graduate and professional programs. This shall be done at the beginning or prior to the start of the academic year while creating the GPSGA Calendar of events for the year. Regular Elections period shall be held in the Spring semester.
- b. All candidates, shall be given equal opportunity to be heard by all students who would be involved in or affected by each particular election.
- c. All students who wish to be part of the election for GPSGA must be nominated by a member of the faculty.
 - i. Once a nomination is submitted on your behalf you will receive an email and have the opportunity to accept, decline, or change the position of interest using the Intent to Run form.
- d. Candidates for President, Vice President, Controller, Secretary, Speaker of the House, Director of Communications and Programming, and House of Representatives are required to write a paragraph stating their platform and why they are running. The paragraphs will be on the electronic ballot, viewable at the time of voting.
- e. Candidates may run for multiple positions, but may only hold one position.
 - i. If a person is elected to two positions, they will select which position they want to serve in.
 - ii. The other position will be offered to the candidate who reached the second place in majority vote.

F. Qualifications

- a. Must be a graduate or professional student.
- b. Must be in good standing in their program.
- c. Must have at least one year left in their program.
- d. Must adhere to the Student Standards of Conduct.

G. Election Procedures

- a. The Secretary shall serve as the Chair of the Elections Committee. The Secretary shall obtain feedback and update the President and Associate Director of GPSGA on the Elections Procedures throughout the election process steps as follow:
- b. The incoming Executive Branch shall set the date of all GPSGA elections prior to the start of the academic year or by October.
- c. Election dates will be announced at least one month before the election will be held. All emails must be presented to the Director of GPSA two weeks prior to the one month mark in order to receive feedback and approval before sending them. Proper procedures should be

followed in accordance with our Communications protocols to post on Dean's communications, etc.

- d. Job descriptions, including required hours will be available on GPSGA website for all positions and shall be posted at least one month and a half from elections.
 - e. The Director of Communications and Programming will monitor, publicize, and direct all elections for GPSGA and update the website with the communications/information created by the Secretary.
 - f. Any graduate or professional student who wishes to run for election must be nominated by a faculty or staff member.
 - g. They then must submit an intent to run form.
 - h. After their intent to run has been declared they must submit a paragraph stating why they want to be a part of GPSGA.
 - i. Elections will then be run for a school week, allowing ample time for the Graduate and Professional student body to review the candidates and vote.
 - i. Elections will be run online through the GPSGA website.
 - ii. A statement shall be included in the voting form to discourage people to vote who are undergraduate or staff and not graduate and professional students. The form should only be submitted once and have a feature to not allow multiple submissions. Forms should require APU log in.
 - j. The newly elected members will be invited to the last GPSGA meeting of the year to provide them with an opportunity to view a meeting, there will be a networking time period with food prior to the meeting. The meeting will start with introductions from the current GPSGA and then the newly elected GPSGA.
- H. Recognition of GPSGA Executive Branch and House of Representatives:
- a. The new members of GPSGA will take office at the middle of August with an exact start date provided by the Director of GPSGA.
 - i. The President shall serve until the middle of June if possible to ensure all succession planning has taken place.
 - b. Succession Training from Outgoing Members
 - i. Each outgoing member shall train their successor during a 1-1 meeting of at least one hour.
 - 1. Each outgoing member shall review the job description, what the position looks like throughout the year, the level of commitment, provide constructive feedback or recommendations based on their experience to help the new member, ensure all documents they worked on throughout the year are included in their Google Drive Folder so that the successor will be able to refer back to it. The outgoing member shall also review any documents or processes their role would need to know such as the Elections Procedure for the Secretary,

Budget Creation and Reimbursement Forms for Controller, etc.

Sec 3. The Financial Directive

A. Budget

- a. The budget shall be created and proposed by the Controller and passed by the Executive Branch with a majority vote.
 - i. Items to include are:
 - 1. Wage
 - 2. Office Supplies
 - 3. Student Incentives
 - 4. Food Budget for Events
 - 5. Food Budget for Meetings
 - 6. Graduation Stoles or other for Executive Branch and House of Representatives who served the entire academic year
 - 7. Name Badges
 - 8. Business Cards
 - 9. Website Expenses
 - 10. Social Media Expenses
 - 11. Committee Budgets
 - 12. Special Request Budget
 - b. Edits to the budget can be proposed to the Controller for approval. After Controller approval, edits to the budget may be presented to the Executive Branch for vote.

B. Controller’s Report

- a. The Controller’s report should always include an update of the budget total and updates about whether or not we are on track to utilize the budget to its maximum potential for the academic year.

C. Request for Funds

- a. The budget should have allocated funds for special requests, special committees, or emergency projects. Requests for these allocated funds shall be presented to the Executive Branch and approved with a majority vote.

D. Stipends/Pay

Expected Hours	Hourly Pay Rate	Level	Step	Position
10-15 hours per week	13.10	III	4	President
10-15 hours per week	12.90	III	3	Vice President
7-10 hours per week	12.70	III	2	Secretary
7-10 hours per week	12.70	III	2	Director of Communications and Programming
7-10 hours per week	12.70	III	2	Speaker of the House

7-10 hours per week	12.70 III	2 Controller
3-5 hours per week	12.50 III	Seminary, Theology, Liberal Arts and Sciences Representative (2)
3-5 hours per week	12.50 III	Behavioral and Applied Sciences, Music and the Arts, School of Business and Management Representative (2)
3-5 hours per week	12.50 III	Nursing and Education Representative (2)
3-5 hours per week	12.50 III	Regional Campus and Online Representative (2)
3-5 hours per week	12.50 III	1 Special Interest

- Sec. 4 The Attendance Directive-governs the attendance of officers at meetings:
- A. Each member is allowed three absences per semester.
 - B. A member is absent if he/she arrives/joins fifteen (15) minutes after the meeting is called to order. Additionally, if an officer is tardy three times, it will count as an absence.
 - C. A member is tardy if he/she arrives after the meeting is called to order.
 - D. A warning will be issued to an officer upon his/her absence.
 - E. Four absences in a semester may be grounds for dismissal if approved by a majority vote.
 - F. A leave of absence in cases of serious illness or injury or a personal tragedy shall be no longer than four weeks. After this time GPSGA Staff and/or Faculty Advisor, in accordance with the Executive Branch (provided they are not the officer in question), shall decide what action shall be taken in regards to that officer's position, which may include dismissal from his/her position. Any motion involving the dismissal of a member must adhere to the guidelines established in the By-Laws.

Article Seven
Presidential Veto

- Sec. 1 The President shall have the power to veto any measure approved by the Executive Branch and/or House of Representatives, in their entirety or in part.
- A. The veto must be submitted to the Executive Branch and House of Representatives in writing within 72 hours of the meeting in which the legislation was passed.
 - B. The veto can be overridden by a $\frac{3}{4}$ vote of the Executive Branch and House of Representatives.

Article Eight
Initiatives

- Sec. 1 All initiatives shall satisfy the following requirements before being presented to the Executive Branch and House of Representatives.
- A. Must be titled.
 - B. Must be typewritten.
 - C. Each incoming Executive Branch shall set a submission policy for initiatives at the beginning of the year. However, all initiatives must be submitted to all officers at least 24 hours in advance of the meeting where the initiative will be discussed.

Sec. 2 GPSGA Committees

The GPSGA shall have three committees. Additional special committees may be established at the discretion of the President as needed. GPSGA has established committees that focus on improving the collegiate experience of Graduate and Professional students at Azusa Pacific University. House of Representatives will be a part of a committee but not Convener due to hour limitations. Committees shall have meetings at least once a month or as needed.

- A. The Community Building Committee's goal is to build community across the Azusa campus, regional campuses, and online programs.
 - a. Ideally, an Executive Branch member will serve as Convener (with the exception of the President and Vice President).
 - b. Identify a platform or program in which students can build community within their campus, the Azusa campus, and across campus. May recommend or propose programs to the Liaison and Programming Committee.
- B. The Initiatives Committee selected needs present across all campuses through data from the Graduate and Professional Students Needs Assessment Survey.
 - a. Ideally, an Executive Branch member will serve as Convener (with the exception of the President and Vice President).
 - b. The committee shall identify how to present these needs to university administrators, faculty, and/or staff and identify practical ways to engage the campus community to close this gap.
- C. The Liaison and Programming Committee's goal is to provide programming opportunities for spiritual and personal development and to identify issues that affect the graduate and professional student body that the university is already tackling. This committee will serve as a liaison between the university and the student body in order to communicate progress on the issues.
 - a. Ideally, the Director of Communications and Programming shall serve as the Convener.
 - b. Identify individuals responsible for closing the need gap for graduate and professional issues
 - c. Push those initiatives forward
 - d. Communicate the university's progress to our student body