

# **The GRADUATE AND PROFESSIONAL STUDENT COUNCIL CONSTITUTION**

## *Southern Illinois University Carbondale*

### **Article I - NAME AND PURPOSE**

1. The Graduate and Professional Student Council (hereafter referred to as GPSC) shall be the official representative body of the graduate and professional student constituency.
2. The graduate and professional student constituency shall consist of all full and part-time graduate and professional students who are currently enrolled at Southern Illinois University Carbondale.
3. GPSC exists to provide the opportunity for collective participation by graduate and professional students in promoting educational/professional advancement and the social welfare of the community.
4. GPSC along with the Undergraduate Student Government (USG) shall conduct the Student Trustee Elections according to the Student Trustee Election By-Laws.
5. This Constitution operates under the privileges and responsibilities granted by the Board of Trustees of Southern Illinois University Charter, and by the laws of the State of Illinois.

### **Article II- MEMBERSHIP and VOTING**

1. Unit voting members of GPSC shall be restricted to those members who are duly elected or appointed as representatives of an academic department, school, or college ("unit").
2. All unit voting representatives shall be designated as the official representative from a unit as follows.
  - a. If a unit student organization exists, a letter/email from the RSO president, or similar letter/email from the chair of the academic department, school, or college, or;
  - b. If not, signatures of 10 students (or 20% of total, if the total is less than 50 then rounded to lowest whole number) from the respective unit.
3. Additionally, graduate students shall be entitled to a (at-large) voting seat on GPSC provided they present a petition signed by 20 unclassified graduate students (containing the student's name, signature, and email). There will be no more than five (at-large) members on GPSC during any academic year.

4. GPSC shall hold annual elections for all GPSC Officers and Graduate Council Representatives. These elections are to be held during Spring Semester of each year.
5. All regular and special elections shall be conducted in accordance with the specifications set out in the GPSC by-laws.

### **Article III- OFFICERS**

1. The elected officers of the GPSC shall be the President, Vice President for Administrative Affairs, and Vice President for Graduate School Affairs.

**a.** The President shall be the chief executive of GPSC, and shall conduct the affairs of GPSC in accordance with this Constitution, By-Laws, and resolutions of the Council. The President shall be responsible for notifying representatives of meetings, issuing an agenda for each meeting, and directs all committee appointments, except Committees as described under the by-laws. As the chief executive, the vice presidents and the office staff report to the president.

**b.** The Vice President for Administrative Affairs ("VPA") is the administrative and chief financial officer of GPSC is responsible for the certification of all council representatives, chairing GPSC meetings in the President's absence or at the President's request. The VPA shall maintain, in good order, a current record of GPSC financial affairs, provide GPSC with regular financial reports, and keep a record of all of official meetings, and all other GPSC files and records.

**c.** The Vice President for Graduate School Affairs ("VPG") shall be the official liaison between GPSC and the Graduate School communicating with all areas of Academic Affairs. The VPG shall research and report on issues as required by the President or the Council. The VPG further serves as a resource base for all graduate and professional students by keeping abreast issues under consideration by the Graduate School and all other issues affecting graduate students. The VPG will meet regularly with the Dean of the Graduate School.

**i.** The VPG serves as a member, and the de-facto chair, of the GPSC Graduate Council representatives. The GPSC Graduate Council Representatives are charged with serving as liaisons between GPSC and the Graduate Council. The Representatives shall present GPSC with resolutions, bills, and opinions as necessary to protect the interests of the graduate students as needed independent of the VPG.

#### **Article IV: BOARDS AND COMMITTEES**

1. The GPSC shall have two Constitutional Boards: Executive and Fee Allocation.
  - a. The Executive Board shall have general control of the GPSC's meeting agenda and perform other duties as deemed appropriate by the President. The Executive Board shall create standing and ad hoc committees by resolution.
  - b. The Fee Allocation Board shall supervise the allocation of funds available to graduate and professional recognized student organizations (RSOs).
2. GPSC constitutional boards shall by resolution establish further charges, operating specifications, membership requirements, and responsibilities for all other standing GPSC committees/boards.
3. All members of the graduate and professional student body shall be eligible for all committee or board appointments, except for the de-facto members of the Executive and Fee Allocation boards.

#### **Article V- MEETING PROCEDURES**

1. The business of GPSC meetings shall be conducted in accordance with parliamentary procedures as provided in the most current version of Roberts Rules of Order, unless other procedure is specified in this Constitution.
2. Friendly amendments (amendments suggested during discussion and accepted by the movant or sponsor of the item) shall require no vote and shall be accepted as if made as part of the original motion or agenda item.
3. The President shall schedule seven regular meetings each fall and spring semester, on alternating weeks of the month according to the current year's academic calendar.
4. At any meeting any Representative shall have the privilege to submit and make a motion on any topic relevant to the meeting's agenda.
5. Special meetings shall be called at the discretion of the President or by a written petition of a minimum of 20% of the representatives.
  - a. No less than two days' notice shall be given for special meetings. Announcements of such meeting shall be publicly announced in at least two different methods of communication (I.e. posted on the GPSC website, GPSC social media, school newspaper, official email)

6. A minimum 50% of current council voting members, a quorum, must be present to conduct any official council business.
7. An affirmative vote on a resolution or motion shall require a simple majority of the official voting members in attendance.
8. In accordance of the sunshine laws of the state of Illinois all meetings shall be open to the public unless otherwise specified on the agenda two days prior to the scheduled meeting date. The meeting minutes will be available to the public through the GPSC website.

#### **Article VI - AMENDMENTS**

1. The GPSC Constitution and By-Laws may be amended by current voting members.
2. Notice of motions to amend the GPSC Constitution and/or By-Laws must be introduced to the Council during a regular meeting for discussion only, with a vote at the following meeting; or communicated to the council two weeks in advance (preference given to whichever option provides for the most notice).
3. All amendments require approval by at least a two-thirds majority vote of members present at the regular or special meeting.

# **Graduate and Professional Student Council BY-LAWS**

## **Article I - NAME AND OBJECT**

(No by-laws relate to this article of the Constitution.)

## **Article II - MEMBERSHIP**

1. Each academic unit shall have one voting representative plus an additional member for every 50 (or part thereof) graduate or professional students registered during the fall semester of the current academic year.
2. Registration data, upon which representation is based, shall be obtained as follows.
  - 2.1. Each academic unit shall submit a letter by the end of September of each year stating the number of students who are currently enrolled during the preceding fall semester in the unit. This letter must be signed by someone in the academic unit who can furnish proof of the accuracy of the number if requested to do so by the GPSC.
  - 2.2. If a letter as specified in item 2.1 is not produced in October of the current year, then the unit's number of representatives shall be adjusted using the final data on enrollment of graduate and professional students compiled by Institutional Research for the preceding fall semester.
  - 2.3. An academic unit's number of representatives set under the procedure of item 2.2 may be adjusted at the beginning of the spring semester if a letter meeting the requirements of item 2.1 is obtained from the unit.
3. GPSC representatives may delegate a proxy for representation at GPSC meetings. Proxies must provide the Vice President for Administrative Affairs a signed letter and/or email from the original representative indicating:
  - Official representative's name and signature
  - Proxy's name and signature
  - Date of meeting for which the proxy is designated.
  - 3.1. No representative may have more than one proxy during any GPSC meeting.
  - 3.2. Proxy representation will allow said proxy to vote in addition to their vote if they are also a current member, except for the purpose of elections and officer removal.
4. The GPSC Vice President for Administrative Affairs must verify the proxy's graduate and professional student status.

5. If a representative does not attend, or send a proxy to, two consecutive GPSC meetings, the representative will receive notification of termination if the next meeting is missed. A representative who does not attend, or send a proxy to, three consecutive meetings, will receive a termination notice; the appointing body or individual will also be notified of the termination and will need to either reappoint that representative or name a new representative.

### **Article III - OFFICERS, ELECTIONS, BOARDS AND COMMITTEES, AND SELECT COMMITTEE ON GREIVANCES**

#### Section 1: Officers

1. The President shall receive at least a 1/2-time graduate assistantship and Vice Presidents shall receive a 1/4-time graduate assistantship at the minimum appropriate level approved by the Graduate School.

#### Section 2: Graduate Council Representatives

1. Graduate Council Representatives will be required to deliver a report concerning the activities of their Graduate Council Committees at each scheduled GPSC meeting.
2. Graduate Council Representatives who do not attend two consecutive Graduate Council meetings or arrange to send a proxy will be presumed to have relinquished said position. The GPSC President will send a written letter as notification of the representative's termination as Graduate Council Representative.
3. Graduate Council Representatives who do not attend two consecutive GPSC meetings or arrange to send a proxy will be presumed to have relinquished said position. The GPSC President will send a written letter as notification of the representative's termination as Graduate Council Representative.
4. The former representative may seek reappointment to that position by appealing in writing to the GPSC Executive Board prior to the next regularly scheduled GPSC meeting.
5. In the event that a Graduate Council Representative is disqualified, that position will be filled at the next regularly scheduled GPSC meeting by a vote of the GPSC membership. In the event of such an election, the former representative shall be entitled to be a candidate for the open position.

#### Section 3: Elections

1. Election Commission
  - 1.1. The GPSC must appoint an Election Commission to oversee elections to which these By-Laws are applicable. The Election Commission must consist of at least three members who are graduate students enrolled at SIUC.

- 1.2. The GPSC President will nominate Election Commission members for approval by the GPSC. This selection process will be completed not later than March 15 of each year and the Commission will be appointed for a one-year term. The members of the Commission shall be in office one year. If they leave the university for any reason, resign, or are removed they will be replaced immediately.
- 1.3. The GPSC President will nominate one of the three Commission members to serve as Election Commissioner. This nomination is subject to GPSC approval.
- 1.4. The Election Commission shall:
  - Interpret the Election By-Laws for the purpose of ensuring fair elections
  - Designate an address for all correspondence with the Commission
  - Determine whether or not a prospective candidate meets the qualification for candidacy
  - Oversee the nominations
  - Oversee the conduct of campaigns
  - Verify and post an accurate list of qualified voters in conjunction with the Vice President for Graduate Affairs
  - Be responsible for the preparation of the ballots
  - Oversee the conduct of regular elections and, if needed, runoff and special elections
  - Determine the winning candidates by proper tally of the votes cast
  - Submit to the GPSC the results of the elections
  - Investigate and decide any protests, appeals, or charges of violation within its specified jurisdiction.

## 2. Candidate Qualifications

- 2.1. Candidates for the positions of President, Vice President for Administrative Affairs, Vice President for Graduate School Affairs, and Graduate Council representatives must be graduate or professional students enrolled and in good standing at SIUC for the term during which elections are conducted. These candidates need not be voting members of the GPSC during their candidacy

## 3. Nomination Procedures

- 3.1. Candidates who wish to have their names appear on the printed ballot must be nominated at either of the two regularly scheduled GPSC meetings preceding the election meeting.
- 3.2. Nominations must be moved and seconded by voting members of the GPSC. Nominees must be provided the opportunity to decline the nomination prior to balloting.

## 4. Conduct Of Campaign

- 4.1. During an election meeting, candidates for the positions of President, Vice Presidents, and

Graduate Council Representatives must have the opportunity to make speeches, answer questions, etc., prior to the voting. Candidates may use no more than the time shown below:

- Graduate Council Representatives (2 minutes)
- GPSC Vice President (5 minutes)
- GPSC President (10 minutes)

The allotted time may be used for speeches, testimonials, questions from the floor, or other similar activities. Such activities will be conducted in the same order that nominations are made for each position.

4.2. Other Campaign Activities. Other campaign activities are not prohibited so long as these activities remain within the bounds of University policy and pertinent governmental rules and regulations.

## 5. Conduct Of The Elections

5.1. The election of the GPSC officers must be conducted not later than the last scheduled meeting of a given year.

Election of Graduate Council Representatives must be conducted after the elections for the GPSC officers, but not later than the last scheduled meeting of a given year. The specific dates for these elections must be established by majority vote of the GPSC not later than March 1 each year.

5.2. Voting Eligibility: Elections must be held at a regularly scheduled meeting, and members eligible to vote must have attended at least one of the three meetings immediately prior to the election.

5.3. The Election Commission must post the verified list of qualified voters at the GPSC office at least one week prior to an elections meeting. The only reason the Election Commission can update the verified list of GPSC voting members, without a written challenge, prior to election is for items dealing with a student's standing with SIUC, which can be done until the time of the actual elections. Any challenge to the validity of the list of qualified voters must be submitted in writing to the Election Commission not later than 48 hours prior to an elections meeting. All written challenges must be kept on file in the GPSC office until the time for election appeals is past. The Elections Commissioner shall keep a written list of all changes that were made until time for election appeals is past. An appeal may be presented within seven days after the day of the election.

5.4. Ballots to elect the President and ballots to elect each of the Vice Presidents must be separate. Vice President and Presidential ballots must have a write-in section.

5.5. Ample time must be provided for voting. The completed ballot must be deposited by the voter in a designated ballot box. Each qualified voter may cast one vote for the GPSC



Presidency, one vote for each of the GPSC Vice Presidencies, and one vote for each of the four Graduate Council Representative positions.

- 5.6. The Election Commissioner must review the list of eligible voters, order of events, time limits of speeches, and voting procedure at the beginning of the election period during the elections meeting.
- 5.7. Election Commissioners must follow the following sequence:
  - Presidential speeches (in order of nomination)
  - Presidential voting
  - Announcement of election results
  - Vice President for Administrative Affairs speeches (in order of nomination)
  - Vice President for Administrative Affairs voting
  - Announcement of Vice President for Administrative Affairs election results
  - Vice President for Graduate School Affairs speeches (in order of nomination)
  - Vice President for Graduate School Affairs voting
  - Announcement of Vice President for Graduate School Affairs election results.
- 5.8. Ballots must be counted by the Election Commission in a location where any candidate (or designee) has the opportunity to observe the tallying of votes.
- 5.9. Election of GPSC Officers - for each office, the candidate receiving in excess of 50% of the official eligible voting members in attendance will be declared the winner. In the case of no candidate receiving in excess of 50% of the official eligible voting members in attendance, a run-off election must be held during the same election meeting. The lowest vote getter from the initial election will no longer be a candidate.
- 5.10. Election of Graduate Council Representatives - four representatives must be elected. The four candidates receiving the largest number of votes cast will be declared the winners.
- 5.11. In the case of a tie, which would involve election of more candidates than there are positions, a run-off election must be held during the same election meeting. At the discretion of the GPSC and by majority vote, the GPSC may decide to permit each tied candidate not more than five minutes to make additional remarks, answer questions, etc., prior to the casting of ballots. In a run-off election, a voter must not vote for more than the number of candidates needed to fill the seats remaining vacant.

## 6. Judicial Procedures

- 6.1. Any challenge (appeal charge of violation, protest, or similar concern) regarding the elections must be filed in writing within three weekdays after the date of the election in question.

- 6.2. In a case which involves the conduct of a candidate, candidates, or agents of a candidate.
- 6.3. The Election Commission may decide the appeal within three weekdays after the date of the filing of the challenge. This decision will be final and binding. Decisions made under part (1) of this section may not be appealed to the Special Judicial Body, or any other body at Southern Illinois University Carbondale.

## 7. Vacancies Of Offices

- 7.1. In the event that any elected representative or officer resigns or is otherwise unable to complete the designated term of office, the GPSC Executive Board must declare the position vacant as soon as the vacancy is known.
- 7.2. The GPSC Executive Board must call for a special election to be held at the next GPSC meeting. All GPSC representatives, including properly designated proxies, in attendance at the meeting will be allowed to vote in the special election.

## Section 3: Boards and Committees

1. The President and the two Vice Presidents plus three GPSC representatives shall comprise the GPSC Executive Board. The representatives shall be elected by the GPSC at the first meeting of each semester. The GPSC President shall serve as chair of this Board.
  - 1.1. The Executive Committee shall have two sub committees: RSO approval and Its On Us Standing Committees.
  - 1.2. The co-chair for Its On Us will be selected by a majority vote of the Executive Committee.
2. The Fee Allocation Board may be composed of up to five GPSC Representatives. The Vice President for Administrative Affairs will serve as chair of the Board. The Vice President for Administrative Affairs will solicit and select appointees from the membership at the beginning of the Fall semester. The term of office shall extend until new appointments are made in the subsequent Fall semester.
  - 2.1. The Vice President for Administrative Affairs may expand membership of the Board by submitting a list of recommended appointees to the full Council for majority approval.
  - 2.2. The Fee Allocation Board shall approve by majority vote all applications for Specific Event Funding, and Operational Budget Funding. It will also advise the Executive Officers on any fiscal matter which they place before the Board.
  - 2.3. The Vice President for Administrative Affairs will serve as chair of the Board. Members of the Board should abstain on any vote for the assignment of student fees where the Board member perceives a conflict of interest.

3. The Diversity and Inclusion Policy Committee shall be composed of representatives from the available GPSC General Body and the GPSC Representatives to the Affirmative Action Advisory Committee and the GPSC Representatives to the Diversity Council.
  - 3.1. The Vice President for Graduate School Affairs will serve as chair of the Committee. The Vice President will solicit and select appointees from the General Body at the beginning of the Fall semester, with exception to the GPSC Representatives to the Affirmative Action Advisory Committee and the Diversity Council. The term of office shall extend until new appointments are made in the subsequent Fall semester.
  - 3.2. The Vice President for Graduate School Affairs may expand membership of the Committee by soliciting additional volunteers on an as-needed basis.
  - 3.3. The Diversity and Inclusion Policy Committee shall advise the Executive Officers on any University Diversity and Inclusion Policy matter which they place before the Board.
4. The Vice President for Graduate School Affairs will be charged with the convening of a body to facilitate the committee and act as chair. (Please see RSO Guidelines)
5. The establishment of committees by legislation in accordance with Article III, Section 3, item 3 of the GPSC Constitution shall include the specific charge of the committee and expected completion date of the committee report. The Vice President for Administrative Affairs shall inform the Chair of the committee in writing of the specific charges of the committee and expected completion date.
  - 5.1. The Vice President for Administrative Affairs shall establish and maintain a file for each internal committee of the GPSC and for each University Committee with GPSC representation. The file shall contain:
    - The charge of the committee
    - Committee roster
    - Minutes or reports as applicable
    - Any other documents pertinent to the function of the committee. This file shall be maintained for a minimum of one calendar year from the date of establishment of the committee.
  - 5.2. The Chair of each internal committee shall submit a written report to the GPSC President at least once a month. The Chair may request that a written report be distributed to the entire GPSC.
6. The President is responsible for making all appointments to University Committees and may delegate that responsibility to the Executive Committee. Votes taken by the Executive Committee on appointments to University Committees must be a majority vote. GPSC appointees to University Committees, and external committees, shall establish individual operating papers in concurrence with the GPSC Executive Board. These papers shall contain:
  - The method of reporting to the GPSC
  - The frequency of reports
  - Any limitations of the representative's power

- A statement of the GPSC policy concerning its objectives in participating on the committee.

6.1. GPSC appointees to any University or external committee, board, or panel shall conduct themselves in compliance with the expressly stated or official positions of the Graduate and Professional Student Council in performance of their duties. When time permits, the appointee shall consult the Council to ascertain its position on matters pertaining to graduate and professional students, which they may encounter in their official capacity as a GPSC appointee to those bodies.

GPSC appointees to University and external committees, boards or panels may be relieved of their duties by the GPSC President with the consent of the majority of the Executive Board

#### Section 4: Select Committee on Grievances

##### 1. Composition of the Investigatory Committee

- 1.1. The IC may be composed of the Executive Committee of the Graduate and Professional Student Council (GPSC), two selected Undergraduate Students, and selected non-voting Southern Illinois University (SIU) Administration to observe the investigation. The chair of the committee shall in the manner described in item 1.2.
- 1.2. The Chair of the IC shall be selected from the participating members from the Graduate and Professional Student Council.
- 1.3. Those bringing the charges may not serve on the IC for purposes of impartiality.

##### 2. Hearing of the Charges of the Investigatory Committee

- 2.1. The sole purpose of the IC under items 2 and 3 shall be to determine whether the charges are legitimate. Items 2 and 3 shall run concurrently at the hearing.
- 2.2. The IC in determining the "legitimacy" of the charges shall consider: Whether the charge is sufficient basis for recommended action; and whether the weight of the evidence is sufficient to require presentation of a defense.
- 2.3. Minutes of all meetings of the IC shall be recorded by one of the committee members.
- 2.4. The IC must meet to hear the charges against the charged person within five working days following the scheduled GPSC meeting when the IC is formed.
- 2.5. Only IC members, those bringing charges and witnesses for the charges may be present at this meeting. A motion shall be passed to officially close the meeting. A motion shall be passed to allow comments from the floor.
- 2.6. Those bringing the charges must be present; however, if more than one person brings the charges, only one of them needs to be present. The persons bringing the charges are only those individuals who have signed the written charges at the time they were presented.
- 2.7. Deliberation by the IC shall be completed behind closed doors and away from the public. The IC shall listen to the charges and any evidence the charging entities wish to

provide, and discuss it only after all persons, except members of the IC, have left the hearing room.

- 2.8. The IC shall vote on whether or not the charges are legitimate.
  - 2.9. There must be at least 51 percent votes in the affirmative to determine the legitimacy of the charges.
  - 2.10. If no affirmative votes are cast, the IC shall be immediately dissolved.
  - 2.11. If there are majority votes in the affirmative the Chair shall forward a copy of the written charges, a copy of the meeting minutes and any evidence presented at this meeting to the charged entity. Prior to the next steps outlined in 2.11 refer to 3.4 for options of defense. Any information that would identify the entities bringing the charges should be omitted from this correspondence. The identity of any witnesses or sources of information shall remain confidential if they so choose.
  - 2.12. Another meeting shall be scheduled by mutual consent of the IC and the charged entity within five working days of this meeting at which time the charged entity may present a defense.
3. Hearing of the Defense by the Investigatory Committee
    - 3.1. The IC must meet to hear the defense of the charged person.
    - 3.2. Only IC members, the charged entity and their witnesses may be present in the room during this portion. A motion will be passed to clear the room of non-essential people. A motion shall be passed to officially close the meeting.
    - 3.3. The IC shall listen to all of the defense and evidence. The IC shall vote on whether or not to retain the charges against the charged entity. The vote shall be taken by secret ballot.
    - 3.4. The charged entity shall be given no more than one hour to respond to questions during the meeting at which the charges are presented.
    - 3.5. The IC shall spend no more than one hour discussing the charges after the charged entity finishes answering questions.
    - 3.6. A motion may be made by a member of the IC to extend discussion beyond the time allotted. A motion to extend the time for discussion requires a 51% affirmative vote of the IC.
    - 3.7. A quorum of the IC must be present for discussion to take place. If one does not exist, the discussion and vote must be postponed until the next meeting. The discussion and vote on removal shall only be postponed one meeting under this Section. A vote must be taken at the next meeting event if a quorum is not present.
4. Presentation of the Investigatory Committee Findings to the Charged Entity
    - 4.1. The information on the charges shall be sent out to the members of the charged entity if the charges are determined to be legitimate by the IC; after the procedures set forth in items 2 and 3 have been completed.
    - 4.2. The information on the charges shall not contain the identity of any of the person(s) bringing the charges unless that person(s) so waives that privilege to the IC in writing.
    - 4.3. No information shall be released to any media.

5. Presentation of the Recommendations of the Investigative Committee to the General Body of GPSC
  - 5.1. The IC shall reconvene no less than five days after the presentation of the findings to the charged entity to recommend action to be taken by the charged entity to resolve the charges presented.
  - 5.2. The IC may recommend only those actions as applicable under the constitution and/or operating paper of the charged entity where the disposition of individual members of the entity are concerned.
  - 5.3. The IC may recommend only those actions as applicable under the policies and procedures of Southern Illinois University where the organization of the charged entity is concerned.
  - 5.4. The IC may only make those recommendations necessary to resolve the current charges and prevent future systemic misconduct by the charged entity.
  - 5.5. The IC shall present the recommendations to the advisor or advisory board of the charged entity, the Chancellor or his or her designee, the voting body of the charged entity, and the GPSC body as a whole upon their completion.
  - 5.6. The IC shall request of the charged entity a written response to the charges no later than five days following the regularly scheduled meeting of the charged entity, or emergency meeting if warranted by the situation. A similar response will be requested of the chancellor or his or her designee, and the advisor or advisory board of the charged entity, and the voting body of the charged entity.
  - 5.7. . If the named parties fail to respond, or the response is deemed insufficient by the IC and the GPSC body of the whole, the charges and recommendations will be presented by GPSC to the Board of Trustees prior to the next scheduled Board meeting.