



**Graduate and Professional Student Government of the
University of Pittsburgh**

Constitution & Bylaws

Last Edited: October 2024

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GPSG CONSTITUTION

ARTICLE I. PURPOSE & AFFILIATION

The purpose of the Graduate and Professional Student Government (GPSG) of the University of Pittsburgh is to represent the interests and concerns of graduate and professional students at the University of Pittsburgh by:

- i. Establishing and maintaining networks of communication among the GPSG
 - a. Assembly Board (AB)
 - b. Graduate Student Governments (GSGs)
 - c. Graduate Student Organizations (GSOs)
 - d. University committees
 - e. Individual graduate students.
- ii. Providing graduate student representation on university committees.
- iii. Serving as a resource for individual graduate and professional students, GSGs, and GSOs.
- iv. Acting as an advocate for graduate and professional students' concerns.
- v. Administering half of the student activities fee for graduate student programming, travel grants, and supplemental funding for university-wide events

ARTICLE II. MEMBERSHIP

All registered graduate and professional students at the University of Pittsburgh are members of GPSG. A registered graduate or professional student is defined as anyone currently enrolled in a graduate-level or professional-level program and paying the graduate student activities fee. The governing body of GPSG consists of the Executive Board (EB), and the Assembly Board (AB).

ARTICLE III. ASSEMBLY BOARD REPRESENTATIVES

The AB consists of one or more elected or appointed representatives from each graduate and professional school, and one or more elected or appointed representatives from each Graduate Student Association.

The duties of the Assembly Board as a whole are:

- i. To consider all matters presented to the AB that pertain to the welfare of all graduate and professional students at the University of Pittsburgh.
- ii. To establish and maintain contact with any individual or organization that the AB considers appropriate.

- iii. To hold the Executive Board of GPSG directly responsible to the AB in the commission of its duties.

ARTICLE IV. EXECUTIVE BOARD OFFICERS

The EB consists of five elected representatives chosen by all the graduate and professional students at the University of Pittsburgh. The officers of the GPSG Executive Board (EB) are the President, the Vice President of Committees, the Vice President of Communications, the Vice President of Finance, and the Vice President of Programming. The Vice Presidents of the EB shall each have a vote at the meetings of the Assembly Board. Only in the event of a tie will the President cast the tie-breaking vote. Any graduate student or professional student at the University of Pittsburgh is eligible to be an officer of the GPSG Executive Board as outlined in the GPSG Bylaws Article II, Section A.

The duties of the Executive Board are:

- i. To act as advocates for graduate and professional students.
- ii. To approve the appointment of Executive Administrator for GPSG.
- iii. To create the agenda for AB meetings.
- iv. To execute the resolutions of the AB.
- v. To carry out the duties of the individual offices as specified in the GPSG Bylaws Article II.
- vi. To support all GPSG sponsored events.
- vii. To attend all AB meetings and to confer as needed between each regularly scheduled AB meeting
- viii. To convene, regular, and maintain any committees pertinent for the completion of the duties of the position, as described in GPSG Bylaws, Article II.
- ix. To bring persistent material disagreements within the EB regarding GPSG affairs to the AB and the GPSG Advisor for resolution.

ARTICLE V. EXECUTIVE ADMINISTRATOR

The Executive Administrator (EA) for the GPSG office shall be appointed by the EB in conjunction with any university office(s) contributing to the remuneration for the position. The duties and remuneration of the staff, to be reviewed annually, will be jointly specified by the EB and any contributing university office(s). The EA will not be a member of either the EB or the AB, and as such will not cast any vote at the meetings of the AB.

ARTICLE VI. MEETINGS

The AB shall meet each month on a date to be selected by the EB. Notice shall be given no less than one week prior to the meeting. In the absence of agenda items, the meeting may be canceled by the President of the EB. All meetings shall be open to all registered graduate and professional students and publicized via regular GPSG communications.

A special meeting of the GPSG AB must be called within three weeks of a request made by the representatives from any three separate GSGs, GSOs, or voting GPSG officers. The request should be in writing and may be presented to any GPSG officer; such requests will be immediately communicated by that officer to the other officers. Notice of this meeting should be emailed to the GPSG email list at least one week prior to the meeting.

ARTICLE VII. VOTING

Upon certification of quorum, voting will be done by a simple majority of those voting representatives present at any meeting unless specifically indicated elsewhere in these bylaws. The EB President is not eligible to vote in EB and AB meetings unless in the event of a tie, unless specifically indicated elsewhere in the constitution or bylaws.

ARTICLE VIII. FUNDING

GPSG shall derive funding from graduate and professional student activities fees and from other programs and sources and will administer them in accordance with the Division of Student Affairs. The AB's fiscal year will run from July 1 through June 30. Recommendations to the Board of Trustees to change the student activities fee must be passed by a two-thirds vote of the AB.

All funds allocated by GPSG to GSGs and/or recognized GSOs will be used for purposes which support the mission of GPSG, provide services of benefit to graduate and professional students, and/or finance operations or activities benefitting graduate and professional students. Notice of all events funded wholly or in part by the GPSG must be given to graduate and professional students through announcements sent to the VP of Communications by the GPSG at least one week prior to the event. All GSGs, or GSOs that receive funds from GPSG must recognize GPSG as a sponsor.

GPSG BYLAWS

ARTICLE I. ASSEMBLY BOARD MEMBERSHIP REQUIREMENTS

Section A. Criteria

Each AB representative must fulfill the following criteria before the GPSG Assembly Board will accord the representative voting rights:

- i. Each AB representative must be a currently enrolled and registered graduate or professional student at the University of Pittsburgh and, in the case of GSG representatives, must be enrolled and registered specifically within the school that they are representing. On demand, each representative must provide the GPSG President documentation of the individual's enrollment status.
- ii. Each representative must be recognized by GPSG, the GSGs, and the GSOs, and will serve a renewable one-year term. In the event of an AB representative leaving prior to completion of the term of office, an alternate representative designated by the GSG, GSA, or GSO will complete the term.
- iii. Each representative will provide the GPSG President and the GPSG Executive Administrator with their name and contact information and communication plan. The communication plan will outline how GPSG-related information will be disseminated to constituents of respective AB members. The communication plan will be updated yearly, or as needed to reflect any changes in processes or point of contact(s) for circulating information.
- iv. If the AB representative is not their GSG, or GSO President, then that representative must provide the GPSG Executive Administrator with the name and contact information for the President.
- v. Any representative who ceases to fulfill the above criteria immediately forfeits their position (see GPSG Bylaws Article VII, Section A), and another representative must be selected by the individual GSG or GSO.

Section B. Duties

It is the responsibility of each AB representative to perform the following duties

- i. To ensure representation of their GSG, or GSO at all AB meetings (see GPSG Bylaws Article VI, Sections B & C).
- ii. To communicate the needs and concerns of their GSG, or GSO to the GPSG AB.
- iii. To communicate GPSG-related information to their GSG, or GSO via the specified communication plan drafted by the AB member and sent to the EA at the beginning of the year. This may include disseminating information to constituents through email, social media, school mailing lists or other channels as necessary.

- iv. To assist the Vice President of Committees in arranging representation on at least one of the university-wide committees administered by the GPSG in the event of lack of participation or membership.

Section C. GSG Representatives

Each of the following GSGs will select the number of representatives listed below to sit on the GPSG Assembly Board. The representative(s) from each GSG should include a member from the organization's EB unless they expressly designate students from their constituency to attend in their absence. Each GSG representative will have one vote on the AB. In the case of those schools that maintain more than one governance organization, the AB will decide whether the additional governance organizations shall be recognized by the GPSG Assembly Board for that school. No one person can officially represent more than one group at the GPSG Assembly Board. Similarly, a representative may vote on behalf of only one represented body. Voting along the strict representational numbers (outlined below) can be requested either before or after a potentially contentious vote. This body or committee will then be responsible for selecting a representative to the GPSG Assembly Board and reporting the actions of the GPSG Assembly Board back to each member organization. All GSGs must be certified by the Office of Student Activities through the Student Organization Resource Center (SORC) in order to be recognized and funded (i.e., Supplemental Funding) by GPSG.

As of the publication of this document, the recognized graduate and professional schools are as follows. Unless otherwise noted, each school is designated one representative on the Assembly Board:

- i. The School of Arts and Sciences (3 representatives)
- ii. The School of Education (2 representatives)
- iii. The School of Information Science
- iv. The Graduate School of Public Health
- v. The Graduate School of Public and International Affairs
- vi. The School of Social Work
- vii. The School of Dental Medicine
- viii. The Graduate School of Business, Full-time
- ix. The Graduate School of Business, Part-time
- x. The School of Engineering
- xi. The School of Health and Rehabilitation Sciences
- xii. The School of Law
- xiii. The School of Nursing, GNSO
- xiv. The School of Nursing, DNSO
- xv. The School of Medicine, MD
- xvi. The School of Medicine, PhD
- xvii. The School of Pharmacy, PhD
- xviii. The School of Pharmacy, PharmD

Section D. GSO Representatives

Each official GSO has one voting representative on the GPSG Assembly Board provided that an application is successfully submitted to the GPSG Assembly Board (see GPSG Bylaws Article VI, Section C). GSO representatives have full voting privileges, including participation in votes determining any GSO's annual GPSG budget allotment. The GPSG Assembly Board will give official GSO status to any GSO provided it meets the conditions set out in the GPSG Bylaws Article VI, Section C. Each representative will be held to the attendance policy as detailed in GPSG Bylaws Article VII, Section A.

A current list of recognized Graduate Student Organizations can be found in Appendix I, which will be reviewed yearly and updated as necessary.

Section E. Alternate Representatives

Each AB representative may be represented in their absence by an alternate representative of the same GSG or GSO. The permanent representative should inform the GPSG Executive Administrator that an alternate will be attending in their place. The alternate shall be empowered to vote in the place of the absent representative. Each alternate representative must meet the Criteria for AB representatives as detailed in the GPSG Bylaws Article I, Section A.

Section F. Compensation

No compensation from GPSG shall be paid to any GPSG AB representative for any time or effort that he/she puts forth in the fulfillment of that position.

Article II. EXECUTIVE BOARD OFFICER REQUIREMENTS

Section A. Criteria

Each EB officer shall fulfill the following criteria before being recognized by the GPSG AB:

- i. Each officer must be accepted to begin his/her term at one of the University of Pittsburgh's graduate or professional schools no later than the Fall term immediately following his/her election.
- ii. Officers cannot hold more than one office within the GPSG simultaneously.
- iii. Each officer will serve a term of one year and will not serve more than two consecutive terms in the same position.
- iv. Each officer must have official residency in the Greater Pittsburgh area by the start of the Fall term. (Note: Be in effect for the 2023-2024 academic year)
- v. Any officer who ceases to fulfill the above criteria immediately forfeits his/her position.
- vi. The EB officers shall hold positions effective May 1 with at least one month

of shadowing beforehand. The previous EB officers shall be held responsible for training their successors and providing any information necessary for the new officers to succeed in their positions, also including other projects commenced under the purview of GPSG but outside the scope of the positions as described in the remainder of this Article.

Section B. President

The duties of the President are:

- i. To preside over meetings of the AB and the EB.
- ii. To coordinate relations with the administration at the University of Pittsburgh and with organizations external to the University of Pittsburgh.
- iii. To convey the recommendations and decisions of the AB to the administration at the University of Pittsburgh and to organizations external to the University of Pittsburgh.
- iv. To attend and report on (when permitted by committee policy) meetings of the Board of Trustees Student Affairs Committee, the University Senate Assembly Board, and the University Council for Graduate Studies if possible.
- v. To perform such other duties as are normally required of the Office of President and as the AB may determine.
- vi. To report their actions to the Assembly at each meeting of the AB.
- vii. To hold open office hours in the GPSG office a minimum of 1 hour per week.
- viii. To meet with students by appointment when requested at a mutually convenient time during normal university hours.
- ix. To provide agenda items and other information for the Assembly Board meetings to the Executive Administrator a minimum of 10 calendar days before each AB meeting.
- x. To chair (or appoint a chair to) the External Affairs Committee.
- xi. To cast tie-breaking votes in both AB and EB proceedings.
- xii. To ensure at the end of the position's term that all technicalities of the post are passed onto the next President.

Section C. Vice President of Committees

The duties of the Vice President of Committees are:

- i. To provide the AB with information about each university-wide committee on which GPSG has representation.
- ii. To inform the AB about vacancies in committee seats.
- iii. To ensure representation on relevant university-wide committees.
- iv. To notify the AB about representatives to university-wide committees (see GPSG Bylaws Article V, Section B), either at the AB meetings or via GPSG communication bulletins
- v. To ensure temporary representation on university-wide committees, when necessary, either by attending the committee as a temporary representative or

- designating a temporary representative until a permanent replacement can be found. (GPSG Bylaws Article V, Section B).
- vi. To disseminate committee information that affects graduate and professional students.
 - vii. To maintain the GPSG Committee Reporting Form.
 - viii. To perform such duties as are normally required of the office of VP of Committees, and as the President or AB may delegate.
 - ix. To report their actions at each meeting of the AB.
 - x. To hold open office hours in the GPSG office a minimum of 1 hour per month.
 - xi. To meet with students by appointment when requested at a mutually convenient time during normal university hours.
 - xii. To chair the standing GPSG Bylaws Committee.
 - xiii. To report all activities relevant to the position to the President.
 - xiv. To ensure at the end of the position's term that all technicalities of the post are passed on to the next VP of Committees.

Section D. Vice President of Communications

The duties of the Vice President of Communications are:

- i. To effectively communicate with the graduate and professional students, increase visibility of GPSG, and promote community between graduate students at the University of Pittsburgh through Public Relations activities and any other means deemed necessary and appropriate by the EB. These may include, but are not limited to:
 - a. Developing and maintaining a branding initiative for GPSG
 - b. Promoting and furthering the services offered by GPSG
 - c. Advertising for news and events to the graduate community through appropriate outlets
 - d. Pursuing and evaluating other means of disseminating information to GPSG's constituents
 - e. Heading the Public Relations Committee
 - f. Maintaining the GPSG social media platforms.
 - g. Maintaining GPSG email distribution lists
 - h. Maintaining any other modes of communication.
- ii. To publish, in collaboration with the other EB officers and through all media outlets deemed appropriate by the EB, GPSG's e-Bulletins and other announcements.
- iii. To foster community and maintain positive and open relations between GPSG and all constituent organizations.
- iv. To serve as the GPSG Webmaster to maintain and develop the GPSG website appearance, accuracy, and functionality.
- v. To serve as a representative for GPSG on one or more university committees as it furthers the other goals and responsibilities of this position, determined in coordination with the VP of Committees and the GPSG EB.

- vi. To perform such duties as are normally required of the office of VP of Communications, and as the President may delegate, and as the AB may determine.
- vii. To report their actions at each meeting of the AB.
- viii. To hold open office hours in the GPSG office a minimum of 1 hour per month.
- ix. To meet with students by appointment when requested at a mutually convenient time during normal university hours.
- x. To possess appropriate knowledge regarding maintenance of IT resources. Knowledge of the use of these resources will be assessed by the outgoing VP of Communications along with the election committee prior to acceptance of the application for the Communications position.
- xi. To report all activities relevant to the position to the President.
- xii. To ensure at the end of the position's term that all technicalities of the post are passed on to the next VP of Communications.

Section E. Vice President of Finance

The duties of the Vice President of Finance are:

- i. To authorize and record all financial transactions of the GPSG.
- ii. To authorize and record all financial distributions to graduate and professional students, vendors, or third parties subsequent to approval by the AB.
- iii. To verify all GPSG expenditures against the Level Sheets provided by the University.
- iv. To make available a complete and itemized Budgetary Report at each meeting of the AB, or upon request of any member of the AB. The Budgetary Report shall be emailed to the AB when the agenda is emailed prior to the monthly meeting.
- v. To create a fiscal year budget with input and coordination of the Finance Committee which must be approved by the Committee before presentation to the EB.
- vi. To present a budget plan to the EB for the new fiscal year by the end of August for approval.
- vii. To present the EB approved budget plan for the upcoming fiscal year during the first AB meeting.
- viii. To perform such duties as are normally required of the office of the VP of Finances, and as the President and other VPs may request, and as the AB may determine.
- ix. To meet with the Executive Administrator and VP of Programming at least once per semester to reconcile spending and ensure accurate accounting of their budgets.
- x. To hold open office hours in the GPSG office a minimum of 1 hour per month.
- xi. To meet with students by appointment when requested at a mutually convenient time.
- xii. Administer and maintain the Supplemental Funds and Travel Grant policies.
- xiii. To report all activities relevant to the position to the President.
- xiv. *To give a semesterly report on the state of GPSG finances*

- xv. To ensure at the end of the position's term that all technicalities of the post are passed on to the next VP of Finance.
- xvi. To maintain the VP of Finance SharePoint, including a comprehensive turnover document for future VPs of Finance.
- xvii. To chair the Finance Committee that will consist of at least one representative from each GSO.
- xviii. To give a semesterly report on the state of GPSG finances.

Section F. Vice President of Programming

The duties of the Vice President of Programming are:

- i. To coordinate GPSG social, professional, and community service activities for the benefit of graduate and professional students.
- ii. To communicate necessary event advertising to the VP of Communications and to perform additional duties to ensure sufficient event marketing.
- iii. To serve as the chair of the Event Planning Committee (EPC). This duty includes scheduling committee meetings, recruiting committee members, and communicating the recommendations and activities of the EPC to the AB.
- iv. To respond to all graduate student concerns regarding GPSG events and activities within one business day if via email, to attempt to schedule events requested by graduate students, and to take into consideration accessibility in terms of both ease of student transportation and disability.
- v. To administer and enforce event attendance and university policies, to distribute event tickets as appropriate, to record and verify attendance at each event, and to verify current student status.
- vi. To maintain ticket registration policies, and coordinate with university resources, ticket offices, and outside vendors as necessary.
- vii. To contact venue at least within the week of the event to confirm.
- viii. To determine an appropriate budget for events and to update this budget throughout the year.
- ix. To perform such duties as are normally required of the office of VP of Programming, and as the President may delegate, and as the AB may determine.
- x. To report their actions at each meeting of the AB and the EB.
- xi. To hold open office hours in the GPSG office a minimum of 1 hour per week.
- xii. To meet with students by appointment when requested at a mutually convenient time during normal university hours.
- xiii. To serve as a representative for GPSG on one or more university committees as it furthers the other goals and responsibilities of this position, determined in coordination with the VP of Committees and the GPSG Executive Board.
- xiv. To report all activities relevant to the position to the President.
- xv. To ensure at the end of the position's term that all technicalities of the post are passed on to the next VP of Programming.

Section G. Executive Board Officer Remuneration

EB Officers shall receive a stipend that is determined and awarded as follows:

- i. The amount of the stipend shall be determined by a two-thirds vote of the AB at a regularly scheduled spring meeting prior to the publication of the call for candidates and shall take effect with the incoming EB.
- ii. Any EB Officer who is not in good academic standing with the University will forfeit their stipend, as articulated in the GPSG Bylaws Article VII, Section B.
- iii. Any EB Officer who fails to fulfill their duties will forfeit their stipend, as articulated in the GPSG Bylaws Article VII, Section B.
- iv. EB Officers shall not receive any additional remuneration or compensation for services performed on behalf of the GPSG without prior approval from the AB.

ARTICLE III. EXECUTIVE ADMINISTRATOR DUTIES

Section A. Duties

The duties of the EA include, but are not limited to, the following:

- i. Compiling the agenda for meetings of the AB and emailing it to the AB one week prior to the meeting.
- ii. Coordinating communications between the AB and the EB.
- iii. Assisting in the annual elections process, and serving as the Election Committee Chair, as outlined in GPSG Bylaws Article IV.
- iv. Performing such duties, relevant to GPSG, as are normally required by members of the EB and/or AB.
- v. Assisting the officers of the EB.
- vi. Arranging food for all AB and special meetings
- vii. Administering the petty cash and Panther Funds accounts.
- viii. Maintaining 16 office hours and 4 flexible hours per week.
- ix. Informing the President of any requests for absence. These requests should be submitted at least one week in advance whenever possible. The President shall obtain majority consent of the EB before approving requests for absence.
- x. Complying with the University of Pittsburgh Graduate Student Assistant policies.
- xi. Reporting all activities relevant to the position to the EB and the President.
- xii. To ensure that at the end of the position's term, all technicalities of the post are passed on to the next EA.

Section B. Appointment

The terms for the appointment of the EA are as follows:

- i. The EA shall be appointed for two semesters (Fall and Spring Semesters) in accordance with the University of Pittsburgh Graduate Student Assistant policies.
- ii. The EA performance shall be evaluated at the end of each appointment. As a result, the EB shall decide the reappointment of EA.
- iii. If a new EA is deemed necessary, interviews shall be conducted by the EB and the outgoing EA.
- iv. At the EB's discretion, the EA may be retained on an hourly basis for the summer. The EA shall be notified in writing by April 30 if the EB chooses to retain the EA for the summer.
- v. The EB shall set the hourly compensation and required hours for the summer. The compensation shall not exceed University of Pittsburgh pay scales for a comparable staff position.
- vi. The EB must notify the existing EA of their intent to retain them for the upcoming Fall and Spring terms by the end of February. If the EA intends to end their appointment, they must also give notice of intent by this date.
- vii. Within one week of notice that the current EA will no longer continue, the EB will release the call for applicants for the position. The application, interview, and appointment processes should be completed by the end of March, so that the incoming EA has a month to train with the outgoing EA.

Section C. Remuneration

Compensation for the EA may be reviewed annually by the GPSG AB and any university office which contributes to such compensation. The EA will only receive remuneration if the student is in good academic standing with the university.

Section D. Removal

Removal of the EA shall be undertaken only in cases of misconduct, failure to meet duties, or other serious offenses. If a majority vote of the EB (in this case the President is allowed a vote) determines the EA should be removed, the matter will be forwarded to the AB for consideration. If the regularly scheduled AB meeting is more than 10 business days away, a special session of the AB will be called to consider the matter. A majority vote of the AB will determine if the EA will be removed.

ARTICLE IV. ELECTIONS

The officers of the GPSG EB will be elected annually to one-year terms by popular vote of all graduate and professional students of the University of Pittsburgh. Anyone who has been accepted to begin graduate or professional school by the Fall immediately following the election will be eligible to run for office. Interested students must submit an intent to run for office along with a position statement to the Election Committee by the required deadline to be eligible for the election. Candidates may run for one EB position only and must not be out of contact with the GPSG EB or otherwise be unreachable for an extended time (three weeks or more) during the elected term. The election shall be held before or during the last full week of March.

Section A. Election Committee

- i. The Election Committee (EC) shall be formed and chaired on or before the second Friday in February.
- ii. The EC Chairperson will be the EA. If the EA chooses to run for an EB position, the GPSG AB will put out a call to all graduate and professional students for a candidate to chair the EC. The GPSG AB must choose an EC Chairperson by majority vote on or before the second Friday in February.
- iii. The EC Chairperson shall assemble a committee to assist in the elections process on or before the second Friday in February. The EC shall consist of at least one current EB member, one AB representative, and one “at large” graduate student member who is not associated with the AB.
- iv. Any graduate or professional student who is not a candidate for the EB is eligible to serve on the EC.

Section B. Election Process

- i. The GPSG EC shall send out a call to all graduate and professional students for candidates for all executive offices on or before the second Friday in February. The following information must be sent out along with the call for candidates:
 - a. Titles and responsibilities for all officers;
 - b. Names and contact information of present officers;
 - c. Application procedure and deadlines;
 - d. Remuneration offered for each officer position.The EC will disseminate this information in accordance with GPSG Bylaws Article IV Section C. A second call for candidates will go out to all graduate and professional students two weeks prior to the election. The deadline for submission of all application material to the committee will be one week prior to the first day of elections.
- ii. The Election Process criteria are as follows:
 - a. Voting for the GPSG Officer Election will be held annually before or during the last full week of March, but not before the second week of February.

- b. The Committee shall designate the start date and time and the end date and time of election, and voting shall be continuous throughout that time span. If the span includes Saturdays, Sundays, or any other official university or government holiday, including any school's Spring Break, the election time must span at least five days, not including Saturdays, Sundays, or university or government holidays.
 - c. Voting will be via the internet on a secure website as created and designated by the EC.
 - d. The EC will make all reasonable efforts to distribute the voting schedule along with complete voting procedures to all graduate and professional students prior to the voting period in accordance with GPSG Bylaws Article IV Section C;
 - e. Every graduate and professional student of the University of Pittsburgh will be permitted to cast only one vote for each officer.
 - f. In the event of an unexpected University closure, such as a snow day, or in the event that the voting website/server is down, the EC shall reschedule the missed voting time and day(s) as it deems appropriate, but must be consistent with GPSG Bylaws Article IV, Section B ii.b. If necessary, the election time span may extend past the allowed voting time as specified in GPSG Bylaws Article IV, Section B ii.a. Graduate and professional students must be notified of the change in voting time and day(s) as outlined in the GPSG Bylaws Article IV, Section E. Whenever voting is paused, restarted, and/or rescheduled, all candidates must be informed within one business day.
- iii. The candidate receiving the most votes in each election category shall officially assume office May 1. By or at the April AB meeting, incoming officers shall be formally introduced. In the case of a tie in the general election, a runoff vote will take place at the next AB meeting regarding the candidates who tied. All regularly voting members of the AB – and only voting members of the AB – will be eligible to vote in the runoff election. Each candidate should be given the opportunity to speak and answer questions, and all other aspects of this special session must be administered in accordance with standard GPSG meeting protocols. The candidate receiving the most votes shall assume the office; in the case of a tie among AB members, the current President will cast the deciding vote.
 - iv. Should a position remain vacant, a special election will be held to fill this position in accordance with GPSG Bylaws Article IV, Section E. This process will begin at the first AB meeting following the end of voting. The person elected to this position will take office no earlier than specified in GPSG Bylaws Article IV, Section B iii.
 - v. *Candidates must commit to actively holding the position for the full academic year. Violation will result in forfeiture of future GPSG stipend payment.*

Section C. Election Communication Guidelines

The EC shall maintain contact with all graduate and professional students through communication media in order to publicize information pertaining to the election.

Communication methods should minimally include:

- i. Regularly scheduled GPSG AB meetings;
- ii. The GPSG Website
- iii. Regularly maintained GPSG email lists, including at least one special Election Bulletin.
- iv. Unless expressly authorized by a majority of the EC, the election results must be publicized no later than midnight three business days after the election.

Section D. Election Result Reporting

GPSG shall publicly release the names and the percentage of votes of the winners of the election. Upon receiving a written request for disclosure of results from a candidate in the election, the candidate will be asked to sign an agreement not to disclose the numerical results. When the candidate has signed the non-disclosure agreement, the candidate will be permitted to visit the GPSG office and review the number of votes received by each candidate.

Section E. Filling Office Vacancies

Should any GPSG EB office become vacant at any point during the year, a new election for the remaining term of office will be run by the GPSG AB. Additionally, an interim position for that office will be established in accordance with Section F of Article IV. A call will go out from the EB to all AB members and all other graduate and professional students about the availability of the EB office within 48 hours of the vacancy. Any graduate and professional student at the University of Pittsburgh is eligible to fill the vacant office. The EB shall publicize the date of the first regularly scheduled and election-eligible AB meeting after the vacancy has occurred as the date of the election for the vacant position. Any graduate and professional student may declare candidacy for this office by submitting an intent to run and position statement to the EB at least one week prior to the first regularly scheduled and election-eligible AB meeting after the vacancy has occurred. Upon receipt of the candidate position statements, the EA shall distribute the position statements to graduate and professional students in accordance with GPSG Bylaws, Article IV, Section C. All candidates must be present at the first regularly scheduled and election-eligible AB meeting after the vacancy has occurred, where voting for the vacant position will be done. Candidates who are not present for the election forfeit their candidacy. Each AB member and VP shall be afforded one vote and the candidate who receives the most votes shall be elected to fulfill the remaining term of office.

Section F. Appointing Interim Positions

The succession of EB offices is as follows:

- i. If the office of the President becomes vacant, the VP of Committees will assume that office for the remainder of the term. The VP of Committees office will then be assumed by an interim VP of Committees until the AB has completed the election process following the vacancy.
- ii. All other EB offices will appoint an interim in the following manner:
 - a. The interim position will first be presented to the members of the committee from which the office chairs.

- b. If no committee member chooses to assume the interim position, it will then be presented to the AB members.
- c. If no AB member chooses to assume the interim position, it will be the responsibility of the EB to appoint a graduate or professional student as interim who fulfills the criteria in GPSG Bylaws, Article II, Section A.
- d. Assuming the interim position does not guarantee the office for the remainder of the term. The election process will still proceed in accordance with GPSG Bylaws, Article IV, Section E. In the occurrence that there are no candidates for the vacant office, then the Interim Appointee may assume that office for the remainder of the term.

ARTICLE V. COMMITTEES

The GPSG AB may establish ad hoc or standing committees of the AB as it deems necessary and may delegate its powers as it determines to be appropriate. The formation of a standing committee requires an Amendment to the GPSG Bylaws (see GPSG Bylaws Article VIII).

Section A. GPSG Standing Committees

- i. **Bylaws Committee (chaired by GPSG Vice President of Committees)**
The Bylaws Committee must review the GPSG Constitution and Bylaws annually, and propose modifications and updates to these documents as described in Article VIII.
- ii. **Student Affairs & Elections Committees (chaired by the Executive Administrator)**
The Student Affairs committee is tasked with listening to student questions and complaints that are brought to the GPSG Executive Administrator and determining how best to address these concerns, in conjunction with the Executive Board and the Assembly Board, as necessary. The task of the Elections Committee is described in Article IV.
- iii. **Finance Committee (chaired by GPSG VP of Finances)**
The Finance Committee is responsible for reviewing and approving budget allocations, travel grants, supplemental funding, and updating and reviewing these application processes as necessary each year.
- iv. **Event Planning Committee (chaired by GPSG VP of Programming)**
The Event Planning Committee plans and organizes social, service, and professional development programming for the graduate and professional students.
- v. **Public Relations Committee (chaired by GPSG VP of Communications)**
The Public Relations Committee increases the reach of GPSG announcements via social media, email, and print and promotes interactivity between graduate and professional students of different schools and programs through facilitated social media communication.
- vi. **External Affairs Committee (chaired by GPSG President)**
The External Affairs committee is tasked with representing GPSG to entities outside of the

University including promoting the interests of the University of Pittsburgh's graduate and professional student body at local, state, and national levels.

Section B. University-Wide Committees

Each University-wide Committee representative will conform to the criteria for GPSG AB representatives as stated in the GPSG Bylaws Article I, Section A. The duties of committee representatives are as follows:

- i. To attend meetings of the appropriate university-wide committee, and appoint an alternate if unable to attend the meeting.
- ii. To provide written reports of their committee's activities to the VP of Committees and to deliver non-confidential agendas or minutes to the VP of Communications Inbox.
- iii. To communicate to their committees the concerns of the AB as they pertain to their committees.
- iv. To conform to the Misconduct regulations as stated in the GPSG Bylaws Article VII, Section C.
- v. If applicable, to arrange for an alternate representative to attend a meeting should the original representative be unable to make a meeting.

ARTICLE VI. FINANCE & ADMINISTRATION

The GPSG functions as the governing umbrella body for all GSGs and GSOs, which includes fiscal responsibility. The GPSG will provide funding directly to recognized GSOs (see GPSG Bylaws Article VI, Section C). The GPSG will also fund GPSG staff and officers, programs, and services.

Section A. Distribution of Funds

The amount of funding will be determined by the GPSG AB with the following provisions:

- i. The total amount budgeted to the GSGs as a whole is determined by the proportion of students the school has. GPSG does not have control over the allocation of these funds. GSGs shall receive funds as detailed in section 9.3.
- ii. The EB shall present the GPSG's proposed budget at the September AB meeting. The proposed budget shall be sent to AB members no later than August 31st for consideration so it may be discussed at the September AB meeting for approval. The GPSG must budget enough funds to maintain the GPSG office and program activities, which must include but are not limited to the funding of office staff, a free legal advice service, and any GPSG committee expenses. The Finance Committee must create and approve the preliminary GPSG budget by July 31st.
- iii. Funding for all recognized GSOs shall come out of the GPSG budget under the conditions outlined in the GPSG Bylaws Article VI, Section C.

- iv. Any graduate organization registered with the Student Organization Resource Center (SORC), including both GSGs and GSOs can apply for supplemental funding. The funding can be for a new event or a recurrent event. There will be no retroactive funding. Compliance with the GPSG Constitution Article VIII and the GPSG Bylaws Article VI, Sections D & E is required. Furthermore, a consortium of two or more such registered organizations may apply jointly for funding for a single event. Each group may opt for a predetermined mutually agreeable division of the award to be set prior to the awarding of any supplemental funding request. Unless outlined in advance and agreed upon by all parties, the division of funding must be equally distributed among all participants in the consortium.
- v. The GPSG is responsible for negotiating with other Student Governments, University Organizations, and the Administration for such events and programs as the AB deems appropriate. Funding for such events and programs will come at least in part from the GPSG budget.
- vi. Any GPSG-funded event must be open to all graduate and professional students at Pitt and no student can be denied access to funds based solely on gender, race, religion, sexual orientation, age, gender identity or gender expression.

Section B. Graduate Student Governments (GSGs)

In order to receive Supplemental and Travel Grant funding, recognized GSGs must provide a budget to the EB by the September meeting of the GPSG AB, which will then be shared with the Finance Committee. This budget should include a breakdown of how money will be spent, who is responsible for maintaining records of allocations spent, and the name(s) of at least one of the GSGs GPSG representative(s) for the period of the budget (presumably the GSG President). Graduate Student Organizations (GSOs), established by graduate students within one graduate school should first seek funding from their GSG before applying for supplemental funds from GPSG. In the absence of a budget, the AB may vote to freeze funding to any GSG or other organization according to the procedure outlined in GPSG Bylaws Article VII, Section E.

Section C. Graduate Student Associations (GSOs)

- i. Recognition as an official member of the AB will be granted to a GSO provided the following criteria are met:
 - a. The GSO has been certified by the SORC as a GSO for at least two consecutive years leading up to their application to the GPSG.
 - b. The GSO has a documented history of at least two consecutive, democratic leadership changes held by University of Pittsburgh graduate or professional students; however, periods of inactivity for previously-recognized organizations may be taken into consideration for renewal applications.
 - c. The GSO's members are registered graduate and/or professional students at the University of Pittsburgh from at least two different graduate or professional schools.
 - d. Membership and participation in the GSO's activities is open to all graduate and professional students.

- e. The GSO has a mission representing the best interests of graduate and professional students.
- f. An initial application is submitted to the GPSG AB. Initial recognition can be granted by the GPSG AB on a rolling basis upon receipt of the application and supporting materials.
- ii. Funding will be provided to GSOs provided that the following criteria are met:
 - a. The GSO has been recognized as an official member of the AB for at least one year.
 - b. The GSO remains certified by SORC.
 - c. The GSO sends at least one representative to all Finance Committee meetings or communicate their votes and comments previously agreed upon with the VP of Finance.
 - d. An initial budget application and a fiscal year re-application are submitted to the GPSG AB.
- iii. Once funding is granted to a GSO, the following criteria must be met:
 - a. GSOs must send at least 1 representative to all Finance Committee meetings or communicate their votes and comments previously agreed upon with the VP of Finance.
 - b. Current GSOs who fail to provide a valid budget will forfeit their funding to the supplemental funds.
- iv. Annual re-applications for AB status, and budget applications are due by June 30th to GPSG. Extensions may be granted by the Finance Committee up until July 15th under extenuating circumstances.
 - a. The GSO must follow the same budgetary procedures outlined for GSGs in the GPSG Bylaws Article VI, Section B above.
- v. The percentage budgeted for supplemental funds (5% minimum) and all GSOs shall be 20% of the overall budget and a minimum of 1% is allocated to all GSOs in good standing provided that certification and budget guidelines are followed.
- vi. Annual funding for GSOs will be available based upon the number of graduate participants, the nature of events, and perceived benefit to graduate and professional students as determined by the Finance Committee and Assembly Board. Compliance with the GPSG Constitution Article VIII and the GPSG Bylaws Article VI, Sections D & E is required. GSOs must adhere to the standards and consequences of delinquency as outlined in Section GPSG Bylaws Article VII, Section E.
- vii. The removal of recognition as an official member of the AB will be granted according to the following procedures:
 - a. At any AB meeting, a voting member may announce his or her intention to investigate a GSO for potential removal from GSO-status.
 - b. No sooner than the next regularly scheduled AB meeting, an AB-wide discussion may take place. No vote may take place regarding this matter during this meeting.
 - c. The GSO's removal must be approved by a majority vote of the AB no sooner than at the subsequent regularly scheduled AB meeting.

Section D. Exclusive Expenses

Expenses on goods and/or services dedicated solely to the EB, EA, and/or AB need to be approved in advance by the GPSG advisors and the AB.

- i. Approval should be done by vote at the AB meeting prior to the expenses being paid.*
- ii. Approval should require a majority vote of present members.*
- iii. When possible, an announcement should be made at least one week prior to the AB meeting where the vote is held. This announcement does not require a comprehensive expense report, but rather an estimated cost, intended benefit, and approximate timeline.*
- iv. Expenses should include line items and available to the graduate student population.*
- v. Failure to meet these criteria is subject to procedures outlined in Bylaws Article VII.*

Section E. Time Limit for Use of Funds

Any funds remaining in GSO accounts after the end of a fiscal year exceeding 10% of the GSO's annual budget shall be transferred to the GPSG general fund at the end of the fiscal year. This total must exclude any funds raised, donated, or otherwise acquired by a GSO during the year independently from GPSG and/or student activities fee funding.

Section F. Misuse of Funds

The GPSG AB reserves the right to freeze or reclaim any or all funds at any time if it determines that funds allocated by the GPSG AB have been misused or their use misrepresented to the GPSG AB. This applies to all organizations that receive GPSG funds. Evidence of possible misuse of GPSG funds shall be presented to the GPSG AB for consideration and decisions about appropriate further action will be decided by a vote of the AB.

ARTICLE VII. MISCONDUCT & MALFEASANCE

Any GPSG AB representative, delegate to a university committee, or EB Officer, may be removed from office by a two-thirds vote of the total membership of the Assembly Board for misconduct or malfeasance. Such conduct shall include, but not be limited to, misuse of funds, excessive absence or dereliction of duty, and other conduct deemed detrimental to the GPSG by the Assembly Board.

Section A. Report of Misconduct by an Assembly Board Representative or an Executive Board Officer

Any AB member or EB Officer in good standing with the university may file a report of misconduct regarding an AB member or EB Officer. Before initiating official proceedings against any member of the Boards, the EA, or some other impartial party in the case of a conflict, will make an informal inquiry to collect information concerning the grievance. Reports of misconduct shall be filed with the GPSG EA. Within one month of the filing of an allegation of

misconduct, this report must be delivered to the AB at a misconduct GPSG AB meeting, who will then vote to determine if a due process committee of five AB members shall be established. This will be accomplished by a separate majority vote of the AB, and this committee shall:

- i. Investigate allegations of misconduct and make recommendations to the AB within one or two weeks.
- ii. Within three weeks of the filing of an accusation, the GPSG AB shall hold a second special meeting to resolve the allegations of misconduct, and determine an appropriate plan of action. Time extensions can be granted where further investigation is deemed necessary by a majority vote of the AB.
- iii. In the event that an EB Officer is accused, no other currently elected EB Officers may serve on the due process committee. A judicial committee formed by 5-7 AB members will discuss and vote upon the matter. Members involved in the disagreement are permitted to serve on the committee, but those members and their respective organizations will not be allowed to vote upon the matter. In the event that the committee cannot come to a decision, the EA and the GPSG Advisor will make an irreversible decision.
- iv. In the event the President is accused, the VP of Committees shall immediately assume the duties of the President until the President is returned to or removed from office. Duties of a suspended EB Officer other than the President shall be assumed by the President until that EB Officer is returned to or removed from office.

Any and all of the procedures, above described, may be applied to potential cases of misconduct pertaining to AB group representatives.

Section B. Report of Misconduct Among Executive Board Officers

Any EB Officer may inquire as to whether another EB Officer is fulfilling his or her duties. The inquiring EB Officer must file a letter of inquiry with the EA and the EB (including the person in question). The filing of a letter of inquiry shall commence an investigation period pursuant to GPSG Bylaws Article VII, Section A .

Section C. Report of Misconduct by a GPSG Delegate to University-wide Committee

A report of misconduct regarding a GPSG delegate to a University-wide Committee must be filed by at least one GPSG EB Officer or AB Representative. At the next regularly scheduled GPSG AB meeting, the report will be presented to and discussed by the AB. The accused delegate will be given an opportunity to present a case in defense of the report. Following this defense, the accused delegate will be asked to leave the room and discussion and voting on the report will take place, followed by a vote on the form of appropriate action.

Section D. Procedural Dispute or Grievance against GPSG

In the event that a complaint is raised against the operations, actions, or decisions of the GPSG as an organization, the following procedure shall be enacted. Before an official review of any GPSG policy or action can commence, it must be presented to the AB and must be sponsored by at least two different GSG/GSO representatives represented on the AB. This report must include

documentation of good faith efforts to resolve these differences with the EB. The EA, Advisor, or some other impartial party in the case of a conflict will make an informal inquiry to collect information concerning the grievance. This must be filed, along with the original complaint, in writing with the GPSG EA. Within one week of the filing of an allegation of misconduct, a due process committee of five AB representatives shall be established by majority vote of the AB, at a special GPSG AB meeting. This committee shall:

- i. Be composed of one EB Officer, one member of an organization sponsoring the complaint, one AB representative with no stake in the dispute, and the GPSG Advisor (or an individual she or he appoints in his or her stead), and one student not otherwise affiliated with GPSG.
- ii. Investigate the merits of the complaint and make recommendations to the AB within one week.
- iii. Within three weeks of the filing of an accusation, the GPSG AB shall hold a second special meeting to resolve the dispute, and determine an appropriate plan of action. Time extensions can be granted where further investigation is deemed necessary by a majority vote of the AB.

Section E. Delinquency

Delinquency is constituted by a single absence by the GPSG representative and the specified alternate with no extenuating circumstances. In the event that an AB representative is delinquent from the GPSG AB for one meeting, he or she will receive a single written warning from the GPSG President. In the event that three total (per fiscal year) or two consecutive GPSG AB meetings are missed, the GPSG President must notify the delinquent GSG or GSO that access to GPSG Supplemental Funds and/or Travel Grants will be frozen, and access to GPSG Events will be denied. Once such a measure is passed, notification will be sent to the GSG/GSO, their advisor, and (if a GSG) the Dean of the group's school. Funds will remain frozen until such time that the GSG or GSO contacts the GPSG President to ensure regular representation at AB meetings, after which time the delinquency penalties can be immediately lifted by the President or by another vote of the AB.

ARTICLE VIII. AMENDMENTS & RATIFICATION

Section A. Proposing Amendments

An amendment can be presented by any representative of the GPSG AB, and must be reviewed by the Bylaws Committee before a final vote can be taken.

Section B. Substantive Amendments

Amendments to these Bylaws require a two-thirds majority vote of all AB representatives. With the exception of those amendments described in the GPSG Bylaws Article VIII, Section B, the amendment must be read in final form at a regularly scheduled AB meeting at least two weeks before the vote is to be taken.

Section C. Clerical Amendments

Amendments to these Bylaws that are comprised IN TOTAL of clerical changes and/or changes in section numbering will require a two-thirds vote of Bylaws committee members at an announced Bylaws Committee meeting and be presented to the AB at the next regularly scheduled AB meeting.

ARTICLE IX. PARLIAMENTARY AUTHORITY

The principles contained in Robert's Rules of Order Newly Revised shall govern the AB in all cases to which they apply and in cases where they are not inconsistent with these Bylaws.

ARTICLE X. APPENDIX

Section A. Abbreviations

EA – Executive Administrator
AB – Assembly Board
EB – Executive Board
EC – Election Committee
EPC – Event Planning Committee
GPSG – Graduate and Professional Student Government
GSG – Graduate Student Government
GSO – Graduate Student Organization
VP – Vice President
SORC – Student Organization Resource Center

Section B. Links

Graduate & Professional Student Government

Website: www.pittgpsg.com

Supplemental Funding: <http://www.gpsg.pitt.edu/services/supplemental>

Travel Grants: <http://www.gpsg.pitt.edu/services/travelfunding>

Calendar: <http://www.gpsg.pitt.edu/calendar>

Bulletin: <http://www.gpsg.pitt.edu/bulletin.php>

Committees: <http://www.gpsg.pitt.edu/committees>

Facebook Page: <https://www.facebook.com/PITGPSG>

Facebook Group: <https://www.facebook.com/groups/PittGPSG>

Twitter: <https://twitter.com/pittgpsg>

External Resources

- i. University of Pittsburgh: <http://www.pitt.edu>
- ii. SORC: <http://www.studentaffairs.pitt.edu/sorc/home>
- iii. Robert's Rules of Order: <http://www.constitution.org/rror/rror--00.htm>

Section C. Recognized Graduate Student Organizations

As of the publication of this document, the recognized Graduate Student Organizations are as follows:

- i. ANKUR (Indian Graduate Student Association)
- ii. CSSA (Chinese Students and Scholars Association)
- iii. GOSECA (Graduate Organization for the Study of Europe and Central Asia)
- iv. ISA (Iranian Student Association)
- v. TASA (Turkish American Student Association)
- vi. PANAF (Pan-African Graduate and Professional Student Association)