

GRADUATE & PROFESSIONAL STUDENT ASSOCIATION

Bylaw Committee Meeting Agenda

Friday, March 31, 2017, 10:00am

Student Union Room 308

ROLL CALL:

Bylaw Committee

Meghan Pierce, Chair, College of Liberal Arts _____

Kanani Espinoza, Greenspun College of Urban Affairs _____

John Scully, Lee School of Business _____

NOTE: Below is an agenda of all items scheduled to be considered. Notification is hereby provided that items on the agenda may be taken out of the order presented, two or more agenda items may be combined for consideration, and an agenda item may be removed from the agenda or discussion relating to an item on the agenda may be delayed at any time.

If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center (DRC) 72 hours in advance for coordination in your academic accommodations. The DRC is located in the Reynolds Student Services Complex, room 137. The DRC phone number is 895-0866 or TDD 895-0652.

This meeting's agenda has been posted in accordance with NRS 241.020 on the 2nd floor LLB room 2141, FDH (3rd floor) glass display case, Student Union 1st floor display case, BEH first floor bulletin board and available on the GPSA website: <http://gpsa.unlv.edu/council/agendas.html>.

Call to order – Roll Call

1. PUBLIC COMMENT

INFORMATION ONLY

Public comment will be taken during this agenda item. No action may be taken on a matter raised under this item until the matter is included on an agenda as an item on which action may be taken. Comments will be limited to three minutes per person. Persons making comment will be asked to begin by stating their name for the record, and naming the college or organization they represent. The chair may elect to allow additional public comment on a specific agenda item when that agenda item is being considered.

In accordance with Attorney General Opinion No. 00-047, as restated in the Attorney General's Open Meeting Law Manual, the chair may prohibit comment if the content of that comment is a topic that is not relevant to, or within the authority of this body, or if the content is willfully disruptive of the meeting by being irrelevant, repetitious, slanderous, offensive, inflammatory, irrational or amounting to personal attacks or interfering with the rights of other speakers.

2. APPROVAL OF MINUTES

FOR POSSIBLE ACTION

3. OLD BUSINESS -

FOR POSSIBLE ACTION

4. NEW BUSINESS

FOR POSSIBLE ACTION

- Review 2 Bylaw changes
 - Article IV, section IV, addition of item e.
 - Article IV, section V, addition of item h.

5. PUBLIC COMMENT

INFORMATION ONLY

6. ADJOURNMENT

FOR POSSIBLE ACTION

ARTICLE VI RESPONSIBILITIES OF GPSA OFFICERS SECTION I.

Appointment of GPSA Officers

- a. Time shall be reserved at the April Council meeting so that candidates for the GPSA Executive Board can make themselves and their platforms known to the GPSA Council.
- b. A general election of graduate and professional students shall be held to determine the GPSA officers for the following academic year ~~following upon adjournment of~~ the April Council meeting.
- c. All candidates for officers' positions shall be an admitted and enrolled GPSA member and must be in good academic standing with the Graduate College.
- d. New signature cards must be sent to the Controller's Office, to authorize the newly elected officers signing authority for GPSA expenditures. This shall be done after the May GPSA Council meeting; this voids all signing privileges of the prior GPSA officers.
- e. If a GPSA officer position becomes vacant, a replacement shall be appointed by the GPSA Executive Board utilizing an interview process. This process shall consist of a submitted Declaration of Candidacy from the applicant and an interview with the current GPSA Executive Board and the two (2) GPSA faculty advisors. The vacant position shall be closed one (1) month from the date of the written resignation or following the next general GPSA Council meeting, whichever comes first. The GPSA position shall be posted immediately upon resignation.
- f. The term for elected officers begins during the May Council meeting, and ~~continues-concludes through~~ at the following semester May Council meeting.

SECTION II.

President

- a. Shall be the chairperson of the GPSA Council and shall call and lead the Council and GPSA Executive Board meetings. Responsible for guiding the organization on general issues, such as the goals of the GPSA Council.
- b. GPSA committees shall be established by the President.
- c. Shall attend Board of Regents and Nevada Student Alliance meetings and various UNLV meetings representing the UNLV graduate and professional student population.
- d. The President shall be awarded a graduate assistantship stipend and a tuition waiver of up to nine (9) credits a semester for duties performed for the GPSA. This includes, but is not limited to, attendance of meetings, i.e. Board of Regents meetings, university related meetings, and various GPSA committee meetings. Allotting twenty (20) hours per week of time spent conducting GPSA business and overseeing general daily office operations.
- e. Written declaration of resignation must be submitted before power and duties shall be discharged by the Vice President.

f. The President shall be an admitted and enrolled GPSA member that maintains good academic standing with the Graduate College. If academic standing is not maintained, a vote by the GPSA Council shall determine the status of the President.

SECTION III.

Vice President

a. Chairs the Sponsorship Committee (disbursement of GPSA research and travel funding) and selects a secretary within that committee to record the minutes and procedures taken to determine sponsorship awardees. After selection a list shall be comprised and sent to the Controller's Office and letters sent to all applicants notifying them of the Sponsorship Committee's selection.

b. In the absence of the President, the Vice President shall chair the GPSA Council and GPSA Executive Board meetings.

c. Chairs the Graduate & Professional Student Research Forum Committee. Once per academic year, the GPSA shall sponsor the Graduate & Professional Student Research Forum with the Graduate College. The Forum, held every spring semester, provides graduate and professional students the opportunity to present their research results or conference papers in either an oral presentation or poster format.

d. Written declaration of resignation must be submitted before power and duties shall be discharged by the Treasurer.

e. The Vice President shall be an admitted and enrolled GPSA member that maintains good academic standing with the Graduate College. If academic standing is not maintained, a vote by the GPSA Council shall determine the status of the Vice President.

SECTION IV.

Treasurer

a. Shall provide a current GPSA financial report at each Council meeting. This report shall establish and maintain all records of GPSA revenue and expenditures.

b. The Treasurer, if so directed by the GPSA, shall do requested financial reports.

c. At the September, February and June Council meetings, stipend payments shall be introduced and voted upon and recorded in the minutes.

d. Chairs the Governmental Relations Committee.

e. Responsible for attending all GPSA sponsored workshops during the Fall and Spring semesters that fall within his or her term. The Secretary and Treasurer will assist the GPSA Faculty Advisor in organizing and facilitating each workshop. The Secretary will work with the Treasurer to ensure either party attends all workshops. Responsible attending GPSA and Graduate College workshops during the Fall and Spring semesters that fall within his or her term. The Secretary will work with the Treasurer to ensure all workshops are attended by either party.

ef. Written declaration of resignation must be submitted before power and duties shall be administered by the Secretary.

fg. The Treasurer shall be an admitted and enrolled GPSA member that maintains good academic standing with the Graduate College. If academic standard is not maintained, a vote by the GPSA Council shall determine the status of the Treasurer.

gh. Upon request, shall report to the GPSA Council the total enrollment of graduate and professional students each semester.

SECTION

V. Secretary

a. Record minutes at the GPSA Council meetings and at the GPSA Executive Board meetings. The recorded minutes must be professionally written and edited for distribution by the Secretary. Furthermore, ~~t~~The recorded minutes of Council meetings shall be distributed to representatives in a timely order following adjournment of each meeting.

b. Establish a roll call and information list of all representatives.

c. Takes roll call and proxy forms from representatives at GPSA Council meetings.

d. The Secretary shall be the parliamentarian of the GPSA Council.

e. Responsible for preparing the agenda and posting it on the GPSA Office bulletin board, Student Union display case by the Information Desk and the Graduate College display case located in Flora Duncan Humanities Building (third floor) and the GPSA website (<http://www.unlv.edu/gpsa/agendas>), three (3) days prior to the Council meeting.

f. Shall be responsible for sending each graduate and professional school coordinator a letter requesting the submission of a new GPSA representative for their department for the upcoming year, sending periodical letters throughout the summer to establish the roll call list; looking to have all departments with graduate and professional programs, represented at the GPSA Council meetings.

g. Chairs the GPSA Publication Committee. This committee is responsible for the collection assembly and publication of the GPSA newsletter. This publication shall be produced four (4) 16 times during the academic year: two (2) per semester. Additional issues may be produced at the discretion of the Executive Board.

h. Responsible for attending all GPSA sponsored workshops during the Fall and Spring semesters that fall within his or her term. The Secretary and Treasurer will assist the GPSA Faculty Advisor in organizing and facilitating each workshop. The Secretary will work with the Treasurer to ensure either party attends all workshops.~~Responsible attending GPSA and Graduate College workshops during the Fall and Spring semesters that fall within his or her term. The Secretary will work with the Treasurer to ensure all workshops are attended by either party.~~

hi. Written declaration of resignation must be submitted before power and duties shall be administered by the President.

ij. The Secretary shall be an admitted and enrolled GPSA member that maintains good academic standing with the Graduate College. If academic standard is not maintained, a vote by the GPSA Council shall determine the status of the Secretary. SECTION VI.

Remuneration

a. If all items in Article VI, sections II - V are met, the GPSA President and Vice President shall each receive a \$550.00 stipend and the GPSA Secretary and Treasurer shall receive a \$350.00 stipend per term (fall, spring and summer). Stipends will be paid each month to those Executive Board members in attendance.

b. Qualification for stipends will be decided by the GPSA Executive Board and the Council and shall be open for appeal.

c. Any GPSA Executive Board member who cannot finish his or her term due to medical emergency, bereavement, leave of absence, or other crisis, may receive his or her entire stipend contingent upon approval of situation by the GPSA Council.

d. Approval of all GPSA Executive Board members' stipends shall be voted upon during the September, February and June meetings.