

**Constitution***Graduate and Professional Student Government at IUPUI***1. NAME**

- 1.1. The official name of this registered student organization shall be the Graduate and Professional Student Government at IUPUI, more commonly known as GPSG

**2. Land Acknowledgement**

- 2.1. IUPUI acknowledges our location on the traditional and ancestral territory of the Miami, Potawatomi and Shawnee people. We honor the heritage of Native peoples, what they teach us about the stewardship of the earth and their continuing efforts today to protect the planet. Founded in 1969, IUPUI stands on the historic homelands of Native peoples and, more recently, that of a vibrant Black community, also displaced. As the present stewards of the land, we honor them all as we live, work and study at IUPUI.

**3. STATEMENT OF PURPOSE**

- 3.1. The Graduate and Professional Student Government at IUPUI (GPSG) has been established to accomplish the following:
  - 3.1.1. To provide an official and representative graduate and professional student government
  - 3.1.2. To give graduate and professional students a voice in matters pertaining to the affairs of the university
  - 3.1.3. To improve the quality of graduate and professional student life for all graduate and professional students
  - 3.1.4. To contribute more effectively to campus life in general
  - 3.1.5. To encourage the highest quality of graduate and professional instruction
  - 3.1.6. To provide a means for graduate and professional students to become involved in determining future university directions and in campus planning
  - 3.1.7. To otherwise enhance graduate and professional student involvement on campus and in the community

**4. MEMBERSHIP**

- 4.1. IUPUI Student Organization Non-Discrimination Policy
  - 4.1.1. Participation in GPSG and the prerogatives of membership must be without regard to arbitrary considerations of such characteristics including, but not limited to, age, color, physical or mental (dis)ability, ethnicity, legal gender designation, gender identity, gender expression, marital status, national origin, race, relationship status, relationship structure, religion, sexual orientation, socioeconomic status, or veteran status
  - 4.1.2. GPSG is committed to maintaining a community which recognizes and values the inherent worth

and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to excel

- 4.1.3. GPSG believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life
  - 4.1.4. GPSG views, evaluates, and treats all persons solely as individuals based on their own personal abilities, qualifications, and other relevant characteristics
- 4.2. Student Membership
- 4.2.1. Eligibility
    - 4.2.1.1. Graduate or professional students enrolled in a degree program at least part time at IUPUI and who are in good standing with the University (2.0 cumulative GPA) are eligible for membership as a Representative or Alternate
  - 4.2.2. Qualifying Academic Areas
    - 4.2.2.1. Representatives for GPSG shall be elected or appointed from each academic school with a graduate or professional degree program at IUPUI (hereafter referred to as academic areas)
    - 4.2.2.2. Each academic area shall determine its own selection process but must notify GPSG via email by the last week in August who the representative(s) and alternate(s) are, all of which are in good standing with the University
    - 4.2.2.3. Each academic area may send two representatives and as many alternates, as deemed necessary to promote the academic area's interests
    - 4.2.2.4. Academic areas will be notified if a representative falls below the attendance requirement
    - 4.2.2.5. An affidavit will be accepted as *prima facie* and must be filed with the Secretary prior to the start of a General Assembly meeting for a student to be considered a representative or alternate for their academic area with all constitutional rights conferred upon them
- 4.3. Representative Duties
- 4.3.1. Attend no less than three-quarters (75%) of the regularly scheduled General Assembly meetings
  - 4.3.2. Maintain proper decorum during General Assembly meetings
  - 4.3.3. Represent respective academic area by casting a vote on all matters before the General Assembly
    - 4.3.3.1. Each academic area shall have two votes at General Assembly meetings
    - 4.3.3.2. If a representative is unable to physically attend a meeting, they may contact the Secretary to arrange synchronous remote access
    - 4.3.3.3. Representatives must be present physically or remotely to be counted as part of quorum and to cast a vote
  - 4.3.4. Communicate issues, information, and concerns between GPSG and their respective academic

areas

#### 4.4. Representative Compensation

4.4.1. Each representative shall receive financial compensation if the General Assembly attendance requirement is met

#### 4.5. Faculty or Staff Membership

4.5.1. Faculty or staff members may participate in GPSG as associate members

4.5.2. Associate members may participate in meetings and events, but may not hold voting rights or be considered for office unless they are a representative of the General Assembly

### 5. OFFICERS

#### 5.1. Composition and Eligibility

5.1.1. All officers shall comprise the Executive Committee of GPSG and consist of President, Vice President, Chief Financial Officer, Secretary, and up to three (3) Directors

5.1.2. Members interested in becoming an officer must meet the following academic requirement: 2.25 cumulative GPA and enrolled in a degree program at least part time at IUPUI

5.1.3. One student can hold up to two positions with one exception: one student cannot serve as President and Chief Financial Officer in the same registered student organization

#### 5.2. Term of Service

5.2.1. Officers shall serve a one-year term from May 1 to April 30

5.2.2. Officers may stand for re-election for up to two (2) additional terms if they meet eligibility criteria

5.2.3. New officers must resign their representative seats for the upcoming term

5.2.4. The Executive Committee cannot be composed of more than three (3) officers from any one (1) academic area

#### 5.3. Elections

5.3.1. Representatives of GPSG will elect a President, Vice President, Chief Financial Officer, Secretary, and two Directors at the first General Assembly meeting in April

5.3.2. The GPSG application must be posted on The Spot the first Monday of March

5.3.3. All applicants will attend the first General Assembly meeting to provide their platform (5-7 minutes each) and answer General Assembly representative questions

5.3.3.1. If there is a large number of applicants, then an Executive Member who is not running and/or the Advisor will place all applications in a shared folder for the General Assembly representatives to vote on their top four candidates for each position

5.3.3.2. The top four candidates will attend the first meeting in April to give their platforms

- 5.3.4. Any current, registered student in a graduate or professional program who meets the enrollment criteria for the forthcoming academic year is eligible to become an officer
- 5.3.5. An election quorum is established when two-thirds (66%) of registered representatives or their registered alternates are present at the meeting
  - 5.3.5.1. Voting will occur via a Qualtrics link that only the advisor has access to
- 5.3.6. With quorum established, officers may be elected with a simple majority vote of all present GPSG representatives
- 5.4. Officer Duties
  - 5.4.1. The officers' shared duties shall be to:
    - 5.4.1.1. Meet in addition to regular GPSG Assembly meetings
    - 5.4.1.2. Contribute and maintain regularly scheduled office hours in coordination with other officers
    - 5.4.1.3. Conduct an annual review of the Constitution
    - 5.4.1.4. Appoint such committees needed to carry out GPSG goals
    - 5.4.1.5. Enforce proper decorum during General Assembly meetings
      - 5.4.1.5.1. Ensure proper respect is given and received by all participants
      - 5.4.1.5.2. Keep meeting discussion free from ill attitudes
      - 5.4.1.5.3. Issue warning to participants whose behavior is inappropriate
      - 5.4.1.5.4. Advise participants to leave the meeting if behavior has not improved following a warning
        - 5.4.1.5.4.1. If the participant asked to leave is a representative, their departure does not impact quorum needed for a vote, with that vote becoming an abstention
        - 5.4.1.5.4.2. Repeated offenses by any representative will be reported to their respective academic area and may include a request for new representation
    - 5.4.1.6. Orient new officers to their positions
    - 5.4.1.7. Establish and maintain relationships with the following organizations:
      - 5.4.1.7.1. Undergraduate Student Government
      - 5.4.1.7.2. Student Activities Programming Board
      - 5.4.1.7.3. Student Development Funding Committee
      - 5.4.1.7.4. All other relevant bodies/offices/student organizations
    - 5.4.1.8. Serve on the following University committees:
      - 5.4.1.8.1. IUPUI Faculty Council
      - 5.4.1.8.2. Student Affairs Committee of the IUPUI Faculty Council
      - 5.4.1.8.3. Graduate Affairs Committee

5.4.1.8.4. Board of Trustees, all University Student Association

5.4.2. The officers' individual duties shall be:

1.1.1.1. President

1.1.1.1.1. Call to order and moderate all Executive Committee meetings

1.1.1.1.2. Set meeting agenda for Executive Committee meetings

1.1.1.1.3. Act as a mediator when necessary

1.1.1.1.4. Make the final decision in the case of a tie vote

1.1.1.1.5. Hold the power to veto bills, funding requests, and resolutions

1.1.1.1.5.1. Vetoes may be overridden by a 2/3 majority of the General Assembly

1.1.1.1.6. Cosign organization checks with the Chief Financial Officer

1.1.1.1.7. Manage and assign tasks to Directors

1.1.1.1.8. Nominate graduate/professional Justices to serve on the Court of Student Governance

1.1.1.1.9. Maintain communication with the organization advisor

1.1.1.1.10. Represent the organization on campus

1.1.1.1.11. Represent the IUPUI graduate and professional student body at any Board of Trustees meeting on the IUPUI campus

1.1.1.1.11.1. Present at the discretion of the Board of Trustees

1.1.1.1.11.2. Attempt to attend at least one Board of Trustees meeting on a campus other than IUPUI

1.1.1.1.12. Nominate graduate/professional students from the General Assembly to sit on the Student Development Funding Committee (SDFC)

1.1.1.1.13. Ensure GPSG representation on University committees and affairs

1.1.1.1.14. Ensure that the organization is operating in conformity with the standards set forth by IU, IUPUI, and Student Activities

1.1.1.1.15. Submit semester and annual reports to Student Activities by the assigned deadline

1.1.1.1.16. Complete all required trainings as dictated by Student Activities by the assigned deadline

1.1.1.2. Vice President

1.1.1.2.1. Call to order and moderate all General Assembly meetings

1.1.1.2.2. Set meeting agenda for General Assembly meetings

1.1.1.2.3. Preside over the Elite 50

1.1.1.2.4. Serve as Executive Committee liaison for committee chairs

1.1.1.2.5. Coordinate organization promotion and publicity of events

- 1.1.1.2.6. Schedule meetings/events with appropriate University offices
- 1.1.1.2.7. Assist the President in the performance of presidential duties, substituting for the President when necessary
- 1.1.1.2.8. Complete all required trainings as dictated by Student Activities by the assigned deadline
- 1.1.1.3. Chief Financial Officer
  - 1.1.1.3.1. Prepare the draft budget for presentation at the first fall semester General Assembly meeting
  - 1.1.1.3.2. Manage and maintain a balanced budget
  - 1.1.1.3.3. Maintain accurate record of organization transactions
  - 1.1.1.3.4. Preside over the Graduate and Professional Education Grant (GPEG)
    - 1.1.1.3.4.1. The GPEG application shall be available to all graduate and professional students enrolled at IUPUI as their main campus
  - 1.1.1.3.5. Cosign organization checks with the President
  - 1.1.1.3.6. Arrange fundraising opportunities for the organization
  - 1.1.1.3.7. Draft the General Fee Advisory Board Request as needed
  - 1.1.1.3.8. Solicit additional funding as needed from the Student Development Funding Committee in conjunction with the President
  - 1.1.1.3.9. Call to order and moderate all General Assembly meetings in the absence of the Vice President
  - 1.1.1.3.10. Complete all required trainings as dictated by Student Activities by the assigned deadline
- 1.1.1.4. Secretary
  - 1.1.1.4.1. Notify members of the place and time of upcoming meetings
  - 1.1.1.4.2. Distribute meeting agenda prior to all GPSG meetings
  - 1.1.1.4.3. Maintain and post an accurate record of all GPSG meetings
  - 1.1.1.4.4. Maintain accurate records of meeting attendance and membership and alumni directories
  - 1.1.1.4.5. Submit event activity registration forms for GPSG on- and off-campus meetings and events via The Spot
  - 1.1.1.4.6. Correspond when necessary with University administration and other registered student organizations
  - 1.1.1.4.7. Complete all required trainings as dictated by Student Activities by the assigned

deadline

1.1.1.5. Director of Communications

- 1.1.1.5.1. Manage all social media (Facebook, Twitter, Instagram) accounts
- 1.1.1.5.2. Send monthly news updates to the GradJag Newsletter point-of-contact
- 1.1.1.5.3. Create and disseminate promotional flyers
- 1.1.1.5.4. Collaborate with IUPUI's Multimedia Production Center to create special graphics and/or media.
- 1.1.1.5.5. Write a welcome letter from GPSG to a new Dean in a new school, when appointed
- 1.1.1.5.6. Assist writing and disseminating General Assembly resolutions

1.1.1.6. Director of Campus Programming

- 1.1.1.6.1. Create opportunities for graduate and professional students to network, collaborate, learn, and develop through programming on campus, off-campus, and/or virtually
- 1.1.1.6.2. Charged with the planning and executing of Graduate and Professional Appreciation Week each Spring semester
- 1.1.1.6.3. Collaborate with various offices and departments across the institution for graduate and professional students to further their education, professional development, health and wellness, and interpersonal skills
- 1.1.1.6.4. Responsible for adhering to university policy and procedures when creating events
- 1.1.1.6.5. Works closely with the Director of Communications to market programs and the Chief Financial Officer to manage programming expenses
- 1.1.1.6.6. Work collaboratively with the Vice President for the Elite 50 event
- 1.1.1.6.7. Assess and identify the potential risks that may hinder the reputation, safety, and security of the organization, its officers, and its membership
- 1.1.1.6.8. Implement processes and procedures to ensure the organization is fully prepared to deal with any risks
- 1.1.1.6.9. Correspond with Student Activities regarding risk management policies and procedures
- 1.1.1.6.10. Complete all required trainings as dictated by Student Activities by the assigned deadline

1.2. Officer Compensation

- 1.2.1. Each elected officer shall receive financial compensation for their time and services at the rate allocated by the General Assembly at no less than \$3,000 per fiscal year

1.3. Executive Committee Independence

- 1.3.1. When the General Assembly cannot be reasonably assembled as a quorum in a timely manner (e.g. summer sessions), the Executive Committee has the authority to conduct emergent business with a three-quarters (75%) quorum of the Executive Committee
  - 1.3.2. Representatives will be notified of any executive actions at the next scheduled General Assembly meeting
  - 1.3.3. Executive actions cannot be enacted to reverse the outcome of any vote conducted by the General Assembly
  - 1.3.4. The Executive Committee shall have access to an executive fund to promote GPSG and to pursue relevant initiatives
- 1.4. Removal from Office
- 1.4.1. Grounds for removal from office shall be for violation of the titles of this constitution or for violating the Student Code of Ethics
  - 1.4.2. Any officer charged with an offense is permitted to speak before the Executive Committee and General Assembly regarding the charges made concerning their performance
  - 1.4.3. Any officer charged with an offense is not permitted to participate in the deliberation of the Executive Committee and General Assembly regarding the charges
  - 1.4.4. If actions are deemed inappropriate, officers may be removed from office by a simple majority vote of remaining Executive Committee and a three-quarters (75%) majority vote of the General Assembly
  - 1.4.5. In cases of sexual misconduct or harassment, the IUPUI Office of Student Conduct will be notified of the violation and will proceed according to IUPUI Policies
- 1.5. Vacancies and Succession
- 1.5.1. In the event of a vacancy in the office of President, the Vice President may become President for the remainder of the term and vacate the Vice President position
  - 1.5.2. In the event of a vacancy in the office of Vice President, the Secretary or Chief Financial Officer may become the Vice President and vacate their current position
  - 1.5.3. In the event of a vacancy in the office of Chief Financial Officer or Secretary, one of the Directors may fill the vacated position
  - 1.5.4. In the event of an officer vacancy in the office of a Director, the position will remain vacant until a special election is called
- 1.6. Special Elections
- 1.6.1. In the event that more than one officer wishes to pursue a vacant position, a special election will be held to fill the position



- 1.6.2. Special elections will be held to fill vacant position(s) at the next regular General Assembly meeting

## **2. ADVISOR**

- 2.1. The Advisor shall be a faculty or staff member who is employed full-time at IUPUI
- 2.2. The Advisor will assume those responsibilities as outlined in this constitution:
  - 2.2.1. Attend at least one meeting each semester
  - 2.2.2. Attend other on-campus events sponsored by GPSG
  - 2.2.3. Serve as the organization's Campus Security Authority
  - 2.2.4. Provide advice and counsel on the efficacy as needed for proposed actions
- 2.3. The Advisor retains no authority to override resolutions or amendments, but may stop actions which are inconsistent or noncompliant with IUPUI policies
- 2.4. The Advisor shall not sign any contractual agreement on behalf of GPSG; however, they shall be made aware of all agreements taking place

## **3. GENERAL ASSEMBLY MEETINGS**

- 3.1. Schedule
  - 3.1.1. Prior to the beginning of each semester, the Executive Committee will establish General Assembly meeting dates and times
  - 3.1.2. Any deviations or additions of general or special meetings will be announced to all members
- 3.2. Proceedings
  - 3.2.1. Proceedings of GPSG meetings and its committees will be governed by the most recent edition of Roberts Rules of Order
  - 3.2.2. The Executive Committee shall appoint an officer to serve as the interpreter of Roberts Rules in cases requiring clarification of the rules
  - 3.2.3. The presiding officer may override, simplify, or designate new rules of order to ensure fair participation and meeting flow
- 3.3. Quorum for voting
  - 3.3.1. A quorum is established when half (50%) of registered representatives or their registered alternates are present at the meeting
  - 3.3.2. In the absence of a 50% quorum, the present representatives will constitute a quorum if the urgency and level of priority requires an immediate decision or immediate action

## **4. FINANCES**

- 4.1. Dues shall not be required for membership in GPSG
- 4.2. The Chief Financial Officer shall provide budget updates to members at every meeting

## **5. COMMITTEES AND COURT OF STUDENT GOVERNANCE**

- 5.1. The Executive Committee may create ad hoc committees as needed to accomplish GPSG initiatives
- 5.2. Eligibility for Justices
  - 5.2.1. Candidates for all judicial appointments shall be students in good standing with their school and IUPUI. A Justice may not hold more than one office in student governance concurrently
  - 5.2.2. All Justices, including the Chief Justice, must continue to be in good standing with their school and IUPUI during each academic semester of their term of office
  - 5.2.3. One full semester must be served as a Justice on the Court of Student Governance to be eligible for the Chief Justice position unless no such person is available
- 5.3. Process for Appointment
  - 5.3.1. At any General Assembly meeting, the President may nominate a student to serve as a Justice
  - 5.3.2. The nomination and confirmation must occur in two separate, regularly convened meetings
    - 5.3.2.1. The prospective Justice should be present at both the nomination and confirmation meetings to respond to questions from representatives
  - 5.3.3. The Justice shall be seated immediately upon approval
- 5.4. Process for Appointment of the Chief Justice of the Supreme Court
  - 5.4.1. At and General Assembly Meeting, the President may nominate a student to serve as the Chief Justice of the Supreme Court
  - 5.4.2. The nomination and confirmation must occur in two separate, regularly convened meetings
  - 5.4.3. The prospective Justice should be present at both the nomination and confirmation meetings to respond to questions from representatives
- 5.5. Justices hold the following jurisdiction on constitutional interpretation:
  - 5.5.1. Constitutionality of all legislation and violation of all legislation
  - 5.5.2. Constitutionality of the decisions and actions of the Executive Committee
  - 5.5.3. Cases involving contention of elections that involve all the members of a student body
  - 5.5.4. Removal procedures and hearings as outlined in the GPSG constitution
  - 5.5.5. Issues arising between the Undergraduate Student Government and the Graduate and Professional Student Government

## **6. HAZING**

- 6.1. GPSG, in keeping with Indiana University's expectations for a positive academic and social environment, unconditionally opposes hazing. No individual member of our group or the group itself may engage in or plan any activity that may be defined as hazing

- 6.2. GPSG opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule to its members or potential members. In addition, no individual or recognized organization may by physical stress or by subtle or covert technique impair, make captive, or destroy an individual's freedom of thought and choice.
- 6.3. GPSG understands that it is unlawful for any student to engage in hazing or to aid or abet any other student in the commission of this offense. Hazing will interfere with the status of the students and may result in their expulsion from the University. In addition, hazing could hinder a group from remaining a registered student organization through the temporary or permanent removal of the group. This could prevent the registered organization from ever returning to IUPUI's campus. In extreme cases, lawsuits against students can occur into the millions of dollars. For the purposes of this section hazing is defined as follows: "forcing or requiring another person, with or without the consent of the other person, and as a condition of association with a group or organization, to perform an act that creates a substantial risk of bodily injury, Class B misdemeanor, Class A misdemeanor if it includes the use of a vehicle, or Class D felony if it is committed while armed." Hazing activities are defined as "any action taken or situation created intentionally, whether on or off University premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule."
- 6.4. It is hereby incorporated as part of this constitution and will serve as a guide for action by the University and GPSG if there is an instance of hazing by this organization or any of the members of this organization. It will be the duty of the officers of GPSG to educate the membership of this policy.

## **7. EVENT REGISTRATION**

- 7.1. For risk management and liability purposes, all on- and off-campus GPSG meetings and events shall be registered through The Spot

## **8. AMENDMENTS AND RESOLUTIONS**

- 8.1. Amendments to this Constitution may be proposed by any member of GPSG
  - 8.1.1. Proposed amendments shall be in writing, with a reading and a vote occurring in two separate, regularly convened meetings
  - 8.1.2. With quorum established, an amendment shall pass with a three-quarters (75%) majority vote of all present GPSG representatives
- 8.2. Resolutions may be proposed by any member of GPSG to show support of an idea, group, or action
  - 8.2.1. Proposed resolutions shall be in writing and may be taken up for a vote in the same meeting in which it is read
  - 8.2.2. With quorum established, a resolution shall pass with a simple majority vote of all present GPSG representatives

## 9. SUSPENSION AND DISSOLUTION

### 9.1. Suspension

- 9.1.1. With legitimate reason to suspend the operations of the organization, a simple majority vote of the Executive Committee, a three quarters (75%) majority vote of the General Assembly, and approval from the advisor is required to suspend the session of GPSG
- 9.1.2. The Court of Student Governance will convene a committee of the whole to address any issues facing GPSG until such time that the committee feels ready to convene GPSG
- 9.1.3. Suspension shall last no less than one (1) academic semester and no longer than one (1) calendar year

### 9.2. Dissolution

- 9.2.1. As GPSG draws its authority from the chancellor and the students, it must be dissolved by a vote from both
- 9.2.2. With legitimate reason to dissolve the organization, a simple majority vote of the Executive Committee, a three-quarters (75%) majority vote of the General Assembly, and approval from the chancellor is required to dissolve GPSG
- 9.2.3. All assets will be returned to the General Fee Advisory Board to be re-allocated
- 9.2.4. In the event that GPSG dissolves, it is the responsibility of the Executive Committee to notify Student Activities via email ([StuAct@IUPUI.edu](mailto:StuAct@IUPUI.edu)) within 10 business days of the organization's dissolution

## 10. INDIVIDUAL AND STUDENT ORGANIZATION MISCONDUCT

- 10.1. Acts of misconduct shall subject the registered student organization, its leadership, and/or its membership to disciplinary action. Allegations of misconduct against any student organization and/or individual should be addressed and reported by [submitting a report](#) to the Office of Student Conduct.
- 10.2. These reports can be for personal misconduct, sexual misconduct and discrimination, harassment and related incidents.
- 10.3. Individual organizations may enact additional accountability measures but must not violate the Code of Student Rights, Responsibilities, and Conduct. As outlined in UA-03, the university will share the parties' information and details of the allegation only with university officials, law enforcement personnel, and other individuals who have legitimate administrative or legal reasons to be so informed.

## 11. RATIFICATION

- 11.1.1. With quorum established, this constitution shall become effective with a three-quarters (75%) majority vote of all present GPSG representatives
- 11.1.2. Ratified constitutions must be submitted to Student Activities via email ([StuAct@IUPUI.edu](mailto:StuAct@IUPUI.edu))

within ten (10) business days for final approval