

GRADUATE &
PROFESSIONAL
STUDENT
ASSOCIATION

*PROCEDURAL
HANDBOOK*

The GPSA Executive Council consists of an elected President, Vice President, Secretary and Treasurer. These officers will oversee the proceedings of the monthly meeting of the GPSA Council; composed of representatives from each graduate and professional department. The officers will also be responsible for the daily operations and business of the GPSA. Each officer shall have one vote in the GPSA Council. The term of office is from the May 1st to the following April 30th.

OFFICERS

- Shall have one vote in the GPSA Council.
- Serve in office between the first day of May to the last day of April.
- Elections are held in April for establishing new officers. These proceedings shall be monitored and maintained by the GPSA Election Committee. All graduate and professional students are allowed one vote for each office. GPSA election information packets are to be made available, in the GPSA office and at the Council meetings to encourage participation.
- Signature cards must be signed by incoming officers in May, replacing the outgoing officers signing privileges. These signature cards authorize payment on GPSA expenditures.
- As stated in the Bylaws, stipends are to be distributed to GPSA officers at the end of each semester if items in Article VI, Section II-V are met. Final approval of stipends shall be noted in the minutes of the last GPSA Council meeting of the fall, spring and summer terms.

PRESIDENT -

- Shall be the chairperson of the GPSA Council and shall call and lead the regular and Executive Council meetings. Responsible for guiding the organization on general issues, such as the goals of the Council. Prepares agenda for the monthly Executive Board meetings.
- Shall establish committees.
- Shall attend Board of Regents and Nevada Student Alliance meetings and various UNLV meetings representing the graduate and professional population at UNLV.
- The President is awarded a graduate assistantship stipend and a tuition waiver up to 9 credits a semester for duties performed for the GPSA. This includes, but not limited to, that of attending meetings, i.e. Board of Regent meetings, University related meetings, and various GPSA

committee meetings. The president is to spend approximately 20 hours weekly conducting GPSA business and overseeing the general daily GPSA office operations.

- Shall attend GPSA Executive Board meeting one hour prior to each monthly Council meeting to go over agenda.
- Written declaration of resignation must be submitted before power and duties shall be discharged by the Vice President.
- Shall maintain 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 President.

VICE PRESIDENT -

- Chair the Research/Travel Grant committee (disbursement of GPSA research and travel monies) and selects a secretary within that committee to record the minutes and procedures taken to determine grant awardees. After selection a list shall be compiled and sent to the Controller's Office (to the attention of Gwen Pons) and letters sent to all applicants notifying them of the grant committee's selections.
- Chair the GPSA Publication committee. This committee is responsible for the collection, assembly and publication of the GPSA newsletter, *The Graduate Rebel*. This publication will be produced four times during the academic year. Twice in the fall and twice in the spring semesters.
- Chair the Graduate & Professional Research Forum committee. During the spring semester the GPSA will sponsor the annual Research Forum with the Graduate College featuring poster or oral paper presentations.
- In the absence of the president, the Vice President shall chair the GPSA Council & Executive meetings.
- Shall attend GPSA Executive Board meeting one hour prior to each monthly Council meeting to go over agenda.
- Written declaration of resignation must be submitted before power and duties shall be discharged by the Treasurer.
- Shall maintain 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 Vice President.

TREASURER -

- Shall provide a current GPSA financial report for approval at each Council meeting.
- The Treasurer, if so directed by the GPSA, is to provide requested financial reports.
- If the Treasurer is unable to perform their duties, these shall be administered by the Secretary.
- Shall attend GPSA Executive Board meeting one hour prior to each monthly Council meeting to go over agenda.
- Written declaration of resignation must be submitted before power and duties shall be discharged by the Secretary.
- Shall maintain 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.

SECRETARY -

- Takes minutes at the GPSA Council meetings and at the Executive Council meetings. These recorded minutes at Council meetings shall be distributed to representatives in a timely order following adjournment of that particular meeting (within at least 30 days).
- Establishes a roll call and information list of all representatives.
- Takes roll call and proxy forms from representatives at Council meetings. This information is used to establish the stipends at the end of the semester.
- The Secretary shall be the parliamentarian of the GPSA Council (referencing Robert's Rule of Order).
- Responsible for preparing the agenda and posting it on the bulletin board located on the GPSA office door, Graduate College & Moyer Student Union's display cases, 3 (three) business days prior to the Council meeting, by 9 a.m. that day.
- Shall be responsible for sending each graduate coordinator a letter in the spring asking for submission of a new department representative for the upcoming year. Corresponds with department coordinators throughout the summer/early fall to have the roll call list well established, to ensure full attendance at GPSA Council meetings.
- Shall attend GPSA Executive Board meeting one hour prior to each monthly Council meeting to go over agenda.

- Written declaration of resignation must be submitted before power and duties shall be administered by the Treasurer.
- Shall maintain 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.

REPRESENTATIVE

- Representatives are selected by the faculty of their department.
- Representatives are to fill out information and contract forms to be given to the GPSA secretary.
- Council meetings are held the first of each month within the academic semester unless otherwise noted by the GPSA officers.
- If a representative is unable to attend a Council meeting a proxy may be sent, from within the same department, to attend the Council or committee meetings of that representative. Proxy forms are to be submitted to the GPSA Secretary.
- Each semester a representative is exempt from attending one GPSA Council meetings without sending a proxy.
- Each representative must serve on at least one GPSA, University or other associated committee per academic year.
- Representatives shall keep their department chairpersons/graduate coordinators and graduate and professional s in their departments informed about GPSA activities. And to maintain a bulletin board within their department.
- As stated in the Bylaws, stipends are to be distributed to GPSA representatives at the end of each semester if all items in Article II, Sect. II and III are met. Stipends are to be determined by the officers of the GPSA and shall be open for appeal.

COMMITTEES

- Ad hoc committees shall be chaired by a GPSA officer. Each standing and ad hoc committee are to be comprised of at least three members of the GPSA Council.
- Committee recommendations will be implemented by a majority vote.
- Each standing committee shall have a chairperson who will be elected by the members of that committee. This individual will be responsible for filling vacancies on the committee, conducting the meetings, maintaining parliamentary order and verifying that the minutes of each meeting are recorded.

- Each member of a committee will have one vote. Absent members of the committee will vote only by written proxies through other members of the committee. Members of the executive, standing, and ad hoc committees may have a maximum of three (3) proxies per meeting.
- All GPSA meetings will reference Roberts Rule of Order in conducting their meetings.

ORDER OF BUSINESS

At GPSA Council, committee and other special meetings, the following order of business shall be observed:

- A. Call to order
- B. Roll call
- C. Approval of minutes of previous meeting
- D. Election of officers and appointment of committees
- E. Reports and recommendation of the officers
- F. Reports and recommendations of the committees
- G. Special reports (when applicable)
- H. Old business
- I. New Business
- J. Open discussion
- K. Adjournment.