

Bylaws

**Duke Graduate and Professional Student
Government**

Fall 2022

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Article I: Meetings

Section 1. Frequency of Assembly Meetings

- A. The Assembly shall meet at least 3 times per semester

Section 2. Meeting Schedule

- A. The first meeting of the Fall semester shall be held no later than the first week of October, and shall be scheduled by the Speaker, who shall notify the student body no less than two weeks in advance of the meeting date.
- B. The first meeting of the Spring semester shall be held no later than the last week of January.
- C. The precise nature of the meeting schedule shall be published by the Speaker in advance of the first meeting date.

Section 3. Quorum

- A. The quorum for conducting business is one-half plus one of all Secretariat and Executive members.

Section 4. Special Meetings

- A. With one-week written notice to the members of the Assembly, the Speaker may call special meetings of the Assembly.
- B. A petition of one-quarter of all department/program members or a majority of the Secretariat may also call for a special meeting.

Section 5. Rules of Order

- A. Assembly meetings shall be conducted according to the rules identified in the GPSG Standing Rules of Order.

Article II: Referendum

Section 1. Referendum Definition

- A. A referendum is a proposal or piece of legislation that will be voted on directly by the entire graduate/professional student body.

Section 2. Referendum Procedures

- A. A referendum may be called by a petition signed by at least 3.5% of the Graduate/ Professional student population. This petition shall contain the precise language of the proposed vote and shall be delivered to the Speaker of the Assembly. The Speaker of the Assembly shall make a good faith effort to validate the signatures on the petition, and upon certifying the validity of the petition shall carry out a referendum within 30 days.
- B. A quorum for a referendum shall consist of no less than 25% of the Graduate/Professional student population.
- C. Referenda require a simple majority plus one vote to pass.
- D. Detailed procedures for referenda shall be described in the Standing Rules of Order.

Article III: Legislature

Section 1. Composition

- A. The Assembly is the legislative branch of the Government. The Assembly has three types of members: Secretariat members, department/program members, and public members.

Section 2. Assembly Secretariat

- A. Composition. The Assembly Secretariat shall be composed of 18 representatives elected from the student bodies of various entities across campus as follows:
 - a. Three members representing graduate students in the Trinity College of Arts and Sciences, one for each domain of knowledge (humanities, social sciences, and natural sciences).
 - b. Three members representing students (Graduate and Professional) in the Fuqua School of Business.
 - c. Three members representing students (Graduate and Professional) in the Pratt School of Engineering.
 - d. Two members representing non-clinical (PhD or Master's) students in the School of Medicine.
 - e. One member representing clinical (e.g. MD, PA, DPT) students in the School of Medicine.
 - f. Two members representing students (Graduate and Professional) in the School of Nursing.
 - g. One member representing students (Graduate and Professional) in the Sanford School of Public Policy
 - h. One member representing students (Graduate and Professional) in the Nicholas School of the Environment
 - i. One member representing students (Graduate and Professional) in the School of Law
 - j. One member representing students (Graduate and Professional) in the Divinity School

- B. Elections. The GPSG President and Speaker shall oversee elections held in the first week of September annually. All students in each school/school division described above are entitled to vote for their Secretariat representative(s). In the case of disagreement about what division/school students from a particular program should be grouped into, the Secretariat will facilitate consensus about the appropriate grouping of that program, and if consensus cannot be found shall determine the most appropriate grouping. Elections shall use instant runoff voting.
- C. Duties. The Assembly Secretariat serves to drive the agenda of the legislature and ensure effective, open debate and dialogue that advances the interests of Duke Graduate/Professional Students. Each member of the Secretariat will serve as a Committee Chair or Co-Chair in fulfillment of their duty.
- D. Speaker and Chief of Staff. The Speaker and Chief of Staff positions shall be elected by members of the Assembly. Elections for the Speaker and Chief of Staff shall be advertised in the first Assembly meeting of the Fall semester, and the election process shall be held in the second Assembly meeting according to standard GPSG voting procedures (i.e. simple majority for two or less candidates, ranked preference voting for three or more candidates).
- E. Attendance policy is as follows:
 - a. Secretariat members shall not miss more than two total Assembly, Executive, or Joint Executive-Secretariat meetings in a semester, unless otherwise excused. The Chief of Staff shall keep a record of attendance available for public viewing.
 - b. Excused absences will be made for medical exemption, mandatory courses, conferences, major personal events, prerequisites required for graduation, or at the discretion of the Speaker or Assembly. In such cases as more than two meetings are to be missed, the Executive member must designate a long-term proxy who shall not be a current member of the Executive. Both the President and Speaker must approve any other circumstances related to long term absences.
 - c. After two Unexcused absences, the officeholder will be referred to the Assembly for potential disciplinary measures.
- F. A legislative proxy can be chosen to act in place of an absent member of the Secretariat for Assembly, Secretariat and Joint meetings. A proxy shall:
 - a. Be selected by the absent member
 - i. If the absent member is unable to choose a proxy, they will be chosen by the school in question's student council. If unavailable, the proxy will be chosen by the Speaker or Chief of Staff
 - b. Be allowed on a short-term basis, defined as two weeks or less.
 - c. Represent the same school as the absent member
 - d. Be approved to act in such a capacity by the Speaker or Chief of Staff
 - e. Not hold another office within GPSG
- G. A long-term proxy, defined as a proxy filling in for an absentee member for a period of more than 2 excused absences, is required. It is the responsibility of the Secretariat member to appoint a long-term proxy as per the above. The Secretariat members are expected to fulfill all other duties of their position.

Section 3. Program/Department Members

- A. Each program or department has the right to formally designate a student or students from within their department to represent the program or department formally. The Chief of Staff shall determine the apportionment (maximum number of formally designated seats) as follows: every program or department shall be entitled to one representative; for every 100 students in a program or department thereafter, the program or department shall be permitted to seat an additional member.
- B. Dual-degree students may represent either of the programs/departments they are enrolled in, but not both. Members of the Executive and Secretariat shall not serve as Program/Department members.

Section 4. Public Members

- A. Any duly enrolled Graduate or Professional student at the University who is not a program or department member, member of the executive branch, or Secretariat member may attend any meeting of the Assembly and shall be entitled to equal participation and voting privileges pursuant to Section 8. They shall have access to virtual meetings with links distributed in the GPSG newsletter and website prior to the meeting date.

Section 5. Speaker

- A. The Speaker is the chief officer of the Legislative branch. The Speaker serves as the formal voice and representative of the Assembly and shall collaborate closely with the GPSG President to effectively advocate for the interests of the student body. The Speaker leads the GPSG Secretariat and promotes an effective legislative agenda for the Assembly.
- B. The Speaker shall:
 - a. Be elected internally by the Assembly.
 - b. Develop the year-long agenda for the Assembly, in consultation with the Secretariat and the GPSG Executive.
 - c. Facilitate open and meaningful participation by program/department and public Assembly members.
 - d. Preside over meetings of the Assembly and Secretariat.
 - e. In conjunction with the GPSG President, establish select committees, and select chairs/co-chairs for those committees.
 - f. Develop meeting agenda in consultation with the Secretariat and GA Committees, and with direction provided in the Standing Rules of Order.
 - g. Appoint Secretariat members to serve as chair or co-chair of standing committees.
 - h. Meet with the President twice per month at minimum.
 - i. Have a standing invitation to all meetings of the full Executive Committee. They may attend at their discretion.
- C. In the case of a tie, the Speaker shall cast the tie-breaking vote in accordance with Speaker Denison's rule, as follows: the speaker shall first always vote in favor of further

debate; where it has previously been decided to have no further debate, the Speaker shall vote in favor of the status quo. For example, the Speaker would vote yes on a tied vote to extend the meeting, to extend debate, or to introduce a piece of legislation. The Speaker would vote no on a tied vote to approve a bill or resolution, to amend a bill, to impeach, or to take any other action other than to promote further debate.

Section 6. Chief of Staff

- A. The Chief of Staff is the central administrative officer of the Legislative branch and record keeper for the Government. The Chief of Staff works to promote the effective internal functioning of the Assembly and Secretariat.
- B. The Chief of Staff shall:
 - a. Maintain a roster of all Secretariat and Program/Department Assembly representatives.
 - b. Issue a call for program/department representatives in October of each year. This call shall include the maximum number of department/program seats a program may (but is not obligated to) send to the Assembly.
 - c. Formally seat program/department representatives once the name(s) of formal representatives have been communicated to the Chief of Staff.
 - d. Declare program/department seats abandoned after consecutive absence without proxy or excuse from two Assembly meetings.
 - e. Keep a record of the proceedings of Assembly meetings and to distribute those records to the Assembly in advance of the next Assembly meeting.
 - f. Maintain Government documents, including resolutions and the GPSG handbook.
 - g. Take roll at assembly meetings.
 - h. Serve as Speaker pro-tempore if the Speaker is unable to serve as Presiding officer and appoint a member of the Secretariat as Chief of Staff pro-tempore.
 - i. Send each meeting agenda to the Assembly and publish on the GPSG website at least 24 hours in advance with requisite attachments.
 - j. Be the steward of GPSG physical and digital archives and make updates to the archives upon the approval of each meeting minutes document. The Chief of Staff will be responsible for digitizing all physical archives as possible and appropriate.
 - k. Provide the incoming Chief of Staff with access to GPSG archives, as well as the President.

Section 7. Committees

- A. The Assembly shall have two classes of committees: select and standing committees. Standing committees are those which deal with matters that are a stable component of the Assembly's legislative business. Select committees are convened to investigate or develop solutions to a particular issue identified by the GPSG President, GPSG Secretariat, or the Assembly and have specified terms of authority and a specific time course for the committee to do its work. Each member of the Secretariat shall serve as chair or co-chair of at least one committee.
- B. The following are the Standing Committees of the Assembly:

- a. Diversity, Equity, and Inclusion Committee
 - b. External Advocacy Committee
 - c. Doctoral Student Affairs Committee
 - d. Clinical Professional Student Affairs Committee
 - e. Non-clinical Professional Student Affairs Committee
 - f. Climate Crisis Committee
 - g. Parking, Transportation, and Housing Committee
 - h. Rules and Nominations Committee
 - i. International Student Affairs Committee
- C. The Speaker may select co-chairs, vice-chairs, or Chief of Staffs from any member of the student body, including members of the Executive, but not including the GPSG President. The Director of Diversity and Inclusion shall serve Ex-officio as a co-chair of the Diversity, Equity, and Inclusion committee. The Director of External Advocacy shall serve ex-officio as co-chair of the External Advocacy Committees. The Director of Sustainability shall serve ex-officio as co-chair of the Climate Crisis Committee.

Section 8. Voting

- A. The Assembly shall use majority vote for binary votes, or instant runoff voting for votes in which there are several choices or candidates. Upon the request of any program or department member or any member of the Secretariat, the Speaker shall conduct a vote of Secretariat and program/department representatives separate from public members; no vote may prevail without a majority of the sum total of both Secretariat and program/department representatives.
- B. Unelected members of the Graduate and Professional Student Body have the opportunity to vote in the Assembly. Unelected students can vote in their third GPSG meeting attended as verified by the Chief of Staff.
- C. Any action requiring a vote by the Assembly must be approved by its relevant committee no later than the last Thursday preceding a Assembly meeting. Assembly must be given 4 days minimum written notice, either via email or printed documentation, of a scheduled vote.

Section 9. Vacancies

- A. A seat will be declared vacant following three or more unexcused absences per semester.
- B. If a position in the Secretariat becomes vacant, the Chief of Staff shall notify the appropriate program of the vacancy and inform them to select another representative. If after 30 days the vacancy is not filled by the program, the Speaker has the authority to appoint a member with approval by a majority of the Secretariat.
- C. Any vacant seat does not count to the total number of seats as related to quorum.
- D. The Vice President of Communication will be responsible to keep filled and vacant seats current on the GPSG website.

Article IV: Executive

Section 1. Composition

- A. Elections shall be held twice annually as follows: The President, Director of Communications, Vice-President for Advocacy, and all directors who report to the Vice President for Advocacy shall be elected in April. The Vice-President for Student Affairs and all directors who report to the Vice-President for Student Affairs shall be elected in September.
- B. The term of office for the President, Vice-President of Communications, Vice-President for Advocacy (VP-A), and all Directors who report to the VP-A shall commence on May 15th of the year they are elected and terminate May 15th the year after they are elected.
- C. The term of office for the Vice-President for Student Affairs (VP-SA) and all directors who report to the VP-SA shall commence on May 15th of the year they are elected and terminate May 15th the year after they are elected. This new term shall commence in 2022.
- D. The Assembly shall elect the Executive Committee from the membership of the student body by instant runoff voting.
- E. The Speaker of the Assembly shall advertise the elections to the graduate and professional student community at least one month prior to the election. Any member of the student body may nominate themselves or any other member of the student body for election to the Executive.
- F. The Speaker of the Assembly shall conduct the election according to the Standing Rules for elections.

Section 2. Eligibility

- A. All members of the Executive must be Duke graduate or professional students during their entire term of service.

Section 3. Duties of All Executive Members

- A. Executive members shall not miss more than two Assembly, Executive, or Joint Executive-Secretariat meetings in a semester, unless otherwise excused by the President. Attendance records shall be kept and available for public viewing.
- B. Excused absences will be made for medical exemption, mandatory courses, conferences, major personal events, prerequisites required for graduation, or at the discretion of the President. In such cases as more than two meetings are to be missed, the Executive member must designate a long-term proxy who shall not be a current member of the Executive. Both the President and Speaker must approve any other circumstances related to long term absences.

- C. After two Unexcused absences, the officeholder will be referred to the Assembly for potential disciplinary measures.
- D. Each member of the Executive Committee shall maintain records containing all information essential to the execution of their position and shall present these records to the President or to the Speaker on behalf of the Assembly, within 7 days if requested.

Section 4. Resignation

- A. An Executive member may resign their position by notifying the President or Speaker of the Assembly.
- B. In the instance that a GPSG member is elected to an Executive position while holding a position in the Assembly, Secretariat, or another Executive position, that member must resign their previous position.

Section 5. Vacancies

- A. If an Executive position becomes vacant, the President shall appoint a member of the student body to the vacant position. The Assembly shall confirm or reject the appointment within 4 weeks of appointment.
- B. If the office of the President becomes vacant, the Vice-President for Advocacy shall assume the office of President and then nominate a member of the student body (potentially including an Executive member) to fill the role of Vice-President for Advocacy.
- C. An executive proxy can be chosen to act in place of an absent member of an executive position for Assembly, Executive and Joint meetings. A proxy shall:
 - a. Be selected by the absent member
 - i. If absent member is unable to choose a proxy, they will be chosen by the President
 - b. Be allowed on a short-term basis defined as two weeks or less.
 - c. Be approved to act in such a capacity by the President
 - d. Not hold another office within GPSG
- D. A long-term proxy, defined as a proxy filling in for an absentee member for a period of more than 2 excused absences, is required. It is the responsibility of the Executive member to appoint a long-term proxy as per the above. The Executive members are expected to fulfill all other duties of their position.
- E. The proxy shall attend meetings, provide regular updates, and field any questions and concerns from the Assembly. The proxy shall not miss more than two total Assembly, Executive, or joint Executive-Secretariat meetings in a semester with each absence approved by the Speaker.
- F. The Vice President of Communication will be responsible to keep filled and vacant seats current on the GPSG website.

Section 6. President

- A. The President is the chief spokesperson for the Government and the student body, and is the official liaison between the student body and the University at large. The President shall also serve as the official representative of the student body and the Government to all outside bodies. The President directly supervises the three Vice-Presidents. The President sets the broad organizational vision for the Government throughout their term, including advocacy and policy goals and major programming objectives.
- B. The President shall:
 - a. Deliver GA resolutions to the appropriate members of the University community.
 - b. Create positions and convene select committees as necessary to carry out the work of the Government and appoint members to these positions and select committees.
 - c. Appoint student body members to University committees.
 - d. Establish direct working relationships with administrators across campus.
 - e. Develop select committees and strategy proposals to create solutions for pressing issues for the University community.
 - f. Coordinate meetings with the Speaker of the Assembly twice per month at minimum.
 - g. Make every effort to include at least one member of the Assembly who participated in the drafting of all passed resolutions at any subsequent meetings with relevant members of the administration.
 - h. Serve ex-officio on the President's Council for Black Affairs (PCOBA), University Priorities Committee (UPC), and the Graduate and Professional Education and Research (GPER) standing committee of the Board of Trustees.

Section 7. Vice-President for Advocacy

- A. The Vice-President for Advocacy is responsible for developing and advancing GPSG's mission of advocacy within Duke University and in the broader local, state, and national community. The VP-A directly supervises the Director of Durham Relations, the Director of Academic Affairs, the Director of External Advocacy, the Director of Diversity and Inclusion, and the Director of Environment and Sustainability.
- B. The Vice-President for Advocacy shall:
 - a. Develop an annual internal advocacy plan, in conjunction with the President and guided by the GA. This plan shall include specific goals and objectives for advocacy on behalf of the graduate/professional student population
 - b. Develop an annual external advocacy plan in conjunction with the President and Director of External Advocacy, including specific plans for local, state, and federal advocacy.
 - c. Identify system-level opportunities for involvement of the Duke and Durham community in GPSG decision making and activities, with a specific aim to actively include historically marginalized communities.

Section 8. Vice-President for Student Affairs

- A. The Vice-President for Student Affairs is responsible for supporting and developing student life on campus, including events programming and student organizations. The VP-SA also oversees the logistics and internal operations of the Government. The VP-SA directly supervises the Director of Finance, Director of Operations, Director of Student Organizations, and Directors of Events Programming.
 - a. The VP-SA shall:
 - b. Develop an annual slate of major GPSG events programming for each year, and coordinate the planning and execution of these events
 - c. Promote a vibrant ecosystem of graduate and professional student organizations on campus
 - d. Maintain financial stewardship of the Government and ensure financial accountability and transparency
 - e. Coordinate logistics required for the effective operation of the Government
 - f. Co-chair the annual Duke Graduate/Professional student Campout

Section 9. Vice-President for Communications

- A. The Vice-President for Communications is responsible for maintaining effective external communication platforms for the Government, including overseeing the GPSG newsletter and website. The Vice-President may, upon authorization by the GA, hire a webmaster to run the website, but otherwise does not directly supervise any director. The VP-C reports directly to the President.
- B. The VP-C shall:
 - a. Develop a comprehensive communications and marketing plan to elevate the profile of the Government among the student body.
 - b. Send a memo of Executive Board activities to the Speaker and Chief of Staff of the Assembly twice per month, at least 24 hours prior to each meeting of the Assembly.
 - c. Maintain strong contacts with local and state media outlets, as well as the Duke Chronicle, in order to make sure that the voice of graduate and professional students is captured in the media.
 - d. Annually establish contacts with as many graduate and professional programs and departments as possible to orient incoming students to GPSG.
 - e. Promote close ties with the Duke Alumni Association and Duke Student Government to strengthen ties across the Duke community.

Section 10. Director of Durham Relations

- A. The Director of Durham Relations is responsible for developing programming to connect Duke graduate and professional students with the broader Durham community and for promoting meaningful engagement with local community organizations.
- B. The Director of Durham Relations shall:

- a. Serve as the liaison to the Duke Office of Durham and Community Affairs.
- b. Maintain a database of student organizations interested in community outreach and community service.
- c. Develop an annual slate of events programming to connect the Durham community and the Duke community.

Section 11. Director of Academic Affairs

- A. The Director of Academic Affairs advocates for the academic well-being of all graduate and professional students and responds to student concerns about academic matters.
- B. The Director of Academic Affairs shall:
 - a. Liaise directly with the individual schools to help mediate disputes between students and administrators on academic issues.
 - b. Promote development of academic support resources within GPSG or within Duke more broadly.

Section 12. Director of Finance

- A. The Director of Finance is responsible for managing the budget of the Government and shall coordinate the disbursement of funds to student groups.
 - a. Prepare quarterly financial reports to deliver to the Assembly.
 - b. Work with the President and Vice-Presidents to allocate discretionary funds to each member of the Executive.
 - c. Work with the Vice-President for Student Affairs to draft the Graduate student activities fee proposal for each academic year.
 - d. Develop policies and procedures for effectively, efficiently, and transparently funding student organizations.

Section 13. Director of Logistics and Operations

- A. The Director of Logistics and Operations oversees the physical infrastructure of the Government and provides operational support to other Government members.
- B. The Director of Logistics and Operations shall:
 - a. Oversee the maintenance of any physical properties or space owned by the Government.
 - b. Work with other Executive members to oversee the execution of events involving significant physical infrastructure.
 - c. Develop a utilization plan for physical government resources.
 - d. Identify opportunities for strategic investment in physical infrastructure or items to support the effective conduct of the Government.

Section 14. Director of Student Organizations

- A. The Director of Student Organizations oversees the ecosystem of student groups across the University and promotes the development of a diverse set of student groups who effectively serve the Duke and Durham community.
- B. The Director of Student Organizations shall:
 - a. Develop and maintain the process for student organizations recognition, with an eye to making recognition simple, straightforward, and student-centered.
 - b. Assist Student Organizations with developing their annual slate of events programming.
 - c. Coordinate with Duke Student Government and Duke University Union to promote effective collaboration between Graduate/Professional student groups and undergraduate student groups.
 - d. Actively reach out to student groups in individual schools to encourage GPSG recognition and enrollment.

Section 15. Director of Events Programming

- A. The Director of Events Programming plans and executes GPSG's campus-wide events programming, in conjunction with partner organizations such as Duke Student Government, Duke University Union, etc.
- B. The Director of Events Programming shall:
 - a. Develop an annual calendar of major campus-wide events in conjunction with campus partners.
 - b. Work with the basketball head ushers to plan Campout, tailgates, and other basketball-related programming on an annual basis.
 - c. Ensure the effective execution of campus-wide events programming.

Section 16. Director of External Advocacy

- A. The Director of External Advocacy organizes GPSG's portfolio of advocacy efforts in local, state, and federal government, as well as promotes GPSG's collaboration with other Graduate/Professional student advocacy organizations at other institutions.
- B. The Director of External Advocacy Shall:
 - a. Develop a slate of annual advocacy trips to state and federal legislators.
 - b. Promote engagement between Graduate/Professional students and student advocates in other institutions of higher education.
 - c. Develop a plan for frequent communication with state and federal legislators on matters of interest to the Duke and Durham community.
 - d. Manage annual GPSG voter registration efforts.

Section 17. Director of Diversity and Inclusion

- A. The Director of Diversity and Inclusion organizes GPSG's active efforts to promote diversity and inclusion on campus. The Director of Diversity and inclusion shall pay special attention to anti-racism, anti-sexism, and the needs of international students.
- B. The Director of Diversity and Inclusion shall:

- a. Work to create a healthy and vibrant ecosystem for a broad diversity of identity and affinity groups, and establish direct relationships with the leaders of each group
- b. Serve as the liaison to all structural centers dedicated to the interests of historically marginalized or underrepresented students on campus

Section 18. Director of Environment and Sustainability

- A. The Director of Environment and Sustainability is responsible for organizing GPSG's efforts to advocate for increased environmental protection and is responsible for holding Duke accountable for its commitment to environmental justice and sustainable business practices. The Director will report to the Vice President of Advocacy.
- B. The Director of Environment and Sustainability shall:
 - a. Develop a comprehensive database of sustainability initiatives and student groups across campus and off campus to facilitate inter-group communication.
 - b. Collaborate with the External Advocacy Committees to ensure climate policies are advanced in Duke's external relations.
 - c. Advance environmental justice initiatives and policies in GPSG and in the Duke University community.
 - d. Coordinate and assist with activities of the Climate Crisis Committee.
 - e. If possible, hold a permanent seat on the Advisory Committee on Investment Responsibility board and attend relevant environmental meetings and presentations on campus.

Article VI: Student Fees

Section 1. Overview

- A. The Government may assess a fee from all enrolled graduate and professional students at the University.

Section 2. Duke University Union Discussion

- A. The President must meet with the President of the Duke University Union (DUU) annually in order to discuss the current fee structure, which may include transferring some portion of the collected funds to the DUU.

Section 3. Determining the Fee

- A. The amount of the fee needed per student for the workings of the Government shall be determined annually by the Assembly.
- B. The President and the Vice-President of Student Affairs shall work with the President of the Union in order to determine the total fee charged per student.
- C. Recommendations shall be presented to the Assembly and approved on an annual basis.

Section 4. Publication of Fee Details

- A. The GPSG President and the President of the Duke University Union shall sign a document detailing the fee amount for the coming academic year and the distribution of the fees between the two bodies; this document shall be sent to the appropriate officials in the Student Activities division of University Student Affairs.

Article VII: Affiliation of Campus Groups

Section 1. Affiliation

- A. The Government may recognize campus groups as being affiliated with the Government under the procedures set out in the GPSG Standing Rules of Order.

Article VIII: Standing Rules of Order

Section 1. GPSG Standing Rules of Order and Standing Procedures

- A. The Standing Rules of Order and Standing Procedures of the GPSG shall be maintained by the Chief of Staff of the Assembly and be published on the GPSG website. This document shall contain the provisions which regulate the day-to-day business of the Government and its branches, and which provide detailed instructions on proper conduct.
- B. The Standing Rules of Order and Standing Procedure shall be amended by a simple majority of the Assembly or a 2/3 majority of the Secretariat.

Article IX: Amendment

- A. These bylaws shall be amended by a 2/3 majority of the program/department members and a 2/3 majority of the Secretariat and at least 2 weeks prior notice.

Article X: Transition Period

- A. Administrative Transition. In the window between the election of the new Executive branch and the commencement of the new Executive Administration, the Graduate and Professional Government will be in a transition period. This period will end annually on May 15th.
- B. Transition Documents. Upon the election of a new Executive member, Secretariat member, Speaker, or Clerk, the outgoing position holder must submit a transition document to both the GPSG President and the incoming position holder.
- C. Document Specifications. The transition document must include:
 - a. A record of major interactions, events, and undertakings of the prior position holder.
 - b. All applicable Duke, community, state, and/or federal contacts developed by the prior position holder.

- c. Any relevant information that the incoming Executive member will need to successfully begin their role.
 - d. Documents are to be provided in a timely fashion, within two weeks, to the incoming position holder. Failure to provide documentation in a timely manner may result in potential censure of the outgoing office holder.
- D. Relationship Building. Before officially transitioning out of an Executive role, the outgoing Executive member must introduce the incoming Executive member to essential administrative contacts and relevant groups to their position.
- E. Transition documents are to be made available to the Secretariat for review. The Secretariat is authorized to request additional information during the transition period. Any request for additional information will first be referred to the Secretariat for a vote.

Article XI: Complaint Resolution

Section 1. Impeachment Procedures

- A. All matters relating to impeachment are reserved for the Assembly, which shall follow the procedures outlined in Robert's Rules of Order, Newly Revised. The Rules Committee shall be the primary committee designated with the responsibility to investigate complaints. The following process shall be adhered to for complaints:
- B. Complainant shall notify the chair of the Rules Committee in writing of their desire to submit a complaint. The complaint shall include, at a minimum, the following information: the name(s) of the defendant(s), the office(s) of the defendant(s), and the specific charges against the defendant(s). Complaints are encouraged to include supporting documentation, including references to the GPSG Bylaws and any relevant statements from witnesses.
- C. Any member of the Rules Committee named in a complaint, or who has a prejudicial conflict of interest (such as but not limited to a current or prior romantic or business relationship with either the complainant or defendant) shall recuse themselves. If necessary, the Rules Committee shall appoint a chair pro tempore.
- D. The Rules Committee shall review the complaint on its merits and make an initial determination on whether to refer the complaint to the Assembly, the Executive Committee, or the Secretariat. The following principles shall be utilized in determining the disposition of the complaint:
 - a. Any complaint that calls for impeachment shall be referred to the Assembly as long as there is reasonable evidence that the complaint could be factual, and the charges alleged are impeachable offenses.
 - b. Any complaint that calls for censure of a Secretariat member shall be referred to the Executive Committee and then referred to the Assembly with a recommendation. Any complaint that calls for censure of an Executive Committee member shall first be referred to the Secretariat, and then referred to the Assembly with a recommendation.

- c. Any complaint that calls for action other than impeachment or censure shall first be evaluated by the Rules Committee, which shall forward it to either the Secretariat, Executive, or the Assembly as deemed appropriate by the committee's membership.

Section 2. Censure Procedures

- A. A censure is defined as a formal expression of disapproval through the legislative branch.
- B. Causes for censure include the following:
 - a. Abandonment of Duties
 - b. Ethics violations as determined by procedures outlined under impeachment
 - c. Failures of attendance policy
 - d. Failure to provide transition documents in a timely fashion.
- C. Causes above and beyond those listed can be referred to the Assembly for consideration
- D. A motion to censure will be referred to the Assembly through Rules Committee, Executive Committee, the Chief of Staff, the Speaker, or the President.
- E. A passed censure through the Assembly will entail the following:
 - a. Removal from website of duties and responsibilities
 - b. A public notice on the GPSG website stating censure and reason for censure
- F. These actions can be reversed if the censured member addresses the issues for censure, at the discretion of the Assembly.