Title XI. University-wide Programs

Chapter 1200.000 Graduate and Professional Student Association is a funding board responsible for the advocacy of the graduate and professional student community at Florida Atlantic University and governed through the Graduate and Professional Student Association (GPSA). Every graduate and professional student at Florida Atlantic University is a member of the GPSA by virtue of being enrolled for graduate courses.

1200.100 The purpose of the Graduate and Professional Student Association is to provide educational and professional development programming to graduate and professional students registered at Florida Atlantic University and to:

1200.101 To be an oversight committee established to assist and guide both short term and long term goals of the GPSA, and

1200.102 To advocate for the interests of the university-wide graduate and professional student community and enrich graduate and professional students’ experiences by providing academic, cultural, social, and networking opportunities, and

1200.103 To act as a conduit for the resolution of the needs and concerns unique to graduate and professional students, and

1200.104 To facilitate communication and be proactive in working with the Graduate College, Student Government, University administration, faculty from individual colleges and professional schools, and the external community, and

1200.105 To allocate and manage funding for graduate and professional student events and activities.

1200.106 To allocate and manage funding for graduate and professional clubs and organizations registered through Florida Atlantic University.

1200.107 To encourage representation of the graduate and professional students interests on the University Graduate Council, an academic organization through the Graduate College, as well as other university councils and committees. These committees and council may include a minimum of (1) Master’s degree seeking student and one (1) Doctoral candidate at Florida Atlantic University, both
in good academic standing maintaining a minimum cumulative GPA of 3.0

1200.108 To ensure diversity of individual campus representation of the GPSA.

1200.200 **Powers and Duties** of the Graduate and Professional Student Association

1200.201 Review and approve the budget plan submitted by each Campus GPSA Assistant Director and prepare the overall GPSA budget request for the Student Government University Budget and Appropriations Committee.

1200.202 The GPSA will be the primary account holder responsible for the campus allocation of the A&S budget approved by the Student Government and distribute funds to respective campuses through the University Wide Committee of the GPSA through the process prescribed by this committee.

1200.203 Maintain and, when deemed necessary, revise the GPSA Statutes along with all other pertinent policies and procedures pertaining to the GPSA as a university-wide entity. Any and all changes to statutes will be submitted to the Student Senate for majority approval of present membership.

1200.204 Plan, implement and fund university-wide events and programs.

1200.205 Allocate funds to graduate and professional student clubs registered with the University by November 1st of each school year through the GPSA Executive Board through the University Wide Committee.

1200.206 Redistribute all unused funds by a majority vote of the total present membership of the GPSA by May 1st of each year.

1200.300 **Organization and Composition** of the Graduate and Professional Student Association Executive Board.

1200.301 The GPSA Executive Board will be the governing body responsible for activities related to graduate and professional students with funds dispensed by Student Government through the allocation of Activity and Service Fees.
GPSA Executive Board is comprised of:
1. GPSA Director, a voting member
2. GPSA Associate Director, a voting member reporting to the GPSA Director
3. One Representative from each College and Professional School registered through Florida Atlantic University, a voting member
4. Three Campus Assistant Directors, all voting members, as follows: Broward Campuses GPSA Assistant Director, Boca Raton Campus GPSA Assistant Director, and Northern Campuses GPSA Assistant Director. All Assistant Directors report to the GPSA Director.
5. One GPSA Administrative Coordinator, a non-voting member, reporting to the GPSA Director and Associate Director
6. Three GPSA Campus Coordinators, all non-voting members, as follows: Broward Campus Coordinator, Northern Campuses Coordinator and Broward Campus Coordinator. All Campus Coordinators report directly to their respective campus Assistant Director.
7. The Dean of Graduate Studies or designee- non-voting member
8. The Dean of Student Affairs, or designee- non-voting member

From the voting members of the GPSA, one (1) member will be elected as the Director and one (1) member will be elected as Associate Director with a majority approval of the present GPSA.

**Standing Committees** of the Graduate and Professional Student Association

**1200.401** Nominating Committee, chaired by the GPSA Director or designee, responsible for the formal approval of all GPSA voting officers.

**1200.402** Budget Committee, chaired by GPSA Director or designee, responsible for day to day operations as well as the overall fiscal health and integrity of the GPSA Budget in accordance with the SGAB manual and fiscal statutes.

**1200.403** Statute Revisions Committee, chaired by the GPSA Associate Director or designee, responsible for the revision of the GPSA statutes as necessary with final majority approval of the SG Senate.

**1200.404** University-wide GPSA Programming Committee, chaired by the Associate Director, responsible for the organization and implementation of GPSA events involving two or more FAU campuses as well as allocation of available funds determined by
the Budget Committee to the FAU Campuses and graduate and professional clubs registered through Florida Atlantic University.

1200.405 Travel Committee, Chaired by the GPSA University Wide Administrative Coordinator, responsible for the travel application process set forth by the University Student Travel Policy, along with the committee will review, approve and allocate funds to graduate and professional students for student travel.

1200.406 The GPSA has the power to create ad hoc committees to manage special requests in addition to the Standing GPSA committees, as approved by a majority vote of the present membership of the GPSA Executive Board.

1200.500 Meetings of the Graduate and Professional Student Association

1200.501 Robert’s Rules of Order, Newly Revised, shall be the authority of conducting business by the GPSA unless otherwise specified by general law, university regulations, or by the Constitution of the Student Government of Florida Atlantic University, or the Student Government Statutes.

1200.502 Hold public meetings to discuss GPSA business once a month during the Fall and Spring semesters and as called by the GPSA Director during the Summer Semester. When called by the Director, the GPSA can also meet for special sessions.

1200.503 To conduct official GPSA business, quorum will consist of a simple majority of the total active and voting membership of the GPSA Executive Board.

1200.600 Eligibility

1200.601 To be able to run for and maintain a voting seat on GPSA a student must meet the minimum qualifications as stated in University Regulations.

1200.602 All GPSA voting members and GPSA Directors, Program Coordinators must be accepted into an FAU degree seeking program and enrolled in a minimum of 6 graduate credits on one of FAU’s campuses during the Fall and Spring semesters, with the exception of graduating students who are registered for dissertation or final semester credits.
1200.603 All members must be in good academic standing (current semester and cumulative 3.0 GPA).

1200.604 GPSA members who are full and/or part time faculty and/or staff at Florida Atlantic University may not hold elected or appointed positions with voting power.

1200.605 GPSA Director and Associate Director must have completed an entire academic year on the GPSA Board as a College or Professional Representative or GPSA Campus Assistant Director prior to their nomination.

1200.606 Exceptions for academic eligibility to serve on the GPSA Board can be made by the Vice President of Student Affairs or his or her designee.

1201.000 Graduate and Professional Student Association (GPSA) Director

1201.100 Powers and Duties of the GPSA Director
1201.101 The GPSA Director will represent the collective voice of the GPSA and should have knowledge of graduate and professional student needs and concerns by having been a student at Florida Atlantic University for more than 1 academic year registered in a degree seeking Masters, PhD or Professional program and served a minimum of one academic year on the GPSA, in a voting capacity.

1201.102 Organize and chair GPSA Meetings, send meeting agendas and announcements to the GPSA Executive Board

1201.103 Submit the annual GPSA budget request to the Student Government University Budget and Appropriations Committee by the designated deadline set forth in the Student Government statutes.

1201.104 Act as GPSA representative on the University Graduate Council, Graduate Programs Committee, and Student Health Committee.

1201.105 Act as GPSA representative in the community

1201.106 Help promote and recruit for voting members of the GPSA in conjunction with the Student Body President and Student Affairs.

1201.107 GPSA Director will receive a graduate student tuition waiver by meeting the minimum qualifications for employment as a graduate
assistant, as defined by the university guidelines for graduate assistantships.

1201.108 GPSA Director may be employed for an hourly rate as approved through the A&S budget process and work for no more than 20 hours a week.

1201.109 Serve in a supervisory capacity to the Associate Director, Campus Assistant Directors and Program Coordinators.

1201.110 Balance the University-wide GPSA budget and maintain accurate and up-to-date financial balance sheets and financial records files

1201.111 Enforce the Student Government Constitution and Statutes.

1201.201 Appointment and Approval of the GPSA Director

1201.201 By May 1st of each year, nominations for Director the GPSA will be submitted to the nominating committee, chaired by the Student President for the purposes of the selection process. A minimum of one representative from the office of Student Affairs and a minimum of one representative from the Graduate College will participate on this special session of the nominating committee. Recommendations will be made by this committee to the GPSA Executive Board for the final vote of approval consisting of 2/3 majority of present Executive Board membership.

1201.202 Eligibility to serve as GPSA Assistant Director is determined by having been a student at Florida Atlantic University for more than 1 academic year registered in a degree seeking Masters, PhD or Professional program and served a minimum of one academic year on the GPSA, in a voting capacity.

1201.203 The Student Body President or his/her designee will take on the role of Acting Director of the GPSA meeting for the purposes of electing a new Director.

1201.204 The vote of approval for the GPSA Director must consist of a 2/3 majority of present and voting membership of the GPSA Executive Board.

1201.300 Removal of the GPSA Director
1201.301 The GPSA Director may be removed for nonperformance of duties, a violation of the Student Code of Conduct or other failure to remain eligible to participate in student government. Complaints must be submitted in writing to the Student Body President and Student Government Director and brought before the GPSA Board. Removal must be then be approved by a two thirds (2/3) majority vote of the present membership of GPSA.

1201.302 The GPSA Associate Director will take on the role of Acting Director immediately upon removal of the Director and the process of electing a new Director will begin within two weeks of removal from office.

1201.400 Vacancies in the position of GPSA Director

1201.401 In the case of a vacancy, the Student Body President will begin advertising for the open position within 2 weeks of the position becoming available. The GPSA Associate Director will resume roles and responsibilities for the Director and conduct business until the vacancy has been filled.

Chapter 1202.000 GPSA Associate Director

1202.100 Powers and Duties

1202.101 The Associate Director will act as support to the Director of the GPSA. The Assistant Director should have knowledge of graduate student needs and concerns and express the desire to serve the graduate student community.

1202.102 Help promote and recruit for voting members of the GPSA in conjunction with the Student Body President, GPSA Director and Student Affairs.

1202.103 GPSA Associate Director will receive a graduate student tuition waiver by meeting the minimum qualifications for employment as a graduate assistant, as defined by the university guidelines for graduate assistantships.

1202.104 GPSA Associate Director may be employed for an hourly rate as approved through the A&S budget process and work for no more than 20 hours a week.

1202.105 Prepare, post, distribute and file meeting agendas, minutes and related documentation related to the GPSA
1202.200 Appointment and Approval of the GPSA Associate Director

1202.201 By May 1st of each year, nominations for Associate Director will be submitted to the nominating committee, chaired, for the purposes of the selection process by the Student Body President. A minimum of one representative from the office of Student Affairs and a minimum of one representative from the Graduate College will participate on this special session of the nominating committee. Recommendations will be made by this committee to the GPSA Executive Board.

1202.202 Eligibility to serve as GPSA Associate Director is determined by having been a student at Florida Atlantic University for more than 1 academic year registered in a degree seeking Masters, PhD or Professional program and served a minimum of one academic year on the GPSA, in a voting capacity.

1202.203 The vote and approval for GPSA Associate Director must consist of a 2/3 majority vote of present membership.

1202.300 Removal of the GPSA Associate Director

1202.301 The GPSA Associate Director may be removed for nonperformance of duties, a violation of the Student Code of Conduct or other failure to remain eligible to participate in student government. Complaints must be submitted in writing to the Student Body President and GPSA Director, and brought before the Board. Removal must be then be approved by a two thirds (2/3) majority vote of the total present membership of GPSA Executive Board.

1202.400 Vacancies in the position of GPSA Associate Director

1202.401 Following removal, the GPSA Director or his/her designee will take on the role of Associate Director of the GPSA until the vacancy has been filled. In the case of a vacancy, the Student Body President and GPSA Director will begin advertising for the open position within 2 weeks of the position becoming available.

1203.000 GPSA College and Professional Representatives
1203.100 Powers and Duties

1203.101 Act as graduate and professional student representatives from each of the colleges with a graduate program to inform GPSA Executive Board about graduate and professional student needs.

1203.102 Articulate the growing knowledge, interest, and needs of graduate and professional students to the GPSA Executive Board, the FAU student body population and the community.

1203.103 Organize a minimum of one event per Fall and Spring Semester for their respective colleges or professional schools in conjunction with the GPSA.

1203.104 Provide a written report for each GPSA Executive Board meeting on the activity relating to their involvement in their respective college or professional program and/or the needs of the student population enrolled in that respective college or professional school.

1203.105 Attend all meetings of the GPSA Executive Board unless written 48 hour advance notification is provided to the GPSA Director and/or Associate Director. Two or more absences is grounds for removal from position.

1203.106 The term of office shall end at the close of the Spring Semester following appointment.

1203.200 Appointment and Approval of Graduate and Professional Student Representatives

1203.201 At the beginning of each Student Body President’s term of office, potential graduate student college representatives will submit an application to the Student Body President. The President along with the GPSA Nominating Committee will interview and appoint the representatives with approval by majority vote of the Student Senate no later than six (6) weeks after their installation.

1203.300 Removal of the Graduate and Professional Student Representatives

1203.301 The GPSA College Representatives may be removed for nonperformance of duties, a violation of the Student Code of Conduct or other failure to remain eligible to participate in student government. Complaints must be submitted in writing to the Student Body President or GPSA Director and SG Advisor and brought before the GPSA Executive Board. Removal must be
recommended by the Student Body President to the Student Senate and then be approved by a two thirds (2/3) majority vote of the total active membership of the Student Senate.

1203.302 The process of electing a new College Representative will begin within two weeks of removal from office.

1203.400 Vacancies

1203.401 In the case of a vacancy, the Student Body President will begin advertising for the open position within 2 weeks of the position becoming available.

1204.000 Graduate and Professional Student Association Campus Assistant Directors of Davie, Boca Raton and Northern Campuses.

1204.100 Power and Duties

1204.101 Advocate for the interests and concerns of their campus graduate and professional student population.

1204.102 Enforce the Student Government Constitution and Statutes.

1204.103 Plan and facilitate respective campus graduate and professional student programming.

1204.104 Shall work with graduate and professional student clubs to organize and co-sponsor academic, social and cultural events.

1204.105 Work with the Graduate College and the Division of Student Affairs to organize the Fall and Spring Graduate Student Orientation programs.

1204.106 Work with the Graduate College, Division of Student Affairs and University Press to publicize graduate news and events.

1204.107 Balance their Campus-based GPSA budget and maintain accurate and up-to-date financial balance sheets and financial records files.

1204.108 Shall advertise, interview, and appoint, upon approval by majority vote of the GPSA Executive Board, for the open position of Campus-based GPSA Program Coordinator.

1204.109 Shall sit as a voting member on the GPSA Executive Board and participate fully therein.
1204.110 Shall provide a written report to the GPSA Executive Board and attend meetings unless prior notification has been provided to the GPSA Director and/or Associate Director 48 hours in advance.

1204.111 Shall report to the GPSA Director and Associate Director

1204.112 Assistant Directors receive a graduate student tuition waiver by meeting the minimum qualifications for employment as a graduate assistant, as defined by the university guidelines for graduate assistantships.

1204.113 Assistant Directors may be employed for an hourly rate as approved through the A&S budget process and work for no more than 20 hours per week.

1204.200 Appointment and Approval of Graduate and Professional Student Association Campus Assistant Directors

1204.201 The GPSA Assistant Director will post the Campus-based Program Coordinator position prior to April 1 of each year, or as needed.

1204.202 Applications for the Campus-based Assistant Directors position will go to the GPSA Nominating Committee comprised of the GPSA Director, GPSA Associate Director, one representative from Student Affairs, one Representative of the Graduate College, one GPSA College Representative, chosen on a rotating alphabetical basis by college name.

1204.203 The Nominating Committee will recommend a candidate to the GPSA Executive Board for a majority vote of total present membership.

1204.204 The term of office shall end at the close of the Spring semester every academic year.

1204.300 Removal of the Assistant Directors

1204.301 Campus-based Graduate and Professional Student Association Assistant Directors may be removed for nonperformance of duties, a violation of the Student Code of Conduct or other failure to remain eligible to participate in student government. Complaints must be submitted in writing to the GPSA Director, and SG Advisor and brought before the GPSA Executive Board. Removal must be recommended by the GPSA Chair and be
approved by a 2/3 majority of present membership of the GPSA Executive Board.

1204.400 Vacancies

1204.401 The vacant position of a new Campus-based GPSA Assistant Director will be posted by the Director of Student Government and/or GPSA Director within two weeks of the position being available.

1205.000 Graduate and Professional Student Association Campus-based Program Coordinators representing Boca Raton, Davie and Northern Campuses respectively.

1205.100 Powers and Duties

1205.101 The Program Coordinator of the respective campuses are expected to work closely the executive board to facilitate a strong relationship with GPSA, SG and the campus graduate student population.

1205.102 Develop and implement graduate programs and events

1205.103 Publicize all graduate events, proceedings, and achievements on the GPSA website and in their campus GPSA or SG Office.

1205.104 Perform tasks assigned by the GPSA Assistant Director for the respective campuses relating to graduate and professional students.

1205.106 Shall take on the role of Acting Assistant Director immediately upon removal of the Assistant Director until a new Assistant Director is appointed.

1205.107 Campus-based Program Coordinators receive a graduate student tuition waiver by meeting the minimum qualifications for employment as a graduate assistant, as defined by the university guidelines for graduate assistantships.

1205.108 Campus-based Program Coordinators may be employed for an hourly rate as approved through the A&S budget process and work for no more than 20 hours per week.

1205.200 Appointment and Approval of GPSA Campus-based Program Coordinators
1205.201 Campus-based Program Coordinators are recommended by their Assistant Directors for approval by the GPSA, following an interview process through the GPSA Nominating Committee.

1205.202 The Campus-based Program Coordinator’s appointment must be approved by a majority vote of the total present membership of the GPSA Executive Board as the position becomes available.

1205.203 The term of office shall end at the close of the following Spring semester

1205.300 Removal of the Campus-based Program Coordinators

1205.301 Campus-based GPSA Campus-based Program Coordinators may be removed for nonperformance of duties, a violation of the Student Code of Conduct or other failure to remain eligible to participate in student government. Complaints must be submitted in writing to the Campus Assistant Director or GPSA Director, and SG Advisor and brought before the GPSA Executive Board. Removal must be recommended by the Director of the GPSA and approved by a majority vote of total present membership of GPSA Executive Board.

1205.400 Vacancies

1205.401 The process of selecting a new Campus-based GPSA Program Coordinators will begin within two weeks of the position becoming available.

1205.402 The GPSA Campus Assistant Director and GPSA Director will coordinate efforts to start advertising the position no later than two weeks after this position becomes vacant.

1205.403 In case of a vacancy, the GPSA Assistant Director will assume all responsibilities of the GPSA Campus-based Program Coordinators until the position has been filled

Chapter 1206.000 Graduate and Professional Student Association Administrative Coordinator

1206.100 Powers and Duties

1206.101 The GPSA Administrative Coordinator is expected to work closely with the GPSA Director and Associate Director
1206.102 Develop and implement graduate programs and events as assigned by the GPSA Director and Associate Director

1206.103 Publicize all GPSA Meetings, proceedings and achievements on GPSA website and all FAU campuses.

1206.104 Prepare, post, distribute and file meeting agendas, minutes and related documentation related to the GPSA as requested by the GPSA Director and Associate Director

1206.105 The Administrative Coordinator, will serve as the chair of the Travel Committee, thereby responsible for maintaining the Graduate and Professional Student Travel process made available through A & S Fees, including but not limited to tracking applicants, following through with award notices, keeping a balanced travel budget

1206.106 Provide monthly reports to the GPSA on the status of the travel applications and remaining funds available in the travel budget

1206.107 The Administrative Coordinator will serve as project lead on initiatives and relationships amongst our campus partners such as the Career Development Center (CDC) and Graduate College proposals.

1206.108 Attend all GPSA Meetings unless prior notification has been submitted to the GPSA Director and/or GPSA Assistant Director 48 hours in advance.

1206.109 The Administrative Coordinator receives a graduate student tuition waiver by meeting the minimum qualifications for employment as a graduate assistant, as defined by the university guidelines for graduate assistantships.

1206.110 The Administrative Coordinator may be employed for an hourly rate as approved through the A&S budget process and work for no more than 20 hours per week.

1206.200 Appointment and Approval of GPSA Administrative Coordinator

1206.201 The GPSA Administrative Coordinator is recommended by the GPSA Director for approval by the GPSA, following an interview process through the GPSA Nominating Committee.
1206.202 The Administrative Coordinator’ appointment must be approved by a majority vote of the total present membership of the GPSA Executive Board as the position becomes available.

1206.203 The term of office shall end at the close of the following Spring semester

1206.300 Removal of the GPSA Administrative Coordinator

1206.301 Administrative Coordinator may be removed for nonperformance of duties, a violation of the Student Code of Conduct or other failure to remain eligible to participate in Student government.

   Complaints must be submitted in writing to the GPSA Director, and SG Advisor and brought before the Board.
   Removal must be recommended by the Director of the GPSA and approved by a majority vote of total present membership of GPSA Executive Board.

1206.400 Vacancies

1206.401 The process of electing a new Administrative Coordinator will begin within two weeks of the position becoming available.

1206.402 GPSA Director and Associate Director will coordinate efforts to start advertising the position no later than two weeks after this position becomes vacant.

1206.403 In case of a vacancy, the GPSA Director and GPSA Associate Director will assume all responsibilities for carrying out duties until the position has been filled.