

Florida Atlantic University
Student Government
Student Body Statutes

TITLE XII. GPSA
Chapter 1200. GPSA Statutes

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

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:

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

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

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

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

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

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

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

To ensure diversity of individual campus representation of the GPSA.

Powers and Duties of the Graduate and Professional Student Association

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.

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.

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.

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

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

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

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

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

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

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.

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.

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.

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.

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.

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. Two Representatives from each College and Professional School registered through Florida Atlantic University, one vote per college.
4. Three Campus Assistant Directors, all voting member with the right to send their vote by proxy to their respective Campus Coordinators in the event they are unable to attend a meeting, 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 Associate Director and/or Director.
5. One GPSA Administrative Coordinator, voting member, reporting to the GPSA Director and/or Associate Director
6. GPSA program coordinators as needed, all non voting member with an exception of acting as a proxy for their campus in case of Assistant Director not being able to participate in a meeting, as follows: Boca Campus Coordinator, Broward Campus, Northern Campuses Coordinator

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.

Eligibility

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.

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.

All members must be in good academic standing (current semester and cumulative 3.0GPA).

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.

It is highly recommended that the GPSA Director and Associate Director have completed a full semester on the GPSA Board.

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**

Powers and Duties of the GPSA Director

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 registered in a degree seeking Masters, PhD or Professional program

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

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.

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

Act as GPSA representative in the community

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

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.

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.

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

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

Enforce the Student Government Constitution and Statutes.

1201.201 Appointment and Approval of the GPSA Director

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.

Eligibility to serve as GPSA Assistant Director is determined by having been a student at Florida Atlantic University registered in a degree seeking Masters, PhD or Professional program

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.

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.

Removal of the GPSA Director

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.

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.

Vacancies in the position of GPSA Director

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

Powers and Duties

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.

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

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.

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.

Prepare, post, distribute and file meeting agendas, minutes and related documentation related to the GPSA

Appointment and Approval of the GPSA Associate Director

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.

Eligibility to serve as GPSA Associate Director is determined by having been a student at Florida Atlantic University registered in a degree seeking Masters, PhD or Professional program

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

Removal of the GPSA Associate Director

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 then be approved by a two thirds (2/3) majority vote of the total present membership of GPSA Executive Board.

Vacancies in the position of GPSA Associate Director

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

Powers and Duties

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.

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.

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

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.

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.

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

Appointment and Approval of Graduate and Professional Student Representatives

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

Removal of the Graduate and Professional Student Representatives

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.

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

Vacancies

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.

Power and Duties

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

Enforce the Student Government Constitution and Statutes.

Plan and facilitate respective campus graduate and professional student programming.

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

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

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

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

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.

Shall sit as a voting member on the GPSA Executive Board and participate fully therein.

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.

Shall report to the GPSA Director and Associate Director

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.

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.

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

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

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.

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

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

Removal of the Assistant Directors

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.

Vacancies

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.

Powers and Duties

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.

Develop and implement graduate programs and events

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

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

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

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.

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.

Appointment and Approval of GPSA Campus-based Program Coordinators

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

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.

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

Removal of the Campus-based Program Coordinators

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.

Vacancies

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

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.

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

Powers and Duties

The GPSA Administrative Coordinator is expected to work closely with the GPSA Director and Associate Director

Develop and implement graduate programs and events as assigned by the GPSA Director and Associate Director

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

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

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

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

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.

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

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.

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.

Appointment and Approval of GPSA Administrative Coordinator

The GPSA Administrative Coordinator is recommended by the GPSA Director for approval by the GPSA, following an interview process through the GPSA Nominating Committee.

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.

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

Removal of the GPSA Administrative Coordinator

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.

Vacancies

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

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

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.

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