



**The Constitution and Bylaws of  
the Graduate and Professional Student Advisory Council (GPAC)  
to the Center for Diversity and Inclusion  
of Washington University in Saint Louis**

**Table of Contents**

**Article I: Name..... 2**  
**Article II: Purpose ..... 2**  
**Article III: Membership..... 2**  
**Article IV: Executive Board ..... 3**  
**Article V: Appointed Officers..... 5**  
**Article VI: Meetings ..... 5**  
**Article VII: Voting Procedures ..... 5**

Ratified and Adopted 8 May 2019  
Last Amended 8 May 2019

**Article I: Name**

Section 1: This Council shall be known as the Graduate and Professional Student Advisory Council to the Center for Diversity and Inclusion of Washington University in Saint Louis, hereinafter referred to as GPAC.

**Article II: Purpose**

Section 1: GPAC offers opportunities for students from across the seven graduate and professional schools on campus to connect around issues of equity, diversity, and inclusion. Its aims are to provide representation and community, and to advance equity and social justice for graduate and professional students. GPAC additionally aims to increase student feedback and impact on the University administration’s policy formulation and decision making by expanding awareness of student issues and cultural values through education, public discussion, and all forms of communication.

- A. GPAC shall assess and communicate the needs and concerns of graduate and professional students to the Center for Diversity and Inclusion.
- B. GPAC shall recommend policies and practices to better support a more inclusive campus climate for graduate and professional students.
- C. GPAC shall research and compile Issue Statements on topics of importance and their impact on the Washington University community.
- D. GPAC shall organize events and workshops furthering efforts relating to diversity, equity, inclusion and social justice.
- E. The GPAC Executive Board shall compile an annual report to reflect on activities and recommendations, to develop metrics to track accomplishments and to outline priorities for future engagement and action.

**Article III: Membership**

Section 1: Executive Board

- A. The GPAC Executive Board shall be comprised of up to five officers who oversee meetings, elections, programming and finances, in addition to serving as a steering committee for the body. Executive Board positions are:
  - I. Chair
  - II. Vice Chair
  - III. Finance Officer
  - IV. Communications Officer
  - V. Programming Officer
- B. GPAC shall operate only if both the Chair and Vice Chair positions are filled.

Section 2: School Representatives

- A. Each graduate and professional school within Washington University (Sam Fox School of Design & Visual Arts, Graduate School of Arts & Sciences, George Warren Brown School of Social Work, John M. Olin School of Business, McKelvey School of Engineering, School of Law and School of Medicine) shall be represented by two (2) voting representatives, upon application to and selection by the GPAC.
- B. School representatives shall serve for terms of one academic year, beginning upon selection and lasting until the next Annual Meeting.

- C. School representatives who wish to continue their involvement with GPAC after one term are encouraged to run for election to the Executive Board. School representatives who desire to serve a subsequent term must reapply after the conclusion of their current term.
- D. Executive Board members will not be included in the count of a school's two voting representatives and will vote under their own authority as outlined in Article IV, Sections 2-6. If a school's voting representative is elected to an Executive Board position following an Annual Meeting, the school may nominate another candidate to maintain two voting representatives.

### Section 3: General Members

- A. Any graduate and professional student at Washington University in St. Louis may attend and address GPAC General, Special, and Annual Meetings.
- B. General members will not have voting privileges but are encouraged to interface with their school's GPAC representatives before each vote takes place.

## **Article IV: Executive Board**

### Section 1: Role, Power and Duties of Executive Board members

- A. Terms of office for all Executive Board members shall last no longer than one calendar year, beginning immediately after their election and lasting through the next Annual Meeting.
- B. Executive Board members shall attend all General Body, Annual, Special, and Executive Board Meetings as able.
- C. Executive Board members shall, when needed and in consultation with the CDI and the Washington University Office of Public Affairs, represent the GPAC to Washington University and external partners and stakeholders.

### Section 2: Powers and Duties of Chair

- A. The Chair shall, in conjunction with the Vice Chair, schedule and set the agenda for all GPAC meetings.
- B. The Chair shall convene and serve as the presiding officer for all GPAC meetings.
- C. The Chair shall, in conjunction with the Finance Officer, oversee the GPAC budget.
- D. The Chair shall, in conjunction with the Vice Chair and Communications Officer, oversee GPAC elections.
- E. The Chair shall have full voting power over matters under consideration, except in the election of Executive Board positions.
- F. The Chair shall communicate to the CDI administration the interests, concerns and activities of GPAC.

### Section 3: Powers and Duties of Vice Chair

- A. The Vice Chair shall, in conjunction with the Chair, schedule and set the agenda for all GPAC meetings.
- B. The Vice Chair shall, in the absence of the Chair, execute all powers and duties of the Chair.
- C. The Vice Chair shall, upon the Chair's resignation, recall or inability to serve, execute all powers and duties of the Chair for the remainder of the Chair's term.

- D. The Vice Chair shall, in conjunction with the Chair and Communications Officer, oversee GPAC elections.
- E. The Vice Chair shall have full voting power over matters under consideration.
- F. The Vice Chair shall, in conjunction with fellow Executive Board members, maintain an archive of GPAC documents, including but not limited to meeting minutes, financial documents, and programming records.

#### Section 4: Power and Duties of Communications Officer

- A. The Communications Officer shall maintain the GPAC online presence, including but not limited to the official website, Facebook page, and WUGO page.
- B. The Communications Officer shall draft and share meeting minutes with GPAC members.
- C. The Communications Officer shall, in conjunction with the Chair and Vice Chair, oversee GPAC elections.
- D. The Communications Officer shall have full voting power over matters under consideration.

#### Section 5: Power and Duties of Finance Officer

- A. The Finance Officer shall, in conjunction with the Chair, manage the GPAC budget.
- B. The Finance Officer shall keep records of expenditures and communicate with the CDI about GPAC finances.
- C. The Finance Officer shall have full voting power over matters under consideration.

#### Section 6: Power and Duties of Programming Officer

- A. The Programming Officer shall, in conjunction with the Executive Board, coordinate events that support the purpose of GPAC by expanding knowledge and skills of graduate and professional students related to diversity and inclusion.
- B. The Programming Officer shall develop and administer evaluation tools to assess interest and impact of GPAC sponsored events.
- C. The Programming Officer shall have full voting power over matters under consideration.

#### Section 7: Recall and Replacement of Executive Board Members

- A. Recall of Executive Board Members
  - I. An officer may be removed from office for reasons of nonfeasance, malfeasance, or misfeasance through GPAC upon an initiative brought by any voting member.
  - II. A quorum must be present to vote to initiate a recall of an officer. A minimum of three-fourths of voting members in a quorum must vote to proceed with an officer recall vote before a vote may take place. A minimum of two-thirds of voting members in a quorum must vote in favor of recall in order to remove an officer.
  - III. A recall vote, once approved to proceed, shall follow voting procedures outlined in Article VII, Section 2, Subsections D-F.
- B. Replacement of Executive Board Members
  - I. Upon the resignation, recall or inability to serve of the Vice Chair, the powers and duties of the office shall be executed by the Chair, until the next General, Special or Annual Meeting, at which time an election shall be held to fill the office.

- II. Upon the resignation, recall or inability to serve of the Finance Officer, Communications Officer or Programming Officer, the powers and duties of their office shall be executed by the Vice Chair, until the next General, Special or Annual Meeting, at which time an election shall be held to fill the office.
- III. Elections to fill vacant Executive Board positions shall follow voting procedures laid out in Article VII, Section 2, Subsections D-F.

## **Article V: Appointed Officers**

### Section 1: Committee Chairs

- A. Committee Chairs shall be decided by the committee members, in conjunction with the Executive Board, and shall serve at the discretion of the Chair.
- B. Committee Chairs shall hold committee meetings, advance the will of the GPAC, and execute other duties established by the Executive Board for committee chairs.
- C. Committee Chairs, if serving as school representatives, shall retain full voting power over matters under consideration.

### Section 2: Other Appointed Officers:

- A. Other Officers shall be appointed by and serve at the discretion of the GPAC Chair.
- B. Appointed Officers shall retain full voting power over matters under consideration.

## **Article VI: Meetings**

### Section 1: General Meetings

- A. The general body shall meet at least three times per semester to conduct its business.
- B. These Meetings shall be scheduled in advance by the Chair and open to all members and invited guests of the Executive Board.

### Section 2: Special Meetings

- A. Special Meetings may be called at the discretion of the Chair with reasonable notice.
- B. All functions of regular meetings may occur.
- C. Special Meetings shall be open to all members and invited guests of the Executive Board.

### Section 3: Annual Meeting

- A. The Annual Meeting shall be held each year, in the final month of the spring semester, for the purpose of officer elections.
- B. All function of regular meetings may occur.
- C. Annual Meetings shall be open to all members and invited guests of the Executive Board.

### Section 4: Executive Board Meetings

- A. The Executive Board shall meet regularly, ideally weekly, to conduct its business.
- B. These meetings shall be scheduled in advance.
- C. Executive Board Meetings shall be open to Executive Board Members, Committee Chairs, Appointed Officers and invited guests of the Executive Board.

## **Article VII: Voting Procedures**

### Section 1: Quorum

- A. The Chair shall declare a quorum when at least half of sitting voting members present, or their designated substitutes, are present.
- B. Members of the GPAC Executive Board shall not be counted as school representatives for the purpose of determining quorum.
- C. In the absence of a quorum, the Chair shall inform the Communications Officer, who will record any votes or actions undertaken as pending. Pending votes and actions must be confirmed by a simple majority of a quorum at the next General, Special, or Annual Meeting.
- D. A simple majority is defined as greater than half the total number of voting members in attendance.

### Section 2: Election of Officers

- A. GPAC shall elect, in the following order, the Chair, Vice Chair, Finance Officer, Communications Officer, and Programming Officer by secret ballot and simple majority at the Annual Meeting.
- B. Elections shall take place in the presence of a quorum of voting members, as laid out in Article VII, Section 1.
- C. Any member may nominate themselves or another GPAC member for Executive Board positions. Nominations shall be communicated to the Chair in advance of elections.
- D. Election procedures shall be as follows:
  - I. Each candidate shall be given two (2) minutes to speak, followed by two (2) minutes to take questions from the GPAC body.
  - II. After candidate introductions the Chair shall initiate five (5) minutes of open debate, followed by three (3) minutes for members to confer with their school representatives.
  - III. Upon conclusion of debate, voting shall take place by secret ballot from each voting member.
- E. If no candidate receives a simple majority, a run-off election will be held between the two candidates who received the highest numbers of votes in the previous election until an officer has been elected. The winner of the run-off election will be determined by simple majority.
- F. Candidates who run but are not elected to an office may run for another office.

### Section 3: Resolutions

- A. Any voting GPAC member may submit a resolution at General, Special, or Annual Meetings.
- B. Resolutions must be submitted in writing and circulated to voting representatives before a motion to vote may be initiated.
  - I. Resolutions circulated (in print or electronically) 48 hours or more before a General, Special, or Annual Meeting may be voted on at the following Meeting.
  - II. Resolutions circulated (in print or electronically) less than 48 hours before a General, Special, or Annual Meeting may be voted on at the first Meeting occurring 48 hours or more after circulation of the resolution.
- C. A motion to vote may be initiated by any voting member, 48 hours after the circulation of a resolution and in the presence of a quorum, at any General, Special, or Annual Meetings.

- I. Upon a motion to vote, the sponsoring voting member will have two (2) minutes to introduce the resolution, after which three (3) minutes shall be allotted for present members to pose questions to the sponsoring member.
  - II. Following the introduction of the resolution, the Chair shall initiate five (5) minutes of open debate, to be followed by three (3) minutes for members to confer with their school representatives.
  - III. Unless a motion is made, at any point following the introduction of the resolution but before voting has begun, to extend debate, the Chair shall conclude debate and call for a second on the motion to vote.
- D. Upon the conclusion of debate on a resolution voting shall occur by secret ballot, to be administered by the Chair, Vice Chair and Communications Officer.
- E. Resolutions shall be adopted if they receive the approval of a simple majority of voting members present and shall take effect immediately upon adoption.
- I. Upon adoption, the Communications Officer will record the resolution in the meeting's minutes and, in conjunction with the Executive Board, communicate the action to the GPAC membership and the CDI.
  - II. Resolutions which fail to attain majority approval may be introduced at the following General, Special, or Annual Meeting.

**Section 4: Constitutional Amendments**

- A. Any voting GPAC member may submit a resolution to amend the GPAC Constitution at General, Special, or Annual Meetings.
- B. Voting on amendments to the GPAC Constitution shall proceed as outlined in Article VII, Section 3, Subsections B-D.
- C. Amendments to the GPAC Constitution shall be adopted if they receive the approval of two-thirds of voting members present and shall take effect immediately upon adoption.
  - I. Upon adoption, the Communications Officer will record the amendment in the meeting's minutes and, in conjunction with the Executive Board, communicate the updated Constitution to the GPAC membership and the CDI.
  - II. Resolutions which fail to attain two-thirds approval may be introduced at the following General, Special, or Annual Meeting.

**Section 5: Constitutional Ratification**

- A. This Constitution shall be adopted, following procedures outlined in Article VII, Section 3, Subsections B-D, upon ratification by a simple majority of voting members of a quorum at a GPAC General, Special or Annual Meeting. The ratified Constitution shall take effect immediately upon ratification.

**Section 6: Parliamentary Procedures**

- B. All procedural matters not specified herein shall be resolved in accordance with the latest edition of Robert's Rules of Order.