

The Constitution

Of The Georgetown Public Policy Student Association

Of The McCourt School Of Public Policy

Of Georgetown University

Ratified September 6, 2011

As amended November 8, 2011; March 19, 2012; April 23, 2012; September 4, 2012; January 14, 2013; March 11, 2013; April 15, 2013; April 29, 2013; September 3, 2013; October 7, 2013; February 3, 2014; January 24, 2017

Preamble

We, the graduate students of the McCourt School of Public Policy (MSPP) of Georgetown University, do establish this Constitution of the Georgetown Public Policy Student Association in order to promote the interests of graduate students, represent graduate students before the faculty and administration of the McCourt School of Public Policy and Georgetown University, and create opportunities for graduate students to develop professionally, socially, and academically.

Article I: Name

§1. The name of the organization shall be the Georgetown University McCourt School of Public Policy Student Association, commonly referred to as the Georgetown Public Policy Student Organization (GPPSA).

Article II: Purpose

§1. The GPPSA General Assembly shall be the student government and council of the McCourt School of Public Policy. Its purposes are as follows:

- A. Serve as the representative body of MSPP students;
- B. Act as a channel for expression of student ideas and opinions;
- C. Provide a medium of communication among students of MSPP;
- D. Serve as a liaison between students and administration/faculty;
- E. Manage and allocate GPPSA funding.

§2. The GPPSA understands and is committed to fulfilling its responsibilities of abiding by Georgetown University policies.

Article III: Membership

§1. All registered graduate students of the McCourt School of Public Policy in good academic and judicial standing are hereby declared members of the Georgetown Public Policy Student Association.

§2. The Georgetown Public Policy Student Association does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender expression and/or identity, family responsibilities, political affiliation, source of income, disability, or any other basis prohibited by law in the administration of its policies or in the provision of access to its programs, services, and activities.

Article IV: Officers

§1. Composition

- A. The officers of this organization shall be: President, Vice President, Secretary, and Treasurer.

§2. Eligibility

- A. Officers must be GPPSA members as defined in Article III, §1.

- B. No Officer may hold more than one office within the GPPSA Executive Board at any one time.
- C. All Officers shall be elected as provided in the by-laws and shall continue in office for one academic year or until successors are elected or appointed and sworn in.

§3. Duties and Privileges

- A. General Duty of Good Faith: An Officer shall perform his/her/their duties in good faith, in a manner the Officer believes to be in the best interest of the GPPSA, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.
- B. General Duties and Privileges
 - a. Each Officer shall attend all General Assembly meetings.
 - b. Each Officer shall serve on at least one standing committee and may serve on ad-hoc committees.
 - c. Officers may co-host events with other Officers, Program Directors, Program Representatives, Policy Interest Co-Chairs, Policy Interest Representatives, student organizations, committees, or individuals.
 - d. Each Officer shall submit General Assembly meeting agenda items to the Secretary in a timely manner.
 - e. Each Officer shall submit funding/reimbursement requests to the Treasurer in a timely manner.
 - f. Any Officer may seek funding for events and/or programs by submitting a request in writing to the Treasurer.
- C. GPPSA Annual Report
 - a. The Officers shall, at the conclusion of each academic year, prepare the GPPSA Annual Report.
 - b. The GPPSA Annual Report shall detail the General Assembly's accomplishments during the previous year, report on GPPSA spending, address ongoing challenges and areas for improvement, and identify long-term goals in the interest of institutional knowledge and for the benefit of future administrations.
 - c. The GPPSA Annual Report shall be circulated among the students and made publicly available on the GPPSA website prior to the end of the Spring Semester.
- D. President
 - a. The President serves as the official voice of the GPPSA and shall serve as a liaison between the GPPSA and all other university and non-university bodies or representatives.
 - b. The President presides over and conducts General Assembly and Executive Board meetings.
 - c. The President shall advertise to and solicit applications from any eligible students for any unfilled General Assembly positions in a timely manner.
 - d. The President may appoint, in consultation with the Executive Board, any unfilled General Assembly positions following a reasonable application period.
 - e. The President shall be responsible for appointing representatives to those university committees and boards that have contacted the GPPSA asking for a graduate student representative. The President shall keep abreast of all these university committees and boards and ensure that the seat is filled and the representative reports to the Assembly on a regular basis.
 - f. The President may appoint consultants to the Executive Board in consultation with the Executive Board.

- g. The President shall be responsible for seeing that the duties of all standing and ad-hoc committees are carried out.
 - h. The President shall meet on a regular basis with the Adviser and the Dean of MSPP or Dean's designee.
 - i. In the event that the President, for whatever reason, is unable to fulfill his/her/their duties in the ordinary course of business, those responsibilities shall fall to the Vice President.
- E. Vice President
- a. The Vice President shall serve as liaison to the Georgetown University and MSPP alumni/ae communities by serving on the Georgetown University Board of Governors.
 - b. The Vice President shall oversee and support the General Assembly representatives.
 - c. The Vice President shall appoint returning and new student representatives in consultation with the Executive Board.
 - d. The Vice President shall facilitate two annual Town Hall meetings, in consultation with the Dean of MSPP and the President.
 - e. The Vice President shall serve as Chair of the Academic Affairs Committee, which shall meet periodically to discuss academic concerns of the student body.
 - f. In the event that the Vice President, for whatever reason, is unable to fulfill his/her/their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- F. Secretary
- a. The Secretary shall record attendance at, take minutes of, and record all votes taken during General Assembly meetings.
 - b. The Secretary shall solicit items for and disseminate General Assembly meeting agendas.
 - c. The Secretary shall chair the Rules Committee, which shall meet periodically to discuss GPPSA rules, by-laws, or constitutional amendments.
 - d. The Secretary shall chair the Elections Committee, which shall determine electioneering rules and procedures and oversee elections.
 - e. The Secretary shall maintain the GPPSA calendar of events and shall be responsible for posting events on the MSPP calendar.
 - f. The Secretary shall oversee the maintenance of the GPPSA website.
 - g. The Secretary shall submit the MSPP Student Organization Renewal Form for GPPSA in accordance with the MSPP Student Organization Policy. The Secretary shall also submit the Student Organization Renewal Form necessary to register GPPSA with the Georgetown University Graduate Student Government (GSG) every year according to the relevant deadlines provided by the GSG.
 - h. In the event that the Secretary, for whatever reason, is unable to fulfill his/her/their duties in the ordinary course of business, those responsibilities shall fall to the executive board.
- G. Treasurer
- a. The Treasurer shall develop, keep, and maintain the financial records of the GPPSA.
 - b. The Treasurer shall provide the Executive Board with monthly discretionary and contingency fund balance updates.

- c. The Treasurer shall oversee all reimbursements and establish such measures as he/she/they shall judge necessary and expedient for the disbursement of GPPSA funds.
- d. The Treasurer shall oversee all Declining Balance Card (DBC) reconciliations and establish such measures as he/she/they shall judge necessary and expedient for use of DBCs.
- e. The Treasurer shall oversee DBC training in concert with the administration at least once per year to ensure that GPPSA and Student Organizations are given the opportunity to use DBCs.
- f. The Treasurer shall make available all forms and paperwork for reimbursements and DBC reconciliations, as well as any other pertinent information for transactions, through the GPPSA website.
- g. The Treasurer shall meet on a regular basis with the MSPP Budget and Personnel Administrator.
- h. The Treasurer shall create the annual budget proposal in coordination with the Appropriations Committee and shall submit it to the MSPP Dean of Finance and Administration for review.
- i. The Treasurer shall chair the Fundraising Committee, which makes decisions regarding fundraising planning and events.
- j. The Treasurer shall make the GPPSA annual budget proposal available to students on the GPPSA website at least two weeks prior to the first day of the Fall Semester.
- k. The Treasurer shall make the GPPSA budget and updates available at the request of GPPSA Officers or Student Organizations.
- l. In the event that the Treasurer, for whatever reason, is unable to fulfill his/her/their duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.

Article V: Program Directors

§1. Composition

- A. The Program Directors of this organization shall be: Director of External Affairs, Director of Social Programs, Director of Service Programs, Director of Diversity Programs, Director of Student Services, Director of International Student Programs, MPP Evening Program Representative, MPM Representative, MIDP Representative, Director of Alumni Outreach, Director of Environmental Initiatives, and Director of Communications and Outreach.

§2. Eligibility

- A. Program Directors must be GPPSA members as defined in Article III, §1.
- B. No Program Director may hold more than one office within GPPSA Executive Board at any one time.
- C. The Director of External Affairs, Director of Social Programs, Director of Service Programs, Director of Diversity Programs, Director of Student Services, Director of International Student Programs, Director of Communications and Outreach, Director of Alumni Outreach, Director of Environmental Initiatives, MPP Evening Program Representative, and MIDP Representative shall be elected as provided in the by-laws and shall continue in office for one academic year or until successors are elected or appointed and sworn in.
- D. The McCourt First-Year Representatives shall be appointed by the Vice President in consultation with the Executive Board as provided in the by-laws and shall continue in office for one academic year or until successors are appointed and sworn in.

- E. The MPM Representative shall be appointed by the Master of Policy Management Faculty Director, as provided in the by-laws, prior to the first GPPSA General Assembly meeting of the academic year and shall continue in office for one academic year or until successors are appointed and sworn in.

§3. Duties and Privileges

- A. General Duty of Good Faith: A Program Director shall perform his/her duties in good faith, in a manner the officer believes to be in the best interest of the GPPSA, and with such care, including reasonable inquiry as an ordinary prudent person in a like position would use under similar circumstances.
- B. General Duties and Privileges
 - a. Each Program Director shall attend General Assembly meetings.
 - b. Each Program Director shall serve on at least one standing committee and may serve on ad-hoc committees.
 - c. Program Directors may co-host events with other Program Directors, Officers, Program Representatives, Policy Interest Co-Chairs, Policy Interest Representatives, student organizations, committees, or individuals.
 - d. Each Program Director shall submit General Assembly meeting agenda items to the Secretary in a timely manner.
 - e. Each Program Director shall submit funding/reimbursement requests to the Treasurer in a timely manner.
 - f. Any Program Director may seek funding for events and/or programs by submitting a request in writing to the Treasurer.
- C. Director of External Affairs
 - a. The Director of External Affairs shall act as representative to the Georgetown University Graduate Student Government (GSG).
 - b. The Director of External Affairs shall act as representative to the Graduate Public Affairs Council (GPAC).
 - c. The Director of External Affairs shall serve as a liaison to official student organizations at MSPP and shall also represent the interests of these organizations when voting.
 - d. The Director of External Affairs shall meet periodically with the GSG/GPAC Representative to discuss issues and organize events pertaining to the GSG and GPAC.
 - e. The Director of External Affairs may, in consultation with the President, direct additional General Assembly members to represent GPPSA to the GSG.
 - f. In the event that the Director of External Affairs, for whatever reason, is unable to fulfill his/her duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- D. Director of Social Programs
 - a. The Director of Social Programs shall be responsible for overseeing all social activities by the GPPSA, including activities during Orientation.
 - b. The Director of Social Programs shall serve as the Chair of the Social Committee, which shall meet periodically to discuss and develop social events and programs.
 - c. In the event that the Director of Social Programs, for whatever reason, is unable to fulfill his/her duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- E. Director of Service Programs

- a. The Director of Service Programs shall be responsible for overseeing all service activities by the GPPSA, including a service project during Orientation.
 - b. The Director of Service Programs shall serve as the Chair of the Service Committee, which shall meet periodically to discuss and develop service events and programs.
 - c. In the event that the Director of Service Programs, for whatever reason, is unable to fulfill his/her duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- F. Director of Diversity Programs
- a. The Director of Diversity Programs shall be responsible for the promotion and celebration of diversity at MSPP and shall serve as the diversity liaison to other MSPP student organizations.
 - b. The Director of Diversity Programs shall serve as the Chair of the Diversity Committee, which shall meet periodically to discuss and organize matters pertaining to diversity and potential coordination with other MSPP student organizations.
 - c. In the event that the Director of Diversity Programs, for whatever reason, is unable to fulfill his/her duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- G. Director of Student Services
- a. The Director of Student Services shall be responsible for planning all aspects of graduation and the graduation ceremony, including fundraising for graduation expenses and the class gift.
 - b. The Director of Student Services shall serve as the Chair of the Graduation Committee, which shall meet periodically to discuss and organize matters pertaining to Graduation.
 - c. The Director of Student Services shall, with the President, coordinate the mentoring program for new students during student orientation.
 - d. In the event that the Director of Student Services, for whatever reason, is unable to fulfill his/her duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- H. Director of International Student Programs
- a. The Director of International Student Programs shall be responsible for responding to MSPP international student concerns and for representing their interests at General Assembly meetings.
 - b. The Director of International Student Programs shall work with the Executive Board members to organize events and involve international students in activities.
 - c. The Director International Student Programs shall serve as Chair of the International Students Committee, which shall meet periodically to discuss and organize matters pertaining to international student concerns.
 - d. In the event that the Director of International Student Programs, for whatever reason, is unable to fulfill his/her duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- I. Master of Public Policy Evening Program Representative
- a. The MPP Evening Program (MPP-EP) Representative shall be responsible for responding to MPP student concerns relating to the MPP Evening Program at General Assembly meetings.

- b. The MPP Evening Program Representative shall work with the Executive Board members to organize events and involve MPP Evening Program students in activities.
 - c. The MPP Evening Program Representative shall, with the President, bring Evening Program student input regarding the program curriculum, course selection, course content, and other academic concerns to the attention to any and all relevant MSPP Administrators and Faculty.
 - d. In the event that the MPP-EP Representative, for whatever reason, is unable to fulfill his/her duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- J. Master of International Development Policy (MIDP) Program Representative
- a. The MIDP Representative shall be responsible for responding to MIDP student concerns relating to the MIDP Program at General Assembly meetings.
 - b. The MIDP Representative shall work with the Executive Board members to organize events and involve MIDP students in activities.
 - c. The MIDP Representative shall bring MIDP student input regarding the program curriculum, course selection, course content, and other academic concerns to the attention of any and all relevant MSPP Administrators and Faculty.
 - d. In the event that the MIDP Representative, for whatever reason, is unable to fulfill his/her duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- K. Master of Policy Management (MPM) Program Representative
- a. The MPM Representative shall be responsible for responding to MPM student concerns relating to the MPM class at General Assembly meetings.
 - b. The MPM Representative shall work with the Executive Board members to organize events and involve MPM students in activities.
 - c. The MPM Representative shall, with the President, bring MPM student input regarding the program curriculum, course selection, course content, and other academic concerns to the attention of any and all relevant MSPP Administrators and Faculty.
 - d. In the event that the MPM Representative, for whatever reason, is unable to fulfill his/her duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- L. Director of Communications and Outreach
- a. The Director of Communications and Outreach shall, at all times, seek to promote MSPP, GPPSA, and its membership, and MSPP student organizations to current and prospective students, MSPP alumni/ae, the MSPP Administration, and the general public for the benefit of the entire MSPP community.
 - b. The Director of Communications and Outreach shall, under the direction of the Officers, manage GPPSA's social media accounts, for the purpose of advertising events, and programming sponsored by GPPSA, MSPP student organizations, and the MSPP Administration.
 - c. The Director of Communications and Outreach shall assemble content for the GPPSA website in concert with other General Assembly members, MSPP student organizations, and the MSPP Administration.
 - d. The Director of Communications and Outreach shall, with the Officers and relevant MSPP Administrators and Faculty, coordinate GPPSA's outreach to

- prospective and newly admitted students during the MSPP admissions process.
- e. The Director of Communications and Outreach shall be available to meet with student organizations to the extent that they deem practicable and desirable in order to promote MSPP student organizations' programming and content.
 - f. In the event that the Director of Communications and Outreach, for whatever reason, is unable to fulfill his/her duties in the ordinary course of business, those responsibilities shall fall to the Executive Board.
- M. Director of Alumni Outreach and Career Services
- a. The Director of Alumni Outreach and Career Services will serve as the primary intermediary between GPPSA and the Alumni Board and the alumni community.
 - b. The Director of Alumni Outreach and Career Services will serve as the primary intermediary between GPPSA and the MSPP Office of Career Development (OCD).
 - c. The Director of Alumni Outreach and Career Services is responsible for attending Alumni Board meetings in order to facilitate interaction between students and alumni.
 - d. The Director of Alumni Outreach and Career Services will plan meetings for GPPSA and OCD once per semester in order to schedule events and promote an open flow of communication.
 - e. The Director of Alumni Outreach and Career Services will work alongside the Vice President and OCD to plan career oriented events including the annual alumni networking night.
- N. Director of Environmental Initiatives
- a. The Director of Environmental Initiatives is responsible for the promotion of environmentally sustainable practices at MSPP.
 - b. The Director Environmental Initiatives serves as the liaison on environmental issues for other MSPP student organizations.
 - c. The Director of Environmental Initiatives also works with GPPSA and the McCourt Administration to improve and develop improved environmental practices at MSPP.
 - d. The Director of Environmental Initiatives work to ensure that GPPSA and other student organizations are aware of sustainable practices for their events.

Article VI: The Executive Board

§1. Composition

- A. The Executive Board of the GPPSA shall consist of the Officers and Program Directors of the GPPSA.

§2. Executive Board Duties and Privileges

- A. The Executive Board of the GPPSA shall have primary responsibility for the implementation and execution of the programs approved by the General Assembly and/or its committees and is accountable to the General Assembly for these purposes.
- B. The Executive Board shall conduct the day-to-day operations of the GPPSA, subject to review by the General Assembly.
- C. The Executive Board shall meet regularly for the purpose of establishing General Assembly agendas and to ensure that General Assembly meetings run smoothly and efficiently.
- D. The Executive Board shall meet regularly for the purposes of approving event proposals from individuals and groups.

- E. All other duties and responsibilities shall fall to the General Assembly.

Article VII: Program Representatives

§1. Composition

- A. The Program Representatives of this organization shall be: GSO/GPAC Representative, FY President, FY Vice President, FY Secretary, FY Treasurer, FY Alumni Representative, FY Diversity Representative, FY Service Representative, FY Social Representative, FY Student Services Representative, FY Communications Representative, FY International Representative, FY MIDP Representative, FY MPP-EP Representative, FY Environmental Initiatives Representative.

§2. Eligibility

- A. Program Representatives must be GPPSA members as defined in Article III, §1.
- B. All Program Representatives shall be appointed by the Vice President in consultation with the Executive Board as provided in the by-laws and shall continue in office for one academic year or until successors are elected or appointed and sworn in.

§3. Duties and Privileges

- A. General Duty of Good Faith: A Program Representative shall perform his/her duties in good faith, in a manner the officer believes to be in the best interest of the GPPSA, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.
- B. General Duties and Privileges
 - a. Each Program Representative shall attend General Assembly meetings.
 - b. Each Program Representative shall serve on at least one standing committee and may serve on ad-hoc committees.
 - c. Program Representatives may co-host events with other Program Representatives, Officers, Policy Interest Co-Chairs, Policy Interest Representatives, student organizations, committees or individuals.
 - d. Each Program Representative shall submit General Assembly meeting agenda items to the Secretary in a timely manner.
 - e. Each Program Representative shall submit funding/reimbursement requests to the Treasurer in a timely manner.
 - f. Any Program Representative may seek funding for events and/or programs by submitting a requesting in writing to the Treasurer.
- C. First-Year President
 - a. The FY President shall meet periodically with the President to discuss issues, and organize the FY officers and representatives, and organize GPPSA events.
 - b. The FY President shall serve on standing committees.
- D. First-Year Vice President
 - a. The FY Vice President shall meet periodically with the Vice President to discuss issues and organize service events.
 - b. The FY Vice President shall serve on the Academic Affairs Committee.
- E. First-Year Secretary
 - a. The FY Secretary shall meet periodically with the Secretary to discuss issues, prepare surveys, and organize GPPSA records.
 - b. The FY Secretary shall serve on the Elections Committee.
- F. First-Year Treasurer
 - a. The FY Treasurer shall meet periodically with the Treasurer to go over the budget, discuss issues, and organize finances.
 - b. The FY Treasurer shall serve on the Appropriations Committee.
- G. First-Year External Representative

- a. The External Representative shall act as a representative to the Georgetown University Graduate Student Organization (GSO).
 - b. The External Representative shall act as a representative to the Graduate Public Affairs Council (GPAC).
 - c. The External Representative shall meet periodically with the Director of External Affairs to discuss issues and organize events pertaining to the GSO and GPAC.
- H. First-Year Social Representative
- a. The Social Representative shall meet periodically with the Director of Social Programs to discuss issues and organize service events.
 - b. The Social Representative shall serve on the Social Committee.
- I. First-Year Service Representative
- a. The Service Representative shall meet periodically with the Director of Service Programs to discuss issues and organize service events.
 - b. The Service Representative shall serve on the Service Committee.
- J. First-Year Diversity Representative
- a. The Diversity Representative shall meet periodically with the Director of Diversity Programs to discuss issues and organize diversity events.
 - b. The Diversity Representative shall serve on the Diversity Committee.
- K. First-Year International Students Representative
- a. The International Students Representative shall represent international students at MSPP and represent the interests of international students when voting.
 - b. The International Students Representative shall serve on the International Students Committee.
 - c. The International Students Representative shall meet periodically with the Director of International Student Programs to discuss issues and organize events pertain to the international students community at MSPP.
- L. First-Year Communications Representative
- a. The Communications Representative shall assist the Director of Communications and Outreach in promoting GPPSA and MSPP and meet regularly with the Director of Communications and Outreach for this purpose.
- M. First-Year Student Services Representative
- a. The Student Services Representative shall meet periodically with the Director of Student Services to discuss issues and organize events.
 - b. The Student Services Representative shall serve on the Graduation Committee.
- N. First-Year MPP-EP Representative
- a. The FY MPP-EP Representative shall meet periodically with the MPP-EP Program Representative to discuss issues and organize service events.
 - b. The FY MPP-EP Representative shall assist the MPP-EP Program Representative to represent the interests of MPP-EP students.
- O. First-Year MIDP Representative
- a. The FY MIDP Representative shall meet periodically with the MIDP Program Representative to discuss issues and organize service events.
 - b. The FY MIDP Representative shall assist the MIDP Program Representative to represent the interests of MIDP students.
- P. First-Year MPM Representative
- a. The FY MPM Representative shall meet periodically with the MPM Program Representative to discuss issues and organize service events.

- b. The FY MPM Representative shall assist the MPM Program Representative to represent the interests of MPM students.
- Q. First-Year Alumni Representative
 - a. The Alumni Representative shall meet periodically with the Director of Alumni Outreach and Career Services to discuss issues and organize Alumni events.
- R. First-Year Environmental Initiatives Representative
 - a. The Environmental Initiatives Representative shall meet periodically with the Director of Environmental Initiatives to discuss issues and organize sustainability programs.

Article IX: Other General Assembly Positions

§1. Temporary Positions

- A. Definition
 - a. “Temporary Position” is defined as a position that will only exist for the current academic year.
 - b. Any appointee to a temporary position shall be a non-voting member unless expressly granted voting privileges by a successful motion in a General Assembly meeting.
- B. During Academic Year
 - a. New temporary positions may be established with a successful motion in a General Assembly meeting.
 - b. The President shall advertise such positions to MSPP Students.
 - c. Interested students may express interest in such positions by submitting an application of interest.
 - d. The President shall appoint such positions in consultation with the Executive Board.
- C. During Summer Session
 - a. The President may appoint eligible students to newly created temporary positions as necessary in consultation with the Executive Board.
 - b. Such positions will be “acting” until such positions are approved by the General Assembly.
 - c. The establishment of such positions shall be introduced as a motion in the first General Assembly meeting.
 - d. Upon a successful motion, such positions become members of the General Assembly until the end of the academic year.

§2. Executive Board of Consultants

- A. Officers may use consultants to assist with day-to-day operations and/or program implementation if necessary.
- B. Such consultants are not members of the General Assembly and have no title or voting rights.

§3. New Permanent Positions

- A. Definition
 - a. “Permanent Position” is defined as a position on the General Assembly that will exist year to year.
 - b. New Permanent Positions may be established via constitutional amendment.

§4. Elimination of Positions

- A. Any General Assembly position except President and Treasurer may be eliminated.
- B. A position may be eliminated via the constitutional amendment process, excepting temporary positions, which may be eliminated upon a successful motion in a General Assembly meeting.

- C. There will be a minimum of three officers in the General Assembly, including President and Treasurer.

Article X: The General Assembly

§1. Composition and General Duties

- A. The General Assembly shall be composed of the Officers, Program Directors, Program Representatives, Policy Interest Co-Chairs, and Policy Interest Representatives of the GPPSA.
 - a. No member of the General Assembly may hold more than one constitutional position within the General Assembly.
- B. The General Assembly shall be responsible for enacting and administering all GPPSA programs and functions.

§2. Voting Privileges

- A. Excepting the presiding officer, who may cast a tie-breaking vote only, each Officer, Program Director, Program Representative, Policy Interest Co-Chair, and Policy Interest Representative shall have one vote with respect to all matters brought to the General Assembly.
- B. Temporary voting privileges may be granted to any other General Assembly members upon an affirmative three-fourths majority roll-call vote of the membership.
 - a. Temporary voting privileges shall not extend beyond the end of the academic year in which voting privileges are granted.

§3. Meetings

- A. Purpose
 - a. General Assembly meetings shall be the business meetings of the GPPSA and all matters pertaining to the functioning of the GPPSA shall be taken up at each meeting.
- B. Schedule and Frequency
 - a. The first General Assembly meeting of the year shall be scheduled as early in the semester as feasible and must be held during the months of August and September.
 - b. Meetings shall be held monthly throughout the academic year.
 - c. General Assembly meetings shall not occur during examinations periods, officially recognized school breaks, or summer sessions unless approved in advance by the General Assembly.
 - d. The Executive Board may schedule additional General Assembly meetings.

§4. Standing Committees

- A. Academic Affairs
 - a. The Academic Affairs Committee shall meet periodically to discuss academic concerns of the student body.
 - b. The Academic Affairs Committee shall be chaired by the Vice President.
 - c. The Academic Affairs Committee shall consist of the Policy Interest Co-Chairs, Policy Interest Representatives, MPP-EP Representative, MIDP Representative, MPM Representative, and the McCourt First-Year Representative.
- B. Appropriations
 - a. The Appropriations Committee shall meet periodically and make decisions on event approval and funding allocations.
 - b. The Appropriations Committee shall be chaired by the Treasurer.
 - c. The Appropriations Committee shall be comprised of the Officers of the GPPSA.

- C. Rules
 - a. The Rules Committee shall meet periodically to discuss changes to the GPPSA rules, by-laws, and constitutional amendments.
 - b. The Rules Committee shall be chaired by the Secretary.
 - D. Elections
 - a. The Elections Committee shall determine electioneering rules and procedures.
 - b. The Elections committee shall oversee all elections and determine compliance with rules and regulations.
 - c. The Elections Committee shall be chaired by the Secretary.
 - d. The Elections Committee shall consist of at least 5 people, including 2 officers.
 - e. Members of the Elections Committee are not eligible to run in the election for which they develop the rules and procedures.
 - E. Social
 - a. The Social Committee shall meet periodically to discuss and develop social events and programs.
 - b. The Social Committee shall be chaired by the Director of Social Programs.
 - F. Service
 - a. The Service Committee shall meet periodically to discuss and develop service events and programs.
 - b. The Service Committee shall be chaired by the Director of Service Programs.
 - G. Diversity
 - a. The Diversity Committee shall meet periodically to discuss and organize matters pertaining to diversity and potential coordination with other MSPP student organizations.
 - b. The Diversity Committee shall be chaired by the Director of Diversity Programs.
 - H. Graduation
 - a. The Graduation Committee shall meet periodically to discuss and organize matters pertaining to Graduation.
 - b. The Graduation Committee shall be chaired by the Director of Student Services.
 - I. International Students
 - a. The International Students Committee shall meet periodically to discuss concerns and organize events pertaining to the interests of international students.
 - b. The International Students Committee shall be chaired by the International Students Chair.
- §5. Student Organizations Review Board
- A. Composition
 - a. The Student Organization Review Board shall be comprised of five members: the Assistant Director of Student Affairs; the Assistant Dean for Academic and Student Services; a GPPSA officer; a first year GPPSA representative, to be appointed by the Executive Board; and a representative from an official MSPP student organization in good standing.
 - B. Eligibility
 - a. Student Organization Review Board representatives on behalf of GPPSA must be GPPSA members as defined in Article III, §1.
 - b. The Student Organization Review Board shall be established at the beginning of each academic year and will consist of the same members unless a conflict

of interest arises, in which case a permanent replacement shall be found. Conflicts of interest include but are not limited to signing the demonstration of interest and serving on the leadership board for a proposed group.

C. Duties and Privileges

- a. General Duty of Good Faith: The Student Organization Review Board shall perform his/her duties in good faith, in a manner the officer believes to be in the best interest of the GPPSA, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances.
- b. General Duties and Privileges: The Student Organization Review Board shall review new applications for groups to become official MSPP student organizations and shall decide if and when such groups will be granted first provisional and then official organizational status. The Student Organization Review Board will also review limited time MSPP groups.
- c. The process through which the Student Organization Review Board grants student groups provisional, official, or limited time organizational status shall be governed by the MSPP Student Organization Policy.

Article XI: MSPP Administrators

§1. Appointees to the GPPSA General Assembly

- A. The GPPSA shall recognize a non-voting Advisor appointed by the MSPP Administration.

Article XII: Recall of Representatives

§1. Impeachment

- A. Any officer or representative may be impeached for improper conduct or failure to execute his/her/their duties.
- B. To begin impeachment proceedings against any officer or representative, a written petition signed by one-third of all voting representatives and officers must be submitted to the Advisor. The Advisor shall make the petition public.
- C. The petition shall be read by its originators, and the officer or representative in question shall have the opportunity to rebut all claims.
- D. After debate has ended, the presiding officer shall call a vote. A majority of those representatives and officers present shall vote whether to impeach.
- E. An impeached officer or representative shall be removed from office by a two-thirds vote of those representatives and officers present.

Article XIII: Vacancies

§1. President

- A. If the President resigns, is removed from officer, or otherwise vacates the office, the Vice President shall become President.
- B. Other Offices
 - a. If any member besides the President resigns, is removed from office, or otherwise vacates a position, the President shall advertise the position to the GPPSA general membership.
 - b. Eligible interested students may apply for unfilled or vacant positions by submitting an application of interest to the President.
 - c. The President, in consultation with the Executive Board, shall appoint eligible students to vacant positions at the earliest time possible in accordance with the by-laws.

Article XIV: Amendments

§1. Procedure

- A. Amendments to the GPPSA Constitutions may be proposed by any member of the GPPSA, as defined in Article III, §1.
- B. Proposed amendment(s) to the GPPSA Constitution must be submitted in writing to the President.
- C. Proposed amendment(s) shall be presented to the Rules Committee to review such amendment(s) for constitutional or procedural defects.
- D. Proposed amendment(s) cleared of constitutional or procedural defects by the Rules Committee shall be advertised by the Secretary at least one week in advance of the next regularly scheduled General Assembly meeting to all members of the GPPSA.
- E. Eligible proposed amendment(s) shall be added to the agenda of the next regularly scheduled General Assembly meeting by the Secretary.
- F. After presentation of such amendment(s), the President shall communicate to the General Assembly any student comments received on the proposals during such meetings.
- G. The President shall endorse, reject, or abstain from comment on the amendment under consideration prior to a vote by the General Assembly.

§2. Voting

- A. A vote by the General Assembly shall proceed if a quorum exists as defined in the by-laws.
- B. If a quorum does not exist at time of introduction, then the proposal shall be introduced during the next regularly scheduled General Assembly meeting.
- C. Proposed amendment(s) shall be ratified with an affirmative roll-call vote of two-thirds of the present voting members of the General Assembly.
- D. Ratified amendments shall go into effect immediately unless an effective date is specifically indicated.

BY-LAWS

Ratified September 6, 2011; Ratified September 4, 2012; Ratified September 3, 2013; Amended October 7, 2013; Amended March 17, 2014; [Amended January __, 2017](#)

Article I: Review of By-Laws

§1. These by-laws shall be reviewed annually and amended or revised as necessary.

Article II: Elections

§1. List of Elected Positions

- A. Officers
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
- B. Program Directors
 - a. Director of External Affairs
 - b. Director of Social Programs
 - c. Director of Service Programs
 - d. Director of Diversity Programs
 - e. Director of Student Services
 - f. Director of International Student Programs
 - g. Director of Communications and Outreach
 - h. MPP Evening Program Representative
 - i. MIDP Program Representative
 - j. Director of Alumni Outreach and Career Services
 - k. Director of Environmental Initiatives

§2. Election of Officers and Program Directors

- A. Timing
 - a. Elections of Officers and Program Directors shall take place during the month of April.
 - b. Notification of annual elections shall be publicized at MSPP.
- B. Voting Eligibility
 - a. Any non-graduating MSPP student in good standing may vote in the election for President, Vice President, Secretary, Treasurer, Director of External Affairs, Director of Social Programs, Director of Service Programs, Director of Diversity Programs, Director of Student Services, Director of International Student Programs, Director of Alumni Outreach, Director of Environmental Initiatives, and/or Director of Communications.
 - b. Any non-graduating MPP Evening Program student in good standing may vote in the election for MPP-EP Representative.
 - c. Any non-graduating MIDP Program student in good standing may vote in the election for MIDP Representative.
- C. Nominations
 - a. Any non-graduating MSPP student in good standing may nominate him or herself for President, Vice President, Secretary, Treasurer, Director of External Affairs, Director of Social Programs, Director of Service Programs, Director of Diversity Programs, Director of Student Services, Director of International Student Programs, Director of Alumni Outreach, Director of Environmental Initiatives, or Director of Communications and Outreach by submitting a candidate statement to the Elections Committee.

- b. Any non-graduating MPP Evening Program Student may nominate him or herself for MPP-EP Representative by submitting a candidate statement to the Elections Committee.
 - c. Any non-graduating MIDP Program Student may nominate him or herself for MIDP Representative by submitting a candidate statement to the Elections Committee.
- D. Elections
- a. Candidates will present a statement to the MSPP community.
 - b. The Executive Board, as applicable, shall be elected by a simple majority vote of all eligible voting MSPP students.
 - c. If no candidate receives a simple majority vote during the first polling, a run-off election between the top two vote receivers shall immediately follow and a simple majority vote shall determine the winner.
 - d. The Elections Committee shall supervise and coordinate the election in consultation with the Adviser. Electioneering rules and procedures shall be promulgated a minimum of 30 days before elections are held and a minimum of 10 days prior to candidate statement deadlines.
 - e. Candidates shall abide by electioneering policies and rules as determined by the Elections Committee.
 - f. Election results shall be certified by the Elections Committee and the Adviser and shall not be released until certified.

Article III: Appointments

§1. List of Appointed Positions

- A. Program Directors
 - a. MPM Representative
- B. Program Representatives
 - a. First Year Representatives
- C. Policy Interest Co-Chairs and Representatives
 - a. Returning Students
 - i. No more than four returning student Policy Interest Co-Chairs
 - b. First Year Students
 - i. No more than four first-year student Policy Interest Representatives
- D. Non-Voting Members
 - a. Curriculum Representative
 - b. Adviser

§2. Appointment of Program Directors

- A. MPM Representative
 - a. The Vice President shall correspond with the MPM Faculty Director to ensure the MPM Representative position is filled prior to the first General Assembly meeting of the academic year.
 - b. Only MPM students in good standing may serve as MPM Representative.

§3. Appointment of Program Representatives

- A. First-Year Representatives
 - a. The Vice President shall advertise the First Year Representative positions prior to the second General Assembly meeting of the academic year.
 - b. Only first year students in good standing may serve as First Year Representatives.

§4. Appointment of Policy Interest Co-Chairs and Representatives

- A. Policy Interest Co-Chairs

- a. The Vice President shall advertise Policy Interest Co-Chair positions prior to the first General Assembly meeting of the academic year.
 - b. Only a returning student in good standing may serve as a Policy Interest Co-Chair.
 - B. Policy Interest Representatives
 - a. The Vice President shall advertise the Policy Interest Representative position prior to the second General Assembly meeting of the academic year.
 - b. Only a first year student in good standing may serve as a Policy Interest Representative.
- §5. Non-Voting Representatives
- A. Curriculum Representative
 - a. GPPSA shall recognize a Curriculum Representative appointed by MSPP Administration.
 - b. The Curriculum Representative shall be a non-voting member of the General Assembly.

Article IV: General Assembly Meetings

§1. Quorum

- A. A quorum shall consist of half of the membership of the General Assembly.
- B. Unless called, a quorum is assumed to exist.
- C. If a quorum is called and quorum requirements are not met, the meeting is suspended without debate.

§2. Open Meeting Clause

- A. All meetings of the General Assembly are expressly open to the general membership of the GPPSA and the Adviser. Other members of the MSPP and Georgetown University communities may attend meetings with the approval of the presiding officer.

§3. Frequency

- A. The first General Assembly meeting of the year shall be scheduled as early in the semester as feasible, and must be held in August or September.
- B. Meetings shall be held monthly throughout the academic school year, except for winter break.
- C. Meetings shall not occur during examinations periods, school breaks, or summer sessions unless provided for by special resolution in each case.
- D. General Assembly meetings may be scheduled by the President in consultation with the Executive Board.

§4. Attendance

- A. Attendance at General Assembly meetings is mandatory for its members.
- B. The Secretary shall keep meeting attendance records.
- C. A member who misses more than two General Assembly meetings during a semester due to unexcused reasons may be subject to impeachment proceedings.

§5. Procedures

- A. Definitions of Simple Majority
 - a. A “simple majority” is defined as half of the membership of the General Assembly present plus one (not to include the presiding officer).
- B. Voting Procedure
 - a. Definition of Voice Vote
 - i. Upon the introduction of a regular motion, each member shall indicate his or her vote verbally as directed by the presiding officer.
 - b. Definition of Roll-Call Vote

- i. A roll-call vote shall consist of a show of hands or other method as directed by the presiding officer.
 - c. Regular Motions
 - i. Regular motions may pass with a voice vote.
 - ii. If the Secretary cannot determine a majority, a roll-call vote shall be held immediately.
- C. Points of Order
 - a. Points of Order are used to call violations of rules or the Constitution to the attention of the presiding officer who shall decide if the rule is valid in consultation with the Chair of the Rules Committee, and act accordingly.
- D. Motions
 - a. Motions may be introduced by any member of the General Assembly.
 - i. Regular motions require a second.
 - ii. The motion shall be followed by a short debate period.
 - iii. A successful regular motion by a short debate period.
 - iv. Any member may request a roll-call vote in lieu of a voice vote.
 - b. Appealing a ruling of the presiding officer
 - i. A motion to appeal does not require a second.
 - ii. The motion shall be followed by a short defense by the presiding officer a short rebuttal by the opposition.
 - iii. The motion to appeal passes with a simple majority.
 - c. Motions to table discussion or close debate.
 - i. Motions to table or close debate require a second.
 - ii. A statement in favor of closing the discussion shall be followed by a short defense of the discussion and a short rebuttal.
 - iii. A motion to table or close debate passes with a simple majority.
 - d. Motion to reopen tabled issues.
 - i. Motions to reopen an issue to require a second.
 - ii. A statement in favor of reopening the issue shall be followed by a short statement in defense of keeping the issue closed and a short rebuttal.
 - iii. A motion to reopen a tabled issue passes with a two-thirds majority approval.
- E. Parliamentary Authority
 - a. The parliamentary authority is Robert's Rules of Order, which will be used at the discretion of the presiding Officer.
 - b. The President is the presiding officer of the General Assembly. In the absence of the President, the Vice President shall preside.
- F. Public Posting
 - a. At least one week prior to a regular meeting, the Secretary shall post, in a location freely accessible to the general membership, a meeting notice containing the date, time, and location of the meeting.
 - b. At least 24 hours prior to a regular meeting, the Secretary shall post, in a location freely accessible to the GPPSA membership, an agenda containing the date, time, and location of the meeting and a brief general description of each item of business to be transacted or discussed at the meeting.
 - c. In all circumstances other than regular meetings, the Secretary shall, as soon as is practicable, post meeting notices and agendas in a location freely accessibly to the general membership.

- d. The Secretary shall post on the GPPSA drive unofficial minutes of each General Assembly within 72 hours of adjournment.
 - e. The President may reschedule a posted General Assembly meeting in the event of inclement weather or other extraordinary circumstances, provided that notice of any rescheduled meeting is given in accordance with these by-laws.
- G. Non-Agenda Items
- a. Items not on the agenda may be considered at the discretion of the presiding officer or after a successful motion.

Article V: Budget Procedures

§1. Proposals to the Administration

- A. The Appropriations Committee shall prepare and negotiate a proposed budget with the MSPP Dean.
- B. The Treasurer shall prepare the final budget.

§2. Allocation of Funds

- A. The Appropriations Committee shall review funding requests from all student groups, members of the General Assembly, committees of the General Assembly, and the general membership of the GPPSA.
- B. At least one-third of the funding allocation made from MSPP Administration shall be reserved for student group funding. The remaining funds shall be retained by GPPSA. Each student group shall be allocated a base as determined by the Appropriations Committee, subject to a majority vote by the General Assembly during the first General Assembly of the academic year.
- C. The GPPSA shall also establish and maintain a General Student Group Support Fund (GSGS) for supplemental appropriations for student group funding requests outside of the normal budgeting process.
- D. Student groups shall receive additional funding from GPPSA from the GSGS if a funding request is made to the Treasurer in a timely manner and such events are approved by the Appropriations Committee.
- E. Each member of the General Assembly, committee of the General Assembly, or individual member of the GPPSA shall receive funding for events through GPPSA if a funding request is made to the Treasurer in a timely manner and such events are approved by the Appropriations Committee.

Article VI: Committees and Appointments

§1. Definitions

- A. Standing Committee
 - a. Standing Committee shall be defined as permanent committees listed in the GPPSA Constitution.
 - b. The establishment or dissolution of standing committees may take place via constitutional amendment.
- B. Ad Hoc Committee
 - a. Ad hoc committees shall be defined as temporary committees designed for a special task or objective.
 - b. The establishment or dissolution of ad hoc committees may take place via regular motion in a meeting of the General Assembly or by the Executive Board.
 - c. The maximum tenure for ad hoc committees is one year, subject to an extension by the General Assembly via regular motion.

§2. Chairs

- A. Standing Committees
 - a. Chairs of standing committees shall be listed in the GPPSA Constitution.
- B. Ad Hoc Committees
 - a. Chairs of ad hoc committees shall be approved via a successful motion in a meeting of the General Assembly or via appointment by the President in consultation with the Executive Board.
 - b. Only a member holding a permanent office under this constitution may serve as an ad hoc committee chair.

§3. Voting

- A. Appropriations Committee
 - a. The Appropriations Committee shall attempt consensus on all budget appropriations.
 - b. In the event consensus fails, a vote on such appropriations shall be taken in committee, requiring a simple majority for passage.
 - c. A quorum requirement of one half of the committee membership must be met in order for a vote to proceed.
 - d. In the event of a tie, proposals shall be referred to the Executive Board, then the proposal shall be referred to the General Assembly at the next regularly scheduled meeting.
- B. Other Committees
 - a. Other committees shall attempt consensus on proposals and motions.
 - b. In the event consensus fails, proposals and/or motions shall be referred to the Executive Board.
 - c. If such motions fail to reach consensus among the Executive Board, they shall be referred to the General Assembly as a motion during a regularly scheduled meeting.

Article VII: Unfilled Positions or Vacancies

§1. President

- A. If the President resigns or is removed from office, the Vice President shall become President.

§2. Other Members

- A. If any member besides the President resigns or is removed from office, the President shall advertise the position to the GPPSA general membership.
- B. Eligible interested students may apply for unfilled or vacant positions by submitting an application of interest to the President.
- C. The President shall appoint eligible students to unfilled or vacant positions in consultation with the Executive Board.

Article VIII: Amendments

§1. Procedure

- A. Amendments to by-laws must be submitted in writing to the Rules Committee Chair.
- B. If the Rules Committee decides that the amendment to the by-laws is free from defect, then the amendment is referred to the Executive Board.
- C. The Secretary shall place the proposed amendment on the agenda for the next regularly scheduled General Assembly meeting.
- D. The Secretary shall introduce a motion to consider such amendments to the by-laws during this General Assembly meeting.

§2. Ratification

- A. A simple roll-call majority vote shall ratify such amendments.

- B. Successful amendments to the by-laws are enacted immediately unless an effective date is specifically indicated.

Article IX: Ratification

- A. The By-laws shall be published for the members at least one week before they are to be voted on.
- B. A simple majority vote by those present at the first General Assembly meeting of the fall semester shall ratify this document.