

# **Southeast Region of the National Association of Graduate-Professional Students**

## **Constitution and Bylaws**

### **Constitution of the Southeast Region of the National Association of Graduate-Professional Students**

#### **Article I. Name**

The name of this organization shall be the Southeast Region of the National Association of Graduate-Professional Students, hereafter referred to as the Region.

#### **Article II. Purpose**

The purpose of the Region shall include:

1. To fulfill the purpose set forth by the constitution of the National Association of Graduate-Professional Students, hereafter referred to as the NAGPS.
2. To facilitate communication among members.
3. To sustain and recruit members.
4. To promote and coordinate activities within the region.
5. To represent members and members' interests in the NAGPS.

#### **Article III. Membership and Voting**

**Section 1.** The membership and membership eligibility of the Region shall be defined by the constitution and bylaws of the National Association of Graduate-Professional Students. The Individual Members shall comprise the Individual Members Caucus, herein the Caucus.

**Section 2.** Tenure shall be defined as the right to vote, acquired by eligible members that have submitted the annual national membership fee. Eligible member organizations and the Caucus shall each designate one Voting Delegate for voting purposes.

#### **Article IV. Regional Organizational Structure & Election of Officers**

**Section 1.** The Regional organizational structure shall consist of an Executive Board charged with the coordination of all Regional business and activities in accordance with the guidelines established in this document.

**Section 2.** The Executive Board shall consist of the Officers: a Chair, Director of Communication and Administration, three regional Directors of Outreach, and a Director of Regional Conference.

**Section 3.** The Officers shall be elected by a majority vote of all Voting Delegates at the national Conference.

**Section 4.** The terms of office for the Executive Board shall follow the fiscal year, 1 January to 31 December.

**Section 5.** Any member of the Executive Board may impeach, with formal allegations, another member of the Executive Board based on behavior in Office. Any member of the Executive Board may be removed from Office by a two-thirds majority vote cast by the Executive Board within a one-week calendar period from the date of impeachment. The Executive Board shall immediately make known the outcome of the vote and the allegations to the membership.

**Section 6.** If an Officer is unable to finish the term of office, the remaining members of the Executive Board shall appoint a replacement for the remainder of the term by a simple majority vote, with the

exception for the Chair, of which the replacement shall be selected among the remaining members of the Executive Board by a majority vote.

**Section 7.** Any replacement must be confirmed by the membership at the next Voting Delegates' Meeting. If a replacement is not confirmed or no replacement has been selected, an election shall be held immediately.

**Section 8.** No person shall hold more than one Office.

**Section 9.** No member organization shall hold more than one third of Executive Board positions.

#### **Article V. Meetings**

**Section 1.** Official business meetings shall be defined as meetings where the Voting Delegates or Executive Board members discuss issues relating to their functions as defined in this Constitution and the Regional Bylaws.

**Section 2.** An absolute majority, more than half, shall constitute a quorum for all official business meetings.

**Section 3.** All Executive Board business shall be official following approval by an affirmative absolute majority of the Executive Board. The Chair may call a vote of the Executive Board without calling to order an official business meeting. In this event, the Chair shall inform all Officers of the vote and allow them at least 48 hours to discuss the issue(s) after the last member is informed of the vote.

**Section 4.** The Voting Delegates shall meet at least twice a year at the national conference and regional conference.

**Section 5.** The Executive Board shall have the right to actively participate and set motions before the floor during official business meetings.

#### **Article VI. Amendments**

**Section 1.** This constitution may only be amended at a Voting Delegates' meeting of the Southeast Region of NAGPS.

**Section 2.** The approval of a constitutional amendment shall require a two-thirds affirmative vote of the Voting Delegates present at the Voting Delegates' meeting.

**Section 3.** Any member or Officer may propose an amendment to the Constitution or Bylaws. Proposed amendments must be submitted in writing to the Executive Board at least one month prior to the Voting Delegates' meeting. An amendment submitted by a member after the deadline will require approval of two-thirds of the Voting Delegates present to bring it to the floor of the Voting Delegates' meeting.

**Section 4.** The Region shall not adopt any bylaws that are in conflict with this Constitution.

**Section 5.** Proposed amendments may be amended during the Voting Delegates' meeting.

**Section 6.** Amendments to the Regional Bylaws shall require a three-fifths majority vote of the Voting Delegates present.

**Section 7.** Amendments passed shall become effective immediately unless otherwise specified in the motion to amend.

## **Bylaws of the Southeast Region of the National Association of Graduate-Professional Students**

### **Article I. Responsibilities of the Executive Board and the Officers**

#### **Section 1. Executive Board**

A. The Executive Board is responsible for developing recommendations for amendments to the Regional Constitution and Bylaws to better define the roles of the Officers and to optimize the operations of the Region.

B. Each member of the Executive Board shall prepare an annual report of management procedures and recommendations for succeeding board members one month prior to the end of the fiscal year.

C. The Executive Board shall provide a person, with NAGPS experience, who is knowledgeable of Robert's Rules to preside over the Voting Delegates' meetings.

D. The Executive Board is responsible for determining the Regional Mission Statement and individual positional objectives one month into the term. The Executive Board's Mission Statement and positional objectives shall be published immediately, on the Regional website, and through other established communications.

E. The Executive Board is accountable to all members of the Region as defined by the Constitution.

F. Members of the Executive Board shall maintain communication with the member(s) of the NAGPS Board of Directors that share similar responsibilities.

G. Members of the Executive Board shall be permitted under law to enter into contracts, subject to the approval of the Chair, which are necessary to execute the duties of their Office. Members of the Executive Board shall be considered to be acting on behalf of the Region as agents thereof.

**Section 2. The Chair** shall have the following responsibilities:

A. To create and dissolve ad-hoc committees as needed to organize activities.

B. To stay abreast of all Executive Board business and insure the Executive Board acts in accordance with the purpose as stated in the Regional Constitution and the duties defined in these bylaws.

C. To coordinate the responsibilities, duties and activities of the Executive Board.

D. To act as the official representative of the Region.

E. To serve as the official representative of the Region on the NAGPS Board of Directors.

F. To be accountable for progress towards adaptation of outstanding charges or mandates from the Voting Delegates' meetings.

G. To manage the Executive Board in a manner that maximizes productivity.

H. To publish objectives for each Officer and the entire Executive Board during the first month of term.

**Section 3. The Director of Communication and Administration** shall have the following responsibilities:

A. To coordinate the publication of at least two issues of a Regional newsletter. At least one issue shall be posted in the first half of the Executive Board's term, and at least one issue shall be posted in the second half of the Executive Board's term. Purpose of the Regional newsletter is to inform all members of important information regarding the region.

B. To record the proceedings of all official business meetings and distribute them to the Executive Board within 5 working days.

C. To establish, maintain, and administer email distribution lists and a Regional website.

D. To collect annual reports from each Officer. To publish and distribute a comprehensive annual report no later than thirty days after the end of term. This report shall include, but is not limited to, the following items: the past year's Executive Board members' annual reports, highlights of the national conference, the Regional Constitution and Bylaw, and a directory of members. This directory shall include, but is not limited to the following information: official member and member organization names, school affiliation, mailing addresses, electronic mailing addresses, phone numbers, and fax numbers.

**Section 4. The Directors of Outreach** shall have the following responsibilities:

A. Each of the three regional Directors of Outreach will be operating one of the following sub-regions of the Southeast region: NORTH (MD, VA, and DC), MID-SE (TN, SC, NC, GA), and SOUTH (FL, PR, AL, VI). All Directors of Outreach need to be graduate students at an institution in her/his sub-region.

B. To create and maintain a current membership database to be made available online by the Director of Communication and Administration

C. To promote NAGPS and the Region to eligible members not currently participating in their sub-regions.

D. To acknowledge excellence in member activities through an awards programs, the details of which are decided upon by the Executive Board.

E. To support the efforts of the other Directors of Outreach.

**Section 5. The Director of Regional Conference** shall have the following responsibilities:

A. To coordinate the Regional Conference. The home institution of the Director of the Regional Conference shall be the Regional Conference Coordinating Council and shall have the responsibilities defined in these bylaws

B. To work in conjunction with the Executive Board in order to plan content and develop ideas for the Regional Conference.

C. To oversee the selection process for the incoming Coordinating Council.

## **Article II. Nominations and Elections**

### **Section 1.**

All nominees for Executive Board positions must be a tenured member or a constituent of a tenured member organization.

### **Section 2.**

Nominees for an Officer position, with the exception of the Director of Regional Conference position, shall be required to complete an application.

### **Section 3.**

The order of election shall be: a Chair, Director of Communication and Administration, Directors of Outreach, and a Director of Regional Conference. The Director of Regional Conference shall be elected as part of the bid process.

### **Section 4.**

During the elections, each candidate will be given three minutes to speak on his/her behalf. A maximum of three minutes will be allotted for questions. No other nominees for this position shall be present during this time.

### **Section 5.**

If a candidate is not elected for a particular position, he/she shall be eligible to run for another position that has not yet been filled. The candidate will then have one minute to speak on his/her behalf and a maximum of two minutes will be allotted for questions.

### **Section 6.**

Prior to voting for each position, a five minute closed discussion will be held by the Voting Delegates. No nominees shall be present during this time. A simple majority vote shall be by secret ballot, the votes shall be tallied in full view of the Voting Delegates, and the results of the election disclosed immediately.

### **Section 7.**

In the event that there are no nominations for a given Executive Board position, the members of the Executive Board shall fill this vacant position by a simple majority vote at the first Executive Board meeting following the National Conference.

## **Article III. Coordinating Council Selection**

### **Section 1.**

Organizations wanting to host the Regional Conference and become the Regional Conference Coordinating Council (RCCC) must inform the current Regional Executive Board in writing at least one month prior to the National Conference and must give a presentation at the Voting Delegates' meeting at the National Conference. This presentation shall include a tentative agenda, facilities available, accommodations, sponsors, and budget. Only tenured member organizations are eligible to host the Regional Conference. These interested organizations shall nominate one of their members to serve as the Director of the Regional Conference.

### **Section 2.**

The Regional Conference Coordinating Council shall maintain their voting member status and have their national annual membership dues waived, or if already paid, reimbursed for the year it serves.

### **Section 3.**

In the event no member submits a bid proposal to be the Regional Executive Board, the Regional Executive Board shall accept written bid proposals for an additional two months from the original deadline. Bid proposals received shall be distributed to all tenured members for comment. After a two week period following the extended deadline, the Executive Board shall select a bid for proposal.

**Section 4.**

In the event no member has submitted a bid proposal by the date of the extended deadline as described in Section 3, the Executive Board shall select a Director of the Regional Conference. The newly appointed Director of the Regional Conference shall ensure an opportunity for the Voting Delegates to meet at the Regional Conference.

**Article IV. Regional Conference Coordinating Council Responsibilities**

**Section 1.**

The Regional Conference Coordinating Council shall assist the Director of the Regional Conference in completing all tasks necessary to carry out conference proceedings.

**Section 2.**

The Regional Conference Coordinating Council shall assemble a conference notebook containing information about the activities and planning of the Regional Conference.

**Section 3.**

The Regional Conference Coordinating Council shall ensure that the Regional Conference occurs between 15 March and 31 May each year.