

Official Documents Of the Northeast Region of the National Association of Graduate-Professional Students

Constitution and Bylaws

Approved by the Voting Delegates of the Northeast Region of the National Association of
Graduate-Professional Students

1 March 2019 at Lehigh University
2019 Regional Conference, Lehigh, PA

Constitution of the Northeast Region of the National Association of Graduate-Professional Students

Article I. Name

The name of this organization shall be the Northeast 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 all eligible members. 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 Regional Director, Regional Associate Director, Director of Communication and Outreach, Director of Legislative Affairs, Director of Employment Concerns, Director of Legal Concerns, Director of Social Justice Concerns, Director of International Student Concerns, and a Regional Conference Director.

Section 3. The Director shall be elected by a majority vote of all Voting Delegates at the Regional Membership Meeting at the National Conference. The remaining Officers shall be elected by a majority vote of all Voting Delegates at the Regional Conference.

Section 4. The terms of office for the Director shall be from one National Conference until the end of the following National Conference. The terms of office for the remaining members of the Executive Board shall be from one Regional Conference until the end of the following Regional Conference.

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 Director, of which the replacement shall be selected by the National Board of Directors.

Section 7. With the exception of the Director, 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, with the exception of the role of Director of Regional Conference, which must be shared by at least two individuals on the board.

Section 9. No member organization shall hold half or more than half 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, of either Executive Board members or Voting Delegates 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 Director may call a vote of the Executive Board without calling to order an official business meeting. In this event, the Director 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. Any member of the Region in good-standing and any member of 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 Northeast 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, the Constitution of the NAGPS, or the Bylaws of the NAGPS.

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
Northeast 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 Northeast Regional Conference.
- C. The Executive Board shall provide an unbiased 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 of the Regional Director. 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. The Director shall be permitted under law to enter into contracts, subject to the approval of the NAGPS National Board of Directors, which are necessary to execute the duties of the Board and its Officers.
- H. Each Officer of the Regional Board shall transition the next holder of their Office and prepare and maintain transition documents and materials accordingly.

Section 2. The Director 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 ensure 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 his/her term.

Section 3. The Associate Director shall have the following responsibilities:

- A. To perform the duties of the Director in the Director's absence.
- B. To strive to produce a positive image of the Region by providing assistance to the Director in his/her duty as the official spokesperson of the Region.
- C. To serve as the secretary of the Executive Board.
- D. To record the proceedings of all official business meetings and distribute them to the Executive Board within 5 working days.
- E. To coordinate the election of members of the Executive Board and to establish election procedure.
- F. To oversee the process of amending the Bylaws and Constitution in accordance with the goals of the Association.
- G. To publish the minutes of the Regional Board meetings in a timely manner and in consultation with the Director.
- H. To maintain the electronic database for the Region
- I. To assume the duties of the Director of Finance in the event the Office of the Director of Finance is vacant.

Section 4. The Director of Communication and Outreach shall have the following responsibilities:

- A. To work with the National Director of Communications and serve on the Communications Committee.
- B. To coordinate the Regional social media presence.
- C. To assist the National Director of Outreach and the Director in Regional member recruitment and retention.
- D. To collect annual reports from each Officer.
- E. To publish and distribute a comprehensive annual report no later than thirty (30) days after the end of their term.
- F. To acknowledge excellence in member activities through awards programs, the details of which are decided upon by the Executive Board

Section 5. The Director of Finance shall have the following responsibilities:

- A. To manage the budget of the Northeast Region and report to the members the status of the budget in a timely and regular fashion.
- B. To oversee and assist in the activities the National Director of Finance. C. To serve on National committees concerned with financial matters.
- D. To work with the National Director of Finance in determining the responsibilities of this Office and equivalent offices at the Regional level.
- E. To recommend to the Associate Director amendments to the Bylaws and Constitution which determine the responsibilities of this position so that they may be considered at the 2020 Regional Conference.

Section 6. The Director of Legislative Affairs shall have the following responsibilities:

- A. To work with the National Director of Legislative Affairs and serve on the Legislative

Concerns Committee.

- B. To report on the activities of the Legislative Concerns Committee to the Region, and bring the issues of the Region to the Legislative Concerns Committee.
- C. To monitor pending federal legislation and provide analysis.
- D. To recommend Regional advocacy efforts.
- E. To issue policy statements or calls to action when needed.

Section 7. The Director of Employment Concerns shall have the following responsibilities:

- A. To work with the National Director of Employment Concerns and serve on the NAGPS National Advocacy Committee.
- B. To report on the activities of the NAGPS National Advocacy Committee to the Region, and bring the issues of the Region to the NAGPS National Advocacy Committee.
- C. To recruit students from member schools in the region to serve on the NAGPS National Advocacy Committee.

Section 8. The Director of Social Justice Concerns shall have the following responsibilities:

- A. To work with the National Director of Social Justice Concerns and serve on the Social Justice Concerns Committee.
- B. To report on the activities of the Social Justice Concerns Committee to the Region, and bring the issues of the Region to the NAGPS National Advocacy Committee.
- C. To recruit students from member schools in the region to serve on the NAGPS National Advocacy Committee.

Section 9. The Director of International Student Concerns shall have the following responsibilities:

- A. To work with the Director of National International Student Concerns and serve on the NAGPS National Advocacy Committee..
- B. To report on the activities of the International Concerns Committee to the Region, and bring the issues of the Region to the International Concerns Committee.
- C. To recruit students from member schools in the region to serve on the NAGPS National Advocacy Committee.

Section 10. 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. The order of election shall be: Regional Director, Director of Communication and Outreach, Director of Finance, Director of Legislative Affairs, Director of Employment Concerns, Director of Social Justice Concerns, and Director of International Student Concerns. The Director of Regional Conference shall be elected as part of the Regional Conference bid process.

Section 3. During the elections, each candidate who has not run for a previous position that same election cycle will be given three minutes to speak on his/her behalf. A maximum of three minutes per candidate will be allotted for questions.

Section 4. 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 5. 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. An instant-runoff 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 6. Except for the Director, 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 an instant-runoff vote at any Executive Board meeting.

Article III. Coordinating Council Selection

Section 1. Organizations wanting to become the Regional Conference Coordinating Council must inform the Executive Board in writing at least one month prior to the Regional Conference and must give a presentation at the Voting Delegates' meeting at the Regional 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 be elected by an instant-runoff vote at the Voting Delegates' meeting at the Regional Conference.

Section 3. In the event no member submits a bid proposal to be the Regional Conference Coordinating Council, the 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 ensure that the Regional Conference occurs between February 15 and April 30 each year.