

**Official Documents
Of the
Midwest Region of the National Association of
Graduate-Professional Students (NAGPS)**

Constitution and Bylaws

Approved by the Voting Delegates of the Midwest Region of NAGPS

Last Modified:

2020 National Conference
University of North Texas, Texas
11/22/2020

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

Article I. Name

The name of this organization shall be the Midwest Region of the National Association of Graduate-Professional Students, hereafter referred to as the Midwest 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.
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 NAGPS. 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. Every organizational member and the Caucus shall each designate two Voting Delegates for voting purposes.

Article IV. Regional Organizational Structure & Election of Officers

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

Section 2. The Executive Board shall consist of the Officers: a Director, Assistant Director, Director of Communication, Director of Outreach, Director of Legislative Affairs, Director of Employment Concerns, Director of Social Justice Concerns, and Director of International Student Concerns. All Directors, outside of The Director and Assistant Director, shall be eligible to have Associate Directors.

Section 3. The Director shall be elected by a majority vote of all Voting Delegates

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

Section 4. The terms of office for the Directors shall be from one National Conference until the end of the following National Conference. The terms of office for the Associate Directors 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 with considerations from the Executive Board and the Region's Voting Delegates.

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 unless an extreme emergency calls for such action. An extreme emergency is when a formal board cannot be formed forcing other board members to take on the duties of the open board positions.

Section 9. An absolute majority, more than half, of Executive Board positions shall not be held by the same member organization.

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, and minutes of the meeting are recorded and archived.

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 Midwest 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 Midwest 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 National 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.

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 their term.

Section 3. The Assistant 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 their 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 undergo fiscal training with the Director of Finance on appropriate financial and fiscal controls, specifically in regard to Regional and National conferences.

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

- A. To work with the National Director of Communications and serve on the Communications Committee, if the committee exists.
- B. To publish at least three issues of a Regional newsletter each year.
- C. To coordinate the Regional social media presence.
- D. To assist the Director, the National Director of Administration, and the National Director of Communications in maintaining an up-to-date Regional website.

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

- A. To assist the National Director of Outreach and the Director in Regional member recruitment and retention.
- B. To collect annual reports from each Officer.
- C. To publish and distribute a comprehensive annual report no later than thirty days after the end of their term.
- D. To acknowledge excellence in member activities through an awards programs, the details of which are decided upon by the Executive Board.

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, if the committee exists.

- 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 Employment Concerns Committee, if the committee exists.
- B. To report on the activities of the Employment Concerns Committee to the Region, and bring the issues of the Region to the Employment Concerns 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, if the committee exists.
- B. To report on the activities of the Social Justice Concerns Committee to the Region, and bring the issues of the Region to the Social Justice Concerns Committee.

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

- A. To work with the National Director of International Student Concerns and serve on the International Student Concerns Committee, if the committee exists.
- 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.

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: Assistant Director, Director of Communication, Director of Outreach, Director of Legislative Affairs, Director of Employment Concerns, Director of Social Justice Concerns, and Director of International Student Concerns.

Section 3. During the elections, each candidate will be given three minutes to speak on their 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 their 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. 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 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 a simple majority vote at any Executive Board meeting.

Article III. Regional Conference Host

Section 1. Organizations wanting to become the Regional Conference Host should inform the Executive Board in writing at least one month prior to the National Conference. When possible, the organization should 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. These interested organizations shall select one of their members to serve as the Conference Director.

Section 2. The Regional Conference Host shall be elected by a simple majority vote at the Voting Delegates' meeting at the National Conference, and approved by the Executive Board of NAGPS.

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

Article IV. Regional Conference Director Responsibilities

Section 1. The Regional Conference Director shall have the following responsibilities:

- A. To coordinate the Regional Conference. The home institution GSO of the Regional Conference Director shall elect a Regional Conference Director 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.

Section 2. The Regional Conference Committee shall assist the Regional Conference Director in completing all tasks necessary to carry out conference proceedings.

Section 3. The Regional Conference Committee shall ensure that the Regional Conference occurs within the NAGPS membership year, but not later than two months prior to the National Conference and shall not overlap with any other NAGPS events.

Article V. State Federations

Section 1. State & Territory Federations (hereafter referred to as State Federations) are defined as autonomous boards comprised of representatives from the Universities and Colleges in a State whom are directly responsible to the representatives from the Universities and Colleges.

Section 2. Members & Non-Members of NAGPS are permitted and encouraged to be participants in State Federations.

(a) Membership in a State Federation does not confer membership to NAGPS, regardless of recognition by the Midwest Region of said State Federation.

(b) State Federations are not permitted to use the NAGPS Logo or any other future branding material not specifically meant for State Federations.

Section 3. State Federations shall be recognized by the Midwest Region as the primary state-level entities of graduate students.

Section 4. Existing state-level graduate student organizations can become State Federations without any additional fee. An organization can request to become a State Federation at will.

Section 5. Reports from State Federation Meetings are prepared by the elected spokespersons, and shall be presented to the Midwest Regional Director of Communication.