

# **Governing Documents**

of the

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

### **Constitution and By-laws**

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Approved by members of the Western Regional Board 04

10/20/13 (phone call meeting)

Approved by the voting delegates of the Western Region 04/19/2014 (in-person meeting, USC)

Approved by the voting delegates of the Western Region

04/10/2015 (in-person meeting, UA)

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Approved by the Voting Delegates of the Western Region 04/15/18

(Western Regional Conference, University of Colorado - Boulder)

# Constitution

of the

Western Region of the National Association of Graduate-Pro

## **Article I. Name**

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

## **Article II. Purpose**

The Western Region exists to fulfill purposes set forth in the Constitution of the National Association of Graduate-Professional Students, hereafter referred to as NAGPS. The Western Region shall exist:

1. To facilitate communication among members.
2. To encourage development and growth of graduate-professional student organizations.
3. To retain existing member organizations and recruit new schools to NAGPS membership.
4. To coordinate and promote regional events.
5. To represent the graduate-professional student body of the Western United States and U.S. Territories to NAGPS and advocate on behalf of members and member's interests.

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

Section 1. Western Regional membership eligibility shall be consistent with NAGPS policy as defined in the Constitution and Bylaws of NAGPS. Regional membership is extended to all NAGPS student organizations and individual members within its territory. 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 are members of NAGPS as defined in the NAGPS Constitution and Bylaws. Eligible member organizations and the Caucus shall each designate one Voting Delegate for voting purposes.

## **Article IV. Regional Organizational Structure and the Elections**

Section 1. The Western Region shall include an Executive Board whose duties shall include conduction of all regional business and coordination of regional activities. Governance within the region shall be in accordance with

regulations herein and board members are subject to the conditions of this document.

- Section 2. The Executive Board shall be composed of elected and appointed officers, under the direction of its Director who will also represent the region on the NAGPS Board of Directors. Executive Offices on the Western Regional Board are the Western Regional Director, the Western Regional Vice Director, the Western Regional Director of Communication, the Western Regional Director of Outreach, the Western Regional Director of Legislative Concerns, the Western Regional International Concerns Advocate, the Western Regional Employment Concerns Advocate, the Western Regional Social Justice Advocate, Western Regional Director of Finance, and the Western Regional Chair of the Regional Conference.
- Section 3. The Officers, with the exception of the Western Regional Director and the Western Regional Chair of the Regional Conference, shall be elected by a majority vote of all Voting Delegates at the Regional Conference. The Western Regional Director shall be elected by a majority vote of all Voting Delegates at the National Conference. The Western Regional Chair of the Regional Conference will be appointed by the school hosting the Regional Conference.
- Section 4. Terms of office for all positions except the Western Regional Director shall be from July 1st to June 30th following the Western Regional Conference of election. For the Western Regional Director, the term of office will also be from January 1st to December 31st following the National Conference of election.
- 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 or an office is vacant following elections, 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 Western Regional Director, of which the replacement shall be selected among the remaining members of the Executive Board by a majority vote of the Executive Board.
- 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 on the Western Regional Executive Board.

Section 9. No member organization shall hold more than 2 Executive Board positions, with the exception of the Western Regional Director. Any position that has not been confirmed pursuant to Sections 6 & 7 are exempt from Section 9.

## **Article V. Meetings**

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

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

1.2 An absolute majority, more than half of paid members, shall constitute a quorum for all official Western Regional Executive Board meetings.

1.3 All Western Regional Executive Board business shall be official following approval by an affirmative absolute majority of the Western Regional Executive Board. The Western Regional Director may call a vote of the Executive Board without calling to order an official business meeting. In this event, the Western Regional 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.

1.4 All members of the Western Regional Executive Board shall have the right to actively participate and set motions before the floor during official business meetings.

### **Section 2. Voting Delegates Meetings**

2.1 Each member organization of the Western Region, as well as a representative of the Individual Caucus, is responsible for naming one voting delegate at each Voting Delegates meeting.

2.2 The Western Regional Voting Delegates shall meet at least twice a year at the National Conference and Western Regional Conference.

2.3 A meeting of the Western Regional Voting Delegates can be called outside of the Conferences by the Western Regional Director. Notification of the meeting must be given to all member organizations at least 48 hours in advance of the meeting.

- 2.4 An absolute majority, more than half of the member organizations (including the individual caucus as one organization), shall constitute a quorum for all Voting Delegates meetings.

Section 3. E-mail Meetings

- 3.1 Both Executive Board meetings and Voting Delegates meetings may need to be conducted through e-mail.
  - 3.1.1 E-mail meetings can be called with a message to all members stating that an e-mail meeting is called to order.
  - 3.1.2 If the e-mail consists of voting on measures, a ballot must be included in the e-mail text. This ballot must state what is to be voted on and a clear designation of the choices. At least 24 hours must be designated prior to the opening of voting for discussion of the measure. Voting must also be open for at least 24 hours.
  - 3.1.3 For the purposes of e-mail meetings, a quorum will only be counted if a ballot is distributed. An absolute majority, more than half of the member organizations, must return a marked ballot to constitute quorum.

- 3.2 Both Executive Board meetings and Voting Delegates meetings may be attended electronically.

**Article VI. Amendments**

- Section 1. This constitution may only be amended at a Voting Delegates' meeting of the Western 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 Western Regional 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 Western Regional 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 or the National 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.

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## **Bylaws**

of the

Western Region of the National Association of Graduate-Professional Students

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

#### Section 1. Executive Board

- 1.1 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.
- 1.2 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 their term of office.
- 1.3 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.
- 1.4 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.
- 1.5 The Executive Board is accountable to all members of the Region as defined by the Constitution.
- 1.6 Members of the Executive Board shall maintain communication with the member(s) of the NAGPS Board of Directors that share similar responsibilities.

- 1.7 Members of the Executive Board shall be permitted under law to enter into contracts, subject to the approval of the National Board of Directors, 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 Western Regional Director shall have the following responsibilities:

- 2.1 To create and dissolve ad-hoc committees as needed to organize activities.
- 2.2 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.
- 2.3 To coordinate the responsibilities, duties and activities of the Executive Board.
- 2.4 To act as the official representative of the Western Region.
- 2.5 To serve as the official representative of the Western Region on the NAGPS Board of Directors.
- 2.6 To be accountable for progress towards adaptation of outstanding charges or mandates from the Voting Delegates' meetings.
- 2.7 To manage the Executive Board in a manner that maximizes productivity.
- 2.8 To obtain objectives for each Officer and the entire Executive Board during the first two months of term for publication by the Western Regional Director of Communication and Outreach.

Section 3. The Western Regional Vice Director shall have the following responsibilities:

- 3.1 To perform the duties of the Western Regional Director in the Chair's absence.
- 3.2 To initiate, maintain, and improve the relations between the Western Region and other professional organizations.
- 3.3 To strive to produce a positive image of the Western Region by providing assistance to the President in his/her duty as the official spokesperson of the Region.

- 3.4 To investigate opportunities for outside support of Western Regional activities.
- 3.5 To coordinate the election of members of the Western Regional Executive Board and to establish election procedure.
- 3.6 To keep the Western Regional Executive Board informed of companies contacted and activities involving professional organizations.

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

- 4.1 To publish, at least three, issues of a Western Regional newsletter. The first issue of the newsletter shall be posted no later than two months after the Western Regional Conference with content introducing the new Executive Board, Mission Statement, and positional objectives along with content covered at the Regional Conference. The second issue shall be published and distributed for the National Conference. The third issue shall be published before the end of term, with content regarding the motions passed and events of the National Conference, and closing remarks from the outgoing Executive Board.
- 4.2 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.
- 4.3 To coordinate with and work with the National Director of Communications.

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

- 5.1 To create and maintain a current membership database to be made available online by the Western Regional Director of Administration and Finance.



- 5.2 To promote NAGPS and the Region to eligible members not currently participating.
- 5.3 To acknowledge excellence in member activities through an awards programs, the details of which are decided upon by the Executive Board.
- 5.4 To coordinate with and work with the National Director of Outreach.

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

- 6.1 To serve on the National Legislative Concerns Committee
- 6.2 To disseminate legislative concerns regarding the Western region
- 6.3 To create a Western Legislative Concerns Committee regarding specific Western Region legislative concerns.
- 6.4 To preside over monthly conference calls with Regional Legislative Concerns Committee
- 6.5 To work with the Director of Communications to publish legislative concerns in newsletters.

Section 7. The Western Regional International Concerns Advocate shall have the following responsibilities:

- 7.1 To monitor campus and legislative issues in the Western Region which affect the ability of graduate and/or professional students from other countries to study in the United States.
- 7.2 To coordinate with and work with the National International Student Concerns Advocate.
- 7.3 To join the National Advocacy Committee.

Section 8. The Western Regional Employment Concerns Advocate shall have the following responsibilities:

- 8.1 To monitor and promote programs in the Western Region that help prepare graduate and/or professional students for employment upon attainment of their degree.

8.2 To monitor campus and legislative issues in the Western Region concerning issues of employment while graduate and/or professional students are obtaining their degree.

8.3 To coordinate with and work with the National Employment Concerns Advocate.

8.4 To join the National Advocacy Committee.

Section 9. The Western Regional Social Justice Advocate shall have the following responsibilities:

9.1 To monitor campus and legislative issues in the Western Region and, in conjunction with the Western Director of Legislative Affairs, coordinate the development and advocacy of policies and programs which provide for a diverse learning environment.

9.2 To help monitor and promote programs and student groups in the Western Region that reflect and/or work for the diversity of our nation's many cultures and lifestyles.

9.3 To coordinate with and work with the National Social Justice Advocate.

9.4 To join the National Advocacy Committee.

Section 10. The Regional Director of Finance shall have the following responsibilities:

10.1 To work with the National Director of Finance.

10.2 To join the National Finance Committee.

10.3 To report on the activities of the Finance and Fundraising Committee to the Region, and bring the issues of the Region to the Finance and Fundraising Committee.

Section 11. The Director of Regional Conference shall have the following responsibilities:

11.1 To coordinate the Regional Conference. The home institution of the Chair of the Regional Conference shall form the Regional Conference Coordinating Council and shall have the responsibilities defined in these bylaws.

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

- 11.3 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 member of NAGPS or a constituent of a member organization of NAGPS by the definition set forth in the National Governing Documents.
- Section 2. The order of election at the Regional Conference shall be: Western Regional Vice Director, Western Regional Director of Communication and Outreach, Western Regional Director of Administration, Western Regional Director of Legislative Affairs, Western Regional International Concerns Advocate, Western Regional Employment Concerns Advocate, Western Regional Social Justice Advocate, and Western Regional Director of Finance. The Western Regional Director will be elected at the National Conference. Chair of the Regional Conference shall be appointed by the hosting school.
- Section 3. 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. Following questions will be 3 minutes of closed discussion. No nominees for this position shall be present during this time.
- 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. A simple majority vote shall be used. Results of the election shall be disclosed immediately.
- Section 6. 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 an Executive Board meeting.

## **Article IV. Western Regional Conference Selection**

- Section 1. Organizations wanting to host the Western Regional Conference are recommended to inform the Western Regional Executive Board in writing at least one month prior to the Western Regional Conference and must give a presentation at the Voting Delegates' meeting at the Western Regional Conference. This presentation should include a tentative agenda,

facilities available, accommodations, sponsors, and budget. Only member organizations of NAGPS are eligible to host the Regional Conference.

Section 2. The school hosting the Western Regional Conference shall maintain their member status within NAGPS

Section 3. The Chair of the Western Regional Conference will be appointed by the hosting school. Any student at a Western Region member organization may serve on the Regional Conference Coordinating Council.

Section 4. In the event no member submits a bid proposal to host the Western Regional Conference, 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 Western Regional NAGPS member organizations for comment. After a two-week period following the extended deadline, the National Board of Directors shall select a bid by majority voting of voting members.

#### **Article V. Regional Conference Coordinating Council Responsibilities**

Section 1. The Regional Conference Coordinating Council shall assist the Chair 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 structure of the councils attending the Regional Conference.

Section 3. The Regional Conference Coordinating Council shall ensure that the Regional Conference occurs between February 15 and April 30 each year.

#### **Article VI. State & Territory Federations**

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

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

Section 3. State Federations shall be recognized by the Western 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 Western Regional Director of Communication.