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ARTICLE I: PREAMBLE

We are the Graduate Planning Student Association (GPSA) at the State University of New York, University at Albany. The documents governing its operation shall be divided into the Constitution which shall contain the core principles of the GPSA and the Bylaws which shall contain the particulars by which the principles codified in the Constitution shall be applied.

ARTICLE II: NAME

The name of this organization shall be the Graduate Planning Student Association, hereinafter referred to as the GPSA.

ARTICLE III: PURPOSE

The Purpose of the GPSA is to represent the academic and extracurricular interests of graduate planning and geography students at the University at Albany. We will work collaboratively with faculty, staff and students to enhance the student experience. We aim to promote Geography and Planning issues and foster professional development through community involvement, and maintaining alumni contacts.

ARTICLE IV: MEMBERSHIP

A. Rights
   1) As a Recognized Graduate Student Organization (RGSO) pursuant to the RGSO Statement of Non-Discrimination:
      i. It is the policy of the University at Albany Graduate Student Association (GSA) to provide equal opportunity to participate in GSA recognized graduate student groups for all qualified persons.
      ii. To prohibit discrimination because of AGE, SEX, COLOR, HANDICAP, MARITAL STATUS, NATIONAL ORIGIN, RACE, RELIGION or SEXUAL ORIENTATION.
   2) Association membership will be comprised of all active, matriculated, and/or non-matriculated graduate students in the Department of Geography and Planning, and all currently enrolled graduate students at the University at Albany. These students will be comprised of those who pay the GSA activity fee, as well as the extension of membership to those currently qualifying for an activity fee waiver by the GSA.

ARTICLE V: EXECUTIVE BOARD

Revised December 2014
A. The GPSA Executive Board will be comprised of five (5) elected officers who are elected by the current GPSA membership.
   1) The GPSA Executive Board must consist of members of the student body of the Department of Geography and Planning.
   2) Eligibility
      i. Active, matriculated student.
      ii. Full or part-time student.
      iii. No GPSA Executive Board Officer shall hold more than one GPSA Executive Board Office.
   3) Terms in office shall be for one (1) calendar year, from January 1st to December 31st of the same calendar year.

B. Representatives
   1) The GPSA Executive Board shall solicit students or officers to apply to volunteer positions to represent the GPSA at the following: GSA Assembly (monthly meetings [September to May], according Article VI Section 2 of the GSA Constitution an RGSOs, Departments, or Intra-departmental programs with 40 or more GSA members are permitted two representatives and therefore two alternates), national APA Student Representative Council, CDPA, NY Upstate APA, and CDTC-MPO.
      i. These positions will be open for election at the October meeting of GPSA following all regulations pertaining to GPSA Executive Board elections as per Article VI.
      ii. If the position is unfilled after the October meeting of GPSA, it may be filled by the President’s appointment and a simple majority (3/5) of the GPSA Executive Board at the next meeting (either General Meeting of the GPSA or Executive Board meeting).
   2) Representatives will considered non-voting members of the GPSA Executive Board.
   3) GSA Assembly Representatives or their Alternates must attend the May GSA Assembly Meeting or Funding will be revoked.
      i. Per semester, GPSA’s GSA Assembly Representatives or the Alternates may only one GSA Assembly Meeting, excluding the May meeting which MUST be attended.

C. Committees
   1) The GPSA Executive Board shall assemble committees as needed to complete its business and solicit volunteers to comprise said committees as needed.
   2) Committees will be assembled via a simple majority (3/5) vote by the GPSA Executive Board.
   3) Committees will be led by a Committee Chairperson appointed by the President and approved by a simple majority (3/5) vote of the GPSA Executive Board.
   4) Committee members shall be determined by the Committee Chairperson.
   5) Committee membership shall be as inclusive as reasonably possible.

ARTICLE VI: ELECTIONS

A. Elections must be announced at the September General Meeting of the GPSA.

Revised December 2014
B. Elections must be held at the October General Meeting of the GPSA and the GPSA Executive Board Elect will assume office the coming January.
C. Every effort must be made to ensure that all candidates can attend the meeting.
D. Elections must be held in October so that the GPSA Executive Board Elect may attend the November General Meeting of the GPSA knowing their future roles within the GPSA.
   1) The process for write-in votes to be submitted by GPSA Members who cannot attend the meeting is as follows:
      i. The election announcement shall be sent out by the Vice President Communication on the Department of Geography and Planning Listservs, a minimum of one week prior to the scheduled election meeting (October General Meeting of the GPSA), containing the intent to run statements of all candidates and instructions on how to submit a write-in vote.
      ii. Write-in votes shall be submitted to the Vice President Communication via an official University at Albany email address.
E. For the November and optional December General Meetings of the GPSA every effort shall be made to schedule said meetings so the GPSA Executive Board Elect members can attend.
F. A social gathering event for GPSA Members shall be held in the month of December and must be planned by the GPSA Executive Board Elect.

ARTICLE VII: OFFICERS

A. Term of Office
   1) The term of Office for the GPSA Executive Board shall be 1 calendar year, from January 1st to December 31st of that same year.
B. Officers
   1) President
      i. Eligibility
         a) Active, matriculated student
         b) Full or part-time student.
      ii. The term of office shall be one (1) year.
      iii. Duties: The President shall act as Chief Executive Officer of the GPSA and its Chief Spokesperson and Representative. The President shall preside over and set the agenda for all meetings and manage the general business of GPSA. The President shall delegate duties to other GPSA Executive Board officers and GPSA volunteers as needed.
   2) Vice President Academic
      i. Eligibility
         a) Active, matriculated student
         b) Full or part-time student.
      ii. The term of office shall be one (1) year.
      iii. Duties: The Vice President Academic shall perform the duties of the President in the event of the absence or resignation of the President. The Vice President Academic shall attend to the academic issues.
presented to the GPSA; attend the Department of Geography and Planning Faculty Meetings as scheduled by the Assistant to the Chair; and actively identify awards and recognition to seek on behalf of high achieving student work, the GPSA and or the Department of Geography and Planning whenever possible from planning and geography related organizations.

3) Vice President Student Involvement  
   i. Eligibility  
      a) Active, matriculated student  
      b) Full or part-time student.  
   ii. The term of office shall be one (1) year.  
   iii. Duties: The Vice President Student Involvement shall coordinate and should attend activities and events that the GPSA organizes. The Vice President Student Involvement shall address pertinent issues confronting the planning and geography graduate student experience.

4) Vice President Communication  
   i. Eligibility  
      a) Active, matriculated student  
      b) Full or part-time student.  
   ii. The term of office shall be one (1) year.  
   iii. The Vice President Communication shall be the custodian of meeting minutes of the GPSA, record meeting attendance, and execute all communications crafted in collaboration with the GPSA Executive Board between students and the GPSA via the Department of Geography and Planning listservs, the official GPSA Website, the GPSA My Involvement page, GPSA Facebook page, advertisements, and all other forms of communication. The Vice President Communication shall maintain the official GPSA Website and GPSA My Involvement page through coordination with the University at Albany Office of Student Involvement and Leadership.

5) Treasurer  
   i. Eligibility  
      a) Active, matriculated student  
      b) Full or part-time student.  
   ii. The term of office shall be one (1) year.  
   iii. Duties: The Treasurer shall have custody of all funds of the GPSA, keep account thereof, and prepare and submit to the GPSA Executive Board a financial update at each meeting. The Treasurer shall also be the liaison to the GSA for budget and funding requests, shall prepare a budget for the GPSA’s RGSO Funding Application, shall submit the GPSA’s RGSO funding application, and be responsible for following the GSA’s RGSO financial guidelines and be one of the GSA RGSO Assembly Representatives.
ARTICLE VIII: MEETINGS

A. Executive Board Meetings
   1) Any voting member of the GPSA Executive Board may call a GPSA Executive Board Meeting.
   2) Meeting date, time, and location is to be set by the President providing that it is acceptable to the remaining Officers.
   3) A simple majority (3/5) including the President or the Vice President Academic as acting President under Article VII
   4) The President will preside over and set the agenda for meetings.
   5) GPSA Executive Board Meetings shall be exclusive to the GPSA Executive Board unless an invitation is extended to a member of GPSA or the GPSA Advisor.
      i. Representatives may attend GPSA Executive Board Meeting as non-voting members if invited by the President or a simple majority (3/5) of the GPSA Executive Board.
      ii. A supermajority (4/5) vote of the GPSA Executive Board may exclude an invited individual.

B. General Meetings
   1) The GPSA shall hold official meetings regularly each of the following months: January, February, March, April, September, October, and November. The GPSA may hold additional meetings if desired.
      i. All Officers and Representatives should make every effort to attend these meetings
      ii. If an Officer or Representative or Committee member is unable to attend a meeting, they shall send a written report on the deliberations and actions of their respective organizations or duties to the President (or Vice President Academic acting as President under Article VII).
   2) Meeting date, time, and location is to be set by the President providing that it is acceptable to the remaining GPSA Executive Board Officers.
   3) These meetings shall be open to the general membership.
   4) The President will preside over and set the agenda for meetings.
   5) The Vice President Communications will record attendance numbers and include them in the meeting minutes.
   6) All GPSA Representatives shall attend all General Meetings of the GPSA in order to report to the GPSA body on the deliberations and actions of their respective organizations.
   7) All active Committee Chairpersons shall attend all General Meetings of the GPSA in order to report to the GPSA body on the deliberations and actions of the respective committees.
   8) The Vice President Communication must take written meeting minutes and make them available on the official GPSA Website and send them out on the Department of Geography and Planning listservs with a link to their location on the official GPSA Website within one week after the adjournment of said meeting.
   9) The Treasurer shall report on the financial standing of the GPSA at each General Meeting.
10) The Vice President Academic shall report on the Department of Geography and Planning Faculty Meeting and any academic issues which have been brought to their attention at each General Meeting.

11) The Vice President Student Involvement shall report in relevant GPSA events and pertinent issues confronting the Geography and Planning graduate student experience at each General Meeting.

12) At any point within a General Meeting a GPSA Member may request said meeting to operate under the principles of Roberts Rules of Order at which point the most recently available addition of said principles shall immediately go into effect.

ARTICLE IX: QUORUM

A. Executive Board Meeting
   1) A simple majority (3/5) of GPSA Executive Board Officers including the President or the Vice President Academic as acting President under Article VII will constitute a Quorum
   2) In case of a tie, the President, or the Vice President Academic acting as President under Article VII, will have the deciding vote.

B. General Meeting
   1) A simple majority (3/5) of GPSA Executive Board Officers including the President or the Vice President Academic as acting President under Article VII will constitute a Quorum.
   2) In case of a tie, the President, or the Vice President Academic acting as President under Article VII, will have the deciding vote.

ARTICLE X: WARRANTS

A. A simple majority (3/5) of the GPSA Executive Board Officers shall be empowered to issue warrants of removal of any GPSA Representative or Committee Chairperson.

B. The President (or the Vice President acting as President under Article VII) with approval of a simple majority (3/5 and 3/4 respectively) of the GPSA Executive Board Officers shall be empowered to issue warrants of removal and subsequent appointment of a GPSA Executive Board Officer.

C. The President may be removed by order of a supermajority (4/5) of the GPSA Executive Board Officers.
   1) A new Vice President Academic shall be appointed by the President and approved by a simple majority (3/4) vote of the GPSA Executive Board.

ARTICLE XI: JUDICIAL BOARD

A. The GPSA Executive Board and all other GPSA members must meet all reasonable requests regarding to the procedures set out in this article, including but not limited to providing relevant correspondence, objects, or documents pertaining to the issue under investigation.
B. If an issue with the GPSA Executive Board Officers arises having found fault or contradiction with the GPSA Constitution or Bylaws, impeachment proceedings may begin using the following Guidelines:

1) A set of written charges naming the Officer(s) in question, the complainant, specified charges, and having signatures meeting or exceeding thirty percent of the enrolled and matriculated Department of Geography and Planning graduate students must be presented at a General Meeting of the GPSA with attendance meeting or exceeding the average General Meeting of the GPSA attendance for the previous year.
   i. If the attendance numbers were not recorded as required by Article VIII, ten percent of the enrolled and matriculated Department of Geography and Planning graduate students must be present (excluding the GPSA Executive Board Officers).

2) The GPSA Members present at a meeting which meets which meets the aforementioned requirements must vote on the validity of the written complaint, approved by a two thirds majority.

3) If the complaint is voted to be valid, a two thirds majority of GPSA members (excluding the GPSA Executive Board Officers) present at a General Meeting of the GPSA with attendance meeting or exceeding the average General Meeting of the GPSA attendance for the previous year may form a Judicial Board to review the actions of the GPSA Executive Board Officers.

4) The Judicial Board will be led by three GPSA members elected by the GPSA members present at the General Meeting of the GPSA with attendance meeting or exceeding either of the aforementioned attendance requirements (excluding the GPSA Executive Board Officers).

5) The Judicial Board will be in effect for no more than one year.

6) The Judicial Board will
   i. Investigate the contents of the written complaint submitted at the General Meeting of the GPSA.
      a) If the investigation uncovers additional faults or contradictions with the GPSA Constitution or Bylaws, the written charges may be amended using the process previously outlined.
   ii. Call a hearing to rule on the charges.
      a) Attendance at the hearing (excluding the GPSA Executive Board Officers) must meet or exceed either of the aforementioned attendance requirements.
      b) A three quarters majority vote is required to impeach the officer(s) in question.

ARTICLE XII: FUNDS

A. GSA Funds

1) GSA funds are allocated to the GPSA by the GSA and will remain under the auspices of the GSA.

2) The Treasurer shall be charged with preparing a budget for the GPSA’s RGSO Funding Application to the GSA and the responsibility for proper expenditure of these funds.
B. Fundraising
   1) Fundraising must be approved by a simple majority (3/5) vote of the GPSA Executive Board.
   2) Funds allocated to the GPSA will be managed by the Treasurer and reported to the GPSA Executive Board.
   3) Grants or donations will be managed by the Treasurer and reported to the GPSA Executive Board.
   4) The Treasurer will distribute funds at the discretion of the President.

ARTICLE XII: WEBSITE

A. The official GPSA Website shall be the website hosted by the University at Albany on their server(s).
B. The website shall be maintained and updated by the Vice President Communication in a reasonable fashion and time frame.

ARTICLE XIV: RULES AND REGULATIONS

A. The GPSA shall abide by all applicable rules and regulation as set forth by the University at Albany, the GSA to maintain registered RGSO status, and the APA to maintain registered Planning Student Organization status.
B. It should be noted that the GPSA shall not be held liable for any non-sanctioned events.

ARTICLE XV: AMENDMENTS

A. A Constitutional Amendment Committee shall be formed to amend the Graduate Planning Student Association Constitution.
   1) The committee shall be formed by a unanimous vote of the GPSA Executive Board Officers at a General Meeting of the GPSA.
   2) The committee must have a minimum of five members.
B. The proposed amendments to Graduate Planning Student Association Constitution will be reviewed at a General Meeting of GPSA, and discussed and voted upon at a subsequent General Meeting of the GPSA.
   1) The proposed amendments to the Graduate Planning Student Association Constitution shall be approved on an Article by Article basis by a supermajority (4/5) vote of the GPSA members present at the General Meeting of the GPSA at which the vote on the amended Constitution is performed.
   2) The General Meeting of the GPSA must have an attendance meeting or exceeding the average General Meeting of the GPSA attendance for the previous year.
      i. If the attendance numbers were not recorded as required by Article VIII, ten percent of the enrolled and matriculated Department of Geography and
Planning graduate students must be present (excluding the GPSA Executive Board Officers).

C. The Chairperson of the Constitutional Amendment Committee shall inform the GPSA membership of the proposed amendments to the Constitution through an email via the Department of Geography and Planning listserv and post the proposed amendments to the Constitution on the official GPSA Website one week before the General Meeting of the GPSA at which the amendments to be reviewed.

D. The subsequent General Meeting of the GPSA in which the proposed amendments to the Graduate Planning Student Association Constitution will be discussed and voted upon shall be no sooner than two weeks after the General Meeting of the GPSA in which the proposed amendments were reviewed.

E. The Vice President Communication shall post the amended Graduate Planning Student Association Constitution on the official GPSA Website.

F. The Vice President Communication shall inform the GPSA membership of the amended Graduate Planning Student Association Constitution via an email announcement on the Department of Geography and Planning listservs that either includes the amended Graduate Planning Student Association Constitution as an attachment or contains a hyperlink to the amended Graduate Planning Student Association Constitution's location on the official GPSA Website.

G. The Vice President Communication shall inform the GSA of changes to the Constitution via an email to the Vice President of GSA with a copy of the amended Graduate Planning Student Association Constitution attached.