

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 NAGPS
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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 eligible members that have submitted the annual regional membership fee as specified in the Regional Bylaws. 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 President, Vice-President, Director of Communication, Director of Administration, Director of Finance, Director 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 President, 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 three-sevenths 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 President may call a vote of the Executive Board without calling to order an official business meeting. In this event, the President 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 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.

- 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 end of the fiscal year.
- 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. 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 President, 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 President 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 Vice President shall have the following responsibilities:

- A. To perform the duties of the President in the President's absence.
- B. To initiate, maintain, and improve the relations between the Region and other professional organizations.
- C. To strive to produce a positive image of the Region by providing assistance to the President in his/her duty as the official spokesperson of the Region.
- D. To investigate opportunities for outside support of Regional activities.
- E. To coordinate the election of members of the Executive Board and to establish election procedure.

- F. To keep the Executive Board informed of companies contacted and activities involving professional organizations.

Section 4.

The Director of Communication shall have the following responsibilities:

- A. To publish, at least three, issues of a Regional newsletter. The first issue of the newsletter shall be posted no later than two months after the fiscal year with content introducing the new Executive Board, Mission Statement, and positional objectives along with content focusing on the upcoming 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.

Section 5.

The Director of Administration shall have the following responsibilities:

- A. To provide for communication venues between the Regional Officers.
- 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 make available online a comprehensive database of all member information

Section 6.

The Director of Finance shall have the following responsibilities:

- A. To administer the general operating funds of the Region.
- B. To manage the collection of the Regional Membership Fee from members.
- C. To keep accurate records of all monies of the Region and accounts.
- D. To work with the Executive Board in preparing an annual budget financial statement for the Region
- E. To be responsible for preparing a projected budget for the following fiscal year and presenting this budget to the Voting Delegates' meeting at the National Conference.
- F. To send monthly financial statements to the Executive Board.
- G. To have the proper material and documentation available at the National Conference in order for the incoming Executive Board to sign granting access to the appropriate positions for the respective accounts.

Section 7.

The Director of Outreach shall have the following responsibilities:

- A. To create and maintain a current membership database to be made available online by the Director of Administration
- B. To promote NAGPS and the Region to eligible members not currently participating.
- C. 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.

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

Section 8.

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: President, Vice-President, Director of Communication, Director of Administration, Director of Finance, Director 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. Membership Fee

Section 1. Tenured Members

- A. The Regional Membership Fee of \$20 shall be collected from members annually so that the member may gain tenure.
- B. To gain tenure, a member shall pay the Regional Membership Fee to the Director of Finance prior to the National Conference, by a date specified by the Director of Finance. The tenure shall coincide with the fiscal year. Members joining the region, at any point in the fiscal year, shall be required to pay the full Regional Membership Fee by a deadline set by the Director of Finance.
- C. Only tenured individual members and constituents of tenured member organizations may serve on the Executive Board.

Article IV. Coordinating Council Selection

Section 1.

Organizations wanting to become the Regional Conference Coordinating Council must inform the current Regional Conference Coordinating Council 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 annual membership dues waived, or if already paid, reimbursed for the year it serves.

Section 3.

The Regional Conference Coordinating Council shall be elected by a simple majority vote at the Voting Delegates' meeting at the National Conference.

Section 4.

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 5.

In the event no member has submitted a bid proposal by the date of the extended deadline as described in Section 4, 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 V. 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 structure of the councils attending 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.

Article VI. Usage of Regional Funds

Section 1.

The budget and financial reports of the Region shall be presented at each Voting Delegates' meeting.

Section 2.

A projected budget for the following fiscal year, prepared by the Director of Finance, shall be approved by a simple majority at the Voting Delegates' meeting at the national conference.

Section 3.

All expenditures not outlined in the budget shall require approval by three-fourths of the Executive Board.