

1-1 **Bill 20-03** Considered on:

May 12, 2020

1-2 Author: John Fossum

1-3 Sponsor: John Fossum; Co-Sponsors: Abby Attia

1-4 **A B I L L**

1-5 on the creation of a Diversity & Inclusion Officer and Committee on the Graduate Public Affairs Council.

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1-7 Enacted, by the Graduate Public Affairs Council (two-thirds of the members of the General

Assembly

1-8 thereof concurring herein) as follows:--

1-9 SECTION 1. "Appendix A" of this bill enacted as the Bylaws of the Graduate Public

Affairs

1-10 Council, replacing Article I (General Provisions)

1-11 SECTION 2. "Appendix B" of this bill enacted as the Bylaws of the Graduate Public

Affairs

1-12 Council, replacing Article IV (The Executive Committee)

1-13 SECTION 3. "Appendix C" of this bill enacted as the Bylaws of the Graduate Public

Affairs

1-14 Council, replacing Article V (General Assembly Committees)

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**Appendix A.**  
General Provisions

## TITLE I. GENERAL PROVISIONS

Section 1.01. Definitions. (a) In these bylaws, the following terms and abbreviations carry the following definitions except where otherwise stated:—

- (1) References to “UT,” or “UT Austin,” or the “University,” or the “Institution” refer to the University of Texas at Austin;
  - (2) References to “LBJ,” or “the LBJ School,” or the “School,” refer to the Lyndon B. Johnson School of Public Affairs;
  - (3) “OSAA” means the Office of Student Affairs and Admissions, formerly known as:—
    - (a) The Office of Student and Alumni Affairs; and
    - (b) The Office of Student and Alumni Programs (“OSAP”).
  - (4) “GPAC” means the Graduate Public Affairs Council”;
  - (5) “ExComm” means the GPAC Executive Committee;
  - (6) References to “GA,” or the “Assembly” refer to the GPAC General Assembly;
  - (7) The “Dean” is the Dean of the LBJ School or the Dean’s designee;
  - (8) A “UT Student” is any student who is enrolled at UT Austin;
  - (9) A “Student” or “LBJ School student” is a student who is enrolled at the LBJ School as a master’s or doctoral degree-seeker or is otherwise, as determined by the Dean, eligible for membership in GPAC;
  - (10) “Community Member” or “LBJ Community Member” means:—
    - (a) An LBJ School student;
    - (b) A faculty member who is appointed to the LBJ School; or
    - (c) A staff member who is employed at the LBJ School;
  - (11) A “UT Community Member” means:—
    - (a) A UT Student;
    - (b) A faculty member appointed to any academic unit or department at UT; or
    - (c) A staff member employed by UT;
  - (12) “Council” means the Judicial Council; and
  - (13) “Councilor” refers to a member of the Judicial Council; and
  - (14) “LSO” means a legislative student organization;
- (b) In this title:—
- (1) “Director” means the Internal Communications Director.

Section 1.02. Quorum Requirements. Any group of members established under the GPAC Constitution, or established by these bylaws, requires a quorum to do business, defined as a majority of its filled membership. A minority number may adjourn meetings of the body, recess, or request the attendance of absent members.

Section 1.03. Prohibition Against Conflicts-of-Interest. (a) No member may oversee, in any way, any policy, process, or business where a conflict of interest exists.

(b) Whenever a conflict-of-interest exists, the member must declare in writing to the Director—or, if the Director has the conflict, must report to the President—their conflict-of-interest and what steps are being taken to remediate or otherwise minimize the conflict.

(c) The Assembly, or ExComm if the Assembly cannot be convened, shall determine the steps to remediate or minimize the conflict on extraordinary occasions.

Section 1.04. Nondiscrimination. Neither GPAC, nor any member of GPAC, shall discriminate, nor tolerate the discrimination, nor advocate for the discrimination against of any protected class as defined by the UT Office of Inclusion and Equity.

**Appendix B.**  
The Executive Committee

#### **TITLE IV. THE EXECUTIVE COMMITTEE.**

Section 4.01. Officers. The members of the Executive Committee are the officers of GPAC listed in the following order, decreasing in order of precedence: the President, the Vice President, the Finance Director, the Student Life Officer, the Professional Development Officer, the Community Engagement Director, **the Diversity & Inclusion Officer**, the Internal Communications Director, the External Communications Director, and the Parliamentarian.

Section 4.02. Classification Requirements; Waiver. (a) The President, Vice President, Finance Director, Student Life Officer, Professional Development Officer, Community Engagement Director, **Diversity & Inclusion Officer**, and External Communications Director must be senior students and the Internal Communications Director and Parliamentarian must be first-year students.

(b) Exceptions to this policy may be made with a waiver granted by a two-thirds vote of ExComm members or whenever an office has been vacant for over six calendar weeks.

Section 4.03. The Executive Committee; Special Membership. (a) The Officers are the members of the Executive Committee. The President may invite any student to sit upon the Committee as a nonvoting member unless two-thirds of the Committee, with the consent of the Assembly, grants the student special voting membership upon the Committee.

(b) Special membership granted pursuant to this Section does not commensurately grant the student Officer status under the GPAC Constitution and Bylaws nor voting membership in the Assembly.

Section 4.04. Transition Provisions. (a) The Finance Director shall exercise the duties and powers of both the Internal Finance Director and the External Finance Director.

(b) The Secretary's duties shall be split between the Internal Communications Director and the External Communications Director.

Section 4.05. The President. The President shall:—

- (1) Chair meetings of the General Assembly and ExComm;
- (2) Be the chief liaison between GPAC and the respective presidents of the UT LSOs;
- (3) Be the chief representative of GPAC and the students of the LBJ School;
- (4) Facilitate the legislative process when needed in conjunction with the Internal Communications Director and Parliamentarian, and shall faithfully take care to execute, or cause to be faithfully executed, any adopted legislation;
- (5) Reasonably train all new members of GPAC;
- (6) Aid the Finance Director in the formulation of the budget and in the oversight of the appropriation process;
- (7) Ensure that the GPAC listserv, mass Communications, and calendar align the UT and LBJ School resources.

Section 4.06. The Vice President. The Vice President shall:—

- (1) Chair the Academic and Internal Affairs Committee;
- (2) Chair the Judicial Council whenever convoked;
- (3) Be the first liaison between GPAC and OSAA;
- (4) Discharge the President's duties in their absence or incapacity.

Section 4.07. The Finance Director. The Finance Director shall:—

- (1) Be the Finance Officer of GPAC;

- (2) Be responsible for maintaining the financial records of GPAC;
- (3) Possess signing authority for all financial transactions entered into under GPAC's name;
- (4) Manage the appropriations process and oversee the disbursement of GPAC monies;
- (5) Be GPAC's representative to the Senate of College Councils' Finance Committee unless another GPAC member is designated as such in a written declaration by the President;
- (6) Set guidelines and limits for LBJ Organizations' budget requests in consultation with the President;
- (7) Provide a GPAC financial report to the Assembly at the conclusion of the Fall and the Spring semesters;
- (8) Oversee all fundraising activities, including but not limited to merchandize sales and locker rentals;
- (9) Endeavor to find outside sources of funding through GPAC, including but not limited to monies from the UT LSOs.

Section 4.08. The Student Life Officer. The Student Life Officer shall:—

- (1) Chair the Student Life Committee;
- (2) Serve as the main point-of-contact for student sponsored event planning at LBJ;
- (3) Be responsible for ensuring LBJ's events are diverse and inclusive.

Section 4.09. The Professional Development Officer. The Professional Development Officer shall:—

- (1) Chair the Professional Development Committee;
- (2) Serve as a member of the Austin Alumni Association or shall appoint and supervise another GPAC member to serve on the Association in their place;
- (3) Support the disbursement of professional development funds for students;
- (4) Augment the work of the Career Services Office to provide career and professional development opportunities for students.

Section 4.10. The Community Engagement Director. The Community Engagement Director shall:—

- (1) Chair the Community Engagement Committee;
- (2) Serve as the main point-of-contact for community service events and other events planned with community organizations.

Section 4.11. The Diversity & Inclusion Officer. The Diversity & Inclusion Officer shall:—

- (1) Chair the Diversity & Inclusion Committee;
- (2) Act as GPAC liaison to all LBJ diversity, equity, and inclusion initiatives;
- (3) Facilitate and support the coordination of LBJ diversity, equity, and inclusion initiatives; and
- (4) Lead diversity, equity, and inclusion initiatives internal to GPAC.

Section 4.12. The Internal Communications Director. The Internal Communications Director shall:—

- (1) Be the Administrative Services Officer of GPAC;
- (2) Record and preserve the minutes and correspondence of GPAC;
- (3) Compile the minutes of standing Committees;
- (4) Execute all GPAC correspondence, providing to the Assembly all copies of available business;
- (5) Create a record for the posterity of the organization;
- (6) Manage the legislative process, including receiving legislation, under the supervision of the President;
- (7) Distribute a meeting agenda, including all bills, resolutions, and referendums to be presented by 5:44 pm the day prior to the meeting;
- (8) Coordinate conference calls for the Assembly;
- (9) Be the main point-of-contact for the Assembly.

Section 4.13. The External Communications Director. The External Communications Director shall:—

- (1) Manage all external GPAC communication tools, including, but not limited to:—
  - (a) The GPAC website;
  - (b) Social media accounts; and
  - (c) Shared file storage accounts;
- (2) Appropriately and professionally build and maintain the GPAC brand, such as through GPAC funded or sponsored events;
- (3) Coordinate the external communication materials for GPAC funded or sponsored events with the appropriate persons;
- (4) Provide a ‘Communications 040’ for the incoming ExComm.

Section 4.14 . The Parliamentarian. The Parliamentarian shall:—

- (1) Maintain order during GA and ExComm meetings;
- (2) Faithfully advise members on parliamentary procedures;
- (3) Train new members upon parliamentary procedures upon their election or appointment, as necessary and proper;
- (4) Oversee the GPAC LSO liaisons in conjunction with the President;
- (5) Ensure all votes in the Assembly and in ExComm that comply with parliamentary procedures, that minority rights are protected, and that the integrity of the election is preserved.

Section 4.15. Absent Officers; Secession. (a) In the absence of any Officer, the next lowest officer in the line of precedence shall discharge the duties of the absent Officer. If the Parliamentarian is absent, the Vice President shall discharge their duties.

(b) If any Officer position falls vacant and there are more than four calendar weeks until a regularly scheduled election, a special election will be held to fill the position. If less than four calendar weeks exist until a regularly scheduled election, the Office will continue to be exercised pursuant to subsection (a) of this section.

Section 4.16. Special Appointments. (a) If an Officer position is vacant due to no nominations for that position, ExComm may offer a special appointment in the following Manner:

- (1) The runners-up for any Officer positions which were contested; or if no student accepts the appointment in this manner—
- (2) Any student who filed for an ExComm position; or if no student accepts the appointment in this manner—
- (3) Any LBJ student.

(b) If, after all the above options have been exercised the Office is still vacant, ExComm and the Assembly shall designate another Officer to fulfill the duties of the vacant office.



**Appendix C.**  
General Assembly Committees

**TITLE V. GENERAL ASSEMBLY COMMITTEES.**

Section 5.01. Definitions. In this title:—

- (1) A “Standing Committee” is any Committee that is established in this title; and
- (2) An “Ad Hoc Committee” is any Committee not established in this title.

Section 5.02. Exclusion. The Executive Committee, both itself and when sitting as the Finance Committee, is not a Committee made pursuant to this title and itself, its members, and its operations are excluded from any provision of this title.

Section 5.03. Purpose of Committees. (a) The general purpose of a standing is to assist ExComm in the execution of its duties and its service to students.

(b) The general purpose of an ad hoc Committee is to investigate a specific issue at the behest of ExComm or the General Assembly.

(c) Each Committee shall meet, at minimum, once per month.

Section 5.04. Committee Attendance. (a) No member of the General Assembly may:—

- (1) Miss more than 54 percent of the meetings of their assigned Committee with an excused absence; or
- (2) Miss more than 65 percent of the meetings of their assigned Committee with unexcused absences.

(b) The Committee’s Chair, under the supervision of the Internal Communications Director, has discretion over what constitutes an absence, subject to any resolution passed by the Assembly.

(c) A member may appeal an absence, which may be discharged and dismissed by the Assembly upon a two-thirds vote of the members present and voting. Absences successfully appealed shall be recorded by the Internal Communications Director but shall not count in any way against a member.

Section 5.05. The Academic and Internal Affairs Committee. (a) The purpose of the Academic and Internal Affairs Committee is to serve as a liaison between students and the Dean on matters pertaining to academic courses and policies; faculty affairs; the related academic initiatives of LBJ.

(b) The Committee shall:—

- (1) Be chaired by the Vice President;
- (2) Provide a mechanism for students to provide meaningful feedback and request redress upon concerns related to general life at the LBJ School;
- (3) Organize and facilitate town hall meetings, forums, and/or guest speakers to address policy issues on a national, state, and local level within LBJ; and
- (4) Coordinate the spring awards ceremony for LBJ faculty.

Section 5.06. The Professional Development Committee. (a) The purpose of the Professional Development Committee is to promote the positive image of the LBJ School while ensuring that current students are fully prepared to enter their careers in public affairs.

(b) The Committee shall:—

- (1) Be chaired by the Professional Development Officer;
- (2) Foster productive and mutually beneficial relationships with alumni, including, but not limited to:—
  - (a) Student–Alumni dinners;
  - (b) Brown bag speakers;
  - (c) Providing network-building opportunities;
  - (d) Participating in OSAA planned activities for newly admitted students;

- (3) Organize and facilitate the informal Brown bag series and solicit input from LBJ students on desired speakers and topics of discussion;
- (4) Coordinate speaker selections with GPAC recognized organizations that seek to sponsor particular speakers.

Section 5.07. The Student Life Committee. (a) The purpose of the Student Life Committee is to provide opportunities that contribute to the physical, mental, and emotional enrichment of LBJ students, faculty, and staff.

(b) The Committee shall:—

- (1) Be chaired by the Student Life Officer;
- (2) Coordinate social activities, including but not limited to:—
  - (a) Happy hours;
  - (b) Parties
  - (c) Picnics;
  - (d) Arts and crafts events;
- (3) Organize events that promote the fitness and wellness of LBJ students, including but not limited to:—
  - (a) Intramural sports;
  - (b) Participation in public athletic events;
  - (c) Facilitating stress-relieving activities;
  - (d) Hosting mental health awareness events;
- (4) Ensure that events are reflective and inclusive of LBJ students' diversity and minority groups.

Section 5.08. The Community Outreach Committee. (a) The purpose of the Community Outreach Committee is to organize community service events and build relationships with community organizations.

(b) The Community Outreach Committee shall:—

- (1) Be chaired by the Community Outreach Director;
- (2) Facilitate community service activities which LBJ students volunteer their service for the betterment of the greater community; and
- (3) Build relationships with community organizations who share common interests with the LBJ School including, but not limited to:—
  - (a) Professional organizations;
  - (b) Non-profits; and
  - (c) Advocacy organizations.

Section 5.09. The Diversity & Inclusion Committee. (a) The purpose of the Diversity & Inclusion Committee is to coordinate, facilitate, and support diversity, equity, and inclusion initiatives at the LBJ School and within GPAC.

(b) The Diversity & Inclusion Committee shall:--

- (1) Be chaired by the Diversity & Inclusion Officer;
- (2) Include in its membership one representative each from the Feminist Policy Alliance, the Policy Alliance for Communities of Color, and the Pride Policy Alliance student groups; and
- (3) Include in its membership one student representative from the LBJ DEI Committee; provided that
- (4) Representatives to the Committee appointed from student groups and the DEI Committee are:--
  - (a) un-elected and non-voting members of GPAC;
  - (b) nominated by their respective student organizations; and
  - (c) appointed to serve on the Committee by the Diversity & Inclusion Officer or a majority vote of the Executive Committee.