



Bylaws of the Graduate Public Affairs Council
To Serve and Lead

Adopted on February 11, 2020
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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: —
 - i. (a) The Office of Student and Alumni Affairs; and
 - ii. (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:—
 - i. (a) An LBJ School student;
 - ii. (b) A faculty member who is appointed to the LBJ School;
 - iii. (c) A staff member who is employed at the LBJ School;
 - (11) A “UT Community Member” means:—
 - i. (a) A UT Student;
 - ii. (b) A faculty member appointed to any academic unit or department at UT; or
 - iii. (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 in 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.

TITLE II. GENERAL ASSEMBLY MEETINGS.

Section 2.01. definitions.

- In this title: —
 - (1) “Presiding Officer” means the ExComm member, or another student designed by that member, chairing the meeting of the Assembly.

Section 2.02. The Presiding Officer.

- (a) The President is the presiding officer of the Assembly. If the President is absent, the next officer shall preside instead; the line of secession shall continue until the External Communications Director.
- (b) If the Parliamentarian is the only Officer present, the meeting will be postponed until another Officer arrives or until 15 minutes have passed from the scheduled start of the meeting. If, after 15 minutes, no other Officer arrives, the meeting will be cancelled.
- (c) The presiding officer must conduct themselves fairly and impartially.
- (d) An Officer must be physically present to preside.

Section 2.03. Membership.

- The membership of the General Assembly is defined as the elected representatives of GPAC, the GPAC recognized organizational representatives (nonvoting), and, on a nonvoting basis except where provided for herein, the members of the Executive Committee.

Section 2.04. Meeting Time and Location.

- (a) The General Assembly and ExComm shall respectively meet at least once per month.
- (b) The General Assembly may be called into special session, with a 24-hour notice, by any one of the following methods:
 - (1) A proclamation by the President; or
 - (2) The delivery of a written petition to the Internal Communications Director, bearing the signatures of two-fifths of the members of the Assembly.
- (c) The President may conduct a vote of the General Assembly via an online polling mechanism, provided that the number of respondents is sufficient to constitute a quorum, as defined in this title. Responses to this online poll must be collected within 48 hours of the distribution of the poll.

Section 2.05. Quorum.

- (a) The Assembly must have a quorum do to business, defined as a majority of its filled membership (excluding the President, the Internal Communications Director, and the Parliamentarian), but a minority may adjourn, recess, and request the attendance of absent members. A member may be in attendance either physically or via a video call to be considered present at the meeting.

- (b) The presiding officer of the Assembly may postpone the beginning of the meeting for a maximum of 25 minutes, or until a quorum is present, whichever is earliest.

Section 2.06. Voting.

- (a) When voting upon any business, a member shall declare their assent or dissent to the motion. If the member wishes to be excused from voting, they shall concisely declare their reasons therefore. Thereafter, the presiding officer shall put the following question to the Assembly without debate: "Should the member be excused from voting"? If the motion carries, the member is excused from voting and shall not count towards the total number of members present to constitute a majority.
- (b) Except where otherwise expressly allowed, all votes are conducted amongst the entire membership of the Assembly; votes amongst members present and voting must be specifically allowed by these bylaws or by the constitution for the business or motion being considered.
- (c) In the event of a tie, the presiding officer shall have the casting vote.
- (d) If the integrity of the vote is called into question, the presiding officer may, with the consent of the Parliamentarian; or two-thirds of the members present and voting may, invalidate the results of the election and put the question to the Assembly once again without debate.
- (e) Upon the application to the presiding officer by two-fifths of the Assembly, or in the presiding officer's good judgement with the concurrence of the Parliamentarian, if a conflict-of interest exists: —
 - (1) Any member of the Assembly may be involuntarily recused from voting if they are found, by two-thirds of the Assembly, to have a conflict-of- interest upon the business being considered; or
 - (2) The presiding officer may be temporarily replaced with a substitute for the duration of the discussion and vote upon the pending business where the conflict exists, provided that a majority of the Assembly concurs with the substitution.

Section 2.07. Submission of Business for Consideration.

- Members must submit any business for consideration to the Internal Communications Director at least 48 hours before the Assembly meeting where to it is to be considered. Business submitted will be considered by ExComm and must be approved thereby to be included upon the meeting's agenda. Business which is delivered to the Director in conjunction with a petition bearing the signatures of two-fifths of the members of the Assembly (including Officers) in support of the business is immediately placed on the agenda.

Section 2.08. Parliamentary Authority.

- Except where superseded by these bylaws, the latest edition of *Robert's Rules of Order*, will be the parliamentary authority of the Assembly.

Section 2.09. Secret Ballots.

- Any member has the right to demand a secret ballot upon a motion, which may be overruled by three-fourths of the members present and voting.

Section 2.10. Prohibition Against Amendments of Motions.

- No motion made by a member may be amended by any other without the consent of the original owner of the motion. If the original owner consents, the original motion shall be withdrawn and the amended motion shall take the place of the original motion at the discretion of the presiding officer.

Section 2.11. General Assembly Attendance.

- (a) No member of the General Assembly may: —
 - (1) Miss more than 50 percent of the meetings of the same with excused absences;
 - or
 - (2) Miss more than 75 percent of the meetings of the same with unexcused absences.
- (b) 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.

TITLE III. LEGISLATIVE PROCEDURES.

Section 3.01. Definitions.

- In this Title: —
 - (1) The definitions of Title II are in continuing effect; and
 - (2) “Director” means the Internal Communications Director.

Section 3.02. Legislation.

- (a) GPAC recognizes the following types of legislation:
 - (1) Bills; and
 - (2) Formal Resolutions.
- (b) Legislation must be sponsored or co-sponsored by at least one voting member of the Assembly.
- (c) The Director may maintain a template to be used for legislation and shall remain available to assist any member in the writing of legislation.
- (d) Any amendment to these bylaws or the constitution must specifically indicate any provision being repealed by a strikeout and must specifically highlight any provision being appended or inserted via an underline. No amendments to the bylaws or the constitution by reference is allowed; any part being amended must be reenacted and republished at length.

Section 3.03. Bills.

- Bills are the mechanism whereby GPAC may amend its own bylaws, amend or adopt the budget, or otherwise formulate enforceable rules upon all of GPAC. Bills must be presented in written form and distributed to all members at least 12 hours before the stated meeting time.

Section 3.04. Resolutions.

- (a) Formal resolutions are the method whereby GPAC may express the opinion of all LBJ School students and must be presented in written form.
- (b) A verbal, or informal, is a more formalized motion, or a series of motions, made at GA which may be written if desired and does not express the voice of LBJ School students to an external actor.
- (c) The question of whether a document is a Formal Resolution or a(n) Verbal/Informal resolution is the decision of the Director.

Section 3.05. Referral to Referendum.

- (a) Any member of the Assembly may motion that legislation be referred to the student body for consideration.
- (b) If the Assembly adopts a motion to refer, a referendum shall be held amongst LBJ students within two school weeks or at the next scheduled election—whichever is sooner.

Section 3.06. Clerical and Substantive Amendments.

- (a) Any amendment to legislation shall be classified by the Director as either a clerical amendment or a substantive amendment.
- (b) Clerical amendments are amendments that do not change the substance, purpose, meaning, or goal of the legislation. Clerical amendments are immediately put to a vote unless a majority of the members present and voting demand a debate.
- (c) Substantive amendments are any amendment that is not clerical. Substantive amendments are put to a discussion consistent with the parliamentary authority unless the members present, by unanimous consent, waive discussion.

Section 3.07. Director Rulings.

- (a) Rulings and decisions of the Director made pursuant to this title may be overruled by two-thirds of the Assembly.
- (b) Neither a ruling, nor overruling of a ruling, is to be considered or construed as binding precedent upon the Director or a future Director.

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 5:00 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:—
 - i. The GPAC website;
 - ii. Social media accounts; and
 - iii. 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 101’ 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.

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
- (5) 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 Diversity, Equity, and Inclusion Committee; provided that
 - (6) Representatives to the Committee appointed from student groups and the Diversity, Equity, and Inclusion 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.

TITLE VI. APPOINTMENTS CODE.

Section 6.01. Definitions.

- In this Title: —
 - (1) “PACC” means the Policy Alliance for Communities of Color.

Section 6.02. Appointment Process.

- (a) The President shall oversee, or shall designate another Officer to oversee, the appointment process and to disseminate applications to such specialized positions through the reasonable and appropriate means.
- (b) Applications must be distributed at least:—
 - (1) One calendar week before the application deadline; or;
 - (2) Under special circumstances and when authorized by two-thirds of ExComm, 48 hours before the application deadline.
- (c) Unless otherwise specified, any LBJ School student is eligible for appointment; but candidates should be reasonably informed of the variable (and sometimes extreme) time commitments of these specialized positions.

Section 6.03. Voting Rights.

- The positions established in this Title do not have voting rights in the Assembly; however, any student may concurrently hold a voting position in the Assembly and one of the appointed positions in this Title.

Section 6.04. Nominations.

- Unless otherwise stated, any student may nominate themselves or another student for a position established in this Title.

Section 6.05. Follies Chairs.

- (a) Before November 1, GPAC shall solicit nominations for Follies Chairs and shall conduct an election amongst the students to determine the Chairs.
- (b) Follies Chairs shall hold their offices until the end of the Spring semester and shall: —
 - (1) Organize a committee of interested student to participate in Follies; and
 - (2) Manage the financial matters concerning the production of Follies under the supervision of the Finance Director.

Section 6.06. Barbara Jordan Chairs.

- (a) ExComm shall solicit nominations for Barbara Jordan Chairs from PACC, who shall have two weeks from the time of solicitation to provide a slate of nominees. This slate of nominees must be received by October 1.
- (b) Once the nominees have been received, the Chairs will be elected in a GPAC administered election.

- (c) Barbara Jordan Chairs will be under the sole jurisdiction of PACC. GPAC will have no supervisory role of the Barbara Jordan Chairs, nor shall stipulate any requirements, duties, or otherwise for the same.

Section 6.07. OSAA Coordinated Positions.

- (a) GPAC shall refer all students interested in the following positions to OSAA:—
 - (1) Graduation Chair(s); and
 - (2) Summer Transition Chair(s).
- (b) ExComm will, upon consultation with OSAA, promulgate the method whereby Summer Transition Chairs are chosen, which must be one of the following methods:—
 - (1) Appointment by ExComm or an Officer, with or without approval by the Assembly;
 - (2) Election by the students or by the Assembly; or
 - (3) Appointment by OSAA alone.
- (c) No position may be designated as an OSAA Coordinated Position unless specified as such in these bylaws.

Section 6.08. UT Legislative Student Organization Representatives.

- (a) Before October 1, the President must appoint a student to represent GPAC before the following organizations and this representative shall hold these offices until the conclusion of the Spring semester:—
 - (1) The UT Senate of College Councils;
 - (2) The UT Graduate Student Assembly; and
 - (3) The UT Student Government.
- (b) These representatives shall: —
 - (1) Regularly attend and represent LBJ School students and their interests in their respective organizations;
 - (2) Send reports upon the activity of their organization to the Assembly and ExComm;
 - (3) Notify the President of anticipated absence to a meeting of their organization in a reasonable timeframe.

Section 6.09. Interim Appointments.

- If the General Assembly cannot reasonably be convened, two-thirds of ExComm may empower the President to make an interim appointment which will expire upon the next meeting of the General Assembly.

Section 6.10. Ad-Hoc Appointments.

If the President finds that an additional position not established in this Title is necessary, they may nominate a student or students to the necessary positions and shall submit these students to the Assembly at its next meeting for both notification of appointment and for confirmation.

TITLE VII. FINANCE CODE.

Section 7.01. The Finance Committee.

- (a) ExComm shall function as the Finance committee and, when sitting for that purpose, the Finance Director shall preside.
- (b) When necessary, the Finance Director may conduct an online poll of committee members, but such poll must conform to the same requirements as an online poll of the Assembly.
- (c) The Finance committee assists with the coordination and administration of all accounts.
- (d) All budget requests and reimbursements forms are submitted through the GPAC.

Section 7.02 LBJ Procedures.

- (a) The Finance Director shall publicize any financial regulations imposed by LBJ or UT that are outside of the control of GPAC.
- (b) A completed reimbursement request form, in addition to itemized receipts showing the total amount paid for a service or items—not the price of the items, the amount spent—must be provided to the Finance Director in accordance with LBJ approved procedures to receive funds from any account.

Section 7.03. GPAC Accounts.

- There are at least three accounts available to GPAC: —
 - (1) The Administrative Account, which consists of monies under the primary administration of LBJ
 - (2) (^) The Discretionary Account, which consists of funds raised by GPAC's business activities; and
 - (3) (e) The Brownbag Account, which consists of monies under the primary administration of LBJ.

Section 7.04. The Administrative Account.

- (a) The Administrative Account may:—
 - (1) Be used to reimburse expenses for food, supplies, services, and other costs at the discretion of either the Finance Director or the President;
 - (2) Not be used to reimburse costs for alcohol;
 - (3) Not be used for fundraising or profit-generating activities.

Section 7.05 The Discretionary Account.

- The Discretionary Account:—
 - (1) May be used to reimburse costs for alcohol and other purchases at the discretion of the Finance Director;
 - (2) May be used for deposits or other pre-purchases; (e) Shall be the depository account for all fundraising proceeds; (,) Must maintain a reasonable minimum balance, as determined by the Finance committee;
 - (3) May be used to purchase merchandise at the discretion of the Finance Director.

Section 7.06. The Brownbag Account.

- The Brownbag Account: —
 - (1) Can only be used for events consist with the mission statement of the funding source;
 - (2) Can only be used for lunch events with guest speakers hosted at LBJ unless an exception is made by LBJ.

Section 7.07. Appropriations in General; Budget Requests.

- (a) The Finance Director and the President are jointly responsible for GPAC's appropriation process.
- (b) The Finance Director, or their designee, is responsible for educating GPAC recognized organizations of the appropriation process at the beginning of the fall semester.
- (c) To ensure accountable planning for each semester, GPAC recognized organizations must submit budget requests to the Finance Director prior to the beginning of the fiscal year.
- (d) The Finance Director and President shall set the dates for the consideration of budgets.
- (e) Dates for the consideration of budgets must allocate enough time for planning and approval by the beginning of the fiscal year.
- (f) All budget requests, notwithstanding any other provisions of this Title, must be submitted at least 48 hours in advance of the meeting where they are to be considered.

Section 7.08. Budget Changes.

- (a) Outside the regular appropriations process, the Finance committee can approve budget change requests or new funding requests in the amount no greater than e// made by standing committees, ExComm, or GPAC recognized organizations.
- (b) Any change or new funding request must be approved by a majority of the Finance committee and a majority of members present and voting of the Assembly.

Section 7.09. Merchandise Purchases for Fundraising.

- The Finance Director is responsible for purchases of merchandise used in fundraising. Purchases of merchandise solely for the purpose of resale in support of fundraising may be made at the discretion of either the Finance Director or the President.

Section 7.10. Financial Transactions and Decisions During Summer.

- (a) During the summer semester, after the last spring Assembly meeting and prior to the following year's election, financial transactions, and oversight of GPAC's accounts are made by the incoming Finance Director. If the incoming Finance Director is unavailable over the summer, those duties shall be discharged by (provided that they have completed Treasurer Training):—
 - (1) The President;
 - (2) The Vice President if the President is unavailable; or

- (3) Any other Officer if the President and Vice President are both unavailable.
- (c) Authority over financial transactions and decisions shall be transferred back to the Assembly at its first session following elections.

TITLE VIII. JUDICIAL OVERSIGHT.

Section 8.01. Definitions.

- In this Title: —
 - (1) “GPAC Event” means any event sponsored or coordinated or hosted by, or otherwise affiliated with GPAC;
 - (2) “Code” means the *Code of Conduct for GPAC Events*;
 - (3) “Petitioner” means the LBJ Community Member or UT Community Member who is bringing a concern before the Council; and
 - (4) “Respondent” means: —
 - (a) The student whom the petitioner is bring allegations against;
 - (b) If the concern is regarding the bylaws, the concern is against the Title(s), section(s), and subsection(s) listed in the complaint; and
 - (c) If the concern is regarding the constitution, the concern is against the Articles(s) and section(s) listed in the complaint.
 - (5) An “Event Coordinator” or “Coordinator” is: —
 - (a) The ExComm member who, either personally or in their role as Chair of a committee oversaw, planned and/or hosted a GPAC event; or
 - (b) A member of the General Assembly who planned and/or hosted a GPAC event.

Section 8.02. The Judicial Council.

- (a) Any community member may submit a letter to ExComm requesting the formation of the Judicial Council for the purposes of:
 - (1) Interpreting the GPAC Constitution or Bylaws;
 - (2) Investigate and adjudicate grievances with GPAC members, including GPAC Executive Committee members; and
 - (3) Investigate, adjudicate, and, if ratified by the process specified herein, sanction students found in violation of the *Code*.
 - (b) The Committee may, by a majority vote of its members, order the Council to form. If the Committee does not form the Council, the petitioner may appeal to the Assembly which may convoke the Council by a majority vote of the members present and voting.
- (c) If ExComm rejects the request to form the Council, it must state, in writing, its reasons therefor.

Section 8.03. Composition of the Council.

- (a) The Vice President is the Chair of the Council and the Internal Communications Director shall be the nonvoting Vice Chair of the Council and shall take its minutes.
- (b) The Council shall consist of one senior student representative, one first-year representative, each chosen randomly by lot from amongst the General Assembly; and one student chosen at-large from outside of GPAC by the Dean.

Section 8.04. Prohibition Against Conflicts of Interest.

- (a) Absolutely no conflicts of interest shall be allowed upon the Council at any time. If a Councilor has an interest in the outcome of the complaint, then the member shall be excused in the following manner:
 - (1) If the Vice President has the conflict, or if the President is the respondent, the Student Life Officer shall substitute;
 - (2) If the Internal Communications Director has the conflict, the Finance Director shall substitute;
 - (3) If any other member of the committee has a conflict, and:—
 - (a) The member is from GPAC, the President shall draw lots until another member who does not have a conflict is selected; and
 - (b) If the member is not from GPAC, the Dean shall nominate and, with the consent of two-thirds of the Assembly, appoint another student to sit on the Council.
- (b) If a conflict that is not covered by this section arises, the Dean shall nominate and, with the consent of two-thirds of the Assembly, appoint replacements for the Councilor(s) conflicted out.

Section 8.05. Complaints.

- A written complaint must be transmitted in writing and must specifically address, delineate, and describe the concern or concerns the petitioner wishes the Council to address.

Section 8.06. Meeting and Hearings.

- (a) The Council shall, within two school days of being formed, conduct a hearing where the petitioner and the respondent may present the necessary witnesses, testimony, or other evidence necessary to reasonably present and defend their respective cases. Both the petitioner and the respondent have the right to a fair and impartial hearing, and are entitled to due process throughout the judicial process.
- (b) Within two school days, or four school days with the consent of ExComm upon good cause, the Council shall rule upon the case with a majority of the Council being necessary to determine the question. The Vice President, or the substitute presiding officer if the Vice President is conflicted out, shall only have a casting vote. Except where expressly provided for in this article, the rulings of the Council are final and binding.
- (c) In the event that the respondent is found not in violation of any misconduct or inappropriate behavior, or a grievance is otherwise not sustained, the respondent may not be re-accused of the same behavior without substantial new evidence.
- (d) If the petitioner is requesting an interpretation of either of the governing documents, any community member may present arguments in favor of or against the petitioner's arguments.

Section 8.07. Adjudication Process for Inappropriate Behavior.

- If the petitioner alleges that the respondent violated the *Code*, the Council may, at the conclusion of the hearing and upon a preponderance of the evidence, find the respondent in violation. If a majority of the Assembly members present and voting sustain the finding of the Council, the respondent may be sanctioned under to these bylaws.

Section 8.08. A *Code of Conduct*.

- (a) The Executive Committee may, by a majority vote, enact a set of rules and standards of conduct for GPAC events known as the *Code of Conduct for GPAC Events*. The Assembly may overturn any rule within the *Code* by a two-thirds vote of the members present and voting.
- (b) Students are also responsible for adhering to the UT *Student Code of Conduct* and any suspected violations of the same shall be referred to the Dean of Students for investigation and disciplinary action.
- (c) Any UT student, or their guest, is subject to the *Code* and, by their attendance at a GPAC event, is implying agreement to the code. Any person who refuses to abide by the code will be refused entry to the GPAC Event.
- (d) It is the responsibility of ExComm and the coordinator of the event to inform attendees and potential attendees of the event of the *Code*.

Section 8.09. Interim Sanctions.

- No person being investigated by the Council for potential violations of the *Code* may attend a GPAC event without the express written consent of the coordinator of the event they wish to attend and at least one (other) Officer.

Section 8.10. Homes.

- Nothing in this title shall be construed to compel any member of GPAC to allow any student into their personal home, except where preempted by federal, state, or local law or institutional policy.

TITLE IX. IMPEACHMENT; INVOLUNTARY REMOVAL FROM OFFICE.

Section 9.01. Definitions.

- All of the definitions from Title VIII of these bylaws remain in effect throughout this Title with the following additions: —
 - (1) Instead of “Petitioner” this article shall instead use “Complainant” to refer to a member of the community whom files impeachment charges against a GPAC member.

Section 9.02. Incorporation of Judicial Process.

- Except where otherwise expressly noted in this Title, the rights, processes, and procedures of a hearing before the Council, as specified in Title VVII, are incorporated herein.

Section 9.03. Impeachment Process.

- (a) Any elected or appointed member of GPAC may be impeached for misconduct or gross maladministration. A member may be impeached by either: —
 - (1) The presentation of a petition bearing the signatures of e/ percent of LBJ School students to the Executive Committee; or
 - (2) Two-thirds of the General Assembly.
- (b) Once the impeachment is ratified, the Judicial Council shall immediately conduct a hearing to determine two questions:
 - (1) Is the member guilty, upon a preponderance of the evidence, of the charges; and
 - (2) What sanction should be assessed.

The Council shall, within five days of the impeachment, hold the hearing as described by Section 8.06; the Complainant shall also be the prosecutor and the impeached member is the respondent and defendant. This hearing is open to all LBJ School students and may not, without the written consent of the Dean and four-fifths of the Assembly, be held in secret.

- (c) After hearing the evidence, the Council may, upon a majority vote, convict if the first question is found to be true. If the Council convicts, it shall immediately thereafter recommend to the Assembly an appropriate sanction which shall be sustained and imposed if ratified by two-thirds of the Assembly.

Section 9.04. Sanctions.

- (a) The Council may recommend, upon a majority vote unless otherwise stated, any of the following sanctions against a member convicted:
 - (1) Informal reprimand, defined as a written statement by the Council in disapproval of the member’s actions;
 - (2) Formal censure, defined as a written statement by the Council which shall be entered into the minutes of the next meeting of the Assembly;
 - (3) Removal from office, which must be recommended by two-thirds of the Council;
 - (4) A recommendation to the Dean that a disciplinary note be inscribed upon the respondent’s record; or

- (5) A referral to the UT Dean of Students for institutional disciplinary action.
- (b) With regard to GPAC Events, any of the following sanctions may be imposed as supplemental sanctions:
 - (1) A determined period of probation, defined as a specific time period where the adjudicated student is prohibited from attending GPAC events; or
 - (2) An indeterminate period of probation, defined as an unspecified time period where the adjudicated student is prohibited from attending GPAC events until either: —
 - (a) A majority of the General Assembly finds that the student should be readmitted to GPAC events; or
 - (b) The lead coordinator of the event, with the consent of the President, consents to admit the student to the event. Readmission to a singular event does not constitute readmission to all GPAC events.
- (c) The recommendation must be ratified by two-thirds of the Assembly to be sustained and imposed by the Council.

TITLE X. ELECTION CODE.

Section 10.01. Eligibility.

- Any LBJ student is eligible to run for an elected position in GPAC.

Section 10.02. Nominations.

- Any student can nominate either themselves or another student for a GPAC position. At the end of the nomination period, no further candidates may be added to the ballot. ExComm is responsible for making contact with each candidate to verify that he or she accepts the nomination. Should a candidate decline the nomination, his or her name shall not appear on the ballot. If a candidate cannot be contacted to verify acceptance of the nomination, he or she shall be considered to have accepted the nomination. No candidate may be elected without first appearing on the ballot.

Section 10.03. Fall Elections.

- During the Fall election period:—
 - (1) The Parliamentarian and Internal Communications Director and other elected members—minus those chosen in the Spring Election—shall be chosen;
 - (2) Nominations will be held during the first three weeks of the semester.

Section 10.04. Spring Elections.

- During the Spring Elections:—
 - (1) The remaining members of the Executive Committee will be chosen, except for those chosen in the Fall election;
 - (2) Nominations are held during the second week of February.

Section 10.05. Remaining Vacancies Following Fall Elections.

- Any vacant committee positions that remain vacant following Fall elections will be filled through a mid-semester appointment process. GPAC will advertise the available positions and accept applications from interested students during the first week of October. The President will nominate and, with the consent of the Assembly, appoint the remaining positions from those applications.

Section 10.06. Special Provision for Spring Elections.

- Should a First Year ExComm member be elected to serve another ExComm position, the following shall occur:—
 - (1) Former Executive Committee Members will take turns taking minutes at all Executive Committee and General Assembly meetings;
 - (2) If needed during General Assembly meetings, the former President will handle the role of Parliamentarian.

Section 10.07. Spring Transition Period.

- (a) A transition Period begins at the General Assembly meeting when new officers are announced. Each committee handles this process as they see fit, but during this time

both new and old Executive Committee members will attend all GPAC meetings pertinent to their position.

- (b) The new Executive Committee will take effect on the last General Assembly meeting of March. The Previous members of the Executive Committee members become regular members of standing committees. The president takes an at large seat in the General Assembly.

Section 10.08. ExComm Duties During Elections.

- (a) Officers who are not running for a position are responsible for administering elections. Officers who are running for office are excluded from these powers and duties, and may not exercise them under any circumstances.
- (b) During elections, Officers shall:—
 - (1) Announce and publicize upcoming elections and familiarize students with the election process;
 - (2) Publish a description for each open position;
 - (3) Administer the nomination process;
 - (4) Collecting and publishing personal statements from all candidates;
 - (5) Verifying that a candidate either accepts or declines an nomination;
 - (6) Ensures voting is executed in an ethical and efficient manner;
 - (7) Contacting winners to verify that they accept their position and notifying runners-up in the event that the winner declines;
 - (8) Maintain confidentiality of the results until the Assembly meeting following elections;
 - (9) Ensure that the election's results are available to all students.

Section 10.09. Election of Standing Committees.

- (a) Each Committee shall have at least one first year student and one second year student. The candidates with the highest number of votes among first years and amongst senior students will automatically receive these designated slots. The remainder of the positions will be open, without distinction by classification, and decided by the number of votes.
- (b) A student may run for more than one standing committee and may choose to serve on more than one committee.
- (c) No student may concurrently serve in a standing committee and serve as an Officer, unless they are the Chair of a standing committee or a subcommittee.

Section 10.10. Runoffs.

- In the event of a tie, the following shall occur:—
 - (1) The ballots shall be recounted, if applicable;
 - (2) Tied candidates shall be asked if they wish to concede;
 - (3) A Tie-breaking Election shall be held within 48 hours; and
 - (4) If a tie remains after a tie-breaking election, the procedures specified in this section shall be repeated until either a candidate concedes or a tie is broken.

Section 10.11. Terms of Office for First Years and Doctoral Candidates.

- First-year positions which are selected in the Fall will begin their terms of office at the Assembly meeting following elections and will end their terms at the next year's Fall elections.

Section 10.12. Terms of Office for Senior Students.

- Senior student positions which are selected in the Spring will begin their terms at the Assembly meeting following elections and will continue until Fall elections. If the incumbent student graduates, their term will end with their graduation in May.

Section 10.13. Terms of Officer for Officers Chosen in the Spring.

- (a) The transition period begins at the Assembly meeting immediately following elections.
- (b) The new Officer shall assume their duties no later than four academic weeks following the conclusion of elections, with the exact date being affixed by ExComm.

Section 10.14. Grievances.

- Any student may submit a grievance about either the conduct of elections or the conduct of a candidate to the Judicial Council, which shall, within 48 hours, hold a hearing to examine the grievance.

Section 10.15. Uncontested Positions.

- If a position is uncontested, ExComm may install the candidate into office without an election after two days past the closing of the nomination period.