



WILLIAM & MARY

PUBLIC POLICY

Graduate Policy Association at the College of William & Mary
Ratified on: March 30, 2016

PREAMBLE:

This document will serve as the Constitution of the Graduate Policy Association, as ratified on: March 30, 2016. All older Constitutions attributed to the Graduate Policy Association shall be null and void upon the ratification of this document. This document shall serve as the Graduate Policy Association's Constitution until such a time that it is amended under the procedure set forth in Article IX of this document.

Article I: NAME

- a) This organization will be known as the "Graduate Policy Association" (abbreviated "GPA") at the College of William & Mary (abbreviated "W&M").

Article II: PURPOSE/MISSION

- a) The purpose of this organization will be to foster professional development, academic excellence, social interaction among its members, and serving the community.
- b) The organization will strive to enhance the graduate experience of the William & Mary Public Policy Program and its members.

Article III: MEMBERSHIP

- a) Full voting membership will be available to all students enrolled in the William & Mary Masters of Public Policy program who are also in good standing with W&M.
 - a. Article VI of this document will address how GPA business will be conducted with regard to reaching quorum for GPA meetings.
- b) In accordance with W&M's Policy on Discrimination, Harassment, and Retaliation, membership in this organization shall be open to all on a non-discriminatory basis with regard to race, religion, creed, national origin, gender, or political belief.
- c) The GPA also commits to not discriminating based on sexual orientation or identification.

Article IV: OFFICERS

- a) Officers will serve from the period between their election and the election of a new officer to fill their position. Below are the officers set-up explicitly by the GPA and will be referred to as the GPA officer corps.

- b) Any other occupied officer positions that exist for the GPA at the time of this document's ratification, but are not included in the below list of officers shall continue to exist until the next full election of GPA officers at which time the positions in question will terminate as the current office holder leaves office.
- c) Officers can be removed by a $\frac{2}{3}$ majority of the full voting membership of the GPA or by a petition lead by the President and concurred on by $\frac{2}{3}$ of the GPA officer corps.
- d) The roles for each officer listed below are not meant to be all encompassing, and all officers are expected to participate in and assist with GPA activities and events.
- e) The **President** will serve as the head of the GPA whose duties include, but are not limited to, managing the officers of the GPA, running GPA meetings, and conducting elections. The President will be charged with carrying out and/or delegating responsibilities deemed important to the operations of the GPA by the officer corps of the GPA. The President will serve as the primary liaison between the organization and its wider membership as well as the program administration. The President shall be responsible for taking the lead role on formulating organizational goals and budgets, in conjunction with the GPA officer corps and the GPA membership at large.
- f) The **Vice President** will serve as the representative of the Public Policy Program to the Graduate Student Association ("GSA"), the student government association representing all Arts & Sciences graduate programs, acting as voting representative on behalf of the Public Policy Program at GSA meetings and serving on GSA committees. In addition to serving as the program representative on GSA, the Vice President is generally responsible for increasing the Public Policy Program's visibility and presence on campus by organizing outreach efforts and co-sponsorship of events with other academic and extracurricular programs. The Vice President will also assist the President, Social Chair, and Treasurer in overall program governance, event planning, and financial management for the GPA. The Vice President is also responsible for attending the fall and spring Public Policy Board of Advisors meetings (fall meeting in November in Williamsburg and spring meeting in April in DC). At these meetings, the liaison must take detailed notes regarding the proceedings and answer any questions from the Board regarding student input or perspective on a topic. Following the meeting, the liaison is to collaborate with Professor McBeth in finalizing the meeting minutes, which are posted on the Public Policy website and distributed to Board members at the following meeting.
- g) The **Social and Service Chair** (SSC) is responsible for proposing, planning, organizing, coordinating, and facilitating both social and community service oriented events and activities endorsed and/or sponsored by the Graduate Policy Association (GPA) throughout the academic year. The SSC must ensure that GPA sanctioned events are safe, inclusive, accessible, and open to all public policy students. The SSC is responsible for events that are either endorsed by a majority of the voting members of the GPA or conducted under the auspices of the W&M Public Policy Program with a request for GPA participation and/or assistance. Pursuant to his/her duties the SSC shall promote participation through the maintenance of an effective and reliable means of communication with public policy students to ensure that event related information is widely disseminated with ample notification. The Social and Service Chair is able to delegate responsibilities as they see fit to the first-year members of the GPA.
 - a. Annual GPA events for which the SSC is responsible include but are not limited to the following:
 - i. New student orientation

- ii. Fall Cook-out
 - iii. Homecoming
 - iv. Service engagement
 - v. Spring Cook-out
- b. Is responsible for managing and promoting on-campus events and program activities that the Officers of the GPA deem relevant to alumni. This includes Homecoming, any guest speakers, *William & Mary Policy Review* (“*Policy Review*”) events and publications and other events as the GPA sees fit. Specific duties include but are not limited to publicizing to the program alumni network, assisting the GPA President and Vice President in operating the events, coordinating with the Executive Editor and Editor-in-Chief of the *Policy Review* about events and publications schedules and other duties that may be necessary and proper to ensure that alumni are actively engaged in the program and are aware of scholarly activities. The goal is to improve alumni engagement, foster donations and support and complement marketing of the program.
- c. Is responsible for coordinating outreach to perspective and new students. These duties include working with the Director of Admissions to set-up hosts for perspective student visits, as well as assisting in admissions programming. The Alumni and Outreach Coordinator is also responsible for outreach to the new students upon the acceptance of the new class into the program.
- d. Is responsible for organizing GPA participation in intramural sports. This includes informing members about upcoming intramural sports, organizing and signing-up the intramural team, and acting as captain of the team.
- e. He or she is also responsible for organizing the acquisition of program t-shirts and other apparel.
- h) The **Deputy Social and Service Chair** will work as the assistant to the Social/Service Chair.
- i) The **Treasurer** is the chief financial officer of the GPA. The Treasurer is responsible for recording financial activities of the organization and keep the officers and members of the GPA informed about the financial standing of the organization. The responsibilities of the Treasurer include but are not limited to: monitor the GPA bank account and budget, keep a record of all transactions, confirm purchase requests with the front office, collect funds and deposits to the GPA bank account, update the list of snacks prices, and prepare funding requests on behalf of the organization when funding opportunities arise. The Treasurer should keep GPA’s financial information accurate and accessible to all members within the organization.
- j) The **Secretary** is responsible for recording meeting minutes for the GPA and taking attendance at meetings, and then distributing this information to the other GPA members. In addition, he or she maintains membership eligibility records, including resignations. Position may include other duties as assigned.
- k) The **First Year Representative** is responsible for representing the interests of the First Year Class at GPA meetings. In addition, he or she is responsible for passing along important information decided at the GPA meetings to the First Year Class.

Article V: ELECTIONS

- a) The President will run elections at the beginning of the Fall semester for the first-year positions (Secretary, Associate Social/Service Chair, and First-Year Representative) for that

academic year and before finals in the Spring semester for all other positions on the GPA for the following academic year.

- b) The President, in consultation with the Officer corps, shall have discretion about the form and operation of elections, but the standard form of election will be through a nomination process, followed by an opportunity to submit platforms, and culminating in a formal vote.

Article VI: MEETINGS

- a) Full GPA meetings will occur on a biweekly basis, or more/less frequently, at the discretion of the President.
- b) The President will be responsible for running meetings and constructing the agenda for each meeting.
- c) A quorum for GPA meetings will consist of a minimum of $\frac{2}{3}$ of the current elected officer corps of the GPA. Additional members of the GPA are welcome at GPA meetings, but none are required for a meeting to be at quorum.

Article VII: FINANCES

- a) Structure of Finances:
 - a. The GPA shall maintain its own bank account, which will hold its operating budget. This account should not fall below \$50 at any time.
 - b. The GPA will also maintain an account with the front office of the W&M Public Policy program, which will be granted a stipend at the start of each semester to help with events and other GPA purchases.
- b) The President and Treasurer shall be listed on the GPA bank account and both officers shall have access to the GPA bank account via the account debit cards issued to those officers. The outgoing President and Treasurer will arrange a time with their incoming counterparts to change over the names on the account. The President and the Treasurer shall be vested with the power to approve or disapprove of spending proposals.
- c) The Treasurer shall be charged with monitoring the GPA's finances throughout the year and providing regular updates to the officer corps of the GPA regarding the current financial situation.

Article VIII: POLICY COMPLIANCE

- a) The GPA will abide by all college policies including the Student Code of Conduct and the Campus Alcohol Policy.
- b) The GPA agrees that it will not initiate, support, or encourage any events or situations that endanger the mental or physical health or safety of a student for any purpose including but not limited to initiation or admission into or affiliation with this group or organization.

Article IX: RATIFICATION

- a) This document must be ratified in a vote, conducted by the President, of $\frac{2}{3}$ of the votes cast in a ballot open to the full voting membership of the GPA within one week of the ballot's issuance.

- b) This document originates with the Constitutional Committee, called by the GPA President, consisting of the GPA officer corps. In order for this document to be eligible for a full vote, it must pass a $\frac{2}{3}$ vote of the GPA officer corps, acting as the Constitutional Committee.

Article X: AMENDMENTS

- a) This document can be amended through a voting process, and requires a $\frac{2}{3}$ majority of the votes cast in a ballot open to the full voting membership of the GPA within one week of the ballot's issuance after first passing a $\frac{2}{3}$ vote of the officer corps. For the purpose of amending this Constitution, the GPA officer corps will serve as the committee to which all proposed amendments must be presented for initial discussion and vote.
- b) Any member of the GPA will be eligible to propose an amendment, and will be presented to the President at least 5 days before the GPA meeting at which the amendment will be considered.