By-Laws of the
Payson Graduate Student Association
of Tulane University of Louisiana

Article I. Mission

We, the graduate students of the Payson Center for International Development and Technology Transfer at Tulane University, in order to develop and further scholastic attainment; to promote understanding among the faculty, staff, students, and alumni; to coordinate the student activities of the Payson Center to further professional and social interests; and in recognition that the unification of the Payson graduate students into an effective group is necessary to these ends, do establish these By-Laws for the Payson Graduate Student Association.

Article II. Name

This association will be known as the Payson Graduate Student Association of Tulane University (PGSA), hereinafter referred to as the Association.

Article III. Membership

All graduate students registered in the Payson Center or whose chair of their doctoral committee is a Payson Center faculty member shall be considered members of this Association.

Article IV. Authority

The authority resides with the Association membership represented by the Executive Council, hereinafter referred to as the Council, who is duly elected by the graduate students of the Payson Center in accordance with the By-Laws of the PGSA.

Article V. Powers and Jurisdiction

Section 1. Powers
A) The Executive Council shall be the governing body of the Association, and shall have the power to formulate policies, manage the affairs of the Association, create lesser committees, and have all other powers prescribed by and necessary for the proper execution of these By-Laws.

B) Quorum shall be defined as 50% of current PGSA members. A two-thirds majority of those present shall be necessary to pass, amend, or repeal a By-Law.

C) Members who are not present at the meetings will be notified and have 5 days to vote via proxy or email to pass, amend, or repeal a By-Law.

Section 2. Jurisdiction

The Council may make recommendations on all matters of general concern to the graduate students of the PGSA.

**Article VI. Meetings**

Section 1. Regular Meetings

A) All meetings are scheduled by the Council members.

B) There shall be at least three (3) business meetings per semester and the first business meeting shall take place within four (4) weeks of the beginning of the semester.

C) Emergency or non-scheduled meetings may also be called in the following manner:
   1) By majority vote of the officers of the Council.
   2) By written request of the majority of the members of the Council.
   3) By request of the Academic Officer of the Payson Center.

In response to these requests, the meeting must occur within one week of the request.

Section 2. Special Meetings

Special Meetings of the Council may be called in accordance with Article VI, Section 1, Part C of the PGSA By-Laws.

Section 3. Notice of Meetings

A) Notice of all regular meetings shall be distributed by the Secretary at least one week in advance of each Council meeting and shall be distributed in writing to all Council members at or before the first meeting of each semester. Unavoidable delay shall not invalidate any action taken at these meetings.
B) Written or verbal notice of a special meeting shall be sent to each member of the Council at least 12 hours prior to the date of such special meetings.

Section 4. Meeting Time and Place

Meetings of the Council shall be held at the hour and place designated by the PGSA Officers.

**Article VII. Quorum**

Quorum for all votes is as defined as:

A) A simple majority of the Council members present at the meeting is required to pass any proposal.
B) A quorum shall be called if 2/3 of the Council is present.

**Article VIII. Officers**

Section 1. PGSA Officers

A) The Council members shall serve as the officers of the Association.
B) Duties shall include all directives of these By-Laws and the Association.
C) Each shall be accorded a vote in all meetings.

Section 2. Specific Duties of Officers

A) The Treasurer shall administer and keep records of the financial activities of the Association. The Treasurer shall be responsible for formulating a budget to be submitted to the Council as part of the annual budget process. The Treasurer shall present and discuss the budget at the introductory meeting of the Council. The Treasurer shall distribute written reports on the state of the budget at each Council meeting.
B) The Secretary shall make public and keep a permanent record of the proceedings of the Council meetings, distributing within one (1) week the minutes of said meetings. The Secretary shall have the additional duty of distributing a copy of the By-Laws at the introductory meeting. The Secretary shall also distribute a schedule of meeting dates at the first meeting of each semester.

Section 3. Reports
A) Council members shall give reports to the Council at each meeting of the PGSA Association.
B) The Treasurer shall distribute a written report on the state of the budget at each Council meeting.
C) The Executive Council shall report to the Association as needed to keep them informed.
D) Committee chairs shall give reports, as required, to keep the Council and Payson Graduate Student Body informed.
E) At the request of the Council, all reports may be written or oral.

Article IX. Function of Standing Committees

Standing Committees are committees that address continuing concerns which fall within the jurisdiction of the Council and shall be ultimately responsible to the PGSA Association.

Section 1. Appointment and Term of Office

A) Members of the Standing Committees shall be determined annually.
B) The tenure of Standing Committees closes with the end of Spring Semester. Any or all members of a committee may be reappointed.

Section 2. Reports

A) Standing Committees shall present interim reports as requested by the Council.
B) Each Standing Committee shall submit an annual written report.

Section 3. Meetings

The frequency of committee meetings shall be determined by each committee chair unless otherwise designated by the Council.

Section 4. Committee Chairs

The Council shall appoint chairpersons to these committees unless otherwise specified by the PGSA By-Laws. The appointments of these chairpersons must be approved by simple majority of the Council.

Section 5. Administration of Committees

Each Standing Committee shall operate in accordance with PGSA policy and regulations.

Section 6. Procedures for Operation
The Proposal and Subsidiary Committees shall establish guidelines for operation that are approved by the Council.

Section 7. Creation and Dissolution of Standing Committees

A) Creation of a new Standing Committee will require approval of the Council and amendment to these By-Laws. Proper justification must be presented to the Council outlining the committee's purpose and function.

B) Dissolution of a Standing Committee will require approval of the Council and amendments to these By-Laws. Proper justification must be presented to the Council outlining reasons for dissolving a Standing Committee.

**Article X. Standing Committees**

The PGSA Association shall have the following Standing Committees:

Section 1. Proposal Committee

The Proposal Committee shall be chaired a Council member who will not have a vote except in the instance of a tie. The committee shall be composed of three (3) members of the PGSA. These members shall be appointed by the Executive Council at the last business meeting of the spring semester. This committee is responsible for reviewing all proposals for the funding of speakers submitted to PGSA. The committee should formulate their standard procedures and present them to the Council at the first meeting where allocations are made.

Section 2. Forming New Committees

There are currently no standing committees. Establishment of a new standing committee will follow Section 7, Article IX of the PGSA By-Laws.

**Article XI. Special Committees**

Special Committees are committees that address short-term concerns which fall within the jurisdiction of the Council and shall be ultimately responsible to the Council.

Section 1. Appointment and Term of Office
A) Special Committees shall be created as needed by the Council. Proper guidelines shall be presented to the Council explaining the purpose, function, and need for such a committee.

B) Membership of Special Committees shall be determined by the Council.

C) The tenure of a Special Committee closes with its completion of its assignment.

Section 2. Reports

A Special Committee shall make a written report to the Council on completion of its assignment.

Section 3. Meetings

The frequency of committee meetings shall be determined by each committee chair unless otherwise designated by the Council.

Section 4. Administration of Committees

Each Special Committee shall operate in accordance with PGSA policy and regulations.

Section 5. Council Review

Upon request by the Council, a Special Committee shall update the Council on its progress.

Article XII. Enactment/Amendment of By-Laws

Section 1. Enactment

These By-Laws will be enacted by a 2/3 vote of the Association.

Section 2. Amendment

These By-Laws may be amended at any Association meeting when a quorum is obtained by a 2/3 vote.

Members who are not present at the meetings will be notified and have 5 days to vote via proxy or email to amend By-Laws.

Article XI. Rules of Order
In the conduct of meetings of the Council and its committees the newly revised Robert's Rules of Order shall prevail except as otherwise provided in these PGSA By-Laws.

REVISED AND APPROVED 1/03.