French Program Students Association (FPSA)

of the
Graduate Center of the City University of New York

BYLAWS

1. NAME

The name of this organization is French Program Students Association and the organization is referred to in these bylaws as the FPSA.

2. MISSION STATEMENT

The FPSA is a student-run organization that seeks to improve the academic life of students in the Graduate Center French Program by representing these students’ interests. Representation shall include expressing concerns of the students to the faculty and administration as well as relaying information back to the students. The primary tasks of the FPSA are to provide a forum for student concerns, to coordinate any administrative functions that affect the interests of students in the French Program, to foster, promote and develop alumni relationships, and to undertake other initiatives as needed and as decided by the students to improve any aspect of the Program which does not conflict with the Program Bylaws. In addition, the FPSA runs an annual conference open to FPSA members as well as students from other institutions.

3. MEMBERS

3.1 GENERAL CONDITIONS FOR MEMBERSHIP

All matriculated students of the French Program at the CUNY Graduate Center shall be considered members of the FPSA.

3.2 RIGHTS AND PRIVILEGES OF MEMBERSHIP

Each member of the FPSA shall be entitled to:

a. propose a topic for the FPSA conference and volunteer to serve as conference co-chair (actual co-chairs determined by vote)

b. participate in the FPSA-L listserv

c. nominate fellow students for positions on Program, FPSA and GC committees

d. vote on all FPSA election ballots

e. vote either in person or by proxy on issues put to a vote at FPSA meetings

f. propose an amendment to the bylaws or motion for a vote at FPSA meetings (see below for procedure)

g. raise new business and suggest agenda items for FPSA meetings
4. STEERING COMMITTEE

4.1. CHAIR
   a. The primary goals of the Chair include facilitating discussion among members, acting as a liaison between the student body and the Executive Committee, and organizing FPSA meetings. The Chair shall also be charged with administrative and fiscal responsibilities.
   b. The Chair will be chosen as part of the annual election of student representatives to be held in the spring of each academic year as stipulated in the Program Bylaws.

4.2. SECRETARY
   a. The Secretary of the FPSA shall be charged with taking minutes, distributing the agenda and other communications functions as necessary, including the FPSA-L listserv.
   b. The Secretary will be chosen as part of the annual election of student representatives to be held in the spring of each academic year.

4.3. FIRST-YEAR STUDENT LIAISON
   a. The First-year Student Liaison shall be charged with representing and communicating the concerns of the first-year students in the French Program, as well as reporting back to the first-year students.
   b. The Liaison shall be a first-year student chosen by the first-year students at the beginning of each fall semester.

4.4. DSC FRENCH PROGRAM STUDENT REPRESENTATIVE
   a. The DSC Program Representative shall act as primary liaison to the FPSA on all DSC-related matters, communicating DSC business to the student body at FPSA meetings.
   b. The Representative shall be chosen by students as part of the annual DSC election held each spring.

4.5 EX OFFICIO MEMBERS OF STEERING COMMITTEE
   a. All Student Representatives to Program Standing Committees and the Program’s Graduate Council Student Representative shall be included in the Steering Committee, ex officio.
   b. These Student Representatives will be chosen as part of the annual election of student representatives to be held in the spring of each academic year.

5. MEETINGS

5.1 PLACE OF MEETINGS
   All meetings of the FPSA shall be held at the Graduate Center. Meetings are commonly held in the French Program thesis room when it is available, or in
the Program lounge. Meeting locations and room reservations should be coordinated through the Assistant Program Officer.

5.2 FREQUENCY OF MEETINGS
Meetings should be held at least three (3) times per semester, approximately once every month. The first meeting should be scheduled during the first few weeks of the semester.

5.3 NOTICE OF MEETINGS AND AGENDA
Members shall be given notice of meetings at least one (1) week prior to the day of the meeting. In addition, the FPSA Secretary is strongly encouraged to announce a tentative meeting schedule for the semester at the beginning of the semester. The FPSA Secretary shall announce FPSA meetings:

a. on the FPSA-L listserv
b. on the APO’s mailing list (email), and
c. by posting an announcement on the bulletin board in the Program lounge.

5.4 QUORUM
A quorum at meetings is defined as those present at the meeting, seeing that there is a minimum of 3 members.

5.5 ACTION AT MEETINGS
a. All action that does not involve amending, altering, or otherwise changing the bylaws will be made at FPSA meetings according to the following procedure. In order for an issue to be voted on in an FPSA meeting, it must appear on the agenda for the meeting. The agenda must have been made public at least one week prior to the meeting, in accordance with section 5.3. Any vote taken on action that was not previously publicized will be considered invalid. Consequently, no issue may be raised and then voted on in the course of a single meeting.

b. Assuming the issue has been made public, and the vote has been announced properly, the actual vote will take place during the FPSA meeting. Before the vote takes place, there will be a period of discussion, followed by the vote itself. All members present at the meeting will have one vote. Students who are not able to attend the meeting can make an attending student their proxy (see section 5.6 below).

5.6 PROXIES
Each member may authorize another person to act for him or her by proxy. The proxy should submit evidence of the member’s vote in writing to the Chair at the time of the vote. A printout of an email message or a handwritten note from the voting member to the proxy shall constitute acceptable evidence of the member’s vote.
5.7 MINUTES
The keeping of minutes of all FPSA meetings shall be the responsibility of the Secretary. The Secretary is expected to publish the minutes of all meetings on the FPSA-L list within the one (1) week following the meeting.

6. COMMITTEE MEMBERSHIP
6.1 TYPES OF COMMITTEES
The FPSA oversees student membership on Program committees, FPSA committees, and two Graduate Center committees (the Doctoral Students’ Council and the Graduate Council). Program and FPSA committees include permanent standing and ad-hoc committees.

6.2 COMMITTEE MEMBERSHIP
All FPSA members (as defined by section 3.1) may serve on FPSA committees and Program committees. Student committee members will be elected by FPSA members following the elections procedure (as defined by 6.4.d). All committee members serve for one (1) year.

6.3 COMMITTEE MEMBER DUTIES
All student committee members serve on committees as a representative of their peers in the Program and are, as a result, expected to represent the interests of the students in the Program. Committee members must be present at all committee meetings, except in the case of an emergency or an unavoidable scheduling conflict. If a member is not able to be present, it is the responsibility of the member to inform the alternate member as well as any other committee members. Committee members are also expected to report on committee business at FPSA meetings. At least one student member from each committee should be present at every FPSA meeting. If, for some reason, no committee members are able to attend the FPSA meeting, at least one committee member should report committee business to the FPSA-L listserv, or to the Chair who will include the report in the meeting minutes. Committee members are expected to subscribe to the FPSA-L list in order to remain up-to-date on student concerns.

6.4 PERMANENT FPSA COMMITTEES
a. PROGRAM STUDENT CONFERENCE COMMITTEE
   i. PURPOSE STATEMENT
      The purpose of the FPSA conference is to provide a professional atmosphere for students to present their work to their peers and colleagues. The conference is organized around a topic or a theme rather than a particular area so as not to be exclusive. The conference organizer(s) should consider proposals and abstracts
from all students in the Program and from students working at other colleges and universities. In the past, students from the Program have been asked to chair panels, and keynote speakers have been drawn from institutions across the country.

ii. SELECTING A TOPIC AND CHAIR (OR CO-CHAIRS)
The selection of the FPSA Conference topic shall be determined by vote. Any member can propose a topic along with their self-nomination to (co-)chair the conference committee. Proposals will be submitted in March of each year. The topic, and therefore (co-)chair(s), will be included on the ballot in April.

b. STUDENT WORKSHOP COMMITTEE
The Student Workshop Committee, which contains at least two (2) members, is a permanent FPSA Committee tasked with the organization of writing groups, reading groups, conference workshops, and student talks.

c. EVENT PLANNING COMMITTEE
The Event Planning Committee is a permanent FPSA Committee, and shall consist of all first-year students. The function of the Event Planning Committee is to organize receptions for Program events, which usually take place in the Program lounge.

d. STUDENT ELECTIONS COMMITTEE
The Elections Committee, which contains two (2) student members, is a permanent FPSA Committee, the sole function of which is to conduct the election of student committee members and FPSA Officers. The elections committee is also responsible for including any valid proposed amendments to the FPSA bylaws on the ballot. Candidates are nominated on a nominations ballot, sent out in March. The ballot containing all candidates and proposed amendments is sent out near the end of April. If there are three seats on a committee, for example, the three candidates with the most votes will serve on the committees. Candidates who are not elected serve as alternates, in an order based on how many votes they receive.

6.5 AD-HOC FPSA COMMITTEES
a. The FPSA may create ad-hoc committees by following the procedure for taking action outlined in section 5.5. There are currently no ad-hoc FPSA committees

b. This section (6.5) of the bylaws may be changed by the Steering Committee to reflect current FPSA ad-hoc committees without going through the regular process for making changes to the bylaws. The
process for creating ad-hoc committees, however, may only be changed by an amendment to the bylaws.

6.6 PERMANENT PROGRAM COMMITTEES

FPSA members serve on the following permanent Program committees:

a. The Executive Committee: two (2) student members, including the FPSA Chair who serves *ex officio*

b. The Admissions and Awards Committee: two (2) student members

c. The Curriculum and Examinations Committee: two (2) student members

d. The Faculty Membership Committee: two (2) student members

6.7 GRADUATE CENTER COMMITTEES

One (1) student member serves on the Graduate Council, and one (1) on the Doctoral Students Council.

7. FPSA-L LIST

7.1 PURPOSE

The FPSA-L list exists to provide an open forum for students to discuss departmental issues, publicize FPSA meetings and business, make announcements, and engage in general discussion. List members should recognize that responsibility for postings on this list is with the individual contributors and such postings do not necessarily reflect either FPSA or French Program policy. Be advised that reports of committee work are not the official minutes of those committees.

7.2 DISCLAIMER

List membership is limited to current and past FPSA members, as defined in section 2.1.

8. AMENDMENTS

8.1 AMENDMENTS TO BYLAWS

These bylaws may be altered, amended, or repealed or news bylaws may be adopted by following the procedure for amending bylaws (section 8.2). The sections relating to ad-hoc committees (Program and FPSA) may be updated as is necessary by the Chair to reflect changes in committee structure without following the procedure for amending bylaws (sections 6.5 and 6.7).

8.2 PROCEDURE FOR AMENDING BYLAWS

a. In order to make a change to the FPSA bylaws, a proposal must be made in writing and presented at an FPSA meeting, either in person or through a proxy. The proposal must then be seconded by someone in attendance at the meeting, in order for it to be considered. After a period of discussion, a vote will be held on the proposal at the following
meeting, in accordance with the procedure for taking action at a meeting (section 5.5).

b. Once a proposal has been seconded and passed by a valid majority vote in an FPSA meeting, the proposal shall then be added to the elections ballot as a proposed amendment or alteration to the FPSA bylaws.

c. Any FPSA member, as defined in section 2.1, may make proposals. It is the responsibility of the member making the proposal to compose the proposal and present it in person or by proxy at a meeting. Once the proposal has been passed in a meeting, it is the responsibility of the Chair to provide the elections committee with a copy of the proposal for inclusion on the ballot.

d. In order to be adopted, the proposal must gain a simple majority of votes on the election ballot to pass. Once the amendment is passed, it is the responsibility of the Chair to alter the bylaws accordingly.