



IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

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SENATE BILL S24-07
SENATE MEETING
03/25/2024

TITLE: Amendments to the GPSS By-Laws

WHEREAS: The GPSS By-Laws comprise the governing rules for the Senate, and

WHEREAS: Amendments are needed to include the rules regarding new Senate committee requirements, and

WHEREAS: Amendments are needed to update the stipend changes to the Executive Council, College Chairs, and Minutes Taker, and

WHEREAS: Amendments are needed to include the rules regarding the new GPSS Regular Allocations process, and

WHEREAS: Amendments are needed to update language regarding GPSS Regular Allocations, and

WHEREAS: As such, revisions are needed to amend the associated language in Articles

ENACTED: The GPSS By-Laws be amended as attached.

Sponsors: Gaurav Arwade, Elijah Bouwman, Christine Cain, Ryan Everett, Kean Fallon, Garrison Gunter, Veronica Kiuna, Kimia Noroozi, Olajesu Olanrewaju

Christine Cain, President

Edward Mahoney, Vice President

BY-LAWS



Graduate & Professional Student Senate

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41 **ARTICLE I. PROCEDURES OF THE SENATE**

42 1. Meeting Rules.

43 1.1. Unless otherwise specified, meetings of the Senate shall operate in compliance with, in order of
44 precedence, the Graduate and Professional Student Senate (GPSS) Constitution, the GPSS By-Laws, GPSS
45 Standing Rules, and Robert's Rules of Order Newly Revised, 11th ed.

46 1.2. The Vice President presides over and chairs the meetings of the Senate.

47 1.2.1. The Vice President may appoint a chair to preside over the Senate with the approval of a majority of the
48 Executive Council.

49 1.2.2. In the event of the Vice President's absence at a senate meeting without appointment of a chair, the
50 presiding officer for the Senate session will be appointed by the Senate Officer with the highest seniority, as
51 defined in Article III, §1 of the GPSS constitution.

52 1.3. No motion may be made, nor a vote be binding, unless a quorum is present, with the exceptions of the
53 motions to adjourn, fix a time to which to adjourn, recess, or modify the agenda.

54 1.4. Meeting Agenda.

55 1.4.1. The proposed agenda for a session of the Senate shall be prepared and distributed no later than one week
56 (7 days) before the session.

57 1.4.2. This agenda shall enumerate items to be discussed under Unfinished and New Business.

58 1.4.3. Copies of bills, resolutions, and orders to be considered along with the previous meeting's notes will be
59 appended to the agenda.

60 1.4.4. The circulated agenda may be amended at the beginning of the meeting by a majority vote of the Senate.

61 1.5. Minutes.

62 1.5.1. Meeting minutes shall be taken at each GPSS meeting.

63 1.5.2. Meeting minutes should outline all major proceedings of the meeting, including any main motions made,
64 who made said motions, and the outcomes of any and all votes taken during the meeting.

65 1.5.3. A stipend of \$150 per semester shall be given in the form of a stipend to the designated minute taker.

66 1.5.4. The Executive Council shall attempt to fill the position of minute-taker with a volunteer from the GPSS or
67 Student Government.

68 1.5.4.1. If no volunteer is found from the GPSS or Student Government, a graduate or professional student may
69 fill the role.

70 1.5.4.2. If no suitable candidate is found, the Senate Engagement Officer (SEO) is responsible for taking minutes.
71 The SEO is not eligible for the stipend offered to the minute-taker.

72 1.5.5. If more than one suitable candidate volunteers for the position, an election shall take place under the
73 election procedure of the GPSS By-Laws, Article V, §3.1.

74

75 2. Meeting Times and Dates.

76 2.1. The regular meetings of the GPSS shall occur on the last Monday of August, September, October,
77 November, January, February, March, and April at 6:30 PM CT.

78 2.1.1. If the last Monday of August is the first day of the fall academic semester, the meeting may be moved to
79 the first Tuesday in September, as the first Monday of September is Labor Day, and Iowa State University is
80 closed.

81 2.1.2. If the last Monday of November occurs during Fall Break, the meeting must be moved to the first Monday
82 in December, unless this Monday falls during Dead Week, in which case the meeting must be moved to the
83 Monday prior to the last Monday in November.



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- 84 2.1.3. If the University is closed for an unforeseen reason for the date and time of a GPSS regular meeting, the
85 GPSS Vice President will call for a special GPSS meeting on the following Monday.
86
- 87 3. Order of Business.
- 88 3.1. The standard order of business for GPSS meetings shall be:
- 89 I. Call to Order
- 90 a. Roll Call
- 91 b. Statement of a Quorum
- 92 c. Approval of Previous Meeting Notes
- 93 d. Amendments to the Agenda
- 94 II. Speakers
- 95 III. Reports:
- 96 a. Report of the President
- 97 b. Report of the Vice President
- 98 c. Report of the Senate Engagement Officer
- 99 d. Report of the Senate Information Officer
- 100 e. Report of the Treasurer
- 101 f. Report of the Wellness Officer
- 102 g. Report of the Inclusion, Diversity, Equity, and Accessibility (IDEA) Officer
- 103 h. Report of the Conference Officer
- 104 i. Report of the Graduate Student Government Senators
- 105 j. Reports of Standing Committees
- 106 k. Reports of Special Committees
- 107 IV. Unfinished Business
- 108 V. New Business
- 109 VI. Senate Forum
- 110 VII. Roll Call and Announcements
- 111 VIII. Adjournment
- 112 The Speakers portion shall consist of speakers chosen by the Vice President to address the Senate. Discussion may
113 follow each speaker, with comments and questions directed to the chair, who will recognize each request from the
114 Senate floor.
- 115 3.1.1. Officer Reports detail some of the activities performed by the Executive Council, Student Government
116 Senators, and Special Committees since the previous meeting.
- 117 3.1.1.1. Should a Senate Officer or SG Senator make a recommendation to the Senate, another member of the
118 Senate may make a motion for its implementation as soon as the Officer or Senator has finished their report.
- 119 3.1.1.2. A Committee member providing a report may make any motions necessary to bring the committee's
120 recommendations to the Senate floor.
- 121 3.1.2. The Senate Forum shall follow normal GPSS procedures with discussion directed from the chair, who will
122 recognize each request from the Senate floor.
- 123 3.1.2.1. Any Senator is invited to discuss issues that may be of general concern to the GPSS.
- 124 3.1.2.2. Debate during Senate Forum need not occur with respect to any pending motion, and instead provides
125 time for Senators to discuss pressing issues that affect graduate and professional students.
- 126 3.1.3. Announcements. Senators and the Executive Council may make announcements regarding events that
127 may be of general interest to the GPSS.
- 128
- 129 3.1.4. Special Orders. Items of business essential to the function of the GPSS may be listed as special orders,
130 listed on the agenda before the Reports section.



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- 131
- 132 4. Senate Legislation.
- 133 4.1. All proposed Senate legislation, including bills, orders, and resolutions, shall be sent by the legislation
- 134 sponsor(s) to the Vice President for review by the Rules Committee.
- 135 4.1.1. The Rules Committee shall make an opinion of proposed legislation.
- 136 4.1.1.1. The opinion shall be based on whether the legislation is in accordance with current Senate law, including
- 137 the Constitution, the Articles of Cooperation, the By-Laws, the Standing Rules, and previous Senate legislation.
- 138 4.1.1.2. This opinion from the committee on any legislation will be reported back to the Senate as being compliant
- 139 or non-compliant with the current Senate law and procedure.
- 140 4.2. If the proposed legislation is of a financial nature, the Rules Committee shall forward the legislation to the
- 141 Finance Committee. The Finance Committee's opinion will be reported to the Senate by the Treasurer. The opinion
- 142 of the Finance Committee will be reported as compliant or non-compliant. This decision by the Finance Committee
- 143 must be supported by the current Senate law and procedure.
- 144 4.3. Types of Legislation.
- 145 4.3.1. Senate Bills.
- 146 4.3.1.1. Binding legislation requiring actions of the GPSS.
- 147 4.3.1.2. Required for changing the GPSS Constitution, By-Laws, and modifying, creating, or repealing additional
- 148 GPSS legislation and policies.
- 149 4.3.2. Senate Orders.
- 150 4.3.2.1. Binding legislation requiring actions of the GPSS.
- 151 4.3.2.2. Required for appointments and setting temporary rules.
- 152 4.3.3. Senate Resolutions
- 153 4.3.3.1. Non-binding statements of opinions.
- 154 4.3.3.2. May be used to recognize people, groups, or events.
- 155 4.4. Voting. Each voting member may vote yes, no, or present on a piece of legislation. Members must be
- 156 present to vote.
- 157
- 158 5. Referendums
- 159 5.1. Once a referendum is called, the vote shall take place through a process approved by the Senate and must
- 160 take place within 30 calendar days.
- 161 5.2. The Elections and Operations Committee shall oversee all referendum votes.
- 162 5.3. Referendums passed by the graduate and professional student body are binding and carry the force of a
- 163 Senate Order.

164 **ARTICLE II. THE SENATORS**

- 165 1. Senator Duties. The purpose of having a GPSS senator in each academic unit is to improve
- 166 communication between graduate and professional students and administration and to ensure that graduate and
- 167 professional students' interests and needs are known. To this end, all senators are expected to be active participants
- 168 in formal GPSS functions and relay knowledge gained in communication with their academic unit administrators
- 169 and fellow graduate students at least once a semester.
- 170 1.1. Attend all Senate meetings in accordance with the Senator Attendance Policy
- 171 1.2. Join and meet engagement requirements (as determined by the committee chair) for at least one GPSS or
- 172 University Committee
- 173 1.3. Meet with their academic unit administrators at least once a semester
- 174 1.3.1. This criterion may be satisfied by meeting with the DOGE, program chair, or by attending faculty
- 175 meetings.



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- 176 1.3.2. In the event that there are concerns or difficulties fulfilling this requirement, the SEO should be notified.
177 1.3.3. A written summary of these meetings shall be sent to the SEO no later than the last GPSS meeting of each
178 semester.
- 179 1.4. Establish communication structures in partnership with the administration of their academic unit to relay
180 important information from GPSS to graduate students constituents
181
- 182 2. Senator Attendance.
- 183 2.1. Senators are required to attend all Senate meetings. Attendance is required from the beginning of
184 Statement of Quorum through the end of adjournment, and a Senator may be considered absent for the entire
185 meeting unless prior arrangements have been made with the chair of the meeting.
- 186 2.2. If a Senator must arrive late or leave early, the Senator must notify the chair of the meeting and provide a
187 reason for partial absences.
- 188 2.3. If a Senator knows that they will miss a meeting, they may make arrangements to send a substitute to the
189 meeting.
- 190 2.3.1. The substitute shall have the full powers of the Senator for whom they are substituting, including
191 obtaining the floor to speak, offering motions, and voting rights.
- 192 2.3.2. Providing a substitute to fill in for a Senator shall still count as an absence against the Senator.
- 193 2.4. Three (3) absences from regular GPSS meetings during a single academic year shall constitute
194 nonfeasance and is grounds for removal from the GPSS.
- 195 2.5. If a GPSS Senator is absent for two (2) regular meetings during a single academic year, the Senate
196 Information Officer (SIO) shall notify the Senator that an addition absence from the Senate may result in removal
197 from the GPSS.
198
- 199 3. Senator Removal.
- 200 3.1. Senators who miss three (3) regular meetings, with or without a substitute, during one academic year shall
201 be removed from their position after the third absence and notification from the SIO.
- 202 3.1.1. A senator may appeal dismissal under the attendance policy by the submission of a written request to the
203 GPSS Rules Committee Chair within ten (10) calendar days of the third absence. A decision of the Rules
204 Committee will be provided to the Senator within seven (7) business days.
- 205 3.1.2. If the senator wishes to appeal the ruling of the Rules Committee, they may appeal directly to the GPSS in
206 the form of a Senate Order.
- 207 3.1.2.1. The decision of the Rules Committee may be overturned by a simple majority of the GPSS.
- 208 3.1.2.2. The vote on such a Senate Order must be by secret ballot.
- 209 3.1.2.3. The decision of the GPSS on the Senate Order is the final ruling.
- 210 3.2. Senators may be removed from their position for nonfeasance, misfeasance, or malfeasance.
- 211 3.2.1. Violations of federal, state, or local laws or Iowa State University Policy may be grounds for immediate
212 dismissal by two-thirds vote of the Executive Council. The decision of the Executive Council may be overturned
213 by a two-thirds majority vote of the GPSS on a Senate Order sponsored by at least ten (10) senators from the
214 GPSS.
- 215 3.2.2. The process to remove a Senator from their position outside of the procedure in §3.2.1 must be initiated
216 through a Senate Order calling for removal of the Senator, stating the justification for removal.
- 217 3.2.3. The accused Senator has a right to answer to the charges before the Senate.
- 218 3.2.4. The Senator is removed from their position if the Senate Order passes by a two-thirds majority voted on
219 by secret ballot.
- 220 3.2.5. Failing to meet engagement requirements as outlined in Article II, §1.2 will be considered nonfeasance.



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221 3.3. A Senator removed from the GPSS for nonfeasance, misfeasance, or malfeasance may not serve on the
222 GPSS for one calendar year following removal.

223

224 4. Senators-at-Large.

225 4.1. Stipend. Senators-at-large who serve on and remain in good standing with Student Government shall
226 receive a stipend in the form of a scholarship of \$600 for the fall semester and \$600 for the spring semester.

227 4.1.1. Senators-at-large must remain compliant with the Senator Attendance policy for the senators of the GPSS
228 to be eligible for this stipend.

229 4.1.2. Student Government representatives for both the Graduate College and the College of Veterinary
230 Medicine are eligible for this stipend.

231 4.2. Senators-at-large shall provide reports of the activities of the Student Government to the Vice President of
232 the GPSS.

233 **ARTICLE III. THE EXECUTIVE COUNCIL**

234 1. In addition to those enumerated in the GPSS Constitution, the Senate Officers shall have the additional
235 duties, powers, and obligations as follows:

236 1.1. The President shall:

237 1.1.1. Set the agenda for GPSS Executive Council meetings, and

238 1.1.2. Assume risk management officer responsibilities for acts and events of the GPSS, and

239 1.1.2.1. Help minimize potential risks for club activities

240 1.1.2.2. Recommend risk management policies or procedures

241 1.1.2.3. To submit documentation to ISU's Risk Management Office

242 1.1.2.4. To ensure that proper waivers and background checks are on file with Risk Management
243 for events (if applicable).

244 1.1.3. Be seated on the Special Student Fee and Tuition Committee and the Memorial Union
245 Advisory Board, and

246 1.1.4. Chair the Awards Committee

247

248 1.2. The Vice President shall:

249 1.2.1. Invite and schedule Open Forum speakers for Senate meetings, and

250 1.2.2. Set the agenda, including speakers, bills, reports of the Executive Council, and announcements
251 for the GPSS meetings, and send to Senators at least seven days prior to the Senate meeting, and

252 1.2.3. Reserve monthly meeting venue through university's room reservation request, and

253 1.2.4. Organize graduate student orientations, fall social, and spring social with the aid of the
254 Social Committee, and

255 1.2.5. Oversee the relationship between the GPSS and Student Government.

256

257 1.3. The SEO shall:

258 1.3.1. Develop senator on-boarding material for new senators, and

259 1.3.2. Solicit feedback from senators regarding their experiences in the GPSS, and

260 1.3.3. Organize professional development activities or speaker/programming, and

261 1.3.4. Represent GPSS on the Resource Management Model Student Affairs Advisory Committee, and

262 1.3.5. Facilitate communication between Senators and their academic units' administration, and

263 1.3.6. Review Senator reports regarding their meetings with their academic unit administrators

264 as prescribed in the GPSS By-Laws, Article II, §1.3, and

265 1.3.7. Assist senators in bringing their concerns from around the university to the GPSS.

266

267 1.4. The SIO shall:



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- 268 1.4.1. Arrange for pertinent presentations and documents to be available for display during
269 GPSS meetings, and
- 270 1.4.2. Have a functional knowledge of GPSS rules and proceedings, and
- 271 1.4.3. Co-chair the Marketing and Public Relations Committee with the Graduate and Professional
272 Student Research Conference Chair, and
- 273 1.4.4. Monitor the PAG allocation system and respond to PAG inquiries.
- 274
- 275 1.5. The Treasurer shall be seated on the Special Student Fee and Tuition Committee.
- 276
- 277 1.6. The Wellness Officer shall:
- 278 1.6.1. Chair the Wellness Committee, and
- 279 1.6.2. Chair the Social Committee.
- 280
- 281 1.7. The Inclusion, Diversity, Equity, and Accessibility (IDEA) Officer shall:
- 282 1.7.1. Chair the IDEA Committee, and
- 283 1.7.2. Serve as an advocate for issues of diversity, equity, inclusion, and accessibility encountered by members
284 of the graduate and professional student body, and
- 285 1.7.3. Serve as a liaison for GPSS at any university-level committee related to Diversity, Equity, Inclusion, and
286 Accessibility.
- 287
- 288 1.8. The Conference Chair shall:
- 289 1.8.1. Co-chair the Marketing and Public Relations Committee with the SIO, and
- 290 1.8.2. Perform risk assessments for the conferences as required.
- 291
- 292 2. Executive Council Meetings.
- 293 2.1. The Executive Council shall meet no later than two (2) weeks prior to the regular Senate meeting, unless
294 there are extenuating circumstances as determined by the Executive Council. In such an occurrence, the Executive
295 Council must meet no later than seven (7) days prior to the regular Senate meeting.
- 296 2.2. Additional meetings of the Executive Council may be called by consensus of a majority of the members
297 of the Executive Council.
- 298 2.3. The Presiding Officer at Executive Council meetings shall be the President of the Senate. In the event
299 of the President's absence, the Presiding Officer will be chosen by the order of seniority enumerated in the GPSS
300 Constitution.
- 301 2.4. The Council may not conduct business unless a majority of members are present.
- 302 2.5. The Executive Council Meetings are closed meetings except by invitation.
- 303
- 304 3. Senate Officer Stipends. The Senate Officer stipend, as prescribed in the GPSS constitution Article III, §6,
305 shall be disbursed in the form of a scholarship applied to the Officer's U-Bill. The amount disbursed for the
306 President will be \$1,250 for the fall semester, \$1,250 for the spring semester, and \$750 for the summer semester.
307 The amount disbursed for the remaining Senate Officers will be \$1,000 for the fall semester, \$1,000 for the spring
308 semester, and \$600 for the summer semester.
- 309
- 310 4. Delinquency, Resignation, Impeachment and Removal of Executive Officers.
- 311 4.1. The Executive Officers shall:
- 312 4.1.1. Attend all Executive Council Meetings
- 313 4.1.2. Attend all Senate Meetings
- 314 4.1.3. Carry out the duties of their office as described in the Constitution, the By-Laws, and any
315 other GPSS law.



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- 316 4.2. Failure of an Executive Officer to attend meetings or to carry out their duties may constitute nonfeasance.
- 317 4.3. Nonfeasance, misfeasance, and malfeasance are grounds for potential impeachment of an
- 318 Executive Officer under the GPSS Constitution Article III §8.
- 319 4.4. The Vice President shall preside over any impeachment hearing, unless the impeachment charges are
- 320 against the Vice President, in which case the Elections and Operations Committee shall appoint a chair to preside
- 321 over the hearing.

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324 **ARTICLE IV. THE COLLEGE CHAIR COUNCIL**

325 1. In addition to those enumerated in the SB23-05, the College Chair Council members shall have the additional
326 duties, powers, and obligations as follows:

- 327 1.1. The Senate Engagement Officer shall:
 - 328 1.1.1. Set the agenda for the College Chair Council meetings, and
 - 329 1.1.2. Schedule and set deadlines for reports from the College Chair Council to the Executive
 - 330 Council or the Senate
- 331 1.2. The College Chairs shall:
 - 332 1.2.1. Attempt to recruit senators for Departments without representation within their College.
 - 333 1.2.2. Coordinate initiatives by senators in their respective College.
 - 334 1.2.3. As a standing committee, shall provide reports to the Senate

335 2. College Chair Council Meetings.

- 336 2.1. The College Chair Council shall meet no later than three (3) weeks prior to the regular Senate meeting, unless
- 337 there are extenuating circumstances as determined by the College Chair Council.
- 338 2.3. Additional meetings of the College Chair Council may be called by consensus of a majority of the
- 339 members of the College Chair Council.
- 340 2.4. The Presiding Officer at College Chair Council meetings shall be the Senate Engagement Officer. In
- 341 the event of the Senate Engagement Officer’s absence, the Presiding Officer will be the Co-Chair of the
- 342 College Chair Council.
- 343 2.5. The Council may not conduct business unless a simple majority of members are present.
- 344 2.6. The College Chair Council Meetings are closed meetings except to Executive Council Officers or by
- 345 invitation.

346 3. College Chair Stipends. The College Chair stipend shall be disbursed in the form of a scholarship applied to the
347 Officer’s U-Bill in the amount of \$500 for the fall semester and \$500 dollars for the spring semester.

348 4. Delinquency, Resignation, Impeachment and Removal of College Chairs.

- 349 4.1. The College Chairs shall:
 - 350 4.1.1. Attend all College Chair Council meetings.
 - 351 4.1.2. Attend all Senate meetings.
 - 352 4.1.3. Carry out the duties of their office as described in the Constitution, the By-Laws, and any
 - 353 other GPSS law.
 - 354 4.1.4. Failure of a College Chair to attend meetings or to carry out their duties may constitute
 - 355 nonfeasance.

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358 **ARTICLE V. UNIVERSITY AND GPSS COMMITTEES**

359 1. Permanent Standing Committees. In addition to those enumerated in the GPSS Constitution, the GPSS
360 Permanent Standing Committees shall have the additional duties, powers, and obligations as follows:

- 361 1.1. *The Rules Committee:*

362



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- 363 1.1.1. Provides opinions on questions of GPSS procedure, and
364 1.1.2. Reviews Senate Legislation.
365
- 366 1.2. The *Finance Committee*:
- 367 1.2.1. Makes recommendations for allocations of the funds of the GPSS, and
368 1.2.2. Composes Senate Bills of guidelines for allocations during the spring semester to be used for the
369 following year.
370 1.2.3. Shall meet during the first seven days of each month in which there is a planned Senate meeting, with the
371 exception of August, to review allocation and reimbursement applications from the prior month.
372
- 373 1.3. The *Social Committee*:
- 374 1.3.1. Is chaired by the Wellness Officer, and
375 1.3.2. Plans the fall and spring social events within the budgets allocated by the Finance Committee.
376
- 377 1.4. The *Elections and Operations Committee*:
- 378 1.4.1. Ensures that all Senator positions are filled, and
379 1.4.2. Responds to questions regarding GPSS membership, and
380 1.4.3. Supervises general elections of Executive Council members, and
381 1.4.4. Supervises special elections to fill vacancies as needed, and
382 1.4.5. Maintains a record of Senator attendance at all Senate sessions, and
383 1.4.5.1. Determines when Senator nonattendance may affect GPSS allocations, and
384 1.4.5.2. Determines when Senator nonattendance constitutes nonfeasance as prescribed in the GPSS By-Laws
385 Article II §3.1, and
386 1.4.6. Ensures the GPSS website is updated with the GPSS meeting material, senator lists, and Senate committee
387 membership, and
388 1.4.7. Advises GPSS on processes to streamline and simplify Senate activities.
389
390
- 391 1.5. The *URLA Committee*:
- 392 1.5.1. Monitors governmental actions affecting graduate and professional students, and
393 1.5.2. Coordinates Senate actions to influence public policy on graduate and professional student concerns, and
394 1.5.3. Recruits graduate and professional students to serve on University Committees, and
395 1.5.3.1. Ensures the GPSS website maintains a current list of University Committees with GPSS seats, and
396 1.5.3.2. Updates the University Committees list with graduate and professional students currently seated on these
397 committees, and
398 1.5.4. Recruits three GPSS members in addition to the GPSS President to serve on the Graduate Council, and
399 1.5.4.1. GPSS Senators shall have preference for positions on Graduate Council, and
400 1.5.4.2. If no Senate volunteers cannot be found, the GPSS SEO shall serve on the Graduate Council to guarantee
401 at least two of GPSS's allotted four seats are filled at all times, and 1.5.5. Serves as an investigative committee for
402 the Senate when the occasion arises, and
403 1.5.6. Collaborates with SG Graduate Students on issues that concern both Senates.
404
- 405 1.6. The *Awards Committee*:
- 406 1.6.1. Is chaired by the President, and
407 1.6.2. Reviews nominations for the GPSS Teaching, Research, and Leadership Awards, and



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- 408 1.6.3. Reviews nominations for the Wakonse Fellowship, and
409 1.6.4. Evaluates nominations for the Margaret Ellen White Faculty award, and provides top nominations to the
410 Graduate College, and
411 1.6.5. Collaborates with the Marketing and Public Relations Committee to ensure all necessary material for
412 PAGs and awards is available and current on the GPSS website.
413
- 414 1.7. *The GPSC Committee:*
415 1.7.1. Ensures appropriate space for the GPSC event has been reserved, and
416 1.7.2. Calls for graduate and professional student poster and presentation submissions, and
417 1.7.3. Sets the event program, and
418 1.7.3.1. Selects a keynote speaker for the conference, and
419 1.7.3.2. Assembles a team of volunteers and judges, and
420 1.7.3.3. Organizes and schedules room assignments for posters and presentations, and
421 1.7.4. Collaborates with the Marketing and Public Relations Committee to produce marketing material for the
422 GPSC, and
423 1.7.5. Attempts to procure funding for the GPSC from sources other than the GPSC, including: 1.7.5.1. The
424 Lectures Committee for the keynote speaker, and
425 1.7.5.2. The Colleges at Iowa State University.
426
- 427 1.8. *The Wellness Committee:*
428 1.8.1. Works with Iowa State University Student Health and Wellness to advocate for graduate
429 and professional student health and wellness needs, and
430 1.8.2. Organizes programming for a Graduate Student Wellness Week.
431
- 432 1.9. *The Inclusion, Diversity, Equity, and Accessibility Committee:*
433 1.9.1. Works with the Iowa State University Diversity, Equity, and Inclusion Office and other resources on-
434 campus to advocate for diversity, inclusion, equity, and accessibility matters, and
435 1.9.2. Manage GPSS programming and monetary requests related to IDEA.
436
- 437 1.10. *The Marketing and Public Relations Committee:*
438 1.10.1. Is co-chaired by the Conference Chair and the SIO, and
439 1.10.2. Maintains the GPSS social media, and
440 1.10.3. Oversees updates to the GPSS website, and
441 1.10.4. Makes policy decisions on website design and content, and
442 1.10.5. Collaborates with the GPSC Committee on generating marketing material for the GPSC.
443
- 444 2. Special Committees (committees not defined by the Constitution or By-Laws) may be formed by Senate
445 Orders passed by a simple majority of the Senate to carry out duties enumerated in the Order.
446 2.1. Special Committees shall be dissolved after twenty-four (24) months, unless a Senate Order is passed for
447 the continuance of the committee.
448
- 449 3. Membership.
450 3.1. The membership of any GPSS permanent or special committee shall be limited to the senators and Senate
451 Officers of the GPSS.
452 3.2. Permanent Standing Committees.



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- 453 3.2.1. The chair of a permanent standing committee shall be allowed to request volunteers to join the committee
454 throughout the year.
- 455 3.2.2. Committee members may be removed from a permanent standing committee at the discretion of the
456 committee chair as a result of malfeasance, misfeasance, or nonfeasance of duties assigned by the aforementioned
457 chair. The decision of a committee chair to remove a member from the committee may be appealed to the Senate.
458 Overturning the chair requires a simple majority.
- 459 3.3. Special Committees.
- 460 3.3.1. GPSS Special Committees shall have at least three (3) members, and at least two (2) members of the
461 committee must not be Senate Officers.
- 462 3.3.2. The Chairperson of a Special Committee shall be named in the Senate Order forming the Special
463 Committee. If the Chairperson of a Special Committee resigns or is removed from the GPSS, a new Chair must be
464 named in a new Senate Order.
- 465 3.3.3. The addition and removal of members from a Special Committee shall be identical to that of Permanent
466 Standing Committees unless the Senate Order forming the Committee specifies specific procedures for controlling
467 membership.
- 468
- 469 4. Committee Reports.
- 470 4.1. Standing Committees may provide reports during Senate sessions. The committee chair need not be the
471 person providing the report.
- 472 4.2. Special Committees shall give a report at each regular Senate meeting unless specified otherwise in the
473 Senate Order forming the committee.
- 474
- 475 5. The URLA Committee seeks nominees and administers appointments to any and all permanent and/or
476 short-term University Committees, Task Forces, and Councils on which GPSS has been allocated positions.
- 477 5.1. The URLA Committee shall first seek nominees among current GPSS Senators and Officers by sending an
478 email to all current members and/or making an announcement at a senate meeting.
- 479 5.2. If no current Senator or Officer volunteers to serve in the position or meeting within 24 hours, then the
480 URLA Committee may seek student representative nominees among the graduate and professional student body.

481 **ARTICLE VI. ELECTIONS**

- 482 1. The Election and Operations Committee oversees all elections processes. The Elections and Operations
483 Committee shall adjudicate any election disputes during the elections process, and is the final authority on
484 elections.
- 485
- 486 2. GPSS Representation and Senator Elections.
- 487 2.1. Every spring semester, the Elections and Operations Committee shall calculate the number of
488 representatives allotted to each academic unit according to the rules given in the Constitution and based upon the
489 enrollment of graduate and eligible professional students provided by the University Registrar for the
490 immediately previous fall semester. Any information used in this calculation must be made available to any
491 interested parties upon request.
- 492 2.2. The GPSS relies on graduate and professional academic units to provide nominations for GPSS Senators.
- 493 2.2.1. The GPSS encourages academic units to hold elections for these seats amongst all eligible
494 graduate and professional students in their unit.
- 495 2.2.2. All nominations for GPSS senators must come from the Director of Graduate Education,
496 Department Chair, Graduate/Professional Program Coordinators, or other appropriate administrators of the
497 academic unit.



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- 498 2.2.2.1. In academic units represented by a graduate or professional student organization, the president
499 of the organization may nominate GPSS senators for the academic unit, provided the graduate student organization
500 is open to all members of the academic unit.
- 501 2.2.2.2. Should more people be nominated than there are seats to be filled, Senators will be seated
502 as follows:
- 503 2.2.2.2.1. Nominations by a graduate or professional student organization
- 504 2.2.2.2.2. Nominations by a Director of Graduate Education
- 505 2.2.2.2.3. Nominations by a department chair.
- 506 2.2.2.2.4. Nominations by a program coordinator or other administrator
- 507 2.2.2.2.5. The Elections and Operations Committee will resolve any remaining conflicts.
- 508 2.2.3. Academic units must submit a new nomination for a Senator every year, even if the same person
509 is serving as Senator has been re-elected.
- 510 2.2.3.1. Nominations for the following academic year open on March 1st.
- 511 2.2.3.2. If an academic unit chooses to hold elections to fill a position, they are encouraged to do
512 so before the April GPSS meeting. Senators elected by the April GPSS Meeting are invited to attend this meeting
513 to allow for a transition period for new Senators.
- 514 2.3. The SIO shall solicit submission of Senators from the graduate and professional student academic units
515 each August in an attempt to fill all Senator positions.
- 516 2.4. Investigate all complaints concerning elections which were registered by the last day of March. Each
517 academic unit will be responsible for their own elections, but is subject to review by the Election and Operations
518 Committee in response to complaints.
- 519 2.5. Confirm the proper election of Senators as they are received from the Department Chair, Graduate or
520 Program Secretary, Student Government (SG) Election Commissioner, or other authorized academic unit staff
521 person.
- 522 2.6. Confirm proper procedure for any special elections held by academic units.
- 523
- 524 3. Executive Officer Elections
- 525 3.1. Election Procedures.
- 526 3.1.1. The Election and Operations Committee shall appoint a chair to preside over the elections. The
527 chair of the elections must not be running for any officer position.
- 528 3.1.2. Nominations for a position shall close immediately preceding the commencement of the
529 election process for that position. All nominees must affirm that they meet the eligibility requirements
530 enumerated in GPSS law.
- 531 3.1.3. Election Process.
- 532 3.1.3.1. In the event that only one candidate is running for a position, they may be elected by *viva*
533 *voce* unanimous consent. Anyone objecting must nominate a new candidate. This shall constitute a valid
534 nomination.
- 535 3.1.3.2. If more than one candidate is running for the position, each candidate is allowed two
536 (2) minutes to speak about their candidacy before the first round of voting.
- 537 3.1.3.3. The Senate may ask questions of the candidates regarding their qualifications and plans
538 for the position, or make statements in favor of one candidate.
- 539 3.1.3.3.1. Each candidate is permitted to respond to questions and comments; the response
540 may not exceed one (1) minute.
- 541 3.1.3.3.2. This portion of the election may not exceed fifteen (15) minutes, unless the
542 Senate votes by simple majority to suspend this rule.
- 543 3.1.3.4. No candidate shall be compelled to leave the room during any portion of the election.
- 544 3.1.3.5. Voting begins directly after the first round of questions and statements.
- 545 3.1.3.5.1. Voting for officer positions shall be by secret ballot.



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- 546 3.1.3.5.2. Candidates are permitted to vote for themselves.
- 547 3.1.3.5.3. The Elections and Operations Committee is responsible for counting
- 548 ballots. 3.1.3.5.3.1. Ballots must be counted twice to ensure correct ballot counts.
- 549 3.1.3.5.3.2. Ballots must be retained for twenty-one (21) days following the completion of the election.
- 550 3.1.3.5.4. A position is won by a simple majority of votes.
- 551 3.1.3.6. If no candidate has obtained a simple majority of votes after the first round of voting:
- 552 3.1.3.6.1. An additional round of questions and comments occurs, not to exceed ten (10)
- 553 minutes. Each candidate is permitted to respond to questions and comments; the response may not exceed one (1)
- 554 minute.
- 555 3.1.3.6.2. Voting by secret ballot is again held.
- 556 3.1.3.7. If the second round of voting does not yield a simple majority, a period of questions and
- 557 comments from the Senate and answers from the candidate lasting no longer than five (5) minutes shall be
- 558 followed by an additional round of voting. This process shall continue until a candidate has obtained a simple
- 559 majority of the votes.
- 560 3.1.3.8. The election chair shall read out the results of each round of voting, and state the winner
- 561 of the election, if any.
- 562 3.1.3.9. No candidate may be dropped from the ballot due to low vote counts in a previous round
- 563 of voting.
- 564 3.1.3.10. A candidate may withdraw from the election process at any time up until the
- 565 completion of the election.
- 566 3.1.3.11. If a candidate is unable to attend the meeting during which an election is held,
- 567 a substitute may answer questions and make statements on behalf of the candidate.
- 568 3.1.3.12. Write-in candidates are permitted.
- 569 3.1.3.13. The Senate may sit at ease while ballots are counted.
- 570 4. College Chair Elections
- 571 4.1. Voter Eligibility.
- 572 4.1.1. Senators are only allowed to vote for the College Chair position of the College their
- 573 home department belongs to. Interdepartmental senators without a home department (i.e. students in rotations), shall
- 574 be allowed to vote with the College that their program's DOGE belongs to.
- 575 4.1.2. Election Procedures and Process.
- 576 4.1.2.1. The College Chair Elections shall follow the same procedures and process as the
- 577 Executive Officer Elections, outlined in Article V, §3 of the By-Laws.
- 578 5. General Elections.
- 579 5.1. Nominations.
- 580 5.1.1. The Election and Operations Committee shall call for nominations during the February
- 581 regular GPSS meeting.
- 582 5.1.2. Nominations may be made in-person in a GPSS meeting or in an email submitted to the
- 583 SIO.
- 584 5.1.2.1. Self-nominations are permitted.
- 585 5.1.3. The general election shall occur during the March regular meeting as a special order for the
- 586 meeting.
- 587 5.1.4. The order of the elections for the offices shall be the order of supremacy of the officers listed in
- 588 the Constitution.
- 589 5.1.5. Candidates may be nominated for more than one position, but must withdraw from
- 590 additional nominations should they win an election.
- 591 6. Special Elections.
- 592 6.1. Nominations.
- 593 6.1.1. Nominations shall be open as soon as a vacancy occurs.



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- 594 6.1.1.1. If the call for nominations for a vacancy occurs less than two weeks prior to the GPSS special
595 election, a ten (10) minute period of shall be allotted for nominations during the meeting prior to the election. A
596 recess is in order during this period.
- 597 6.1.1.2. Special elections shall be considered special orders for the purpose of setting the meeting
598 agenda.
- 599 6.1.2. The election procedure shall follow that outlined in §3.1.3.
- 600 6.1.3. Motions to adjourn shall be considered out of order during the elections process.

- 601
- 602 7. Contesting Elections
- 603 7.1. An election may be contested by submission of a formal written request to the SIO and Vice President.
- 604 7.2. The request must state the reason for contestation.
- 605 7.3. The Rules Committee shall provide an opinion of the validity of the contestation to the SIO and
606 Elections and Operations Committee with regards to GPSS laws and any relevant policy.
- 607 7.4. The Elections and Operations Committee shall then decide whether to uphold the election or to hold
608 a new election.
- 609 7.4.1. The opinion of the Elections and Operations Committee shall be provided to the complainant within
610 fourteen (14) days of the contestation.
- 611 7.4.2. The opinion of the Elections and Operation Committee is final.
- 612
- 613

ARTICLE VII. BUDGET

- 614
- 615 1. The Finance Committee shall be responsible for preparing a preliminary budget proposal.
- 616
- 617 2. The budget proposal must contain, at a minimum, the following line items. Expenditures without
618 designated costs shall be set at the discretion of the Finance Committee.
- 619 2.1. Income
- 620 2.1.1. Student Activities Fees
- 621 2.1.2. Vending
- 622 2.1.3. Surplus from previous years
- 623 2.2. Expenditures
- 624 2.2.1. Stipends
- 625 2.2.1.1. Executive Officers: \$21,450 per year (seven officers at \$2,600 per year, president at \$3250 per year)
- 626 2.2.1.2. Senators-at-large: \$3,600 per year (three senators-at-large at \$1,200 per year)
- 627 2.2.1.3. Minutes-taker: \$300 per year (one minutes-taker at \$150 per semester)
- 628 2.2.1.4. College Chairs: \$8,000 (eight College chairs at \$1,000 per year)
- 629 2.2.2. Senate and Executive Meetings
- 630 2.2.3. Executive Committee Projects
- 631 2.2.4. Social Events
- 632 2.2.4.1. Fall Social: \$2,500
- 633 2.2.4.2. Spring Social: \$1,500
- 634 2.2.5. Allocations
- 635 2.2.6. SEO/URLA Chair
- 636 2.2.6.1. NAGPS Dues
- 637 2.2.6.2. College Chair Council
- 638 2.2.6.3. Board of Regent meetings
- 639 2.2.7. IDEA Chair



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- 640 2.2.7.1. IDEA projects: \$1,000
641 2.2.8. Wellness Chair
642 2.2.8.1. Wellness Week: \$2,000
643 2.2.9. Awards Committee
644 2.2.9.1. Monthly PAD Allocations
645 2.2.9.2. Wakonse Awards: \$4,000
646 2.2.9.3. GPSS Student Awards: \$3,750
647 2.2.10. GPSRC
648 2.2.10.1. Speaker and programming
649 2.2.10.2. GPSRC costs
650 2.3. The budget shall retain \$45,000 in reserve funds.
651
652 3. A draft budget shall be submitted to the Executive Council for review no later than the January Executive
653 Council meeting.
654
655 4. The Treasurer shall present a proposed budget to the Senate at the January GPSS meeting for GPSS
656 feedback. The GPSS may form a committee of the whole to allow open, informal discussion of the proposed
657 budget and to make suggestions to the Finance Committee.
658
659 5. The final budget proposal shall be presented to the Senate for debate and a vote at the February GPSS
660 meeting as a special order for the meeting.
661
662 6. Approval of the original or amended budget proposal requires a simple majority of the Senate.
663 6.1. If the GPSS fails to approve a budget during the February meeting, the budget is referred back to the
664 Finance Committee.
665 6.2. The Finance Committee shall prepare a new budget proposal for the March GPSS meeting as a special
666 order for the meeting.
667
668 7. A budget must be approved by the end of the March Senate meeting. Adjournment of the March GPSS
669 meeting is not in order until a budget has been passed.
670
671 8. The Executive Council may approve any expenditures that are in accordance with an approved budget
672 unless otherwise mandated.
673
674 9. Amendments to an adopted budget may be made through a Senate Bill passed by a two-thirds majority of
675 the GPSS.

676 **ARTICLE VIII. ALLOCATIONS**

- 677 1. Requirements for organizations requiring funds.
678 1.1. The Organization shall be recognized by the Student Activities Center, including probationary status, as
679 determined by the Student Organization Database, or recognized by an act of the GPSS as providing service
680 available to the University community.
681 1.2. Social, religious, and political groups shall not be funded by GPSS.
682 1.3. All products purchased through GPSS funds are considered property of GPSS and must be returned upon
683 request of the Senate.



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- 684
- 685 2. Allocations.
- 686 2.1. Eligibility.
- 687 2.1.1. Organizations that primarily benefit graduate and/or professional students qualify to apply for allocations.
- 688 2.1.1.1. Organizations that demonstrate a simple majority of graduate and/or professional student enrollment will
- 689 be considered to primarily benefit graduate and/or professional students.
- 690 2.1.1.2. Organizations that cannot demonstrate a simple majority of graduate and/or professional students must
- 691 provide reasoning as to why they primarily benefit graduate and/or professional students. In this case, the decision
- 692 on the organization's eligibility will be at the discretion of the Finance Committee. .
- 693 2.1.2. Requests for funding student conference attendance should be applied through a Professional Advanced
- 694 Grant (PAG) and will not be considered through allocations.
- 695
- 696 2.2. Reimbursement
- 697 2.2.1. All Allocations will be funded via a reimbursement process in conjunction with Campus Organizations
- 698 Accounting (COA).
- 699 2.2.1.1. If an application is approved, the COA office will allow the Organization to maintain a negative balance
- 700 up to a maximum of the amount approved for that application.
- 701 2.2.1.2. The Organization will have until 11:59 pm at the end of the month two months from the month in which
- 702 the event took place to submit reimbursement information to the GPSS Treasurer. Failure to meet this deadline
- 703 may result in not receiving reimbursement.
- 704 2.2.1.3. Reimbursement information shall consist of a spreadsheet containing each transaction the organization
- 705 wishes to be reimbursed for. The spreadsheet must list each transaction as it is listed in Workday, including every
- 706 column of the transaction information.
- 707 2.2.1.4. As per Article V, §1.2.3, The GPSS Treasurer will schedule a meeting in the first seven days of each
- 708 month in which there is a planned Senate meeting, except August, with the GPSS Finance Committee to review all
- 709 reimbursement requests and submit approved reimbursements to the Campus Organizations Accounting (COA)
- 710 Manager.
- 711 2.2.1.5. In the event that the Senate is no longer in session, the GPSS Treasurer has the sole authority to review
- 712 and approve reimbursements.
- 713 2.2.1.6. The GPSS Finance Committee (or GPSS Treasurer, should the Senate no longer be in session) will
- 714 determine how much of the requested reimbursements are eligible for approval by comparing the reimbursement
- 715 information against the approved Allocations application.
- 716 2.2.1.7. After submitting approved reimbursements, the GPSS Treasurer will contact the organization and notify
- 717 them of the results of their reimbursement request.
- 718
- 719 2.3. Application Procedure
- 720 2.3.1. Timing.
- 721 2.3.1.1. Applications for funding will be accepted throughout the fall and spring semester for Allocations.
- 722 2.3.1.2. For each application, the GPSS Treasurer must receive the completed application request by 11:59 pm on
- 723 the last day of month prior to the month the applications will be reviewed by the Senate.
- 724 2.3.1.3. For applications received after 11:59 pm on the last of the month, the GPSS Finance Committee will
- 725 review the completed application for the subsequent month. If an application is received after 11:59 pm on March
- 726 31, it will be reviewed in September of the following academic year.
- 727 2.3.1.4. As per Article V, §1.2.3, The GPSS Treasurer will schedule a meeting in the first seven days of each
- 728 month in which there is a planned Senate meeting, except August, with the GPSS Finance Committee to review all
- 729 allocation requests and make recommendations on the allocation requests.



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- 730 2.3.1.5. The graduate/professional student organization will be contacted by the Treasurer about the preliminary
731 recommendation of the Finance Committee.
- 732 2.3.1.5.1. If the student organization is happy with the recommendation, no further action is needed.
- 733 2.3.1.5.2. The GPSS Treasurer will inform clubs of the allocation appeals process prescribed in the GPSS
734 By-Laws, Article VII, §2.4.6.
- 735 2.3.1.6. After any appeals to the GPSS Finance Committee have been resolved, the GPSS Finance Committee will
736 include the approved allocation request in a bill for approval by the Senate that month.
- 737 2.3.1.7. Upon being approved for Allocations, the GPSS Treasurer will contact both the organization and the
738 Campus Organizations Accounting Manager to notify each party of the amount approved.
- 739 2.3.2. Supporting Documentation.
- 740 2.3.2.1. If an organization is requesting funding for an event, a detailed budget for the event is required.
- 741 2.3.2.2. Organizations are encouraged to seek additional funding beyond GPSS allocations requests.
- 742 2.3.2.3. Requests shall include information on all funding sources, including collaborations with other student
743 organizations.
- 744 2.3.2.4. If an organization will be working with animals, it must provide approval from the Iowa State Institutional
745 Animal Care and Use Committee (IACUC). If the organization believes that it does not need IACUC approval, it
746 must provide the reason with the allocation application.
- 747 2.3.3. Submission of the Application. The application for allocations may be made online or on paper.
- 748 2.3.3.1. Electronic system. The electronic application for GPSS allocations may be found on the GPSS website.
749 The required allocation information is submitted electronically. A signature page must be signed, and emailed to
750 the GPSS treasurer.
- 751 2.3.3.2. Paper-based system. The paper application for allocations may be found on the GPSS website. The paper
752 application, ledger, and signed signature page must be delivered to the GPSS office.
- 753 2.3.3.3. In the event that the electronic system is down, the GPSS Treasurer may determine a new system to
754 collect applications, provided that system meets the security standards required by the University.
- 755 2.3.3.4. Requests may not be amended after their initial submission.
- 756 2.3.3.5. The GPSS Finance Committee may allow a club to withdraw its request before a final recommendation is
757 made and allow them to re-submit in the subsequent funding period.
- 758 2.3.4. Amount of Support.
- 759 2.3.4.1. The maximum amount that may be allocated to any organization in a fiscal year is \$1,200.
- 760 2.3.4.2. The final amount is recommended to the Senate by the Finance Committee. The GPSS must approve
761 funding.
- 762 2.3.5. Appeals
- 763 2.3.5.1. If the student organization is unhappy with the preliminary recommendation made by the Finance
764 Committee, the student organization can appeal the recommendation to members of the Finance Committee or the
765 Treasurer by providing additional clarification or documentation pertaining to their original allocation request.
- 766 2.3.5.2. Student organizations shall not submit a modified allocation request during the appeal process. The
767 acceptance or denial of an appeal will be given to the student organization.
- 768 2.3.5.2.1. If the student organization is still unhappy with the recommendation made by the Finance
769 Committee, the organization may appeal their case directly to GPSS.
- 770 2.3.5.2.2. In this case, the organization must notify both the GPSS Treasurer and the GPSS Vice President
771 at least one week prior to the relevant Senate Meeting.
- 772 2.3.5.2.3. If no notification is given, the Senate shall not be obliged to hear the organization's case.
- 773 2.3.5.2.4. Appeals to the Finance Committee recommendation presented after the Senate Meeting where
774 allocations are voted, will not be considered, regardless of its nature.



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- 775 2.3.5.3. Appealing is the last instance for modifying the recommendation of the Finance Committee, and the
776 resolution of the Senate is final.
- 777 2.3.6. Alterations to previously funded requests.
- 778 2.3.6.1. If an organization wishes to change a line item in an allocation that was previously funded, they must
779 contact the treasurer prior to spending the allocation money.
780
- 781 2.4. Priorities for Funding.
- 782 2.4.1. Requests for activities that will advertise or support the graduate or professional student
783 program/organization. The request may include special events that advertises an educational organization/program
784 or showcases research that is performed by the program.
- 785 2.4.2. Requests for sponsoring speaker(s) to come to Iowa State University that are recognized in the
786 organization's discipline and are of general interest to other graduate and professional students.
- 787 2.4.3. Requests for campus-orientated activities have priority over off-campus activities.
- 788 2.4.4. Requests for allocations benefiting a significant number of graduate/professional students through
789 educational programming.
- 790 2.4.5. Requests from graduate/professional student organizations that are not funded by Student Government.
- 791 2.4.6. Requests from organizations showing financial need.
- 792 2.4.7. Requests from organizations with sound financial records.
793
- 794 2.5. Prohibited expenses. The following expenses shall not be funded:
- 795 2.5.1. Contributions of financial or material support to any political party or political campaign recognized by
796 the United States or the State of Iowa, or to endorse a political party or candidacy.
- 797 2.5.2. Contributions or expenses in support of on-campus elections, such as but not limited to Student
798 Government.
- 799 2.5.3. Contributions of financial or material support to charitable organizations.
- 800 2.5.4. Expenses in the realm of GPSS Professional Advancement Grant (PAG) funding.
- 801 2.5.4.1. The GPSS will not fund registration fees of any kind.
- 802 2.5.4.2. Conference travels and fees shall not be funded in any amount by allocations.
- 803 2.5.5. Social Events.
- 804 2.5.6. Trips or activities that form part of an ISU course or degree-related program of study.
- 805 2.5.7. Entrance tickets to shows, museums, parks, zoos, etc.
- 806 2.5.8. Permanent capital. Permanent capital includes durable goods that can be used for more than one period
807 (e.g. shovels, filing cabinets, appliances, furniture).
- 808 2.5.8.1. Academic poster printing is an exception, provided the poster is being used for an event that the
809 organization is hosting or co-hosting, and that event takes place at Iowa State University.
- 810 2.5.9. Meals with ISU-affiliated faculty and/or staff.
- 811 2.5.10. Club meetings.
- 812 2.5.11. Expenditures to professional organizations outside of Iowa State University.
- 813 2.5.12. Graduate program recruiting activities.
- 814 2.5.13. Books and journals, regardless of availability at ISU.
- 815 2.5.14. Any controlled substances, including pharmaceuticals, vaccines, or any chemicals that require special
816 disposal, storage, or purchase.
- 817 2.5.15. Food expenses cannot exceed \$300 or 50% of the combined total approved allocations for the current
818 fiscal year, whichever is higher.
- 819 2.5.15.1. The GPSS Finance committee will automatically adjust the final recommendation to reflect this maximum
820 expense.



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- 821 2.6. GPSS Budgeting constraints. In the case that total Allocations requested of GPSS exceed the budget for
822 GPSS allocations, the Finance Committee reserves the right to recommend reduced funding even if all requested
823 expenses are approved.
824
- 825 2.7. Debt of any sort shall not be funded.
- 826 2.7.1. The GPSS will not fund events that have occurred before the day the money is transferred to the
827 organization's account.
- 828 2.7.2. It is strongly recommended that Clubs apply for allocations two months before their event(s) to avoid
829 being denied by the Finance Committee.
830
- 831 2.8. Line default funding amounts and required proof for funding exceptions.
- 832 2.8.1. Advertisements.
- 833 2.8.1.1. Maximum allowance of \$60 across entire request.
- 834 2.8.1.2. Covers mass emails, flyers, and event printing.
- 835 2.8.1.3. Does not cover general office supplies and consumables or day-to-day administrative costs.
- 836 2.8.2. Airfare.
- 837 2.8.2.1. Default maximum allowance of \$300.
- 838 2.8.2.2. Airfare travel estimates for a specific trip may be used to justify allowances in excess of \$300.
- 839 2.8.3. Equipment.
- 840 2.8.3.1. No default maximum allowance.
- 841 2.8.3.2. Costs must be justified for each line item.
- 842 2.8.3.3. Covers rentals and disposables.
- 843 2.8.3.4. May not be used for permanent capital.
- 844 2.8.4. Food.
- 845 2.8.4.1. Maximum food allowance is \$300 or 50% of the combined total approved allocations for the current fiscal
846 year.
- 847 2.8.4.2. Maximum per diem food allowance for a speaker is \$59 per day.
- 848 2.8.4.3. Funding for food must be used to pay for food at an event. Funding for food may not be used for regular
849 organization meetings.
- 850 2.8.5. Gifts for a speaker.
- 851 2.8.5.1. Maximum allowance of \$50 per speaker.
- 852 2.8.5.2. Total value of gifts and honorariums may not exceed \$300.
- 853 2.8.6. Honorariums.
- 854 2.8.6.1. Maximum allowance of \$300 per speaker and \$300 per allocation request.
- 855 2.8.6.2. Total value of gifts and honorariums may not exceed \$300.
- 856 2.8.6.3. Honorariums shall not be awarded to ISU personnel or affiliates.
- 857 2.8.7. Hotels.
- 858 2.8.7.1. Maximum allowance of \$150 per speaker per night.
- 859 2.8.7.2. Maximum allowance of two (2) nights per speaker.
- 860 2.8.8. Location/Venue
- 861 2.8.8.1. No default maximum allowance.
- 862 2.8.8.2. Costs must be justified for each line item.
- 863 2.8.8.3. Organizations are encouraged to use ISU venues when possible, or ask for student discounts.
- 864 2.8.9. Vehicles and Mileage.
- 865 2.8.9.1. No default maximum allowance.



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866 2.8.9.2. Costs must be justified for each line item.

867 2.8.9.3. Mileage is reimbursed at the rate set by the Iowa State University Accounting Office.

868

869

870 3. Other Sources of Funding

871 3.1. If an organization is ineligible for allocations, or if any group or individual seeks funds for a project that
872 benefits the graduate student body, they are encouraged to contact a GPSS Senator or Executive Council member
873 to inquire about drafting legislation to provide funding from the GPSS surplus, should there be a surplus.

874

875 **ARTICLE IX. PROFESSIONAL ADVANCEMENT GRANTS**

876 1. Purpose: Professional Advancement Grants (PAG) are provided to graduate and professional students by
877 the Graduate and Professional Student Senate (GPSS) to help defray expenses related to professional meeting,
878 conference, and development-related travel.

879

880 2. Amount of Support. The amount of a PAG award shall be \$250.

881

882 3. Travel Month Award Divisions.

883 3.1. The budget for PAG is set by the Finance Committee.

884 3.2. The monthly allocations from the total PAG budget is set by the Finance Committee.

885 3.3. Any funds remaining within the PAG monthly budget after the application deadline shall be moved to the
886 PAG budget for the following month.

887 3.4. PAG funds shall not be applied to the month for which the application deadline has already passed.

888

889 4. Student Eligibility

890 4.1. The applicant must be a current graduate or professional student at Iowa State University.

891 4.1.1. The applicant must be registered during the semester for which the travel event will occur.

892 4.1.2. The student must not graduate prior to, during, or before the applicant files for reimbursement, the travel
893 event occurring.

894 4.2. Each student is eligible to receive up to one PAG award per fiscal year (July 1st to June 30th).

895 4.2.1. A student may submit multiple applications within the same fiscal year for different travel events,
896 provided they do not fall within the same month.

897 4.2.2. In this case, applications are read in the order of the travel month for which the application falls. If an
898 application is accepted, all subsequent and remaining applications within that fiscal year are denied for that
899 applicant.

900 4.2.3. Submitting an application does not guarantee funding.

901 4.3. A student who has received a PAG grant in the same fiscal year is ineligible to receive PAG funds again
902 in the same fiscal year. The student must wait for a new travel event that occurs in the next fiscal year to be
903 considered eligible.

904 4.4. A student does not need to wait until the next fiscal year to apply for this new travel event.

905

906

907 5. Travel Eligibility

908 5.1. PAG awards may not be used for any required activity for course or credit at any university.



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- 909 5.2. PAG awards may be used to fund travel for events that count towards a professional certificate or other
910 professional development activities that provide experiences not available at Iowa State University.
911
912
- 913 6. Application
- 914 6.1. There is only one valid application form. This link shall be hosted on the GPSS website.
- 915 6.2. Incomplete, late, or duplicate applications shall not be considered for funding and will be denied. It is the
916 responsibility of the student to ensure the validity, accuracy, and timely completion of the application.
- 917 6.2.1. Should an applicant make an error on their application, they must contact the Chair of the Awards
918 Committee as soon as they become aware of the error. Some mistakes are able to be edited in the application by the
919 Chair of the Awards Committee, while some require the application to be denied and for the applicant to re-apply
920 with correct details.
- 921 6.3. The deadline for monthly applications is 5:00 PM CT on the 15th of the month prior to the month in
922 which the travel event occurs.
- 923 6.3.1. A student is encouraged to apply in advance of this deadline, a student may apply as early in advance as
924 possible provided the proper documentation for the travel event has been given.
- 925 6.3.2. This deadline is final, a student may not appeal for a late application to be read regardless of
926 circumstance.
- 927 6.4. Upon successful submission of the PAG application, the Chair of the Awards Committee, the applicant,
928 and the academic unit contact named within the application will receive a confirmation email with unique details
929 corresponding to that application.
- 930 6.4.1. It is the responsibility of the student to ensure that the proper academic unit contact is listed in the
931 application. This contact should be the staff member filing for the travel reimbursement.
- 932 6.4.2. The student must retain a copy of this acceptance email to access their PAG status.
933
- 934 7. Awarding PAGs
- 935 7.1. The Chair of the Awards Committee will manually operate and oversee the PAG operating system.
- 936 7.1.1. This consists of a private processing database where the budget, applications, and decisions are stored.
- 937 7.1.2. Only the Awards Committee shall have access to this database.
- 938 7.1.3. The Chair of the Awards Committee is responsible for processing applications in a timely manner, with
939 decisions issued at least once each month.
- 940 7.2. The academic unit/department, affiliations, student details, content of the travel event, destination of the
941 travel event, whether or not the student is giving a talk/poster, or any of these specific details do not affect PAG
942 award decisions.
- 943 7.3. PAGs are awarded based on applicant priority and funds remaining in the monthly PAG budget.
- 944 7.3.1. A student who has never received a PAG grant during their time at Iowa State University receives priority
945 status.
- 946 7.3.2. A student who has received a PAG grant during their time at Iowa State University in a prior fiscal year
947 will be added to the monthly waitlist.
- 948 7.4. Applicants with priority status who submit valid applications are approved for PAGs in the order in which they
949 are submitted.
- 950 7.4.1. If there are insufficient PAG funds for eligible first-ever/priority applicants, funds will be disbursed to the
951 priority as they are processed on a first-apply, first-awarded basis.
- 952 7.5. At the time of the monthly deadline (the 15th of the month at 5 PM CT) the Chair of the Awards Committee is
953 responsible for determining how many applicants are on the waitlist, the remaining funds in the account, and
954 manually assigning the status to these applicants.



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- 955
- 956 7.5.1. If sufficient funding is available, all remaining eligible applicants on the waitlist shall receive funding.
- 957 7.5.2. If there is insufficient funding available for all applicants on the waitlist, PAGs will be awarded by a
- 958 computer program that selects awardees randomly from the waitlist.
- 959 7.5.2.1. Each application on the waitlist shall have an equal probability of being selected for an award, regardless
- 960 of when they applied, provided the application was submitted on time.
- 961 7.5.2.2. The award drawing shall be entirely automated, with no manual component, to prevent bias or
- 962 malfeasance. This waitlist processing must be completed by the Chair of the Awards Committee between the 15th
- 963 and the 22nd of the month.
- 964 7.6. PAG awards are not transferable between students, or between events.
- 965 7.7. PAG awards shall only be given as reimbursements; money shall not be disbursed prior to travel.
- 966
- 967 8. Travel Cancellation
- 968 8.1. The student must notify the Chair of the Awards Committee to cancel their PAG no later than two weeks
- 969 after the conference to remain eligible to apply for funds again during that fiscal year. Cancellation any PAG
- 970 application forfeits any previously held priority status.
- 971 8.2. If a student does not cancel their PAG award within this timeframe, they forfeit their award and must wait
- 972 until the next fiscal year to apply for PAG funds.
- 973
- 974 9. Travel Reimbursement
- 975 9.1. It is not the responsibility of GPSS or the Chair of the Awards Committee to disburse PAG funding, this
- 976 is handled by the Graduate College.
- 977 9.2. It is the responsibility of the student to maintain all receipts during travel events and complete the
- 978 reimbursement process. It is recommended that the student retain this information for one year following the travel
- 979 event.
- 980 9.3. The applicant must file for reimbursement through their department.
- 981 9.4. The applicant must file within 30 days from the last date in their travel listed in their application.
- 982 9.4.1. The applicant may request additional time due to extreme extenuating circumstances by contacting the
- 983 Chair of the Awards Committee immediately.
- 984 9.4.2. The Chair of the Awards Committee will relay the request to the Awards Committee, where the majority
- 985 vote will determine if the appeal will be met or denied.
- 986 9.5. Reimbursements will only be provided for actual expenses incurred.
- 987 9.6. Disbursal of funds will conform to ISU policies.

988 **ARTICLE X. AWARDS**

- 989 1. Margaret Ellen White Award
- 990 1.1. Purpose: The purpose of this award is to recognize superior performance by a member of The Graduate
- 991 Faculty each year. The award recognizes the effectiveness of major professors who serve as mentors; who enrich
- 992 the student-professor relationship by support and attention to detail which enables students to finish their work in a
- 993 timely and scholarly manner.
- 994 1.2. Amount. The amount of the award shall be \$2,500. The faculty member will also receive a plaque.
- 995 1.3. Procedure.
- 996 1.3.1. Graduate students shall submit their nominations to their respective GPSS senators using the appropriate
- 997 form hosted on the Graduate College web page.
- 998 1.3.2. All applications must be submitted to their GPSS representative(s) by November 11th of that year.



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- 999 1.3.3. Should their academic unit not be represented in GPSS, the nominating student shall directly submit their
1000 nomination to the Chair of the Awards Committee.
1001
- 1002 1.3.4. There can be only one final nomination from each academic unit forwarded to the next stage for review.
1003 1.3.4.1. In the event of multiple nominations from one academic unit and only one GPSS senator, this senator
1004 must review the nomination with the Awards Committee.
1005 1.3.4.2. In the event of multiple nominations from one academic unit and multiple GPSS senators, the senators
1006 shall meet and decide on one nomination to advance. In the event of indecision or conflict of interest, the Awards
1007 Committee shall make the decision on which nomination to advance.
1008 1.3.4.3. If a GPSS senator's supervisor has been nominated and there is more than one nomination from the
1009 academic unit, the Awards Committee should be notified and shall assist in selecting the top nomination for the
1010 academic unit.
1011 1.3.5. All final nominations must be submitted to the GPSS Chair of the Awards Committee by November 18th
1012 of that year.
1013 1.3.6. The GPSS Chair of the Awards Committee is responsible for overseeing the review and scoring for the
1014 applications, and for submitting up to five top scoring applications to the Dean of the Graduate College's office no
1015 later than February 1st each year.
1016
- 1017 2. GPSS Student Awards
1018 2.1. General Eligibility
1019 2.1.1. All nominees must be a current Iowa State University graduate or professional student in good standing.
1020 2.1.2. Students can self-nominate for the award.
1021 2.1.3. Students may apply for the multiple Graduate and Professional Student awards concurrently.
1022 2.2. Award Amount. The recipient of a GPSS Student Award shall receive a financial award of \$250 and a
1023 certificate. Each award may be given to up to five (5) students each year.
1024 2.3. General Application Criteria.
1025 2.3.1. There is only one valid nomination form for each award, and this is hosted on the GPSS webpage.
1026 2.3.2. Applications must be sent in a single pdf form to the GPSS Chair of the Awards Committee by the
1027 deadline listed on the GPSS webpage.
1028 2.4. Scoring
1029 2.4.1. Incomplete or ineligible applications will not be scored.
1030 2.4.2. To prevent bias and to ensure consistent review of applications, the Awards Committee will designate
1031 certain sections across all applications to be read by a committee member. Final scores will be compiled by the
1032 Chair of the Awards Committee.
1033 2.4.3. Applicant responses must not exceed the word limit stated in the application. Scores will be given for the
1034 responses within the word limit only, and reviewers are not obligated to read beyond the word limit.
1035 2.4.4. A rubric of the scoring guidelines for each award will be kept on the GPSS webpage.
1036 2.5. Awards
1037 2.5.1. GPSS Teaching Award
1038 2.5.1.1. Purpose. The GPSS Teaching Award is awarded to graduate and professional students who go above and
1039 beyond their required teaching expectations, including those who teach extra courses, obtain excellent marks in
1040 evaluations, or by create and lead their own courses.
1041 2.5.1.2. Specific Eligibility.
1042 2.5.1.2.1. The nominee must have never received a GPSS Teaching Award previously.
1043 2.5.1.2.2. The nominee must have been a TA or instructor for at least one completed class before applying.
1044



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- 1045 2.5.1.3. Specific Application Details. A complete application must include: the nomination form, a curriculum
1046 vitae (CV) and two letters of support. The first letter of support must be from a student that the nominee has taught
1047 before; this first letter may be substituted by submitting teaching evaluation sheets. The second letter of support
1048 must be from the class instructor, advisor, department chair, or supervisor of the nominee for one of the classes the
1049 nominee has taught.
- 1050 2.5.1.4. Specific Scoring Criteria. Applicants will be scored on the number of courses for which they have served
1051 as a teaching assistant or instructor, the quality of feedback in their letters of support, any previous awards or
1052 recognition conferred for their teaching, and their overall impact on student learning experience.
- 1053 2.5.2. GPSS Research Award
- 1054 2.5.2.1. Purpose. The GPSS Research Award recognizes graduate and professional students at Iowa State
1055 University who make substantial contributions to the larger research community.
- 1056 2.5.2.2. Specific Eligibility.
- 1057 2.5.2.2.1. The nominee must have never received a GPSS Research Award previously.
- 1058 2.5.2.2.2. Nominee must have at least one first-authored publication and oral presentation completed at the
1059 time of application submission.
- 1060 2.5.2.3. Specific Application Details. A complete application consists of the nomination form, a curriculum vitae
1061 (CV) and two letters of support. The first letter of support must be from a fellow graduate student. The second
1062 letter of support must be from the major professor.
- 1063 2.5.2.4. Specific Scoring Criteria. Applicants will be scored on the number of publications they have received,
1064 particularly the number of stand-alone first-author publications, oral presentations, symposiums, or other research
1065 publications the nominee has.
- 1066 2.5.3. GPSS Leadership Award
- 1067 2.5.3.1. Purpose. The GPSS Leadership Award recognizes graduate and professional students at Iowa State
1068 University who are actively involved in leadership roles within their department, college, the University, and
1069 within their Ames community.
- 1070 2.5.3.2. Specific Eligibility.
- 1071 2.5.3.2.1. The nominee must have never received a GPSS Leadership Award previously.
- 1072 2.5.3.2.2. The nominee must be able to demonstrate leadership roles lasting at least two semesters while at
1073 Iowa State.
- 1074 2.5.3.3. Specific Application Details. A complete application for the GPSS Leadership award consists of the
1075 nomination form and a curriculum vitae (CV).
- 1076 2.5.3.4. Specific Scoring Criteria. Applicants will be scored on the number of leadership roles held over time (at
1077 previous institutions, at Iowa State, and with the larger Ames community), service positions, previous leadership
1078 recognition or awards, and overall involvement in various communities.
- 1079 2.6. Award Decisions
- 1080 2.6.1. Winners will be notified of their award at least one week prior to the Graduate and Professional Student
1081 Conference (usually held in April).
- 1082 2.6.2. Winners will be recognized in the Awards ceremony of this conference.
- 1083 2.6.3. Financial disbursement will conform to ISU policies.
- 1084
- 1085 3. Wakonse Fellowship
- 1086 3.1. Purpose: Bringing students together to inspire teaching through a conference focusing on promoting and
1087 sharing teaching techniques.
- 1088 3.2. GPSS will provide some funding to the Center for Excellence in Learning and Teaching (CELT) to fund
1089 graduate students travel and fees for the Wakonse conference.
- 1090 3.2.1. There can be up to 5 recipients for this award.



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- 1091 3.3. Eligibility. Eligibility is determined by the CELT.
1092 3.4. Application
1093 3.4.1. The CELT shall host the Wakonse application, although GPSS may link to the application on their
1094 website.
1095 3.4.2. Application details are determined by the CELT.
1096 3.5. Scoring
1097 3.5.1. Completed applications are sent to the GPSS Chair of the Awards Committee through the CELT.
1098 3.5.2. Applications will be reviewed based on their previous teaching experience and any previous awards or
1099 recognition for their teaching.

1100 **ARTICLE XI. ACCESS TO INFORMATION**

1101 The Senate and all of its organized bodies, through its officers, shall follow the rules and regulations outlined in the
1102 Iowa Open Meetings Open Records Act.
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