



# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

### BY-LAWS

#### ARTICLE I. PROCEDURES OF THE SENATE

1. Meeting Rules.
  - 1.1. Unless otherwise specified, meetings of the Senate shall operate in compliance with, in order of precedence, the Graduate and Professional Student Senate (GPSS) Constitution, the GPSS By-Laws, GPSS Standing Rules, and Robert's Rules of Order Newly Revised, 11th ed.
  - 1.2. The Vice President presides over and chairs the meetings of the Senate.
    - 1.2.1. The Vice President may appoint a chair to preside over the Senate with the approval of a majority of the Executive Council.
    - 1.2.2. In the event of the Vice President's absence at a senate meeting without appointment of a chair, the presiding officer for the Senate session will be appointed by the Senate Officer with the highest seniority, as defined in Article III, §1 of the GPSS constitution.
  - 1.3. No motion may be made, nor a vote be binding, unless a quorum is present, with the exceptions of the motions to adjourn, fix a time to which to adjourn, recess, or modify the agenda.
  - 1.4. Meeting Agenda.
    - 1.4.1. The proposed agenda for a session of the Senate shall be prepared and distributed no later than one week (7 days) before the session.
    - 1.4.2. This agenda shall enumerate items to be discussed under Unfinished and New Business.
    - 1.4.3. Copies of bills, resolutions, and orders to be considered along with the previous meeting's notes will be appended to the agenda.
    - 1.4.4. The circulated agenda may be amended at the beginning of the meeting by a majority vote of the Senate.
  - 1.5. Minutes.
    - 1.5.1. Meeting minutes shall be taken at each GPSS meeting.
    - 1.5.2. Meeting minutes should outline all major proceedings of the meeting, including any main motions made, who made said motions, and the outcomes of any and all votes taken during the meeting.
    - 1.5.3. A stipend of \$100 per semester shall be given in the form of a stipend to the designated minute taker.
    - 1.5.4. The Executive Council shall attempt to fill the position of minute-taker with a volunteer from the GPSS or Student Government.
      - 1.5.4.1. If no volunteer is found from the GPSS or Student Government, a graduate or professional student may fill the role.
      - 1.5.4.2. If no suitable candidate is found, the Senate Engagement Officer (SEO) is responsible for taking minutes. The SEO is not eligible for the stipend offered to the minute-taker.
    - 1.5.5. If more than one suitable candidate volunteers for the position, an election shall take place under the election procedure of the GPSS By-Laws, Article V, §3.1.
2. Meeting Times and Dates.
  - 2.1. The regular meetings of the GPSS shall occur on the last Monday of August, September, October, November, January, February, March, and April at 6:30 PM CT.



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- 2.1.1. If the last Monday of August is the first day of the fall academic semester, the meeting may be moved to the first Tuesday in September, as the first Monday of September is Labor Day, and Iowa State University is closed.
  - 2.1.2. If the last Monday of November occurs during Fall Break, the meeting must be moved to the first Monday in December, unless this Monday falls during Dead Week, in which case the meeting must be moved to the Monday prior to the last Monday in November.
  - 2.1.3. If the University is closed for an unforeseen reason for the date and time of a GPSS regular meeting, the GPSS Vice President will call for a special GPSS meeting on the following Monday.
3. Order of Business.
- 3.1. The standard order of business for GPSS meetings shall be:
    - I. Call to Order
      - a. Roll Call
      - b. Statement of a Quorum
      - c. Approval of Previous Meeting Notes
      - d. Amendments to the Agenda
    - II. Speakers
    - III. Reports:
      - a. Report of the President
      - b. Report of the Vice President
      - c. Report of the Senate Engagement Officer
      - d. Report of the Senate Information Officer
      - e. Report of the Treasurer
      - f. Report of the Wellness Officer
      - g. Report of the Inclusion, Diversity, Equity, and Accessibility (IDEA) Officer
      - h. Report of the Conference Officer
      - i. Report of the Graduate Student Government Senators
      - j. Reports of Standing Committees
      - k. Reports of Special Committees
    - IV. Unfinished Business
    - V. New Business
    - VI. Senate Forum
    - VII. Roll Call and Announcements
    - VIII. Adjournment

The Speakers portion shall consist of speakers chosen by the Vice President to address the Senate. Discussion may follow each speaker, with comments and questions directed to the chair, who will recognize each request from the Senate floor.

- 3.1.1. Officer Reports detail some of the activities performed by the Executive Council, Student Government Senators, and Special Committees since the previous meeting.
  - 3.1.1.1. Should a Senate Officer or SG Senator make a recommendation to the Senate, another member of the Senate may make a motion for its implementation as soon as the Officer or Senator has finished their report.
  - 3.1.1.2. A Committee member providing a report may make any motions necessary to bring the committee's recommendations to the Senate floor.
- 3.1.2. The Senate Forum shall follow normal GPSS procedures with discussion directed from the chair, who will recognize each request from the Senate floor.



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- 3.1.2.1. Any Senator is invited to discuss issues that may be of general concern to the GPSS.
      - 3.1.2.2. Debate during Senate Forum need not occur with respect to any pending motion, and instead provides time for Senators to discuss pressing issues that affect graduate and professional students.
    - 3.1.3. Announcements. Senators and the Executive Council may make announcements regarding events that may be of general interest to the GPSS.
    - 3.1.4. Special Orders. Items of business essential to the function of the GPSS may be listed as special orders, listed on the agenda before the Reports section.
  4. Senate Legislation.
    - 4.1. All proposed Senate legislation, including bills, orders, and resolutions, shall be sent by the legislation sponsor(s) to the Vice President for review by the Rules Committee.
      - 4.1.1. The Rules Committee shall make an opinion of proposed legislation.
        - 4.1.1.1. The opinion shall be based on whether the legislation is in accordance with current Senate law, including the Constitution, the Articles of Cooperation, the By-Laws, the Standing Rules, and previous Senate legislation.
        - 4.1.1.2. This opinion from the committee on any legislation will be reported back to the Senate as being compliant or non-compliant with the current Senate law and procedure.
      - 4.2. If the proposed legislation is of a financial nature, the Rules Committee shall forward the legislation to the Finance Committee. The Finance Committee's opinion will be reported to the Senate by the Treasurer. The opinion of the Finance Committee will be reported as compliant or non-compliant. This decision by the Finance Committee must be supported by the current Senate law and procedure.
    - 4.3. Types of Legislation.
      - 4.3.1. Senate Bills.
        - 4.3.1.1. Binding legislation requiring actions of the GPSS.
        - 4.3.1.2. Required for changing the GPSS Constitution, By-Laws, and modifying, creating, or repealing additional GPSS legislation and policies.
      - 4.3.2. Senate Orders.
        - 4.3.2.1. Binding legislation requiring actions of the GPSS.
        - 4.3.2.2. Required for appointments and setting temporary rules.
      - 4.3.3. Senate Resolutions
        - 4.3.3.1. Non-binding statements of opinions.
        - 4.3.3.2. May be used to recognize people, groups, or events.
    - 4.4. Voting. Each voting member may vote yes, no, or present on a piece of legislation. Members must be present to vote.
  5. Referendums
    - 5.1. Once a referendum is called, the vote shall take place through a process approved by the Senate and must take place within 30 calendar days.
    - 5.2. The Elections and Operations Committee shall oversee all referendum votes.
    - 5.3. Referendums passed by the graduate and professional student body are binding and carry the force of a Senate Order.



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### ARTICLE II. THE SENATORS

1. Senator Duties. The purpose of having a GPSS senator in each academic unit is to improve communication between graduate and professional students and administrations, and to ensure that graduate and professional students' interests and needs are known. To this end, all senators are expected to meet with their academic unit administrators at least once a semester.
  - 1.1. This criterion may be satisfied by meeting with the DOGE, program chair, or by attending faculty meetings.
  - 1.2. In the event that there are concerns or difficulties fulfilling this requirement, the SEO should be notified.
  - 1.3. A written summary of these meetings shall be sent to the SEO no later than the last GPSS meeting of each semester.
  
2. Senator Attendance.
  - 2.1. Senators are required to attend all Senate meetings. Attendance is required from the beginning of Statement of Quorum through the end of adjournment, and a Senator may be considered absent for the entire meeting unless prior arrangements have been made with the chair of the meeting.
  - 2.2. If a Senator must arrive late or leave early, the Senator must notify the chair of the meeting and provide a reason for partial absences.
  - 2.3. If a Senator knows that they will miss a meeting, they may make arrangements to send a substitute to the meeting.
    - 2.3.1. The substitute shall have the full powers of the Senator for whom they are substituting, including obtaining the floor to speak, offering motions, and voting rights.
    - 2.3.2. Providing a substitute to fill in for a Senator shall still count as an absence against the Senator.
  - 2.4. Three (3) absences from regular GPSS meetings during a single academic year shall constitute nonfeasance and is grounds for removal from the GPSS.
  - 2.5. If a GPSS Senator is absent for two (2) regular meetings during a single academic year, the Senate Information Officer (SIO) shall notify the Senator that an additional absence from the Senate may result in removal from the GPSS.
  
3. Senator Removal.
  - 3.1. Senators who miss three (3) regular meetings, with or without a substitute, during one academic year shall be removed from their position after the third absence and notification from the SIO.
    - 3.1.1. A senator may appeal dismissal under the attendance policy by the submission of a written request to the GPSS Rules Committee Chair within ten (10) calendar days of the third absence. A decision of the Rules Committee will be provided to the Senator within seven (7) business days.
    - 3.1.2. If the senator wishes to appeal the ruling of the Rules Committee, they may appeal directly to the GPSS in the form of a Senate Order.
      - 3.1.2.1. The decision of the Rules Committee may be overturned by a simple majority of the GPSS.
      - 3.1.2.2. The vote on such a Senate Order must be by secret ballot.
      - 3.1.2.3. The decision of the GPSS on the Senate Order is the final ruling.
  - 3.2. Senators may be removed from their position for nonfeasance, misfeasance, or malfeasance.
    - 3.2.1. Violations of federal, state, or local laws or Iowa State University Policy may be grounds for immediate dismissal by two-thirds vote of the Executive Council. The decision of the Executive Council may be overturned by a two-thirds majority vote of the GPSS on a Senate Order sponsored by at least ten (10) senators from the GPSS.



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- 3.2.2. The process to remove a Senator from their position outside of the procedure in §3.2.1 must be initiated through a Senate Order calling for removal of the Senator, stating the justification for removal.
        - 3.2.3. The accused Senator has a right to answer to the charges before the Senate.
        - 3.2.4. The Senator is removed from their position if the Senate Order passes by a two-thirds majority voted on by secret ballot.
  - 3.3. A Senator removed from the GPSS for nonfeasance, misfeasance, or malfeasance may not serve on the GPSS for one calendar year following removal.
4. Senators-at-Large.
- 4.1. Stipend. Senators-at-large who serve on and remain in good standing with Student Government shall receive a stipend in the form of a scholarship of \$600 for the fall semester and \$600 for the spring semester.
    - 4.1.1. Senators-at-large must remain compliant with the Senator Attendance policy for the senators of the GPSS to be eligible for this stipend.
    - 4.1.2. Student Government representatives for both the Graduate College and the College of Veterinary Medicine are eligible for this stipend.
  - 4.2. Senators-at-large shall provide reports of the activities of the Student Government to the Vice President of the GPSS.

### **ARTICLE III. THE EXECUTIVE COUNCIL**

1. In addition to those enumerated in the GPSS Constitution, the Senate Officers shall have the additional duties, powers, and obligations as follows:
  - 1.1. The President shall:
    - 1.1.1. Set the agenda for GPSS Executive Council meetings, and
    - 1.1.2. Assume risk management officer responsibilities for acts and events of the GPSS, and
      - 1.1.2.1. Help minimize potential risks for club activities
      - 1.1.2.2. Recommend risk management policies or procedures
      - 1.1.2.3. To submit documentation to ISU's Risk Management Office
      - 1.1.2.4. To ensure that proper waivers and background checks are on file with Risk Management for events (if applicable).
    - 1.1.3. Be seated on the Special Student Fee and Tuition Committee and the Memorial Union Advisory Board, and
    - 1.1.4. Chair the Awards Committee
  - 1.2. The Vice President shall:
    - 1.2.1. Invite and schedule Open Forum speakers for Senate meetings, and
    - 1.2.2. Set the agenda, including speakers, bills, reports of the Executive Council, and announcements for the GPSS meetings, and send to Senators at least seven days prior to the Senate meeting, and
    - 1.2.3. Reserve monthly meeting venue through university's room reservation request, and
    - 1.2.4. Organize graduate student orientations, fall social, and spring social with the aid of the Social Committee, and
    - 1.2.5. Oversee the relationship between the GPSS and Student Government.
  - 1.3. The SEO shall:
    - 1.3.1. Develop senator on-boarding material for new senators, and
    - 1.3.2. Solicit feedback from senators regarding their experiences in the GPSS, and



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- 1.3.3. Organize professional development activities or speaker/programming, and
- 1.3.4. Represent GPSS on the Resource Management Model Student Affairs Advisory Committee, and
- 1.3.5. Facilitate communication between Senators and their academic units' administration, and
- 1.3.6. Review Senator reports regarding their meetings with their academic unit administrators as prescribed in the GPSS By-Laws, Article II, §1.3, and
- 1.3.7. Assist senators in bringing their concerns from around the university to the GPSS.
- 1.4. The SIO shall:
  - 1.4.1. Arrange for pertinent presentations and documents to be available for display during GPSS meetings, and
  - 1.4.2. Have a functional knowledge of GPSS rules and proceedings, and
  - 1.4.3. Co-chair the Marketing and Public Relations Committee with the Graduate and Professional Student Research Conference Chair, and
  - 1.4.4. Monitor the PAG allocation system and respond to PAG inquiries.
- 1.5. The Treasurer shall be seated on the Special Student Fee and Tuition Committee.
- 1.6. The Wellness Officer shall:
  - 1.6.1. Chair the Wellness Committee, and
  - 1.6.2. Chair the Social Committee.
- 1.7. The Inclusion, Diversity, Equity, and Accessibility (IDEA) Officer shall:
  - 1.7.1. Chair the IDEA Committee, and
  - 1.7.2. Serve as an advocate for issues of diversity, equity, inclusion, and accessibility encountered by members of the graduate and professional student body, and
  - 1.7.3. Serve as a liaison for GPSS at any university-level committee related to Diversity, Equity, Inclusion, and Accessibility.
- 1.8. The Conference Chair shall:
  - 1.8.1. Co-chair the Marketing and Public Relations Committee with the SIO, and
  - 1.8.2. Perform risk assessments for the conferences as required.
2. Executive Council Meetings.
  - 2.1. The Executive Council shall meet no later than two (2) weeks prior to the regular Senate meeting, unless there are extenuating circumstances as determined by the Executive Council. In such an occurrence, the Executive Council must meet no later than seven (7) days prior to the regular Senate meeting.
  - 2.2. Additional meetings of the Executive Council may be called by consensus of a majority of the members of the Executive Council.
  - 2.3. The Presiding Officer at Executive Council meetings shall be the President of the Senate. In the event of the President's absence, the Presiding Officer will be chosen by the order of seniority enumerated in the GPSS Constitution.
  - 2.4. The Council may not conduct business unless a majority of members are present.
  - 2.5. The Executive Council Meetings are closed meetings except by invitation.
3. Senate Officer Stipends. The Senate Officer stipend, as prescribed in the GPSS constitution Article III, §6, shall be disbursed in the form of a scholarship applied to the Officer's U-Bill in the amount of \$800 for the fall semester, \$800 dollars for the spring semester, and \$600 for the summer semester.



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4. Delinquency, Resignation, Impeachment and Removal of Executive Officers.
  - 4.1. The Executive Officers shall:
    - 4.1.1. Attend all Executive Council Meetings
    - 4.1.2. Attend all Senate Meetings
    - 4.1.3. Carry out the duties of their office as described in the Constitution, the By-Laws, and any other GPSS law.
  - 4.2. Failure of an Executive Officer to attend meetings or to carry out their duties may constitute nonfeasance.
  - 4.3. Nonfeasance, misfeasance, and malfeasance are grounds for potential impeachment of an Executive Officer under the GPSS Constitution Article III §8.
  - 4.4. The Vice President shall preside over any impeachment hearing, unless the impeachment charges are against the Vice President, in which case the Elections and Operations Committee shall appoint a chair to preside over the hearing.

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

1. In addition to those enumerated in the SB23-05, the College Chair Council members shall have the additional duties, powers, and obligations as follows:
  - 1.1. The Senate Engagement Officer shall:
    - 1.1.1. Set the agenda for the College Chair Council meetings, and
    - 1.1.2. Schedule and set deadlines for reports from the College Chair Council to the Executive Council or the Senate
  - 1.2. The College Chairs shall:
    - 1.2.1. Attempt to recruit senators for Departments without representation within their College.
    - 1.2.2. Coordinate initiatives by senators in their respective College.
    - 1.2.3. As a standing committee, shall provide reports to the Senate
2. College Chair Council Meetings.
  - 2.1. The College Chair Council shall meet no later than three (3) weeks prior to the regular Senate meeting, unless there are extenuating circumstances as determined by the College Chair Council.
  - 2.3. Additional meetings of the College Chair Council may be called by consensus of a majority of the members of the College Chair Council.
  - 2.4. The Presiding Officer at College Chair Council meetings shall be the Senate Engagement Officer. In the event of the Senate Engagement Officer's absence, the Presiding Officer will be the Co-Chair of the College Chair Council.
  - 2.5. The Council may not conduct business unless a simple majority of members are present.
  - 2.6. The College Chair Council Meetings are closed meetings except to Executive Council Officers or by invitation.
3. College Chair Stipends. The College Chair stipend shall be disbursed in the form of a scholarship applied to the Officer's U-Bill in the amount of \$400 for the fall semester and \$400 dollars for the spring semester.
4. Delinquency, Resignation, Impeachment and Removal of College Chairs.
  - 4.1. The College Chairs shall:
    - 4.1.1. Attend all College Chair Council meetings.
    - 4.1.2. Attend all Senate meetings.
    - 4.1.3. Carry out the duties of their office as described in the Constitution, the By-Laws, and any other GPSS law.
    - 4.1.4. Failure of a College Chair to attend meetings or to carry out their duties may constitute nonfeasance.



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

1. Permanent Standing Committees. In addition to those enumerated in the GPSS Constitution, the GPSS Permanent Standing Committees shall have the additional duties, powers, and obligations as follows:
  - 1.1. *The Rules Committee:*
    - 1.1.1. Provides opinions on questions of GPSS procedure, and
    - 1.1.2. Reviews Senate Legislation.
  - 1.2. *The Finance Committee:*
    - 1.2.1. Makes recommendations for allocations of the funds of the GPSS, and
    - 1.2.2. Composes Senate Bills of guidelines for regular and special allocations during the spring semester to be used for the following year.
  - 1.3. *The Social Committee:*
    - 1.3.1. Is chaired by the Wellness Officer, and
    - 1.3.2. Plans the fall and spring social events within the budgets allocated by the Finance Committee.
  - 1.4. *The Elections and Operations Committee:*
    - 1.4.1. Ensures that all Senator positions are filled, and
    - 1.4.2. Responds to questions regarding GPSS membership, and
    - 1.4.3. Supervises general elections of Executive Council members, and
    - 1.4.4. Supervises special elections to fill vacancies as needed, and
    - 1.4.5. Maintains a record of Senator attendance at all Senate sessions, and
      - 1.4.5.1. Determines when Senator nonattendance may affect GPSS allocations, and
      - 1.4.5.2. Determines when Senator nonattendance constitutes nonfeasance as prescribed in the GPSS By-Laws Article II §3.1, and
    - 1.4.6. Ensures the GPSS website is updated with the GPSS meeting material, senator lists, and Senate committee membership, and
    - 1.4.7. Advises GPSS on processes to streamline and simplify Senate activities.
  - 1.5. *The URLA Committee:*
    - 1.5.1. Monitors governmental actions affecting graduate and professional students, and
    - 1.5.2. Coordinates Senate actions to influence public policy on graduate and professional student concerns, and
    - 1.5.3. Recruits graduate and professional students to serve on University Committees, and
      - 1.5.3.1. Ensures the GPSS website maintains a current list of University Committees with GPSS seats, and
      - 1.5.3.2. Updates the University Committees list with graduate and professional students currently seated on these committees, and
    - 1.5.4. Recruits three GPSS members in addition to the GPSS President to serve on the Graduate Council, and
      - 1.5.4.1. GPSS Senators shall have preference for positions on Graduate Council, and





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- 1.5.4.2. If no Senate volunteers cannot be found, the GPSS SEO shall serve on the Graduate Council to guarantee at least two of GPSS's allotted four seats are filled at all times, and 1.5.5. Serves as an investigative committee for the Senate when the occasion arises, and
- 1.5.6. Collaborates with SG Graduate Students on issues that concern both Senates.
- 1.6. *The Awards Committee:*
  - 1.6.1. Is chaired by the President, and
  - 1.6.2. Reviews nominations for the GPSS Teaching, Research, and Leadership Awards, and
  - 1.6.3. Reviews nominations for the Wakonse Fellowship, and
  - 1.6.4. Evaluates nominations for the Margaret Ellen White Faculty award, and provides top nominations to the Graduate College, and
  - 1.6.5. Collaborates with the Marketing and Public Relations Committee to ensure all necessary material for PAGs and awards is available and current on the GPSS website.
- 1.7. *The GPSC Committee:*
  - 1.7.1. Ensures appropriate space for the GPSC event has been reserved, and
  - 1.7.2. Calls for graduate and professional student poster and presentation submissions, and
  - 1.7.3. Sets the event program, and
    - 1.7.3.1. Selects a keynote speaker for the conference, and
    - 1.7.3.2. Assembles a team of volunteers and judges, and
    - 1.7.3.3. Organizes and schedules room assignments for posters and presentations, and
  - 1.7.4. Collaborates with the Marketing and Public Relations Committee to produce marketing material for the GPSC, and
  - 1.7.5. Attempts to procure funding for the GPSC from sources other than the GPSC, including:
    - 1.7.5.1. The Lectures Committee for the keynote speaker, and
    - 1.7.5.2. The Colleges at Iowa State University.
- 1.8. *The Wellness Committee:*
  - 1.8.1. Works with Iowa State University Student Health and Wellness to advocate for graduate and professional student health and wellness needs, and
  - 1.8.2. Organizes programming for a Graduate Student Wellness Week.
- 1.9. *The Inclusion, Diversity, Equity, and Accessibility Committee:*
  - 1.9.1. Works with the Iowa State University Diversity, Equity, and Inclusion Office and other resources on-campus to advocate for diversity, inclusion, equity, and accessibility matters, and
  - 1.9.2. Manage GPSS programming and monetary requests related to IDEA.
- 1.10. *The Marketing and Public Relations Committee:*
  - 1.10.1. Is co-chaired by the Conference Chair and the SIO, and
  - 1.10.2. Maintains the GPSS social media, and
  - 1.10.3. Oversees updates to the GPSS website, and
  - 1.10.4. Makes policy decisions on website design and content, and
  - 1.10.5. Collaborates with the GPSC Committee on generating marketing material for the GPSC.
2. Special Committees (committees not defined by the Constitution or By-Laws) may be formed by Senate Orders passed by a simple majority of the Senate to carry out duties enumerated in the Order.



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- 2.1. Special Committees shall be dissolved after twenty-four (24) months, unless a Senate Order is passed for the continuance of the committee.
3. Membership.
  - 3.1. The membership of any GPSS permanent or special committee shall be limited to the senators and Senate Officers of the GPSS.
  - 3.2. Permanent Standing Committees.
    - 3.2.1. The chair of a permanent standing committee shall be allowed to request volunteers to join the committee throughout the year.
    - 3.2.2. Committee members may be removed from a permanent standing committee at the discretion of the committee chair as a result of malfeasance, misfeasance, or nonfeasance of duties assigned by the aforementioned chair. The decision of a committee chair to remove a member from the committee may be appealed to the Senate. Overturning the chair requires a simple majority.
  - 3.3. Special Committees.
    - 3.3.1. GPSS Special Committees shall have at least three (3) members, and at least two (2) members of the committee must not be Senate Officers.
    - 3.3.2. The Chairperson of a Special Committee shall be named in the Senate Order forming the Special Committee. If the Chairperson of a Special Committee resigns or is removed from the GPSS, a new Chair must be named in a new Senate Order.
    - 3.3.3. The addition and removal of members from a Special Committee shall be identical to that of Permanent Standing Committees unless the Senate Order forming the Committee specifies specific procedures for controlling membership.
4. Committee Reports.
  - 4.1. Standing Committees may provide reports during Senate sessions. The committee chair need not be the person providing the report.
  - 4.2. Special Committees shall give a report at each regular Senate meeting unless specified otherwise in the Senate Order forming the committee.
5. The URLA Committee seeks nominees and administers appointments to any and all permanent and/or short-term University Committees, Task Forces, and Councils on which GPSS has been allocated positions.
  - 5.1. The URLA Committee shall first seek nominees among current GPSS Senators and Officers by sending an email to all current members and/or making an announcement at a senate meeting.
  - 5.2. If no current Senator or Officer volunteers to serve in the position or meeting within 24 hours, then the URLA Committee may seek student representative nominees among the graduate and professional student body.

### **ARTICLE VI. ELECTIONS**

1. The Election and Operations Committee oversees all elections processes. The Elections and Operations Committee shall adjudicate any election disputes during the elections process, and is the final authority on elections.
2. GPSS Representation and Senator Elections.
  - 2.1. Every spring semester, the Elections and Operations Committee shall calculate the number of representatives allotted to each academic unit according to the rules given in the Constitution and based upon the enrollment of graduate and eligible professional students provided by the University



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- Registrar for the immediately previous fall semester. Any information used in this calculation must be made available to any interested parties upon request.
- 2.2. The GPSS relies on graduate and professional academic units to provide nominations for GPSS Senators.
    - 2.2.1. The GPSS encourages academic units to hold elections for these seats amongst all eligible graduate and professional students in their unit.
    - 2.2.2. All nominations for GPSS senators must come from the Director of Graduate Education, Department Chair, Graduate/Professional Program Coordinators, or other appropriate administrators of the academic unit.
      - 2.2.2.1. In academic units represented by a graduate or professional student organization, the president of the organization may nominate GPSS senators for the academic unit, provided the graduate student organization is open to all members of the academic unit.
      - 2.2.2.2. Should more people be nominated than there are seats to be filled, Senators will be seated as follows:
        - 2.2.2.2.1. Nominations by a graduate or professional student organization
        - 2.2.2.2.2. Nominations by a Director of Graduate Education
        - 2.2.2.2.3. Nominations by a department chair.
        - 2.2.2.2.4. Nominations by a program coordinator or other administrator
        - 2.2.2.2.5. The Elections and Operations Committee will resolve any remaining conflicts.
    - 2.2.3. Academic units must submit a new nomination for a Senator every year, even if the same person is serving as Senator has been re-elected.
      - 2.2.3.1. Nominations for the following academic year open on March 1<sup>st</sup>.
      - 2.2.3.2. If an academic unit chooses to hold elections to fill a position, they are encouraged to do so before the April GPSS meeting. Senators elected by the April GPSS Meeting are invited to attend this meeting to allow for a transition period for new Senators.
  - 2.3. The SIO shall solicit submission of Senators from the graduate and professional student academic units each August in an attempt to fill all Senator positions.
  - 2.4. Investigate all complaints concerning elections which were registered by the last day of March. Each academic unit will be responsible for their own elections, but is subject to review by the Election and Operations Committee in response to complaints.
  - 2.5. Confirm the proper election of Senators as they are received from the Department Chair, Graduate or Program Secretary, Student Government (SG) Election Commissioner, or other authorized academic unit staff person.
  - 2.6. Confirm proper procedure for any special elections held by academic units.
3. Executive Officer Elections
    - 3.1. Election Procedures.
      - 3.1.1. The Election and Operations Committee shall appoint a chair to preside over the elections. The chair of the elections must not be running for any officer position.
      - 3.1.2. Nominations for a position shall close immediately preceding the commencement of the election process for that position. All nominees must affirm that they meet the eligibility requirements enumerated in GPSS law.
      - 3.1.3. Election Process.
        - 3.1.3.1. In the event that only one candidate is running for a position, they may be elected by *viva voce* unanimous consent. Anyone objecting must nominate a new candidate. This shall constitute a valid nomination.
        - 3.1.3.2. If more than one candidate is running for the position, each candidate is allowed two (2) minutes to speak about their candidacy before the first round of voting.



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- 3.1.3.3. The Senate may ask questions of the candidates regarding their qualifications and plans for the position, or make statements in favor of one candidate.
    - 3.1.3.3.1. Each candidate is permitted to respond to questions and comments; the response may not exceed one (1) minute.
    - 3.1.3.3.2. This portion of the election may not exceed fifteen (15) minutes, unless the Senate votes by simple majority to suspend this rule.
  - 3.1.3.4. No candidate shall be compelled to leave the room during any portion of the election.
  - 3.1.3.5. Voting begins directly after the first round of questions and statements.
    - 3.1.3.5.1. Voting for officer positions shall be by secret ballot.
    - 3.1.3.5.2. Candidates are permitted to vote for themselves.
    - 3.1.3.5.3. The Elections and Operations Committee is responsible for counting ballots.
      - 3.1.3.5.3.1. Ballots must be counted twice to ensure correct ballot counts.
      - 3.1.3.5.3.2. Ballots must be retained for twenty-one (21) days following the completion of the election.
      - 3.1.3.5.4. A position is won by a simple majority of votes.
  - 3.1.3.6. If no candidate has obtained a simple majority of votes after the first round of voting:
    - 3.1.3.6.1. An additional round of questions and comments occurs, not to exceed ten (10) minutes. Each candidate is permitted to respond to questions and comments; the response may not exceed one (1) minute.
    - 3.1.3.6.2. Voting by secret ballot is again held.
  - 3.1.3.7. If the second round of voting does not yield a simple majority, a period of questions and comments from the Senate and answers from the candidate lasting no longer than five (5) minutes shall be followed by an additional round of voting. This process shall continue until a candidate has obtained a simple majority of the votes.
  - 3.1.3.8. The election chair shall read out the results of each round of voting, and state the winner of the election, if any.
  - 3.1.3.9. No candidate may be dropped from the ballot due to low vote counts in a previous round of voting.
  - 3.1.3.10. A candidate may withdraw from the election process at any time up until the completion of the election.
  - 3.1.3.11. If a candidate is unable to attend the meeting during which an election is held, a substitute may answer questions and make statements on behalf of the candidate.
  - 3.1.3.12. Write-in candidates are permitted.
  - 3.1.3.13. The Senate may sit at ease while ballots are counted.
4. College Chair Elections
- 4.1. Voter Eligibility.
    - 4.1.1. Senators are only allowed to vote for the College Chair position of the College their home department belongs to. Interdepartmental senators without a home department (i.e. students in rotations), shall be allowed to vote with the College that their program's DOGE belongs to.
    - 4.1.2. Election Procedures and Process.
      - 4.1.2.1. The College Chair Elections shall follow the same procedures and process as the Executive Officer Elections, outlined in Article V, §3 of the By-Laws.
5. General Elections.
- 5.1. Nominations.
    - 5.1.1. The Election and Operations Committee shall call for nominations during the February regular GPSS meeting.



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- 5.1.2. Nominations may be made in-person in a GPSS meeting or in an email submitted to the SIO.
  - 5.1.2.1. Self-nominations are permitted.
- 5.1.3. The general election shall occur during the March regular meeting as a special order for the meeting.
- 5.1.4. The order of the elections for the offices shall be the order of supremacy of the officers listed in the Constitution.
- 5.1.5. Candidates may be nominated for more than one position, but must withdraw from additional nominations should they win an election.
6. Special Elections.
  - 6.1. Nominations.
    - 6.1.1. Nominations shall be open as soon as a vacancy occurs.
      - 6.1.1.1. If the call for nominations for a vacancy occurs less than two weeks prior to the GPSS special election, a ten (10) minute period of shall be allotted for nominations during the meeting prior to the election. A recess is in order during this period.
      - 6.1.1.2. Special elections shall be considered special orders for the purpose of setting the meeting agenda.
    - 6.1.2. The election procedure shall follow that outlined in §3.1.3.
    - 6.1.3. Motions to adjourn shall be considered out of order during the elections process.
7. Contesting Elections
  - 7.1. An election may be contested by submission of a formal written request to the SIO and Vice President.
  - 7.2. The request must state the reason for contestation.
  - 7.3. The Rules Committee shall provide an opinion of the validity of the contestation to the SIO and Elections and Operations Committee with regards to GPSS laws and any relevant policy.
  - 7.4. The Elections and Operations Committee shall then decide whether to uphold the election or to hold a new election.
    - 7.4.1. The opinion of the Elections and Operations Committee shall be provided to the complainant within fourteen (14) days of the contestation.
    - 7.4.2. The opinion of the Elections and Operation Committee is final.

## **ARTICLE VII. BUDGET**

1. The Finance Committee shall be responsible for preparing a preliminary budget proposal.
2. The budget proposal must contain, at a minimum, the following line items. Expenditures without designated costs shall be set at the discretion of the Finance Committee.
  - 2.1. Income
    - 2.1.1. Student Activities Fees
    - 2.1.2. Vending
    - 2.1.3. Surplus from previous years
  - 2.2. Expenditures
    - 2.2.1. Stipends
      - 2.2.1.1. Executive Officers: \$17,600 per year (eight officers at \$2,200 per year)
      - 2.2.1.2. Senators-at-large: \$3,600 per year (three senators-at-large at \$1,200 per year)
      - 2.2.1.3. Minutes-taker: \$200 per year (one minutes-taker at \$100 per semester)
      - 2.2.1.4. College Chairs: \$6,400 (eight College chairs at \$800 per year)
    - 2.2.2. Senate and Executive Meetings
    - 2.2.3. Executive Committee Projects



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- 2.2.4. Social Events
  - 2.2.4.1. Fall Social: \$2,500
  - 2.2.4.2. Spring Social: \$1,500
- 2.2.5. Allocations
  - 2.2.5.1. Regular Allocations
  - 2.2.5.2. Special Allocations
- 2.2.6. SEO/URLA Chair
  - 2.2.6.1. NAGPS Dues
  - 2.2.6.2. College Chair Council
  - 2.2.6.3. Board of Regent meetings
- 2.2.7. IDEA Chair
  - 2.2.7.1. IDEA projects: \$1,000
- 2.2.8. Wellness Chair
  - 2.2.8.1. Wellness Week: \$2,000
- 2.2.9. Awards Committee
  - 2.2.9.1. Monthly PAD Allocations
  - 2.2.9.2. Wakonse Awards: \$4,000
  - 2.2.9.3. GPSS Student Awards: \$3,750
- 2.2.10. GPSRC
  - 2.2.10.1. Speaker and programming
  - 2.2.10.2. GPSRC costs
- 2.3. The budget shall retain \$45,000 in reserve funds.
- 3. A draft budget shall be submitted to the Executive Council for review no later than the January Executive Council meeting.
- 4. The Treasurer shall present a proposed budget to the Senate at the January GPSS meeting for GPSS feedback. The GPSS may form a committee of the whole to allow open, informal discussion of the proposed budget and to make suggestions to the Finance Committee.
- 5. The final budget proposal shall be presented to the Senate for debate and a vote at the February GPSS meeting as a special order for the meeting.
- 6. Approval of original or amended budget proposal requires a simple majority of the Senate.
  - 6.1. If the GPSS fails to approve a budget at during the February meeting, the budget is referred back to the Finance Committee.
  - 6.2. The Finance Committee shall prepare a new budget proposal for the March GPSS meeting as a special order for the meeting.
- 7. A budget must be approved by the end of the March Senate meeting. Adjournment of the March GPSS meeting is not in order until a budget has been passed.
- 8. The Executive Council may approve any expenditures that are in accordance with an approved budget unless otherwise mandated.



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9. Amendments to an adopted budget may be made through a Senate Bill passed by a two-thirds majority of the GPSS.

### **ARTICLE VIII. ALLOCATIONS**

1. Requirements for organizations requiring funds.
  - 1.1. The Organization shall be recognized by the Student Activities Center, including probationary status, as determined by the Student Organization Database, or recognized by an act of the GPSS as providing service available to the University community.
  - 1.2. Social, religious, and political groups shall not be funded by GPSS.
  - 1.3. All products purchased through GPSS funds are considered property of GPSS and must be returned upon request of the Senate.
2. Regular Allocations.
  - 2.1. Eligibility.
    - 2.1.1. Organizations that primarily benefit graduate and/or professional students qualify to apply for regular allocations.
    - 2.1.2. Qualified organizations may only receive funding through regular allocations once per fiscal year.
    - 2.1.3. Requests for funding student conference attendance should be applied through a Professional Advanced Grant (PAG) and will not be considered through regular allocations.
  - 2.2. Application Procedure
    - 2.2.1. Organizations may receive Regular Allocations funding no more than once per fiscal year.
      - 2.2.1.1. Requests may not be amended after their initial submission.
      - 2.2.1.2. The Finance Committee may allow a club to withdraw its request before a final recommendation is made and allow them to re-submit in the subsequent funding period.
    - 2.2.2. Timing.
      - 2.2.2.1. There will be two allocation deadlines for early submission and late submission.
      - 2.2.2.2. For the early submission the GPSS Treasurer must receive the completed application request by 11:59 PM on the first Friday of September for Fall applications, and by 11:59PM on the first Friday of February for Spring applications.
      - 2.2.2.3. For the late submission, the GPSS Treasurer must receive the completed application request by 11:59 PM on the last Friday of September for Fall applications, and by 11:59 PM on the last Friday of February for Spring applications. No exceptions will be made to these deadlines.
      - 2.2.2.4. The GPSS Treasurer will schedule a meeting with the GPSS Finance Committee to review all allocation requests make recommendations on the regular allocation requests.
      - 2.2.2.5. The graduate/professional student organization will be contacted by the Treasurer about the preliminary recommendation of the Finance Committee.
        - 2.2.2.5.1. If the student organization is happy with the recommendation, no further action is needed.
        - 2.2.2.5.2. The GPSS Treasurer will inform clubs of the allocation appeals process prescribed in the GPSS By-Laws, Article VII, §2.4.6.
    - 2.2.3. Supporting Documentation.
      - 2.2.3.1. Organizations must provide a ledger with at least two (2) years of expenses information. The ledger must clearly state which expenses and income are from previous GPSS allocations.



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- 2.2.3.1.1. Failure to submit a ledger shall result in an immediate denial of the organization's request.
- 2.2.3.1.2. The GPSS Finance Committee reserves the right to audit organization spending.
- 2.2.3.1.3. All unspent funding from previous GPSS allocations (Regular and Special) must be accounted for. Unspent prior funds will be subtracted from the Finance Committee's final recommendation for funding.
- 2.2.3.2. If an organization is a new organization or it does not have a ledger for any reason, the request can only be submitted with approval from the GPSS Treasurer prior to submission.
- 2.2.3.3. If an organization is requesting funding for an event, a detailed budget for the event is required.
- 2.2.3.4. Organizations are encouraged to seek additional funding beyond GPSS allocations requests.
- 2.2.3.5. Requests shall include information on all funding sources, including collaborations with other student organizations.
- 2.2.3.6. If an organization will be working with animals, it must provide approval from the Iowa State Institutional Animal Care and Use Committee (IACUC). If the organization believes that it does not need IACUC approval, it must provide the reason with the allocation application.
- 2.2.4. Submission of the Application. The application for allocations may be made online or on paper.
  - 2.2.4.1. Electronic system. The electronic application for GPSS allocations may be found on the GPSS website. The required allocation information is submitted electronically. A signature page must be signed, and emailed to the GPSS treasurer.
  - 2.2.4.2. Paper-based system. The paper application for allocations may be found on the GPSS website. The paper application, ledger, and signed signature page must be delivered to the GPSS office.
- 2.2.5. Amount of Support.
  - 2.2.5.1. The maximum amount that may be allocated to any organization meeting the first deadline is \$1,250, and for organizations meeting the second deadline is \$1,000.
  - 2.2.5.2. Only one application will be accepted per Fiscal year.
  - 2.2.5.3. The final amount is recommended to the Senate by the Finance Committee. The GPSS must approve funding.
- 2.2.6. Appeals
  - 2.2.6.1. If the student organization is unhappy with the preliminary recommendation made by the Finance Committee, the student organization can appeal the recommendation to members of the Finance Committee or the Treasurer by providing additional clarification or documentation pertaining to their original allocation request.
  - 2.2.6.2. Student organizations shall not submit a modified allocation request during the appeal process. The acceptance or denial of an appeal will be given to the student organization.
    - 2.2.6.2.1. If the student organization is still unhappy with the recommendation made by the Finance Committee, the organization may appeal their case directly to GPSS.
    - 2.2.6.2.2. In this case, the organization must notify both the GPSS Treasurer and the GPSS Vice President at least one week prior to the relevant Senate Meeting (October or March).
    - 2.2.6.2.3. If no notification is given, the Senate shall not be obliged to hear the organization's case.
    - 2.2.6.2.4. Appeals to the Finance Committee recommendation presented after the Senate Meeting where allocations are voted, will not be considered, regardless of its nature.





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- 2.2.6.3. Appealing is the last instance for modifying the recommendation of the Finance Committee, and the resolution of the Senate is final.
- 2.2.7. Alterations to previously funded requests.
  - 2.2.7.1. If an organization wishes to change a line item in an allocation that was previously funded, they must contact the treasurer prior to spending the allocation money.
  - 2.2.7.2. Any line item changes or reallocations of previously-funded requests must be reflected in the organization's ledger. Failure to do so may result in these funds being considered as unspent
- 2.3. Priorities for Funding.
  - 2.3.1. Requests for activities that will advertise or support the graduate or professional student program/organization. The request may include special events that advertises an educational organization/program or showcases research that is performed by the program.
  - 2.3.2. Requests for sponsoring speaker(s) to come to Iowa State University that are recognized in the organization's discipline and are of general interest to other graduate and professional students.
  - 2.3.3. Requests for campus-orientated activities have priority over off-campus activities.
  - 2.3.4. Requests for allocations benefiting a significant number of graduate/professional students through educational programming.
  - 2.3.5. Requests from graduate/professional student organizations that are not funded by Student Government.
  - 2.3.6. Requests from organizations showing financial need.
  - 2.3.7. Requests from organizations with sound financial records.
- 2.4. Prohibited expenses. The following expenses shall not be funded:
  - 2.4.1. Contributions of financial or material support to any political party or political campaign recognized by the United States or the State of Iowa, or to endorse a political party or candidacy.
  - 2.4.2. Contributions or expenses in support of on-campus elections, such as but not limited to Student Government.
  - 2.4.3. Contributions of financial or material support to charitable organizations.
  - 2.4.4. Expenses in the realm of GPSS Professional Advancement Grant (PAG) funding.
  - 2.4.5. Social Events.
  - 2.4.6. Trips or activities that form part of an ISU course or degree-related program of study.
  - 2.4.7. Entrance tickets to shows, museums, parks, zoos, etc.
  - 2.4.8. Permanent capital. Permanent capital includes durable goods that can be used for more than one period (e.g. shovels, filing cabinets, appliances, furniture).
  - 2.4.9. Meals with ISU-affiliated faculty and/or staff.
  - 2.4.10. Regular club meetings.
  - 2.4.11. Expenditures to professional organizations outside of Iowa State University.
  - 2.4.12. Graduate program recruiting activities.
  - 2.4.13. Books and journals, regardless of availability at ISU.
  - 2.4.14. Any controlled substances, including pharmaceuticals, vaccines, or any chemicals that require special disposal, storage, or purchase.
  - 2.4.15. Food expenses cannot exceed \$250 or 50% of the final recommended allocation, whichever is higher. The finance committee will automatically adjust the final recommendation to reflect this.



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- 2.5. GPSS Budgeting constraints. In the case that total Regular Allocations requested of GPSS exceed the budget for GPSS allocations, the Finance Committee reserves the right to recommend reduced funding even if all requested expenses are approved.
- 2.6. Debt of any sort shall not be funded.
  - 2.6.1. The GPSS will not fund events that have occurred before the day the money is transferred to the organization's account.
  - 2.6.2. It is strongly recommended that Clubs apply for regular allocations one semester before their event(s) to avoid being denied by the Finance Committee.
- 2.7. Line default funding amounts and required proof for funding exceptions.
  - 2.7.1. Advertisements.
    - 2.7.1.1. Maximum allowance of \$50 across entire request.
    - 2.7.1.2. Covers mass emails, flyers, and event printing.
    - 2.7.1.3. Does not cover general office supplies and consumables or day-to-day administrative costs.
  - 2.7.2. Airfare.
    - 2.7.2.1. Default maximum allowance of \$250.
    - 2.7.2.2. Airfare travel estimates for a specific trip may be used to justify allowances in excess of \$250.
  - 2.7.3. Conferences. Conference travels and fees shall not be funded in any amount by allocations. PAG applications may be used to offset the costs of conferences.
  - 2.7.4. Equipment.
    - 2.7.4.1. No default maximum allowance.
    - 2.7.4.2. Costs must be justified for each line item.
    - 2.7.4.3. Covers rentals and disposables.
    - 2.7.4.4. May not be used for permanent capital.
  - 2.7.5. Food.
    - 2.7.5.1. Maximum food allowance is \$ 250 or 50% of the total budget (whichever is higher).
    - 2.7.5.2. Maximum per diem food allowance for a speaker is \$59 per day.
    - 2.7.5.3. Funding for food must be used to pay for food at an event. Funding for food may not be used regular organization meetings.
  - 2.7.6. Gifts for a speaker.
    - 2.7.6.1. Maximum allowance of \$50 per speaker.
    - 2.7.6.2. Total value of gifts and honorariums may not exceed \$250.
  - 2.7.7. Honorariums.
    - 2.7.7.1. Maximum allowance of \$250 per speaker and \$250 per allocation request.
    - 2.7.7.2. Total value of gifts and honorariums may not exceed \$250.
    - 2.7.7.3. Honorariums shall not be awarded to ISU personnel or affiliates.
  - 2.7.8. Hotels.
    - 2.7.8.1. Maximum allowance of \$150 per speaker per night.
    - 2.7.8.2. Maximum allowance of two (2) nights per speaker.
  - 2.7.9. Location/Venue
    - 2.7.9.1. No default maximum allowance.



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- 2.7.9.2. Costs must be justified for each line item.
- 2.7.9.3. Organizations are encouraged to use ISU venues when possible, or ask for student discounts.
- 2.7.10. Registration. The GPSS will not fund registration fees of any kind.
- 2.7.11. Vehicles and Mileage.
  - 2.7.11.1. No default maximum allowance.
  - 2.7.11.2. Costs must be justified for each line item.
  - 2.7.11.3. Mileage is reimbursed at the rate set by the Iowa State University Accounting Office.
- 3. Special Allocations
  - 3.1. The ability of the GPSS to fund a special allocation request is dependent on the availability of GPSS funds.
  - 3.2. Eligibility.
    - 3.2.1. The primary beneficiaries of funding requested through special allocations must be graduate and/or professional students.
    - 3.2.2. Funding requests that are eligible for regular allocations, but are not submitted by the deadline shall not be accepted for special allocations funding.
    - 3.2.3. Graduate/professional student organizations that are denied through a regular allocation are ineligible for the same items through a special allocation.
    - 3.2.4. Special allocations may not be used to fund debt, as prescribed in the GPSS By-Laws, Article VI §2.6.
  - 3.3. Application Procedure
    - 3.3.1. In order to be considered, the Organization requesting an Special Allocation must contact the GPSS treasurer at least 2 (two) weeks before the Senate meeting in which the request will be made.
  - 3.4. Application Submission
    - 3.4.1. The application for allocations may be made online, through the same portal as Regular allocations. The electronic application for GPSS allocations may be found on the GPSS website. The required allocation information is submitted electronically. A signature page must be signed, and emailed to the GPSS Treasurer.
  - 3.5. It is the responsibility of the recipient receiving GPSS funding to communicate to the Treasurer on how the money was spent, and the treasurer will report back to the Senate.
  - 3.6. Individual(s) seeking a special allocation must contact the GPSS Treasure prior to the request being made to the Senate. It is highly recommended that this occurs early enough so the Finance Committee can meet to discuss the allocation request and to assist an individual with the special allocation request.
  - 3.7. The Finance Committee reserves the right to make recommendations to the GPSS on special allocation requests.
  - 3.8. All property that is purchased with special allocation funds is the property of the GPSS and the GPSS reserves the right to repossess this property at any time for any reason.
  - 3.9. There is no deadline for special allocations.
  - 3.10. The GPSS is the only body capable of approving a Special Allocation request. The Executive Council may not authorize special allocations.
  - 3.11. Student Organizations applying for a special allocation shall provide justification for why they are exempt from the requirements of the regular allocation process.
  - 3.12. Student organization applying for a special allocation shall provide a ledger for the previous twenty-four



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(24) months if a regular or special allocation was received from the GPSS during this period.  
3.13. Student organization receiving GPSS Special allocations may not apply for a new Special Allocation during the following two (2) academic years.

#### 4. Offenses to the by-laws

##### 4.1. Unauthorized expenses

4.1.1. Failure to receive authorization from the GPSS treasurer for modifying the budget as indicated in the GPSS By-Laws, Article VI §2.2.7, will classify the money spent without authorization as unspent in the organization's financial ledger.

4.1.1.1. The records of the Organization will be clear two (2) fiscal years after the misspending happen.

### **ARTICLE IX. PROFESSIONAL ADVANCEMENT GRANTS**

1. Purpose: Professional Advancement Grants (PAG) are provided to graduate and professional students by the Graduate and Professional Student Senate (GPSS) to help defray expenses related to professional meeting, conference, and development-related travel.
2. Amount of Support. The amount of a PAG award shall be \$250.
3. Travel Month Award Divisions.
  - 3.1. The budget for PAG is set by the Finance Committee.
  - 3.2. The monthly allocations from the total PAG budget is set by the Finance Committee.
  - 3.3. Any funds remaining within the PAG monthly budget after the application deadline shall be moved to the PAG budget for the following month.
  - 3.4. PAG funds shall not be applied to month for which the application deadline has already passed.
4. Student Eligibility
  - 4.1. The applicant must be a current graduate or professional student at Iowa State University.
    - 4.1.1. The applicant must be registered during the semester for which the travel event will occur.
    - 4.1.2. The student must not graduate prior to, during, or before the applicant files for reimbursement, the travel event occurring.
  - 4.2. Each student is eligible to receive up to one PAG award per fiscal year (July 1st to June 30th).
    - 4.2.1. A student may submit multiple applications within the same fiscal year for different travel events, provided they do not fall within the same month.
    - 4.2.2. In this case, applications are read in the order of the travel month for which the application falls. If an application is accepted, all subsequent and remaining applications within that fiscal year are denied for that applicant.
    - 4.2.3. Submitting an application does not guarantee funding.
  - 4.3. A student who has received a PAG grant in the same fiscal year is ineligible to receive PAG funds again in the same fiscal year. The student must wait for a new travel event that occurs in the next fiscal year to be considered eligible.



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

### 5. Travel Eligibility

- 5.1. PAG awards may not be used for any required activity for course or credit at any university.
- 5.2. PAG awards may be used to fund travel for events that count towards a professional certificate or other professional development activities that provide experiences not available at Iowa State University.

### 6. Application

- 6.1. There is only one valid application form. This link shall be hosted on the GPSS website.
- 6.2. Incomplete, late, or duplicate applications shall not be considered for funding and will be denied. It is the responsibility of the student to ensure the validity, accuracy, and timely completion of the application.
  - 6.2.1. Should an applicant make an error on their application, they must contact the Chair of the Awards Committee as soon as they become aware of the error. Some mistakes are able to be edited in the application by the Chair of the Awards Committee, while some require the application to be denied and for the applicant to re-apply with correct details.
- 6.3. The deadline for monthly applications is 5:00 PM CT on the 15th of the month prior to the month in which the travel event occurs.
  - 6.3.1. A student is encouraged to apply in advance of this deadline, a student may apply as early in advance as possible provided the proper documentation for the travel event has been given.
  - 6.3.2. This deadline is final, a student may not appeal for a late application to be read regardless of circumstance.
- 6.4. Upon successful submission of the PAG application, the Chair of the Awards Committee, the applicant, and the academic unit contact named within the application will receive a confirmation email with unique details corresponding to that application.
  - 6.4.1. It is the responsibility of the student to ensure that the proper academic unit contact is listed in the application. This contact should be the staff member filing for the travel reimbursement.
  - 6.4.2. The student must retain a copy of this acceptance email to access their PAG status.

### 7. Awarding PAGs

- 7.1. The Chair of the Awards Committee will manually operate and oversee the PAG operating system.
  - 7.1.1. This consists of a private processing database where the budget, applications, and decisions are stored.
  - 7.1.2. Only the Awards Committee shall have access to this database.
  - 7.1.3. The Chair of the Awards Committee is responsible for processing applications in a timely manner, with decisions issued at least once each month.
- 7.2. The academic unit/department, affiliations, student details, content of the travel event, destination of the travel event, whether or not the student is giving a talk/poster, or any of these specific details do not affect PAG award decisions.
- 7.3. PAGs are awarded based on applicant priority and funds remaining in the monthly PAG budget.
  - 7.3.1. A student who has never received a PAG grant during their time at Iowa State University receives priority status.
  - 7.3.2. A student who has received a PAG grant during their time at Iowa State University in a prior fiscal year will be added to the monthly waitlist.
- 7.4. Applicants with priority status who submit valid applications are approved for PAGs in the order in which they are submitted.



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

## **ARTICLE X. AWARDS**

1. Margaret Ellen White Award
  - 1.1. Purpose: The purpose of this award is to recognize superior performance by a member of The Graduate Faculty each year. The award recognizes the effectiveness of major professors who serve as mentors; who enrich the student-professor relationship by support and attention to detail which enables students to finish their work in a timely and scholarly manner.



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- 1.2. Amount. The amount of the award shall be \$2,500. The faculty member will also receive a plaque.
- 1.3. Procedure.
  - 1.3.1. Graduate students shall submit their nominations to their respective GPSS senators using the appropriate form hosted on the Graduate College web page.
  - 1.3.2. All applications must be submitted to their GPSS representative(s) by November 11<sup>th</sup> of that year.
  - 1.3.3. Should their academic unit not be represented in GPSS, the nominating student shall directly submit their nomination to the Chair of the Awards Committee.
  - 1.3.4. There can be only one final nomination from each academic unit forwarded to the next stage for review.
    - 1.3.4.1. In the event of multiple nominations from one academic unit and only one GPSS senator, this senator must review the nomination with the Awards Committee.
    - 1.3.4.2. In the event of multiple nominations from one academic unit and multiple GPSS senators, the senators shall meet and decide on one nomination to advance. In the event of indecision or conflict of interest, the Awards Committee shall make the decision on which nomination to advance.
    - 1.3.4.3. If a GPSS senator's supervisor has been nominated and there is more than one nomination from the academic unit, the Awards Committee should be notified and shall assist in selecting the top nomination for the academic unit.
  - 1.3.5. All final nominations must be submitted to the GPSS Chair of the Awards Committee by November 18<sup>th</sup> of that year.
  - 1.3.6. The GPSS Chair of the Awards Committee is responsible for overseeing the review and scoring for the applications, and for submitting up to five top scoring applications to the Dean of the Graduate College's office no later than February 1st each year.
2. GPSS Student Awards
  - 2.1. General Eligibility
    - 2.1.1. All nominees must be a current Iowa State University graduate or professional student in good standing.
    - 2.1.2. Students can self-nominate for the award.
    - 2.1.3. Students may apply for the multiple Graduate and Professional Student awards concurrently.
  - 2.2. Award Amount. The recipient of a GPSS Student Award shall receive a financial award of \$250 and a certificate. Each award may be given to up to five (5) students each year.
  - 2.3. General Application Criteria.
    - 2.3.1. There is only one valid nomination form for each award, and this is hosted on the GPSS webpage.
    - 2.3.2. Applications must be sent in a single pdf form to the GPSS Chair of the Awards Committee by the deadline listed on the GPSS webpage.
  - 2.4. Scoring
    - 2.4.1. Incomplete or ineligible applications will not be scored.
    - 2.4.2. To prevent bias and to ensure consistent review of applications, the Awards Committee will designate certain sections across all applications to be read by a committee member. Final scores will be compiled by the Chair of the Awards Committee.
    - 2.4.3. Applicant responses must not exceed the word limit stated in the application. Scores will be given for the responses within the word limit only, and reviewers are not obligated to read beyond the word limit.
    - 2.4.4. A rubric of the scoring guidelines for each award will be kept on the GPSS webpage.



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### 2.5. Awards

#### 2.5.1. GPSS Teaching Award

2.5.1.1. Purpose. The GPSS Teaching Award is awarded to graduate and professional students who go above and beyond their required teaching expectations, including those who teach extra courses, obtain excellent marks in evaluations, or by create and lead their own courses.

#### 2.5.1.2. Specific Eligibility.

2.5.1.2.1. The nominee must have never received a GPSS Teaching Award previously.

2.5.1.2.2. The nominee must have been a TA or instructor for at least one completed class before applying.

2.5.1.3. Specific Application Details. A complete application must include: the nomination form, a curriculum vitae (CV) and two letters of support. The first letter of support must be from a student that the nominee has taught before; this first letter may be substituted by submitting teaching evaluation sheets. The second letter of support must be from the class instructor, advisor, department chair, or supervisor of the nominee for one of the classes the nominee has taught.

2.5.1.4. Specific Scoring Criteria. Applicants will be scored on the number of courses for which they have served as a teaching assistant or instructor, the quality of feedback in their letters of support, any previous awards or recognition conferred for their teaching, and their overall impact on student learning experience.

#### 2.5.2. GPSS Research Award

2.5.2.1. Purpose. The GPSS Research Award recognizes graduate and professional students at Iowa State University who make substantial contributions to the larger research community.

#### 2.5.2.2. Specific Eligibility.

2.5.2.2.1. The nominee must have never received a GPSS Research Award previously.

2.5.2.2.2. Nominee must have at least one first-authored publication and oral presentation completed at the time of application submission.

2.5.2.3. Specific Application Details. A complete application consists of the nomination form, a curriculum vitae (CV) and two letters of support. The first letter of support must be from a fellow graduate student. The second letter of support must be from the major professor.

2.5.2.4. Specific Scoring Criteria. Applicants will be scored on the number of publications they have received, particularly the number of stand-alone first-author publications, oral presentations, symposiums, or other research publications the nominee has.

#### 2.5.3. GPSS Leadership Award

2.5.3.1. Purpose. The GPSS Leadership Award recognizes graduate and professional students at Iowa State University who are actively involved in leadership roles within their department, college, the University, and within their Ames community.

#### 2.5.3.2. Specific Eligibility.

2.5.3.2.1. The nominee must have never received a GPSS Leadership Award previously.

2.5.3.2.2. The nominee must be able to demonstrate leadership roles lasting at least two semesters while at Iowa State.

2.5.3.3. Specific Application Details. A complete application for the GPSS Leadership award consists of the nomination form and a curriculum vitae (CV).

2.5.3.4. Specific Scoring Criteria. Applicants will be scored on the number of leadership roles held over time (at previous institutions, at Iowa State, and with the larger Ames community),





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service positions, previous leadership recognition or awards, and overall involvement in various communities.

### 2.6. Award Decisions

2.6.1. Winners will be notified of their award at least one week prior to the Graduate and Professional Student Conference (usually held in April).

2.6.2. Winners will be recognized in the Awards ceremony of this conference.

2.6.3. Financial disbursement will conform to ISU policies.

### 3. Wakonse Fellowship

3.1. Purpose: Bringing students together to inspire teaching through a conference focusing on promoting and sharing teaching techniques.

3.2. GPSS will provide some funding to the Center for Excellence in Learning and Teaching (CELT) to fund graduate students travel and fees for the Wakonse conference.

3.2.1. Selected recipients can receive up to \$700 for this conference.

3.2.2. There can be up to 5 recipients for this award.

3.3. Eligibility. Eligibility is determined by the CELT.

#### 3.4. Application

3.4.1. The CELT shall host the Wakonse application, although GPSS may link to the application on their website.

3.4.2. Application details are determined by the CELT.

#### 3.5. Scoring

3.5.1. Completed applications are sent to the GPSS Chair of the Awards Committee through the CELT.

3.5.2. Applications will be reviewed based on their previous teaching experience and any previous awards or recognition for their teaching.

## **ARTICLE XI. ACCESS TO INFORMATION**

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