



IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

IOWA STATE UNIVERSITY GRADUATE AND PROFESSIONAL STUDENT SENATE CONSTITUTION

PREAMBLE

The Graduate and Professional Student Senate (GPSS) of Iowa State University (ISU) is an elected body through which graduate and professional students express their concern for the welfare of Graduate and Professional Students at the University, develop and disseminate ideas for the improvement of graduate and professional education, and contribute to the formation of relevant University policy. The GPSS is the representative, deliberative, and administrative organization of the graduate and professional student body of ISU, and is a duly constituted independent collegiate organization within the University.

ARTICLE I. DEFINITIONS

1. *Senators.* A Senator is an elected representative registered in good standing with the Graduate College or any of the professional colleges within the University.
2. *Academic Unit.* A graduate student's academic unit is defined as their academic department or program.
 - 2.1. A student who is concurrently enrolled in more than one program or has co-majors may claim membership to the academic units containing their majors/programs.
 - 2.2. A student in an interdisciplinary program may claim membership in academic units representing their home department and their interdisciplinary program.
3. *Student Government Senators.* The Student Government (SG) Senators are the graduate and professional students who serve on the SG Senate. The SG Senators shall act as a liaison between SG and GPSS to facilitate efficient and productive legislation by the two bodies and to strengthen representation of student concerns to administration.
4. *Senate Officers.* The Senate Officers consist of the President, the Vice President, the Senate Engagement Officer, the Senate Information Officer, the Treasurer, the Wellness Officer, and the Conference Officer. These officers are elected by the GPSS, and carry out the essential functions of the Senate.
5. *Senators-at-large:* The senators-at-large are the graduate and professional students who serve on the Student Government as senators from the Graduate College and the College of Veterinary Medicine and represent the graduate and professional student body as a whole.
6. *Referendum:* A direct vote in which the entire graduate and professional student body is invited to vote on an issue or proposal.
7. *Good standing:* is defined using the language required by ISU,
 - 7.1. (a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stage of their degree as defined by the Continuous Registration Requirement) during their term of office.
 - 7.2. (b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.



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- 7.3. (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

ARTICLE II. THE SENATORS

1. Representation and Eligibility.

- 1.1. Each graduate or professional academic unit may elect one Senator for each fraction of one-hundred (100) students enrolled in each academic unit, with a maximum of four (4) Senators per unit.
 - 1.1.1. Any student enrolled at least halftime (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration requirements of their College) in a graduate or professional academic unit at Iowa State University may be elected as a Senator.
 - 1.1.2. Each academic unit is responsible for determining the method by which their Senators(s) is/are elected.
 - 1.1.2.1. A graduate or professional academic unit may create more restrictive rules than those in §2.1.1 for electing Senators if they choose.
 - 1.1.2.2. In academic units without a method for electing a graduate or professional student for the position of Senator, a Senator may be appointed by the administration of the academic unit.
 - 1.1.3. The elected Senator must be a member of the academic unit for which they were elected, as defined in Article I §1.2.1.
 - 1.1.4. Senators-at-large shall not count against an academic unit's quota.
- 1.2. SG Senator vacancies shall be filled in accordance with the SG Constitution and By-Laws, the Articles of Cooperation between the SG and GPSS, and GPSS law.
- 1.3. Voting.
 - 1.3.1. Each Senator elected by an academic unit shall have one vote.
 - 1.3.2. Each Senator-at-large shall have one vote.
 - 1.3.3. The Senate Officers shall not have a vote on matters before the Senate, with the exception that the Vice President of the Senate may vote, but is not obliged to do so, if they are presiding over the Senate meeting and:
 - 1.3.3.1. The vote is held by secret ballot, or
 - 1.3.3.2. The Chair's vote will affect the outcome of the vote.

2. Terms.

- 2.1. A Senator elected to represent an academic unit serves for a one-year term beginning August 1st and ending July 31st of the following year.
- 2.2. Senators may be re-elected for as long as they continue to be in good standing with their academic unit and College.
- 2.3. SG Senators representing the Graduate College and the College of Veterinary Medicine serve as Senators-at-large on GPSS for the duration of their tenure on the SG Senate.

3. Meetings.

- 3.1. The GPSS shall have regular meetings at least monthly during the fall and spring semesters, excepting the months of December and May. Meetings may be moved to prevent meetings from falling during Dead Week, Finals Week, Fall, Winter, and Spring Break, or University Holidays.
- 3.2. The Vice President shall call additional sessions as directed by the Senate or with written petition of 30% of the Senate.

4. Powers and Duties.

- 4.1. The Senate



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- 4.1.1. The Senate may discuss and take a position on any subject of concern to the graduate and professional student body.
 - 4.1.1.1. The Senate may discuss and make policies within its jurisdiction.
 - 4.1.1.2. The Senate may allocate funds by Senate Bill or through an approved budget. Allocation of funds shall never exceed the actual funds possessed by the Senate.
- 4.1.2. Quorum of the Senate shall consist of one-half of elected and verified senators during the fall and spring semesters, and one-third of elected and verified senators during the summer semester and between terms.
- 4.1.3. Referendums. On occasion, a matter of great importance to the graduate and professional student body may necessitate a referendum on the issue.
 - 4.1.3.1. A general referendum must be held on a particular issue upon receipt of a petition of two percent (2%) of the graduate and professional student body (as determined by the Office of the Registrar)
 - 4.1.3.2. The GPSS may refer an issue before the Senate to a general referendum upon a two-thirds vote of the Senate.
 - 4.1.3.3. The voting process shall be open for not less than one (1) continuous 24-hour period, and will be overseen by the URLA Committee.
- 4.1.4. The Senate may call general meetings of the graduate and professional student body.
- 4.1.5. The Senate is the judge of its membership.
- 4.1.6. The existence of the Senate shall not preclude other means of communication between a graduate or professional student and the University or its administration.
- 4.2. The Senators
 - 4.2.1. Each Senator shall be responsible for the dissemination of information regarding legislation, proposals, issues, and remarks relating to GPSS to the members of their academic units.
 - 4.2.2. Sitting SG Senators shall submit monthly reports regarding SG activities, proposals, actions, and legislation to the Vice President no later than three (3) days before the regular GPSS Senate meeting.

ARTICLE III. THE EXECUTIVE COUNCIL

1. Membership. The Executive Council consists of the Senate Officers. The order of seniority of the Senate Officers is that in which they are enumerated in this Article.
2. Officer Powers and Duties. The powers and duties of the Senate Officers shall be defined and be limited as follows:
 - 2.1. The President shall:
 - 2.1.1. Preside over the GPSS Executive Council meetings and any general meetings of the graduate and professional student body, and
 - 2.1.2. Preside over Senate meetings from which the Vice President is absent, and
 - 2.1.3. Attend annual President's training in compliance with Student Organization regulations, and
 - 2.1.4. Assume risk management officer responsibilities for acts and events of the GPSS, and
 - 2.1.5. Represent the GPSS in the Graduate Council.
 - 2.2. The Vice President shall:
 - 2.2.1. Assume the responsibility of the President in the case of the President's absence, and
 - 2.2.2. Assume the position of the President should the Presidency become vacant, and
 - 2.2.3. Preside over Senate meetings, and
 - 2.2.3.1. Conduct the Senate sessions according to the rules of procedure set by the Rules Committee, and
 - 2.2.3.2. Determine whether or not a quorum is present, and
 - 2.2.4. Chair the Rules Committee.
 - 2.3. The Senate Engagement Officer (SEO) shall:



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- 2.3.1. Coordinate graduate and professional student body representation on University Committees, and
 - 2.3.2. Report feedback from graduate and professional students serving on University Committees, and
 - 2.3.3. Record meeting notes during GPSS meetings, or designate a student not currently serving as a Senate Officer to do so, and
 - 2.3.4. Be seated on the Faculty Senate, and
 - 2.3.5. Chair the University Relations and Legislative Affairs (URLA) Committee.
 - 2.4. The Senate Information Officer (SIO) shall:
 - 2.4.1. File and make publicly available records of bills, resolutions, and other legislation of the Senate and its agencies, and
 - 2.4.2. Record attendance at Senate sessions, and
 - 2.4.2.1. Report Senator nonattendance to the Treasurer when nonattendance violates funding rules for regular allocations or special allocations, and
 - 2.4.2.2. Notify Senators and their academic unit when their nonattendance at regular GPSS meetings constitutes nonfeasance as prescribed in the GPSS By-Laws, and
 - 2.4.3. Conduct roll call votes, and
 - 2.4.4. Maintain the GPSS website and email listservs in a timely manner, including posting minutes awaiting approval within 72 hours after a general meeting, and
 - 2.4.5. Chair the Election and Operations Committee.
 - 2.5. The Treasurer shall:
 - 2.5.1. Collect, keep a record of, and arrange for the safekeeping of such monies as the Senate may obtain, and
 - 2.5.2. Disburse such monies as the Senate approves through a Senate Bill unless other procedures are outlined in the By-Laws or Senate Bill, and
 - 2.5.3. Report to the Senate for approval at all regular sessions, all income and expenses and maintain records of all transactions, and
 - 2.5.4. Maintain financial records for inspection at any time by members of the Senate with 72 hours' notice, and
 - 2.5.5. Attend annual Treasurer's training in compliance with Student Organization regulations, and
 - 2.5.6. Chair the Finance Committee.
 - 2.6. The Wellness Officer shall:
 - 2.6.1. Serve as an advocate for the wellness of the graduate and professional student body.
 - 2.7. The Conference Officer shall:
 - 2.7.1. Oversee the planning and execution of the Graduate and Professional Student Conference (GPSC), and
 - 2.7.2. Disburse income allocated by the finance committee and record transactions pertaining to the GPSC and other conferences, and
 - 2.7.3. Chair the GPSC Committee.
3. The duties and responsibilities of the officers shall be limited and defined by Article III, §2 to maintain division of power. Responsibilities may be temporarily modified at the discretion and unanimous consent of the Executive Council.
4. Terms.
 - 4.1. The term of office for Executive Council members be from August 1 to July 31 of the following year.
 - 4.2. Office vacancies shall be filled for the remainder of the applicable term according to the procedures specified in Article III, §8.
5. Eligibility.



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- 5.1. All current or previous members of the Senate are eligible to serve as Executive Council members.
 - 5.2. In the occurrence that no previous or current Senators are willing to serve in a vacant Executive Council position, the Senate may nominate a graduate or professional student providing they meet the requirements to serve on the GPSS.
 - 5.2.1. All nominees who have not served or are not currently serving on GPSS must be approved by a simple majority vote of the Senate.
 - 5.3. Current members of the Executive Council and nominees to be elected to the Executive Council must:
 - 5.3.1. (a) Be in good standing with the university and enrolled: at least half time (six or more credit hours), if an undergraduate student (unless fewer credits are required to graduate in the spring and fall semesters) during the term of office, and at least half time (four or more credits), if a graduate level student (unless fewer credits are required in the final stage of their degree as defined by the Continuous Registration Requirement) during their term of office.
 - 5.3.2. (b) Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For undergraduate, graduate, and professional students, the minimum GPA is 2.00. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
 - 5.3.3. (c) Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
 - 5.4. No person shall be permitted to serve in more than one Officer position simultaneously.
6. Stipends.
 - 6.1. The Senate Officers shall receive a stipend in the form of a scholarship in an amount to be specified in the GPSS By-Laws.
 - 6.2. If a Senate Officer resigns or is removed from their position before the end of their term, the GPSS may pass a Senate Order to repossess scholarship funds from the outgoing Officer. The Senate may not attempt to recover stipend funds in excess of the amount disbursed to the Officer.
 7. Elections.
 - 7.1. The Executive Council members are elected by the Senate.
 - 7.2. Election procedures shall be described in the GPSS By-Laws.
 8. Impeachment.
 - 8.1. Grounds for impeachment shall be limited to malfeasance, misfeasance, or nonfeasance of duties as prescribed by this Constitution and other GPSS Laws or failure to meet or maintain the qualifications for office.
 - 8.2. Beginning impeachment proceedings against Executive Council members shall require a written presentation of charges, in the form of a Senate Order, sponsored by a minimum of 20% of the seated Senate or a majority of the Executive Council.
 - 8.3. The written charges of impeachment must be delivered to the Rules Committee and the responding Officer at least seven (7) days in advance of the impeachment hearing.
 - 8.4. An impeached officer may be present during the impeachment hearing and may speak on their behalf.
 - 8.5. A simple majority vote of the Senate shall be required to begin impeachment hearings.
 - 8.6. A two-thirds affirmative vote of a 60% quorum Senate is required to convict and remove from office the Executive Council member. The vote to convict and remove must be held by secret ballot.
 - 8.7. In the event an Executive Council member is convicted and removed from their office, the rules of succession prescribed in Article III, §9 shall prescribe the manner in which the Officer position is filled.
 9. Recall.



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- 9.1. As the Executive Officers serve on behalf of the GPSS and the graduate and professional student body as a whole, an Executive Officer may be removed from office through a recall election.
 - 9.2. A recall election shall be instigated through the delivery of a request to the Elections and Operations Committee sponsored by 20% of the seated Senate or at least 2% of the graduate and professional student body at Iowa State University. The Elections and Operations Committee shall ensure the request for a recall election is valid.
 - 9.3. The format of the recall election shall follow special election procedures, and occur at the GPSS meeting immediately following the valid recall election request. The current Officer is automatically nominated for the position.
10. Succession.
- 10.1. Vacancies in any Officer position may occur due to resignation of the Officer, loss of eligibility to serve as an Officer as defined in Article III, §5, or through impeachment or recall.
 - 10.2. The presidential line of succession shall be the order in which the Senate Officers are listed in Article III, §2.
 - 10.2.1. In the event that the office of President becomes vacant, the next available officer in the line of succession shall assume the office of President and shall inherit all the powers and duties.
 - 10.3. In the event that the office of Vice President becomes vacant, the President shall immediately appoint a new interim Vice President.
 - 10.4. In the event that the office of Treasurer becomes vacant, the remaining members of the Executive Council shall immediately appoint a new interim Treasurer by a two-thirds majority of the remaining members of the Executive Council.
 - 10.5. Should any other Office become vacant, a new interim Officer may be appointed at the discretion of a two-thirds majority of the remaining members of the Executive Council.
 - 10.6. Interim Officers
 - 10.6.1. An interim Officer serves in a temporary capacity to ensure the essential obligations and duties of the office are met. The term of the interim Officer shall not exceed one semester.
 - 10.6.2. An interim Officer must meet the requirements of eligibility to serve as an Officer as defined in Article III, §5.
 - 10.7. Special Elections. A special election shall be held by the Elections and Operations Committee to fill the Officer position for the remainder of the term. The procedure for a special election shall be outlined in the GPSS By-Laws.
11. Meetings. The Executive Council shall meet regularly, as prescribed in the GPSS By-Laws.
12. Executive Council Powers and Duties.
- 12.1. The Executive Council represents the Senate while the Senate is not in session.
 - 12.2. The Executive Council is responsible directly to the Senate for all its activities and decisions.
 - 12.3. The Executive Council may act on behalf of the Senate only on issues requiring action prior to the next Senate session and a quorum for a special Senate session cannot be attained.
 - 12.4. The Executive Council must report all its activities, actions and decisions to the Senate at the next Senate session.

ARTICLE IV. COMMITTEES

1. Permanent Standing Committees.
 - 1.1. Membership.
 - 1.1.1. Permanent standing committees consist of members of the Senate, including the Senators, SG Senators, and Senate Officers, who volunteer to serve on the committee.
 - 1.1.2. The chair of a permanent standing committee may be any member of the Senate, including the Executive Council, unless a specific member is of the Senate is identified to serve as chair in this Constitution or the



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GPSS By-Laws. The Executive Council shall ensure each permanent standing committee has a chair during the first Senate meeting of the Fall semester of an academic year.

1.2. Terms. The term of the members of the permanent standing committees shall expire at the end of the senator term.

1.3. The GPSS Permanent Standing Committees shall be:

1.3.1. The *Rules Committee*, which:

1.3.1.1. Is chaired by the Vice President, and

1.3.1.2. Prescribes all general and special rules of procedure necessary for the orderly consideration of Senate business.

1.3.2. The *Finance Committee*, which:

1.3.2.1. Is chaired by the Treasurer, and

1.3.2.2. Prepares the GPSS annual budget.

1.3.3. The *Social Committee*, which organizes all social events of the GPSS.

1.3.4. The *Election and Operations Committee*, which:

1.3.4.1. Is chaired by the SIO, and

1.3.4.2. Supervises general and special elections for GPSS.

1.3.5. The *University Relations and Legislative Affairs Committee*, which:

1.3.5.1. Is chaired by the URLA Chair, and

1.3.5.2. Advocates graduate and professional student concerns to university administration and local, state, and federal officials, and

1.3.5.3. Serves as a liaison to the GPSS regarding Board of Regents activities.

1.3.6. The *Awards Committee*, which:

1.3.6.1. Oversees administration of professional advancement grants and GPSS awards in accordance with the policies set forth by the GPSS.

1.3.7. The *Graduate and Professional Student Conference Committee*, which:

1.3.7.1. Is chaired by the Conference Officer, and

1.3.7.2. Assists in organizing and executing the annual Graduate and Professional Student Research Conference.

2. Special Committees.

2.1. The Senate may establish special committees as its business requires.

2.2. Procedures for forming special committees shall be prescribed in the GPSS By-Laws.

ARTICLE V. ADVISERS

1. Adviser(s) to the GPSS shall:

1.1. Be available with due notice to provide advice to Senators and Executive Council members.

1.2. Act as a liaison with the University Administration and in any other situation where a non-student spokesperson is needed.

1.3. Maintain confidentiality on any information given or when advice is sought, except in the occasion of law or University policy violations.

1.4. Attend annual Adviser's training in compliance with Student Organization regulations.

1.5. Sign all expenditures made by the organization.



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2. Selection.
 - 2.1. The Adviser(s) shall be selected through consultation between the President of the Senate, the Office of the Senior Vice President for Student Affairs and the Office of the Senior Vice President and Provost.
 - 2.2. A majority vote of the Senate shall be required on a Senate Order to confirm the appointment of an Adviser.
3. Term. An Adviser shall serve continuously until resignation or removal by a two-thirds vote of the Senate. Selection of new Advisers shall proceed through procedures outlined in Article V, §2.

ARTICLE VI. RULING DOCUMENTS AND SUPREMACY OF RULES

1. Articles of Cooperation. The Articles of Cooperation constitute the binding agreements between the GPSS and SG.
2. GPSS By-Laws.
 - 2.1. A set of By-Laws shall be written and maintained to specify the rules for elections and rules of procedure for the Senate and the Executive Council.
 - 2.2. Amendments to the GPSS By-Laws shall require approval from two-thirds of all Senators present, where those two-thirds are also a majority of all Senators currently elected and verified. If the By-Laws are amended, the SIO shall send an updated copy of the GPSS By-Laws and the GPSS Constitution to the Student Activities Center within seven (7) days, and update the document on the GPSS website.
 - 2.3. The GPSS By-Laws may not be suspended.
3. GPSS Standing Rules.
 - 3.1. The GPSS Standing Rules prescribe rules of order of the Senate.
 - 3.2. The Standing Rules may be revised, amended, or suspended by a simple majority of the Senate.
4. Supremacy of Rules.
 - 4.1. The following shall be the order of supremacy of rules and policies of the GPSS, from highest to lowest:
 - a. Constitution
 - b. Articles of Cooperation
 - c. By-Laws
 - d. Standing Rules
 - e. Acts of the Senate as passed through Senate Bill
 - 4.2. Any conflict between rules and policies shall defer to the higher-ranking document.
 - 4.3. All acts and rules of the Senate shall be in accordance with Iowa State University policy and all applicable federal, state, and local laws.

ARTICLE VII. FINANCES

1. All monies belonging to the Graduate and Professional Student Senate shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office. All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
2. No dues shall be required for membership as a Senator.
3. Should the Graduate and Professional Student Senate move to dissolve, any monies remaining in the GPSS account shall be disbursed to graduate and professional student organizations through a special allocation procedure.

ARTICLE VIII. STATEMENTS OF COMPLIANCE AND NON-DISCRIMINATION

1. Iowa State University and the Graduate and Professional Student Senate do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.



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2. The Graduate and Professional Student Senate abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Graduate and Professional Student Senate agrees to annually complete President's and Treasurer's Training.

ARTICLE IX. AMENDMENTS

1. Amendments to the Constitution may be initiated by the Senate, or by a petition to the Senate of at least one hundred (100) combined graduate and professional students.
2. An amendment must be approved at two (2) consecutive Senate sessions that are at least fourteen (14) days apart.
 - 2.1. No proposed amendment may substantively change more than one section of the Constitution. Ensuring consistency between sections of the Constitution shall not be considered substantive changes.
 - 2.2. The body text of any proposed amendment must be identical at both Senate sessions.
 - 2.3. At each Senate session, approval must be by a two-thirds majority of all Senators present, where those two-thirds are also a majority of all Senators currently elected and verified.
 - 2.4. The amendment shall come into effect immediately after the second vote affirming the amendment.
3. If the Constitution or By-Laws are amended, the Chief Information Officer shall send an updated copy of both to the Student Activities Center within ten (10) days of the amendment, and update the document on the GPSS website.

ARTICLE X. RATIFICATION

1. The Constitution shall become GPSS law effective immediately in the Fall 2019 Semester if approved by three-fourths of the senators seated on the Graduate and Professional Student Senate.
2. Upon ratification of this document,
 - 2.1. All previous Constitutions of the GPSS will be voided.
 - 2.2. All current Senators, Graduate College SG Senators, Senate Officers, and GPSS Advisers shall remain in their respective positions.
 - 2.3. All current Senate Committees will maintain their existence and membership.
 - 2.4. All previously approved GPSS legislation shall remain in effect.
 - 2.5. The SIO shall send a copy of this Constitution to the Student Activities Center within seven (7) days, and update the document on the GPSS website.
3. The drafting and ratification of any new GPSS constitution shall require the formation of a GPSS Special Committee, consisting of not fewer than four GPSS senators, and the aforementioned committee shall meet in person at least four times. Ratification of a new constitution shall require a three-fourths vote of the enrolled and verified senators, and no vote to ratify a constitution shall be held during the first GPSS meeting of the academic year.