SENIATE BILL S02-03
March 25, 2002

REVISIONS TO THE GRADUATE STUDENT SENATE CONSTITUTION AND BY-LAWS

WHEREAS: Revisions to the GSS Constitution and By-Laws were deemed necessary by the Executive Council and the Rules Committee, BE IT THEREFORE ENACTED: The following revised Constitution and By-Laws be adopted by the Graduate Student Senate.

APPENDIX A: Revised Constitution
APPENDIX B: Revised By-Laws

Rules Committee

Senators:
Denton Johnson
Bohan
Camano
Egdorf
Iutzi
Marsh

Debbie Martinez, President

Amber Denton Johnson, Parliamentarian
IOWA STATE UNIVERSITY GRADUATE STUDENT SENATE
CONSTITUTION

The Graduate Student Senate of Iowa State University 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 Graduate Student Senate (GSS) is the representative, deliberative, and administrative organization of the graduate and professional student body of Iowa State University, and is a duly constituted independent collegiate organization within the University.

ARTICLE I. THE GRADUATE STUDENT SENATE

1. Representation. Each graduate department, interdepartmental, and professional program may elect one Senator for each fraction of fifty graduate or professional students, enrolled to a maximum of five Senators from each department and program. Interdepartmental majors will each receive one Senator regardless of the number of students enrolled in the program. Additionally, the special status of Senator-at-large shall be granted to the President of the GSS and Graduate Government of the Student Body (GSB) Senators.

2. Definition of constituency and voting rights.
   i. Senators. A Senator is an elected departmental representative registered in good standing with the Graduate College or any of the professional colleges. Each Senator will have one vote in the Senate.
   ii. Senator-at-large (President). The President shall represent the Senate as a whole and shall carry the status of Senator-at-large. The President shall have one vote whenever that one vote would make a difference in the resolution of the issue at hand. This includes a tie vote, or the case where the chair's vote would create a tie. All tie votes are lost. The chair will also vote during all written ballots. This status shall not count against his or her departmental quota (ARTICLE I, section 1, representation) and is not subject to departmental election procedures as otherwise defined by the By-laws or Standing Rules.
   iii. Senator-at-large (Graduate GSB Senators). GSB Senators who represent the Graduate College shall be elected to GSB by the graduate student body or, in the case of a vacancy or special circumstances, appointed to GSB by GSS as defined in the GSB Constitution and By-laws. They shall be granted voting rights in GSS as Senators-at-large and shall represent the graduate student body as a whole. They shall also act as a liaison between GSB and GSS to facilitate efficient and productive legislation by the two bodies and to strengthen representation of student concerns to administration. This status shall not count against their departmental quota (ARTICLE I, section 1, representation) and is not subject to departmental election procedures as other wise defined by the By-laws or Standing Rules. GSB Senators-at-large shall carry one vote.

3. Terms. Members of the Senate are elected by the graduate or professional students, as the case may be, in their departments for one-year terms that begin in April and may be re-elected for as long as they continue to be in good standing with the Graduate College or any of the professional colleges. Newly elected Senators will attend the regular March meeting to become familiar with the operations of the Senate and will assume office in the regular April meeting.

4. Officers. The officers of the Senate are President, Vice-President, Secretary, Treasurer, and Parliamentarian. Henceforth, this order shall be known as the order of seniority. The duties and responsibilities of the officers shall be defined and be limited to:
   i. President:
      a. Preside over general meetings of the Senate or designate the chair with the approval of the Senate.
b. Preside over any general meetings of the graduate and/or professional student body.
c. Supervise normal internal operations of the Senate.
d. Such other responsibilities as authorized by the Senate. Authorization may be reviewed by the Senate as necessary.

ii. Vice-President:
   a. Assume the responsibility of the President in the case of the President's absence.
   b. Preside over meetings of the GSS Executive Council.
   c. Coordinate and direct the activities of the operating committees.

iii. Secretary:
   a. Record and file records of activities of the Senate and its agencies.
   b. Keep a record of attendance at Senate meetings.
   c. Handle all Senate correspondence and maintain record file of all correspondence.
   d. Conduct roll call votes.

iv. Treasurer:
   a. Collect, keep a record of, and arrange for the safekeeping of such monies as the Senate may obtain.
   b. Disburse, at the direction of the GSS Executive Council, with the approval of the Senate, such monies as are required to meet the obligations of the Senate.
   c. Report to the Senate for approval at all regular meetings, all income and expenses and maintain records of all transactions.
   d. Maintain financial records for inspection at any time by members of the Senate.
   e. Chair the Finance Committee.

v. Parliamentarian:
   a. Assure that the Senate meetings are conducted according to the rules of procedure as set up by the Rules Committee.
   b. Maintain and interpret current record of all rules.
   c. Determine whether or not a quorum is present.
   d. Chair the Rules Committee.

5. Meetings.

i. The Graduate Student Senate meets in regular session once per month except in the month of December. One of the regular summer meetings (May, June, or July) may be cancelled at the discretion of the Executive Council.

ii. The President shall call additional meetings as directed by the Senate or a written petition of 30% of the Senate.

iii. Session is defined as the meeting of the Senate.

6. Powers and Duties.

i. The Senate may discuss and take a position on any subject of concern to the graduate and professional student body. Issues must be referred to a vote of the graduate and professional student body upon receipt of a petition of five percent (5%) of the graduate and professional student body, or may be referred by the Senate. The issue will be decided by a simple majority vote of a quorum of fifty percent (50%) of the graduate and professional student body.

ii. The Senate may call general meetings of the graduate and professional student body.

iii. The Senate is the judge of its membership.

iv. The existence of the Senate shall not preclude other means of communication between the graduate or professional student and the University.
ARTICLE II. THE EXECUTIVE COUNCIL

1. Membership. The Executive Council consists of the Senate officers and the chairpersons of the Elections/University Relations (URC), Communications, Professional Advancement (PAG), and Legislative Affairs (NAGPS) Committees.

2. Terms. The term of office for Executive Council members shall be one year.

3. Eligibility. The Executive Council members are elected by and from the Senate. Senators running for a Senate officer position, as defined in Article I, section 4, must have served one term as a Senator to be eligible. All members of the current Senate who anticipate enrollment until the end of the next Senate term (through Spring Semester of the following year) will be eligible for election to other positions in the Executive Council. The Senate may recall, if necessary, the members of the Executive Council.

4. Meetings. The President shall call meetings of the Executive Council at the request of any member of the Council or as is necessary. Executive sessions, limited to persons invited by the Council, may be held by a majority vote of the Council. Otherwise, meetings will be open to all persons. Reports of all executive sessions and council meetings must be made at the next meeting of the Senate. Each member of the Executive Council shall have one vote.

5. Powers and Duties.

   i. The Executive Council represents the Senate while the Senate is not in session.

   ii. The Executive Council is responsible directly to the Senate for all its activities and decisions.

   iii. The Executive Council may only act on issues requiring action prior to the next Senate session.

   iv. The Executive Council must report all its activities, actions and decisions to the Senate at the next Senate session.

ARTICLE III. COMMITTEES

1. Permanent Standing Committees.

   i. Finance Committee. The Finance Committee prepares the budget and makes recommendations for allocations of the funds of the Graduate Student Senate. The Treasurer acts as Chair for the Finance Committee.

   ii. Rules Committee. The Rule Committee prescribes all general and special rules of procedure necessary for the orderly consideration of Senate business. All questions of procedural or legal nature are directed to the Rules Committee. The Parliamentarian acts as Chair for the Rules Committee.

   iii. Elections Committee. The Elections Committee is responsible for ensuring that all Senate positions and University Committee positions are filled. All questions regarding GSS membership are directed to the Elections Committee. The Chair of the Elections committee is also the Chair of the University Relations Committee.

      a. Supervises elections of Senators and Executive Council members.

      b. Advertises for and interviews graduate and professional students to fill positions on University Committees.

      c. Supervises special elections needed to fill vacancies.

      d. With the assistance of the Secretary, maintains a record of attendance at all Senate meetings and notifies Senators as well as their departments or professional programs of their nonattendance.

   iv. Communications Committee. The Communications Committee supervises the dissemination of information concerning Graduate Student Activities, and maintains the GSS web page and mailing lists.
v. Professional Advancement Grant Committee. A Professional Advancement Grant Committee works with the Graduate College and professional colleges to allocate funds for graduate and professional student travel to professional meetings and graduate and professional student non-thesis or non-dissertation research.

vi. Legislative Affairs Committee. The Legislative Affairs Committee serves as: an advocate of graduate and professional student concerns to local, state, and federal officials; a monitor of governmental actions affecting graduate and professional students; and a coordinator of Senate actions to influence public policy on graduate and professional student concerns. Such questions regarding public policy on graduate and professional students shall be referred to this committee.

vii. University Relations Committee. The University Relations Committee serves as: an advocate of graduate and professional student concerns to the University administration; works closely with the Senators-at-large to GSB on issues that concern both Senates; and occasionally serves as an investigative committee for the Senate when the occasion arises. The Chair of the University Relations Committee also serves as the Elections Committee Chair.

2. Other Committees. The Senate may establish such other standing or temporary committees as its business requires.

3. Committee Chairpersons. With the exception of the Finance, Rules, Elections/University Relations, Professional Advancement Grant, and Legislative Affairs Committees, the President of the Graduate Student Senate shall appoint all committee chairpersons.

ARTICLE IV. BY-LAWS, AMENDMENTS, AND RATIFICATION

1. By-Laws. 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. The Senate must approve all By-Laws by sixty percent (60%) of a two-thirds quorum of the Senate.

2. Amendments. 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. An amendment must be approved by sixty percent (60%) of the two-thirds quorum Senate at two meetings that are at least two weeks apart.

3. Ratification. This Constitution shall be ratified upon approval of three-fourths of the Senate.
IOWA STATE UNIVERSITY GRADUATE STUDENT SENATE

BY-LAWS

ARTICLE I. PROCEDURES OF THE SENATE

1. Elections. The Elections Committee shall:
   i. Call for Senator elections no later than two weeks prior to the regular January meeting.
   ii. Calculate the number of representatives allotted to each department according to the rules given in the Constitution and based upon the enrollment of fee-paying graduate and eligible professional students for each department given by the University Registrar for the immediately previous Fall semester. Any information used in this calculation must be made available to any interested parties upon request.
   iii. Be responsible for disseminating information of the number of Senators and time of election to all graduate and eligible professional students.
   iv. Investigate all complaints concerning elections, which were registered by the last day of February. Each department will control its elections, but is subject to review by the Elections Committee in response to complaints.
   v. See that elections are completed and verified no later than two weeks prior to the March regular meeting. An election is considered verified upon receipt of the proper verification form in the Graduate Student Senate Office.
   vi. Be notified of any special elections held by departments.

2. Meeting rules
   i. Unless otherwise specified, meetings of the Senate shall operate in compliance with Robert's Rules of Order, and with Standing Rules.
   ii. In the event of the President's absence the presiding officer for the Senate session will be chosen in the order of seniority.
   iii. A quorum shall consist of 50% of the elected Senate unless otherwise stipulated in the Constitution or By-laws. A quorum during the summer sessions shall consist of 35% of the elected Senate.
   iv. No motion may be made, except a motion to adjourn, approve minutes, or modify the agenda unless a quorum is present at the time of the vote.
   v. The agenda for a session of the Senate shall be prepared and distributed no later than one week before the session. The agenda shall enumerate items to be discussed under old and new business. Copies of bills and resolutions to be
considered will be appended to the agenda. The agenda may be amended at the beginning of the meeting by a majority vote of the Senate.

vi. The order of business shall be:

a. Call to Order
b. Roll Call
c. Statement of a Quorum by the Parliamentarian
d. Amendments to the agenda
e. Open forum
f. Approval of the minutes
g. Introduction of new bills
h. President’s remarks
i. Senate forum
j. Report of the Executive Council by the Vice President
k. Finance Committee report
l. Rules Committee report
m. Elections Committee report
n. University Relations Committee report
o. Communications Committee report
p. Professional Advancement Committee report
q. Legislative Affairs Committee report
r. Other committee reports
s. Old Business
t. New business
u. Announcements
v. Adjournment

vii. The Open Forum and the Senate Forum shall follow normal Graduate Student Senate procedures with discussion directed from the chair, who will recognize each request from the Senate floor.

3. Delinquency, Resignation and Removal of Senators

i. Senators are required to attend all Senate meetings.
   a. Senators may send a student departmental or professional program representative as a substitute. A substitute must inform the Secretary of the substitution. After three substitutions the Senator and the department will be notified, and asked for a reevaluation of the Senator’s position as a departmental or professional program representative on the Senate.
   b. Senators will be allowed one excused absence without a substitute during their term due to professional or personal conflicts by notifying the Secretary prior to the meeting the Senator will miss.
   c. Unexcused non-attendance at two regular meetings shall warrant notification by the Elections Committee to the Senator in question stating the rules of the attendance and delinquency.
   d. Missing three regular meetings without a substitute or an excused absence constitutes resignation. The Senator in question and the Senator’s department or program will be notified by the Elections Committee of the resignation and of the need for a special election.

ii. Vacancies resulting from resignation for other causes shall be filled by a special election conducted within the department concerned. Such an election may be
administered by the remaining departmental Senators under the supervision of the Elections Committee.

iii. Expulsion of a Senator from the Senate for gross misconduct shall be carried out by a written ballot achieving a two-thirds majority of a 60% quorum of the Senate. A motion to expel may be brought to the floor only if it is in written form.

4. Budget procedure.

i. Budget development.
   a. The Finance Committee shall be responsible for preparing a preliminary budget proposal. This proposal shall be submitted to the Executive Council for review and comment no later than the February Executive Council meeting.
   b. The Treasurer will present the reviewed budget to the Senate at the February meeting. A discussion period will then follow with the Senate sitting as a committee of the whole, with the time for this discussion limited to fifteen minutes. Acting informally as a committee of the whole, the Senate can make suggestions for the finance committee for the final budget proposal.
   c. The budget proposal will be sent to the Finance Committee for consideration of suggestions from the February Senate meeting. The final budget proposal will be presented to the Senate for approval at the first March meeting.

ii. Budget approval
   a. The Senate has three options available for consideration of the budget:
      1. Approval (simple majority).
      2. Rejection.
      3. Referral back to committee with specific concerns.
   b. The budget proposal is not amendable except for friendly amendments.
   c. In the event of Senate rejection, the Finance Committee will prepare a new proposal for submission to the Senate by the April meeting.

ARTICLE II. THE EXECUTIVE COUNCIL

1. Elections

i. Election Procedures. The Chairperson of the Elections Committee shall chair any election unless he or she is running for that position, in which case he or she shall delegate the chair during that election to a member of the Election Committee not running for that position or to an appropriate GSS member. Nominations for each position shall be closed immediately preceding the elections for that position by a majority vote of the Senate. Executive Council members shall be elected by a majority. A run-off election will be held between the persons receiving the two highest vote totals should a majority fail to be reached on the initial vote.

ii. General Election. The Elections Committee shall call for nominations for the Executive Council positions, except the office of President, at the regular March meeting of the Senate, and again at the April regular meeting of the Senate. Council members will be elected at the April regular meeting of the Senate. A transfer of information between the old Executive Council and the new Council will occur in April.
GSS Bylaws as amended April 2002

iii. Term of Office. The terms of the retiring Executive Council members shall expire at the adjournment of this April meeting; and concurrently, the President-Elect will assume the office of President and other incoming Executive Council members will assume their respective positions.

iv. President-Elect. Nominations for the office of President-Elect shall be taken at the January regular meeting and again at the February regular meeting. The President of the next Senate (President-Elect) shall be elected at the regular February meeting of the current Senate following standard Executive Council election procedures. The Senator elected to the office of President will assume the office of President-Elect upon adjournment of that meeting.

v. Vacancies. Vacancies resulting from impeachment, resignation or other causes shall be filled by a special election conducted by the Elections Committee.

2. Meeting Rules. The Executive Council shall meet two weeks prior to the regular Senate meeting. The Presiding Officer at Executive Council meetings shall be the Vice-President of the Senate. In the event of the Vice-President’s absence, the Presiding Officer will be chosen in the order of seniority. The Council cannot conduct business unless five of the nine members are present. The right to the floor is limited to the nine members of the council, the faculty advisor to the Council, chairpersons of any standing committees, and persons invited by the Council.


i. An executive officer will be allowed one excused absence from meetings due to professional or personal conflicts providing they secure another officer to relay any committee reports and additional communication at Executive Board meetings or regular meetings of the Senate.

ii. Two consecutive absences from either GSS Board or regular Senate meetings that are not excused shall warrant notification by the Elections Committee stating the rules of attendance and delinquency. Missing three meetings without an excused absence constitutes a resignation from the executive board position. The Secretary will advise the election committee of the need for a special election to fill the position left vacant.

iii. Executive Council members may be impeached by a written presentation of charges signed by 25% of the Senate. A vote to recall an impeached Executive Council member from office must be approved by two-thirds of a 60% quorum of the Senate.

ARTICLE III. COMMITTEES

1. Standing Committees.

i. Standing committees may be formed by the Senate to carry out duties assigned to them by the Senate, with powers clearly defined by the Senate.

ii. The Chairperson of the committee appoints the members. Committee members must be graduate or professional students. Standing Committees, other than
those defined by the Constitution, may not have more than ten members nor less than three members.

iii. Standing Committees, other than those defined by the Constitution shall be dissolved after two years unless re-formed by the Senate.

ARTICLE IV. APPENDICES

APPENDIX A: THE ARTICLES OF COOPERATION

APPENDIX B: STANDING RULES – Standing Rules will be passed by a simple majority vote at the first meeting after the seating of the new Senate.