SENATE BILL S06-03
January 30, 2006

TITLE: Reducing Redundancies

WHEREAS: Both the position of Secretary and the position of Communications Chair work primarily with information, and

WHEREAS: The Communications Chair currently can be appointed by the President, rather than being voted in, and

WHEREAS: The information that both these positions work with is many times the same or similar, be it therefore

ENACTED: That the positions of Secretary and Communications Chair be combined into one position of Chief Information Officer (CIO), and be it further

ENACTED: That the following changes be made to the Constitution:
All instances of the word 'secretary' be changed to read "Chief Information Officer"
Article I, Section 4, subsection iii be amended as follows:
   e. Maintains the GPSS webpage and email listservs.
   f. Has a functional knowledge of GPSS rules and proceedings.
   g. Chairs the Election Committee.
Remove "Communications" from Article II, Section I
Remove Article III, section 1, subsection iv: Communications committee

And be it further

ENACTED: That the following changes be made to the By-Laws:
Article I, section 2, subsection vi, sub-subsection o be removed and all subsequent items be relabeled appropriately
Article II, section 2 be changed to reflect the correct number of members on the Executive Council

And be it further

ENACTED: That both the By-Laws changes and the Constitution changes be accepted together under the Constitution amendment protocol or not at all, and be it further:

ENACTED: That these changes take effect at the inauguration of the 2006-2007 Secretary-elect.

SPONSOR: Brown

Michelle Bohan, President

Kristen Meyer, Chair of the Senate

PASSED
IOWA STATE UNIVERSITY
GRADUATE AND PROFESSIONAL STUDENT SENATE
CONSTITUTION

The Graduate and Professional 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 and Professional Student Senate (GPSS) 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 AND PROFESSIONAL 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 or program. Interdepartmental majors will be counted as members of their major rather than their home departments. Additionally, the special status of Senator-at-large shall be granted to the President and Vice-President of the GPSS and the Government of the Student Body (GSB) Senators representing the Graduate College.

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. Senators-at-large. The following positions carry the status of Senator-at-large. Status as a Senator-at-large shall not count against a departmental quota (ARTICLE I, section 1, representation), and is not subject to departmental election procedures as otherwise defined in the By-laws or the Standing Rules.

      a. President. The President shall represent the Senate as a whole and shall not carry a vote.

      b. Vice-President. The Vice-President shall represent the Senate as a whole. The Vice-President shall only vote to decide a tie.

      c. Graduate GSB Senators. They shall be granted voting rights in GPSS as Senators-at-large and shall represent the graduate student body as a whole. They shall also act as a liaison between GSB and GPSS to facilitate efficient and productive legislation by the two bodies and to strengthen representation of student concerns to administration. GSB Senators-at-large shall carry one vote. 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 GPSS as defined in the GSB Constitution and By-laws.

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 College of Veterinary Medicine. 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 the President, Vice-President, Chief Information Officer, and Treasurer. 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 meetings of the GPSS Executive Council.

      b. Preside over any general meetings of the graduate and/or professional student body.
c. Supervise normal internal operations of the Senate.
d. Coordinate and direct the activities of the operating committees.
e. 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 general meetings of the Senate or designate the chair with the approval of the Senate.
c. Conduct the Senate meetings according to the rules of procedure set by the Rules Committee.
d. Determine whether or not a quorum is present.
e. Chair the Rules Committee.

iii. Chief Information Officer:
   a. Record and file records of activities of the Senate and its agencies.
b. Keep a record of attendance at Senate meetings.
c. Handle and maintain a record of all Senate correspondence.
d. Conduct roll call votes.
e. Maintain the GPSS webpage and email listservs.
f. Have a functional knowledge of GPSS rules and proceedings.
g. Chair the Elections Committee.

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 GPSS 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.

5. Meetings.
   i. The Graduate and Professional 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 Vice-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 University Relations and Legislative Affairs and Professional Advancement Grant 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.
   i. Senators running for the Senate Officer positions of President, Vice-President, and Treasurer must have served one term as a Senator to be eligible. Senators running for the Senate Officer position of Chief Information Officer must have served on the Senate since the beginning of the calendar year that the term will begin. In the event that there are n eligible candidates at the end of the second month of nominations, the nominations will then be opened to all current senators.
   ii. All members of the current or incoming Senate are eligible to serve as other Executive Council members.
   iii. The Senate may recall, if necessary, any of the members of the Executive Council by a 2/3 vote of elected senators.

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 and Professional Student Senate. The Treasurer acts as Chair for the Finance Committee.
   ii. Rules Committee. The Rules Committee prescribes all general and special rules of procedure necessary for the orderly consideration of Senate business. All questions of a procedural or legal nature are directed to the Rules Committee. The Vice President serves as the Chair for the Rules Committee.
   iii. Elections Committee. The Elections Committee is responsible for ensuring that all Senate positions are filled. All questions regarding GPSS membership are directed to the Elections Committee. The Chief Information Officer is the Chair of the Elections Committee, which
      a. Supervises elections of Senators and Executive Council members.
b. Supervises special elections needed to fill vacancies.
c. Maintains a record of attendance at all Senate meetings and notifies Senators as well as their
departments or professional programs of their nonattendance.

iv. Professional Advancement Grant Committee. A Professional Advancement Grant Committee works with
the Graduate College and College of Veterinary Medicine to allocate funds for graduate and professional
student travel to professional meetings and graduate and professional student non-thesis or non-dissertation
research.

v. University Relations and Legislative Affairs Committee. Questions regarding public and university policy
on graduate and professional students shall be referred to this committee. This committee will act as the
liaison with the NAGPS. The duties of this committee include
a. Advocating graduate and professional student concerns to local, state, and federal officials.
b. Monitoring governmental actions affecting graduate and professional students.
c. Coordinating Senate actions to influence public policy on graduate and professional student concerns.
d. Recruiting graduate and professional students to serve on University Committees.
e. Serving as an investigative committee for the Senate when the occasion arises.
f. Work closely with the Senators-at-large to GSB on issues that concern both Senates.
g. Serve as a liaison to the GPSS regarding Board of Regents activities.

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, Professional Advancement
Grant, and University Relations and Legislative Affairs Committees, the President of the Graduate and
Professional Student Senate shall appoint all committee chairpersons.

ARTICLE IV. FINANCES

1. All monies belonging to this organization shall be deposited and disbursed through a bank account established
for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must
receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24
hours after collection. The Adviser to this organization must approve and sign each expenditure before
payment.

ARTICLE V. 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 AND PROFESSIONAL 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 March. 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 and Professional 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 the GPSS Constitution, the GPSS By-laws, Robert's Rules of Order, and the GPSS Standing Rules.
   ii. In the event of the Vice-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 Vice-President
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  
k. Finance Committee report  
l. Rules Committee report  
m. Elections Committee report  
n. University Relations and Legislative Affairs Committee report  
o. Professional Advancement Committee report  
p. Graduate GSB Senator report  
q. Other committee reports  
r. Old Business  
s. New business  
t. Announcements  
u. Adjournment  

vii. The Open Forum and the Senate Forum shall follow normal Graduate and Professional 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. Attendance is required from the beginning of Statement of Quorum through the end of New Business. If a Senator is not present during this entire time, he or she may be counted absent unless prior arrangements have been made with the chair of the meeting.  
   b. Two absences from regular meetings shall warrant notification by the Elections Committee to the Senator in question stating the rules of the attendance and delinquency.  
   c. Missing three regular meetings without a substitute constitutes resignation. Resignation will be pushed to a fourth absence if a Senator has sent a substitute for at least one of their three prior absences. A substitute should be a graduate or professional student who is able to relay information back to the Senator's department. 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 October Executive Council meeting.  
   b. The Treasurer will present the reviewed budget to the Senate at the October 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 to 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 October Senate meeting. The final budget proposal will be presented to the Senate for approval at the November 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 December 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 Elections Committee not running for that position or to an appropriate GPSS 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 offices of President and Vice President, at the regular February meeting of the Senate, and again at the March regular meeting of the Senate. Council members will be elected at the March regular meeting of the Senate. A transfer of information between the old Executive Council and the new Council will occur in April.

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

   iv. President-Elect. Nominations for the office of President-Elect and Vice President-Elect shall be taken at the January regular meeting and again at the February regular meeting. The President and Vice President of the next Senate (President-Elect and Vice President-Elect, respectively) shall be elected at the regular February meeting of the current Senate following standard Executive Council election procedures. The Senators elected to the office of President and Vice President will assume the offices of President-Elect and Vice 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 President of the Senate. In the event of the President's absence, the Presiding Officer will be chosen in the order of seniority. The Council cannot conduct business unless four of the six members are present. The right to the floor is limited to the six members of the council, the faculty advisor to the Council, chairpersons of any standing committees, and persons invited by the Council.

GPSS Bylaws as amended February 2006

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 Council meetings or regular meetings of the Senate.

ii. Two absences from either GPSS Executive Council 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 Chief Information Officer 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.

The Articles of Cooperation
Between the Iowa State University Government of the Student Body (GSB) and the Graduate and Professional Student Senate (GPSS)

Preamble
GSB and GPSS have a special and unique relationship, supported by decades of history, which is different than the relationship between GSB and any other organization. This document has a primary status in the enumeration of the rights and responsibilities of the two governmental bodies, as well as codifying independent legitimate authority.

GSB is the only student government organization on campus which represents all students: undergraduate, non-traditional, graduate, and professional. Accordingly, GSB allocates student fees in a manner to benefit the student body as a whole, by funding such entities as the Daily, the Committee on Lectures, and Student Legal
Services. GSB is also able to speak to the university administration and outside groups on behalf of the entire student body.

GPSS is the independent government body which handles matters of concern to graduate and professional students that fall outside of the scope of the GSB by-laws. Specifically, GPSS confronts issues of professional and academic advancement common to graduate and professional students, such as the funding of research and travel grants. In addition, GPSS funds graduate and professional student groups which would not be eligible for funding through the GSB student fees allocation process.

Beyond its funding responsibilities, GPSS is charged with the representation of graduate and professional student interests in policy-making decisions, both on and off campus. This representation requires that GSB and GPSS consult one another in the deliberation of issues that may affect the two constituencies differently. It is the responsibility of both institutions to establish and maintain communication with one another on such issues.

As a result of the organization and responsibilities of GPSS, its role is different than both GSB and a constituency council. Its special status within the overall structure of ISU student governance is one that complements, and is independent of, the governance structures of GSB and enhances the overall representation of student interests at ISU. In the interest of both the GSB and the GPSS, the following Articles of Cooperation shall serve as an outline of procedures for communication, funding, and representation.

1. Inter-Government Communication
   i. Executive Officers
      a. The GSB President shall appoint a Cabinet member to sit as a nonvoting member of the GPSS Executive Council, and the President of GPSS shall appoint an Executive Council member to sit as a nonvoting member of the GSB Cabinet. The designees shall exchange pertinent information regarding actions of shared interest at these meetings.
      b. The executives of GSB and the executives of GPSS, including, but not limited to, the President and Vice-president of each body, shall meet prior to the first meeting of the fall and spring semesters to review the goals of each body for that semester, and to discuss other items of mutual interest.
      c. At the first meeting of the spring and fall semester, the GSB and the GPSS Executive Officers shall address each other’s legislative body concerning the activities, accomplishments and pertinent legislation of the past and upcoming academic years.
   ii. Minutes, Bills, and Resolutions
      a. The Secretary or Chief Information Officer of each body shall make available a copy of the approved minutes, bills, resolutions, and other pertinent correspondence to the Secretary or Chief Information Officer of the other body within one week of each meeting upon request.

2. Funding
   i. Student Activity Fees
      a. The GSB shall receive 60% and the GPSS shall receive 40% of the Student Activity Fees paid by graduate and professional students.
   ii. Sponsored Events
      a. Jointly funded events shall be sponsored whenever appropriate. All appropriate publicity shall equally display the GSB and the GPSS logos, and the words “funded by GSB and GPSS” shall appear on all appropriate publicity material.

3. Representation
   i. The Presidents of GSB and GPSS shall each appoint a voting representative to serve on each other’s Finance Committee.
   ii. In committees overseeing issues of importance to both GSB and GPSS, representatives of both bodies should be present.

4. Supremacy
   i. The Articles of Cooperation shall supersede the bylaws of GSB and GPSS.

5. Amendments
   i. Amendments to the Articles of Cooperation shall take effect after 2/3 of seated senators in each legislative body approve the amendments, which must be presented in written bills, the body text of which is the same in both bills.

6. Ratification
   i. Ratification of the Articles of Cooperation shall require a 2/3 vote of seated senators of each legislative body and shall take effect immediately upon passage.