SENATE BILL S14-06
SENATE MEETING March 31, 2014

TITLE: Amending the GPSS Constitution

WHEREAS: The rules committee is charged with reviewing the Graduate and Professional Student Senate (GPSS) Constitution each year, and

WHEREAS: The current Constitution in place for GPSS does not accurately represent the proceedings of the Senate, and

WHEREAS: The duties of the Executive Council could be more clearly defined, and

WHEREAS: New GPSS activities and responsibilities require the creation of new committees,

be it therefore

ENACTED: The GPSS Constitution be amended as attached.

Sponsors:
Lois, B. Rakitan, T. White, A. Hollis, C. Zenko, Z.

Anna Pisacari, President

Brian Tlach, Chair of the Senate
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 one-hundred (100) graduate or professional students enrolled with a maximum of four (4) Senators per department, where enrollment in a department, interdepartmental and professional program major is defined in http://www.registrar.iastate.edu/enrollment/statsmajor.

2. Eligibility. Any student enrolled at least halftime (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) in a graduate department, interdepartmental, or professional program at Iowa State University may be elected as a Senator. Each graduate/professional program may create more restrictive rules for electing Senators if they choose. Iowa State University and the GPSS do not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran.

3. Definitions

i. Senators. A Senator is an elected representative registered in good standing with the Graduate College or any of the professional colleges within the University. 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 1, section 1, representation), and is not subject to departmental election procedures as otherwise defined in the By-laws or the Standing Rules.

a. Officers of the Senate. The Officers of the Senate 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 in the occurrence of a tie.

c. Graduate GSB Senators. They 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 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. Each graduate GSB senator will have one vote in the Senate.
4. Terms. Members of the Senate are elected by graduate or professional students for one year terms that begin in August or January 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.

5. Officers. The officers of the Senate are the President, Vice-President, Treasurer, Chief Information Officer, University Relations and Legislative Affairs Chair, and Professional Advancement Fund Chair. Henceforth, this order shall be known as the order of seniority.

6. Sessions. A scheduled meeting of the seated Senate

   i. The Graduate and Professional Student Senate meets once per month during the fall and spring semesters, except in the months of December and May. Summer sessions may be held at the discretion of the Executive Council for seated Senators who are present at Iowa State University.

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

7. Powers and Duties.

   i. The Senate may discuss and take a position on any subject of concern to the graduate and professional student body. The Senate may discuss and make policies within its jurisdiction. The Senate may also allocate funds by Senate Bill or through an approved budget. Allocation of funds shall never exceed the actual funds possessed by the Senate.

   ii. Issues must be referred to a vote of the graduate and professional student body upon receipt of a petition of two percent (2%) of the graduate and professional student body (as determined by the Office of the Registrar), or may be referred by the Senate. The vote shall be through a process approved by the Senate and the voting process shall be open for not less than one regular class day (9am to 5pm).

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

   iv. The Senate is the judge of its membership.

   v. 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.

2. The duties and responsibilities of the officers shall be defined and be limited to:

   i. President:
      a. Preside over the GPSS Executive Council meetings.
      b. Set agenda for GPSS Executive Council meetings.
      c. Preside over any general meetings of the graduate and professional student body.
      d. Supervise normal internal operations of the Senate.
IOWA STATE UNIVERSITY
Graduate & Professional Student Senate

e. Attend annual President’s training in compliance with Student Organization regulations.

f. Coordinate and direct the activities of the operating committees as defined in article III.

g. Assume risk management officer responsibilities for acts of the organizations or events produced by the organization.

1. The role of risk management officer is [a] to recommend risk management policies or procedures to the GPSS, [b] to submit documentation to ISU’s risk management office and [c] to ensure that risk management procedures are implemented at all the organization’s events.

h. Shall be seated on the Special Student Fee and Tuition Committee and the Memorial Union Board of Directors.

i. 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 sessions of the Senate or designate the chair with the approval of the Senate.


c. Conduct the Senate sessions 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.

f. Reserve monthly meeting venue through university’s room reservation request.

g. Invite and schedule Open Forum speakers for Senate meetings.

h. 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.

i. Organize fall graduate orientation, fall social, and spring social.

iii. Treasurer:

a. Collect, keep a record of, and arrange for the safekeeping of such monies as the Senate may obtain.

b. Disburse such monies as the Senate approves through a Senate Bill unless other procedures are outlined in the By-laws or Senate Bill.

c. Report to the Senate for approval at all regular sessions, 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. Attend annual Treasurer’s training in compliance with Student Organization regulations.

f. Chair the Finance Committee.

g. Shall be seated on the Special Student Fee and Tuition Committee.

iv. Chief Information Officer:

a. Record and file records of activities of the Senate and its agencies.

b. Keep a record of attendance at Senate sessions.


c. Handle and maintain a record of all Senate correspondence.


d. Conduct roll call votes.

e. Maintain the GPSS webpage and email listservs.

f. Be responsible for preparing and developing presentation for GPSS meetings and for accurate display during the GPSS meetings.

g. Have a functional knowledge of GPSS rules and proceedings.

h. Chair the Elections Committee.

v. URLA Chair:
IOWA STATE UNIVERSITY
Graduate & Professional Student Senate

Iowa State University
Graduate & Professional Student Senate

175 a. Coordinate graduate and professional student body representation on university committees, collects
176 feedback from those committees as well as legislative affairs.
177 b. Organize professional development activities or speaker/programming.
178 c. Record meeting notes during GPSS meetings.
179 d. Shall be seated on the Provost Budget Advisory Committee and Faculty Senate
180
181 vi. PAF Chair:
182 a. Review and allocate professional advancement funds according to guidelines set by the Senate GPSS
183 awards and scholarships.
184 b. Review nominations for all student awards in accordance with the guidelines of the Senate.
185 c. Review all nominations for Margaret Ellen White Faculty award and forward top nominations to the
186 Graduate College.
187
188 3. The duties and responsibilities of the officers shall be limited and defined by Article II, Section 3 to maintain
189 division of power. Responsibilities may be temporarily modified at the discretion and consent of the Executive
190 Council.
191
192 4. Terms. The term of office for Executive Council members shall expire upon the adjournment of the April
193 session.
194
195 5. Eligibility. The Executive Council members are elected by the Senate.
196 i. All current or previous members of the Senate are eligible to serve as Executive Council members. In the
197 occurrence that no previous or current Senators are willing to serve in a vacant Executive Council
198 position(s), the Senate may nominate a graduate or professional student(s) providing they meet the
199 requirements to serve on the Executive Council. All nominees who have not served or are not currently
200 serving on GPSS must be approved by a simple majority vote of the Senate.
201
202 ii. Members of the Executive Council or nominees to be elected to the Executive Council must meet and
203 maintain the following requirements throughout their term:
204 a. Have a minimum cumulative grade point average (GPA) of 3.00 and meet that minimum cumulative
205 GPA in the semester immediately prior to the election/appointment, the semester of
206 election/appointment and semesters during the term of office. In order for this provision to be met, at
207 least six hours (half-time credits) must have been taken for the semester under consideration.
208 b. Be in good standing with the University and enrolled: at least half-time (six or more credit hours),
209 unless fewer credits are required in the final stages of their degree as defined by the Continuous
210 Registration Requirement during their term of office.
211
212 iii. The Senate may recall, if necessary, any of the members of the Executive Council by a two-thirds vote of
213 elected Senators. Election of a new Executive Council member shall proceed through special election
214 procedures.
215
216 6. Meetings. The President shall call meetings of the Executive Council at the request of any member of the
217 Council or as is necessary. These meetings will be advertised appropriately before the Council meeting. Each
218 member of the Executive Council shall have one vote.
219
220 7. 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 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.

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. Membership. Permanent standing committees consist of Senators who volunteer at either the August or January Senate meetings. Any additional members that request to become part of the committee outside of these times must be approved by the chair of the committee. Committee members may be removed at the discretion of the chair due to lack of participation.

   ii. Terms. The term of the members of the permanent standing committees shall expire upon adjournment of the April Senate Meeting.

   iii. 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 serves as the Chair for the Finance Committee. In addition, the Finance Committee will compose bills of guidelines for regular and special allocations during the spring semester to be used for the following year.

   iv. 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 of the Rules Committee.

   v. 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 sessions and notifies Senators as well as their departments or professional programs of their nonattendance.

   vi. University Relations and Legislative Affairs Committee. Questions regarding public and university policy on graduate and professional students shall be referred to this committee. The University Relations and Legislative Affairs chair is the chair of this committee, which:

      a. Advocates graduate and professional student concerns to local, state, and federal officials.
      b. Monitors governmental actions affecting graduate and professional students.
      c. Coordinates Senate actions to influence public policy on graduate and professional student concerns.
      d. Recruits graduate and professional students to serve on University Committees.
      e. Serves as an investigative committee for the Senate when the occasion arises.
      f. Works closely with the Senators-at-large to GSB on issues that concern both Senates.
      g. Serves as a liaison to the GPSS regarding Board of Regents activities.
vii. Professional Advancement Fund Committee. The Professional Advancement Fund Chair is the chair of this committee and will work with a representative from the Graduate College for travel awards, and form a committee to review PGSS awards and scholarships.

viii. Operations and Marketing Committee. The Chief Information Officer is the chair of this committee, which:
   a. Makes policy decisions on website design and content.
   b. Updates GPSS website and social media accounts.
   c. Designs all publicity materials for GPSS.
   d. Advises GPSS on processes to streamline and simplify Senate activities.

ix. Graduate and Professional Student Research Conference (GPSRC) Committee. The Senate shall appoint the Chair of the committee. This committee is in charge of all planning and executing of the GPSRC. The URLA Chair will at least be the co-chair of this committee.

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

3. Committee Chairpersons. All committees shall have a chairperson. If a committee does not have a chairperson, the President of the Graduate and Professional Student Senate or the Senate shall appoint one.

ARTICLE IV. ADVISER

1. The duties of the Adviser(s) shall include:
   i. Be available to provide advice to Senators and Executive Council members.
   ii. Act as a liaison with the University Administration and in any other situation where a non-student spokesperson is needed.
   iii. Maintain confidentiality on any information given or when advice is sought, except in the occasion of law or University policy violations.
   iv. Attend annual Advisor’s training in compliance with Student Organization regulations.
   v. Sign all expenditures made by the organization.

2. Selection. The Adviser 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. A majority vote of the Senate shall be required to confirm the appointment of the Adviser.

3. Term. The term of the Adviser shall be ongoing until resignation or removal by a two-thirds vote of the Senate. Selection of a new advisor shall proceed through procedures outlined in Article IV, paragraph 2.

ARTICLE V. SUPREMACY OF RULES

1. The following shall be the order of supremacy of rules and policies of the Graduate and Professional Student Senate:
   i. Constitution
   ii. Articles of Cooperation
   iii. By-laws
   iv. Acts of the Senate as passed through Senate Bill
2. All acts and rules of the Senate shall be in accordance with applicable federal, state, and local laws as well as Iowa State University rules and regulations.

ARTICLE VI. 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 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.

ARTICLE VII. 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. Amendments to the 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.

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 at two Senate sessions that are at least two weeks apart. At each Senate session, approval must be by two-thirds of all Senators present, where those two-thirds are also a majority of all Senators currently elected and verified.

3. Ratification. This Constitution shall be ratified upon approval of three-fourths of the Senate.

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 days of the amendment.
a) All bills, orders, and resolutions to be proposed must be submitted to the Vice President ten (10) calendar days before the regular Senate meeting.

b) The Vice President and the Rules Committee will review the proposed bills, orders, and resolutions and provide feedback to the sponsors.

i. The chairperson of the Rules Committee can state an opinion of the Rules Committee during their committee report. This opinion from the committee on any legislation will be reported back to the Senate as being favorable, unfavorable, or no-bias. This decision by the Rules Committee must be supported by the current constitution and/or By-laws.

ii. If the proposed legislation is of a financial nature the Rules Committee shall forward the bill to the Finance Committee. The Finance Committee’s opinion will be reported to the Senate by its chairperson. The opinion of the Finance Committee will be reported as favorable, unfavorable, or no-bias. This decision by the Finance Committee must be supported by the current Constitution and/or By-laws.

c) If there is an urgent situation and these deadlines cannot be met, legislation can still be brought before the Senate provided the following:

i. The sponsor is able to show legitimate urgency, and the Senate votes to allow an addition to the agenda. A majority vote from the Senate is needed.

ii. The sponsor provides copies of the legislation to the CIO for distribution to each Senator and Executive Council officer.

10) Introduction of new legislation:

a) A sponsor of a bill, order, or resolution must read the document aloud at the Senate meeting. Once the document is read, the author can present any pertinent information about the proposed legislation to the Senate.

b) Once the proposed legislation has been introduced, the Senate is able to debate the proposed legislation in question.

11) Debate following a motion will be limited to a maximum of thirty (30) minutes, with each speaker allotted a maximum of five (5) minutes speaking time.
a) The question may be called during debate and requires a second. At that time a vote to call the question must be taken. A two-thirds majority is required to call the question. If two-thirds approval is not met, then debate continues.

b) To end debate the Senate must either:
   i. Vote on the issue.
   ii. Vote to postpone the debate until a specified time (or indefinitely).
   iii. Vote to send the issue to committee for further study.
   iv. Vote to table according to Robert's Rules of Order.

c) If a vote is taken by clicker system or roll call, the results of the vote indicating how each Senator voted shall be part of the meeting notes for that Senate meeting.

d) If the bill, order, or resolution is passed, the sponsor has the responsibility to ensure that the action mandated by the legislation occurs.

12) General discussion of a particular subject can be held by passing a Motion to Discuss.

   a) No action aside from debate is possible under this motion, but it is appropriate to make a motion calling for action after debate under the Motion to Discuss has ended.

   b) Any Senator may make a Motion to Discuss during the Senate Forum or the Committee reports.

   c) The Motion to Discuss is non-debatable, requires a second, has the rank of a main motion, and is passed by a simple majority of the Senators present at the meeting of the Senate.

   d) Discussion will be limited to a maximum of forty-five (45) minutes, with each speaker allotted a maximum of five (5) minutes speaking time.

   e) The Chair will remind Senators of the maximum speaking and discussion time after the Motion to Discuss has been passed.

   f) The discussion period ends:

      i. When forty-five (45) minutes have elapsed, unless a motion is made to extend the time limit of debate for an allotted period of time, which requires a second and a two-thirds majority of present Senators.
ii. When a motion is made to end the debate. This motion requires a second and a two-thirds majority to pass. If two-thirds majority is not met, then debate continues.

13) Two (2) types of amendments can be made to a bill, order, or resolution:

   a) Friendly Amendments (minor changes which do not change the original intent of the bill or resolution): spelling errors, punctuation, word usage, and short clarification. The Chair will call for anyone opposed to the amendment. If no one is opposed, it passes by silent consent.

   b) Other Amendments (major changes which might change the original intent of the proposed legislation): striking portions of the document, large additions, or long clarifications.

14) These amendments must be communicated to the Chair and accurately displayed by the CIO for the Senate.
   a) After the amendment is made, there will be a total of four (4) minutes of debate on the amendment. The proponent of the amendment will be given two (2) minutes to explain and support the amendment. There will be two (2) minutes for rebuttal of the amendment. These four (4) minutes of debate count against the total thirty (30) minutes allowed for debate for the given bill/resolution.

   b) Major amendments are passed by a simple majority vote.

   c) If a vote is taken by clicker system or roll call, the results of the vote indicating how each Senator voted shall be part of the meeting notes for that Senate meeting.

15) Open Forum will be limited to 45 minutes and Senate Forum limited to 30 minutes. Time limits on either forum are enforced at the discretion of the Chair. A motion to extend either forum may be approved by a 2/3 majority of the Senate.