



# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

### **IOWA STATE UNIVERSITY GRADUATE AND PROFESSIONAL STUDENT**

### **SENATE BY-LAWS**

#### ARTICLE I. PROCEDURES OF THE SENATE

1. Elections. The Chief Information Officer shall:
  - i. Call for Senator elections by February 1 for Senators to be elected for the following term. Senators elected by the April Senate, including those Graduate (at-large) Senators elected to Student Government in the annual March Student Government election, are invited to the April meeting to allow for a transition period for new incoming Senators.
  - ii. Calculate the number of representatives allotted according to the rules given in the Constitution and based upon the enrollment of graduate and eligible professional students 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 academic unit will be responsible for their own elections, but is subject to review by the Election and Operations Committee in response to complaints.
  - v. Confirm the proper election of Senators as they are received from the Department Chair, Graduate or Program Secretary, Student Government Election Commissioner, or other authorized department staff person.
  - vi. Be notified of any special elections held by academic units.
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.



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- ii. In the event of the Vice-President's absence the presiding officer for the Senate session will be appointed by the President (or officer with the highest seniority) and is subject to a majority vote of the Senators in attendance.
- iii. A quorum shall consist of a majority of elected and verified Senators unless otherwise stipulated in the Constitution or By-laws. A quorum during the summer sessions shall consist of 35% of the elected and verified Senators.
- iv. No motion may be made, nor a vote be binding, unless a quorum is present with the exceptions of the motions to adjourn, fix a time to which to adjourn, recess, or modify the agenda.
- v. The proposed agenda for a session of the Senate shall be prepared and distributed no later than one week before the session. This agenda shall enumerate items to be discussed under Unfinished and New Business. Copies of bills, resolutions, and orders to be considered along with the previous meeting's notes will be appended to the agenda. This 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
    1. Roll Call
    2. Statement of a Quorum by the Vice-President
    3. Approval of Meeting Notes
    4. Amendments to the agenda
  - b. Open Forum
  - c. Senate Reports:
    1. Report of the President
    2. Report of the Vice President
    3. Report of the Treasurer
    4. Report of the Chief Information Officer
    5. Report of the University Relations and Legislative Affairs Chair
    6. Report of the Graduate and Professional Student Research Conference Chair
    7. Report of the Professional Advancement Grant Chair
    8. Report of the Graduate Student Government Senators
    9. Report of Special Committees



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- d. Unfinished Business
  - e. New Business
  - f. Senate Forum
  - g. Roll Call and Announcements
  - h. 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. Legislation Review Reporting
- i. The Vice President and the Rules Committee will review the proposed bills, orders, and resolutions and provide feedback to the sponsors.
    - a. 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.
    - b. If the proposed legislation is of a financial nature the Rules Committee shall forward the legislation to the Finance Committee. The Finance Committee's opinion will be reported to the Senate by its chair person. 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.
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 January Executive Council meeting.
    - b. The Treasurer will present the reviewed budget to the Senate at the January 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 January Senate meeting. The final budget proposal will be presented to the Senate for approval at the February meeting.



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- ii. Budget Approval
    - a. The Senate has three options available for consideration of the budget:
      - 1. Approval of original or amended budget proposal (simple majority).
      - 2. Rejection.
      - 3. Referral back to the finance committee with specific concerns.
    - b. Friendly amendments to the budget are allowed.
    - c. In the event of Senate rejection, the Finance Committee will prepare a new proposal for submission to the Senate by the March meeting.
  - iii. Budget Maintenance
    - a. Once a budget is approved for a given fiscal year, the Executive Council may approve any expenditures that are in accordance with that budget unless otherwise mandated.
  - iv. Allocations policies and procedures are official governing documents of the GPSS.
5. Allocations
- i. Requirements for organizations requiring funds.
    - a. The Organization shall be recognized by the Student Activities Center, including probationary status, as determined by the SODB, or recognized by an ACT of the Senate as providing service available to the University community.
    - b. Social, religious, and political groups are not funded by GPSS.
    - c. Products purchased through GPSS funds are considered property of GPSS and need to be returned upon request of the Senate.
  - ii. Regular Allocations
    - a. Organizations that primarily benefit graduate and/or professional students qualify to apply for regular allocations.
    - b. Qualified organizations may only receive funding through regular allocations once per academic year.
    - c. Requests for funding student conference attendance should be applied through a Professional Advanced Grant (PAG) and will not be considered through regular allocations.
  - iii. Special Allocations



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- a. The primary beneficiaries of funding requested through special allocations must be graduate and/or professional students.
  - b. Funding requests that are eligible for regular allocations, but are not submitted by the deadline shall not be accepted for special allocations funding.
  - c. It is the responsibility of the recipient receiving GPSS funding to communicate to the Treasurer on how the money was spent, and the treasurer will report back to the Senate.
6. 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 adjournment. 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. If a Senator must leave the meeting early, the Senator must notify the CIO and provide a reason before leaving the room.
    - b. A Senator shall inform the CIO and Vice President of any anticipated absence from a regular Senate meeting at least 24 hours prior to the meeting, unless an emergency arises. In case of an emergency, the CIO and Vice President should be notified as soon as the Senator discovers he or she will be absent from the Senate meeting.
    - c. Two absences, without a substitute, from regular meetings shall warrant notification by the Elections Committee to the Senator in question, stating the rules of attendance and delinquency.
    - d. Missing three regular meetings without a substitute during the entire academic year results in removal of the Senator.
    - e. A substitute should be a graduate or professional student in the same academic unit who is able to relay information back.
    - f. A Senator must identify their substitute to the CIO and Vice President at least 24 hours prior to the regular Senate meeting, unless an emergency arises.
  - ii. Removal of a Senator from the Senate for misconduct or nonfeasance shall be carried out by a roll call vote requiring a two-thirds vote for approval.

## ARTICLE II. THE EXECUTIVE COUNCIL

1. Elections
  - i. Election Procedures.



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- a. The Chairperson of the Election and Operations Committee shall chair any election unless he or she is running for or elected to any Executive Council position for the upcoming academic year. If running for or elected to any Executive Council position for the upcoming year, the Chairperson shall delegate the chair during that election to a member of the Election and Operations Committee or the Executive Council who is not running for or elected to any position on the new Executive Council. In addition, the current vice president is not eligible to chair the elections.
  - b. Nominations for each position shall be closed immediately preceding the election for that position by a majority vote of the Senate. Executive Council members shall be elected by a majority vote of the Senate. 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, at the regular February meeting of the Senate, and again at the March regular meeting of the Senate. The Executive Council members will be elected at the March regular meeting of the Senate. A transfer of information between the current Executive Council and the incoming Executive Council will occur from the close of the March meeting through the close of the April Senate meeting.
  - iii. Term of Office. The term of the current Executive Council members shall expire at the adjournment of the April meeting; and concurrently, the incoming Executive Council members will assume their respective positions.
  - iv. 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 at least two weeks prior to the regular Senate meeting, unless there are extenuating circumstances. In such an occurrence, the Executive Council must meet no later than 7 days 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 seven members are present.
  3. Delinquency, Resignation, Impeachment and Removal of Executive Officers.



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- i. An Executive Officer will be allowed two excused absences from regular Executive Council or Senate 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. One absence 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.
- iii. Missing two meetings without an excused absence results in removal 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.

### ARTICLE III. UNIVERSITY AND GPSS COMMITTEES AND MEETINGS

1. Ad hoc committees may be formed by the Senate to carry out duties assigned to them by the Senate. The powers of the committee will be clearly defined by the Senate.
2. The Chairperson of the GPSS committees appoints the members. Committee members must be graduate or professional students. GPSS Committees, other than those defined by the Constitution, may not have less than three members.
3. When ISU administration seeks graduate/professional student representation for any permanent and/or short-term university committee or meeting, GPSS (Senators, Committees, Executive Council, or whomever the request originated through) will seek nominees among current GPSS senators by sending an email to all current GPSS senators and/or making an announcement in the senate meeting. If no current GPSS senator volunteers to serve on a university committee or meeting within 24 hours, then GPSS (Senators, Committees, Executive Council, or whomever the request originated through) will seek student representative nominees among the graduate and professional student body. GPSS URLA Committee will assist or lead this effort when requested.
4. GPSS Committees shall report back to the Senate during regular senate sessions.
5. GPSS Committees, other than those defined by the Constitution, shall be dissolved after two years unless re-formed by the Senate.



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### ARTICLE IV. ACCESS TO INFORMATION

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