



IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

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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

- i. Representation. Each graduate or professional academic unit may elect one Senator for each fraction of one-hundred (100) students enrolled with a maximum of four (4) Senators per academic unit, where enrollment is reported in the Iowa State University eData data warehouse.
- ii. 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 or professional academic unit at Iowa State University may be elected as a Senator. Senators must represent their own academic unit, with the exception of Senators-at-large. Each graduate or professional academic unit 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, physical or mental disability, or status as a U.S. veteran.
- iii. 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. Status as a Senator-at-large shall not count against an academic unit's quota (ARTICLE 1, section 1, representation), and is not subject to election procedures as otherwise defined in the By-laws or the Standing Rules. The following positions carry the status of Senator-at-large:
 - a. Officers of the Senate. The Officers of the Senate shall represent the Senate as a whole and shall not carry a vote; in the occurrence of a tie, the Vice-President will cast the deciding vote.
 - b. Graduate Student Government (SG) Senators. They shall represent the graduate student body as a whole. They shall also act as a liaison between SG and GPSS to facilitate efficient and productive legislation by the two bodies and to strengthen representation of student concerns to administration. Graduate SG Senators who represent the Graduate College shall be elected to SG by the graduate student body or, in the case of a vacancy or special circumstances, appointed to SG by GPSS as defined in the SG Constitution and By-laws. Each graduate SG senator will have one vote in the Senate.



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- iii. Academic Unit. A student's academic unit is defined as their academic department, except in the event that the student's major spans multiple colleges or departments. In this case, the major will be the academic unit.
- iv. Terms. Members of the Senate are elected by graduate or professional students for up to one year terms that begin August 1st and end July 31st 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.
- v. Officers. The officers of the Senate are the President, Vice-President, Treasurer, Chief Information Officer, University Relations and Legislative Affairs (URLA) Chair, Professional Advancement Grant (PAG) Chair, and the Graduate and Professional Student Research Conference (GPSRC) Chair. Henceforth, this order shall be known as the order of seniority.
- vi. Sessions. A scheduled meeting of the seated Senate
 - i. The Graduate and Professional Student Senate shall meet 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 with written petition of 30% of the Senate.
- vii. 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.
 - vi. Each Senator holds at least one office hour per month to be available for constituents.
 - vii. Each Senator shall be responsible for the dissemination of information regarding legislation, proposals, issues, and remarks relating to GPSS to the members of their academic units.



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- viii. Sitting Graduate SG Senators shall submit monthly reports regarding SG activities, proposals, actions, and legislation to the Vice President no later than 10 days before the regular GPSS Senate meeting.

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.
 - e. Attend annual President's training in compliance with Student Organization regulations.
 - f. Assume risk management officer responsibilities for acts of the organizations or events produced by the organization. The role of risk management officer is to:
 1. Recommend risk management policies or procedures to the GPSS,
 2. Submit documentation to ISU's Office of Risk Management, and
 3. Ensure that risk management procedures are implemented at all the organization's events.
 - g. Shall be seated on the Special Student Fee and Tuition Committee and the Memorial Union Board of Directors.
 - h. Represent GPSS in the Graduate Council.
 - 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 graduate orientations, 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 with 72 hours notice.
 - e. Attend annual Treasurer's training in compliance with Student Organization regulations.



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- f. Chair the Finance Committee.
 - g. Shall be seated on the Special Student Fee and Tuition Committee.
- iv. Chief Information Officer (CIO):
- 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 website 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 Election and Operations Committee.
- v. University Relations and Legislative Affairs (URLA) Chair:
- a. Coordinate graduate and professional student body representation on university committees, feedback from those committees, as well as, legislative affairs.
 - b. Organize professional development activities or speaker/programming.
 - c. Record meeting notes during GPSS meetings.
 - d. Shall be seated on the Provost Budget Advisory Committee and Faculty Senate.
 - e. Represent GPSS on the Resource Management Model Student Affairs Advisory Committee.
- vi. Professional Advancement Grants (PAG) Chair:
- a. Review and allocate professional advancement grants according to guidelines set by the Senate GPSS awards and scholarships.
 - b. Review nominations for all student awards in accordance with the guidelines of the Senate.
 - c. Review all nominations for Margaret Ellen White Faculty award and forward top nominations to the Graduate College.
- vii. Graduate and Professional Student Research Conference (GPSRC) Chair
- a. Be responsible for planning and executing the GPSRC.
 - b. Chair the GPSRC Committee.
 - c. Report to the Senate for approval at all regular sessions, all income and expenses and maintain records of all transactions regarding GPSRC.
3. The duties and responsibilities of the officers shall be limited and defined by Article II, Section 2 to maintain division of power. Responsibilities may be temporarily modified at the discretion and consent of the Executive Council.
4. Terms. The term of office for Executive Council members shall expire upon the adjournment of the April session. The newly elected Executive Council shall assume their responsibilities upon the adjournment of the April session.
5. Eligibility. The Executive Council members are elected by the Senate.



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- i. All current or previous members of the Senate are eligible to serve as Executive Council members. In the occurrence that no previous or current Senators are willing to serve in a vacant Executive Council position(s), the Senate may nominate a graduate or professional student(s) providing they meet the requirements to serve on the Graduate and Professional Student Senate. All nominees who have not served or are not currently serving on GPSS must be approved by a simple majority vote of the Senate.
 - ii. Members of the Executive Council or nominees to be elected to the Executive Council must meet and maintain the following requirements throughout their term:
 - a. Have a minimum cumulative grade point average (GPA) of 3.00 and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. In order for this provision to be met, at least six hours (half-time credits) must have been taken for the semester under consideration.
 - b. Be in good standing with the University and enrolled: at least half-time (six or more credit hours), unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement during their term of office.
 - iii. Executive Council members may be impeached by a written presentation of charges, in the form of a Senate Order, sponsored by a minimum of 25% of the seated Senate. A vote to recall an impeached Executive Council member from office must be approved by two-thirds of a 60% quorum Senate. Election of a new Executive Council member shall proceed through special elections procedures.
6. Meetings. The President shall call meetings of the Executive Council at the request of any member of the Council or as is necessary. These meetings will be advertised appropriately before the Council meeting. Each member of the Executive Council shall have one vote.
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. 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.



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- 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. Social Committee. The Social Committee organizes all social events of the GPSS. The Vice President serves as Chair of the Social Committee.
- vi. Election and Operations Committee. The Election and Operations 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 Election and Operations Committee, which:
 - a. Supervises elections of Senators (including SG Graduate 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 academic units of their nonattendance.
 - d. Makes policy decisions on website design and content.
 - e. Updates GPSS website and social media accounts.
 - f. Designs all publicity materials for GPSS.
 - g. Advises GPSS on processes to streamline and simplify Senate activities.
- vii. 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 by forwarding requests to all GPSS Senators and academic unit contacts.
 - e. Responsible for recruiting three GPSS members in addition to the GPSS President to serve on the Graduate Council. Preference is given to GPSS Senators for these three additional positions, however if three Senator volunteers cannot be found, the GPSS URLA Chair shall serve on the Graduate Council to guarantee at least two of GPSS's allotted four seats are filled at all times.
 - f. Serves as an investigative committee for the Senate when the occasion arises.
 - g. Works closely with the Senators-at-large to SG on issues that concern both Senates.
 - h. Serves as a liaison to the GPSS regarding Board of Regents activities.
- viii. Professional Advancement Grant Committee. The Professional Advancement Grant 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 GPSS awards and scholarships.



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- ix. Graduate and Professional Student Research Conference Committee. The Graduate and Professional Student Research Conference Committee shall assist the GPSRC Chair in organizing and executing the annual Graduate and Professional Student Research Conference.
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 Adviser'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 adviser 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. Standing Rules
 - v. 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.



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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.
3. 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.