

**SENATE BILL F03-04**  
**October 27, 2003**

TITLE: Revision to the Budget Year Specified in the Graduate and Professional Student Senate By-Laws

WHEREAS: The current budget year of March to February creates difficulty for the Treasurer and Finance Committee, and

WHEREAS: Changing the budget year to coincide with the calendar year, namely January to December will simplify bookkeeping, be it therefore

ENACTED: That the GPSS By-Laws be amended to alter the budget year to coincide with the calendar year.

APPENDIX: Revised GPSS By-Laws.

Sponsors: Arp, Etzel, Meyer, Ramanathan, Yu

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Dee Egdorf, President

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Jo Etzel, Parliamentarian

APPENDIX  
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 February. Each department will control its elections, but is subject to review by the Elections Committee in response to complaints.
  - v. See that elections are completed and verified no later than two weeks prior to the March regular meeting. An election is considered verified upon receipt of the proper verification form in the Graduate 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 Robert's Rules of Order, and with the GPSS Standing Rules.
  - ii. In the event of the President's absence the presiding officer for the Senate session will be chosen in the order of seniority.
  - iii. A quorum shall consist of 50% of the elected Senate unless otherwise stipulated in the Constitution or By-laws. A quorum during the summer sessions shall consist of 35 % of the elected Senate.
  - iv. No motion may be made, except a motion to adjourn, approve minutes, or modify the agenda unless a quorum is present at the time of the vote.

- v. The agenda for a session of the Senate shall be prepared and distributed no later than one week before the session. The agenda shall enumerate items to be discussed under old and new business. Copies of bills and resolutions to be considered will be appended to the agenda. The agenda may be amended at the beginning of the meeting by a majority vote of the Senate.
- vi. The order of business shall be:
- a. Call to Order
  - b. Roll Call
  - c. Statement of a Quorum by the Parliamentarian
  - d. Amendments to the agenda
  - e. Open forum
  - f. Approval of the minutes
  - g. Introduction of new bills
  - h. President's remarks
  - i. Senate forum
  - j. Report of the Executive Council by the Vice President
  - k. Finance Committee report
  - l. Rules Committee report
  - m. Elections Committee report
  - n. University Relations Committee report
  - o. Communications Committee report
  - p. Professional Advancement Committee report
  - q. Legislative Affairs Committee report
  - r. Other committee reports
  - s. Old Business
  - t. New business
  - u. Announcements
  - v. Adjournment
- vii. The Open Forum and the Senate Forum shall follow normal Graduate 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. Senators may send a student departmental or professional program representative as a substitute. A substitute must inform the Secretary of the substitution. After three substitutions the Senator and the department will be notified, and asked for a reevaluation of the Senator's position as a departmental or professional program representative on the Senate.
  - b. Senators will be allowed one excused absence without a substitute during their term due to professional or personal conflicts by notifying the Secretary prior to the meeting the Senator will miss.
  - c. Unexcused non-attendance at two regular meetings shall warrant notification by the Elections Committee to the Senator in question stating the rules of the attendance and delinquency.
  - d. Missing three regular meetings without a substitute or an excused absence constitutes resignation. The Senator in question and the Senator's department or program will be notified by the Elections Committee of the resignation and of the need for a special election.

- ii. Vacancies resulting from resignation for other causes shall be filled by a special election conducted within the department concerned. Such an election may be administered by the remaining departmental Senators under the supervision of the Elections Committee.
- iii. Expulsion of a Senator from the Senate for gross misconduct shall be carried out by a written ballot achieving a two-thirds majority of a 60% quorum of the Senate. A motion to expel may be brought to the floor only if it is in written form.

#### 4. Budget procedure.

- i. Budget development.
  - a. The Finance Committee shall be responsible for preparing a preliminary budget proposal. This proposal shall be submitted to the Executive Council for review and comment no later than the 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 Election 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 office of President,

at the regular March meeting of the Senate, and again at the April regular meeting of the Senate. Council members will be elected at the April regular meeting of the Senate. A transfer of information between the old Executive Council and the new Council will occur in April.

- 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 will assume the office of President and other incoming Executive Council members will assume their respective positions.
  - iv. President-Elect. Nominations for the office of President-Elect shall be taken at the January regular meeting and again at the February regular meeting. The President of the next Senate (President-Elect) shall be elected at the regular February meeting of the current Senate following standard Executive Council election procedures. The Senator elected to the office of President will assume the office of President-Elect upon adjournment of that meeting.
  - v. Vacancies. Vacancies resulting from impeachment, resignation or other causes shall be filled by a special election conducted by the Elections Committee.
2. Meeting Rules. The Executive Council shall meet two weeks prior to the regular Senate meeting. The Presiding Officer at Executive Council meetings shall be the Vice-President of the Senate. In the event of the Vice-President's absence, the Presiding Officer will be chosen in the order of seniority. The Council cannot conduct business unless five of the nine members are present. The right to the floor is limited to the nine members of the council, the faculty advisor to the Council, chairpersons of any standing committees, and persons invited by the Council.
3. Delinquency, Resignation, Impeachment and Removal of Executive Officers.
- i. An executive officer will be allowed one excused absence from meetings due to professional or personal conflicts providing they secure another officer to relay any committee reports and additional communication at Executive Board meetings or regular meetings of the Senate.
  - ii. Two consecutive absences from either GPSS Executive Board or regular Senate meetings that are not excused shall warrant notification by the Elections Committee stating the rules of attendance and delinquency. Missing three meetings without an excused absence constitutes a resignation from the executive board position. The Secretary will advise the election committee of the need for a special election to fill the position left vacant.
  - iii. Executive Council members may be impeached by a written presentation of charges signed by 25% of the Senate. A vote to recall an impeached Executive Council member from office must be approved by two-thirds of a 60% quorum of the Senate.

### ARTICLE III. COMMITTEES

1. Standing Committees.

- i. Standing committees may be formed by the Senate to carry out duties assigned to them by the Senate, with powers clearly defined by the Senate.
- ii. The Chairperson of the committee appoints the members. Committee members must be graduate or professional students. Standing Committees, other than those defined by the Constitution, may not have more than ten members nor less than three members.
- iii. Standing Committees, other than those defined by the Constitution, shall be dissolved after two years unless re-formed by the Senate.

ARTICLE IV. APPENDICES

APPENDIX A: THE ARTICLES OF COOPERATION

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

## *THE ARTICLES OF COOPERATION*

### Between the Iowa State University

### Government of the Student Body and the Graduate and Professional Student Senate

#### Preamble

In 1959, the student body of Iowa State University voted by referendum to restructure the student government and in consequence, the Cardinal Guild was replaced by the Government of the Student Body, and in 1969 the Graduate and Professional Student Senate declared itself independent of the Government of the Student Body and deemed itself the representative of graduate students.

In accordance, the Graduate and Professional Student Senate and the Government of the Student Body recognize that these Articles of Cooperation govern the administration of Graduate and Veterinary Medicine Student activity fees. The Government of the Student Body will allocate a portion of Graduate and Veterinary Medicine Student activity fees through the GSB finance process in accordance with the GSB finance funding criteria, and in the best interest of Graduate and Veterinary Medicine students.

Finally, in the interest of both the GSB and the GPSS, the following Articles of Cooperation shall serve as an outline of the procedures for communication, funding and representation.

#### I. Inter-Government Communication

##### A. Minutes, Bills and Resolutions

GPSS and GSB shall exchange copies of their minutes, bills, resolutions, and other pertinent correspondence upon request of the other body.

#### II. Funding

A. The Government of the Student Body shall receive 65% and the Graduate and Professional Student Senate shall receive 35% of the Student Activity Fees paid by the students in the Graduate College and the College of Veterinary Medicine.

B. The Presidents of GSB and GPSS shall each appoint a voting representative to serve on each other's Finance Committee.

#### III. Supremacy

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

#### IV. Amendments

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

#### V. Ratification

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.