

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

### GRADUATE AND PROFESSIONAL STUDENT SENATE

#### Meeting Agenda

Monday, January 28, 2013

7:00 PM

Sun Room

Memorial Union

- I. Call to order 7:00 P.M.
  - a. Roll Call
  - b. Statement of Quorum by Speaker
  - c. Approval of the Minutes
  - d. Amendments to the Agenda
- II. Introduction of new bills and resolutions
  - a. Senate Bill S13-01 Amending the Standing Rules to Improve GPSS Transparency and Efficiency
  - b. Senate Bill S13 – 02 Notifying the Senate of changes to Regular and Special Allocation Guidelines for FY2013
  - c. Senate Bill S13 – 03 Transfer of surplus funds to reserve account
  - d. Senate Bill S13 – 04 Graduate and Professional Student Senate (GPSS) Budget for Fiscal Year 2014
- III. Open Forum
  - a. Senator Pritchard’s Survey Announcement
- IV. Senate Forum
  - a. Senate Training Presentation
- V. Remarks and Reports
  - a. Report of the President - President Kleinheksel
  - b. Report of the Vice President and Rules Committee - Vice President De León
  - c. Report of the Treasurer and Finance Committee - Treasurer Peters
  - d. Report of the CIO and Election Committee - CIO Prisacari
  - e. Report of the URLA Chair - URLA Chair Tlach
  - f. Report of the PAG Chair - PAG Chair Stoehr
  - g. Graduate and GSB Senator Report
- VI. Old Business
- VII. New Business
  - a. Senate Bill S13-01 Amending the Standing Rules to Improve GPSS Transparency and Efficiency
  - b. Senate Bill S13 – 02 Notifying the Senate of changes to Regular and Special Allocation Guidelines for FY2013
  - c. Senate Bill S13 – 03 Transfer of surplus funds to reserve account

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- 1                   d. Senate Bill S13 – 04 Graduate and Professional Student Senate (GPSS) Budget
- 2                    for Fiscal Year 2014
- 3           VIII. Announcements
- 4           IX. Adjournment

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

### GRADUATE AND PROFESSIONAL STUDENT SENATE

November 2012 Meeting Notes

Monday, November 26, 2012

7:00 PM

Sun Room

Memorial Union

- I. Call to order 7:00 P.M.
  - a. Roll Call – 73%
  - b. Statement of Quorum by Speaker
  - c. Approval of the Minutes - Approved
  - d. Amendments to the Agenda
    - i. Add Senate Order F12-10 Nominating Graduate Students to the GSB Senate
- II. Introduction of new bills and resolutions
  - a. Senate Bill F12-09 Special allocation for the Graduate Meteorology Club
  - b. Senate Order F12-10 Nominating Graduate Students to the GSB Senate
- III. Open Forum
  - a. Jonathan Wickert, Senior Vice President and Provost
    - i. Contact: [provost@iastate.edu](mailto:provost@iastate.edu)
    - ii. The office of is responsible for the division of academic affairs, which includes teaching, research and outreach. For more information: <http://provost.iastate.edu/what-we-do>
    - iii. What does provost do? Jonathan Wickert reports to the President and the Senior Vice President. He is responsible for planning, budgeting, diversity programs, information technology initiatives, and the recruitment and retention of faculty, staff, and students. Also monthly meets with GSB and GPSS presidents.
    - iv. Message to the graduate students: don't underestimate luck and value the relationship with your advisor/major professors.
    - v. net increase of 50 faculty positions, currently there are 75 positions open.
    - vi. Open Forum
      1. Senator Pritchard: with new record of student enrollment, what steps does ISU take to maintain the balance of university growth and its academic quality?
        - a. Our 4-year consecutive highest student enrollment is a challenging, yet good problem to have. The major challenges involve class and lab space and class sizes. ISU is a member of elite Association of American Universities group ([www.aau.edu](http://www.aau.edu)). As President Leath's expressed earlier, ISU aims to increase graduate student body by

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1 2,000 students, we hope that our new collaborations with  
2 the other academic institutions will result in more  
3 publications, bring in more grants, and thus attracting more  
4 students. All these factors will help us to maintain if not  
5 improve the quality of research we do here. Overall, ISU is  
6 a strong brand. We are known for a high-quality research  
7 and affordable tuition. While we continue to grow, we will  
8 work to sustain the quality of this institution.

- 9 2. Senator Den Herder: Vet Med has doubled its graduation class  
10 since 2009 and we see how this negatively affects the quality of  
11 our program. What measures can be taken to prevent this?  
12 a. Start locally. Talk to your department chair first. Ask  
13 him/her to clarify what measures have been taken and ask  
14 why. If you see no progress, come and see me. I will be  
15 glad to serve as the link in this dialogue. But I strongly urge  
16 you to talk to your department chair first.  
17 b. Senator Zenko, "Omicron Delta Kappa: An Opportunity for Iowa State"  
18 i. What is Omicron Delta Kappa? It is first collegiate society to honor  
19 leadership and service on a national scale (1914).  
20 ii. Currently has 300,000 members  
21 iii. Benefits to be ODK member involve: networking opportunities,  
22 scholarships and awards, recognition, leadership initiative development,  
23 opportunities for a lifetime service  
24 iv. What we need now: 10-15 qualified students (top 35% of class, leadership  
25 experience) and 4-5 faculty/staff. Members. Select officers and obtain  
26 institutional recognition.  
27 v. Costs: \$750 institution chartering fee and \$70 lifetime membership  
28 vi. If interested, please contact Senator Zenko: zenko@iastate.edu

#### 29 IV. Senate Forum

#### 30 V. Remarks and Reports

- 31 a. Report of the President - President Kleinheksel  
32 i. Sick policy and arrival of child policy are currently under the review  
33 ii. Forum regarding students fee is on Monday, December 5<sup>th</sup>, 7pm,  
34 Campanile Room, Memorial Union. School administrators will answer  
35 students' questions.  
36 iii. Student life committee is preparing a survey. It is planned to be distributed  
37 in spring 2014.  
38 b. Report of the Vice President and Rules Committee - Vice President De León  
39 i. Several applications were received for Margaret Ellen White Graduate  
40 Faculty Award  
41 ii. Searching for spring picnic/BBQ committee members  
42 c. Report of the Treasurer and Finance Committee - Treasurer Peters

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- 1 i. We have received money for Fall 2012 regular allocations, so please
- 2 inform your student organizations that they should see the new transfer
- 3 soon
- 4 ii. Senate Bill F12-09 Special Allocation for the Graduate Meteorology Club
- 5 was not submitted on time, yet due to emergency situation, it was still
- 6 considered. The Finance Committee found the bill as follows:
- 7
  1. Favorable – 4
  - 8 2. Unfavorable – 4
  - 9 3. Non-bias - 2
- 10 d. Report of the CIO and Election Committee - CIO Prisacari
- 11 i. Feedback on Social Network Event: about 30 people attended.
- 12 Suggestions: make it earlier in the semester, change the day to Friday, and
- 13 make it earlier (~7pm).
- 14 ii. Bar Service at the event: since GPSS is a student organization, it cannot
- 15 pay for the bar service. However, departments can co-sponsor GPSS
- 16 events. Bar set-up fee: \$75 + \$100 for each hour. If you think your
- 17 department could co-sponsor and cover the bar service fees, please let me
- 18 know.
- 19 e. Report of the URLA Chair - URLA Chair Tlach
- 20 i. Lied Recreational Center: 3<sup>rd</sup> floor will be closed until January 4<sup>th</sup>, 2013
- 21 for renovation
- 22 ii. State Gym offers family hours on Saturdays and Sundays 2-5pm
- 23
  - 24 1. Non-pass holder or non-ISU adults (18+): \$6.00; dependents:
  - 25 \$1.00 each up to 4
  - 26 2. dependents
  - 27 3. Sat & Sun 2-5pm; restriction of use by minors as follows
  - 28 4. Ages 0 – 13: Pool, gym, climbing wall
  - 29 5. Ages 14 – 16: minimal supervision
  - 30 6. Ages 16 and up: unsupervised use of State Gym
- 31 iii. Improvements to Intramural fields east of Jack Trice
- 32 iv. No recreational fee next semester
- 33 v. If you are registered for Spring 2013, student insurance covers you
- 34 through early August.
- 35
  - 36 1. If within 50 miles of Ames must use Thielen Health Center
  - 37 2. If not, SSHIP will provide network vendors (best benefits) in your
  - 38 location
  - 39 3. Can go to any provider but benefits may vary
- 40 vi. United Healthcare will be in-network starting Dec 1, 2012
- vii. Kathy Griffin: Thursday November 29, 2012 7PM at Stephens Auditorium
1. 2 for 1 for ISU students (\$40)

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- 1 2. \$68 and \$58 for general admission
- 2 f. Report of the PAG Chair - PAG Chair Stoehr
- 3 i. Awarded 3 Research and 2 Teaching awards, letter will be mailed this
- 4 week
- 5 ii. Still working on PAG application process. On average, 2-3 questions are
- 6 received regarding PAG application process. If you are interested in
- 7 helping out, please let me know.
- 8 g. Graduate and GSB Senator Report
- 9 VI. Old Business
- 10 VII. New Business
- 11 a. Senate Bill F12-09 Special allocation for the Graduate Meteorology Club
- 12 i. Read and presented by Senator Marquis
- 13 1. This is the biggest meteorology conference. The supplies will be
- 14 used at the ISU booth to attract potential graduate students.
- 15 Supplies that will remain will be returned to GPSS. In the past, this
- 16 was covered by the department. This year, the department used this
- 17 funding to sponsor undergraduate students to go to this conference.
- 18 ii. Friendly amendment
- 19 1. Change the total from \$600 to \$625
- 20 iii. Questions/comments:
- 21 1. Is the booth for recruiting graduate students only?
- 22 a. It will showcase a strong presence of ISU graduate research
- 23 2. Does GPSS fund gifts or other promotional material?
- 24 a. No, GPSS does not fund gifts or promotional material. The
- 25 only exception is VEISHA events when student
- 26 organizations are promoting their organizations on campus.
- 27 Recruitment events are not approved during the regular
- 28 allocations.
- 29 3. Have you considered other funding opportunities?
- 30 a. Yes, bookstore can donate about 25 pens. For funding, we
- 31 were directed to GPSS. Our department cannot fund as it
- 32 used its funding for undergraduate students.
- 33 4. Is this the only recruitment event for the graduate students?
- 34 a. Yes.
- 35 5. Why should GPSS money (i.e. graduate fees) be used to cover
- 36 departmental costs and/or sponsor undergraduate students?
- 37 6. Would ISU Graduate Meteorology Club consider using its regular
- 38 allocations for this event?
- 39 a. We use our regular allocations to fund two speakers. One
- 40 of these speakers is already confirmed.
- 41 iv. Vote:
- 42 1. Yes: 37
- 43 2. No: 28

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3. Abstain: 10
  4. Bill does not pass
- b. Senate Order F12-10 Nominating Graduate Students to the GSB Senate
    - i. Read and presented by URLA Tlach
    - ii. Passes unanimously
- VIII. Announcements - None
  - IX. Adjournment @ 9:39pm

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## Graduate & Professional Student Senate

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### SENATE BILL S13-01

### SENATE MEETING January 28, 2013

TITLE: Amending the Standing Rules to Improve GPSS Transparency and Efficiency

WHEREAS: It is difficult and error prone to record attendance of all senators and their voting history,  
and

WHEREAS: The attendance and voting process can be made more transparent and efficient by the use  
of technology by recording senator attendance and voting history electronically and  
storing the data for future reference and use, and

WHEREAS: The GPSS has surplus funds that can be invested to improve its operating procedures  
and strive to become a more transparent and efficient organization, and

WHEREAS: The Turning Technology Clickers have free software for use in the classroom and  
presentations that CELT and numerous departments have implemented in recent years  
and card swipes have been implemented for mandatory attendance taking and other  
purposes across campus, be it therefore

ENACTED: The Graduate and Professional Student Senate Standing Rules be amended as attached,  
and be it further

ENACTED: The GPSS allocates funding for the following items to record senator attendance, and  
be it further



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Item	Cost
Card-swipe Device	\$100.00
Labor to develop software at the rate of \$10.00 per hour up to a maximum of 20 hours	$\$10 * 20 = \$200.00$
<b>Total</b>	<b>\$300.00</b>

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2 ENACTED: The GPSS allocates funding for the following items to record senator votes, and be it  
3 further

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Item	Cost
Turning Technologies' Clickers for 140 senators	$\$28.00 * 140 = \$3920.00$
Turning Technologies' Receivers for the clickers	$\$99.00 * 2 = \$198$
Labor to develop software at the rate of \$10.00 per hour up to a maximum of 80 hours	$\$10 * 80 = \$800.00$
<b>Total</b>	<b>\$4918.00</b>

5

6 ENACTED: The GPSS forms a committee named as “**Transparency and Efficiency Reporting**  
7 **Committee**” to write the specifications for the software that can be used to work with the  
8 clickers as well as the card swipe device, so that they can be used effectively to generate  
9 automatic voting results for each bill presented in the senate as well as generate  
10 attendance and voting records for senators. The committee writes the specification such  
11 that where applicable existing free software and implementations will be used while  
12 providing the aforementioned functionality and minimizing the actual hardware/labor  
13 required to deliver the desired specification, and be it further

14

15 ENACTED: All funds not spent the by the end of Fall 2013 will be returned to the GPSS Surplus.

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3 Sponsors:

4 Mukherjee, A.

5 Prisacari, A.

6 Tlach, B.

7 Singh, S.

8 Dalluge, D.

9 Stoehr, A.

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Cory James Kleinheksel, President

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Jose Eliseo De Leon, Chair of the Senate

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## Graduate & Professional Student Senate

### 1 2012-2013 Standing Rules for the GPSS

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3 The following rules are guidelines for the Senate. They may be revised, suspended, or  
4 discontinued by the approval of the appropriate motion by a simple majority of Senators voting  
5 at the meeting of the Senate.

6

7 1) These rules shall be reviewed by the Executive Council, under the direction of the Vice  
8 President, and the Rules Committee at least once each year and shall be presented for  
9 adoption, with any revisions made, to the Senate no later than the first meeting after the  
10 seating of the new Senate.

11

12 2) The Senate shall meet on the last Monday of each month, unless otherwise arranged.

13

14 3) The Chair of the Senate takes roll call of all senators at the start of the senate session. The  
15 CIO records the attendance of all present senators.

16

17 4) Senators who miss the roll call must announce to the senate and CIO their presence before  
18 they are allowed to vote on any measure.

19

20 5) All seated senators, including the author of the bill are eligible to vote on senate bills and  
21 orders during the senate session as long as they register their attendance with the CIO.

22

23 6) The Chair of the Senate shall strive to follow the guidelines for assigning the floor to  
24 speakers as stated in Robert's Rules of Order, so as to provide balance and order to the  
25 debate.

26

27 7) The Chair shall recognize the first request from the floor. The right to the Senate floor is  
28 open to all persons attending the Senate session. Each speaker's right to the floor shall not  
29 exceed five minutes for each issue at the meeting, except for committee reports.

30

31 8) The Senate may not take final action on a bill or resolution until a sponsor presents the final  
32 version clearly to all Senators present at the meeting.

33

34 9) Procedure for the submission of bills and resolutions to the Senate:

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## Graduate & Professional Student Senate

1 a) All bills and resolutions to be proposed must be submitted to the Vice President ten  
2 (10) calendar days before the regular Senate meeting.  
3

4 b) The Vice President and the Rules Committee will review the proposed bills and  
5 resolutions and provide feedback to the sponsors.  
6

7 i. The chairperson of the Rules Committee can state an opinion of the Rules  
8 Committee during their committee report. This opinion from the committee  
9 on any legislation will be reported back to the Senate as being favorable,  
10 unfavorable, or no-bias. This decision by the Rules Committee must be  
11 supported by the current constitution and/or by-laws.  
12

13 ii. If the proposed legislation is of a financial nature the Rules Committee shall  
14 forward the bill to the Finance Committee. The Finance Committee's opinion  
15 will be reported to the senate by its chair person. The opinion of the Finance  
16 Committee will be reported as favorable, unfavorable, or no-bias. This  
17 decision by the Finance Committee must be supported by the current  
18 constitution and/or bylaws.  
19

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

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

24 ii. The sponsor brings enough paper copies of the legislation for each Senator  
25 and Executive Council officer.  
26  
27

28 10) Introduction of new legislation:  
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- 1 a) A sponsor of a resolution or a bill must read the resolution or bill aloud at the senate  
2 meeting. Once the bill is read, the author can present any pertinent information about  
3 the bill or resolution to the Senate.  
4
- 5 b) Once the bill has been introduced, the Senate is able to debate the bill in question.  
6
- 7
- 8 11) Debate following a motion will be limited to a maximum of thirty (30) minutes, with each  
9 speaker allotted a maximum of five minutes speaking time.  
10
- 11 a) The question may be called during debate and requires a second. At that time a vote to  
12 call the question must be taken. A two-thirds majority is required to call the question.  
13  
14 If two-thirds majority is not met, then debate continues.
- 15 b) To end debate the Senate must either:  
16 i. Vote on the issue.  
17 ii. Vote to postpone the debate until a specified time (or indefinitely).  
18 iii. Vote to send the issue to committee for further study.  
19
- 20 c) The vote given by each Senator must be recorded and should be a part of the meeting  
21 notes for that senate meeting.  
22
- 23 d) If the bill or resolution is passed, the sponsor has the responsibility to see that the  
24 action mandated by the legislation occurs.  
25
- 26 12) General discussion of a particular subject can be held by passing a Motion to Discuss.  
27
- 28 a) No action aside from debate is possible under this motion, but it is appropriate to make  
29 a motion calling for action after debate under the Motion to Discuss has ended.  
30
- 31 b) Any Senator may make a Motion to Discuss during the Senate Forum or the  
32 Committee reports.

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- 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.
- 10) Two (2) types of amendments can be made to a bill 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 bill or resolution): striking portions of the bill/resolution, large additions, or long

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1 clarification.

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3 11) These amendments must be written down and passed to the Chair.

4 a) After the amendment is made, there will be a total of four (4) minutes of debate on the  
5 amendment. The proponent of the amendment will be given two (2) minutes to explain  
6 and support the amendment. There will be two (2) minutes for rebuttal of the  
7 amendment. These four (4) minutes of debate counts against the total thirty (30)  
8 minutes allowed for debate for the given bill/resolution.

9

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

11 c) The vote given by each Senator must be recorded and should be a part of the meeting  
12 notes for that senate meeting.

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**SENATE BILL S13-02**

**SENATE MEETING JANUARY, 2013**

TITLE:            Notifying the Senate of changes to Regular and Special Allocation Guidelines for FY2013

WHEREAS:    The Graduate and Professional Student Senate (GPSS) Finance Committee reviews regular and special allocations to ensure they adhere to the established guidelines for funding, and

WHEREAS:    The Finance Committee has revised current guidelines for regular allocations due to current circumstances, and

WHEREAS    The GPSS Constitution Article III.1.i.b requires the Finance Committee to notify the Senate of any changes to the guidelines, be it therefore

ENACTED:    That the attached revised regular allocation guidelines are adopted for FY2013:

Sponsors:

PETERS, A.	DALLUGE, D.	GICHObI, M.	HElMS, T.
JULANDER, K.	KALLURU, S.	NGUYEN, V.	SALEEM, H.
SEVERS, M.	VENDEttUOLl, M.		

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Cory Kleinheksel, President

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Eliseo de Leon, Chair of the Senate



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## Graduate & Professional Student Senate

### GUIDELINES FOR GPSS REGULAR ALLOCATIONS

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These guidelines will help your organization apply for a regular allocation request through the Graduate and Professional Student Senate (GPSS). The money to support regular allocations is from the student activity fee. Allocation requests are a line item in the yearly budget of the GPSS. Please note, in recent years, allocation requests have been significantly higher than the amount allowed by the budget. Therefore, it is essential that you follow these guidelines to have a successful application. It is the responsibility of the GPSS Treasurer to add clarity and direction if needed during the allocation process. Therefore, if you have questions or need assistance you are encouraged to contact him/her ([gpsstreasurer@iastate.edu](mailto:gpsstreasurer@iastate.edu)). While the Treasurer can assist with the allocation request, the Treasurer **CANNOT** guarantee funding. Funding decisions are decided by the Senate, and their decision is final. The GPSS Finance Committee is authorized to form an opinion on the funding request.

### **THE ALLOCATION PROCESS**

Regular allocation requests are considered by the Finance Committee of the GPSS. The Finance Committee members are GPSS Senators that volunteer to be on the committee. The committee is chaired by the GPSS Treasurer. Each committee member along with the GPSS Treasurer and the GSB Finance Director has a voting right on the Finance Committee. The Finance Committee makes a recommendation to the GPSS. The Senate will make the final decision on all allocation requests, based on the Finance Committees recommendations, at the October Senate meeting (fall regular allocations) or at the March Senate meeting (spring regular allocations).

The steps in the regular allocation process are as follows:

1. The GPSS Treasurer receives the allocation request by the deadline.
2. The GPSS Treasurer will schedule a meeting with the GPSS Finance Committee.
3. The Finance Committee will review all allocation requests and will make recommendations on the regular allocation requests.
4. The graduate/professional student organization will be contacted by the Treasurer about the preliminary recommendation of the Finance Committee. The Treasurer will also inform the student organization of the appeal process.

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- 1           • If the student organization is happy with the recommendation no further action is  
2           needed. The student organization will be informed of the GPSS decision by the  
3           Treasurer after the appropriate Senate meeting. If the student organization is unhappy  
4           with the preliminary recommendation made by the Finance Committee. The student  
5           organization can appeal the recommendation to members of the Finance Committee or  
6           the Treasurer by providing additional clarification or documentation pertaining to their  
7           original allocation request.
- 8           • **Student organizations CANNOT submit a modified allocation request during the appeal**  
9           **process.** The acceptance or denial of an appeal will be given to the student  
10          organization.
- 11          • If the student organization is still unhappy with the recommendation made by the  
12          Finance Committee/Treasurer they **MUST** notify the Treasurer prior to the Senate  
13          Meeting (October or March). The student organization can attend the Senate meeting  
14          to appeal to the entire GPSS.

### 15 **General rules for regular allocations:**

- 16          • Allocation applications (***both electronic and hard copies***) are due by **5:00 pm** on the fourth  
17          Friday in September and the fourth Friday in February
  - 18               ○ An electronic copy of the allocation request **MUST** be emailed to the GPSS Treasurer  
19               ([gpsstreasurer@iastate.edu](mailto:gpsstreasurer@iastate.edu)) by the due date.
    - 20                   ▪ The electronic copy **MUST** be sent in a word document (.doc or .docx).
    - 21                   ▪ PDFs **WILL NOT** be accepted.
    - 22                   ▪ The electronic copy does NOT need to have the signatures.
  - 23               ○ A hard copy of the allocation request (with signatures) **MUST** be submitted to the GPSS  
24               office (West Student Office Space, Memorial Union).
    - 25                   ▪ The hard copy can be sent by campus mail but it **MUST** be received by the  
26                   deadline.
- 27          • All copies must be received by the deadline, there are **NO EXCEPTIONS.**
- 28          • Each graduate/professional student organization **MUST** submit a ledger for the previous **24**  
29          **months. Failure to submit a ledger will result in an automatic denial of the allocation request.**
  - 30               ○ If a previous allocation was made by GPSS in the previous 24 months the ledger must  
31               reflect how that allocation was spent.
  - 32               ○ It is the responsibility of the student organization to maintain a ledger for this period of  
33               time.
    - 34                   ▪ It is **NOT** the responsibility of the GPSS or Campus Organizational Accounting  
35                   (COA) to keep financial records for you organization. It is against COAs policy to  
36                   release previous financial records so it is **VITAL** that student organization keep  
37                   their own financial records.
    - 38                   ▪ If you are a new organization and do not have a ledger you must notify the GPSS  
39                   Treasurer prior to the due date.
    - 40                   ▪ If you are an established student organization and do not have a ledger it is  
41                   suggested that you contact the GPSS Treasurer for guidance prior to the  
42                   application due date or request will be denied.
- 43          • All student organizations **MUST** be a “recognized student organization” in the Iowa State  
44          University student organization database and **MUST** be in good standing with the university and

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

1 student organization recognition policy (SORP). **Failure to maintain this status will result in an**  
2 **automatic denial of the allocation request.**

- 3 • Active organization members **MUST** consist completely of graduate and/or professional  
4 students to receive an allocation through the GPSS.
- 5 • The organization cannot block membership to any graduate or professional student.
- 6 • Funding requests by graduate/professional student organization **MUST** supplement the  
7 education of graduate and/or professional students.
- 8 • Each graduate/professional student organization may apply for and receive up to \$800 per  
9 academic year.
  - 10 ○ Organizations can only apply **once** per academic year (either September or February).
  - 11 ○ Organizations may **NOT** apply for more than \$800 ~~to indicate financial needs but~~ **WILL**  
12 **NOT receive more than \$800**
- 13 • Student organizations should fundraise outside of the allocation process.
  - 14 ○ Please provide information on how you plan to raise funds for your organization.
- 15 • Each expense in the request **MUST** have a justification of why the organization is asking for the  
16 money. **Failure to provide a justification will result in an automatic denial of the request line**  
17 **item.**
- 18 • GPSS does **NOT** fund debt. If a student organization has already spent money prior to the  
19 allocation request **IT WILL NOT BE FUNDED**.
  - 20 ○ If the organization wants to change a line item in an allocation that was previous funded  
21 they **MUST** contact the treasurer prior to spending the allocation money.
- 22 • All property purchased with regular allocation funds is the property of the GPSS and we reserve  
23 the right to take ownership at any time and for any reason.
- 24 • Recently regular allocation requests have been higher than what the budget allows. Therefore,  
25 in the event that GPSS cannot fund all allocation requests allocation recommendations will be  
26 distributed by program senator distribution to ensure fair dispersal of funds across all  
27 constituencies.
- 28 • If your organization will be working with animals, you must provide approval from Institutional  
29 Animal Care and Use Committee (IACUC). If you feel that you do not need this you must provide  
30 the reason with your allocation application.

31  
32 **The following are examples of what is commonly requested and funded through regular**  
33 **allocations:**

- 34 • Requests for activities that will advertise or support the graduate or professional student  
35 program/organization (this may include VEISHEA). It may include special events that advertises  
36 an educational organization/program or showcases research that is performed by the program.  
37 However, recruiting activities of potential students to a graduate program will not be funded.  
38 ○ These events **MUST** be well justified to receive funding.
- 39 • Sponsoring speaker(s) to come to Iowa State University that are recognized in the organization's  
40 discipline and of general interest to other graduate and professional students.
- 41 • Request for journals and books specific to the organizations discipline.
  - 42 ○ These **CANNOT** be available on the Iowa State University campus.
- 43 • Requests for campus-orientated activities rather than off-campus activities.

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

- 1       • Requests for allocations benefiting a significant number of graduate/professional students
- 2       through educational programming.
- 3       • Request from interdepartmental programs, departmental organizations, and other
- 4       graduate/professional student organizations that are not funded by the Government of the
- 5       Student Body (GSB).
- 6       • Requests from organizations showing financial need.
- 7       • Requests from organizations with sound financial records.
- 8           ○ **If you organization has previously been awarded a regular or special allocation you**
- 9           **must show how that money was spent on the ledger supplied to the Finance**
- 10          **Committee with the new allocation request.**
- 11          ○ The GPSS Finance Committee reserves the right to examine a graduate/professional
- 12          student organization spending history.
- 13          ○ Previous awards must be spent on items based on the original request.
- 14       • Starting fall 2011 honorariums for speakers **will** be funded. However, the honorarium may not
- 15       be higher than \$250 per speaker and cannot be more than \$250 of the requested Allocation.
- 16          ○ It is suggested that student organizations obtain funding for honorariums from sources
- 17          other than the GPSS.
- 18          ○ Should a honorarium not be paid, a gift up to \$50 may be considered in lieu of a
- 19          honorarium. Speaker gifts may not exceed a total of \$250 per allocation request.
- 20

### 21 **What/who is NOT funded through a regular allocation:**

- 22       • An organization that is open to students that are not classified as graduate or professional
- 23       students.
- 24       • A graduate/professional organization that limits their membership to fellow
- 25       graduate/professional students.
- 26       • Social, religious, and political organizations are **NOT** funded through regular allocations but may
- 27       be funded by a special allocation.
- 28       • In general, social activities are not funded through regular allocations from the GPSS. **It is in the**
- 29       **student organizations best interest NOT to apply for social activities that are not related to**
- 30       **academic events.** If your organization wants to take this risk you **MUST** explain how all
- 31       graduate/professional students benefit from your social event.
- 32       • Funding for a student organization to have a meal with ISU faculty and staff **WILL NOT** be
- 33       funded through a regular allocation.
- 34       • Fundraising events will not be funded through regular allocations.
- 35       • Funding requests for student organizations to send their student to a meeting **WILL NOT** be
- 36       considered. Funding for travel to an event can be requested through a Professional
- 37       Advancement Grant (PAG), per their guidelines.
- 38       • Field trips that form part of an ISU class or ISU course will not be considered.
- 39       • Request for a student organization or its member to pay dues to a professional organization or
- 40       society **WILL NOT** be considered.
- 41       • Request for a student organization to give to a charity will not be funded through regular
- 42       allocations.
- 43       • **Recruitment of potential students to a graduate program will not be considered.**

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

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### Special monetary stipulations in the allocation request:

- At most half of the Graduate/Professional Student Organization request should be for food.
  - The Finance Committee will automatically adjust the amount awarded so not more than 50% of the awarded allocation will be for food.
    - It has been common for the Finance Committee to allocate funding for speaker meals (up to \$40 per day).
    - Funding will **NOT** be given for graduate student meals, unless the meal is with a visiting speaker and an education component **MUST** be justified in the request.
- The GPSS has chosen to support the *Hotel Memorial Union*. Student organizations that pay for the *Hotel Memorial Union* with a COA intramural will be charged \$70/night. Therefore, allocation requests funding for hotel stays in Ames, IA will only be allowed to request \$70/night. The number of nights **MUST BE** indicated in the request. **Failure to provide the number of nights will result in only one night being funded.**
  - No more than 2 nights will be funded per speaker.
- Graduate/professional student organizations may apply for materials to advertise an event or some other activity that is approved in the allocation request. Advertising materials **CANNOT** be more than **\$50** per allocation request, i.e. advertising materials up to \$50 can only be requested once in the entire allocation request.
- If a speaker will be traveling to Iowa State University by plane or train you **MUST** justify your ticket price and indicate the origin and destination, otherwise the ticket price will be limited to a maximum of \$250.
- If a speaker will be driving to Iowa State University the amount requested for travel **MUST** be based on the University's current mileage rate.
- If a speaker will be traveling to Iowa State University using their personal vehicle you should use the university rates for mileage in your request.  
<http://www.controller.iastate.edu/travelinformation/newtravelpolicies.htm>
- Student organizations traveling should use ISU Transportation Services, provide information in their allocation request on the vehicle they plan to use, and mileage rate.  
<http://www.transportation.iastate.edu/vehicles>

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

1 Name of Organization: **EXAMPLE ALLOCATION REQUEST**

2 **BELOW IS AN EXAMPLE FROM PREVIOUS REQUEST THAT WERE FUNDED**

3

Description of Request	<u>TOTAL</u> amount requested per line item
<p>VEISHEA Village Booth</p> <ul style="list-style-type: none"> <li>Every year this Graduate Student Organization students volunteer during VEISHEA to carry out experiments with the public to showcase our program. We are planning on repeating several experiments such as gak and foam making, mentos reaction with carbonated water, floatation experiment with different objects in different density liquids, plus several new experiments. This has been a great opportunity for CEGSO students to teach the public general chemical engineering concepts in a fun and safe way.</li> </ul> <p><b>FUNDING NEEDS:</b></p> <p>Experimental supplies \$300.00</p> <p>VEISHEA registration \$40.00</p> <p>VEISHEA table and chair rental \$ 32.00</p> <p>Other support \$72.00</p> <p><b>TOTAL GPSS FUNDING \$300.00</b></p>	<p><b>\$300.00</b></p>
<p><b>Fall Insect Horror Film Festival</b></p> <p><b>The Entomology Graduate Student Organization will sponsor and staff the Insect Horror Film Festival.</b></p> <p><b>This event is intended to be an outreach program to the local</b></p>	<p>\$500</p>

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

community of Ames in order to garner more interest in insects. This event will be held at Reiman Garden Butterfly Pavilion and include activities such as free tours of the gardens, a showing of an insect related film, a presentation by the ISU Insect Zoo, and free insect themed snacks

The Entomology Graduate Student Organization's goals for this event are to 1) develop our students' outreach and education skills, 2) promote the science of insects and educate the public about how important insects are, and 3) to garner interest and recruit undergraduate students into studying entomology as majors, minors or as graduate students.

Funding request for snacks during the movie (Food Supplies) there will be created arts available, which are related to insect (Art Supplies). We need to purchase the rights to show the movie Antz (Film Rights). The Entomology department and Reiman Gardens will be sponsoring other items needed for this event.

**Funding Needs:**

**\$50 - Food Supplies**

**\$50 – Art Supplies**

**\$400 – Film rights**

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### **Zaffarano Memorial Lecture**

The goal of the Zaffarano Memorial Lecture is to celebrate the memory of Dr. Daniel Zaffarano. Dr. Zaffarano was instrumental in the founding of the Interdepartmental Toxicology Program at Iowa

\$ 590

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

<p>State University. The Zaffarano family will be invited to attend the memorial lecture.</p> <p>Each year the Toxicology Graduate Student Organization (TGSO) votes on a speaker to invite to the Zaffarano Memorial Lecture. The speaker will present his/her current research in the field of toxicology. Brochures will be distributed at the lecture and will include a brief biography of Dr. Zaffarano, along with the speaker's abstract, and the listing of selected publications. During the speaker's visit, meeting will be arranged for the speaker to discuss research, professional development, experimental techniques, etc. with toxicology faculty and students. Funding is requested for the Spring 2010 lecture because planning and preparations for this event occur far in advance.</p> <p>Currently air fare ticket prices are ~400 (Traveling from Mississippi to Iowa). The guest speaker will be staying 2 nights at the Hotel Memorial Union. We request money to help print the brochures and advertisements for this event. If additional funds will be needed they will come from the Toxicology program.</p> <p style="text-align: center;">Funding Needs:</p> <p style="text-align: center;">\$400 Airfare</p> <p style="text-align: center;">\$140 Lodging (\$70 x 2 nights)</p> <p style="text-align: center;">\$ 50 Brochures and advertising</p>	
<p><b>TOTAL ALLOCATION REQUEST</b></p>	<p><b>\$ EXAMPLE</b></p>

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# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

### SENATE BILL S13-03

### SENATE MEETING JANUARY, 2013

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TITLE: Transfer of surplus funds to reserve account

WHEREAS: The Graduate and Professional Student Senate (GPSS) maintains a main operating account and a reserve account.

WHEREAS Iowa State University Controller Department no longer transfers the GPSS Student Activity Fee (SAF) on a monthly basis, but transfers batch amounts on predetermined dates of 1 November, 1 March and 30 June, and

WHEREAS GPSS has financial commitments such as PAG and Executive Scholarships in the beginning of the Semester which have to be covered, and

WHEREAS The revised batch transfer system causes GPSS to run negative balances, be it therefore

ENACTED: That \$15,000 be transferred from surplus funds to the reserve account to act as buffer for these expenditures and avoid negative balances.

Sponsors:

PETERS, A.	DALLUGE, D.	GICHOBI, M.	HELMS, T.
JULANDER, K.	KALLURU, S.	NGUYEN, V.	SALEEM, H.
SEVERS, M.	VENDETTUOLI, M.		

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Cory Kleinheksel, President

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Eliseo de Leon, Chair of the Senate

IOWA STATE UNIVERSITY  
Graduate & Professional Student Senate

**SENATE BILL S13-04**

**SENATE MEETING JANUARY, 2013**

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TITLE: Graduate and Professional Student Senate (GPSS) Budget for Fiscal Year 2014

WHEREAS: The GPSS’s financial transactions from fiscal year 2012 have been reviewed by the GPSS Finance Committee, and

WHEREAS The GPSS Executive Council has also reviewed a proposed budget for FY2014, be it therefore

ENACTED: That the appended budget be adopted as the official GPSS budget for FY2014 (July 01, 2013 – June 30, 2014), let it further

ENACTED: That all funds appropriated for the line item “Speaker/Programming” be rolled into the Summer PAG allocation by April 1, 2013 if a Speaker/Program has not been scheduled, let it be further

ENACTED: That all funds appropriated for the line item “Spring Social” be rolled into the Summer PAG allocation by April 1, 2013 if a social event has not been planned by the Executive Council.

Sponsors:

PETERS, A.	DALLUGE, D.	GICHOBI, M.	HELMS, T.
JULANDER, K.	KALLURU, S.	NGUYEN, V.	SALEEM, H.
SEVERS, M.	VENDETTUOLI, M.		

**APPENDIX A: GPSS Budget for Fiscal Year 2014 – without surplus added to special allocations**

**APPENDIX B: GPSS Budget for Fiscal Year 2014 – with surplus added to special allocation**

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Cory Kleinheksel, President

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Eliseo de Leon, Chair of the Senate

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

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2 **APPENDIX A: GPSS Budget for Fiscal Year 2014 – without surplus added to special**  
3 **allocations**

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### **SURPLUS NOT ADDED TO SPECIAL ALLOCATIONS**

<b><u>Income</u></b>	<b>FY2013</b>	<b>FY2014</b>
<i>Projected SAF</i>	\$117,264	117,000
SAF	\$114,000	117,000
Vending	\$9,000	7,000
Interest	-	-
<b><u>Total Projected Income</u></b>	<b><u>\$123,000</u></b>	<b><u>124,000</u></b>

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

<u>Expenditures</u>	FY 2013	Proposed FY 2014
<b>PAG</b>	\$72,000	<b>72,000</b>
Summer 2011 (FY 13)	\$6,000	6,000
Fall 2012	\$30,000	30,000
Spring 2013	\$30,000	30,000
Summer 2012 (FY 13)	\$6,000	6,000
<b>Allocations (Regular)</b>	\$22,000	<b>22,000</b>
Fall 2011	\$11,000	11,000
Spring 2012	\$11,000	11,000
<b>Teaching/Research Awards</b>	\$4,000	4,000
<b>Exec. Scholarships</b>	\$15,500	16,500
<b>Wakonse</b>	\$3,000	3,500
<b>Specials Allocations</b>	\$2,000	1,500
<b>Office/Communications</b>	\$1,000	1,000
<b>Social (Fall)</b>	\$1,500	1,500
<b>Social (Spring)</b>	\$1,000	1,000
<b>Speaker/programming</b>	\$1,000	1,000
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>\$123,000</u></b>	<b><u>124,000</u></b>

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# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

1

2 **APPENDIX B: GPSS Budget for Fiscal Year 2014 – with surplus added to special**  
 3 **allocation**

### **SURPLUS ADDED TO SPECIAL ALLOCATIONS**

<b><u>Income</u></b>	<b><u>FY2013</u></b>	<b><u>FY2014</u></b>
<i>Projected SAF</i>	\$117,264.00	117,000
SAF	\$114,000.00	117,000
Vending	\$9,000.00	7,000
Interest	-	-
<b><u>Total Projected Income</u></b>	<b><u>\$123,000.00</u></b>	<b><u>124,000</u></b>

<b><u>Expenditures</u></b>	<b>FY 2013 Budget</b>	<b>Proposed FY2014</b>
<b>PAG</b>	<b>\$72,000.00</b>	<b>72,000</b>
Summer 2011 (FY 13)	\$6,000.00	6,000
Fall 2012	\$30,000.00	30,000
Spring 2013	\$30,000.00	30,000
Summer 2012 (FY 13)	\$6,000.00	6,000
<b>Allocations (Regular)</b>	<b>\$22,000.00</b>	<b>22,000</b>
Fall 2011	\$11,000.00	11,000
Spring 2012	\$11,000.00	11,000
<b>Teaching/Research Awards</b>	<b>\$4,000.00</b>	<b>4,000</b>
<b>Exec. Scholarships</b>	<b>\$15,500.00</b>	<b>16,500</b>

# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

<b>Wakonse</b>	\$3,000.00	3,500
<b>Specials Allocations</b>		1,500
New budget	\$2,000.00	\$1,500.00
Surplus <sup>†</sup>	\$45,781.57	\$35,753.03
<b>Office/Communications</b>	\$1,000.00	1,000
<b>Social (Fall)</b>	\$1,500.00	1,500
<b>Social (Spring)</b>	\$1,000.00	1,000
<b>Speaker/programming</b>	\$1,000.00	1,000
<b><u>TOTAL EXPENDITURES</u></b>	<b><u>\$168,781.57</u></b>	<b><u>\$159,753.03</u></b>

<b>Reserve Account</b>	\$30,000.76	\$30,000.76
<b>Surplus<sup>†</sup></b>	\$45,781.57	\$35,753.03
<sup>†</sup> Surplus as of July 1, 2012	7/1/11	7/1/12