



IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

GRADUATE AND PROFESSIONAL STUDENT SENATE Meeting Agenda

Monday August 25th, 2014; 7:00 PM
Memorial Union South Ballroom

- I. Call to Order 7:00 PM
 - i. Roll Call
 - ii. Statement of a Quorum by the Vice-President
 - iii. Approval of Meeting Notes
 - iv. Amendments to the agenda
- II. Introduction of New Bills and Resolutions
 - i. Senate Bill F14-01: Ratification of the Constitution
 - ii. Senate Bill F14-02: Nominating Graduate Students to the GSB Senate
 - iii. Senate Bill F14-03: Approval of the Professional Advancement Grant (PAG) Policies and Procedures
 - iv. Senate Bill F14-04: Co-Sponsor University Committee on Lectures Initiative
 - v. Senate Bill F14-05: Making Graduate and Professional Student Senate (GPSS) a regular member of **National Association of Graduate-Professional Students (NAGPS)**
- III. Open Forum
 - i. Dr. James Davis, CIO
 - ii. Prof. Thomas Brumm, Co-founder NAGPS, past President of GPSS
- IV. Senate Forum
 - i. None.
- V. Remarks and Reports
 - i. Report of the President – President Arko Mukherjee
 - ii. Report of the Vice President and Rules Committee – Vice-President Zachary Zenko
 - iii. Report of the Treasurer and Finance Committee – Treasurer Timothy Rakitan
 - iv. Report of the CIO and Elections Committee – CIO Sneha Singh
 - v. Report of the URLA Chair and URLA Committee – URLA Chair Ruchir Goswami
 - vi. Report of the PAF Chair and the PAF Committee – PAF Chair Cory Kleinheksel
 - vii. Report of the GSB-Senator at Large
- VI. Unfinished Business
 - i. None
- VII. New Business



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- i. Senate Bill F14-01: Ratification of the Constitution
 - ii. Senate Bill F14-02: Nominating Graduate Students to the GSB Senate
 - iii. Senate Bill F14-03: Approval of the Professional Advancement Grant (PAG) Policies and Procedures
 - iv. Senate Bill F14-04: Co-Sponsor University Committee on Lectures Initiative
 - v. Senate Bill F14-05: Making Graduate and Professional Student Senate (GPSS) a regular member of **National Association of Graduate-Professional Students (NAGPS)**
- VIII. Announcements
- IX. Adjournment



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Meeting Notes
Monday, April 21, 2014
7:00 PM
1652, Gilman Hall

- I. Call to order 7:10 P.M.
 - a. Roll Call – 70.27 % MET
 - b. Statement of Quorum by Speaker
 - c. Approval of the Minutes
 - i. APPROVED
 - d. Approval of Agenda:
 - i. APPROVED
- II. Introduction of new bills and resolutions
 - a. Senate Bill S14-09 : Amending the GPSS Standing Rules Amendment
 - b. Senate Bill S14-10 : Amending the GPSS By-laws
 - c. Senate Bill S14-11: GPSS Leadership Award, Eligibility and Review Criteria
 - d. Senate Bill S14-12 : Modifying the PAF Policies and Procedures
 - e. Senate Bill S14-13 : New PAF Policies Effective January 1, 2015
- III. Open Forum
 - a. Provost Dr. Jonathan Wickert
 - i. “Thank you”.
 - ii. Good progress in getting GPSS representation
 - iii. Pleased with research conference
 - iv. Responsible
 1. All academic programs at university
 2. Education, research, and extension / outreach
 3. IT services on campus
 4. Library
 - v. Also a faculty member in Mechanical Engineering
 - vi. 114 faculty searches on going, very exciting growth!
 - vii. Expecting 4% increase in funding from the state, will keep tuition increases low
 - viii. New buildings in Research Park, and serve
 - ix. Plan on a new enrollment record again this fall, people are voting with their feet
 - x. Deloitte efficiency study
 1. Iowa State only has three senior vice-presidents, so we are very efficient



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2. We aren't perfect but we keep costs down
 - x. Looks forward to working with GPSS
 - xi. VEISHEA, no feels good about VEISHEA and its disappointment. I was there when the decision was made. Much thought went into it. Think of it through a historical context and the numerous riots. In the past, it was always about the out-of-town influence, this time it was students, it was us. Social media can be blamed. Selfies. Video. People ran to the crowd rather than away. Safety is the highest value. Nobody feel good about the decision. This has gone on for years, particularly when it is us doing it. No matter what the decision, people would have been disappointed. We chose safety instead and cancelled to try to avoid an potential injury on any following day. How do we change this focus from a week long party and back to where it started up? Focus on leadership and service. The solution is not to close the bars and put tanks on the street with police.
 - xii. Funding from the state legislature does benefit graduate students too, not just faculty. There are a few presidential fellowships. Matching funds also available. For about a total of 75 centrally funded GAs. New funding awards to the university are up about 25% from where they were last year.
 - xiii. Funding RAs and GAs will attract new graduate students. As enrollment grows, funds for TAs will increase too. New facilities. New programs also being introduced. Developing the Iowa State Brand. VEISHEA will push the brand down a bit.
 - xiv. Rent has gone up by 33%. Assistantships may not be keeping up. Assistantship data = 2007 -> \$1250/3000, 2013 \$1600/3600, 2014 \$1700/4000, 2015 \$1800/4400. Currently reviewing our competitiveness to our peers and compare it to cost of living. Additional housing is being added to the community to address some of the price increases.
 - xv. Has ISU considered using an external benchmark to measure graduate experience? Dialogue that needs to take place on the communication channels that already exist to address your experience. Writing center, career services, good additions, but still need your feedback.
 - xvi. Family housing options? Please seek out Pete England from Department of Residence to discuss concerns.
- b. Erin Zimmerman – interdisciplinary collaboration network session participant survey results
 - i. It was useful (83.8%) – “nice to talk to others”
 - ii. Need free food and grant money to encourage collaboration



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- iii. Proposing two more sessions next year
 - 1. Will need funding for food!
 - iv. ebzimmer@iastate.edu
- IV. Senate Form
- a. Senator Rakitan
 - i. Regular allocation guideline proposed changes
 - 1. Considering the number of students benefitted
 - 2. Barring of cash prizes
 - 3. Increase Hotel fee
 - 4. Open to clubs whose primary purpose is graduate students, but not solely formed from graduate students. Enable them to double dip from both GPSS and GSB
 - 5. Funding more food items
 - 6. Unspent money returned to GPSS, system of accountability on each club, we would like to give to a club that will spent it
 - ii. Will an online system help? Will an annual spending report help with accountability?
 - 1. Modify current application procedure first to include the reporting will help
 - 2. Even if it went online, some FC members will simply print all of the data any ways
 - 3. Database of past records is more a fact finding adventure each cycle
 - iii. If this interests you, please join FC next year!
- V. Remarks and Reports
- a. Report of the President – President Prisacari
 - i. The City Council will hear a report from the Campustown Bike-Ped Force tomorrow, April 22nd.
 - 1. Background: back in December 2012, the City Council assembled a task force to investigate ways to reduce bicycle-car and bicycle-pedestrian collisions in Campustown.
 - 2. Proposal: there are 11 potential projects
 - ii. Memorial Union
 - 1. MU Student Advisory Committee will commence its work this summer
 - 3. The parking ramp renovation project will begin late April-early May and be completed by mid-October, 2014



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4. An architectural firm has been selected to conduct the architectural study update
5. The Bibles were removed from the MU Hotel rooms and relocated to the Browsing Library where they are still available to guests.
- iii. 2014/2015 Graduate Learning Communities – Graduate College is accepting proposals to fund 4 new GLCs. \$1000 is available for each GLC. Deadline: 5pm, Monday, May 5th. Please send the proposals to Craig Ogilvie, Assistant Dean of the Graduate College, cogilvie@iastate.edu.
- iv. Graduate College encourages graduate students to complete Individual Development Plan (IDP)
 1. 9% of graduate students report they have completed an IDP
 2. http://www.grad-college.iastate.edu/current/professional_development/writing_seminars/IDP.php
- v. GSB 2014 elections, student participation by numbers:
 1. 2012 – 12 grad/prof. students
 2. 2013 – 22 grad/prof. students
 3. 2014 – 34 grad/prof. students
 4. 2014: 9 write-ins. At this time, we have 1 GSB Senator at Large.
 5. 2014: 3076 total student participation
- vi. GPSS Conference
 1. Participation by numbers
 - a. 110 posters
 - b. 48 oral presentations
 - c. 10 3 Minute Thesis presentations
 - d. 38 judges (17 post-docs, 14 faculty, 7 staff)
 - e. 5 graduate students for undergraduate panel
 - f. 2 staff members for graduate workshops
 - g. 4 faculty/staff members for graduate panel
 - h. 12 graduate student moderators
 2. Attendance
 - a. Cover Letter Workshop ~40
 - b. Identifying and Connecting with Funding Workshop ~ 15
 - c. Poster Session ~100
 - d. Graduate Panel: Academia vs. Industry ~45
 - e. Undergraduate Panel: What Is Graduate School Like? ~10
 - f. Lunch with Networking ~ 50
 - g. Oral Presentations 7 – 15 per session
 - h. 3 Minute Thesis ~ 60
 - i. Keynote Speaker ~ 100



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- j. GPSS Evening Social ~ 120
- vii. 2013-2014 in summary
 - 1. Graduate/Professional students served this year:
 - a. Summer Social: ~30
 - b. Graduate Orientation: ~150
 - c. GPSS Fall Social: ~600
 - d. Public Speaking Seminar: ~ 120
 - e. Graduate Update Seminar: ~60
 - f. Preparing for an Academic Interview Panel: ~ 90
 - g. 1st GPSS Conference: 168 presenters
 - h. GPSS Spring Social: ~100
 - i. Street Savvy Science Seminar: ~50
 - j. Financial Clinic: ~ 70
 - k. PAG/PAF: 492
 - l. Peer Teaching/Research Awards: 13
 - m. Regular/Special Allocations: 50 student orgs, ~2716 club members
 - n. Wakonse: 5
 - o. Total: ~ 4,664 students out 5,295**
 - 2. Arrival of New Child: 25 students funded so far
 - 3. Accomplished this year
 - a. \$0 international student matriculation fee
 - b. GSB/GPSS split ratio
 - c. New annual events: Graduate Orientation, GPSS Conference
 - d. New PAG/PAF policies
 - e. Implementation of clickers
 - f. Early senator elections
 - g. SCAVMA can now hold its meetings in MU
 - h. Graduate Writing Center project has been approved and funded
 - i. Graduate College is now collecting stipend data
 - j. Old GPSS files are now being stored at the Special Collections
 - k. New GPSS website
 - l. More collaborations with ISU administration, the Graduate College, and ISU Post-Doc Association, and Faculty Senate
 - 4. To Be Continued
 - a. international student orientation fee
 - b. Gym at Vet Med campus
 - c. Bridge funding



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- d. GPSS awards
- e. Graduate Career Fair
- viii. Thanks for a great and productive year everyone!
- b. Report of the Vice President and Rules Committee – Vice President Tlach
 - i. Spring Social was a huge success with lots of positive feedback. May consider doing again in the future. Event came under-budget to fund snacks at last meeting.
 - ii. All bills were found favorable for April meeting by the Rules committee.
 - iii. It is the responsibility of the sponsors of the bills to be sure that legislation passed in the Senate is actually carried out (GPSS Standing Rules).
 - iv. I thank the Exec Council for all their work and give my full endorsement and vote of confidence to VP-elect Zenko. He will be great and do as good or better than me in this position.
- c. Report of the CIO and Election Committee - CIO Mukherjee
 - i. GPSS Exec elections held
 - ii. Encourage students to nominate themselves as senators for 2014-2015.
 - iii. Graduate college forming a task force to formalize the roles / responsibilities of a Graduate Career Services Director. The task force will work closely with Dr Ogilvie. The Director will be seated at the Career Services Council:
<http://www.committees.iastate.edu/comm-info.php?id=57>
Please email me if you are interested in joining this task force
 - iv. Interested in having discussion with ISSO. Please let me know if interested.
- d. Report of the Treasurer and Finance Committee - Treasurer Helms
 - i. Allocations: Allocations funding has been dispersed. \$2,500 of the surplus Allocations funds are committed to fund FY2015 Wakonse at \$3,500 total, with the rest of the allocations surplus committed to PAGs (at the PAG chairs discretion).
 - ii. Allocation Revisions: Revisions to the GPSS Regular Allocations guidelines will be presented for review and critique during Senate Forum. The intent of these revisions is to improve the ease of interpretation by organizations seeking funds as well as to facilitate administration on behalf of the GPSS Treasurer and Finance Committee. PLEASE read the proposed changes and provide input during the forum. Finance Committee is sincerely looking for any additional input that may help the allocations process and the rules that guide them.
 - iii. Finances/Budget – Only two payments for the remainder of the fiscal year have yet to be accounted for. We began the year with a surplus of \$18,940, and our projected, end-of-year surplus of \$16,153. Please email me if you would like to see a breakdown of the numbers.



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- iv. Please email me if you have any questions/concerns
(GPSSTreasurer@iastate.edu)
- e. Report of the URLA Chair - URLA Chair Kleinheksel
 - i. The final professional development seminar took place Wednesday, April 16th and many finance topics were discussed with the Financial Counseling Clinic. 80+ participants in the room and 10+ post-docs.
 - ii. Transition of University committees is in progress and many people are leaving committees and many are staying. End of year summaries were collected and are attached.
 - iii. Many open committees, please ask constituents to consider serving.
 - iv. GPSS needs three graduate GSB senators for next year. This is important to bridge between GPSS and GSB.
 - v. End of year summary attached
 - vi. Current open committee positions:
 - 1. CELT Advisory Board <http://www.committees.iastate.edu/comm-info.php?id=94>
 - 2. Graduate Council: Arts & Humanities
 - 3. Graduate Council: Social Sciences & Education
 - 4. GSB Graduate Senator
 - 5. GSB Graduate Senator
 - 6. GSB Graduate Senator
 - 7. Keep Iowa State Beautiful Committee
<http://www.committees.iastate.edu/comm-info.php?id=129>
 - 8. Students and Scholars Health Insurance Review Committee
<http://www.committees.iastate.edu/comm-info.php?id=87>
 - 9. University Affairs Committee
http://www.gsb.iastate.edu/wordpress/?page_id=357
 - 10. University Committee on Disabilities
<http://www.committees.iastate.edu/comm-info.php?id=31>
 - 11. Work/Life Advisory Committee
<http://www.committees.iastate.edu/comm-info.php?id=139>
- f. Report of the PAG Chair - PAG Chair Diddi
 - i. 300 PAG's awarded for Spring
 - ii. Peer Teaching and Research awards to be announced
 - iii. Teaching:
 - 1. Jenifer Saldhana
 - 2. Jing Yang
 - 3. Rahul Roy
 - 4. Zachary Zenko



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5. Tim Cullinan
 6. Amy Worthington
 - iv. Research:
 1. Katie Smith
 2. Chamila De Silva
 3. Tianqi Li
 4. Katrin Hollinger
 5. Long Chen
 6. Jill Ashley Madden
 7. Youngwon Kim
 - v. Wakonse fellows announced:
 1. Erin Zimmerman, English
 2. Alissa Stoehr – SOE
 3. Maria Gonzalez Ramirez - Economics
 4. Eve Iversen - Natural Resource Ecology and Management
 5. Sara Jablon – AESHM
 - vi. GC-ELA
 - vii. Rental Housing Committee – Student Experience Enhancement Council
 - g. Report of the GSB Senator-at Large
 - i. None
- VI. Old Business
- a. Senate Bill S14-06 : Amending the GPSS Constitution
 - i. Motion to consider as read
 - ii. Call to Question – Unanimous Consent
 - iii. VOTE on Amendment:
 1. YES : 96%
 2. NO : 0%
 3. ABSTAIN : 4%
 4. PASSED
- VII. New Business
- a. Senate Bill S14-09 – Amending the GPSS Standing Rules
 - i. Meetings will now start at 7pm
 - ii. Two-thirds to call to question
 - iii. Voting results will be a part of the meeting minutes
 1. Roll call votes take forever, if clickers aren't used.
 2. This may be a good addition to the senator handbook
 - iv. To end debate, two-thirds is required
 1. Redefinition of majority is confusing, amendment to not make this change
 - a. Called to question – Unanimous Consent



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- b. VOTE: PASSED
 - v. Amendments should be projected for senate to see
 - vi. Open forum limited to 45min, senate forum limited to 30min, Chair has the power to enforce or not enforce this rule
 - vii. Called to question – Unanimous Consent
 - viii. VOTE:
 - 1. YES : 98%
 - 2. NO : 2%
 - 3. ABSTAIN : 0%
 - 4. PASSED
- b. Senate Bill S14-10 – Amending the GPSS By-laws
 - i. Resolving conflict of interest in the Executive Council elections
 - ii. Motivation was to prevent what happened at last meeting from happening again
 - iii. Amendment to prevent Vice-President from chairing the election - PASSED
 - iv. Called to Question
 - v. VOTE:
 - 1. YES : 90%
 - 2. NO : 5%
 - 3. ABSTAIN : 5%
- c. Senate Bill S14-11 – GPSS Leadership Award, Eligibility and Review Criteria
 - i. Bill Read
 - ii. Commencement committee has backed out of their support of this bill, so this impacts the commencement part of the bill because it does not have an undergraduate equivalent
 - iii. Maybe we can reproach for approval later.
 - iv. Amendment to strike commencement info - PASSED
 - v. Amendment to prevent student nominations - PASSED
 - vi. Should GPSS set a procedure required for every student organization to use in order to nominate?
 - vii. Call to Question – Unanimous Consent
 - viii. VOTE:
 - 1. YES : 92%
 - 2. NO : 8%
 - 3. ABSTAIN : 0%
 - 4. PASSED



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- d. Senate Bill S14-12 – Modifying the PAF Policies and Procedures
 - i. Increase PAF amount to \$200
 - ii. Call to Question – Unanimous Consent
 - iii. VOTE:
 - 1. YES : 77%
 - 2. NO : 18%
 - 3. ABSTAIN : 5%
 - 4. PASSED
- e. Senate Bill S14-12 – New PAF Policies Effective January 1, 2015
 - i. Changing the effective date to January 1, 2015
 - ii. Call to Question – Unanimous Consent
 - iii. VOTE:
 - 1. YES : 97%
 - 2. NO : 3%
 - 3. ABSTAIN : 0%
 - 4. PASSED
- f. Executive Elections (2014 – 2015)
 - i. Treasurer
 - 1. Candidate : Senator Rakitan
 - 2. Supporting statements by fellow senators and Treasurer
 - 3. VOTE:
 - a. YES : 100%
 - b. NO : 0%
 - c. ABSTAIN : 0%
 - 4. Senator Rakitan is Treasurer Elect
 - ii. URLA Chair
 - 1. Candidate : Senator Goswami
 - 2. Supporting statements by Senators and current URLA Chair
 - 3. VOTE:
 - a. YES : 97%
 - b. NO : 0%
 - c. ABSTAIN : 3%
 - 4. Senator Goswami is URLA Chair elect.
 - iii. PAF Chair
 - 1. Candidate : URLA Chair Kleinheksel
 - 2. Will address PAF concerns
 - 3. Treasurer Elect endorses candidate.



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4. Important to have full GPSS Leadership
5. Important to get PAF online
6. VOTE:
 - a. YES : 95%
 - b. NO : 5%
 - c. ABSTAIN : 0%
7. URLA Chair is PAF Chair Elect.

VIII. Announcements

IX. Adjournment @ 11:00 pm

X. Voting Record

- a. <http://www.gpss.iastate.edu/senate/meetings/13-14/April/Vote/Question.html>
- b. <http://www.gpss.iastate.edu/senate/meetings/13-14/April/Vote/Participant.html>



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SENATE BILL F14-01

SENATE MEETING August 25, 2014

TITLE: Ratification of the Constitution

WHEREAS: Iowa State University's Student Activity Center requires that all 14 of its protected classes be mentioned in Constitutional Non-Discrimination Statement, and

WHEREAS: The previous version of the Constitution specified that: "Iowa State University and the GPSS do not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran."

WHEREAS: The GPSS is required to specify that disabilities are "physical or mental" and,

WHEREAS: The GPSS Professional Advancement Fund (PAF) committee and its beneficiaries would prefer retaining the Professional Advancement Grant (PAG) name, and

WHEREAS: The Constitution must be ratified by the approval of three-fourths of this Senate, be it therefore

ENACTED: The Constitution be amended and ratified as attached.

Sponsors:

Prisacari, A.

Arko Provo Mukherjee, President

Zachary M. Zenko, Chair of the 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

1. Representation. Each graduate department, interdepartmental and professional program may elect one Senator for each fraction of one-hundred (100) graduate or professional students enrolled with a maximum of four (4) Senators per department, where enrollment in a department, interdepartmental and professional program major is defined in <http://www.registrar.iastate.edu/enrollment/statsmajor>.
2. Eligibility. Any student enrolled at least halftime (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) in a graduate department, interdepartmental, or professional program at Iowa State University may be elected as a Senator. Each graduate/professional program may create more restrictive rules for electing Senators if they choose. Iowa State University and the GPSS do not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, **physical or mental** disability, or status as a U.S. veteran.
3. Definitions
 - i. Senators. A Senator is an elected representative registered in good standing with the Graduate College or any of the professional colleges within the University. Each Senator will have one vote in the Senate.
 - ii. Senators-at-large. The following positions carry the status of Senator-at-large. Status as a Senator-at-large shall not count against a departmental quota (ARTICLE 1, section 1, representation), and is not subject to departmental election procedures as otherwise defined in the By-laws or the Standing Rules.
 - a. Officers of the Senate. The Officers of the Senate shall represent the Senate as a whole and shall not carry a vote.
 - b. Vice-President. The Vice-President shall represent the Senate as a whole. The Vice-President shall only vote in the occurrence of a tie.
 - c. Graduate GSB Senators. They shall represent the graduate student body as a whole. They shall also act as a liaison between GSB and GPSS to facilitate efficient and productive legislation by the two bodies and to strengthen representation of student concerns to



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- administration. GSB Senators who represent the Graduate College shall be elected to GSB by the graduate student body or, in the case of a vacancy or special circumstances, appointed to GSB by GPSS as defined in the GSB Constitution and By-laws. Each graduate GSB senator will have one vote in the Senate.
4. **Terms.** Members of the Senate are elected by graduate or professional students for one year terms that begin in August or January and may be re-elected for as long as they continue to be in good standing with the Graduate College or College of Veterinary Medicine.
 5. **Officers.** The officers of the Senate are the President, Vice-President, Treasurer, Chief Information Officer, University Relations and Legislative Affairs Chair, and **Professional Advancement Grant Chair**. Henceforth, this order shall be known as the order of seniority.
 6. **Sessions.** A scheduled meeting of the seated Senate
 - i. The Graduate and Professional Student Senate meets once per month during the fall and spring semesters, except in the months of December and May. Summer sessions may be held at the discretion of the Executive Council for seated Senators who are present at Iowa State University.
 - ii. The Vice-President shall call additional sessions as directed by the Senate or a written petition of 30% of the Senate.
 7. **Powers and Duties.**
 - i. The Senate may discuss and take a position on any subject of concern to the graduate and professional student body. The Senate may discuss and make policies within its jurisdiction. The Senate may also allocate funds by Senate Bill or through an approved budget. Allocation of funds shall never exceed the actual funds possessed by the Senate.
 - ii. Issues must be referred to a vote of the graduate and professional student body upon receipt of a petition of two percent (2%) of the graduate and professional student body (as determined by the Office of the Registrar), or may be referred by the Senate. The vote shall be through a process approved by the Senate and the voting process shall be open for not less than one regular class day (9am to 5pm).
 - iii. The Senate may call general meetings of the graduate and professional student body.
 - iv. The Senate is the judge of its membership.
 - v. The existence of the Senate shall not preclude other means of communication between the graduate or professional student and the University.



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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. Coordinate and direct the activities of the operating committees as defined in article III.
 - g. Assume risk management officer responsibilities for acts of the organizations or events produced by the organization.
 1. The role of risk management officer is [a] to recommend risk management policies or procedures to the GPSS, [b] to submit documentation to ISU's risk management office and [c] to ensure that risk management procedures are implemented at all the organization's events.
 - h. Shall be seated on the Special Student Fee and Tuition Committee and the Memorial Union Board of Directors.
 - i. Such other responsibilities as authorized by the Senate. Authorization may be reviewed by the Senate as necessary.
 - ii. Vice-President:
 - a. Assume the responsibility of the President in the case of the President's absence.
 - b. Preside over sessions of the Senate or designate the chair with the approval of the Senate.
 - c. Conduct the Senate sessions according to the rules of procedure set by the Rules Committee.
 - d. Determine whether or not a quorum is present.
 - e. Chair the Rules Committee.
 - f. Reserve monthly meeting venue through university's room reservation request.
 - g. Invite and schedule Open Forum speakers for Senate meetings.
 - h. Set the agenda including speakers, bills, reports of the Executive Council, and announcements for the GPSS meetings and send to Senators at least seven days prior to the Senate meeting.
 - i. Organize fall graduate orientation, fall social, and spring social.
 - iii. Treasurer:
 - a. Collect, keep a record of, and arrange for the safekeeping of such monies as the Senate may obtain.
 - b. Disburse such monies as the Senate approves through a Senate Bill unless other procedures are outlined in the By-laws or Senate Bill.
 - c. Report to the Senate for approval at all regular sessions, all income and expenses and maintain records of all transactions.
 - d. Maintain financial records for inspection at any time by members of the Senate.
 - e. Attend annual Treasurer's training in compliance with Student Organization regulations.



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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:
 - a. Record and file records of activities of the Senate and its agencies.
 - b. Keep a record of attendance at Senate sessions.
 - c. Handle and maintain a record of all Senate correspondence.
 - d. Conduct roll call votes.
 - e. Maintain the GPSS webpage and email listservs.
 - f. Be responsible for preparing and developing presentation for GPSS meetings and for accurate display during the GPSS meetings.
 - g. Have a functional knowledge of GPSS rules and proceedings.
 - h. Chair the Elections Committee.
- v. URLA Chair:
 - a. Coordinate graduate and professional student body representation on university committees, collects 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
- vi. 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.
- 3. The duties and responsibilities of the officers shall be limited and defined by Article II, Section 3 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.
- 5. Eligibility. The Executive Council members are elected by the Senate.
 - 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 Executive Council. 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



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- 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. The Senate may recall, if necessary, any of the members of the Executive Council by a two-thirds vote of elected Senators. Election of a new Executive Council member shall proceed through special election 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 at either the August or January Senate meetings. Any additional members that request to become part of the committee outside of these times must be approved by the chair of the committee. Committee members may be removed at the discretion of the chair due to lack of participation.
 - ii. Terms. The term of the members of the permanent standing committees shall expire upon adjournment of the April Senate Meeting.
 - iii. Finance Committee. The Finance Committee prepares the budget and makes recommendations for allocations of the funds of the Graduate and Professional Student Senate. The Treasurer serves as the Chair for the Finance Committee. In addition, the Finance Committee will compose bills of guidelines for regular and special allocations during the spring semester to be used for the following year.
 - iv. Rules Committee. The Rules Committee prescribes all general and special rules of procedure necessary for the orderly consideration of Senate business. All questions of a procedural or legal nature are directed to the Rules Committee. The Vice President serves as the Chair of the Rules Committee.



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- v. Elections Committee. The Elections Committee is responsible for ensuring that all Senate positions are filled. All questions regarding GPSS membership are directed to the Elections Committee. The Chief Information Officer is the Chair of the Elections Committee, which:
 - a. Supervises elections of Senators and Executive Council members.
 - b. Supervises special elections needed to fill vacancies.
 - c. Maintains a record of attendance at all Senate sessions and notifies Senators as well as their departments or professional programs of their nonattendance.
 - vi. University Relations and Legislative Affairs Committee. Questions regarding public and university policy on graduate and professional students shall be referred to this committee. The University Relations and Legislative Affairs chair is the chair of this committee, which:
 - a. Advocates graduate and professional student concerns to local, state, and federal officials.
 - b. Monitors governmental actions affecting graduate and professional students.
 - c. Coordinates Senate actions to influence public policy on graduate and professional student concerns.
 - d. Recruits graduate and professional students to serve on University Committees.
 - e. Serves as an investigative committee for the Senate when the occasion arises.
 - f. Works closely with the Senators-at-large to GSB on issues that concern both Senates.
 - g. Serves as a liaison to the GPSS regarding Board of Regents activities.
 - vii. **Professional Advancement 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 PGSS awards and scholarships.
 - viii. Operations and Marketing Committee. The Chief Information Officer is the chair of this committee, which:
 - a. Makes policy decisions on website design and content.
 - b. Updates GPSS website and social media accounts.
 - c. Designs all publicity materials for GPSS.
 - d. Advises GPSS on processes to streamline and simplify Senate activities.
 - ix. Graduate and Professional Student Research Conference (GPSRC) Committee. The Senate shall appoint the Chair of the committee. This committee is in charge of all planning and executing of the GPSRC. The URLA Chair will at least be the co-chair of this committee.
2. Other Committees. The Senate may establish such other standing or ad hoc committees as its business requires.
 3. Committee Chairpersons. All committees shall have a chairperson. If a committee does not have a chairperson, the President of the Graduate and Professional Student Senate or the Senate shall appoint one.



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ARTICLE IV. ADVISER

1. The duties of the Adviser(s) shall include:
 - i. Be available to provide advice to Senators and Executive Council members.
 - ii. Act as a liaison with the University Administration and in any other situation where a non-student spokesperson is needed.
 - iii. Maintain confidentiality on any information given or when advice is sought, except in the occasion of law or University policy violations.
 - iv. Attend annual Advisor's training in compliance with Student Organization regulations.
 - v. Sign all expenditures made by the organization.
2. Selection. The Adviser shall be selected through consultation between the President of the Senate, the Office of the Senior-Vice President for Student Affairs and the Office of the Senior-Vice President and Provost. A majority vote of the Senate shall be required to confirm the appointment of the Adviser.
3. Term. The term of the Adviser shall be ongoing until resignation or removal by a two-thirds vote of the Senate. Selection of a new advisor shall proceed through procedures outlined in Article IV, paragraph 2.

ARTICLE V. SUPREMACY OF RULES

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

ARTICLE VI. FINANCES

1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.
2. No dues shall be required for membership as a Senator.



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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.

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SENATE BILL F14-03

SENATE MEETING August 25, 2014

TITLE: Approval of the Professional Advancement Grant (PAG) Policies and Procedures

WHEREAS: The PAG system supports travel for many students each year as they attend conferences, and

WHEREAS: Establishing simple and fair policies will benefit all parties interacting with the system, be it therefore

ENACTED: That the attached document shall amend and become the official governing document for the policies and procedures of the PAG system beginning January 1, 2015

Sponsors:

GPSS PAG Committee (alphabetical order)
order)

ANDERSON, A.
DARVISHI, A.
HELMICH, S.
HERSHBERGER, M.
HSU, C.
JARAMILLO CHERREZ, N.
MANTILLA PEREZ, B.
MONFORT-NELSON, E.
SPENCER, M.

Additional Senator Sponsors (alphabetical

CHUNG, Y.

Arko Provo Mukherjee, President

Zachary M. Zenko, Chair of the Senate



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Professional Advancement Grants (PAGs) Policies and Procedures

1. [Purpose](#)
2. [Amount of Support](#)
3. [Application](#)
4. [Travel Month Budgeting](#)
5. [Awarding PAGs by Priorities](#)
6. [Student Eligibility](#)
7. [Travel Eligibility](#)
8. [Travel Reimbursement](#)
9. [Travel Cancellation](#)

1. Purpose

Professional Advancement Grants (PAGs) are provided to graduate and professional students by the Graduate and Professional Student Senate (GPSS) to help defray expenses related to professional meeting and conference travel.

2. Amount of Support

The amount of a PAG award shall be \$200.

3. Application

- a. Application forms and instructions are the responsibility of the PAG chair and shall be posted on the GPSS website (<https://www-gpss.sws.iastate.edu/students/pag/>).
- b. Documentation of the current registration is required at the time of application ([Section 6. Student Eligibility](#)).
- c. The deadline for an application is two weeks prior to the travel date
- d. An individual may apply at any time prior to the application deadline and it is in their best interest to apply as soon as possible, PAG funds are very limited and often run out quickly.
- e. Incomplete or late applications will not be considered for funding.



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4. Travel Month Budgeting

- a. The PAG budget shall be divided into months.
- b. The GPSS Senators will vote on the budget allocated to each month during the regular annual budgeting cycle
 - i. The PAG committee will provide data as input to this process to inform and guide the budgeting process in selecting appropriate funding levels for each month
- c. The month in which a conference occurs shall be determined by the last day on which the conference occurs regardless of when travel begins or ends, this is referred to as an applicant's **'travel month'**.
- d. Money in a given month will be allocated according to the priorities in [Section 5. Awarding PAGs by Priorities](#).

5. Awarding PAGs by Priorities

- a. Each PAG application from an eligible student ([Section 6. Student Eligibility](#)) for eligible travel ([Section 7. Travel Eligibility](#)) will be given a priority based on the number of PAG awards they have received during their entire ISU career.
 - i. Has never received a PAG award -> Priority 0 "Highest Priority"
 - ii. Has received one PAG award -> Priority 1
 - iii. Has received two PAG awards -> Priority 2
 - iv. Has received 'n' PAG awards -> Priority 'n'
 - v. I.e. the fewer PAG awards received, the higher the priority in the system
- b. Priority 0 applications are processed and immediately awarded a PAG if funds remain in their travel month ([Section 4. Travel Month Budgeting](#))
 - i. If funds for their travel month have been depleted, Priority 0 applications will be queued for later processing in the order that they are received with other unfunded Priority 0 applications.
- c. Priority 1, 2, etc. applications are queued for later processing with their like priority 1, 2, etc. applications in the order that they are received.
- d. In the event that not all funds for a travel month are 'spent' by the **15th day** of the prior month, then the remaining funds will be considered 'unspent'
- e. 'Unspent' funds will be allocated as follows:
 - i. All queued applications, regardless of priority, with travel dates occurring in the past will be removed from their respective queues and denied funding without any further processing.



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- ii. Queued applications with Priority 0 will be processed and funded first
- iii. Queued applications with Priority 1 will be processed and funded next, followed by Priority 2 applications, etc.
- iv. If 'unspent' funds remain at the end of their allocated month and all queued applications have been processed, funds will be rolled over to the next month.

6. Student Eligibility

- a. In order to receive a PAG award, the applicant must be a graduate or professional student at Iowa State University (ISU).
 - i. The applicant must be registered during the semester of application to receive funding for the travel.
 - 1. If the application is submitted during the summer, then the applicant must be registered for either of the two summer sessions or the previous spring semester to receive funding for the travel.
 - ii. The applicant must be registered during the semester of travel to receive funding for the travel.
 - 1. If the travel occurs during the summer, then the applicant must be registered for either of the two summer sessions or the previous spring semester to receive funding for the travel.
 - iii. The applicant must not graduate prior to travel occurring
- b. Students are only eligible for one PAG award per fiscal year (July 1 - June 30)
 - i. After receiving the first award, all other applications for PAG awards that same fiscal year will be denied without any further processing.
- c. Students may apply more than once per fiscal year, but the applications must be for different conferences.
 - i. For example, if a student is denied a PAG award for a conference, they remain eligible to apply for a *different* conference that same fiscal year.

7. Travel Eligibility

- a. Applicants may receive travel funding to attend a professional meeting as a presenter or as a non-presenter.
- b. Applicants may receive travel funding to attend a professional workshop that provides experiences not available at ISU.
- c. Applicants will not receive funding for required academic activities.
- d. Travel is not eligible until proper confirmation documentation is available to provide to GPSS



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- i. Presenters must have an abstract acceptance confirmation (email or letter) to be considered for a PAG award.
 1. GPSS may request that you submit proof of acceptance in hardcopy, it is your responsibility to retain the confirmation for one (1) year following your conference.
 2. The letter/email containing the confirmation must be addressed to the student and should include the following information:
 - a. The name of the conference or workshop,
 - b. Date(s) of the conference and/or presentation,
 - c. Names of all authors,
 - d. Title of presentation,
 - e. Name, title, and affiliation of the person that sent the confirmation, and
 - f. Contact information for the person that sent the confirmation
- ii. Non-presenters must have a registration confirmation (email or letter) to be considered for a PAG award.
 1. GPSS may request that you submit proof of registration in hardcopy, it is your responsibility to retain the confirmation for one (1) year following your conference.
 2. The letter/email containing the registration confirmation must be addressed to the student and should include the following information:
 - a. The name of the conference or workshop,
 - b. Date(s) of the conference or workshop,
 - c. Name, title, and affiliation of the conference chairperson, and
 - d. Contact information for the chairperson

8. Travel Reimbursement

- a. The applicant should contact his or her department for information on the reimbursement process.
- b. Documentation of registration is required for reimbursement ([Section 6. Student Eligibility](#))
- c. Dispersal of funds will conform to ISU policies.
- d. Reimbursements must be completed within **1 month** from the last date of travel.
- e. Reimbursements will only be approved for actual expenses incurred.



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- f. All lodging receipts and all receipts for items \$75 or greater must be retained in the traveler's academic department. The Graduate College will not be responsible for the retention of traveler's receipts.
- g. It is the applicant's responsibility to approve travel reimbursement through AccessPlus prior to the 1-month deadline.

9. Travel Cancellation

- a. If a student is funded to attend a conference and does not attend, the student must notify the GPSS PAG Chair in writing (email <gpsspag@iastate.edu> is preferred) to cancel their PAG for that conference no later than 2 weeks after the conference.
- b. Students who do not follow the procedure to cancel will not qualify for an additional PAG within the same fiscal year.
- c. Funds awarded for travel to one conference cannot be transferred to a different conference.



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SENATE BILL F14-04

SENATE MEETING August 25, 2014

- TITLE: Co-Sponsor University Committee on Lectures Initiative
- WHEREAS: The University Committee on Lectures is sponsoring Richard Dawkins, and
- WHEREAS: The University Committee on Lectures is unable to pay the full speaking fee, and
- WHEREAS: The University Committee on Lectures asked for our collaborative help, and
- WHEREAS: The event gives an unique opportunity for Graduate and Professional Students Senate to be a part of an event involving an eminent scientist, and
- WHEREAS: Our budget has a surplus of \$5219 and \$1500 for special allocations, be it therefore
- ENACTED: The Graduate and Professional Senate allocate \$1500.00 to co-sponsor the Richard Dawkins lecture.

Sponsors:

Agarwal B., Thilakaratne C.R.

Arko Provo Mukherjee, President

Zack Zenko, Chair of the Senate



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Graduate & Professional Student Senate

SENATE BILL F14-05

SENATE MEETING August 25, 2014

TITLE: Making Graduate and Professional Student Senate (GPSS) a regular member of **National Association of Graduate-Professional Students (NAGPS)**

WHEREAS: NAGPS is a student-run national, non-profit organization dedicated to improving the quality of life of graduate & professional students across the United States (<http://nagps.org/about-us/>) having the following goals:

- 1) Advocate for legislation and policies at the federal and state level that benefit graduate-professional student well being,*
- 2) Connect graduate-professional student government leaders in person and virtually through membership network to facilitate best-practice and resource sharing*
- 3) Provide the resources necessary for members to become better student advocates, leaders, and governments, and*

WHEREAS: GPSS was a founding member of NAGPS, and

WHEREAS: NAGPS membership provides unique benefits to member graduate and professional students (<http://nagps.org/benefits-resources/benefits/>) including

A job bank for member students

Spearheading national advocacy initiatives (Ex: GradsHaveDebt2)

Hosting national and regional conferences

Hertz Rental Car Discount to Graduate Students

Dental & Vision Insurance

Discounts on GEICO Insurance

International Travel Insurances, and



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WHEREAS: The Graduate and Professional student bodies of many Universities including the ones listed below are affiliated with NAGPS, and

WHEREAS: NAGPS membership provides the opportunity for GPSS to voice opinion at both regional and the national level regarding issues related to graduate and professional students, be it therefore

ENACTED: The Graduate and Professional Senate join NAGPS and allocate \$500.00 to pay for the annual regular membership fee for 2014 – 2015, and be it further

ENACTED: The Graduate and Professional Senate resolve to include the NAGPS regular membership charges as a line item for the yearly GPSS budget.

Sponsors:

TRIPATHY A.

CHAKRABORTY A.

CHUNG Y.

Arko Provo Mukherjee, President

Zack Zenko, Chair of the Senate