



IOWA STATE UNIVERSITY

Graduate & Professional Student Senate

# *FINAL REPORT*

GPSS Special Committee for Constitutional Revision

25 NOVEMBER 2019

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## INTRODUCTION

The Graduate and Professional Student Senate (GPSS) Special Committee for Constitutional Revision (hereafter, the Committee) was formed on September 30<sup>th</sup>, 2019 to address serious shortcomings with the current GPSS constitution and By-Laws, including a lack of procedural components and insufficient inclusion of the College of Veterinary Medicine in these documents. Over the course of two months (Oct. and Nov. 2019), the Committee met in person for a combined total of approximately ten hours, with substantial additional time being spent reviewing and editing documents online.

When reviewing the current documents, the Committee strived to understand the historical context behind many of the decisions that have resulted in the Constitution and By-Laws becoming the documents we know today, particularly because many of the powers, duties, and obligations retained by the GPSS were realized only after protracted negotiations with Student Government, Iowa State University, and the Iowa Board of Regents. The GPSS is an essential advocate for the graduate and professional student body at Iowa State University, and it is therefore of paramount importance that the Senate operate efficiently and openly, with due process. The new Constitution and By-Laws proposed by the Committee were designed to address all of these considerations.

The suggestions and edits contained within this report and the proposed governing documents represent the general consensus of the Committee; although each recommendation was agreed upon by a majority of the Committee, it is not necessarily the case that each Committee member agrees with the recommendation. This report was written to transparently identify and explain the key differences between the current and the proposed documents and the reasoning behind these recommendations, both for the current Senate, and for future GPSS sessions that may look to past reports to understand the justification for GPSS law and procedure.

Throughout this document, multiple references to the current GPSS Constitution (CC) or By-Laws (CBL), or the proposed GPSS constitution (PC) or By-Laws (PBL) are made, cited the format of Document-Article§Section.<sup>1</sup> Appendices B and C contain the Committee-proposed drafts of a new GPSS Constitution and set of By-Laws, respectively. Appendix D summarizes the locations of important topics in the current and proposed GPSS documents, and provides brief summaries of changes made to these sections. The current Constitution and By-Laws are found in Appendices E and F, respectively, while Appendix G contains the current GPSS allocations rules and procedure, and the PAG procedure can be found in Appendix H.

## BRIEF HISTORY OF THE GPSS

The history of the GPSS at Iowa State University spans more than half a century. In 1968-69, concerns over the taxation of graduate student assistantships and a Government of the Student Body (GSB; now Student Government) proposal to levy a student activity fee on the graduate student body galvanized a group of students in the Department of Chemistry to form the Graduate Student Steering Committee (GSSC).<sup>2</sup> The GSSC was formed in a time of youthful enthusiasm and national political turmoil, and was treated with guarded cautiousness by the university. Upset by the lack of representation at the university, the GSSC endeavored to meet with the Graduate College and the administration to address the concerns of graduate students at ISU. On April 8<sup>th</sup>, 1969, the GSSC met to discuss the formation of a group that would preserve and protect the rights and interests of graduate students,<sup>3</sup> and after attending a graduate student senate meeting at the University of Iowa, the GSSC determined that an organizational meeting for all graduate students would be in order.<sup>4</sup> Dr. J. Boyd Page, Dean of the Graduate College, suggested that the Graduate College should play a role in the formation of any graduate student organization, including the notification of all graduate students of the potential organization, the administration and verification of elections, and the appointment of a temporary organization chair; however, the GSSC strongly opposed the direct involvement of the Graduate College.<sup>5</sup> At the GSSC-sponsored organizational meeting, 90% of graduate students in attendance were in favor of the formation of a graduate student organization.

Despite concerns that the formation of a graduate student organization could lead the unionization of the graduate student body, Dean Page acknowledged that the GSSC had acted in good faith and within approved university channels, and agreed that the Graduate College would recognize a graduate student senate if a constitution were ratified by the senate, and at least half of the 62 extant university academic departments were represented in the senate.<sup>6</sup> The first constitutional convention was held on December 8<sup>th</sup>, 1969, and the constitution was ratified by the Senate on March 9<sup>th</sup>, 1970. On May 13<sup>th</sup>, 1970, the Graduate College first recognized the Graduate Student Senate at Iowa State University,<sup>7</sup> and on May

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<sup>1</sup> It should be noted that there are some inconsistencies in the section numbering in the current GPSS documents, which result in inconsistent formatting in section citations. In situations where confusion is likely to occur, a footnote is included to provide further explanation.

<sup>2</sup> Douglas Biggs, *Iowa State University's Graduate Student Senate: A Study in Graduate Student/University Relations: The First Five Years, 1968-1973*, p.2-5

<sup>3</sup> Iowa State Daily, April 8, 1969

<sup>4</sup> Iowa State Daily, May 9, 1969

<sup>5</sup> *Loc. cit.*

<sup>6</sup> Biggs, *op. cit.*, p. 9

<sup>7</sup> The GSSC disbanded as the GSS formed. However, it is of note that the Department of Chemistry still has a Graduate Student Liaison Committee (GSLC), a subcommittee of the administrative Graduate Activities, Seminar, and Library Committee (GASLC). The GLSC is designed to address (chemistry) graduate student concerns, and is composed of the faculty members of the GASLC and between 4 and 10 graduate students. (From the 2018-2019 Department of Chemistry Graduate Manual)

22<sup>nd</sup>, Dean Page notified the graduate faculty that the Senate had formed and was “strongly endorsed” by the Graduate College.<sup>8</sup>

Initially, the Graduate Student Senate focused the availability of graduate student assistantships, the cost of student fees, and the printing costs of theses and dissertations.<sup>9</sup> Additionally, the GSS developed orientation material for new graduate students to provide information about the university and Ames. The first GSS social was held in September, 1970. When it first formed, the intent of the GSS was to advocate for graduate students within the university by focusing on policy; this approach is reflected in the first GSS budget, which was approximately \$30 (worth around \$200 in 2018),<sup>10</sup> and was designed to cover operating costs. In the 1970s, the focus of the GSS broadened beyond policy advocacy, and the GSS worked to increase its revenue to fund programs for graduate students.

When the GSS formed, the GSB was the solely acknowledged student government at Iowa State, both by the university administration and by the Iowa Board of Regents (BoR). Throughout the 1970s, the GSS struggled to become the recognized governing body for the graduate population, meeting resistance along the way. Because graduate students are part of the student body as a whole, ISU and the BoR believed that GSB adequately represented graduate student needs, and as graduate students held seats on the GSB, the BoR and university felt it was unnecessary to formally recognize the GSS as a governing organization. Tensions between the GSS and GSB rose significantly in the late 1970s after the BoR redefined the student activity fee to affect graduate students beginning in the fall of 1979. The dispute reached its zenith in 1977-78, finally culminating in the GSS declaring independence from the GSB on December 4<sup>th</sup>, 1978.<sup>11</sup>

Despite the GSS calling for a portion of the student activity fees being allocated to the GSS, the university administration unequivocally declared that they believed the full student activity fee should be given to the GSB for disbursement.<sup>12</sup> The administration suggested, however, that the GSS have permanent representation on the GSB finance committee and to allow GSS submit a budget proposal to GSB under the current allocation system.<sup>13</sup> A GSB-GSS ad hoc committee was formed to further negotiate these topics, cementing the position of a GSS member on the GSB finance committee and ensuring some allocations for GSS project;<sup>14</sup> perhaps most importantly, the hostilities between the GSS and GSB lessened.<sup>15</sup>

Through the 1980s and 1990s, the GSS received approximately 30-35% of the student activity fees paid by graduate and professional students, far less than they felt they deserved. This funding was used primarily for professional advancement grants (PAGs) and allocations for graduate student organizations;

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<sup>8</sup> “Organization of the Graduate Student Senate”, *Graduate College Notes*, p. 218. Memo from Dean J. Boyd Page to the Graduate Faculty. 22 May 1970

<sup>9</sup> Biggs, *op. cit.*, p. 11-13

<sup>10</sup> Calculated from [https://www.bls.gov/data/inflation\\_calculator.htm](https://www.bls.gov/data/inflation_calculator.htm)

<sup>11</sup> “The Declaration of Independence from the Government of the Student Body” begins with the proclamation “Ten years ago the Government of the Student Body incorporated graduate students into their dominion. The experiment has failed. ... It has been shown infeasible to expect that undergraduate to adequately represent the needs and desires of graduate students.” While the GSS declared itself independent from the GSB, the declaration stated that the GSS would retain its GSB representation on matters pertaining to the activity fee funds.

<sup>12</sup> “We do not recommend changing the present system of allocating student activity fee monies. We do feel having a single student organization (GSB) that is representative of a multitude of student interests and concerns is the best way to disburse money that is allocated to fund campus-wide activities and services.” Interoffice communication from Drs. Thomas B. Thielen, George C. Christensen, and Daniel J. Zaffarano to Fred Schuster, President of GSB, and Sherman Severin, President of GSS.

<sup>13</sup> A product of this suggestion can still be found in the Articles of Cooperation between the GPSS and Student Government, which stipulates that both GPSS and Student Government shall have a voting member on the finance committee of the other government.

<sup>14</sup> Joint Resolution of the GSB-GSS Ad Hoc Committee on Student Activity Fees, May 3, 1979

<sup>15</sup> “This compromise has averted the chance of an all out [*sic*] war between the graduates and undergraduates.” Interoffice communication from Dr. Thielen to Dr. W. Robert Parks (University President) *et al.*

graduate student organizations were ineligible for GSB allocations because they were not open to all students at Iowa State.

Because the GSS was created by a group of graduate students under the recognition of the Graduate College, professional students enrolled in the College of Veterinary Medicine were not included in the GSS,<sup>16</sup> despite paying student activity fees. However, in 1994, the GSS authorized the disbursement of funds to the Student Chapter of the American Veterinary Medical Association (SCAVMA), as SCAVMA was considered a pre-professional program and was therefore not eligible for GSB funding.<sup>17</sup> In 2000, the GSS granted representation to the professional students in the College of Veterinary Medicine,<sup>18</sup> and in 2003, the GSS passed a bill to officially change the name of the organization to the Graduate and Professional Student Senate (GPSS).<sup>19</sup>

## MOTIVATION

### SUBSTANTIAL GAPS IN PROCEDURE

The sudden resignation of the GPSS Professional Advancement Grants (PAG) Chair on September 25<sup>th</sup>, 2019, five days before the regularly scheduled GPSS meeting, resulted in emergency meetings of the Rules Committee and the Election and Operations Committee to determine the best way to proceed in this situation in compliance with current GPSS law. A focus was placed on ensuring a fair nominations and election process. However, the two committees instead found the Constitution and By-Laws to be shockingly devoid of any information on special election procedures or methods of filling vacancies.<sup>20</sup> Using the procedures of Robert's Rules as a guide,<sup>21</sup> the two committees drafted a senate order outlining an appropriate time for nominations, Senate questioning of nominees, and a secret ballot election.<sup>22</sup> With four nominees for the election, the process prescribed in the senate order worked well, but the need to develop a senate order describing the basic process for a relatively routine matter highlighted a greater concern, namely the lack of approved senate procedure to fill vacancies.

### VETERINARY MEDICINE INCLUSION

The 2003 senate bill officially changing the GSS name to GPSS stated “that the GSS Constitution, By-Laws, and Standing Rules shall be amended such that the phrases “Graduate Student Senate” and “GSS” are replaced with “Graduate and Professional Student Senate” and “GPSS”, respectively, in each and every place in which they occur”;<sup>23</sup> however, there are cases in which the change from “graduate student(s)” to “graduate and professional student(s)” was not made, thereby unintentionally excluding the professional students from certain GPSS duties and privileges. One of the more egregious cases of this was in the GPSS student awards policy, which exclusively used the phrase “graduate student(s)”, thereby technically

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<sup>16</sup> This is not particularly surprising, since many of the early issues the GSS took up were relevant to graduate assistantships, teaching assistant training, and graduate student orientation.

<sup>17</sup> GSS Senate Bill 94-09, “Student Chapter of the American Veterinary Medical Association (SCAVMA) Funding”, passed April 4<sup>th</sup>, 1994.

<sup>18</sup> GSS Senate Bill 00-08, “Establishment of Veterinary Medicine GSS Representation”, passed October 30<sup>th</sup>, 2000.

<sup>19</sup> GSS Senate Bill S03-05, “GSS Name Change”, passed April 28<sup>th</sup>, 2003.

<sup>20</sup> The only clear reference to filling vacancies in a Senate Officer position is found in CBL-II§1.4, which states “Vacancies resulting from impeachment, resignation, or other causes shall be filled by a special election conducted by the Elections Committee.” This single sentence is entirely unsatisfactory for attempting to hold a special election, and for what to regarding the vacancy while the election is pending, as many Offices have recurring duties and obligations that may be unmet while the Office is vacant.

<sup>21</sup> *Robert's Rules of Order, Newly Revised, 11 ed.*, §§44-46

<sup>22</sup> Senate Order F19-06: Establishment of Rules for a Special Election to Fill the Role of PAG Chair

<sup>23</sup> GSS Senate Bill S03-05, *loc. cit.*

excluding all veterinary medicine students from applying for teaching, leadership, or research awards for which they may have otherwise been eligible.

Additionally, the graduate students who serve as senators on the Student Government Senate are currently seated as the senators-at-large on the GPSS. However, the student senator representing the College of Veterinary Medicine in Student Government is not afforded this right, and is therefore not eligible to vote in the GPSS, in contrast with the Graduate College Student Government senators.

### ABSENCE OF FINANCIAL AND PAG POLICY IN THE BY-LAWS

While the current Constitution and By-Laws make reference to certain policies regarding professional advancement grants (PAGs), regular and special allocations, and the GPSS budget, most of these statements are relatively limited in substance. Recently, the PAG chair/committee and the treasurer/finance committee have instead set policies for these financial matters, quite frequently without Senate approval. Because it is currently possible for a chair or committee to unilaterally set financial policy, rules regarding PAGs, awards, budgeting, allocations, and other financial matters should be codified in the Constitution or By-Laws.

### LIMITED COMMUNICATION BETWEEN GPSS ADMINISTRATIONS

The transition from the 2017-18 to the 2018-19 GPSS Executive Council was extremely difficult, as all seven Senate Officers elected to the 18/19 Council were new to the Council. Typically, there are at least a few Officers who either stay in their position or move to a different Office, providing some level of institutional memory and stability. Unfortunately, Senate Officer turnover can lead to rapid changes in Senate procedure and a loss of important traditions, potentially resulting in diminished GPSS involvement in University policy and affairs, ultimately to the detriment of the graduate and professional student body. Clear policy outlined in the Constitution and By-Laws would allow the GPSS to operate more efficiently and consistently over the years.

## SENATE AUTHORIZATION

The activities of the Committee were performed under the authority of the GPSS, as decreed in GPSS Senate Order F19-07, and amended in Senate Order F19-09. Senate Order F19-07, as amended by Senate Order F19-09, is included in Appendix A. The GPSS supplied the Committee with limited subpoena powers in F19-07, and the Committee is pleased to report that all Senate Officers complied with Committee requests for information. All meetings of the Committee were held with a quorum of Committee members, or, if a quorum could not be obtained, all suggestions and recommendations were ratified at a later Committee meeting.

## KEY PROPOSALS

### LANGUAGE REGARDING PROFESSIONAL STUDENTS

The College of Veterinary Medicine has long been an important part of the GPSS, and both the graduate and Doctor of Veterinary Medicine (DVM) students have played an active role in the Senate. In the current documents, an issue arises regarding the term “graduate students”, as students enrolled solely in the DVM program are not graduate students, but are instead professional students. In many places in the current GPSS governing documents, the term “graduate student(s)” is frequently used when a better term would be “graduate and professional student(s)” so as not to potentially preclude the participation of

professional students in Senate activities. Of particular concern to the Committee is the use of the phrase “graduate student(s)” in the current criteria GPSS student awards, which could be interpreted strictly in a manner to render DVM students ineligible for GPSS awards. Additionally, the GPSS senators-at-large are currently the graduate students who are also seated on the Student Government Senate; the College of Veterinary Medicine senator to Student Government is not afforded a GPSS senator-at-large position. The Committee recommendations are as follows:

1. Change the term “graduate student(s)” to “graduate and professional student(s)” where appropriate, and
  - 1.1. Allow DVM eligibility for awards administered by the GPSS, and
  - 1.2. Allow the College of Veterinary Medicine senator to the Student Government also serve as a senator-at-large on the GPSS, with all powers and duties therein.<sup>24</sup>

### CODIFICATION OF STIPENDS

Neither the current Constitution nor the current By-Laws address the matter of stipends for the Senate Officers or for senators-at-large, who serve on both the GPSS and the Student Government. While Senate Bills were passed to provide the stipend, the Committee believes that any repeated expenditures, especially to individuals, should be clearly specified in the Senate governing documents.

Due to the substantial amount of time and work that Executive Officers put into the duties and obligations of their position, each Officer currently receives a stipend in the form of a scholarship for \$2,200/year, disbursed in \$1,100 increments at the start of both the fall and spring semesters.

Additionally, senators-at-large are currently eligible to receive \$200/semester for both the fall and spring semesters in acknowledgement that, given that Student Government meets every week, the senators-at-large have a significantly greater time commitment than the typical GPSS senator.

Under the current constitution, the URLA chair is supposed to take meeting minutes;<sup>25</sup> this duty fell under the jurisdiction of the URLA chair during or after 2003 when the positions of Secretary and Communications Chair were merged to form the position of CIO.<sup>26</sup> Unfortunately, taking minutes can often distract the URLA chair (or other officer) from hearing Senate concerns that may fall under the jurisdiction of the URLA chair. During this term of the GPSS, the Executive Council decided to use some of its discretionary executive initiative funds (\$100/semester) to hire a Student Government senator to take meeting minutes for the GPSS,<sup>27</sup> thereby ensuring that the GPSS URLA chair is able to listen to Senate debate and discussion while improving the quality of notes taken during the meeting and promoting communication between the GPSS and Student Government.

The Committee recommendations are therefore as follows:

2. Include in the GPSS Constitution a statement that the Executive officers shall receive a stipend in the form of a scholarship,<sup>28</sup> and
  - 2.1. Include the amount of the stipend in the GPSS By-Laws to allow future Senates to change this amount without amending the Constitutions,<sup>29</sup> and

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<sup>24</sup> PC-I§5 defines the senators-at-large to include the College of Veterinary Medicine Student Government Senator, and PC-II§1.3.2 gives each senator-at-large one vote in the GPSS.

<sup>25</sup> CC-II§2.5.3

<sup>26</sup> GPSS Senate Bill S06-03, “Reducing Redundancies”, passed January 30, 2006.

<sup>27</sup> It should be noted that the duty for the URLA chair to take the meeting minutes is a constitutional obligation under CC-II§2.5.3; however, CC-II§3 allows the Executive Council to “temporarily modify” the responsibilities of the Senate Officers; it was under this clause that the responsibility of taking meeting minutes was delegated.

<sup>28</sup> PC-III§6.1

<sup>29</sup> PBL-III§3



- 2.2. Change the disbursement of the current stipend from \$1,100 at the start of both the fall and spring semesters to \$800 at the start of both the fall and spring semesters and \$600 at the start of the summer semester.<sup>30</sup>
3. Include in the GPSS By-Laws a statement that the senators-at-large who attend GPSS meetings shall receive a stipend of \$200/semester in the form of a scholarship for both the fall and spring semesters.<sup>31</sup>
4. Remove from the Constitution the job of taking meeting minutes from the duties of the URLA chair, and
  - 4.1. Provide in the By-Laws the ability to provide a stipend of \$100/semester in the form of a scholarship to a person willing to take meeting minutes,<sup>32</sup> and
  - 4.2. Have the URLA chair take meeting minutes if no outside party is found,<sup>33</sup> and
  - 4.3. Ensure that if the URLA chair takes the meeting minutes, they are not eligible for the additional \$100/semester stipend.<sup>34</sup>

## ELECTIONS

As stated *vide supra*, a primary concern leading to the formation of the Committee was a lack of procedural guidelines under which the Senate should operate. This could potentially lead to concerns over the integrity and consistency of the GPSS elections, thereby calling into question the authority and independence of the GPSS.

### *SENATOR ELECTIONS AND NOMINATIONS*

Historically, the GPSS oversaw the nominations and elections processes for the GPSS Senators from each department. The GPSS has since yielded the process of Senator selection to the academic units. In some programs, a graduate/professional student organization represents the entire unit, and many of these organizations have adopted the responsibility of electing senators. In some academic units, the program administration oversees the elections process, while in other departments, the administration may unilaterally nominate a student to the GPSS.

The Committee strongly feels that because GPSS senators represent the students in their academic unit, it is in the best interest of the students themselves to duly elect the GPSS senators. The current senator nomination process requires that senator nominations be made by a DOGE, department chair, or other program administrator, which could, in theory, go against the wishes of the student population. However, the Committee also acknowledges that some departments may have one or more graduate or professional student organizations that do *not* represent the entire graduate and professional student body in an academic unit, and the Committee believes the GPSS would be remiss in allowing such an organization to unilaterally elect senators solely from within their organization on behalf an academic unit.

Under the current arrangement, the GPSS must trust that the administrators in each academic unit are acting in good faith on behalf of the students in that unit, and the Committee does believe that this is usually the case. Unfortunately, other issues can arise, including the possibility that multiple administrators may nominate senators, resulting in more nominations than there are seats to fill, a problem that was indeed encountered this year. The Committee therefore suggests that the GPSS:

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<sup>30</sup> *Loc. cit.*

<sup>31</sup> PBL-II§4.1

<sup>32</sup> PBL-I§1.5.3

<sup>33</sup> PBL-I§1.5.4.2

<sup>34</sup> *Loc. cit.*

5. Allow the president of a graduate/professional student organization that represents the entire student population in an academic unit to nominate senators to the GPSS.<sup>35</sup>
6. Provide an order of precedence for accepting senator nominations if there are more valid nominations than there are allocated Senate seats.<sup>36</sup>

### *GENERAL ELECTIONS FOR SENATE OFFICERS*

The current procedure for calling for nominations for the Senate Officer positions is actually quite satisfactory, and only small changes were made for when the period for nominations occur, and the GPSS General Elections for Senate Officers will still occur in the March regular GPSS meeting. However, the Committee had procedural concerns about the manner in which previous GPSS elections have been held, and believes that codification of election procedure is in order.

### *ELECTION PROCESS*

It is difficult to know what the election process entailed in the early years of the GPSS. However, the Committee is aware that several aspects of the general elections over the past several years are unambiguously in opposition to the fair, democratic elections process outlined in *Robert's Rules*.<sup>37</sup>

### **Candidate Questions and Comments**

Over the past few elections, the Senate has been permitted to ask questions of candidates prior to voting to determine who may be the most qualified for or perform best in the office for which the candidates are running. The candidates have been permitted to answer the questions, but were then asked to leave the room, after which the floor was then open to comments in favor of or against specific candidates. The Committee unanimously agrees that this is an egregious policy, as candidates should be permitted to provide feedback on any statements that may call their qualifications into question or impugn their character, a right which is clearly prevented by this policy. The Committee recommendations are:

7. To continue to allow questioning/commenting of candidates for fixed maximum time periods before voting begins.
8. To expressly state that no candidate shall be compelled to leave the room during any part of the election process.<sup>38</sup>

### **Voting by Ballot**

Due to the ease with which voting may take place via electronic systems, the GPSS has used electronic voting systems to vote not only on GPSS legislation, but also in elections. While the Committee believes that electronic systems are fully compatible with voting on legislation because it provides a record of how senators have voted, keeping them accountable to their constituents, votes cast in elections should be kept anonymous by using a secret ballot. The committee believes that the minor inconvenience of counting ballots by hand is far preferable to Senators not wishing to vote in a manner that they believe best simply because they are worried that the electronic voting record may be released. The Committee recommends that the GPSS:

9. Allows a vote by voice for elections in which a single candidate is running.<sup>39</sup>
10. Requires a secret ballot vote for any election in which two or more candidates are running.<sup>40</sup>

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<sup>35</sup> PBL-V§2.2.2.1

<sup>36</sup> PBL-V§2.2.2.2

<sup>37</sup> *Robert's Rules, loc. cit.*

<sup>38</sup> PBL-V§3.1.3.4

<sup>39</sup> PBL-V§3.1.3.1

<sup>40</sup> PBL-V§3.1.3.5.1

11. Have the election chair read aloud the ballot counts from each round of voting.<sup>41</sup>

### **Elimination of Candidates Due to Low Vote Counts**

In many past GPSS elections, if three or more candidates were running and no candidate received a majority of the votes, a run-off election was held after the candidate with the lowest number of votes was dropped from the race. The Committee believes that dropping candidates due to low vote counts is undemocratic and sets a dangerous precedent of suppression differing opinions; the process may also remove a consensus candidate from the race.<sup>42</sup> Instead, voting by ballot should continue until one candidate achieves a majority of the vote. The Committee recommendations are:

12. To forbid the GPSS from removing a candidate from the ballot without the consent of the candidate.

### *CONTESTING ELECTIONS*

Although the current Constitution and By-Laws are silent on the matter, and *Robert's Rules* provides a procedure for contesting elections, the Committee believes it prudent to include a section on procedure for contested elections should the matter ever arise. The Committee therefore recommends that the elections procedure in the GPSS By-Laws state:

13. That elections held by the GPSS may be contested,<sup>43</sup> and

13.1. That ballots from an election must be held by the Elections and Operations Committee for no less than twenty-one (21) days following an election,<sup>44</sup> and

13.2. That the Elections and Operations Committee is the final arbiter of any elections dispute.<sup>45</sup>

### *ADJOURNMENT*

Because the GPSS meets only once a month, and the elected Senate Officers are integral to the duties and obligations of the GPSS, the failure to elect new Officers would be severely detrimental to the regular functioning of the Senate. The Committee therefore recommends that the GPSS deviate from the procedures of *Robert's Rules*,<sup>46</sup> and state:

14. Motions to adjourn shall be out of order during both special and general elections.<sup>47</sup>

### **AWARDS CHAIR AND COMMITTEE**

Professional Advancement Grants (PAGs) are an integral part of the support for graduate and professional students provided by the GPSS. The PAG Committee was originally formed under the GSS as travel grants to offset the cost of attending research and professional conferences. Due to the amount of work involved in ensuring that the awarding of these grants is done properly and in compliance with GPSS and ISU policy, the position of PAG Chair as a Senate Officer was created. However, the PAG Chair and PAG Committee oversee the GPSS teaching, leadership, and research awards, and select nominations for the Margaret Ellen White award. The GPSS also supports and partially funds the Wakonse Award, which is administered through the Center for Excellence in Learning and Teaching. The Committee therefore determined:

15. The GPSS should rename the "PAG Chair" and "PAG Committee" as the "Awards Chair" and "Awards Committee," respectively.

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<sup>41</sup> PBL-V§3.1.3.8

<sup>42</sup> *Op. cit.*, §46

<sup>43</sup> PBL-V§4

<sup>44</sup> PBL-V§3.1.3.5.3.2

<sup>45</sup> PBL-V§4.4.2

<sup>46</sup> *Op. cit.*, §8

<sup>47</sup> PBL-V§3.4

## RATIFICATION OF THE CONSTITUTION

Over the past few years, the GPSS had fallen into a pattern of ratifying a new constitution in the first session of the academic year. The Committee believes that this practice is disadvantageous to the constancy of the GPSS, as it could result in significant changes to the practices of the Senate. Moreover, ratifying a new Constitution in the first meeting of the academic year could be construed as unethical behavior, because many first-time senators may not be aware of the gravity of such a vote, and may not yet be familiar enough with the practices of the GPSS to be willing to debate on such important legislation. The Committee therefore recommends that, should the propose Constitution be passed, that:

16. A clause be included in the Constitution stating that and future GPSS Constitution that could be ratified shall be drafted by a committee similar to the current Committee for Constitutional Revision,<sup>48</sup> and
17. No new Constitution may be lawfully ratified in the first meeting of the academic year,<sup>49</sup> and
18. Any ratification vote must be affirmed by a three-fourths majority.<sup>50</sup>

## AMENDMENTS TO THE CONSTITUTION

The Committee believes that the current requirement of a two-thirds majority vote at two different senate meetings to amend the constitution is a sufficiently, but not prohibitively, difficult threshold for changing such a vital document. However, the Committee also believes that the definition of a valid amendment should be stricter to ensure that no substantially different Constitution is submitted as an “amendment”. Therefore, the Committee suggests that:

19. No single amendment may substantially change more than one section of the Constitution, and that for the purpose of this condition, ensuring consistency throughout the document in response to a change shall not constitution substantive changes.<sup>51</sup>

## TERMS OF SENATE OFFICERS

Initially one of the more controversial topics the Committee discussed, it is the belief of the Committee that the term of the Senate Officers should align with that of the GPSS senators. Currently, the Senate Officers serve from the end of the April meeting (traditionally the last meeting of the spring semester) to the end of the April meeting the following year,<sup>52</sup> while the senators serve from August 1<sup>st</sup> to July 31<sup>st</sup>. However, this leads to several problems. Foremost of these is an incongruous period from the end of the April meeting to Jul 31<sup>st</sup>, in which the GPSS has new Officers but the old senators are still in their seats. This is problematic for the function of Senate permanent standing committees, which currently dissolve at the end of the April meeting,<sup>53</sup> thereby hindering Senate activities. In particular, the GPSS assists the Graduate College in the planning of the New Graduate Student Orientation, the planning for which occurs throughout the summer, and would fall under the jurisdiction of the Social Committee; much of the initial planning for the GPSRC is also done over the summer without a committee. Additionally, it is conceivable that having a finance or PAG committee over the summer could mitigate any financial concerns should they arise.

The Committee’s understanding is that the current Officer term may be an artifact of the fact that many Senate Officers may graduate at the end of the Spring Semester. However, the Committee believes that

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<sup>48</sup> PC-X§3

<sup>49</sup> *Loc. cit.*

<sup>50</sup> *Loc. cit.*

<sup>51</sup> PC-IX§2.1

<sup>52</sup> CC-II§4

<sup>53</sup> CC-III§1.ii

there are better ways to deal with potential vacancies in the Executive Council than to keep the current term limits. Indeed, by keeping the general election for Officers in March, the Officers-Elect would be present to step in if an Officer must resign due to graduation; the Committee recommendations on this process are describe *vide infra*. The elections in March would allow students who have summer obligations, e.g. practicums, fieldwork, internships, to run for office, and would also increase the time during which the Officers-Elect could learn the intricacies of their new jobs from the current Officers. Additionally, changing the Officer stipend disbursements from the current fall and spring payouts to the fall, spring, and summer payouts would allow for simpler Officer resignations due to graduation in Spring without requiring an Officer to reimburse the GPSS for time unserved. The Committee therefore recommends:

20. That the term of the Senate Officers be changed to August 1<sup>st</sup> to July 31<sup>st</sup>.<sup>54</sup>

## IMPEACHMENT AND RECALL OF SENATE OFFICERS

It is the sincere hope of the Committee that any Senate Officer duly elected by the GPSS to serve on the Executive Council will do so honorably and diligently. However, we recognize that, regrettably, this may not always be the case, and there may arise a time in which it would be in the best interest of the GPSS to remove an offending officer. The Committee believes that there should be two different avenues to do so depending on the actual or perceived transgressions of the Officer. The current By-Laws mention the word “impeachment” under the Article referring to the Senate Officers;<sup>55</sup> however, no impeachable offenses are defined. Instead, the current By-Laws state that a Senate Officer shall be removed if they miss too many Senate meetings or Executive Meetings.

The Committee believes that this is insufficient to protect the GPSS from tyrants, malingerers, and the unscrupulous, particularly since no clause in the current GPSS law protects the GPSS from Officer nonfeasance, misfeasance, and malfeasance.<sup>56</sup> Moreover, the Committee also believes it could be feasible that an Officer could technically perform the *de facto* duties and obligations of their Office, but that their behavior, either within or outside of the Senate, may reflect poorly on the GPSS, thereby necessitating a method through which the offending Officer may be removed. In these cases, impeachment would not be appropriate; instead, the Committee believes that there should be the ability to hold a recall election in the form of a special election in which one or more new candidates may run against the current Officer.

The Committee therefore recommends that:

21. A process for Impeachment of Officers be included in the GPSS Constitution,<sup>57</sup> and
  - 21.1. Nonfeasance, misfeasance, and malfeasance shall be the only grounds for which an Officer may be impeached, and
  - 21.2. The accused Officer should be allowed to provide a defense, and
  - 21.3. A two-thirds vote of a 60% quorum senate shall be required to remove an officer by impeachment.
22. A process for recall elections be included in the GPSS Constitution,<sup>58</sup> and
  - 22.1. A recall election requires a written request sponsored by at least 20% of the seated GPSS of 2% of the entire graduate and professional student body, and

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<sup>54</sup> PC-III§2.1

<sup>55</sup> CBL-II§3

<sup>56</sup> **Nonfeasance** is the failure to act as required, either intentionally or by neglect; **misfeasance** is intentionally inappropriate or incorrect actions or advice, and **malfeasance** is willful, intentional action that harms a party, including, but not limited to, the GPSS, a senator, or a graduate or professional student.

<sup>57</sup> PC-III§8

<sup>58</sup> PC-III§9

- 22.2. The current Officer shall automatically be included as a nominee in the recall election.<sup>59</sup>

## VACANCIES AND INTERIM OFFICERS

The major impetus in forming the Committee was the resignation of the GPSS PAG chair. Fortunately for the functions of the Officer, the resignation occurred less than a week before the next GPSS meeting, and the position was then quickly filled through a special election process. However, had the vacancies occurred earlier in the month, it is conceivable that there would not have been a PAG chair to run the PAG allocation system, which would cause GPSS to default on its PAG duties. Other Offices may run into similar problems if vacancies remain for too long; the treasure and president positions are of the utmost importance because the ISU Student Activities Center requires that all student organizations have a president and treasurer, and the GPSS is no exception. It is possible that a special meeting could be called to hold the special election; however, the sole statement regarding special elections for filling vacancies in the current GPSS law states “[a] special session of Senate may be called to hold an election if at least two (2) weeks is given; the normal quorum requirements apply to such a meeting”,<sup>60</sup> which may be insufficient for some GPSS duties, even if a quorum could be met for the special meeting. Unfortunately, the current GPSS law is silent on succession and methods of temporarily filling vacancies if needed. The Committee therefor advises that the Constitution contain:

23. Rules of succession be written to fill vacancies in the presidency, with the Vice President first in line, followed by the URLA chair.<sup>61</sup> The resulting vacancy would then be filled by special election.
24. Interim Officers may be appointed at the discretion of the remaining members of the Executive Council to fill any vacancies other than the presidency or vice presidency,<sup>62</sup> and
- 24.1. The placement interim Officer must be approved by two-thirds of the remaining Officers, and
- 24.2. Any interim Officer must meet the requirements to hold GPSS Office,<sup>63</sup> and
- 24.3. The interim Officer may not hold the position for more than one semester,<sup>64</sup> and
- 24.4. The vacancy shall be filled for the remainder of the term by special election, for which the interim officer may be nominated.<sup>65</sup>

## INCLUSION OF ALLOCATION, BUDGET, PAG, AND AWARDS POLICY IN THE BY-LAWS

Because the GPSS currently has approximately \$200,000 in income and expenses each year, the Committee believes that all financial procedures be codified for the protection of GPSS assets and capital, and to protect the individuals who serve in roles that receive or disburse funds from unjust allegations of impropriety. The Committee therefore recommends that:

25. All allocation, PAG, awards, and budgeting procedure be included in the GPSS bylaws.<sup>66</sup>

## MOVEMENTS OF OFFICER AND COMMITTEE DUTIES

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<sup>59</sup> This clause is to protect the rights of the Officer standing for the recall election, as it is conceivable that they may, for some reason, be unavailable to nominate themselves for the election.

<sup>60</sup> CBL-II§1.4

<sup>61</sup> PC-III§10.2. The proposed language states that the line of succession is the order in which the Officers are listed in the proposed Constitution, which differs from the order in the current Constitution. The Committee believes that, after the President and Vice President, the URLA chair is the most likely to be in a position to communicate needs between the GPSS and the university. The Treasurer is far down on the line of succession since this is also an SAC-mandated organization position.

<sup>62</sup> PC-III§10.5

<sup>63</sup> PC-III§10.6.2

<sup>64</sup> PC-III§10.6.1

<sup>65</sup> PC-III§10.7

<sup>66</sup> Allocations: PBL-VII; PAG: PBL-VIII; Awards: PBL-IX; Budgeting: PBL-VI.

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The current constitution enumerates multiple duties for each of the Senate Offices. However, the Committee found much of this language to be overly prescriptive and procedural for the Constitution, and much of it would be better-suited for the GPSS By-Laws. An overly prescriptive Constitution can lead to multiple problems, including a need to amend the Constitution when minor changes occur outside of GPSS control. For example, the current Constitution states that the President “shall be seated on ... the Memorial Union Board of Directors”; however, the Memorial Union Board of Directors has recently changed their name to the Memorial Union Advisory Board, which would require amending the constitution. An excess of procedural components in the Constitution can also hinder necessary changes that should occur in the Senate. Therefore, the Committee recommends that:

26. Many of the prescriptive and procedural duties found in the Constitution be moved to the By-Laws.<sup>67</sup>

### SENATOR ATTENDANCE POLICY

The current senator attendance policy is a points-based system in which a senator is removed after receiving three (3) points, with one (1) given for missing a meeting without a substitute, and one-half (0.5) points given for missing a meeting while providing a substitute.<sup>68</sup> The Committee took issue to this for several reasons. First, the current system would allow a senator to miss five (5) out of eight (8) regular meetings without being removed from the senate provided they could find a substitute every time; at this point, the Committee believes, they are certainly not serving well as a senator, and the seat would have been better filled by a different student. The Committee also believes a substitute system is inherently biased against small academic units, as senators from these units might have substantially greater difficulty in finding a substitute than those in larger units. We were also concerned about the difference between “excused” and “unexcused” absences, and what constitutes an excused absence, and how to determine valid excuses without potentially appear arbitrary and capricious.

The Committee debated at length of what an appropriate policy would be. The consensus opinion is as follows:

27. Three (3) absences for any reason shall constitute nonfeasance and shall be considered for removal in of the senator,<sup>69</sup> and
  - 27.1. The senator may appeal removal after three absences by written request to the GPSS Rules Committee within ten (10) days of notification, which shall render an opinion within seven (7) days,<sup>70</sup> and
  - 27.2. The senator may appeal the decision of the Rules Committee to the GPSS which may overturn the opinion of the Rules Committee by simple majority.<sup>71</sup>

## RECOMMENDATIONS FOR FUTURE CONSIDERATION

### FINANCIAL POLICIES

The Committee discussed potential changes to the allocations and budget drafting and approval procedures; however, after talking with the Treasurer, the Committee determined it would be best to include the current allocations procedure as-is, and recommend the Finance Committee draft a Senate bill for

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<sup>67</sup> There are far too many components that were moved to the By-Laws to provide an exhaustive list here; instead, the reader is direct to review PC-III and PBL-III for the proposed Senate Officer duties, as contrasted with CC-II, and to review PC-IV and PBL-IV for proposed Committee duties, compared to CC-III.

<sup>68</sup> CBL-I§7.1

<sup>69</sup> PBL-II§2.5

<sup>70</sup> PBL-II§3.1.1

<sup>71</sup> PBL-II§3.1.2.1

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any changes to the allocations or budget procedures, and have the Senate pass these bills to ensure all finance procedures are approved by the Senate.

### SENATOR ELECTION GUIDELINES

One issue that reappeared in many of the Committee's discussions was that of Senator Elections. Each academic unit is responsible for nominating senators to the GPSS, but the procedure that leads to this nomination is different for each department. Many departments have graduate/professional student organizations that represent the entire department, and the GPSS encourages such organizations to either hold the election or to arrange for some election to be held. One issue to note is that the GPSS does not charge dues of its senators, and graduate/professional student organizations that do charge dues should be aware that requiring their GPSS senators to be dues-paying members of their graduate/professional student organization may go against the ideals of the GPSS.

Academic units without graduate/professional student organizations or with organizations that only represent part of the student body in that unit are encouraged to hold unit-wide elections; however, the GPSS does not currently have a method to oversee these elections to ensure a fair process. Often, a DOGE, department chair, or program administrator may unilaterally nominate a senator to the GPSS. The Committee recommends that the GPSS consider developing a process to ensure fair elections, or to provide guidelines to all departments and graduate student organizations to ensure fair processes. These guidelines should be approved by the GPSS.

### GUIDING PRINCIPLES DOCUMENT

The GPSS has long advocated for graduate and professional students at Iowa State University. To ensure consistency beyond simple advocacy, however, the GPSS should have a set of guiding principles that explicitly states the broad philosophies of the GPSS to help guide future GPSS administrations, even if the goals of the GPSS in future years differ from the issues that concern us today.



## APPENDIX A. SENATE ORDER F19-07 AS AMENDED BY F19-09

- TITLE:** Formation of a Special Committee for Constitutional Revision
- WHEREAS:** The Rules Committee is charged to review the Graduate and Professional Student Senate (GPSS) Constitution, By-Laws, and Standing Rules each year, and
- WHEREAS:** Other than the creation of three new Senate Offices, there have been no significant changes to the GPSS Constitution since at least 2010 (Senate Bill F10-01), and
- WHEREAS:** There are numerous contradictions in outlined procedures and rules contained in the GPSS Constitution and By-Laws, and
- WHEREAS:** The current Constitution and By-Laws in place for the GPSS do not accurately represent the efficient proceedings in the Senate, and
- WHEREAS:** The current Constitution and By-Laws are silent on important procedures including the filling of Officer vacancies with special elections, Officer stipend payment, appointment of interim Officers, and Presidential succession, be it therefore
- ORDERED:** That a GPSS Special Committee be formed to draft a new Constitution and set of By-Laws, and be it further
- ORDERED:** That the name of this Committee shall be the “GPSS Special Committee for Constitutional Revision” (herein “Committee”), and be it further
- ORDERED:** That the Committee shall be chaired by James Klimavicz (GPSS Vice President and Rules Committee Chair), and be it further
- ORDERED:** That the other members of the Committee shall be Benjamin Robertson (Rules Committee Member), Carrie Ann Johnson (Rules Committee Member), Eleanor Field (GPSS President), Chelsea Iennarella-Servantez from the Veterinary College, and Joe Robert Eilers and Chuck Wongus from the Graduate College for a total membership of seven people, and be it further
- ORDERED:** That any changes to the membership of the Committee must occur by Senate Order, and be it further
- ORDERED:** That the Committee shall meet regularly in person, and be it further
- ORDERED:** That the Committee shall provide a progress report at the October 28<sup>th</sup>, 2019 regular meeting, and shall present a draft of a new Constitution and set of By-Laws to the Senate at the December 3<sup>rd</sup>, 2019, regular meeting, and be it further
- ORDERED:** That any draft of a new Constitution and By-Laws produced by the Committee shall clearly delineate the processes for future Senate Officer elections, interim Officer appointments, filling vacancies, and stipends for Senate Officer positions, while maintaining the current set of Senate Offices, and be it further
- ORDERED:** That any draft of a new Constitution and By-Laws produced by the Committee shall clarify the memberships, duties, and powers of the Senate Committees, and be it further
- ORDERED:** That any draft of a new Constitution considered for ratification by the GPSS shall require a three-fourths majority of a Senate quorum to be ratified, wherein this three-fourths Senate floor majority also constitutes a simple majority of all elected and verified Senators, and be it further
- ORDERED:** That the Committee shall have the power to request information regarding GPSS powers, duties, operations, procedures, and policies from the current Senate Officers, who shall provide the requested information to the Committee, if able, within seven (7) calendar days.

### Sponsors:

James Klimavicz, Benjamin Robertson, Carrie Ann Johnson, Eleanor Field

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James Klimavicz, Vice President

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Eleanor Field, President

## APPENDIX B. PROPOSED CONSTITUTION

### PREAMBLE

The Graduate and Professional Student Senate (GPSS) of Iowa State University (ISU) 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 GPSS is the representative, deliberative, and administrative organization of the graduate and professional student body of ISU, and is a duly constituted independent collegiate organization within the University.

### ARTICLE I. DEFINITIONS

1. *Senators.* A Senator is an elected representative registered in good standing with the Graduate College or any of the professional colleges within the University.
2. *Academic Unit.* A graduate student's academic unit is defined as their academic department or program.
  - 2.1. A student who is concurrently enrolled in more than one program or has co-majors may claim membership to the academic units containing their majors/programs.
  - 2.2. A student in an interdisciplinary program may claim membership in academic units representing their home department and their interdisciplinary program.
3. *Student Government Senators.* The Student Government (SG) Senators are the graduate and professional students who serve on the SG Senate. The SG Senators shall act as a liaison between SG and GPSS to facilitate efficient and productive legislation by the two bodies and to strengthen representation of student concerns to administration.
4. *Senate Officers.* The Senate Officers consist of the President, the Vice President, the Treasurer, the Chief Information Officer, the University Relations and Legislative Affairs (URLA) Chair, the Professional Advancement Grant (PAG) Chair, and the Graduate and Professional Student Research Conference (GPSRC) Chair. These officers are elected by the GPSS, and carry out the essential functions of the Senate.
5. *Senators-at-large:* The senators-at-large are the graduate and professional students who serve on the Student Government as senators from the Graduate College and the College of Veterinary Medicine and represent the graduate and professional student body as a whole.
6. *Referendum:* A direct vote in which the entire graduate and professional student body is invited to vote on an issue or proposal.
7. *Good standing:* A student shall be considered to be in good standing if they are in good academic standing with their program and college, and are not in violation of any applicable student disciplinary regulations and policies.

### ARTICLE II. THE SENATORS

1. Representation and Eligibility.
  - 1.1. Each graduate or professional academic unit may elect one Senator for each fraction of one-hundred (100) students enrolled in each academic unit, with a maximum of four (4) Senators per unit.
    - 1.1.1. Any student enrolled at least halftime (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration requirements of their College) in a graduate or professional academic unit at Iowa State University may be elected as a Senator.
    - 1.1.2. Each academic unit is responsible for determining the method by which their Senators(s) is/are elected.
      - 1.1.2.1. A graduate or professional academic unit may create more restrictive rules than those in §2.1.1 for electing Senators if they choose.
      - 1.1.2.2. In academic units without a method for electing a graduate or professional student for the position of Senator, a Senator may be appointed by the administration of the academic unit.
    - 1.1.3. The elected Senator must be a member of the academic unit for which they were elected, as defined in Article I §1.2.1.
    - 1.1.4. Senators-at-large shall not count against an academic unit's quota.
  - 1.2. SG Senators who represent the Graduate College shall be elected to SG by the graduate student body or, in the case of a vacancy or special circumstances, appointed to SG by GPSS as defined in the SG Constitution and By-Laws, and the Articles of Cooperation between the SG and GPSS. The College of

## Final Report of the GPSS Special Committee for Constitutional Revision: Appendix B. Proposed Constitution

- Veterinary Medicine is responsible for filling any vacancy for SG Senators who represent the College of Veterinary Medicine.
- 1.3. Voting.
    - 1.3.1. Each Senator elected by an academic unit shall have one vote.
    - 1.3.2. Each Senator-at-large shall have one vote.
    - 1.3.3. The Senate Officers shall not have a vote on matters before the Senate, with the exception that the Vice President of the Senate may vote, but is not obliged to do so, if they are presiding over the Senate meeting and:
      - 1.3.3.1. The vote is held by secret ballot, or
      - 1.3.3.2. The Chair's vote will affect the outcome of the vote.
  2. Terms.
    - 2.1. A Senator elected to represent an academic unit serves for a one-year term beginning August 1<sup>st</sup> and ending July 31<sup>st</sup> of the following year.
    - 2.2. Senators may be re-elected for as long as they continue to be in good standing with their academic unit and College.
    - 2.3. SG Senators representing the Graduate College and the College of Veterinary Medicine serve as Senators-at-large on GPSS for the duration of their tenure on the SG Senate.
  3. Meetings.
    - 3.1. The GPSS shall have regular meetings at least monthly during the fall and spring semesters, excepting the months of December and May. Meetings may be moved to prevent meetings from falling during Dead Week, Finals Week, Fall, Winter, and Spring Break, or University Holidays.
    - 3.2. The Vice President shall call additional sessions as directed by the Senate or with written petition of 30% of the Senate.
  4. Powers and Duties.
    - 4.1. The Senate
      - 4.1.1. The Senate may discuss and take a position on any subject of concern to the graduate and professional student body.
        - 4.1.1.1. The Senate may discuss and make policies within its jurisdiction.
        - 4.1.1.2. The Senate may allocate funds by Senate Bill or through an approved budget. Allocation of funds shall never exceed the actual funds possessed by the Senate.
      - 4.1.2. Quorum of the Senate shall consist of one-half of elected and verified senators during the fall and spring semesters, and one-third of elected and verified senators during the summer semester and between terms.
      - 4.1.3. Referendums. On occasion, a matter of great importance to the graduate and professional student body may necessitate a referendum on the issue.
        - 4.1.3.1. A general referendum must be held on a particular issue upon receipt of a petition of two percent (2%) of the graduate and professional student body (as determined by the Office of the Registrar)
        - 4.1.3.2. The GPSS may refer an issue before the Senate to a general referendum upon a two-thirds vote of the Senate.
        - 4.1.3.3. The voting process shall be open for not less than one (1) continuous 24-hour period, and will be overseen by the URLA Committee.
      - 4.1.4. The Senate may call general meetings of the graduate and professional student body.
      - 4.1.5. The Senate is the judge of its membership.
      - 4.1.6. The existence of the Senate shall not preclude other means of communication between a graduate or professional student and the University or its administration.
    - 4.2. The Senators
      - 4.2.1. Each Senator shall be responsible for the dissemination of information regarding legislation, proposals, issues, and remarks relating to GPSS to the members of their academic units.
      - 4.2.2. Sitting SG Senators shall submit monthly reports regarding SG activities, proposals, actions, and legislation to the Vice President no later than three (3) days before the regular GPSS Senate meeting.

## ARTICLE III. THE EXECUTIVE COUNCIL

1. Membership. The Executive Council consists of the Senate Officers. The order of seniority of the Senate Officers is that in which they are enumerated in this Article.

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2. Officer Powers and Duties. The powers and duties of the Senate Officers shall be defined and be limited as follows:
  - 2.1. The President shall:
    - 2.1.1. Preside over the GPSS Executive Council meetings and any general meetings of the graduate and professional student body, and
    - 2.1.2. Preside over Senate meetings from which the Vice President is absent, and
    - 2.1.3. Attend annual President's training in compliance with Student Organization regulations, and
    - 2.1.4. Represent the GPSS in the Graduate Council.
  - 2.2. The Vice President shall:
    - 2.2.1. Assume the responsibility of the President in the case of the President's absence, and
    - 2.2.2. Assume the position of the President should the Presidency become vacant, and
    - 2.2.3. Preside over Senate meetings, and
      - 2.2.3.1. Conduct the Senate sessions according to the rules of procedure set by the Rules Committee, and
      - 2.2.3.2. Determine whether or not a quorum is present, and
    - 2.2.4. Chair the Rules Committee.
  - 2.3. The University Relations and Legislative Affairs (URLA) Chair shall:
    - 2.3.1. Coordinate graduate and professional student body representation on University Committees, and
    - 2.3.2. Report feedback from graduate and professional students serving on University Committees, and
    - 2.3.3. Record meeting notes during GPSS meetings, or designate a student not currently serving as a Senate Officer to do so, and
    - 2.3.4. Be seated on the Faculty Senate, and
    - 2.3.5. Chair the URLA Committee.
  - 2.4. The Chief Information Officer (CIO) shall:
    - 2.4.1. File and make publicly available records of bills, resolutions, and other legislation of the Senate and its agencies, and
    - 2.4.2. Record attendance at Senate sessions, and
      - 2.4.2.1. Report Senator nonattendance to the Treasurer when nonattendance violates funding rules for regular allocations or special allocations, and
      - 2.4.2.2. Notify Senators and their academic unit when their nonattendance at regular GPSS meetings constitutes nonfeasance as prescribed in the GPSS By-Laws, and
    - 2.4.3. Conduct roll call votes, and
    - 2.4.4. Maintain the GPSS website and email listservs in a timely manner, including posting minutes awaiting approval within 72 hours after a general meeting, and
    - 2.4.5. Chair the Election and Operations Committee.
  - 2.5. The Treasurer shall:
    - 2.5.1. Collect, keep a record of, and arrange for the safekeeping of such monies as the Senate may obtain, and
    - 2.5.2. Disburse such monies as the Senate approves through a Senate Bill unless other procedures are outlined in the By-Laws or Senate Bill, and
    - 2.5.3. Report to the Senate for approval at all regular sessions, all income and expenses and maintain records of all transactions, and
    - 2.5.4. Maintain financial records for inspection at any time by members of the Senate with 72 hours' notice, and
    - 2.5.5. Attend annual Treasurer's training in compliance with Student Organization regulations, and
    - 2.5.6. Chair the Finance Committee.
  - 2.6. Awards Chair shall:
    - 2.6.1. Review and allocate professional advancement grants according to GPSS By-Laws, and
    - 2.6.2. Collect nominations for GPSS student awards, and
    - 2.6.3. Collect all nominations for Margaret Ellen White Faculty award and forward top nominations to the Graduate College, and
    - 2.6.4. Chair the Awards Committee.
  - 2.7. The Graduate and Professional Student Research Conference (GPSRC) Chair shall:
    - 2.7.1. Oversee the planning and execution of the Graduate and Professional Student Research Conference, and

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- 2.7.2. Disburse income allocated by the finance committee and record transactions pertaining to the GPSCR, and
  - 2.7.3. Chair the GPSRC Committee.
3. The duties and responsibilities of the officers shall be limited and defined by Article III, §2 to maintain division of power. Responsibilities may be temporarily modified at the discretion and unanimous consent of the Executive Council.
4. Terms.
  - 4.1. The term of office for Executive Council members be from August 1 to July 31 of the following year.
  - 4.2. Office vacancies shall be filled for the remainder of the applicable term according to the procedures specified in Article III, §8.
5. Eligibility.
  - 5.1. All current or previous members of the Senate are eligible to serve as Executive Council members.
  - 5.2. In the occurrence that no previous or current Senators are willing to serve in a vacant Executive Council position, the Senate may nominate a graduate or professional student providing they meet the requirements to serve on the GPSS.
    - 5.2.1. All nominees who have not served or are not currently serving on GPSS must be approved by a simple majority vote of the Senate.
  - 5.3. Current members of the Executive Council and nominees to be elected to the Executive Council must:
    - 5.3.1. Be in good standing with the University and the Officer's Academic Unit, and
    - 5.3.2. Be enrolled at least half-time unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement during their term of office.
  - 5.4. No person shall be permitted to serve in more than one Officer position simultaneously.
6. Stipends.
  - 6.1. The Senate Officers shall receive a stipend in the form of a scholarship in an amount to be specified in the GPSS By-Laws.
  - 6.2. If a Senate Officer resigns or is removed from their position before the end of their term, the GPSS may pass a Senate Order to repossess scholarship funds from the outgoing Officer. The Senate may not attempt to recover stipend funds in excess of the amount disbursed to the Officer.
7. Elections.
  - 7.1. The Executive Council members are elected by the Senate.
  - 7.2. Election procedures shall be described in the GPSS By-Laws.
8. Impeachment.
  - 8.1. Grounds for impeachment shall be limited to malfeasance, misfeasance, or nonfeasance of duties as prescribed by this Constitution and other GPSS Laws or failure to meet or maintain the qualifications for office.
  - 8.2. Beginning impeachment proceedings against Executive Council members shall require a written presentation of charges, in the form of a Senate Order, sponsored by a minimum of 20% of the seated Senate or a majority of the Executive Council.
  - 8.3. The written charges of impeachment must be delivered to the Rules Committee and the responding Officer at least seven (7) days in advance of the impeachment hearing.
  - 8.4. A simple majority vote of the Senate shall be required to begin impeachment hearings.
  - 8.5. A two-thirds affirmative vote of a 60% quorum Senate is required to convict and remove from office the Executive Council member. The vote to convict and remove must be held by secret ballot.
  - 8.6. In the event an Executive Council member is convicted and removed from their office, the rules of succession prescribed in Article III, §9 shall prescribe the manner in which the Officer position is filled.
9. Recall.
  - 9.1. As the Executive Officers serve on behalf of the GPSS and the graduate and professional student body as a whole, an Executive Officer may be removed from office through a recall election.
  - 9.2. A recall election shall be instigated through the delivery of a request to the Elections and Operations Committee sponsored by 20% of the seated Senate or at least 2% of the graduate and professional student body at Iowa State University. The Elections and Operations Committee shall ensure the request for a recall election is valid.
  - 9.3. The format of the recall election shall follow special election procedures, and occur at the GPSS meeting immediately following the valid recall election request. The current Officer is automatically nominated for the position.
10. Succession.

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- 10.1. Vacancies in any Officer position may occur due to resignation of the Officer, loss of eligibility to serve as an Officer as defined in Article III, §5, or through impeachment or recall.
- 10.2. The presidential line of succession shall be the order in which the Senate Officers are listed in Article III, §2.
  - 10.2.1. In the event that the office of President becomes vacant, the next available officer in the line of succession shall assume the office of President and shall inherit all the powers and duties.
- 10.3. In the event that the office of Vice President becomes vacant, the President shall immediately appoint a new interim Vice President.
- 10.4. In the event that the office of Treasurer becomes vacant, the remaining members of the Executive Council shall immediately appoint a new interim Treasurer by a two-thirds majority of the remaining members of the Executive Council.
- 10.5. Should any other Office become vacant, a new interim Officer may be appointed at the discretion of a two-thirds majority of the remaining members of the Executive Council.
- 10.6. Interim Officers
  - 10.6.1. An interim Officer serves in a temporary capacity to ensure the essential obligations and duties of the office are met. The term of the interim Officer shall not exceed one semester.
  - 10.6.2. An interim Officer must meet the requirements of eligibility to serve as an Officer as defined in Article III, §5.
- 10.7. Special Elections. A special election shall be held by the Elections and Operations Committee to fill the Officer position for the remainder of the term. The procedure for a special election shall be outlined in the GPSS By-Laws.
11. Meetings. The Executive Council shall meet regularly, as prescribed in the GPSS By-Laws.
12. Executive Council Powers and Duties.
  - 12.1. The Executive Council represents the Senate while the Senate is not in session.
  - 12.2. The Executive Council is responsible directly to the Senate for all its activities and decisions.
  - 12.3. 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.
  - 12.4. The Executive Council must report all its activities, actions and decisions to the Senate at the next Senate session.

## ARTICLE IV. COMMITTEES

1. Permanent Standing Committees.
  - 1.1. Membership.
    - 1.1.1. Permanent standing committees consist of members of the Senate, including the Senators, SG Senators, and Senate Officers, who volunteer to serve on the committee.
    - 1.1.2. The chair of a permanent standing committee may be any member of the Senate, including the Executive Council, unless a specific member of the Senate is identified to serve as chair in this Constitution or the GPSS By-Laws. The Executive Council shall ensure each permanent standing committee has a chair during the first Senate meeting of the Fall semester of an academic year.
  - 1.2. Terms. The term of the members of the permanent standing committees shall expire at the end of the senator term.
  - 1.3. The GPSS Permanent Standing Committees shall be:
    - 1.3.1. The *Rules Committee*, which:
      - 1.3.1.1. Is chaired by the Vice President, and
      - 1.3.1.2. Prescribes all general and special rules of procedure necessary for the orderly consideration of Senate business.
    - 1.3.2. The *Finance Committee*, which:
      - 1.3.2.1. Is chaired by the Treasurer, and
      - 1.3.2.2. Prepares the GPSS annual budget.
    - 1.3.3. The *Social Committee*, which organizes all social events of the GPSS.
    - 1.3.4. The *Election and Operations Committee*, which:
      - 1.3.4.1. Is chaired by the CIO, and
      - 1.3.4.2. Supervises general and special elections for GPSS.
    - 1.3.5. The *University Relations and Legislative Affairs Committee*, which:
      - 1.3.5.1. Is chaired by the URLA Chair, and

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- 1.3.5.2. Advocates graduate and professional student concerns to university administration and local, state, and federal officials, and
      - 1.3.5.3. Serves as a liaison to the GPSS regarding Board of Regents activities.
    - 1.3.6. The *Awards Committee*, which:
      - 1.3.6.1. Is chaired by the Awards Chair, and
      - 1.3.6.2. Oversees administration of professional advancement grants and GPSS awards in accordance with the policies set forth by the GPSS.
    - 1.3.7. The *Graduate and Professional Student Research Conference Committee*, which:
      - 1.3.7.1. Is chaired by the GPSRC Chair, and
      - 1.3.7.2. Assists in organizing and executing the annual Graduate and Professional Student Research Conference.
    - 1.3.8. The *Marketing and Public Relations Committee*, which designs all publicity materials for GPSS.
  2. Special Committees.
    - 2.1. The Senate may establish special committees as its business requires.
    - 2.2. Procedures for forming special committees shall be prescribed in the GPSS By-Laws.

### ARTICLE V. ADVISERS

1. Adviser(s) to the GPSS shall:
  - 1.1. Be available with due notice to provide advice to Senators and Executive Council members.
  - 1.2. Act as a liaison with the University Administration and in any other situation where a non-student spokesperson is needed.
  - 1.3. Maintain confidentiality on any information given or when advice is sought, except in the occasion of law or University policy violations.
  - 1.4. Attend annual Adviser's training in compliance with Student Organization regulations.
  - 1.5. Sign all expenditures made by the organization.
2. Selection.
  - 2.1. The Adviser(s) 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.
  - 2.2. A majority vote of the Senate shall be required on a Senate Order to confirm the appointment of an Adviser.
3. Term. An Adviser shall serve continuously until resignation or removal by a two-thirds vote of the Senate. Selection of new Advisers shall proceed through procedures outlined in Article V, §2.

### ARTICLE VI. RULING DOCUMENTS AND SUPREMACY OF RULES

1. Articles of Cooperation. The Articles of Cooperation constitute the binding agreements between the GPSS and SG.
2. GPSS By-Laws.
  - 2.1. 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.
  - 2.2. Amendments to the GPSS 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. If the By-Laws are amended, the CIO shall send an updated copy of the GPSS By-Laws and the GPSS Constitution to the Student Activities Center within seven (7) days, and update the document on the GPSS website.
  - 2.3. The GPSS By-Laws may not be suspended.
3. GPSS Standing Rules.
  - 3.1. The GPSS Standing Rules prescribe rules of order of the Senate.
  - 3.2. The Standing Rules may be revised, amended, or suspended by a simple majority of the Senate.
4. Supremacy of Rules.
  - 4.1. The following shall be the order of supremacy of rules and policies of the GPSS, from highest to lowest:
    - a. Constitution
    - b. Articles of Cooperation
    - c. By-Laws
    - d. Standing Rules
    - e. Acts of the Senate as passed through Senate Bill
  - 4.2. Any conflict between rules and policies shall defer to the higher-ranking document.

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- 4.3. All acts and rules of the Senate shall be in accordance with Iowa State University policy and all applicable federal, state, and local laws.

### ARTICLE VII. FINANCES

1. All monies belonging to the Graduate and Professional Student Senate shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/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.
3. Should the Graduate and Professional Student Senate move to dissolve, any monies remaining in the GPSS account shall be disbursed to graduate and professional student organizations through a special allocation procedure.

### ARTICLE VIII. STATEMENTS OF COMPLIANCE AND NON-DISCRIMINATION

1. Iowa State University and the Graduate and Professional Student Senate do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S Veteran.
2. The Graduate and Professional Student Senate abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations. The Graduate and Professional Student Senate agrees to annually complete President's and Treasurer's Training.

### ARTICLE IX. AMENDMENTS

1. 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.
2. An amendment must be approved at two (2) consecutive Senate sessions that are at least fourteen (14) days apart.
  - 2.1. No proposed amendment may substantively change more than one section of the Constitution. Ensuring consistency between sections of the Constitution shall not be considered substantive changes.
  - 2.2. The body text of any proposed amendment must be identical at both Senate sessions.
  - 2.3. At each Senate session, approval must be by a two-thirds majority of all Senators present, where those two-thirds are also a majority of all Senators currently elected and verified.
  - 2.4. The amendment shall come into effect immediately after the second vote affirming the amendment.
3. 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 (10) days of the amendment, and update the document on the GPSS website.

### ARTICLE X. RATIFICATION

1. The Constitution shall become GPSS law effective immediately in the Fall 2019 Semester if approved by three-fourths of the senators seated on the Graduate and Professional Student Senate.
2. Upon ratification of this document,
  - 2.1. All previous Constitutions of the GPSS will be voided.
  - 2.2. All current Senators, Graduate College SG Senators, Senate Officers, and GPSS Advisers shall remain in their respective positions.
  - 2.3. All current Senate Committees will maintain their existence and membership.
  - 2.4. All previously approved GPSS legislation shall remain in effect.
  - 2.5. The CIO shall send a copy of this Constitution to the Student Activities Center within seven (7) days, and update the document on the GPSS website.
3. The drafting and ratification of any new GPSS constitution shall require the formation of a GPSS Special Committee, consisting of not fewer than four GPSS senators, and the aforementioned committee shall meet in person at least four times. Ratification of a new constitution shall require a three-fourths vote of the enrolled and verified senators, and no vote to ratify a constitution shall be held during the first GPSS meeting of the academic year.



## APPENDIX C. PROPOSED BY-LAWS

### ARTICLE I. PROCEDURES OF THE SENATE

1. Meeting Rules.
  - 1.1. Unless otherwise specified, meetings of the Senate shall operate in compliance with, in order of precedence, the Graduate and Professional Student Senate (GPSS) Constitution, the GPSS By-Laws, GPSS Standing Rules, and Robert's Rules of Order Newly Revised, 11th ed.
  - 1.2. The Vice President presides over and chairs the meetings of the Senate.
    - 1.2.1. The Vice President may appoint a chair to preside over the Senate with the approval of a majority of the Executive Council.
    - 1.2.2. In the event of the Vice President's absence at a senate meeting without appointment of a chair, the presiding officer for the Senate session will be appointed by the Senate Officer with the highest seniority, as defined in Article III, §1 of the GPSS constitution.
  - 1.3. No motion may be made, nor a vote be binding, unless a quorum is present, with the exceptions of the motions to adjourn, fix a time to which to adjourn, recess, or modify the agenda.
  - 1.4. Meeting Agenda.
    - 1.4.1. The proposed agenda for a session of the Senate shall be prepared and distributed no later than one week (7 days) before the session.
    - 1.4.2. This agenda shall enumerate items to be discussed under Unfinished and New Business.
    - 1.4.3. Copies of bills, resolutions, and orders to be considered along with the previous meeting's notes will be appended to the agenda.
    - 1.4.4. The circulated agenda may be amended at the beginning of the meeting by a majority vote of the Senate.
  - 1.5. Minutes.
    - 1.5.1. Meeting minutes shall be taken at each GPSS meeting.
    - 1.5.2. Meeting minutes should outline all major proceedings of the meeting, including any main motions made, who made said motions, and the outcomes of any and all votes taken during the meeting.
    - 1.5.3. A stipend of \$100 per semester shall be given in the form of a stipend to the designated minute-taker.
    - 1.5.4. The Executive Council shall attempt to fill the position of minute-taker with a volunteer from the GPSS or Student Government.
      - 1.5.4.1. If no volunteer is found from the GPSS or Student Government, a graduate or professional student may fill the role.
      - 1.5.4.2. If no suitable candidate is found, the URLA chair is responsible for taking minutes. The URLA chair is not eligible for the stipend offered to the minute-taker.
    - 1.5.5. If more than one suitable candidate volunteers for the position, an election shall take place under the election procedure of the GPSS By-Laws, Article V, §3.1.
2. Meeting Times and Dates.
  - 2.1. The regular meetings of the GPSS shall occur on the last Monday of August, September, October, November, January, February, March, and April at 6:30 PM CT.
    - 2.1.1. If the last Monday of August is the first day of the fall academic semester, the meeting may be moved to the first Tuesday in September, as the first Monday of September is Labor Day, and Iowa State University is closed.
    - 2.1.2. If the last Monday of November occurs during Fall Break, the meeting must be moved to the first Monday in December, unless this Monday falls during Dead Week, in which case the meeting must be moved to the Monday prior to the last Monday in November.
    - 2.1.3. If the University is closed for an unforeseen reason for the date and time of a GPSS regular meeting, the GPSS Vice President will call for a special GPSS meeting on the following Monday.
3. Order of Business.
  - 3.1. The standard order of business for GPSS meetings shall be:
    - I. Call to Order
      - a. Roll Call
      - b. Statement of a Quorum
      - c. Approval of Previous Meeting Notes
      - d. Amendments to the Agenda

- II. Speakers
  - III. Reports:
    - a. Report of the President
    - b. Report of the Vice President
    - c. Report of the Treasurer
    - d. Report of the Chief Information Officer
    - e. Report of the University Relations and Legislative Affairs Chair
    - f. Report of the Graduate and Professional Student Research Conference Chair
    - g. Report of the Awards Chair
    - h. Report of the Graduate Student Government Senators
    - i. Reports of Standing Committees
    - j. Reports of Special Committees
  - IV. Unfinished Business
  - V. New Business
  - VI. Senate Forum
  - VII. Roll Call and Announcements
  - VIII. Adjournment
- 3.1.1. The Speakers portion shall consist of speakers chosen by the Vice President to address the Senate. Discussion may follow each speaker, with comments and questions directed to the chair, who will recognize each request from the Senate floor.
  - 3.1.2. Officer Reports detail some of the activities performed by the Executive Council, Student Government Senators, and Special Committees since the previous meeting.
    - 3.1.2.1. Should a Senate Officer or SG Senator make a recommendation to the Senate, another member of the Senate may make a motion for its implementation as soon as the Officer or Senator has finished their report.
    - 3.1.2.2. A Committee member providing a report may make any motions necessary to bring the committee's recommendations to the Senate floor.
  - 3.1.3. The Senate Forum shall follow normal GPSS procedures with discussion directed from the chair, who will recognize each request from the Senate floor.
    - 3.1.3.1. Any Senator is invited to discuss issues that may be of general concern to the GPSS.
    - 3.1.3.2. Debate during Senate Forum need not occur with respect to any pending motion, and instead provides time for Senators to discuss pressing issues that affect graduate and professional students.
  - 3.1.4. Announcements. Senators and the Executive Council may make announcements regarding events that may be of general interest to the GPSS.
  - 3.1.5. Special Orders. Items of business essential to the function of the GPSS may be listed as special orders, listed on the agenda before the Reports section.
- 4. Senate Legislation.
    - 4.1. All proposed Senate legislation, including bills, orders, and resolutions, shall be sent by the legislation sponsor(s) to the Vice President for review by the Rules Committee.
      - 4.1.1. The Rules Committee shall make an opinion of proposed legislation.
        - 4.1.1.1. The opinion shall be based on whether the legislation is in accordance with current Senate law, including the Constitution, the Articles of Cooperation, the By-Laws, the Standing Rules, and previous Senate legislation.
        - 4.1.1.2. This opinion from the committee on any legislation will be reported back to the Senate as being compliant or non-compliant with the current Senate law and procedure.
    - 4.2. If the proposed legislation is of a financial nature, the Rules Committee shall forward the legislation to the Finance Committee. The Finance Committee's opinion will be reported to the Senate by the Treasurer. The opinion of the Finance Committee will be reported as compliant or non-compliant. This decision by the Finance Committee must be supported by the current Senate law and procedure.
    - 4.3. Types of Legislation.
      - 4.3.1. Senate Bills.
        - 4.3.1.1. Binding legislation requiring actions of the GPSS.
        - 4.3.1.2. Required for changing the GPSS Constitution, By-Laws, and modifying, creating, or repealing additional GPSS legislation and policies.
      - 4.3.2. Senate Orders.

- 4.3.2.1. Binding legislation requiring actions of the GPSS.
- 4.3.2.2. Required for appointments and setting temporary rules.
- 4.3.3. Senate Resolutions
  - 4.3.3.1. Non-binding statements of opinions.
  - 4.3.3.2. May be used to recognize people, groups, or events.
- 4.4. Voting. Each voting member may vote yes, no, or present on a piece of legislation. Members must be present to vote.
- 5. Referendums
  - 5.1. Once a referendum is called, the vote shall take place through a process approved by the Senate and must take place within 30 calendar days.
  - 5.2. The Elections and Operations Committee shall oversee all referendum votes.
  - 5.3. Referendums passed by the graduate and professional student body are binding and carry the force of a Senate Order.

## ARTICLE II. THE SENATORS

1. Senator Duties. The purpose of having a GPSS senator in each academic unit is to improve communication between graduate and professional students and administrations, and to ensure that graduate and professional students' interests and needs are known. To this end, all senators are expected to meet with their academic unit administrators at least once a semester.
  - 1.1. This criterion may be satisfied by meeting with the DOGE, program chair, or by attending faculty meetings.
  - 1.2. In the event that there are concerns or difficulties fulfilling this requirement, the URLA Chair should be notified.
  - 1.3. A written summary of these meetings shall be sent to the URLA Chair no later than the last GPSS meeting of each semester.
2. Senator Attendance.
  - 2.1. Senators are required to attend all Senate meetings. Attendance is required from the beginning of Statement of Quorum through the end of adjournment, and a Senator may be considered absent for the entire meeting unless prior arrangements have been made with the chair of the meeting.
  - 2.2. If a Senator must arrive late or leave early, the Senator must notify the chair of the meeting and provide a reason for partial absences.
  - 2.3. If a Senator knows that they will miss a meeting, they may make arrangements to send a substitute to the meeting.
    - 2.3.1. The substitute shall have the full powers of the Senator for whom they are substituting, including obtaining the floor to speak, offering motions, and voting rights.
    - 2.3.2. Providing a substitute to fill in for a Senator shall still count as an absence against the Senator.
  - 2.4. Three (3) absences from regular GPSS meetings during a single academic year shall constitute nonfeasance and is grounds for removal from the GPSS.
  - 2.5. If a GPSS Senator is absent for two (2) regular meetings during a single academic year, the CIO shall notify the Senator that an additional absence from the Senate may result in removal from the GPSS.
3. Senator Removal.
  - 3.1. Senators who miss three (3) regular meetings, with or without a substitute, during one academic year shall be removed from their position after the third absence and notification from the CIO.
    - 3.1.1. A senator may appeal dismissal under the attendance policy by the submission of a written request to the GPSS Rules Committee Chair within ten (10) calendar days of the third absence. A decision of the Rules Committee will be provided to the Senator within seven (7) business days.
    - 3.1.2. If the senator wishes to appeal the ruling of the Rules Committee, they may appeal directly to the GPSS in the form of a Senate Order.
      - 3.1.2.1. The decision of the Rules Committee may be overturned by a simple majority of the GPSS.
      - 3.1.2.2. The vote on such a Senate Order must be by secret ballot.
      - 3.1.2.3. The decision of the GPSS on the Senate Order is the final ruling.
  - 3.2. Senators may be removed from their position for nonfeasance, misfeasance, or malfeasance.
    - 3.2.1. Violations of federal, state, or local laws or Iowa State University Policy may be grounds for immediate dismissal by two-thirds vote of the Executive Council. The decision of the Executive Council may be overturned by a two-thirds majority vote of the GPSS on a Senate Order sponsored by at least ten (10) senators from the GPSS.

- 3.2.2. The process to remove a Senator from their position outside of the procedure in §3.2.1 must be initiated through a Senate Order calling for removal of the Senator, stating the justification for removal.
- 3.2.3. The accused Senator has a right to answer to the charges before the Senate.
- 3.2.4. The Senator is removed from their position if the Senate Order passes by a two-thirds majority voted on by secret ballot.
- 3.3. A Senator removed from the GPSS for nonfeasance, misfeasance, or malfeasance may not serve on the GPSS for one calendar year following removal.
4. Senators-at-Large.
  - 4.1. Stipend. Senators-at-large who serve on and remain in good standing with Student Government shall receive a stipend in the form of a scholarship of \$200 for the fall semester and \$200 for the spring semester.
    - 4.1.1. Senators-at-large must remain compliant with the Senator Attendance policy for the senators of the GPSS to be eligible for this stipend.
    - 4.1.2. Student Government representatives for both the Graduate College and the College of Veterinary Medicine are eligible for this stipend.
  - 4.2. Senators-at-large shall provide reports of the activities of the Student Government to the Vice President of the GPSS.

### ARTICLE III. THE EXECUTIVE COUNCIL

1. In addition to those enumerated in the GPSS Constitution, the Senate Officers shall have the additional duties, powers, and obligations as follows:
  - 1.1. The President shall:
    - 1.1.1. Set the agenda for GPSS Executive Council meetings, and
    - 1.1.2. Assume risk management officer responsibilities for acts and events of the GPSS, and
      - 1.1.2.1. Recommend risk management policies or procedures to the GPSS, and
      - 1.1.2.2. Submit documentation to ISU's Office of Risk Management, and
      - 1.1.2.3. Ensure that risk management procedures are implemented at all GPSS's events, and
    - 1.1.3. Be seated on the Special Student Fee and Tuition Committee and the Memorial Union Advisory Board.
  - 1.2. The Vice President shall:
    - 1.2.1. Invite and schedule Open Forum speakers for Senate meetings, and
    - 1.2.2. 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, and
    - 1.2.3. Reserve monthly meeting venue through university's room reservation request, and
    - 1.2.4. Chair the Social Committee, and
    - 1.2.5. Organize graduate student orientations, fall social, and spring social with the aid of the Social Committee.
  - 1.3. The URLA Chair shall:
    - 1.3.1. Organize professional development activities or speaker/programming, and
    - 1.3.2. Represent GPSS on the Resource Management Model Student Affairs Advisory Committee, and
    - 1.3.3. Facilitate communication between Senators and their academic units' administration, and
    - 1.3.4. Review Senator reports regarding their meetings with their academic unit administrators as prescribed in the GPSS By-Laws, Article II, §1.3.
  - 1.4. The CIO shall:
    - 1.4.1. Arrange for pertinent presentations and documents to be available for display during GPSS meetings, and
    - 1.4.2. Have a functional knowledge of GPSS rules and proceedings, and
    - 1.4.3. Co-chair the Marketing and Public Relations Committee with the Graduate and Professional Student Research Conference Chair.
  - 1.5. The Treasurer shall be seated on the Special Student Fee and Tuition Committee.
  - 1.6. The GPSRC chair shall:
    - 1.6.1. Co-chair the Marketing and Public Relations Committee with the CIO, and
    - 1.6.2. Perform risk assessments for the GPSRC as required.
2. Executive Council Meetings.
  - 2.1. The Executive Council shall meet no later than two (2) weeks prior to the regular Senate meeting, unless there are extenuating circumstances as determined by the Executive Council. In such an occurrence, the Executive Council must meet no later than seven (7) days prior to the regular Senate meeting.

- 2.2. Additional meetings of the Executive Council may be called by consensus of a majority of the members of the Executive Council.
- 2.3. The Presiding Officer at Executive Council meetings shall be the President of the Senate. In the event of the President's absence, the Presiding Officer will be chosen by the order of seniority enumerated in the GPSS Constitution.
- 2.4. The Council may not conduct business unless a majority of members are present.
- 2.5. The Executive Council Meetings are closed meetings except by invitation.
3. Senate Officer Stipends. The Senate Officer stipend, as prescribed in the GPSS constitution Article III, §6, shall be disbursed in the form of a scholarship applied to the Officer's U-Bill in the amount of \$800 for the fall semester, \$800 dollars for the spring semester, and \$600 for the summer semester.
4. Delinquency, Resignation, Impeachment and Removal of Executive Officers.
  - 4.1. The Executive Officers shall:
    - 4.1.1. Attend all Executive Council Meetings
    - 4.1.2. Attend all Senate Meetings
    - 4.1.3. Carry out the duties of their office as described in the Constitution, the By-Laws, and any other GPSS law.
  - 4.2. Failure of an Executive Officer to attend meetings or to carry out their duties may constitute nonfeasance.
  - 4.3. Nonfeasance, misfeasance, and malfeasance are grounds for potential impeachment of an Executive Officer under the GPSS Constitution Article III §8.
  - 4.4. The Vice President shall preside over any impeachment hearing, unless the impeachment charges are against the Vice President, in which case the Elections and Operations Committee shall appoint a chair to preside over the hearing.

#### ARTICLE IV. UNIVERSITY AND GPSS COMMITTEES

1. Permanent Standing Committees. In addition to those enumerated in the GPSS Constitution, the GPSS Permanent Standing Committees shall have the additional duties, powers, and obligations as follows:
  - 1.1. The *Rules Committee*:
    - 1.1.1. Provides opinions on questions of GPSS procedure, and
    - 1.1.2. Reviews Senate Legislation.
  - 1.2. The *Finance Committee*:
    - 1.2.1. Makes recommendations for allocations of the funds of the GPSS, and
    - 1.2.2. Composes Senate Bills of guidelines for regular and special allocations during the spring semester to be used for the following year.
  - 1.3. The *Social Committee*:
    - 1.3.1. Is chaired by the Vice President, and
    - 1.3.2. Plans the fall and spring social events within the budgets allocated by the Finance Committee.
  - 1.4. The *Elections and Operations Committee*:
    - 1.4.1. Ensures that all Senator positions are filled, and
    - 1.4.2. Responds to questions regarding GPSS membership, and
    - 1.4.3. Supervises general elections of Executive Council members, and
    - 1.4.4. Supervises special elections to fill vacancies as needed, and
    - 1.4.5. Maintains a record of Senator attendance at all Senate sessions, and
      - 1.4.5.1. Determines when Senator nonattendance may affect GPSS allocations, and
      - 1.4.5.2. Determines when Senator nonattendance constitutes nonfeasance as prescribed in the GPSS By-Laws Article II §3.1, and
    - 1.4.6. Ensures the GPSS website is updated with the GPSS meeting material, senator lists, and Senate committee membership, and
    - 1.4.7. Advises GPSS on processes to streamline and simplify Senate activities.
  - 1.5. The *URLA Committee*:
    - 1.5.1. Monitors governmental actions affecting graduate and professional students, and
    - 1.5.2. Coordinates Senate actions to influence public policy on graduate and professional student concerns, and
    - 1.5.3. Recruits graduate and professional students to serve on University Committees, and
      - 1.5.3.1. Ensures the GPSS website maintains a current list of University Committees with GPSS seats, and

- 1.5.3.2. Updates the University Committees list with graduate and professional students currently seated on these committees, and
- 1.5.4. Recruits three GPSS members in addition to the GPSS President to serve on the Graduate Council, and
  - 1.5.4.1. GPSS Senators shall have preference for positions on Graduate Council, and
  - 1.5.4.2. If no Senate volunteers cannot be found, the GPSS URLA Chair shall serve on the Graduate Council to guarantee that at least two of GPSS's allotted four seats are filled at all times, and
- 1.5.5. Serves as an investigative committee for the Senate when the occasion arises, and
- 1.5.6. Collaborates with SG Graduate Students on issues that concern both Senates.
- 1.6. *The Awards Committee:*
  - 1.6.1. Reviews nominations for the GPSS Teaching, Research, and Leadership Awards, and
  - 1.6.2. Reviews nominations for the Wakonse Fellowship, and
  - 1.6.3. Evaluates nominations for the Margaret Ellen White Faculty award, and provides top nominations to the Graduate College, and
  - 1.6.4. Collaborates with the Marketing and Public Relations Committee to ensure all necessary material for PAGs and awards is available and current on the GPSS website.
- 1.7. *The GPSRC Committee:*
  - 1.7.1. Ensures appropriate space for the GPSRC event has been reserved, and
  - 1.7.2. Calls for graduate and professional student poster and presentation submissions, and
  - 1.7.3. Sets the event program, and
    - 1.7.3.1. Selects a keynote speaker for the conference, and
    - 1.7.3.2. Assembles a team of volunteers and judges, and
    - 1.7.3.3. Organizes and schedules room assignments for posters and presentations, and
  - 1.7.4. Collaborates with the Marketing and Public Relations Committee to produce marketing material for the GPSRC, and
  - 1.7.5. Attempts to procure funding for the GPSRC from sources other than the GPSRC, including:
    - 1.7.5.1. The Lectures Committee for the keynote speaker, and
    - 1.7.5.2. The Colleges at Iowa State University.
- 1.8. *The Marketing and Public Relations Committee:*
  - 1.8.1. Is co-chaired by the GPSRC chair and the CIO, and
  - 1.8.2. Maintains the GPSS social media, and
  - 1.8.3. Oversees updates to the GPSS website, and
  - 1.8.4. Makes policy decisions on website design and content, and
  - 1.8.5. Collaborates with the GPSRC Committee on generating marketing material for the GPSRC, and
  - 1.8.6. Collaborates with the PAG Committee to ensure all necessary material for PAGs and awards is available and current on the GPSS website.
2. Special Committees (committees not defined by the Constitution) may be formed by Senate Orders passed by a simple majority of the Senate to carry out duties enumerated in the Order.
  - 2.1. Special Committees shall be dissolved after twenty-four (24) months, unless a Senate Order is passed for the continuance of the committee.
3. Membership.
  - 3.1. The membership of any GPSS permanent or special committee shall be limited to the senators and Senate Officers of the GPSS.
  - 3.2. Permanent Standing Committees.
    - 3.2.1. The chair of a permanent standing committee shall be allowed to request volunteers to join the committee throughout the year.
    - 3.2.2. Committee members may be removed from a permanent standing committee at the discretion of the committee chair as a result of malfeasance, misfeasance, or nonfeasance of duties assigned by the aforementioned chair. The decision of a committee chair to remove a member from the committee may be appealed to the Senate. Overturning the chair requires a simple majority.
  - 3.3. Special Committees.
    - 3.3.1. GPSS Special Committees shall have at least three (3) members, and at least two (2) members of the committee must not be Senate Officers.
    - 3.3.2. The Chairperson of a Special Committee shall be named in the Senate Order forming the Special Committee. If the Chairperson of a Special Committee resigns or is removed from the GPSS, a new Chair must be named in a new Senate Order.

- 3.3.3. The addition and removal of members from a Special Committee shall be identical to that of Permanent Standing Committees unless the Senate Order forming the Committee specifies specific procedures for controlling membership.
4. Committee Reports.
  - 4.1. Standing Committees may provide reports during Senate sessions. The committee chair need not be the person providing the report.
  - 4.2. Special Committees shall give a report at each regular Senate meeting unless specified otherwise in the Senate Order forming the committee.
5. The URLA Committee seeks nominees and administers appointments to any and all permanent and/or short-term University Committees, Task Forces, and Councils on which GPSS has been allocated positions.
  - 5.1. The URLA Committee shall first seek nominees among current GPSS Senators and Officers by sending an email to all current members and/or making an announcement at a senate meeting.
  - 5.2. If no current Senator or Officer volunteers to serve in the position or meeting within 24 hours, then the URLA Committee may seek student representative nominees among the graduate and professional student body.

## ARTICLE V. ELECTIONS

1. The Election and Operations Committee oversees all elections processes. The Elections and Operations Committee shall adjudicate any election disputes during the elections process, and is the final authority on elections.
2. GPSS Representation and Senator Elections.
  - 2.1. Every spring semester, the Elections and Operations Committee shall calculate the number of representatives allotted to each academic unit according to the rules given in the Constitution and based upon the enrollment of graduate and eligible professional students provided by the University Registrar for the immediately previous fall semester. Any information used in this calculation must be made available to any interested parties upon request.
  - 2.2. The GPSS relies on graduate and professional academic units to provide nominations for GPSS Senators.
    - 2.2.1. The GPSS encourages academic units to hold elections for these seats amongst all eligible graduate and professional students in their unit.
    - 2.2.2. All nominations for GPSS senators must come from the Director of Graduate Education, Department Chair, Graduate/Professional Program Coordinators, or other appropriate administrators of the academic unit.
      - 2.2.2.1. In academic units represented by a graduate or professional student organization, the president of the organization may nominate GPSS senators for the academic unit, provided the graduate student organization is open to all members of the academic unit.
      - 2.2.2.2. Should more people be nominated than there are seats to be filled, Senators will be seated as follows:
        - 2.2.2.2.1. Nominations by a graduate or professional student organization
        - 2.2.2.2.2. Nominations by a Director of Graduate Education
        - 2.2.2.2.3. Nominations by a department chair.
        - 2.2.2.2.4. Nominations by a program coordinator or other administrator
        - 2.2.2.2.5. The Elections and Operations Committee will resolve any remaining conflicts.
    - 2.2.3. Academic units must submit a new nomination for a Senator every year, even if the same person is serving as Senator has been re-elected.
      - 2.2.3.1. Nominations for the following academic year open on March 1<sup>st</sup>.
      - 2.2.3.2. If an academic unit chooses to hold elections to fill a position, they are encouraged to do so before the April GPSS meeting. Senators elected by the April GPSS Meeting are invited to attend this meeting to allow for a transition period for new Senators.
  - 2.3. The CIO shall solicit submission of Senators from the graduate and professional student academic units each August in an attempt to fill all Senator positions.
  - 2.4. Investigate all complaints concerning elections which were registered by the last day of March. Each academic unit will be responsible for their own elections, but is subject to review by the Election and Operations Committee in response to complaints.
  - 2.5. Confirm the proper election of Senators as they are received from the Department Chair, Graduate or Program Secretary, Student Government (SG) Election Commissioner, or other authorized academic unit staff person.
  - 2.6. Confirm proper procedure for any special elections held by academic units.

3. Executive Officer Elections

3.1. Election Procedures.

3.1.1. The Election and Operations Committee shall appoint a chair to preside over the elections. The chair of the elections must not be running for any officer position.

3.1.2. Nominations for a position shall close immediately preceding the commencement of the election process for that position. All nominees must affirm that they meet the eligibility requirements enumerated in GPSS law.

3.1.3. Election Process.

3.1.3.1. In the event that only one candidate is running for a position, they may be elected by *viva voce* unanimous consent. Anyone objecting must nominate a new candidate. This shall constitute a valid nomination.

3.1.3.2. If more than one candidate is running for the position, each candidate is allowed two (2) minutes to speak about their candidacy before the first round of voting.

3.1.3.3. The Senate may ask questions of the candidates regarding their qualifications and plans for the position, or make statements in favor of one candidate.

3.1.3.3.1. Each candidate is permitted to respond to questions and comments; the response may not exceed one (1) minute.

3.1.3.3.2. This portion of the election may not exceed fifteen (15) minutes, unless the Senate votes by simple majority to suspend this rule.

3.1.3.4. No candidate shall be compelled to leave the room during any portion of the election.

3.1.3.5. Voting begins directly after the first round of questions and statements.

3.1.3.5.1. Voting for officer positions shall be by secret ballot.

3.1.3.5.2. Candidates are permitted to vote for themselves.

3.1.3.5.3. The Elections and Operations Committee is responsible for counting ballots.

3.1.3.5.3.1. Ballots must be counted twice to ensure correct ballot counts.

3.1.3.5.3.2. Ballots must be retained for twenty-one (21) days following the completion of the election.

3.1.3.5.4. A position is won by a simple majority of votes.

3.1.3.6. If no candidate has obtained a simple majority of votes after the first round of voting:

3.1.3.6.1. An additional round of questions and comments occurs, not to exceed ten (10) minutes. Each candidate is permitted to respond to questions and comments; the response may not exceed one (1) minute.

3.1.3.6.2. Voting by secret ballot is again held.

3.1.3.7. If the second round of voting does not yield a simple majority, a period of questions and comments from the Senate and answers from the candidate lasting no longer than five (5) minutes shall be followed by an additional round of voting. This process shall continue until a candidate has obtained a simple majority of the votes.

3.1.3.8. The election chair shall read out the results of each round of voting, and state the winner of the election, if any.

3.1.3.9. No candidate may be dropped from the ballot due to low vote counts in a previous round of voting.

3.1.3.10. A candidate may withdraw from the election process at any time up until the completion of the election.

3.1.3.11. If a candidate is unable to attend the meeting during which an election is held, a substitute may answer questions and make statements on behalf of the candidate.

3.1.3.12. Write-in candidates are permitted.

3.1.3.13. The Senate may sit at ease while ballots are counted.

3.2. General Elections.

3.2.1. Nominations.

3.2.1.1. The Election and Operations Committee shall call for nominations during the February regular GPSS meeting.

3.2.1.2. Nominations may be made in-person in a GPSS meeting or in an email submitted to the CIO.

3.2.1.3. Self-nominations are permitted.

3.2.2. The general election shall occur during the March regular meeting as a special order for the meeting.

3.2.3. The order of the elections for the offices shall be the order of supremacy of the officers listed in the Constitution.



- 3.2.4. Candidates may be nominated for more than one position, but must withdraw from additional nominations should they win an election.
- 3.3. Special Elections.
  - 3.3.1. Nominations.
    - 3.3.1.1. Nominations shall be open as soon as a vacancy occurs.
    - 3.3.1.2. If the call for nominations for a vacancy occurs less than two weeks prior to the GPSS special election, a ten (10) minute period shall be allotted for nominations during the meeting prior to the election. A recess is in order during this period.
    - 3.3.1.3. Special elections shall be considered special orders for the purpose of setting the meeting agenda.
  - 3.3.2. The election procedure shall follow that outlined in §3.1.3.
- 3.4. Motions to adjourn shall be considered out of order during the elections process.
4. Contesting Elections
  - 4.1. An election may be contested by submission of a formal written request to the CIO and Vice President.
  - 4.2. The request must state the reason for contestation.
  - 4.3. The Rules Committee shall provide an opinion of the validity of the contestation to the CIO and Elections and Operations Committee with regards to GPSS laws and any relevant policy.
  - 4.4. The Elections and Operations Committee shall then decide whether to uphold the election or to hold a new election.
    - 4.4.1. The opinion of the Elections and Operations Committee shall be provided to the complainant within fourteen (14) days of the contestation.
    - 4.4.2. The opinion of the Elections and Operation Committee is final.

## ARTICLE VI. BUDGET

1. The Finance Committee shall be responsible for preparing a preliminary budget proposal.
2. The budget proposal must contain, at a minimum, the following line items. Expenditures without designated costs shall be set at the discretion of the Finance Committee.
  - 2.1. Income
    - 2.1.1. Student Activities Fees
    - 2.1.2. Vending
    - 2.1.3. Surplus from previous years
  - 2.2. Expenditures
    - 2.2.1. Stipends
      - 2.2.1.1. Executive Officers: \$15,400 per year (seven officers at \$2200 per year)
      - 2.2.1.2. Senators-at-large: \$1,600 per year (four senators-at-large at \$400 per year)
      - 2.2.1.3. Minutes-taker: \$200 per year (one minutes-taker at \$100 per semester)
    - 2.2.2. Office and Communications
    - 2.2.3. Social Events
      - 2.2.3.1. Fall Social: \$2000
      - 2.2.3.2. Spring Social: \$1500
    - 2.2.4. Allocations
      - 2.2.4.1. Regular Allocations
      - 2.2.4.2. Special Allocations
    - 2.2.5. Awards Committee
      - 2.2.5.1. Monthly PAG Allocations
      - 2.2.5.2. Wakonse Awards: \$3,500
      - 2.2.5.3. GPSS Student Awards: \$3,000
    - 2.2.6. GPSRC
      - 2.2.6.1. Speaker and Programming
      - 2.2.6.2. GPSRC costs
  - 2.3. The GPSS Budget shall retain \$45,000 in reserve funds.
3. A draft budget shall be submitted to the Executive Council for review no later than the January Executive Council meeting.
4. The Treasurer shall present a proposed budget to the Senate at the January GPSS meeting for GPSS feedback. The GPSS may form a committee of the whole to allow open, informal discussion of the proposed budget and to make suggestions to the Finance Committee.

5. The final budget proposal shall be presented to the Senate for debate and a vote at the February GPSS meeting as a special order for the meeting.
6. Approval of original or amended budget proposal requires a simple majority of the Senate.
  - 6.1. If the GPSS fails to approve a budget at during the February meeting, the budget is referred back to the Finance Committee.
  - 6.2. The Finance Committee shall prepare a new budget proposal for the March GPSS meeting as a special order for the meeting.
7. A budget must be approved by the end of the March Senate meeting. Adjournment of the March GPSS meeting is not in order until a budget has been passed.
8. The Executive Council may approve any expenditures that are in accordance with an approved budget unless otherwise mandated.
9. Amendments to an adopted budget may be made through a Senate Bill passed by a two-thirds majority of the GPSS.

## ARTICLE VII. ALLOCATIONS

1. Requirements for organizations requiring funds.
  - 1.1. The Organization shall be recognized by the Student Activities Center, including probationary status, as determined by the Student Organization Database, or recognized by an act of the GPSS as providing service available to the University community.
  - 1.2. Social, religious, and political groups shall not be funded by GPSS.
  - 1.3. All products purchased through GPSS funds are considered property of GPSS and must be returned upon request of the Senate.
2. Regular Allocations.
  - 2.1. Eligibility.
    - 2.1.1. Organizations that primarily benefit graduate and/or professional students qualify to apply for regular allocations.
    - 2.1.2. Qualified organizations may only receive funding through regular allocations once per fiscal year.
    - 2.1.3. Requests for funding student conference attendance should be applied through a Professional Advanced Grant (PAG) and will not be considered through regular allocations.
  - 2.2. Application Procedure
    - 2.2.1. Organizations may receive Regular Allocations funding no more than once per fiscal year.
      - 2.2.1.1. Requests may not be amended after their initial submission.
      - 2.2.1.2. The Finance Committee may allow a club to withdraw its request before a final recommendation is made and allow them to re-submit in the subsequent funding period.
    - 2.2.2. Timing.
      - 2.2.2.1. The GPSS Treasurer must receive the completed application request by 5:00 PM on the last Friday of September for Fall applications, and by 5:00 PM on the last Friday of February for Spring applications. No exceptions will be made to these deadlines.
      - 2.2.2.2. The GPSS Treasurer will schedule a meeting with the GPSS Finance Committee to review all allocation requests make recommendations on the regular allocation requests.
      - 2.2.2.3. The graduate/professional student organization will be contacted by the Treasurer about the preliminary recommendation of the Finance Committee.
        - 2.2.2.3.1. If the student organization is happy with the recommendation, no further action is needed.
        - 2.2.2.3.2. The GPSS Treasurer will inform clubs of the allocation appeals process prescribed in the GPSS By-Laws, Article VII, §2.4.6.
    - 2.2.3. Supporting Documentation.
      - 2.2.3.1. Organizations must provide a ledger with at least two (2) years of expenses information. The ledger must clearly state which expenses and income are from previous GPSS allocations.
        - 2.2.3.1.1. Failure to submit a ledger shall result in an immediate denial of the organization's request.
        - 2.2.3.1.2. The GPSS Finance Committee reserves the right to audit organization spending.
        - 2.2.3.1.3. All unspent funding from previous GPSS allocations (Regular and Special) must be accounted for. Unspent prior funds will be subtracted from the Finance Committee's final recommendation for funding.

- 2.2.3.2. If an organization is a new organization or it does not have a ledger for any reason, the request can only be submitted with approval from the GPSS Treasurer prior to submission.
- 2.2.3.3. If an organization is requesting funding for an event, a detailed budget for the event is required.
- 2.2.3.4. Organizations are encouraged to seek additional funding beyond GPSS allocations requests.
- 2.2.3.5. Requests shall include information on all funding sources, including collaborations with other student organizations.
- 2.2.3.6. If an organization will be working with animals, it must provide approval from the Iowa State Institutional Animal Care and Use Committee (IACUC). If the organization believes that it does not need IACUC approval, it must provide the reason with the allocation application.
- 2.2.4. Submission of the Application. The application for allocations may be made online or on paper.
  - 2.2.4.1. Electronic system. The electronic application for GPSS allocations may be found on the GPSS website. The required allocation information is submitted electronically. A signature page must be printed, signed, and delivered to the GPSS office.
  - 2.2.4.2. Paper-based system. The paper application for allocations may be found on the GPSS website. The paper application, ledger, and signed signature page must be delivered to the GPSS office.
- 2.2.5. Amount of Support.
  - 2.2.5.1. The maximum amount that may be allocated to any organization is \$1,000 for the fiscal year from one accepted application per year.
  - 2.2.5.2. The final amount is recommended to the Senate by the Finance Committee. The GPSS must approve funding.
- 2.2.6. Appeals
  - 2.2.6.1. If the student organization is unhappy with the preliminary recommendation made by the Finance Committee, the student organization can appeal the recommendation to members of the Finance Committee or the Treasurer by providing additional clarification or documentation pertaining to their original allocation request.
  - 2.2.6.2. Student organizations shall not submit a modified allocation request during the appeal process. The acceptance or denial of an appeal will be given to the student organization.
    - 2.2.6.2.1. If the student organization is still unhappy with the recommendation made by the Finance Committee, the organization may appeal their case directly to GPSS.
    - 2.2.6.2.2. In this case, the organization must notify both the GPSS Treasurer and the GPSS Vice President at least one week prior to the relevant Senate Meeting (October or March).
    - 2.2.6.2.3. If no notification is given, the Senate shall not be obliged to hear the organization's case.
- 2.2.7. Alterations to previously funded requests.
  - 2.2.7.1. If an organization wishes to change a line item in an allocation that was previously funded, they must contact the treasurer prior to spending the allocation money.
  - 2.2.7.2. Any line item changes or reallocations of previously-funded requests must be reflected in the organization's ledger. Failure to do so may result in these funds being considered as unspent.
- 2.3. Priorities for Funding.
  - 2.3.1. Requests for activities that will advertise or support the graduate or professional student program/organization. The request may include special events that advertises an educational organization/program or showcases research that is performed by the program.
  - 2.3.2. Requests for sponsoring speaker(s) to come to Iowa State University that are recognized in the organization's discipline and are of general interest to other graduate and professional students.
  - 2.3.3. Requests for campus-orientated activities have priority over off-campus activities.
  - 2.3.4. Requests for allocations benefiting a significant number of graduate/professional students through educational programming.
  - 2.3.5. Requests from graduate/professional student organizations that are not funded by Student Government.
  - 2.3.6. Requests from organizations showing financial need.
  - 2.3.7. Requests from organizations with sound financial records.
- 2.4. Prohibited expenses. The following expenses shall not be funded:
  - 2.4.1. Contributions of financial or material support to any political party or political campaign recognized by the United States or the State of Iowa, or to endorse a political party or candidacy.

- 2.4.2. Contributions or expenses in support of on-campus elections, such as but not limited to Student Government.
- 2.4.3. Contributions of financial or material support to charitable organizations.
- 2.4.4. Expenses in the realm of GPSS Professional Advancement Grant (PAG) funding.
- 2.4.5. Social Events.
- 2.4.6. Trips or activities that form part of an ISU course or degree-related program of study.
- 2.4.7. Entrance tickets to shows, museums, parks, zoos, etc.
- 2.4.8. Permanent capital. Permanent capital includes durable goods that can be used for more than one period (e.g. shovels, filing cabinets, appliances, furniture).
- 2.4.9. Meals with ISU-affiliated faculty and/or staff.
- 2.4.10. Regular club meetings.
- 2.4.11. Expenditures to professional organizations outside of Iowa State University.
- 2.4.12. Graduate program recruiting activities.
- 2.4.13. Books and journals, regardless of availability at ISU.
- 2.4.14. Any controlled substances, including pharmaceuticals, vaccines, or any chemicals that require special disposal, storage, or purchase.
- 2.4.15. Food expenses in excess of 50% of the final recommended allocation. The finance committee will automatically adjust the final recommendation to reflect this.
- 2.5. GPSS Budgeting constraints. In the case that total Regular Allocations requested of GPSS exceed the budget for GPSS allocations, the Finance Committee reserves the right to recommend reduced funding even if all requested expenses are approved.
- 2.6. Debt of any sort shall not be funded.
  - 2.6.1. The GPSS will not fund events that have occurred before the day the money is transferred to the organization's account.
  - 2.6.2. It is strongly recommended that Clubs apply for regular allocations one semester before their event(s) to avoid being denied by the Finance Committee.
- 2.7. Line default funding amounts and required proof for funding exceptions.
  - 2.7.1. Advertisements.
    - 2.7.1.1. Maximum allowance of \$50 across entire request.
    - 2.7.1.2. Covers mass emails, flyers, and event printing.
    - 2.7.1.3. Does not cover general office supplies and consumables or day-to-day administrative costs.
  - 2.7.2. Airfare.
    - 2.7.2.1. Default maximum allowance of \$250.
    - 2.7.2.2. Airfare travel estimates for a specific trip may be used to justify allowances in excess of \$250.
  - 2.7.3. Conferences. Conference travels and fees shall not be funded in any amount by allocations. PAG applications may be used to offset the costs of conferences.
  - 2.7.4. Equipment.
    - 2.7.4.1. No default maximum allowance.
    - 2.7.4.2. Costs must be justified for each line item.
    - 2.7.4.3. Covers rentals and disposables.
    - 2.7.4.4. May not be used for permanent capital.
  - 2.7.5. Food.
    - 2.7.5.1. Maximum food allowance is 50% of the total budget.
    - 2.7.5.2. Maximum per diem food allowance for a speaker is \$40 per day.
    - 2.7.5.3. Funding for food must be used to pay for food at an event. Funding for food may not be used regular organization meetings.
  - 2.7.6. Gifts for a speaker.
    - 2.7.6.1. Maximum allowance of \$50 per speaker.
    - 2.7.6.2. Total value of gifts and honorariums may not exceed \$250.
  - 2.7.7. Honorariums.
    - 2.7.7.1. Maximum allowance of \$250 per speaker and \$250 per allocation request.
    - 2.7.7.2. Total value of gifts and honorariums may not exceed \$250.
    - 2.7.7.3. Honorariums shall not be awarded to ISU personnel or affiliates.
  - 2.7.8. Hotels.
    - 2.7.8.1. Maximum allowance of \$120 per speaker per night.
    - 2.7.8.2. Maximum allowance of two (2) nights per speaker.

- 2.7.9. Location/Venue
  - 2.7.9.1. No default maximum allowance.
  - 2.7.9.2. Costs must be justified for each line item.
  - 2.7.9.3. Organizations are encouraged to use ISU venues when possible, or ask for student discounts.
- 2.7.10. Registration. The GPSS will not fund registration fees of any kind.
- 2.7.11. Vehicles and Mileage.
  - 2.7.11.1. No default maximum allowance.
  - 2.7.11.2. Costs must be justified for each line item.
  - 2.7.11.3. Mileage is reimbursed at the rate set by the Iowa State University Accounting Office.
- 3. Special Allocations
  - 3.1. The ability of the GPSS to fund a special allocation request is dependent on the availability of GPSS funds.
  - 3.2. Eligibility.
    - 3.2.1. The primary beneficiaries of funding requested through special allocations must be graduate and/or professional students.
    - 3.2.2. Funding requests that are eligible for regular allocations, but are not submitted by the deadline shall not be accepted for special allocations funding.
    - 3.2.3. Graduate/professional student organizations that are denied through a regular allocation are ineligible for the same items through a special allocation.
    - 3.2.4. Special allocations may not be used to fund debt, as prescribed in the GPSS By-Laws, Article VI §2.6.
  - 3.3. It is the responsibility of the recipient receiving GPSS funding to communicate to the Treasurer on how the money was spent, and the treasurer will report back to the Senate.
  - 3.4. Individual(s) seeking a special allocation shall contact the GPSS Treasurer prior to the request being made to the Senate. It is highly recommended that this occurs early enough so the Finance Committee can meet to discuss the allocation request and to assist an individual with the special allocation request.
  - 3.5. The Finance Committee reserves the right to make recommendations to the GPSS on special allocation requests.
  - 3.6. All property that is purchased with special allocation funds is the property of the GPSS and the GPSS reserves the right to repossess this property at any time for any reason.
  - 3.7. There is no deadline for special allocations.
  - 3.8. The GPSS is the only body capable of approving a Special Allocation request. The Executive Council may not authorize special allocations.
  - 3.9. Student Organizations applying for a special allocation shall provide justification for why they are exempt from the requirements of the regular allocation process.
  - 3.10. Student organization applying for a special allocation shall provide a ledger for the previous twenty-four (24) months if a regular or special allocation was received from the GPSS during this period.
  - 3.11. Student organization receiving GPSS Special allocations may not apply for a new Special Allocation during the following two (2) academic years.

## ARTICLE VIII. PROFESSIONAL ADVANCEMENT GRANTS

- 1. Purpose: Professional Advancement Grants (PAG) are provided to graduate and professional students by the Graduate and Professional Student Senate (GPSS) to help defray expenses related to professional meeting, conference, and development-related travel.
- 2. Amount of Support. The amount of a PAG award shall be \$200.
- 3. Travel Month Award Divisions.
  - 3.1. The budget for PAG is set by the Finance Committee.
  - 3.2. The monthly allocations from the total PAG budget is set by the Finance Committee.
  - 3.3. Any funds remaining within the PAG monthly budget after the application deadline shall be moved to the PAG budget for the following month.
  - 3.4. PAG funds shall not be applied to month for which the application deadline has already passed.
- 4. Student Eligibility
  - 4.1. The applicant must be a current graduate or professional student at Iowa State University.
    - 4.1.1. The applicant must be registered during the semester for which the travel event will occur.
    - 4.1.2. The student must not graduate prior to, during, or before the applicant files for reimbursement, the travel event occurring.

- 4.2. Each student is eligible to receive up to one PAG award per fiscal year (July 1st to June 30th).
  - 4.2.1. A student may submit multiple applications within the same fiscal year for different travel events, provided they do not fall within the same month.
  - 4.2.2. In this case, applications are read in the order of the travel month for which the application falls. If an application is accepted, all subsequent and remaining applications within that fiscal year are denied for that applicant.
  - 4.2.3. Submitting an application does not guarantee funding.
- 4.3. A student who has received a PAG grant in the same fiscal year is ineligible to receive PAG funds again in the same fiscal year. The student must wait for a new travel event that occurs in the next fiscal year to be considered eligible.
- 4.4. A student does not need to wait until the next fiscal year to apply for this new travel event.
5. Travel Eligibility
  - 5.1. PAG awards may not be used for any required activity for course or credit at any university.
  - 5.2. PAG awards may be used to fund travel for events that count towards a professional certificate or other professional development activities that provide experiences not available at Iowa State University.
6. Application
  - 6.1. There is only one valid application form. This link shall be hosted on the GPSS website.
  - 6.2. Incomplete, late, or duplicate applications shall not be considered for funding and will be denied. It is the responsibility of the student to ensure the validity, accuracy, and timely completion of the application.
    - 6.2.1. Should an applicant make an error on their application, they must contact the Awards Chair as soon as they become aware of the error. Some mistakes are able to be edited in the application by the Awards Chair, while some require the application to be denied and for the applicant to re-apply with correct details.
  - 6.3. The deadline for monthly applications is 5:00 PM CT on the 15th of the month prior to the month in which the travel event occurs.
    - 6.3.1. A student is encouraged to apply in advance of this deadline, a student may apply as early in advance as possible provided the proper documentation for the travel event has been given.
    - 6.3.2. This deadline is final, a student may not appeal for a late application to be read regardless of circumstance.
  - 6.4. Upon successful submission of the PAG application, the Awards Chair, the applicant, and the academic unit contact named within the application will receive a confirmation email with unique details corresponding to that application.
    - 6.4.1. It is the responsibility of the student to ensure that the proper academic unit contact is listed in the application. This contact should be the staff member filing for the travel reimbursement.
    - 6.4.2. The student must retain a copy of this acceptance email to access their PAG status.
7. Awarding PAGs
  - 7.1. The Awards Chair will manually operate and oversee the PAG operating system.
    - 7.1.1. This consists of a private processing database where the budget, applications, and decisions are stored.
    - 7.1.2. Only the Awards Committee shall have access to this database.
    - 7.1.3. The Awards Chair is responsible for processing applications in a timely manner, with decisions issued at least once each month.
  - 7.2. The academic unit/department, affiliations, student details, content of the travel event, destination of the travel event, whether or not the student is giving a talk/poster, or any of these specific details do not affect PAG award decisions.
  - 7.3. PAGs are awarded based on applicant priority and funds remaining in the monthly PAG budget.
    - 7.3.1. A student who has never received a PAG grant during their time at Iowa State University receives priority status.
    - 7.3.2. A student who has received a PAG grant during their time at Iowa State University in a prior fiscal year will be added to the monthly waitlist.
  - 7.4. Applicants with priority status who submit valid applications are approved for PAGs in the order in which they are submitted.
    - 7.4.1. If there are insufficient PAG funds for eligible first-ever/priority applicants, funds will be disbursed to the priority as they are processed on a first-apply, first-awarded basis.

- 7.5. At the time of the monthly deadline (the 15th of the month at 5 PM CT) the Awards Chair is responsible for determining how many applicants are on the waitlist, the remaining funds in the account, and manually assigning the status to these applicants.
  - 7.5.1. If sufficient funding is available, all remaining eligible applicants on the waitlist shall receive funding.
  - 7.5.2. If there is insufficient funding available for all applicants on the waitlist, PAGs will be awarded by a computer program that selects awardees randomly from the waitlist.
    - 7.5.2.1. Each application on the waitlist shall have an equal probability of being selected for an award, regardless of when they applied, provided the application was submitted on time.
    - 7.5.2.2. The award drawing shall be entirely automated, with no manual component, to prevent bias or malfeasance. This waitlist processing must be completed by the Awards Chair between the 15th and the 22nd of the month.
- 7.6. PAG awards are not transferable between students, or between events.
- 7.7. PAG awards shall only be given as reimbursements; money shall not be disbursed prior to travel.
8. Travel Cancellation
  - 8.1. The student must notify the Awards Chair to cancel their PAG no later than two weeks after the conference to remain eligible to apply for funds again during that fiscal year. Cancellation any PAG application forfeits any previously held priority status.
  - 8.2. If a student does not cancel their PAG award within this timeframe, they forfeit their award and must wait until the next fiscal year to apply for PAG funds.
9. Travel Reimbursement
  - 9.1. It is not the responsibility of GPSS or the Awards Chair to disburse PAG funding, this is handled by the Graduate College.
  - 9.2. It is the responsibility of the student to maintain all receipts during travel events and complete the reimbursement process. It is recommended that the student retain this information for one year following the travel event.
  - 9.3. The applicant must file for reimbursement through their department.
  - 9.4. The applicant must file within 30 days from the last date in their travel listed in their application.
    - 9.4.1. The applicant may request additional time due to extreme extenuating circumstances by contacting the Awards Chair immediately.
    - 9.4.2. The Awards Chair will relay the request to the Awards Committee, where the majority vote will determine if the appeal will be met or denied.
  - 9.5. Reimbursements will only be provided for actual expenses incurred.
  - 9.6. Disbursal of funds will conform to ISU policies.

## ARTICLE IX. AWARDS

1. Margaret Ellen White Award
  - 1.1. Purpose: The purpose of this award is to recognize superior performance by a member of The Graduate Faculty each year. The award recognizes the effectiveness of major professors who serve as mentors; who enrich the student-professor relationship by support and attention to detail which enables students to finish their work in a timely and scholarly manner.
  - 1.2. Amount. The amount of the award shall be \$2,500. The faculty member will also receive a plaque.
  - 1.3. Procedure.
    - 1.3.1. Graduate students shall submit their nominations to their respective GPSS senators using the appropriate form hosted on the Graduate College web page.
    - 1.3.2. All applications must be submitted to their GPSS representative(s) by November 11<sup>th</sup> of that year.
    - 1.3.3. Should their academic unit not be represented in GPSS, the nominating student shall directly submit their nomination to the Awards Chair.
    - 1.3.4. There can be only one final nomination from each academic unit forwarded to the next stage for review.
      - 1.3.4.1. In the event of multiple nominations from one academic unit and only one GPSS senator, this senator must review the nomination with the Awards Committee.
      - 1.3.4.2. In the event of multiple nominations from one academic unit and multiple GPSS senators, the senators shall meet and decide on one nomination to advance. In the event of indecision or conflict of interest, the Awards Committee shall make the decision on which nomination to advance.

- 1.3.4.3. If a GPSS senator's supervisor has been nominated and there is more than one nomination from the academic unit, the Awards Committee should be notified and shall assist in selecting the top nomination for the academic unit.
- 1.3.5. All final nominations must be submitted to the GPSS Awards Chair by November 18<sup>th</sup> of that year.
- 1.3.6. The GPSS Awards Chair is responsible for overseeing the review and scoring for the applications, and for submitting up to five top scoring applications to the Dean of the Graduate College's office no later than February 1st each year.
2. GPSS Student Awards
  - 2.1. General Eligibility
    - 2.1.1. All nominees must be a current Iowa State University graduate or professional student in good standing.
    - 2.1.2. Students can self-nominate for the award.
    - 2.1.3. Students may apply for the multiple Graduate and Professional Student awards concurrently.
  - 2.2. Award Amount. The recipient of a GPSS Student Award shall receive a financial award of \$200 and a certificate. Each award may be given to up to five (5) students each year.
  - 2.3. General Application Criteria.
    - 2.3.1. There is only one valid nomination form for each award, and this is hosted on the GPSS webpage.
    - 2.3.2. Applications must be sent in a single pdf form to the GPSS Awards Chair by the deadline listed on the GPSS webpage.
  - 2.4. Scoring
    - 2.4.1. Incomplete or ineligible applications will not be scored.
    - 2.4.2. To prevent bias and to ensure consistent review of applications, the Awards Committee will designate certain sections across all applications to be read by a committee member. Final scores will be compiled by the Awards Chair.
    - 2.4.3. Applicant responses must not exceed the word limit stated in the application. Scores will be given for the responses within the word limit only, and reviewers are not obligated to read beyond the word limit.
    - 2.4.4. A rubric of the scoring guidelines for each award will be kept on the GPSS webpage.
  - 2.5. Awards
    - 2.5.1. GPSS Teaching Award
      - 2.5.1.1. Purpose. The GPSS Teaching Award is awarded to graduate and professional students who go above and beyond their required teaching expectations, including those who teach extra courses, obtain excellent marks in evaluations, or by create and lead their own courses.
      - 2.5.1.2. Specific Eligibility.
        - 2.5.1.2.1. The nominee must have never received a GPSS Teaching Award previously.
        - 2.5.1.2.2. The nominee must have been a TA or instructor for at least one completed class before applying.
      - 2.5.1.3. Specific Application Details. A complete application must include: the nomination form, a curriculum vitae (CV) and two letters of support. The first letter of support must be from a student that the nominee has taught before; this first letter may be substituted by submitting teaching evaluation sheets. The second letter of support must be from the class instructor, advisor, department chair, or supervisor of the nominee for one of the classes the nominee has taught.
      - 2.5.1.4. Specific Scoring Criteria. Applicants will be scored on the number of courses for which they have served as a teaching assistant or instructor, the quality of feedback in their letters of support, any previous awards or recognition conferred for their teaching, and their overall impact on student learning experience.
    - 2.5.2. GPSS Research Award
      - 2.5.2.1. Purpose. The GPSS Research Award recognizes graduate and professional students at Iowa State University who make substantial contributions to the larger research community.
      - 2.5.2.2. Specific Eligibility.
        - 2.5.2.2.1. The nominee must have never received a GPSS Research Award previously.
        - 2.5.2.2.2. Nominee must have at least one first-authored publication and oral presentation completed at the time of application submission.



- 2.5.2.3. Specific Application Details. A complete application consists of the nomination form, a curriculum vitae (CV) and two letters of support. The first letter of support must be from a fellow graduate student. The second letter of support must be from the major professor.
- 2.5.2.4. Specific Scoring Criteria. Applicants will be scored on the number of publications they have received, particularly the number of stand-alone first-author publications, oral presentations, symposiums, or other research publications the nominee has.
- 2.5.3. GPSS Leadership Award
  - 2.5.3.1. Purpose. The GPSS Leadership Award recognizes graduate and professional students at Iowa State University who are actively involved in leadership roles within their department, college, the University, and within their Ames community.
  - 2.5.3.2. Specific Eligibility.
    - 2.5.3.2.1. The nominee must have never received a GPSS Leadership Award previously.
    - 2.5.3.2.2. The nominee must be able to demonstrate leadership roles lasting at least two semesters while at Iowa State.
  - 2.5.3.3. Specific Application Details. A complete application for the GPSS Leadership award consists of the nomination form and a curriculum vitae (CV).
  - 2.5.3.4. Specific Scoring Criteria. Applicants will be scored on the number of leadership roles held over time (at previous institutions, at Iowa State, and with the larger Ames community), service positions, previous leadership recognition or awards, and overall involvement in various communities.
- 2.6. Award Decisions
  - 2.6.1. Winners will be notified of their award at least one week prior to the Graduate and Professional Student Conference (usually held in April).
  - 2.6.2. Winners will be recognized in the Awards ceremony of this conference.
  - 2.6.3. Financial disbursement will conform to ISU policies.
- 3. Wakonse Fellowship
  - 3.1. Purpose: Bringing students together to inspire teaching through a conference focusing on promoting and sharing teaching techniques.
  - 3.2. GPSS will provide some funding to the Center for Excellence in Learning and Teaching (CELT) to fund graduate students travel and fees for the Wakonse conference.
    - 3.2.1. Selected recipients can receive up to \$700 for this conference.
    - 3.2.2. There can be up to 5 recipients for this award.
  - 3.3. Eligibility. Eligibility is determined by the CELT.
  - 3.4. Application
    - 3.4.1. The CELT shall host the Wakonse application, although GPSS may link to the application on their website.
    - 3.4.2. Application details are determined by the CELT.
  - 3.5. Scoring
    - 3.5.1. Completed applications are sent to the GPSS Awards Chair through the CELT.
    - 3.5.2. Applications will be reviewed based on their previous teaching experience and any previous awards or recognition for their teaching.

## ARTICLE X. ACCESS TO INFORMATION

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

## APPENDIX D. SUMMARY OF SECTION CHANGES

<b>Topic</b>	<b>Old Laws</b>	<b>New Laws</b>	<b>Changes</b>
Academic Representation	C-I§i	C-II§1.1	Slight wording changes
Budget Amendments	BL-I§5.4, Finance	BL-VI§9	Finance policy added to by-laws
Budget Approval	BL-I§5.2, Finance	BL- VI§6,7	Finance policy added to by-laws
Budget Development	BL-I§5.1, Finance	BL- VI§1,2	Finance policy added to by-laws
Committee Chairs	C-III§3	C-IV§1.3	No significant changes
Constitution Amendments	C-VII§2	C-IX	Clarification of procedure for amendments
Contesting Elections	NA	BL-V§4	Ability to contest elections has been added
Definitions	C-I§iii	C-I	More definitions added for consistency
Delinquency/Removal of Senators	BL-I§7	BL-II§3	Slight wording changes
GPSS Advisors	C-IV	C-V	No significant changes
GPSS Awards Policy	PAG	BL-IX	Made inclusive of professional students
GPSS Exec Meetings	C-II§6, BL-II§2	C-III§10	Slight policy change
GPSS Finances, General	C-I§vii.i, C-VI	C-VII	Wording Changes; required by Student Activities Center
GPSS Meeting Times and Dates	C-I§vi.i	BL-I§2	Codified Monday at 6:30 pm meeting time.
GPSS Officer Eligibility	C-II§5	C-III§5	Eligibility for VetMed senators changed to account for VetMed Policy Added language for impeachment by Senate. Past policy only permitted removal for missing meetings
GPSS Officer Impeachment	BL-II§3	C-III§8	
GPSS Officer Powers and Duties	C-II§2	C-III§2	Some duties of execs moved to by-laws
GPSS Officer Regular Elections	BL-II§1	C-III§7, BL-V§3.2	Election procedure has been codified. Special election procedures essentially absent in current law. Similar to procedures used in the last special election.
GPSS Officer Special Elections	NA	BL-V§3.3	
GPSS Officer Stipend	NA	C-III§6	Added current policy of providing stipends to constitution and changed allocations
GPSS Officer Succession	NA	C-III§9	Added wording for succession to fill vacancies Officer terms changed to match the Senator terms.
GPSS Officer Terms	C-II§4	C-III§4	

## Final Report of the GPSS Special Committee for Constitutional Revision: Appendix D. Summary of Section Changes

GPSS Officers	C-I§v, C-II	C-III§2	Order of Officers changes; PAG chair changed to Awards Chair
GPSS Powers and Duties	C-I§vii	C-II§4.1	Wording Changes
GPSS Regular Meetings	C-I§vi	C-II§3	Wording Changes
GPSS Senator eligibility	C-I§ii	C-II§1	Slight wording changes
Meeting Agenda, Order of Business	BL-I§1.4, BL-I§3	BL-I§1.4, BL-I§3	Order of business slightly adjusted to clarify special orders
Meeting Minutes	C-II§2.v.c	BL-I§1.5	Ability to have someone other than the URLA chair take minutes
Meeting Rules	BL-I	BL-I	
PAG Policy	PAG	BL-VIII	Minor changes
Ratification	C-VII§3	C-X	Strict requirements for ratification of new constitutions
Regular Allocations	BL-I§6, Finance	BL-VII§2	Finance policy added to by-laws
Senate Legislation	BL-I§4	BL-I§4	Added types of legislation descriptions
Senate Special Committees	C-III§2, BL-III§1	C-IV§2	Membership and formation criteria clarified
Senate Standing Committees	C-III§1	C-IV§1, BL-IV§1	Some duties of committees moved to by-laws; PAG Committee renamed to Awards Committee
Senator Attendance Policy	BL-1§7.1	BL-II§2	Attendance Policy has been updated.
Senator Duties	C-I.iv.vi	BL-II§1	
Senator Removal Policy	BL-1§7	BL-II§3	Removal Policy updated; appeal process added.
Senator Terms	C-I§iv	C-II§2	Rewording
Senator-at-large stipend	NA	BL-II§4.1	Codified \$200/semester stipend for senators at large
Senators-at-large definition	C-I.iii.ii.b	C-I§5, C-II§2.3	Added VetMed SG senator to GPSS as a senator-at-large
Special Allocations	BL-I§5.4, Finance	BL-VII§3	Finance policy added to by-laws
Statement of Compliance	C-I§ii	C-VIII	Required by ISU Student Activities Center
Supremacy of Rules	C-V	C-VI	Slight wording changes
University Committees	BL-III§2	BL-IV§5	Slight wording changes

## APPENDIX E. CURRENT CONSTITUTION

The Graduate and Professional Student Senate (GPSS) of Iowa State University (ISU) 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 GPSS is the representative, deliberative, and administrative organization of the graduate and professional student body of ISU, and is a duly constituted independent collegiate organization within the University.

### ARTICLE I. THE GRADUATE AND PROFESSIONAL STUDENT SENATE

- i. Representation. Each graduate or professional academic unit may elect one Senator for each fraction of one-hundred (100) students enrolled with a maximum of four (4) Senators per academic unit, where enrollment is reported in the Iowa State University eData data warehouse.
- ii. Eligibility. Any student enrolled at least halftime (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) in a graduate or professional academic unit at Iowa State University may be elected as a Senator. Senators must represent their own academic unit, with the exception of Senators-at-large. Each graduate or professional academic unit may create more restrictive rules for electing Senators if they choose. Iowa State University and the GPSS do not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, physical or mental disability, or status as a U.S. veteran.
- iii. Definitions
  - i. Senators. A Senator is an elected representative registered in good standing with the Graduate College or any of the professional colleges within the University. Each Senator will have one vote in the Senate.
  - ii. Student Government Senators. Status as a Graduate College Student Government Senator shall not count against an academic unit's quota (ARTICLE 1, section 1, representation), and is not subject to election procedures as otherwise defined in the By-laws or the Standing Rules. The following positions carry the status of Senator-at-large:
    - a. Officers of the Senate. The Officers of the Senate shall represent the Senate as a whole and shall not carry a vote; in the occurrence of a tie, the Vice President will cast the deciding vote.
    - b. Student Government (SG) Senators. They shall represent the graduate student body as a whole. They shall also act as a liaison between SG and GPSS to facilitate efficient and productive legislation by the two bodies and to strengthen representation of student concerns to administration. SG Senators who represent the Graduate College shall be elected to SG by the graduate student body or, in the case of a vacancy or special circumstances, appointed to SG by GPSS as defined in the SG Constitution and By-laws. Each SG senator will have one vote in the Senate.
  - iii. Academic Unit. A student's academic unit is defined as their academic department, except in the event that the student's major spans multiple colleges or departments. In this case, the major will be the academic unit.
- iv. Terms. Members of the Senate are elected by graduate or professional students for up to one year terms that begin August 1st and end July 31st and may be re-elected for as long as they continue to be in good standing with the Graduate College or College of Veterinary Medicine.
- v. Officers. The officers of the Senate are the President, Vice President, Treasurer, Chief Information Officer, University Relations and Legislative Affairs (URLA) Chair, Professional Advancement Grant (PAG) Chair, and the Graduate and Professional Student Research Conference (GPSRC) Chair. Henceforth, this order shall be known as the order of seniority.
- vi. Sessions. A scheduled meeting of the seated Senate
  - i. The GPSS shall meet once per month during the fall and spring semesters, except in the months of December and May. Summer sessions may be held at the discretion of the Executive Council for seated Senators who are present at Iowa State University.

## Final Report of the GPSS Special Committee for Constitutional Revision: Appendix E. Current Constitution

- ii. The Vice President shall call additional sessions as directed by the Senate or with written petition of 30% of the Senate.
- vii. Powers and Duties.
  - i. The Senate may discuss and take a position on any subject of concern to the graduate and professional student body. The Senate may discuss and make policies within its jurisdiction. The Senate may also allocate funds by Senate Bill or through an approved budget. Allocation of funds shall never exceed the actual funds possessed by the Senate.
  - ii. Issues must be referred to a vote of the graduate and professional student body upon receipt of a petition of two percent (2%) of the graduate and professional student body (as determined by the Office of the Registrar), or may be referred by the Senate. The vote shall be through a process approved by the Senate and the voting process shall be open for not less than one regular class day (9am to 5pm).
  - iii. The Senate may call general meetings of the graduate and professional student body.
  - iv. The Senate is the judge of its membership.
  - v. The existence of the Senate shall not preclude other means of communication between the graduate or professional student and the University.
  - vi. To improve communication between graduate students and administration, all senators are expected to meet with program/department administrators at least once a semester. This criterion may be satisfied by meeting with the DOGE, program chair, or by attending faculty meetings. In the event that there are concerns or difficulties contact the URLA Chair. A summary of these meetings must be sent to the URLA chair no later than the last GPSS meeting of each semester.
  - vii. Each Senator shall be responsible for the dissemination of information regarding legislation, proposals, issues, and remarks relating to GPSS to the members of their academic units.
  - viii. Sitting SG Senators shall submit monthly reports regarding SG activities, proposals, actions, and legislation to the Vice President no later than 3 days before the regular GPSS Senate meeting.

## ARTICLE II. THE EXECUTIVE COUNCIL

1. Membership. The Executive Council consists of the Senate officers.
2. The duties and responsibilities of the officers shall be defined and be limited to:
  - i. President:
    - a. Preside over the GPSS Executive Council meetings.
    - b. Set agenda for GPSS Executive Council meetings.
    - c. Preside over any general meetings of the graduate and professional student body.
    - d. Supervise normal internal operations of the Senate.
    - e. Attend annual President's training in compliance with Student Organization regulations.
    - f. Assume risk management officer responsibilities for acts of the organizations or events produced by the organization. The role of risk management officer is to:
      1. Recommend risk management policies or procedures to the GPSS,
      2. Submit documentation to ISU's Office of Risk Management, and
      3. Ensure that risk management procedures are implemented at all the organization's events.
    - g. Shall be seated on the Special Student Fee and Tuition Committee and the Memorial Union Board of Directors.
    - h. Represent GPSS in the Graduate Council.
    - i. Such other responsibilities as authorized by the Senate. Authorization may be reviewed by the Senate as necessary.
  - ii. Vice President:
    - a. Assume the responsibility of the President in the case of the President's absence.
    - b. Preside over sessions of the Senate or designate the chair with the approval of the Senate.
    - c. Conduct the Senate sessions according to the rules of procedure set by the Rules Committee.
    - d. Determine whether or not a quorum is present.
    - e. Chair the Rules Committee.
    - f. Reserve monthly meeting venue through university's room reservation request.

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- g. Invite and schedule Open Forum speakers for Senate meetings.
    - h. Set the agenda, including speakers, bills, reports of the Executive Council, and announcements for the GPSS meetings, and send to Senators at least seven days prior to the Senate meeting.
    - i. Organize graduate orientations, fall social, and spring social.
  - iii. Treasurer:
    - a. Collect, keep a record of, and arrange for the safekeeping of such monies as the Senate may obtain.
    - b. Disburse such monies as the Senate approves through a Senate Bill unless other procedures are outlined in the By-laws or Senate Bill.
    - c. Report to the Senate for approval at all regular sessions, all income and expenses and maintain records of all transactions.
    - d. Maintain financial records for inspection at any time by members of the Senate with 72 hours notice.
    - e. Attend annual Treasurer's training in compliance with Student Organization regulations.
    - f. Chair the Finance Committee.
    - g. Shall be seated on the Special Student Fee and Tuition Committee.
  - iv. Chief Information Officer (CIO):
    - a. Record and file records of activities of the Senate and its agencies.
    - b. Keep a record of attendance at Senate sessions.
    - c. Handle and maintain a record of all Senate correspondence.
    - d. Conduct roll call votes.
    - e. Report issues of lack of attendance when it may violate the rules of funding for regular allocations, specials allocations, or Professional Advancement Grants to the Treasurer and the PAG Chair.
    - f. Maintain the GPSS website and email listservs in a timely manner, including posting minutes awaiting approval within 72 hours after a general meeting
    - g. Be responsible for preparing and developing presentation for GPSS meetings and for accurate display during the GPSS meetings.
    - h. Have a functional knowledge of GPSS rules and proceedings.
    - i. Chair the Election and Operations Committee.
  - v. University Relations and Legislative Affairs (URLA) Chair:
    - a. Coordinate graduate and professional student body representation on university committees, feedback from those committees, as well as, legislative affairs.
    - b. Organize professional development activities or speaker/programming.
    - c. Record meeting notes during GPSS meetings.
    - d. Shall be seated on the Faculty Senate.
    - e. Represent GPSS on the Resource Management Model Student Affairs Advisory Committee.
    - f. Facilitate communication between Senators and their departments' administration.
  - vi. Professional Advancement Grants (PAG) Chair:
    - a. Review and allocate professional advancement grants according to guidelines set by the Senate GPSS awards and scholarships.
    - b. Review nominations for all student awards in accordance with the guidelines of the Senate.
    - c. Review all nominations for Margaret Ellen White Faculty award and forward top nominations to the Graduate College.
  - vii. Graduate and Professional Student Research Conference (GPSRC) Chair:
    - a. Be responsible for planning and executing the GPSRC.
    - b. Chair the GPSRC Committee.
    - c. Report to the Senate for approval at all regular sessions, all income and expenses and maintain records of all transactions regarding GPSRC.
- 3. The duties and responsibilities of the officers shall be limited and defined by Article II, Section 2 to maintain division of power. Responsibilities may be temporarily modified at the discretion and consent of the Executive Council.
- 4. Terms. The term of office for Executive Council members shall expire upon the adjournment of the April session. The newly elected Executive Council shall assume their responsibilities upon the adjournment of the April session.
- 5. Eligibility. The Executive Council members are elected by the Senate.

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

## ARTICLE III. COMMITTEES

1. Permanent Standing Committees.
  - i. Membership. Permanent standing committees consist of Senators who volunteer. Committee members may be removed at the discretion of the chair due to lack of participation.
  - ii. Terms. The term of the members of the permanent standing committees shall expire upon adjournment of the April Senate Meeting.
  - iii. Finance Committee. The Finance Committee prepares the budget and makes recommendations for allocations of the funds of the GPSS. The Treasurer serves as the Chair for the Finance Committee. In addition, the Finance Committee will compose bills of guidelines for regular and special allocations during the spring semester to be used for the following year.
  - iv. Rules Committee. The Rules Committee prescribes all general and special rules of procedure necessary for the orderly consideration of Senate business. All questions of a procedural or legal nature are directed to the Rules Committee. The Vice President serves as the Chair of the Rules Committee.
  - v. Social Committee. The Social Committee organizes all social events of the GPSS. The Vice President serves as Chair of the Social Committee.
  - vi. Election and Operations Committee. The Election and Operations Committee is responsible for ensuring that all Senate positions are filled. All questions regarding GPSS membership are directed to the Elections Committee. The Chief Information Officer is the Chair of the Election and Operations Committee, which:
    - a. Supervises elections of Senators (including SG Senators) and Executive Council members.
    - b. Supervises special elections needed to fill vacancies.

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- c. Maintains a record of attendance at all Senate sessions and notifies Senators as well as their academic units of their nonattendance.
    - d. Makes policy decisions on website design and content.
    - e. Updates GPSS website and social media accounts.
    - f. Designs all publicity materials for GPSS.
    - g. Advises GPSS on processes to streamline and simplify Senate activities.
  - vii. University Relations and Legislative Affairs Committee. Questions regarding public and university policy on graduate and professional students shall be referred to this committee. The University Relations and Legislative Affairs chair is the chair of this committee, which:
    - a. Advocates graduate and professional student concerns to local, state, and federal officials.
    - b. Monitors governmental actions affecting graduate and professional students.
    - c. Coordinates Senate actions to influence public policy on graduate and professional student concerns.
    - d. Recruits graduate and professional students to serve on University Committees by forwarding requests to all GPSS Senators and academic unit contacts.
    - e. Responsible for recruiting three GPSS members in addition to the GPSS President to serve on the Graduate Council. Preference is given to GPSS Senators for these three additional positions, however if three Senator volunteers cannot be found, the GPSS URLA Chair shall serve on the Graduate Council to guarantee at least two of GPSS's allotted four seats are filled at all times.
    - f. Serves as an investigative committee for the Senate when the occasion arises.
    - g. Works closely with the Senators-at-large to SG on issues that concern both Senates.
    - h. Serves as a liaison to the GPSS regarding Board of Regents activities.
  - viii. Professional Advancement Grant Committee. The PAG Chair is the chair of this committee and will work with a representative from the Graduate College for travel awards, and form a committee to review GPSS awards and scholarships.
  - ix. Graduate and Professional Student Research Conference Committee. The GPSRC Committee shall assist the GPSRC Chair in organizing and executing the annual Graduate and Professional Student Research Conference.
  - x. Marketing and Public Relation Committee. The Marketing and Public Relations Committee create marketing for the GPSRC, maintain the GPSS social media, and increase communications regarding GPSS and their constituents. Co-chaired by the CIO and GPSRC chair.
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 GPSS or the Senate shall appoint one.

## ARTICLE IV. ADVISER

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



## ARTICLE V. SUPREMACY OF RULES

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

## 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.

## 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 (10) days of the amendment.

## APPENDIX F. CURRENT BY-LAWS

### ARTICLE I. PROCEDURES OF THE SENATE

1. Meeting rules
  - 1.1. Unless otherwise specified, meetings of the Senate shall operate in compliance with, in order of precedence, the Graduate and Professional Student Senate (GPSS) Constitution, the GPSS By-laws, GPSS Standing Rules, and Robert's Rules of Order Newly Revised, 11th ed. (herein, Robert's Rules).
  - 1.2. The Vice President presides over and chairs the Senate.
    - 1.2.1. The Vice President may appoint a chair to preside over the Senate with approval of the Executive Council.
    - 1.2.2. In the event of the Vice President's absence at a senate meeting without appointment of a chair, the presiding officer for the Senate session will be appointed by the Senate Officer with the highest seniority.
  - 1.3. No motion may be made, nor a vote be binding, unless a quorum is present, with the exceptions of the motions to adjourn, fix a time to which to adjourn, recess, or modify the agenda.
  - 1.4. Meeting Agenda
    - 1.4.1. The proposed agenda for a session of the Senate shall be prepared and distributed no later than one week (7 days) before the session.
    - 1.4.2. This agenda shall enumerate items to be discussed under Unfinished and New Business.
    - 1.4.3. Copies of bills, resolutions, and orders to be considered along with the previous meeting's notes will be appended to the agenda.
    - 1.4.4. The circulated agenda may be amended at the beginning of the meeting by a majority vote of the Senate.
2. Representation and Senator Elections.
  - 2.1. Every spring semester, the Elections and Operations Committee shall calculate the number of representatives allotted to each academic unit according to the rules given in the Constitution and based upon the enrollment of graduate and eligible professional students provided by the University Registrar for the immediately previous fall semester. Any information used in this calculation must be made available to any interested parties upon request.
  - 2.2. The GPSS relies on graduate and professional academic units to provide nominations for GPSS Senators.
    - 2.2.1. All nominations for GPSS senators must come from the Director of Graduate Education, Department Chair, Graduate/Professional Program Coordinators, or other appropriate administrators of the academic unit.
    - 2.2.2. The graduate and professional student body in each academic unit, or the graduate student organization representing the academic unit, is encouraged to elect their Senator(s) for GPSS, and to convey their choice of Senator(s) to their academic unit administrators for submission to the GPSS.
    - 2.2.3. Academic units must submit a new nomination for a Senator every year, even if the same person is serving as Senator has been re-elected.
      - 2.2.3.1. Nominations for the school year open on August 1<sup>st</sup>.
      - 2.2.3.2. If an academic unit chooses to hold elections to fill a position, they are encouraged to do so before the April GPSS meeting. Senators elected by the April GPSS Meeting are invited to attend this meeting to allow for a transition period for new Senators.
    - 2.2.4. The term of a GPSS Senator is defined in the GPSS Constitution.
  - 2.3. The CIO shall solicit submission of Senators from the graduate and professional student academic units each August in an attempt to fill all Senator positions.
  - 2.4. Investigate all complaints concerning elections which were registered by the last day of March. Each academic unit will be responsible for their own elections, but is subject to review by the Election and Operations Committee in response to complaints.
  - 2.5. Confirm the proper election of Senators as they are received from the Department Chair, Graduate or Program Secretary, Student Government (SG) Election Commissioner, or other authorized department staff person.

- 2.6. Confirm proper procedure for any special elections held by academic units.
3. Order of Business.
  - 3.1. The standard order of business for GPSS meetings shall be:
    - I. Call to Order
      - a. Roll Call
      - b. Statement of a Quorum by the Vice-President
      - c. Approval of Meeting Notes
      - d. Amendments to the agenda
    - II. Speakers
    - III. Officer Reports:
      - a. Report of the President
      - b. Report of the Vice President
      - c. Report of the Treasurer
      - d. Report of the Chief Information Officer
      - e. Report of the University Relations and Legislative Affairs Chair
      - f. Report of the Graduate and Professional Student Research Conference Chair
      - g. Report of the Awards Chair
      - h. Report of the Graduate Student Government Senators
      - i. Reports of Standing Committees
      - j. Reports of Special Committees
    - IV. Unfinished Business
    - V. New Business
    - VI. Senate Forum
    - VII. Roll Call and Announcements
    - VIII. Adjournment
  - 3.1.1. The Speakers portion shall consist of speakers chosen by the Vice President to address the Senate. Discussion may follow each speaker, with comments and questions directed to the chair, who will recognize each request from the Senate floor.
  - 3.1.2. Officer Reports detail some of the activities performed by the Executive Council, Student Government Senators, and Special Committees since the previous meeting.
    - 3.1.2.1. Should a Senate Officer or SG Senator make a recommendation to the Senate, another member of the Senate may make a motion for its implementation as soon as the Officer or Senator has finished their report.
    - 3.1.2.2. A Committee member providing a report may make any motions necessary to bring the committee's recommendations to the Senate floor.
  - 3.1.3. The Senate Forum shall follow normal GPSS procedures with discussion directed from the chair, who will recognize each request from the Senate floor.
    - 3.1.3.1. Any Senator is invited to discuss issues that may be of general concern to the GPSS.
    - 3.1.3.2. Debate during Senate Forum need not occur with respect to any pending motion, and instead provides time for Senators to discuss pressing issues that affect graduate and professional students.
  - 3.1.4. Announcements. Senators and the Executive Council may make announcements regarding events that may be of general interest to the GPSS.
4. Senate Legislation.
  - 4.1. All proposed Senate legislation, including bills, orders, and resolutions, shall be sent by the legislation sponsor(s) to the Vice President for review by the Rules Committee.
    - 4.1.1. The chair or another member of the Rules Committee shall make provide an opinion of proposed legislation.
      - 4.1.1.1. The opinion shall be based on whether the legislation in in accordance with current Senate law, including the Constitution, the Articles of Cooperation, the By-Laws, the Standing Rules, and previous Senate legislation.



7. Delinquency, Resignation and Removal of Senators
  - 7.1. Senators are required to attend all Senate meetings.
    - 7.1.1. Attendance is required from the beginning of Statement of Quorum through the end of adjournment. If a Senator is not present during this entire time, he or she may be counted absent unless prior arrangements have been made with the chair of the meeting. If a Senator must leave the meeting early, the Senator must notify the CIO and provide a reason before leaving the room.
    - 7.1.2. Two (2) points shall warrant notification by the Elections Committee to the Senator in question, stating the rules of attendance and delinquency.
    - 7.1.3. Three (3) points during the entire academic year results in removal of the Senator.
    - 7.1.4. Missing a regular meeting without a substitute shall constitute one (1) point for the Senator.
    - 7.1.5. Missing a regular meeting with a substitute shall constitute half (0.5) a point for the Senator.
    - 7.1.6. A substitute should be a graduate or professional student in the same academic unit who is able to relay information back.
    - 7.1.7. A Senator must identify their substitute to the CIO at least 24 hours prior to the regular Senate meeting, unless an emergency arises.
    - 7.1.8. Academic programs that are allotted at least two seats in the GPSS Senate and fail to have a senator or substitute attend a full regular GPSS meeting in the past six months are not eligible for regular allocations, special allocations, nor Professional Advancement Grants (PAG).
  - 7.2. Removal of a Senator from the Senate for misconduct shall be carried out by a secret ballot vote requiring a two-thirds vote for approval.

## ARTICLE II. THE EXECUTIVE COUNCIL

1. Elections
  - 1.1. Election Procedures.
    - 1.1.1. The Chairperson of the Election and Operations Committee shall chair any election unless he or she is running for or elected to any Executive Council position for the upcoming academic year. If running for or elected to any Executive Council position for the upcoming year, the Chairperson shall delegate the chair during that election to a member of the Election and Operations Committee or the Executive Council who is not running for or elected to any position on the new Executive Council. In addition, the current vice president is not eligible to chair the elections.
    - 1.1.2. Nominations for each position shall be closed immediately preceding the election for that position by a majority vote of the Senate. Executive Council members shall be elected by a majority vote of the Senate.
    - 1.1.3. If no candidate has a majority, the vote must be retaken until a single candidate has a majority; no candidate may be dropped from consideration due to low vote counts; removing a candidate from consideration due to low vote counts to hold a run-off is out of order.
  - 1.2. General Election. The Elections Committee shall call for nominations for the Executive Council positions, at the regular February meeting of the Senate, and again at the March regular meeting of the Senate. The Executive Council members will be elected at the March regular meeting of the Senate. A transfer of information between the current Executive Council and the incoming Executive Council will occur from the close of the March meeting through the close of the April Senate meeting.
  - 1.3. Term of Office. The term of the current Executive Council members shall expire at the adjournment of the April meeting; and concurrently, the incoming Executive Council members will assume their respective positions.
  - 1.4. Vacancies. Vacancies resulting from impeachment, resignation, or other causes shall be filled by a special election conducted by the Elections Committee. A special session of Senate may be called to hold an election if at least two (2) weeks is given; the normal quorum requirements apply to such a meeting.
2. Meeting Rules. The Executive Council shall meet at least two (2) weeks prior to the regular Senate meeting, unless there are extenuating circumstances. In such an occurrence, the Executive Council must meet no later than seven (7) days prior to the regular Senate meeting. The Presiding Officer at Executive Council meetings

shall be the President of the Senate. In the event of the President's absence, the Presiding Officer will be chosen in the order of seniority. The Council cannot conduct business unless a majority of members are present.

3. Delinquency, Resignation, Impeachment and Removal of Executive Officers.
  - 3.1. An Executive Officer will be allowed two (2) excused absences from regular Executive Council or Senate meetings due to professional or personal conflicts providing they secure another officer to relay any committee reports and additional communication at Executive Council meetings or regular meetings of the Senate. After the third excused absence, the rest of the Executive Council must vote on whether or not to remove the Executive Officer after each missed meeting. Excluding the President, this vote requires over 50 percent of all other Executive Officers to be in favor of removal.
  - 3.2. One (1) absence from either GPSS Executive Council or regular Senate meetings that are not excused shall warrant notification by the Elections Committee stating the rules of attendance and delinquency.
  - 3.3. Missing two (2) meetings without an excused absence results in removal from the executive board position. The CIO will advise the election committee of the need for a special election to fill the position left vacant.

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

1. Special Committees may be formed by Senate Orders passed by a simple majority of the Senate to carry out duties enumerated in the Order.
  - 1.1. The powers of the committee shall be clearly defined by the Senate Order.
  - 1.2. The Chairperson of a Special Committee shall be named in the Senate Order.
  - 1.3. GPSS Special Committees may not have less than three (3) members, including the Chair.
    - 1.3.1. Members may be appointed during formation of the Committee or by appointment by the Chair.
    - 1.3.2. Committee members may be removed from the Special Committee at the discretion of the Chair as a result of nonfeasance, malfeasance, or misfeasance.
      - 1.3.2.1. The decision of a chair to remove a member from the committee may be appealed to the Senate. Overturning the decision of the chair requires a simple majority.
  - 1.4. Special Committees shall give a report at each regular Senate meeting unless specified otherwise in the Senate Order forming the committee.
  - 1.5. Special Committees (those not defined by the Constitution) shall be dissolved after twenty-four (24) months, though they may be immediately reformed by the Senate.
2. The URLA Committee seeks nominees and administers appointments to any and all permanent and/or short-term University Committees, Taskforces, and Councils on which GPSS has been allocated positions.
  - 2.1. The URLA Committee shall first seek nominees among current GPSS Senators and Officers by sending an email to all current members and/or making an announcement at a senate meeting.
  - 2.2. If no current Senator or Officer volunteers to serve on in the position or meeting within 24 hours, then the URLA Committee may seek student representative nominees among the graduate and professional student body.
3. Standing Committees may provide reports during Senate sessions. The committee chair need not be the person providing the report.

### ARTICLE IV. ACCESS TO INFORMATION

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

## APPENDIX G. CURRENT ALLOCATIONS POLICY

### GPSS Regular Allocations Guidelines

#### 1. Introduction

The Graduate and Professional Student Senate allocates funding to graduate and professional student organizations. The purpose of this funding is to enable and empower student organizations to carry out activities that supplement their education and that would not be available to them otherwise. These guidelines will help your organization apply for a regular allocation request through the Graduate and Professional Student Senate (GPSS). The money to support the regular allocations comes from the student activity fee. In order to apply for a regular allocation, a student organization/club **MUST** be a “recognized student organization” in the Iowa State University student organization database, **MUST** be in good standing with the University and Student Organization Recognition Policy (SORP), and at least one Senator representing the department to which the organization belongs **MUST** be present in at least one full regular GPSS meeting in the last six months prior the application. This final condition applies to academic programs that are allotted at least two seats in the GPSS Senate, as stipulated in the GPSS BY-LAWS, Section 6.g. **Failure to maintain these conditions will result in an automatic denial of the allocation request.** The student organization must be searchable on <http://www.sac.iastate.edu/>. Active organization membership **MUST** include significant graduate and/or professional student participation in order to receive an allocation through the GPSS. The organization cannot block membership to any graduate and/or professional student.

The Regular Allocation requests are considered by the Finance Committee of the GPSS. The Finance Committee, chaired by the GPSS Treasurer, is made up of GPSS Senators who volunteer to be on the committee. The Finance Committee evaluates the regular applications from different student organization/clubs and makes a recommendation to the GPSS. 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.** The Senate makes the final decision on all allocation requests based on the Finance Committee recommendations.

Regular Allocation requests are made for activities that advertise or support the graduate and professional program/organization. It may include special events that advertise an educational organization/program or showcase research that is performed by the program. The events listed under a regular allocation request **MUST** be well justified to receive funding. Funding **WILL NOT** be allocated for expenses that could be covered by GPSS Professional Advancement Grant (PAG) funding. In general the Finance Committee abides by the reimbursement rates and fees set by the Iowa State University Controller’s Department: <http://www.controller.iastate.edu/travelinformation/allowableexpenses.htm>. Additionally, organizations must abide by all Campus Organizations Account rules and regulations.

#### 2. Application Procedure

- a. Organizations may receive Regular Allocations funding **no more than ONCE** per fiscal year.
  - i. Requests CANNOT BE AMENDED after their initial submission.
  - ii. The Finance Committee may allow a club to withdraw its request before a final recommendation is made and allow them to re-submit in the subsequent funding period.
- b. Timing
  - i. The GPSS Treasurer should receive the completed application request by **5:00 PM** the **last Friday of September** (for Fall applications) and by the **last Friday of February** (for Spring applications). All copies must be received by the deadline, there are NO EXCEPTIONS.
  - ii. The GPSS Treasurer will schedule a meeting with the GPSS Finance Committee
  - iii. The Finance Committee will review all allocation requests and will make recommendations on the regular allocation requests
  - iv. The graduate/professional student organization will be contacted by the Treasurer about the preliminary recommendation of the Finance Committee.

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1. If the student organization is happy with the recommendation no further action is needed.
  2. The GPSS Treasurer will inform clubs of the Appeals process, outlined below in Section: 2(f).
- c. Supporting Documentation
- i. Organizations must provide a ledger with at least 2 years of expenses information. ALL previous GPSS funding and expenses MUST be highlighted. Failure to submit a ledger will result in an immediate denial of the organization's request. The GPSS Finance Committee reserves the right to audit organization spending.
  - ii. If an organization is a new organization or it does not have a ledger for any reason, the request can only be submitted if special arrangement is made beforehand with the GPSS Treasurer.
  - iii. If an organization is requesting funding for an event, a detailed budget for the event is required.
  - iv. Organizations are encouraged to seek additional funding beyond GPSS allocations requests. Requests should include information on **ALL** funding sources, including collaborations with other student organizations.
  - v. If your organization will be working with animals, you must provide approval from Institutional Animal Care and Use Committee (IACUC). If you feel that you do not need this you must provide the reason with your allocation application.
- d. Procedures (choose either electronic OR paper-based, but not both)
- i. Electronic system
    1. Click on the link for the online allocations system at [www.gpss.iastate.edu/allocations](http://www.gpss.iastate.edu/allocations)
    2. Log in with your ISU NetID and password and fill in the required information and upload a copy of your club's ledger
    3. Click Submit – you will see a submission confirmation screen and will receive an e-mail confirming your submission.
    4. Print and complete the signature page, and bring it to the GPSS Office (Office Space C in the West Student Office Space of the Memorial Union).
  - ii. Paper-based system
    1. Download the paper application form [www.gpss.iastate.edu/allocations](http://www.gpss.iastate.edu/allocations)
    2. Fill in the required information, print the request form and obtain signatures from the organization President, Treasurer and Adviser.
    3. Bring the printed copy to the GPSS Office (Office Space C in the West Student Office Space of the Memorial Union) and e-mail the Word version of the request to the GPSS Treasurer at [gpss treasurer@iastate.edu](mailto:gpss treasurer@iastate.edu) . **PDFs will not be accepted.** e.

### Amount of support

- i. The maximum amount that can be allocated to any club is \$1,000 for the fiscal year from one accepted application per year.
  - ii. The final amount is recommended to the Senate by the Finance Committee. Only GPSS can approve funding.
  - iii. All unspent funding from prior-year GPSS allocations (Regular and Special) must be accounted for. Unspent prior funds will be subtracted from the Finance Committee's final recommendation for funding.
- f. Appeals
- i. If the student organization is unhappy with the preliminary recommendation made by the Finance Committee, the student organization can appeal the recommendation to members of the Finance Committee or the Treasurer by providing additional clarification or documentation pertaining to their original allocation request.
  - ii. Student organizations CANNOT submit a modified allocation request during the appeal process. The acceptance or denial of an appeal will be given to the student organization.



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- iii. If the student organization is still unhappy with the recommendation made by the Finance Committee, the organization may appeal their case directly to GPSS. In this case, the organization MUST notify both the GPSS Treasurer AND the GPSS Vice-President prior to the relevant Senate Meeting (October or March). If no notification is given, the Senate will not be obliged to hear the organization's case.
- g. Alterations to previously funded requests
  - i. If an organization wants to change a line item in an allocation that was previously funded they MUST contact the treasurer prior to spending the allocation money.
  - ii. Any line item changes or re-allocations of previously-funded requests must be reflected in the organization's ledger. Failure to do so may result in these funds being considered as unspent.

### 3. Priorities and preferences for funding:

- a. Requests for activities that will advertise or support the graduate or professional student program/organization. It may include special events that advertises an educational organization/program or show-cases research that is performed by the program.
- b. Requests for sponsoring speaker(s) to come to Iowa State University that are recognized in the organization's discipline and of general interest to other graduate and professional students.
- c. Requests for campus - orientated activities rather than off - campus activities.
- d. Requests for allocations benefiting a significant number of graduate/professional students through educational programming
- e. Requests from graduate/professional student organizations that are not funded by Student Government.
- f. Requests from organizations showing financial need.
- g. Requests from organizations with sound financial records.

### 4. Limitations and prohibited expenses:

- a. The following expenses WILL NOT BE FUNDED:
  - i. Contributions of financial or material support to any political party or political campaign recognized by the United States or the State of Iowa, or to endorse a political party or candidacy.
  - ii. Contributions or expenses in support of on-campus elections, such as but not limited to Student Government.
  - iii. Contributions of financial or material support to charitable organizations.
  - iv. Expenses that fall in the realm of GPSS Professional Advancement Grant (PAG) funding.
  - v. Social Events.
  - vi. Trips or activities that form part of an ISU course or degree-related program of study
  - vii. Entrance tickets to shows, museums, parks, zoos, etc.
  - viii. Capital Items, outlined below in Section: 4(c).
  - ix. Meals with ISU-affiliated faculty and/or staff.
  - x. Regular club meetings.
  - xi. Professional organization expenses of any sort.
  - xii. Graduate program recruiting activities.
  - xiii. Books and journals, regardless of availability at ISU.
  - xiv. Any controlled substances, including pharmaceuticals, vaccines, or any chemicals that require special disposal, storage, or purchase.
  - xv. Food expenses of more than 50% of the final recommended allocation. The finance committee will automatically adjust the final recommendation to reflect this.
- b. GPSS Budgeting constraints
  - i. In the case that total Regular Allocations requested of GPSS exceed the budget, the Finance Committee reserves the right to recommend reduced funding even if all requested expenses are approved.

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- c. Equipment: Permanent capital
  - i. Permanent capital includes durable goods that can be used for more than one period (e.g. shovels, filing cabinets, appliances, furniture).
  - ii. All property purchased with regular allocation funds is the property of the GPSS. Furthermore, GPSS reserves the right to take ownership of this property at any time and for any reason.
- d. DEBT of any sort **WILL NOT BE FUNDED.**
  - i. GPSS will not fund events that have occurred before the day the money is transferred to the organization’s account.
  - ii. It is **strongly recommended** that Clubs apply for regular allocations **one semester before their event(s)** to avoid being denied by the Finance Committee.

**5. Line Item Default Funding Amounts and Required “proof” for exception.**

Item	Policies	Amounts
Advertisement	<ul style="list-style-type: none"> <li>● Maximum \$50 for advertising across all proposals, including mass e-mails, flyers and event printing (e.g. brochures, programs)</li> <li>● WILL NOT FUND: Generic office supplies or items necessary for day-to-day administrative operations of the club</li> </ul>	\$50 total per regular allocation application.
Airfare	<ul style="list-style-type: none"> <li>● Default is \$250. To receive more you must have specifics of the speaker attending and travel estimates (i.e. kayak.com)</li> </ul>	\$250 maximum without justification, larger amounts with documentation.
Conference	<ul style="list-style-type: none"> <li>● WILL NOT FUND: ANYTHING (Conference travel and associated fees of any sort will not be funded; these fall under the purview of PAG)</li> </ul>	\$0 (zero) maximum
Equipment	<ul style="list-style-type: none"> <li>● Disposables</li> <li>● Rentals</li> <li>● WILL NOT FUND: Permanent capital, office supplies</li> </ul>	Amount as justified
Food	<ul style="list-style-type: none"> <li>● Student and speakers</li> <li>● WILL NOT FUND: meals with speaker(s) for selected student, regular club meeting</li> </ul>	Maximum student food budget is ½ of total allocation amount. Maximum speaker food budget is \$40/day.
Gifts (speaker)	<ul style="list-style-type: none"> <li>● Max \$50/speaker, cannot be combined with honorarium/max speaker gifts total \$250</li> </ul>	Maximum of \$50/speaker.

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Honorarium	<ul style="list-style-type: none"> <li>Maximum funding of \$250 per speaker.</li> <li>Maximum total honorarium funding of \$250 per Regular Allocations Request.</li> <li>WILL NOT FUND: ISU personnel or affiliates</li> </ul>	\$250 maximum per regular allocation request
Hotel	<ul style="list-style-type: none"> <li>If a more expensive hotel is used, the maximum amount reimbursed will be \$120.</li> <li>No more than 2 nights per speaker</li> </ul>	\$120/night per speaker
Location/venue	<ul style="list-style-type: none"> <li>MU (free for student organizations)</li> <li>Other location (ask for student discounts)</li> </ul>	Must provide cost justification
Registration	<ul style="list-style-type: none"> <li>WILL NOT FUND: ANYTHING</li> </ul>	\$0 (zero) maximum
Vehicles	<ul style="list-style-type: none"> <li>University vehicles:</li> <li><a href="http://www.transportation.iastate.edu/vehicles">http://www.transportation.iastate.edu/vehicles</a> Commercial Rental: <a href="http://www.purchasing.iastate.edu/contracts/?id=4">http://www.purchasing.iastate.edu/contracts/?id=4</a> Personal vehicles</li> <li>Mileage - Student = \$0.27/mile</li> <li>Mileage - Speaker = \$0.54/mile</li> </ul>	Must provide cost justification

**6. Good Example 1:** XYZGSO is planning a symposium with two speakers: one flying and one driving. A second project was also proposed. Unfortunately, the total amount is requested is above the maximum funding limit of \$1,000. In this case, XYZGSO will only receive \$1,000 from the GPSS Regular Allocation.

**Funding Needs:**

Total Funds Requested: 1584

Unspent Prior Funds: 0

**Details of Fund Requested:**

Project 1: The XYZ Graduate Student Organization will sponsor a speaker for a departmental and/or public \_\_\_\_\_ seminar on a current topic in entomology. This event will bring an expert to the students to discuss current research and perspectives on studies related to the field of entomology. During the speaker's time visiting, there will be opportunities for the faculty and graduate students to meet with the speaker and have open discussions.

#	Item Description	Requested Fund(\$)
1	\$160 - Speaker meals (\$40/day for two days for each speaker)	160
2	\$168 - Hotel (1 night stay, Gateway Hotel, for each speaker)	168

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3	\$250 - Round trip travel expense for speaker flying from Boulder, CO	250
4	\$395 - Airfare for speaker traveling from Detroit, MI (after sending proof of a cost of the airfare higher than \$250)	395

Project 2: Project 2: XYZ GSO Insect Film Fest; This event will include a tour of the Reiman Garden Butterfly Wing, a showing of an insect film, a presentation by the ISU Insect Zoo, and arts and snacks for children. The XYZ GSO goals for this event are to: a) develop students' outreach and education skills, b) promote the science of entomology and educate the public on the importance of insects, and c) increase interest and recruit undergraduate students in the program

#	Item Description	Requested Fund(\$)
1	\$80 - Food supplies (light refreshments and pizza for 25 students and participants)	80
2	\$50 - Art supplies for advertising	50
3	\$481 - Film rights (Motion Pictures estimate)	481

**7. Good Example 2:** XYZ Club is hosting two hands-on experience labs: ABC-Lab and ABCD-Lab. In this case, since there was \$50 unspent funds, the total amount that XYZ Club will receive from GPSS is \$500.

**Funding Needs:**

Total Funds Requested: 550

Unspent Prior Funds Reported: 50

**Details of Funds Requested:**

Project 1: ABC-Lab. This is a joint hands-on event hosted by the XYZ Club. Students will learn how to properly handle and calm stressed cats in order to get the most out of their physical exam evaluation. The laboratory will promote safety for both the patient and the veterinarian. Students will first practice techniques on models and will then have the chance to practice techniques with friendly cat volunteers.

#	Item Description	Requested Fund(\$)
1	20 Stuffed Cat Models	50
2	20 Large Towels	50
3	2 Feliway Diffuser	50
4	Dinner for participants (10 graduate students)	100

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Project 2: ABCD-Lab. Students will learn important techniques used in everyday clinical practice for \_\_\_\_\_ diagnosis various diseases. Examples of techniques to be practiced include: blood smears, ear cytology, and tissue staining.

#	Item Description	Requested Fund(\$)
1	Microscope Slides	50
2	20 Syringes, 20 needles	50
3	Dinner for participants (10 graduate students)	100
4	Tissue stain	50
5	Miscellaneous sample collection: 10 swabs and 10 EDTA tubes	50

Document as of January 2018

## APPENDIX H. CURRENT PAG POLICY

### I. PURPOSE

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

### II. TRAVEL MONTH AWARD DIVISIONS

- a) PAGs shall be awarded based on 'Travel Month'.
- b) 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'. For example, if a conference runs from August 20<sup>th</sup> to September 1<sup>st</sup>, the Travel month is September and the deadline to submit is August 15<sup>th</sup> at 5PM.
- c) The total amount of funds budgeted for PAG awards for the fiscal year shall be divided among the twelve months. Some months may receive more funding than others, as yearly trends have demonstrated higher demand for some. For 2018-2019, November and March have higher allocations than other months.
- d) If, in a given month there is unspent money, the extra money will be allocated to the proceeding month.

### III. AWARDING PAG AWARDS

- a) Anyone who has never previously received a PAG at any point at ISU is a first-time applicant, and will have priority. Anyone who has previously received at least one PAG will be added to a queue for every succeeding application.
- b) Eligible priority applicants will be awarded a PAG immediately following processing of the application and while sufficient funds remain.
- c) If the available funds are sufficient to fund all of the priority applicants but not all of the queued applicants, after the 15th and before the 22nd of each month, a lottery will be run to determine which queued applicants to fund. This lottery shall be conducted using a built-in system tied to RANDOM.ORG. The PAG chair and at least 1 additional member of the PAG committee or executive board must be present.
- d) Queued applications are not given a decision until the deadline for their conference (i.e. if a person applies in May for a conference in December, their application will be processed between November 15<sup>th</sup>-November 22<sup>nd</sup>).

### IV. STUDENT ELIGIBILITY

- a) In order to receive PAG award, the applicant must be a current graduate or professional student at Iowa State University (ISU).
  1. The applicant must be registered for the fall semester to receive funding for a trip which occurs in August through December.
  2. The applicant must be registered for the spring semester to receive funding for a trip which occurs in January through May.
  3. The applicant must be registered for either of the two summer sessions or the previous spring semester to receive funding for a trip which occurs during June or July.
  4. 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)
- c) Students may apply more than once, but the applications must be for different conferences.
  1. A student cannot submit multiple applications for multiple applications occurring within the same month. He/she must select and apply for only ONE.

2. If a student is denied a PAG award for a conference due to missing the deadline, they remain eligible to apply for a different conference that same fiscal year.

## V. 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.
  1. Presenters must have an abstract acceptance confirmation (email or letter) to be considered for a PAG award.
    - a. The letter/email containing the confirmation must be addressed to the student and should include the following information:
      1. The name of the conference or workshop,
      2. Date(s) of the conference and/or presentation,
      3. Name, title, and affiliation of the person that sent the confirmation, and
      4. Contact information for the person that sent the confirmation
    - b. GPSS may request that an applicant submit proof of acceptance in hardcopy, it is the applicant's responsibility to retain the confirmation for one (1) year following the conference.
  2. Non-presenters must have a registration confirmation (email or letter) to be considered for a PAG award.
    - a. The letter/email containing the registration confirmation must be addressed to the student and should include the following information:
      1. The name of the conference or workshop,
      2. Date(s) of the conference or workshop,
      3. Name, title, and affiliation of the conference chairperson, and
      4. Contact information for the chairperson
    - b. GPSS may request that an applicant submit proof of registration in hardcopy, it is the applicant's responsibility to retain the confirmation for one (1) year following the conference.

## VI. AMOUNT OF SUPPORT

The amount of a PAG award shall be \$200. This number is subject to change on a year-to-year basis as funding allows.

## VII. APPLICATION

- a) Application forms and instructions are the responsibility of the PAG chair and are posted on the GPSS website (<http://www.gpss.iastate.edu/students/pag/>).
- b) Documentation of registration is required at the time of application (Section "Student Eligibility").
- c) Incomplete, late, or duplicate applications will not be considered for funding. The PAG Committee is not responsible for student errors in submission; it is the duty of the applicant to ensure that the submission was successful and that the rules were understood.
- d) **The deadline for an application is 5:00 pm CST on the 15th of the month prior to the month of the conference.**
- e) It is in an individual's best interest to apply as soon as possible and at any time prior to the deadline in d).

- f) The department contact listed in the PAG application will be notified of both the creation of the PAG application and of the PAG decision. It is important that the department contact listed in the PAG application be the department staff member who handles reimbursements, as there is account information included in the PAG email that he/she will need access to. It is the applicant's responsibility to ensure that they include the correct contact details.

### VIII. TRAVEL REIMBURSEMENT

- a) The applicant should contact his or her department for information on the reimbursement process. There are no additional forms required from the PAG committee or GPSS to claim the funding; however, there may be forms at the department level.
- b) Documentation of registration is required for reimbursement (Section "Student Eligibility").
- c) Dispersal of funds will conform to ISU policies.
- d) **Reimbursements must be completed within 30 days from the last date of travel listed in their application.**
- e) Reimbursements will only be approved for actual expenses incurred.
- 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 other travel reimbursements through AccessPlus in accordance with the Graduate College and their department rules. PAGs are NOT filed the same way, as you must contact your department staff to file your PAG.
- h) It is at the discretion of the GPSS Executive Committee to approve reimbursement extension requests for extenuating circumstances. A student should notify the PAG Chair immediately – and preferably within the 30 day deadline – to request an extension. Please note that extensions are not guaranteed and are read on a case-by-case basis.

### IX. 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 in the appropriate time will stay listed in the system as a recipient who has forfeited their funds, and will not be considered for another PAG until the next fiscal year.
- c) Funds awarded for travel to one conference/event cannot be transferred to a different conference/event.

### X. APPENDIX

The PAG system now has a built-in lottery as of April 2018 using RANDOM.ORG. If this system is down, proceed to the following:

First number the PAG applications in the lottery from 1 to m. From the RANDOM.ORG homepage, click on Random Integer Set Generator. In the box for the number of unique random integers, type the number of available PAG awards. In the boxes for the range of values, type 1 and the number of applications (m). Then click "Get Sets." The numbers in the set are the numbers of PAG applications that get funded.

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Ver 1.0	Nov. 25, 2019	Draft for Submission to GPSS
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