

**IOWA STATE UNIVERSITY  
GRADUATE AND PROFESSIONAL STUDENT SENATE**

**BY-LAWS**

ARTICLE I. PROCEDURES OF THE SENATE

1. Elections. The Chief Information Officer shall:

- i. Maintain a database of when departments have chosen to seat its Senators
- ii. Call for Senator elections by the respective departments no later than November 1 and March 1 for seating of the following term.
- iii. Calculate the number of representatives allotted to each department according to the rules given in the Constitution and based upon the enrollment of fee-paying graduate and eligible professional students for each department given by the University Registrar for the immediately previous Fall semester. Any information used in this calculation must be made available to any interested parties upon request.
- iv. Be responsible for disseminating information of the number of Senators and time of election to all graduate and eligible professional students.
- v. Investigate all complaints concerning elections which were registered by the last day of March. Each department will control its elections, but is subject to review by the Elections Committee in response to complaints.
- vi. See that elections are completed and verified no later than two weeks prior to the beginning of the Spring term, and August 1 for Spring and Fall terms respectively. An election is considered verified upon receipt of the proper verification form in the Graduate and Professional Student Senate Office.
- vii. Be notified of any special elections held by departments.

2. Meeting rules

- i. Unless otherwise specified, meetings of the Senate shall operate in compliance with the GPSS Constitution, the GPSS By-laws, Robert's Rules of Order, and the GPSS Standing Rules.
- ii. In the event of the Vice-President's absence the presiding officer for the Senate session will be appointed by the President (or officer with the highest seniority) and subject to a majority vote of the Senate.

- iii. A quorum shall consist of a majority of elected and verified Senators unless otherwise stipulated in the Constitution or By-laws. A quorum during the summer sessions shall consist of 35 % of the elected and verified Senators.
- iv. 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.
- v. The agenda for a session of the Senate shall be prepared and distributed no later than one week before the session. The agenda shall enumerate items to be discussed under old and new business. Copies of bills and resolutions to be considered will be appended to the agenda. The agenda may be amended at the beginning of the meeting by a majority vote of the Senate.
- vi. The order of business shall be:
  - a. Call to Order
  - b. Roll Call
  - c. Statement of a Quorum by the Vice-President
  - d. Amendments to the agenda
  - e. Open forum
  - f. Approval of the minutes
  - g. Introduction of new bills
  - h. President's remarks
  - i. Senate forum
  - j. Finance Committee report
  - k. Rules Committee report
  - l. Elections Committee report
  - m. University Relations and Legislative Affairs Committee report
  - n. Professional Advancement Committee report
  - o. Graduate GSB Senator report
  - p. Old Business
  - q. New business
  - r. Announcements
  - s. Adjournment
- vii. The Open Forum and the Senate Forum shall follow normal Graduate and Professional Student Senate procedures with discussion directed from the chair, who will recognize each request from the Senate floor.

### 3. Delinquency, Resignation and Removal of Senators

- i. Senators are required to attend all Senate meetings.
  - a. Attendance is required from the beginning of Statement of Quorum through the end of New Business. 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.

- b. Two absences from regular meetings shall warrant notification by the Elections Committee to the Senator in question stating the rules of the attendance and delinquency.
  - c. Missing three regular meetings without a substitute constitutes resignation. Resignation will be pushed to a fourth absence if a Senator has sent a substitute for at least one of their three prior absences. A substitute should be a graduate or professional student who is able to relay information back to the Senator's department. The Senator in question and the Senator's department or program will be notified by the Elections Committee of the resignation and of the need for a special election.
  - ii. Vacancies resulting from resignation or removal for other causes shall be filled by a special election conducted within the department concerned. Such an election may be administered by the remaining departmental Senators under the supervision of the Elections Committee.
  - iii. Removal of a Senator from the Senate for misconduct or nonfeasance shall be carried out by a roll call vote requiring a two-thirds vote for approval. A resolution for removal may be brought to the floor only if it is in written form.
4. Budget procedure.
- i. Budget development.
    - a. The Finance Committee shall be responsible for preparing a preliminary budget proposal. This proposal shall be submitted to the Executive Council for review and comment no later than the October Executive Council meeting.
    - b. The Treasurer will present the reviewed budget to the Senate at the October meeting. A discussion period will then follow with the Senate sitting as a committee of the whole, with the time for this discussion limited to fifteen minutes. Acting informally as a committee of the whole, the Senate can make suggestions to the finance committee for the final budget proposal.
    - c. The budget proposal will be sent to the Finance Committee for consideration of suggestions from the October Senate meeting. The final budget proposal will be presented to the Senate for approval at the November meeting.
  - ii. Budget approval
    - a. The Senate has three options available for consideration of the budget:
      - 1. Approval (simple majority).
      - 2. Rejection.
      - 3. Referral back to committee with specific concerns.
    - b. The budget proposal is not amendable except for friendly amendments.
    - c. In the event of Senate rejection, the Finance Committee will prepare a new proposal for submission to the Senate by the December meeting.
  - iii. Budget Maintenance. Once a budget is approved for a given fiscal year, the Executive Council may approve any expenditures that are in accordance with that budget unless otherwise mandated.

## ARTICLE II. THE EXECUTIVE COUNCIL

### 1. Elections

- i. Election Procedures. The Chairperson of the Elections Committee shall chair any election unless he or she is running for that position, in which case he or she shall delegate the chair during that election to a member of the Elections Committee not running for that position or to an appropriate GPSS member. Nominations for each position shall be closed immediately preceding the elections for that position by a majority vote of the Senate. Executive Council members shall be elected by a majority. A run-off election will be held between the persons receiving the two highest vote totals should a majority fail to be reached on the initial vote.
- ii. General Election. The Elections Committee shall call for nominations for the Executive Council positions, 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 old Executive Council and the new Council will occur from the close of the March meeting through the close of the April Senate meeting.
- iii. Term of Office. The terms of the retiring Executive Council members shall expire at the adjournment of the April meeting; and concurrently, the President-Elect and Vice President-Elect will assume the offices of President and Vice President, respectively, and other incoming Executive Council members will assume their respective positions.
- iv. Vacancies. Vacancies resulting from impeachment, resignation or other causes shall be filled by a special election conducted by the Elections Committee.

### 2. Meeting Rules. The Executive Council shall meet two weeks prior to the regular Senate meeting. The Presiding Officer at Executive Council meetings shall be the 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 four of the six members are present.

### 3. Delinquency, Resignation, Impeachment and Removal of Executive Officers.

- i. An executive officer will be allowed one excused absence from meetings due to professional or personal conflicts providing they secure another officer to relay any committee reports and additional communication at Executive Council meetings or regular meetings of the Senate.
- ii. Two absences 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. Missing three meetings without an excused absence constitutes a resignation from the executive board position. The Chief Information

Officer will advise the election committee of the need for a special election to fill the position left vacant.

- iii. Executive Council members may be impeached by a written presentation of charges signed by 25% of the Senate. A vote to recall an impeached Executive Council member from office must be approved by two-thirds of a 60% quorum of the Senate.

### ARTICLE III. COMMITTEES

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

### ARTICLE V. ACCESS TO INFORMATION

1. 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.

### ARTICLE V. APPENDICES

#### APPENDIX A: THE ARTICLES OF COOPERATION

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

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## APPENDIX A

### **The Articles of Cooperation Between the Iowa State University Government of the Student Body (GSB) and the Graduate and Professional Student Senate (GPSS)**

#### Preamble

GSB and GPSS have a special and unique relationship, supported by decades of history, which is different than the relationship between GSB and any other organization. This document has a primary status in the enumeration of the rights and responsibilities of the two governmental bodies, as well as codifying independent legitimate authority.

GSB is the only student government organization on campus which represents all students: undergraduate, non-traditional, graduate, and professional. Accordingly, GSB allocates student fees in a manner to benefit the student body as a whole, by funding such entities as the Daily, the Committee on Lectures, and Student Legal Services. GSB is also able to speak to the university administration and outside groups on behalf of the entire student body.

GPSS is the independent government body which handles matters of concern to graduate and professional students that fall outside of the scope of the GSB by-laws. Specifically, GPSS confronts issues of professional and academic advancement common to graduate and professional students, such as the funding of travel grants. In addition, GPSS funds graduate and professional student groups which would not be eligible for funding through the GSB student fees allocation process.

Beyond its funding responsibilities, GPSS is charged with the representation of graduate and professional student interests in policy-making decisions, both on and off campus. This representation requires that GSB and GPSS consult one another in the deliberation of issues that may affect the two constituencies differently. It is the responsibility of both institutions to establish and maintain communication with one another on such issues.

As a result of the organization and responsibilities of GPSS, its role is different than both GSB and a constituency council. Its special status within the overall structure of ISU student governance is one that complements, and is independent of, the governance structures of GSB and enhances the overall representation of student interests at ISU. In the interest of both the GSB and the GPSS, the following Articles of Cooperation shall serve as an outline of procedures for communication, funding, and representation.

#### 1. Inter-Government Communication

##### i. Executive Officers

- a. The executives of GSB and the executives of GPSS, including, but not limited to, the President and Vice-president of each body, shall meet prior to the first meeting of the fall and spring semesters to review the goals of each body for that semester, and to discuss other items of mutual interest.
- b. During at least one meeting of both the spring and fall semesters, the GSB and the GPSS Executive Officers shall address each other's legislative body concerning the activities, accomplishments and pertinent legislation of the past and upcoming academic years.

##### ii. Minutes, Bills, and Resolutions

- a. The Secretary or Chief Information Officer of each body shall make available a copy of the approved minutes, bills, resolutions, and other pertinent correspondence to the Secretary or Chief Information Officer of the other body within one week of each meeting upon request.
2. Funding
  - i. Student Activity Fees
    - a. The GSB shall receive 60% and the GPSS shall receive 40% of the Student Activity Fees paid by graduate and professional students.
  - ii. Sponsored Events
    - a. Jointly funded events shall be sponsored whenever appropriate. All appropriate publicity shall equally display the GSB and the GPSS logos, and the words “funded by GSB and GPSS” shall appear on all appropriate publicity material.
3. Representation
  - i. The Presidents of GSB and GPSS shall each appoint a voting representative to serve on each other’s Finance Committee.
  - ii. In committees overseeing issues of importance to both GSB and GPSS, representatives of both bodies should be present.
  - iii. The GPSS University Relations and Legislative Affairs (URLA) chair, or designated appointee, shall serve as a voting member on the GSB University Affairs Committee.
4. Supremacy
  - i. The Articles of Cooperation shall supersede the bylaws of GSB and GPSS.
5. Amendments
  - i. Amendments to the Articles of Cooperation shall take effect after 2/3 of seated senators in each legislative body approve the amendments, which must be presented in written bills, the body text of which is the same in both bills.
6. Ratification
  - i. Ratification of the Articles of Cooperation shall require a 2/3 vote of seated senators of each legislative body and shall take effect immediately upon passage.

## **APPENDIX B**

### **2009-2010 Standing Rules for GPSS**

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

- 1) These rules shall be reviewed by the executive council, under the direction of the vice president, and the Rules Committee at least once each year and shall be presented for adoption, with any revisions made, to the Senate no later than the first meeting following the seating of new senators.
- 2) The Senate shall meet on the last Monday of each month, unless otherwise arranged.
- 3) The Chair of the Senate shall strive to follow the guidelines for assigning the floor to speakers as stated in Robert's Rules of Order, so as to provide balance and order to the debate.
- 4) The Chair shall recognize the first request from the floor. The right to the Senate floor is open to all persons attending the Senate session. Each speaker's right to the floor shall not exceed five (5) minutes for each issue at the meeting, except for committee reports.
- 5) The Senate may not take final action on a bill or resolution until a sponsor presents the final version clearly to all Senators present at the meeting.
- 6) Procedure for the submission of bills and resolutions to the Senate:
  - a) All bills and resolutions to be proposed must be submitted to the Vice President ten (10) calendar days before the regular Senate meeting.
  - b) The Vice President and the Rules Committee will review the proposed bills and resolutions and provide feedback to the sponsors.
    - i. The chairperson of the rules committee can state the opinion of the rules committee during their committee report. The opinion from the committee on any legislation will be reported back to senate as being favorable, unfavorable, or no bias. This decision by the rules committee must be supported by the current constitution and/or by-laws.
    - ii. If the proposed legislation is of a financial nature the rules committee shall forward the bill to the finance committee. The finance committee's opinion will be reported to the senate by its chair person. The opinion of the finance committee will be reported as favorable, unfavorable, or no-bias. This decision by the finance committee must be based on the current financial statement.
  - c) If there is an urgent situation and these deadlines cannot be met, legislation can still be brought before the Senate provided the following:
    - i) The sponsor is able to show legitimate urgency, and the Senate votes to allow an addition to the agenda. A majority vote from the Senate is needed.
    - ii) The sponsor is able to submit a form of the bill that can be viewed by all of senate (electronic or overhead).
  - d) The sponsor of a resolution or a bill shall read the resolution or bill aloud at the senate meeting and present any pertinent information about the bill or resolution to the Senate.

- e) If the bill or resolution is passed, the sponsor has the responsibility to see that action mandated by the legislation occurs.
- 7) General discussion of a particular subject can be held by passing a Motion to Discuss.
- a) No action aside from debate is possible under this motion, but it is appropriate to make a motion calling for action after under the Motion to Discuss has ended.
  - b) Any Senator may make a Motion to Discuss during the Senate Forum or the committee reports.
  - c) The Motion to Discuss is non-debatable, requires a second, has the rank of a main motion, and is passed by a simple majority of the Senators present at the meeting of the Senate.
  - d) Discussion will be limited to a maximum of forty-five (45) minutes, with each speaker allotted a maximum of five (5) minutes speaking time.
  - e) The Chair will remind Senators of the maximum speaking and discussion time after the Motion to Discuss has been passed.
  - f) The discussion period ends:
    - i. When forty-five (45) minutes have elapsed, unless a motion is made to extend the time limit of debate for an allotted period of time, which requires a second and a two-thirds (majority) of present senators.
    - ii. When a motion is made to end the debate. This motion requires a second and a two-thirds majority to pass. If two-thirds majority is not met, then debate continues.
- 8) Debate following a motion will be limited to a maximum of forty-five (45) minutes, with each speaker allotted a maximum of five minutes speaking time.
- a) The question may be called during debate and requires a second. At that time a vote to call the question must be taken. A two-thirds majority is required to call the question. If two-thirds majority is not met, then debate continues.
  - b) To end debate the Senate must either:
    - i. Vote on the issue.
    - ii. Vote to postpone the debate until a specified time (or indefinitely).
    - iii. Vote to send the issue to committee for further study.
- 9) Two (2) types of amendments can be made to a bill or resolution:
- a) Friendly Amendments (minor changes which do not change the original intent of the bill or resolution): spelling errors, punctuation, word usage, and short clarification. The Chair will call for anyone opposed to the amendment. If no one is opposed, it passes by silent consent.
  - b) Other Amendments (major changes which might change the original intent of the bill or resolution): striking portions of the bill/resolution, large additions, or long clarification.
- 10) These amendments must be written down and passed to the Chair.
- i. After the amendment is made, there will be a total of ten (10) minutes of debate on the amendment. The proponent of the amendment will be given five (5) minutes to explain and support the amendment. There will be five (5) minutes for rebuttal of the amendment. These ten (10) minutes of debate counts against the total forty-five (45) minutes allowed for debate for the given bill/resolution.
  - ii. Major amendments are passed by a simple majority vote.