

IOWA STATE UNIVERSITY GRADUATE AND PROFESSIONAL STUDENT SENATE CONSTITUTION

The Graduate and Professional Student Senate of Iowa State University is an elected body through which graduate and professional students express their concern for the welfare of graduate and professional students at the University, develop and disseminate ideas for the improvement of graduate and professional education, and contribute to the formation of relevant University policy.

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

ARTICLE I. THE GRADUATE AND PROFESSIONAL STUDENT SENATE

1. Representation. Each graduate department, interdepartmental and professional program may elect one Senator for each fraction of one hundred fifty (50) graduate or professional students enrolled. Interdepartmental majors will be counted as members of their major rather than their home departments. Additionally, the special status of Senator-at-large shall be granted to the President and Vice-President of the GPSS and the Government of the Student Body (GSB) Senators representing the Graduate College.
2. Eligibility. Any student enrolled at least half-time (unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) in a graduate department, interdepartmental, or professional program at Iowa State University may be elected as a Senator. Each graduate/professional program may create more restrictive rules for electing Senators if they choose
3. Definition of constituency and voting rights.
 - i. Senators. A Senator is an elected departmental representative registered in good standing with the Graduate College or any of the professional colleges. Each Senator will have one vote in the Senate.
 - ii. Senators-at-large. The following positions carry the status of Senator-at-large. Status as a Senator-at-large shall not count against a departmental quota (ARTICLE 1, section 1, representation), and is not subject to departmental election procedures as otherwise defined in the By-laws or the Standing Rules.
 - a. President. The President shall represent the Senate as a whole and shall not carry a vote.
 - b. Vice-President. The Vice-President shall represent the Senate as a whole. The Vice-President shall only vote to decide a tie.
 - c. Graduate GSB Senators. They shall be granted voting rights in GPSS as Senators-at-large and shall represent the graduate student body as a whole. They shall also act as a liaison between GSB and GPSS to facilitate efficient and productive legislation by the two bodies and to strengthen representation of student concerns to administration. GSB Senators-at-large shall carry one vote. GSB Senators who represent the Graduate College shall be elected to GSB by the graduate student body or, in the case of a vacancy or special circumstances, appointed to GSB by GPSS as defined in the GSB Constitution and By-laws.
4. Terms. Members of the Senate are elected by the graduate or professional students, as the case may be, in their departments for one-year terms that begin in April 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. Newly elected Senators will attend the regular March meeting to become familiar with the operations of the Senate and will assume office in the regular April meeting.
5. Officers. The officers of the Senate are the President, Vice-President, Chief Information Officer, and Treasurer. Henceforth, this order shall be known as the order of seniority. The duties and responsibilities of the officers shall be defined and be limited to:

- i. President:
 - a. Preside over meetings of the GPSS Executive Council.
 - b. Preside over any general meetings of the graduate and/or professional student body.
 - c. Supervise normal internal operations of the Senate.
 - d. Coordinate and direct the activities of the operating committees.
 - e. Assume risk management responsibilities for acts of the organizations or events produced by the organization.
 - f. 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 general meetings of the Senate or designate the chair with the approval of the Senate.
 - c. Conduct the Senate meetings 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.
 - iii. Chief Information Officer:
 - a. Record and file records of activities of the Senate and its agencies.
 - b. Keep a record of attendance at Senate meetings.
 - c. Handle and maintain a record of all Senate correspondence.
 - d. Conduct roll call votes.
 - e. Maintain the GPSS webpage and email listservs.
 - f. Have a functional knowledge of GPSS rules and proceedings.
 - g. Chair the Elections Committee.
 - iv. 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 Bylaws or Senate Bill.
 - c. Report to the Senate for approval at all regular meetings, all income and expenses and maintain records of all transactions.
 - d. Maintain financial records for inspection at any time by members of the Senate.
 - e. Chair the Finance Committee.
6. Meetings.
- i. The Graduate and Professional Student Senate meets once per month except in the month of December during the Fall and Spring semesters. Summer meetings may be cancelled at the discretion of the Executive Council for Senators who are in place and present at Iowa State University.
 - ii. The Vice-President shall call additional meetings as directed by the Senate or a written petition of 30% of the Senate
 - iii. Session is defined as the meeting of the Senate.
7. Powers and Duties.
- i. The Senate may discuss and take a position on any subject of concern to the graduate and professional student body. The Senate may discuss and make policies within its jurisdiction. The Senate may also allocate funds by Senate Bill or through an approved budget. Allocation of funds shall never exceed the actual funds possessed by the Senate.
 - ii. Issues must be referred to a vote of the graduate an professional student body upon receipt of a petition of five percent (5%) 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.

ARTICLE II. THE EXECUTIVE COUNCIL

1. Membership. The Executive Council consists of the Senate officers and the chairpersons of the University Relations and Legislative Affairs and Professional Advancement Grant committees.
2. Terms. The term of office for Executive Council members shall expire upon the adjournment of the March meeting.
3. Eligibility. The Executive Council members are elected by and from the Senate.
 - i. All members of the current or incoming Senate are eligible to serve as other Executive Council members.
 - ii. Members of the Executive Council or nominees to be elected to the Executive Council must meet the following requirements:
 - 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.
 - c. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).
 - iii. The Senate may recall, if necessary, any of the members of the Executive Council by a 2/3 vote of elected senators.
4. Meetings. The President shall call meetings of the Executive Council at the request of any member of the Council or as is necessary. Executive sessions, limited to persons invited by the Council, may be held by a majority vote of the Council. Otherwise, meetings will be open to all persons. Reports of all executive sessions and council meetings must be made at the next meeting of the Senate. Each member of the Executive Council shall have one vote.
5. 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 only act on behalf of the Senate only on issues requiring action prior to the next Senate session and a quorum for a special Senate meeting 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. Finance Committee. The Finance Committee prepares the budget and makes recommendations for allocations of the funds of the Graduate and Professional Student Senate. The Treasurer acts as Chair for the Finance Committee.
 - ii. 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 for the Rules Committee.
 - iii. Elections Committee. The Elections Committee is responsible for ensuring that all Senate positions are filled. All questions regarding GPSS membership are directed to the Elections Committee. The Chief Information Officer is the Chair of the Elections Committee, which
 - a. Supervises elections of Senators and Executive Council members.
 - b. Supervises special elections needed to fill vacancies.
 - c. Maintains a record of attendance at all Senate meetings and notifies Senators as well as their departments or professional programs of their nonattendance.
 - iv. Professional Advancement Grant Committee. The Professional Advancement Grant Chair will work with a representative from the Graduate College for travel awards, and form a committee to select the Graduate Research and Graduate Teaching award winners for the Fall and Spring semesters. Further assistance may be needed to aid the PAG Chair with other duties of his/her position. This assistance will be asked for on an as-needed basis.
 - v. University Relations and Legislative Affairs Committee. Questions regarding public and university policy on graduate and professional students shall be referred to this committee. This committee will act as the liaison with the NAGPS. The duties of this committee include
 - a. Advocating graduate and professional student concerns to local, state, and federal officials.
 - b. Monitoring governmental actions affecting graduate and professional students.
 - c. Coordinating Senate actions to influence public policy on graduate and professional student concerns.
 - d. Recruit graduate and professional students to serve on University Committees.
 - e. Serving as an investigative committee for the Senate when the occasion arises.
 - f. Work closely with the Senators-at-large to GSB on issues that concern both Senates.
 - g. Serve as a liaison to the GPSS regarding Board of Regents activities.
2. Other Committees. The Senate may establish such other standing or temporary committees as its business requires.
3. Committee Chairpersons. With the exception of the Finance, Rules, Elections, Professional Advancement Grant, and University Relations and Legislative Affairs Committees, the President of the Graduate and Professional Student Senate shall appoint all committee chairpersons.

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 where violation of law or University policy is at issue.
 - iv. Sign all expenditures made by the organization.

2. Selection. The Adviser shall be selected through consultation between the President of the Senate and Office of the Vice President for Student Affairs and the Office of the 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 a 60% quorum of the Senate.

ARTICLE V. SUPREMECY OF RULES

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

ARTICLE VI. FINANCES

1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 24 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 V. 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 a majority of all Senators currently elected and verified for approval.
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 by a majority of all Senators currently elected and verified at two meetings that are at least two weeks apart.
3. Ratification. This Constitution shall be ratified upon approval of three-fourths of the Senate.
4. If the Constitution or Bylaws are amended, the Chief Information Officer shall send an updated copy of both to the Student Activities Center within ten days of the amendment.