



# IOWA STATE UNIVERSITY

## Graduate & Professional Student Senate

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



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- 44 special circumstances, appointed to GSB by GPSS as defined in the GSB Constitution and By-laws.  
45 Each graduate GSB senator will have one vote in the Senate.  
46
- 47 4. Terms. Members of the Senate are elected by graduate or professional students for one year terms that begin in  
48 August or January and may be re-elected for as long as they continue to be in good standing with the Graduate  
49 College or College of Veterinary Medicine.  
50
- 51 5. Officers. The officers of the Senate are the President, Vice-President, Treasurer, Chief Information Officer,  
52 University Relations and Legislative Affairs Chair, and Professional Advancement Fund Chair. Henceforth,  
53 this order shall be known as the order of seniority.  
54  
55
- 56 6. Sessions. A scheduled meeting of the seated Senate  
57
- 58 i. The Graduate and Professional Student Senate meets once per month during the fall and spring semesters,  
59 except in the months of December and May. Summer sessions may be held at the discretion of the  
60 Executive Council for seated Senators who are present at Iowa State University.  
61
- 62 ii. The Vice-President shall call additional sessions as directed by the Senate or a written petition of 30% of  
63 the Senate.  
64  
65
- 66 7. Powers and Duties.  
67
- 68 i. The Senate may discuss and take a position on any subject of concern to the graduate and professional  
69 student body. The Senate may discuss and make policies within its jurisdiction. The Senate may also  
70 allocate funds by Senate Bill or through an approved budget. Allocation of funds shall never exceed the  
71 actual funds possessed by the Senate.  
72
- 73 ii. Issues must be referred to a vote of the graduate and professional student body upon receipt of a petition of  
74 two percent (2%) of the graduate and professional student body (as determined by the Office of the  
75 Registrar), or may be referred by the Senate. The vote shall be through a process approved by the Senate  
76 and the voting process shall be open for not less than one regular class day (9am to 5pm).  
77
- 78 iii. The Senate may call general meetings of the graduate and professional student body.  
79
- 80 iv. The Senate is the judge of its membership.  
81
- 82 v. The existence of the Senate shall not preclude other means of communication between the graduate or  
83 professional student and the University.

### 84 ARTICLE II. THE EXECUTIVE COUNCIL

- 85
- 86 1. Membership. The Executive Council consists of the Senate officers.  
87
- 88 2. The duties and responsibilities of the officers shall be defined and be limited to:  
89
- 90 i. President:  
91 a. Preside over the GPSS Executive Council meetings.



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- 92 b. Set agenda for GPSS Executive Council meetings.
- 93 c. Preside over any general meetings of the graduate and professional student body.
- 94 d. Supervise normal internal operations of the Senate.
- 95 e. Attend annual President's training in compliance with Student Organization regulations.
- 96 f. Coordinate and direct the activities of the operating committees as defined in article III.
- 97 g. Assume risk management officer responsibilities for acts of the organizations or events produced by
- 98 the organization.
- 99 1. The role of risk management officer is [a] to recommend risk management policies or procedures
- 100 to the GPSS, [b] to submit documentation to ISU's risk management office and [c] to ensure that
- 101 risk management procedures are implemented at all the organization's events.
- 102 h. Shall be seated on the Special Student Fee and Tuition Committee and the Memorial Union Board of
- 103 Directors.
- 104 i. Such other responsibilities as authorized by the Senate. Authorization may be reviewed by the Senate
- 105 as necessary.
- 106
- 107 ii. Vice-President:
- 108 a. Assume the responsibility of the President in the case of the President's absence.
- 109 b. Preside over sessions of the Senate or designate the chair with the approval of the Senate.
- 110 c. Conduct the Senate sessions according to the rules of procedure set by the Rules Committee.
- 111 d. Determine whether or not a quorum is present.
- 112 e. Chair the Rules Committee.
- 113 f. Reserve monthly meeting venue through university's room reservation request.
- 114 g. Invite and schedule Open Forum speakers for Senate meetings.
- 115 h. Set the agenda including speakers, bills, reports of the Executive Council, and announcements for the
- 116 GPSS meetings and send to Senators at least seven days prior to the Senate meeting.
- 117 i. Organize fall graduate orientation, fall social, and spring social.
- 118
- 119 iii. Treasurer:
- 120 a. Collect, keep a record of, and arrange for the safekeeping of such monies as the Senate may obtain.
- 121 b. Disburse such monies as the Senate approves through a Senate Bill unless other procedures are
- 122 outlined in the By-laws or Senate Bill.
- 123 c. Report to the Senate for approval at all regular sessions, all income and expenses and maintain records
- 124 of all transactions.
- 125 d. Maintain financial records for inspection at any time by members of the Senate.
- 126 e. Attend annual Treasurer's training in compliance with Student Organization regulations.
- 127 f. Chair the Finance Committee.
- 128 g. Shall be seated on the Special Student Fee and Tuition Committee.
- 129
- 130 iv. Chief Information Officer:
- 131 a. Record and file records of activities of the Senate and its agencies.
- 132 b. Keep a record of attendance at Senate sessions.
- 133 c. Handle and maintain a record of all Senate correspondence.
- 134 d. Conduct roll call votes.
- 135 e. Maintain the GPSS webpage and email listservs.
- 136 f. Be responsible for preparing and developing presentation for GPSS meetings and for accurate display
- 137 during the GPSS meetings.
- 138 g. Have a functional knowledge of GPSS rules and proceedings.
- 139 h. Chair the Elections Committee.



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- 140  
141 v. URLA Chair:  
142 a. Coordinate graduate and professional student body representation on university committees, collects  
143 feedback from those committees as well as legislative affairs.  
144 b. Organize professional development activities or speaker/programming.  
145 c. Record meeting notes during GPSS meetings.  
146 d. Shall be seated on the Provost Budget Advisory Committee and Faculty Senate  
147
- 148 vi. PAF Chair:  
149 a. Review and allocate professional advancement funds according to guidelines set by the Senate GPSS  
150 awards and scholarships.  
151 b. Review nominations for all student awards in accordance with the guidelines of the Senate.  
152 c. Review all nominations for Margaret Ellen White Faculty award and forward top nominations to the  
153 Graduate College.  
154
- 155 3. The duties and responsibilities of the officers shall be limited and defined by Article II, Section 3 to maintain  
156 division of power. Responsibilities may be temporarily modified at the discretion and consent of the Executive  
157 Council.  
158
- 159 4. Terms. The term of office for Executive Council members shall expire upon the adjournment of the April  
160 session.  
161
- 162 5. Eligibility. The Executive Council members are elected by the Senate.  
163
- 164 i. All current or previous members of the Senate are eligible to serve as Executive Council members. In the  
165 occurrence that no previous or current Senators are willing to serve in a vacant Executive Council  
166 position(s), the Senate may nominate a graduate or professional student(s) providing they meet the  
167 requirements to serve on the Executive Council. All nominees who have not served or are not currently  
168 serving on GPSS must be approved by a simple majority vote of the Senate.  
169
- 170 ii. Members of the Executive Council or nominees to be elected to the Executive Council must meet and  
171 maintain the following requirements throughout their term:  
172
- 173 a. Have a minimum cumulative grade point average (GPA) of 3.00 and meet that minimum cumulative  
174 GPA in the semester immediately prior to the election/appointment, the semester of  
175 election/appointment and semesters during the term of office. In order for this provision to be met, at  
176 least six hours (half-time credits) must have been taken for the semester under consideration.  
177 b. Be in good standing with the University and enrolled: at least half-time (six or more credit hours),  
178 unless fewer credits are required in the final stages of their degree as defined by the Continuous  
179 Registration Requirement during their term of office.  
180
- 181 iii. The Senate may recall, if necessary, any of the members of the Executive Council by a two-thirds vote of  
182 elected Senators. Election of a new Executive Council member shall proceed through special election  
183 procedures.  
184
- 185 6. Meetings. The President shall call meetings of the Executive Council at the request of any member of the  
186 Council or as is necessary. These meetings will be advertised appropriately before the Council meeting. Each  
187 member of the Executive Council shall have one vote.



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- 188  
189 7. Powers and Duties.  
190  
191 i. The Executive Council represents the Senate while the Senate is not in session.  
192  
193 ii. The Executive Council is responsible directly to the Senate for all its activities and decisions.  
194  
195 iii. The Executive Council may act on behalf of the Senate only on issues requiring action prior to the next  
196 Senate session and a quorum for a special Senate session cannot be attained.  
197  
198 iv. The Executive Council must report all its activities, actions and decisions to the Senate at the next Senate  
199 session.  
200

### 201 ARTICLE III. COMMITTEES

- 202  
203 1. Permanent Standing Committees.  
204 i. Membership. Permanent standing committees consist of Senators who volunteer at either the August or  
205 January Senate meetings. Any additional members that request to become part of the committee outside of  
206 these times must be approved by the chair of the committee. Committee members may be removed at the  
207 discretion of the chair due to lack of participation.  
208 ii. Terms. The term of the members of the permanent standing committees shall expire upon adjournment of  
209 the April Senate Meeting.  
210  
211 iii. Finance Committee. The Finance Committee prepares the budget and makes recommendations for  
212 allocations of the funds of the Graduate and Professional Student Senate. The Treasurer serves as the  
213 Chair for the Finance Committee. In addition, the Finance Committee will compose bills of guidelines for  
214 regular and special allocations during the spring semester to be used for the following year.  
215  
216 iv. Rules Committee. The Rules Committee prescribes all general and special rules of procedure necessary for  
217 the orderly consideration of Senate business. All questions of a procedural or legal nature are directed to  
218 the Rules Committee. The Vice President serves as the Chair of the Rules Committee.  
219  
220 v. Elections Committee. The Elections Committee is responsible for ensuring that all Senate positions are  
221 filled. All questions regarding GPSS membership are directed to the Elections Committee. The Chief  
222 Information Officer is the Chair of the Elections Committee, which:  
223 a. Supervises elections of Senators and Executive Council members.  
224 b. Supervises special elections needed to fill vacancies.  
225 c. Maintains a record of attendance at all Senate sessions and notifies Senators as well as their  
226 departments or professional programs of their nonattendance.  
227  
228 vi. University Relations and Legislative Affairs Committee. Questions regarding public and university policy  
229 on graduate and professional students shall be referred to this committee. The University Relations and  
230 Legislative Affairs chair is the chair of this committee, which:  
231 a. Advocates graduate and professional student concerns to local, state, and federal officials.  
232 b. Monitors governmental actions affecting graduate and professional students.  
233 c. Coordinates Senate actions to influence public policy on graduate and professional student concerns.  
234 d. Recruits graduate and professional students to serve on University Committees.  
235 e. Serves as an investigative committee for the Senate when the occasion arises.



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- 236 f. Works closely with the Senators-at-large to GSB on issues that concern both Senates.  
237 g. Serves as a liaison to the GPSS regarding Board of Regents activities.  
238  
239 vii. Professional Advancement Fund Committee. The Professional Advancement Fund Chair is the chair of  
240 this committee and will work with a representative from the Graduate College for travel awards, and form  
241 a committee to review PGSS awards and scholarships.  
242  
243 viii. Operations and Marketing Committee. The Chief Information Officer is the chair of this committee,  
244 which:  
245 a. Makes policy decisions on website design and content.  
246 b. Updates GPSS website and social media accounts.  
247 c. Designs all publicity materials for GPSS.  
248 d. Advises GPSS on processes to streamline and simplify Senate activities.  
249  
250 ix. Graduate and Professional Student Research Conference (GPSRC) Committee. The Senate shall appoint  
251 the Chair of the committee. This committee is in charge of all planning and executing of the GPSRC. The  
252 URLA Chair will at least be the co-chair of this committee.  
253  
254 2. Other Committees. The Senate may establish such other standing or ad hoc committees as its business requires.  
255  
256 3. Committee Chairpersons. All committees shall have a chairperson. If a committee does not have a chairperson,  
257 the President of the Graduate and Professional Student Senate or the Senate shall appoint one.  
258

### 259 ARTICLE IV. ADVISER

- 260  
261 1. The duties of the Adviser(s) shall include:  
262 i. Be available to provide advice to Senators and Executive Council members.  
263 ii. Act as a liaison with the University Administration and in any other situation where a non-student  
264 spokesperson is needed.  
265 iii. Maintain confidentiality on any information given or when advice is sought, except in the occasion of law  
266 or University policy violations.  
267 iv. Attend annual Advisor's training in compliance with Student Organization regulations.  
268 v. Sign all expenditures made by the organization.  
269  
270 2. Selection. The Adviser shall be selected through consultation between the President of the Senate, the Office of  
271 the Senior-Vice President for Student Affairs and the Office of the Senior-Vice President and Provost. A  
272 majority vote of the Senate shall be required to confirm the appointment of the Adviser.  
273  
274 3. Term. The term of the Adviser shall be ongoing until resignation or removal by a two-thirds vote of the Senate.  
275 Selection of a new advisor shall proceed through procedures outlined in Article IV, paragraph 2.  
276

### 277 ARTICLE V. SUPREMACY OF RULES

- 278  
279 1. The following shall be the order of supremacy of rules and policies of the Graduate and Professional Student  
280 Senate:  
281 i. Constitution  
282 ii. Articles of Cooperation  
283 iii. By-laws



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- 284           iv. Acts of the Senate as passed through Senate Bill  
285  
286       2. All acts and rules of the Senate shall be in accordance with applicable federal, state, and local laws as well as  
287       Iowa State University rules and regulations.  
288

### 289   ARTICLE VI. FINANCES

- 290  
291       1. All monies belonging to this organization shall be deposited and disbursed through a bank account established  
292       for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must  
293       receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48  
294       hours after collection. The Adviser to this organization must approve and sign each expenditure before  
295       payment.  
296  
297       2. No dues shall be required for membership as a Senator.  
298

### 299   ARTICLE VII. BY-LAWS, AMENDMENTS, AND RATIFICATION

- 300  
301       1. By-laws. A set of By-laws shall be written and maintained to specify the rules for elections and rules of  
302       procedure for the Senate and the Executive Council. Amendments to the By-Laws shall require approval from  
303       two-thirds of all Senators present, where those two-thirds are also a majority of all Senators currently elected  
304       and verified.  
305  
306       2. Amendments. Amendments to the Constitution may be initiated by the Senate, or by a petition to the Senate of  
307       at least one hundred (100) combined graduate and professional students. An amendment must be approved at  
308       two Senate sessions that are at least two weeks apart. At each Senate session, approval must be by two-thirds  
309       of all Senators present, where those two-thirds are also a majority of all Senators currently elected and verified.  
310  
311       3. Ratification. This Constitution shall be ratified upon approval of three-fourths of the Senate.  
312

313   If the Constitution or By-Laws are amended, the Chief Information Officer shall send an updated copy of both to the  
314   Student Activities Center within ten days of the amendment.