

CONSTITUTION OF THE GRADUATE STUDENT SENATE OF  
THE UNIVERSITY OF IOWA

REVISED MAY 10, 2009

**PREAMBLE**

The graduate students of the University of Iowa, in 1968, organized the Graduate Student Senate, hereafter referred to as the GSS, as a forum in which graduate students could express concerns about issues of importance to them. As graduate students form a unique, distinctive, and important segment of the population of the University, it is necessary to have such a body, which draws upon members elected from various graduate departments and programs from around the University, and works to promote the interests and welfare of graduate students, provides input on their behalf in regards to the formation of general University policy, and serves as a conduit of information concerning matters relevant to graduate education.

**ARTICLE I. DEFINITION AND PURPOSE**

The GSS is the duly constituted collegiate association of the Graduate College and is the primary representative, administrative, and service organization for the graduate students at the University of Iowa. It serves as the voice of the graduate student population to the university administration, faculty, and to all other organizations at the University, and within the Iowa City community. Furthermore, it assists in the administration of resources designated to graduate students, and works to establish and maintain programs and activities of interest to graduate students.

**ARTICLE II. UNIVERSITY OF IOWA HUMAN RIGHTS POLICY**

The GSS shall comply with the University of Iowa Human Rights Policy, which states that: "in no aspect of its programs shall there be any difference in the treatment of persons because of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference, or any other classification which would deprive the person of consideration as an individual. The organization will guarantee that equal opportunity and equal access to membership, programming, facilities, and benefits shall be open to all persons."

**ARTICLE III. POWERS AND DUTIES**

- A. The GSS may debate and take a position on any subject of concern to graduate students.
- B. The GSS may formulate and recommend policies to officials on any subject of concern to graduate students.
- C. The GSS may use any legal means necessary, within the bounds of University codes and regulations, to promote the welfare of graduate students in regards to

any subject of concern to graduate students, except as limited by Art. III, Sect. D, below.

- D. Negotiations in regards to issues that are the subject of collective bargaining for graduate assistants shall be carried out by the collective bargaining agent selected by graduate assistants. The GSS shall not be directly involved in such negotiations.
  - 1. This restriction shall in no way limit the right of the GSS to take a position in regards to any issue, including those subject to collective bargaining, as the taking of such position imposes no obligation on either the University of Iowa administration or the collective bargaining agent, and therefore does not infringe upon the rights of either party.
  - 2. This restriction shall in no way limit the right of the GSS to act in any other way to promote the interests of graduate students, including in regards to those issues that are the subject of collective bargaining.
- E. The GSS recommends to the Graduate Dean and other University officials the names of graduate students to serve on those committees of the Graduate College and the University which are deemed appropriate, including the Senate's representation on the Graduate Council.
- F. The GSS may call for meetings of the graduate student body or parts thereof.
- G. The GSS is judge of its own membership.
- H. The GSS administers a yearly budget.
  - 1. This budget shall be subject to the usual University fiscal procedures.
  - 2. The GSS is the sole executor of all monies raised by GSS sponsored programs or events.
- I. The existence of the GSS shall not preclude other means of communication between the graduate students and the University Administration or Faculty.

#### **ARTICLE IV. MEMBERSHIP AND MEETINGS**

- A. **Membership**

The GSS consists of the elected representatives of each department or interdisciplinary program offering a graduate degree through the Graduate College. Membership in the GSS shall be divided into two classes of participation: full senators and alternates.

1. Eligibility

- a. Members of the graduate student body (those presently registered, exclusive of the summer session) are eligible for election to the GSS from their own department or interdisciplinary program.
- b. No person shall hold more than one elected seat in the GSS.

2. Representation

- a. Representation shall be based on the number of registered graduate students in each department or interdisciplinary program.
- b. Each department or interdisciplinary program shall be allotted one full senator per fifty students such that the total number of full senators from that department or program does not exceed six.
- c. Each department or interdisciplinary program shall be allotted at least one alternate per senator elected from that department or program.
- d. A department shall be considered to have “active representation” in the GSS if at least three-fourths of the general meetings of the GSS during the previous semester were attended by at least one senator, alternate, or designated representative of a senator from that department.
- e. Any senator in good standing may petition the Executive Council to declare the department which he or she represents as having active representation.
- f. The GSS reserves the right to favor departments that have active representation in decisions regarding the allocation of resources to those departments.

3. Full Senators

- a. Full senators are the primary representatives within the GSS of the departments or interdisciplinary programs from which they are elected.

- b. Full senators have voting rights on any matter that comes before the GSS.
- c. Full senators are expected to regularly attend general meetings of the GSS.
  - i. Any senator who cannot attend a general meeting, and cannot send an alternate or designated substitute to that meeting, is expected to notify the President of the GSS with an explanation of the absence within seven days following the meeting.
  - ii. Any senator who has not been present at two consecutive regularly scheduled general meetings, and whose alternate or designated substitute has not been present at those meetings will be considered to be not in good standing. Attendance at a meeting of the GSS shall be sufficient to restore a member to good standing. The Executive Council shall have the power, upon petition by the senator, to restore him or her to good standing.
  - iii. The Membership Officer of the GSS shall notify senators who are not in good standing.
  - iv. A member not in good standing may be removed, at the discretion of the Executive Council by the assent of three-quarters of the Executive Council after consultation with any Full or Alternate Senators, if any, from the member's department. Should an Alternate Senator currently represent the member's department, the Alternate Senator will be granted immediate status as Full Senator. Otherwise, the Membership Officer of the GSS shall then notify the member's department of the vacancy in their representation.
- d. Each full senator is expected to serve on at least one GSS Committee and is expected to serve on additional committees from time to time, as the need should arise.
- e. Full Senators are expected to insure that information and resources from the GSS are distributed as appropriate in their departments

#### 4. Alternates

- a. An alternate shall serve as the representative of the full senator when, and only when, the full senator is unable to attend a general meeting.
  - b. When serving as the representative of a full senator, an alternate shall have all the privileges and powers of a full senator.
  - c. It shall be the responsibility of the full senators to notify their alternates in the event that they cannot attend a meeting.
  - d. Alternates are not required to attend general meetings at which the full senator is present, but are encouraged to do so.
  - e. Alternates may serve on committees or as elected officers of the GSS, but are not required to do so.
5. At-Large Senators
- a. At-Large senators are appointed by the method described in Article V, Sect. E, Par. 8.
  - b. An At-Large senator shall serve as a representative to the graduate student body, but not to his/her department.
  - c. Any graduate student (presently registered, exclusive of the summer session, from a department or interdisciplinary program offering a graduate degree through the Graduate College) is eligible for appointment to the GSS as an At-Large senator.
  - d. At-Large senators do not have voting rights on matters that come before the GSS.
  - e. At-Large senators maintain the right to the floor in GSS meetings.
  - f. At-Large senators may serve on committees or as elected officers of the GSS, but are not required to do so.
  - g. At-Large senators are expected to regularly attend general meetings of the GSS.
  - h. At-Large senators may be appointed for a period through the end of the following academic year.

6. Terms

Any member of the GSS is elected for a one-year term, and may be re-elected for as long as he or she is a registered graduate student at the University of Iowa.

B. Election of Members

Elections for membership of the GSS are held annually under the supervision of the Membership Officer and the Executive Associate of the GSS.

1. Any graduate student registered in a particular department or program is eligible to vote for the members of the GSS who will represent that program.
2. The Membership Officer of the GSS shall, on an annual basis, inform each department of how many representatives it is allotted, and shall regularly notify departments of vacancies in membership.
3. The actual election procedure in each program, as well as the exact date of the election of representatives for that program, is under the control of the graduate students within the program. New members shall notify the Membership Officer of the GSS of their selection.
4. Complaints about mishandled elections shall be brought to the attention of the Executive Associate and the Membership Officer, who will, in turn, convene a special ad hoc election committee to develop and present to the GSS a written report based on the investigation of the complaint.
5. The validity of a disputed election shall be determined by a majority vote of senators present at a general meeting of the GSS.
6. Any vacant seat may be filled at any time by a special election held by graduate students in that department.
7. Any vacant seat not filled in an annual or special election may be filled by interested parties submitting a letter of intent to the GSS Executive Council, who shall then have the authority to appoint the interested party to the seat in question. If more than one letter from parties interested in the same seat is received within the same period in-between two meetings of the GSS Executive Council, the Executive Council will have the authority to determine which party shall fill the seat.

C. Meetings

Meetings of the GSS shall be divided into two types: general meetings and special meetings.

1. General Meetings
  - a. General meetings shall be regularly scheduled throughout the fall and spring semesters.
  - b. The presiding officer at general meetings shall be the President, in whose absence the Vice-President shall preside. In the absence of both the President and Vice-President, the President shall select an officer of the GSS to serve as chair of the meeting.
  - c. Agendas for general meetings shall be developed by the President under the advice of the Executive Council, and shall be made available to the membership twenty-four hours in advance of the meeting. The agenda may be amended from the floor.
  - d. In meetings of the GSS, the right of floor is limited to
    - i. Members of the GSS,
    - ii. Deans of the Graduate College or a representative of that College, and
    - iii. Other persons invited by the GSS to appear.
  - e. General meetings of the GSS shall normally be open to all members of the graduate body and such other persons who are invited by the GSS.
  - f. General meetings may be closed at any time by a simple majority vote for the purposes of discussion of a single issue or related set of issues. Upon reopening to the public a report must be made by the Executive Associate on the business conducted in closed session.
  - g. The minutes of the open portions of each general meeting shall be public.
  - h. A quorum of the GSS for the purposes of a general meeting shall consist of twenty-five percent of the members in good standing.
  - i. The authority for all rules of parliamentary procedure not covered by this Constitution or otherwise set by the GSS shall be the most recent edition of Robert's Rules of Order.

2. Special Meetings

- a. Special meetings may be called by the GSS President.
  - i. Upon request of ten percent of the GSS membership in good standing, the President shall call a special meeting.
  - ii. The President may call a special meeting at the request of any member of the graduate student body or any representative of the Graduate College or the University Administration.
- b. The President or a designated officer shall preside over a special meeting.
- c. Special meetings shall generally be limited in scope to a particular issue or set of related issues.
- d. The right of floor for special meetings shall be the same as for general meetings.
- e. Special meetings shall follow the same rules in regards to being open to the public as general meetings.
- f. A report on each special meeting shall be made at the next regularly scheduled general meeting. Minutes of open portions of special meetings shall be public.
- g. A quorum of the GSS for the purposes of a special meeting shall consist of twenty percent of the members in good standing.

D. Legislation

Legislation of the GSS shall be of four types: Resolutions, Bills, Allocations, and Constitutional Amendments.

1. Resolutions

- a. Resolutions state the opinion of the GSS.
- b. Resolutions may be passed only at general meetings.
- c. Any member of the GSS may submit a resolution for consideration by the membership.

- d. In order for a resolution to be considered at a given meeting, it must be submitted to the Executive Associate at least one week in advance of the meeting, except as provided in Art. IV, Sect. D, Par. 1e, below. The Executive Associate will then assign it a number and give it to the President for incorporation on the agenda.
- e. Proposed resolutions will be distributed to the membership of the GSS with the agenda for that meeting.
- f. In matters of sufficient urgency and import, the Executive Council may add a resolution to the agenda at any point before the beginning of a meeting, ignoring the one week period.
- g. A majority vote of those present is sufficient to pass any resolution.
- h. When a resolution is passed, the President of the GSS is responsible for distributing it per the requirements of the resolution.

2. Bills

- a. Bills call for some specific action on behalf of the GSS or some part thereof.
- b. Bills may be passed at any meeting of the GSS.
- c. Any member of the GSS may submit a bill for consideration by the membership.
- d. In order for a bill to be considered at a given meeting, it must be submitted to the Executive Associate at least two days prior to the meeting. The Executive Associate will then assign it a number and give it to the President for incorporation on the agenda.
- e. A proposed bill shall be distributed to the membership along with the agenda for the meeting at which it will be considered.
- f. A majority vote is sufficient to pass any bill.
- g. When a bill is passed, the appropriate officer(s) or committee chair(s) within the GSS will be responsible for assuring that bill is carried out.

3. Allocations

- a. Allocations allow for the expenditure of monies administered by the GSS.
- b. The annual budget of the GSS shall be subject to the approval by the membership, as per Art VII, below.
- c. Any expenditures of budgeted money not in accord with the annual budget requires approval by a majority of full senators present at the meeting at which such allocation is introduced.
- d. Any expenditures of unbudgeted monies under the administration of the GSS requires approval by a majority of full senators present at the meeting at which such allocation is introduced.
- e. Any elected officer or committee chair may introduce an allocation.
- f. Any allocations of monies must be added to the agenda prior to the beginning of a meeting.
- g. Allocations may be passed at any meeting.
- h. The expenditure of monies allocated to a particular purpose is at the discretion of the appropriate officer or committee chair.

4. Constitutional Amendments

- a. Amendments and Revisions to this constitution may be initiated by persons having the right to the floor of the GSS or by petition of the GSS by at least one hundred members of the graduate student body.
- b. Proposed Constitutional Amendments and Revisions must be submitted to the Executive Associate at least two weeks prior to the meeting at which they will be introduced. The Executive Associate will then number the amendment and give it to the President for incorporation into the agenda. The Executive Associate must report the proposed amendment to the membership ten days in advance of the meeting at which it will be considered.

- c. Constitutional Amendments and Revisions may be introduced at either general meetings, or special meetings called for the purpose of discussing them.
- d. A two-thirds majority of voting members present at a meeting of the GSS shall be sufficient to pass any Constitutional Amendment or Revision.
- e. On an annual basis, the Parliamentarian of the GSS shall propose a list of suggested Revisions to this Constitution.

#### **ARTICLE V. EXECUTIVE COUNCIL**

The Elected Officers, Graduate Council Representatives, and Executive Appointees form what is known the Executive Council of the GSS.

##### **A. Elected Officers**

###### **1. President**

The President of the GSS is the chief executive officer of the GSS, and the primary advocate on behalf of graduate students both to the Graduate College and the University community at large. While specific duties of the President will vary from year to year, the President shapes the overall agenda and direction of the GSS.

- a. The President, under advisement of the rest of the Executive Council, schedules and sets the agenda for all meetings of the GSS.
- b. The President chairs all meetings of the GSS.
- c. The President schedules and chairs all meetings of the Executive Council.
- d. The President appoints the chairs of the various standing committees and any ad hoc committee that may be formed during his or her tenure. The President is an ex officio member of all standing committees.
- e. The President is automatically one of the four GSS Graduate Council Representatives.
- f. The President is an ex officio delegate to the ECGPS.

- g. Upon taking office, the President becomes an At-Large senator as described in Article IV, Sect. A, Par. 5. Because he or she is already an elected officer of the GSS, Article IV, Sect. A, Par. 5a does not apply.

2. Vice-President

The Vice-President of the GSS assists the President in carrying out the functions of the Graduate Student Senate and shall assume the duties of the President when the President is absent.

- a. The Vice-President is the chair of the Committee on Committees.
- b. The Vice-President shall serve a liaison between the GSS and those organizations and committees at the University which the Executive Council sees fit.
- c. The Vice-President shall be responsible for organizing all lectures and other events not under the purview of a standing committee.
- d. The Vice-President shall serve as an ex officio alternate to ECGPS.

3. Treasurer

The Treasurer of the GSS is responsible for the administration of all GSS funds and business affairs.

- a. The Treasurer serves as the chair of the annual Finance Committee, and as such plans the annual budget of the GSS.
- b. The Treasurer shall prepare a statement on the current finances of the GSS prior to each general meeting.

4. Membership Officer

The Membership Officer of the GSS is responsible for keeping track of the membership of the GSS and attendance at meetings of the GSS.

- a. The Membership Officer shall, under the supervision of the Executive Council, prepare an annual list of departments and interdisciplinary programs eligible for representation in the GSS, and the appropriate number of representatives for each.
- b. The Membership Officer is responsible for periodically notifying departments that have vacancies in their representation.

- c. The Membership Officer is responsible for notifying members who are not in good standing.
  - d. The Membership Officer is responsible for maintain an updated list of members of the GSS.
  - e. The Membership Officer is responsible for the orientation of new members.
5. Executive Associate
- The Executive Associate assists the President in assuring the smooth running of the GSS.
- a. The Executive Associate is responsible for keeping the minutes of meetings of the GSS, and for distributing those minutes as appropriate.
  - b. The Executive Associate is to receive any legislation to be introduced at meetings of the GSS and to notify the President and the Executive Council so that the legislation will be included on the agenda.
  - c. The Executive Associate shall be responsible for working closely with the Webmaster to fulfill duties as pertaining to publication on the website.
  - d. The Executive Associate, together with the Membership Officer, shall be responsible for public relations activities that serve to promote the GSS, including the production and distribution of brochures, fliers, and mailings on behalf of the GSS.
6. Parliamentarian
- The Parliamentarian ensures that meetings are conducted in an orderly fashion. The Parliamentarian is the authority on constitutional issues, as well as the traditions of the GSS and Robert's Rules of Order.
- a. The Parliamentarian is responsible for calling meetings of the GSS to order.
  - b. The Parliamentarian shall recommend changes to the GSS Constitution on an annual basis, to keep it accord with the practices of the GSS.
  - c. The Parliamentarian shall be responsible for any research into the rules and regulations of the University affecting the GSS or the

graduate student population as is required by the Executive Council or the GSS.

7. Executive Council of Graduate and Professional Student (ECGPS) delegate  
The ECGPS delegate is responsible for representing the interests of GSS in the ECGPS.
  - a. The ECGPS delegate is to regularly attend the meetings of the ECGPS and the GSS.
  - b. The ECGPS delegate is to serve as a liaison between GSS and ECGPS
  - c. The ECGPS delegate shall work with the GSS Executive Council and the general membership in carrying these representative duties.
  
- B. Executive Council of Graduate and Professional Students (ECGPS)  
The GSS is a member of the ECGPS and has the responsibility to work with the professional student collegiate governments in order to serve the University of Iowa's graduate and professional student population. The ECPGS is the governing body for graduate and professional students.
  
- C. Graduate Council Representatives  
The Graduate Council is the academic policy-making body for the Graduate College. The GSS elects four of its members to the body on an annual basis, in accord with Art. V, Sect. E, Par. 2, below.
  1. Graduate Council Representatives are required to attend meetings of the Graduate Council on a regular basis.
  2. Graduate Council Representatives are required to keep the Executive Council and the rest of the membership of the GSS informed as to the activities of the Graduate Council.
  
- D. Executive Appointees  
Enumerated Executive Appointees shall also serve as members of the Executive Council. These appointees shall be confirmed by the Committee on Committees as described in Article VI, but shall only be appointed when the GSS as a whole is operating as the Committee on Committees. These positions are:
  1. Graduate Student Organizations Liaison
  2. College of Liberal Arts and Sciences Dean's Graduate Student Advisory Council Chair

3. Webmaster
  - a. The Webmaster shall maintain and update the GSS website, including attendance records, minutes and agenda posting, as well as maintenance of the Jakobsen Conference.
  
  - b. The Webmaster shall work closely (but not exclusively) with Jakobsen Chairs, Executive Assistant, and Membership Officer to ensure that the GSS website remains up-to-date.

E. Power and Duties

1. The GSS Executive Council represents the GSS when the GSS is not in session.
2. The GSS Executive Council operates under procedures set forth by the GSS, undertakes all tasks assigned to it by the GSS, and reports on its activities to the GSS.
3. The GSS Executive Council is available for consultation with the Graduate Deans or other representatives of the University.
4. The GSS Executive Council is responsible for maintaining the records of proceedings of the GSS and all reports and communication received from the University and GSS committees.
5. The GSS Executive Council shall, in circumstances specified in Art. VI, Sect. A, Par. 1, below, serve as the Committee on Committees.
6. The GSS Executive Council may establish ad hoc committees as needed.
7. The GSS Executive Council may appoint up to five senators or alternates to serve as alternate delegates to the ECGPS as needed.
8. The GSS Executive Council nominates At-Large senators as the need arises.
  - a. A designee from the Executive Council must inform the senate of an At-Large senator nomination at the GSS meeting directly following the nomination.
  
  - b. A majority of voting members present at a meeting of the GSS shall be sufficient to appoint At-Large senators.

F. Meetings

1. The Executive Council shall meet regularly throughout the fall and spring semester, generally a few days before each regularly scheduled general meeting of the GSS, in order to shape the agenda for general meetings.
  2. The Executive Council shall meet at least once during the summer.
  3. The Executive Council shall hold additional meetings as circumstances require.
- G. Election, Terms, and Removal
1. Elected Officers
    - a. The officers of the GSS shall be elected at the second to last general meeting of the academic year preceding that in which they serve.
    - b. The nomination period for officers shall begin at the meeting preceding that which they are elected, and shall be closed for each office immediately preceding the election for that office.
    - c. Nominations for Elected Officers may be made by any full senator.
    - d. Any member of the GSS, whether a full senator or an alternate, is eligible to be nominated for an elected office.
    - e. The outgoing Executive Associate of the GSS shall have the responsibility for taking nominations, conducting elections, and tabulating results of elections for the new Executive Council, except in the case in which the outgoing Executive Associate is nominated for a position in the new Executive Council, in which case the outgoing Membership Officer shall have the responsibility for conducting the election and tabulating results for that position.
    - f. Elections shall be conducted in the following order: President, Vice-President, Treasurer, Membership Officer, Executive Associate, and Parliamentarian.
    - g. All officers must be elected by a vote of the full senators present at the meeting at which the election is held.
      - i. If no person receives a majority on the first ballot, all nominees not receiving one of the two highest vote tallies

shall be removed, and a second ballot shall be taken with the remaining candidates.

- ii. On the second ballot, whichever candidate receives a plurality of votes shall be declared the winner.
- h. Officers of the GSS shall serve for one year terms, and are eligible for re-election, but may not hold any single position for a period of time exceeding two terms. Terms of elected officers shall begin following the last general meeting of the academic year.
- i. An officer shall be removed in the following circumstances:
  - i. If the officer fails to maintain membership in good standing, a simple majority vote of the voting membership present at any general meeting shall suffice to remove that officer. This process shall generally be initiated by another elected officer.
  - ii. A motion of confidence against any officer may be introduced at a general meeting by any full senator. Such motion shall be subject to the reporting and agenda procedures of a bill, and requires a two-thirds majority of full senators present to pass.
- j. Any vacancy among the elected officers shall be filled at a special election held at the next general meeting of the GSS, and according to procedures as closely in accord with ordinary election procedures as is practical.

## 2. Graduate Council Representatives

- a. Graduate Council Representatives shall be elected at the last general meeting of the academic year.
- b. The seats of the four Graduate Council Representatives shall be distributed among the following four academic areas: Fine Arts and Humanities; Social Sciences and Education; Biological and Medical Sciences; and Physical, Mathematical, and Engineering Sciences. If no one from a particular area is nominated for an open seat, then any member of the GSS may be nominated to fill that seat.

- c. The President shall automatically serve as a Graduate Council Representative.
- d. The nomination period for Graduate Council seats shall begin at the second to last meeting of the academic year, and shall be closed immediately preceding the election.
- d. Nominations for Graduate Council Representatives may be made by any full senator.
- e. Any member of the GSS, whether a senator or an alternate, is eligible to serve as a Graduate Council Representative.
- f. The Executive Associate of the GSS shall be responsible for taking nominations, conducting elections, and tabulating results of elections for the Graduate Council, except in the case in which the Executive Associate is nominated for a seat on the Graduate Council, in which case the Membership Officer shall have the responsibility for conducting the election and tabulating the results.
- g. The nominee with the highest number of votes from a particular academic area shall occupy the Graduate Council seat from that academic area.
- h. Graduate Council Representatives are elected for one-year terms. If they so choose, they may automatically renew their position for a second term without having to seek re-election, unless they represent the same academic area as the President, in which case the President's entitlement to the seat shall have priority. Graduate Council Representatives may be re-elected for as many terms as they remain members of the GSS.
- i. Circumstances for the removal of Graduate Council Representatives shall be the same as for the removal of Elected Officers.
- j. Any vacancy in the Graduate Council Representatives shall be filled at the next general meeting of the GSS, and according with election procedures as closely in accord with ordinary election procedures as possible.

3. ECGPS

At the beginning of each academic year, the GSS shall appoint the number of representatives specified in the ECGPS bylaws to serve as GSS representatives in the ECGPS.

**ARTICLE VI. COMMITTEES**

Standing and ad hoc committees are established by the GSS as its business requires. Standing committees are empowered to act on behalf of the GSS in certain matters, as described in this section. Each full senator of the GSS is expected to serve on at least one committee. Membership on committees shall be assigned in a manner to be determined by the Executive Council, subject to approval by the GSS. Chairs of committees shall be appointed by the President, under the advice of the Executive Council. All committees are required to make regular reports to the GSS.

A. Standing Committees

The standing committees of the GSS shall consist of the following: the Committee on Committees, the Finance Committee, the Computer Resource Committee, the Conference Committee, the Social Committee, the Service Committee, and the Travel Funds Committee.

1. The Committee on Committees

The Committee on Committees is responsible for nominating graduate students to the appropriate student-run governments at University of Iowa Student Government, Graduate College committees, University committees, and other bodies at the University which request graduate student membership.

- a. The Vice-President shall serve as the chair of the Committee on Committees, except in the case when the GSS as a whole shall operate as the Committee on Committees.
- b. In the Vice-President's inability to serve in this capacity, the President or other designee of the President shall fulfill the Vice-President's duties.
- c. At the discretion of the Vice-President, either the GSS as a whole or the Executive Council shall operate as the Committee on Committees. Where GSS meeting schedules would not cause an undue delay in a nominee's service to the particular committee or body, the GSS as a whole shall operate as the Committee on Committees.
- d. In matters where the Executive Council operates as the Committee on Committees, votes may be taken in person or through electronic communications.

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- e. The Committee on Committees shall appoint graduate student representatives to external committees or other bodies according to the following procedure:
    - i. The Vice-President shall announce a call for nominations for each open position. Nominations shall be open for a minimum of three days.
    - ii. The Vice-President shall present the Committee on Committees with a list of the nominees for the given position or positions and may offer a recommendation to the Committee.
    - iii. The Committee on Committees, shall then vote on approval of candidates. A majority vote is required to approve candidates. Should the Executive Council, acting as the Committee on Committees, fail to approve a nominee or nominees by majority vote, a second vote shall be held at the next GSS meeting at which the GSS as a whole shall serve as the Committee on Committees.
    - iv. The results of all meetings of the Committee on Committees convened by the Executive Council shall be reported to the whole GSS at the next regular GSS meeting.
  - f. Should a vacancy require immediate fulfillment, the President or Vice-President may provisionally appoint a graduate student to an external committee or body. For such a provisional appointment to become permanent, the normal appointment process as outlined above must be followed.
2. The Finance Committee
- The Finance Committee shall be responsible for preparing the annual proposed budget of the GSS.
- a. The Treasurer shall serve as the chair of the Finance Committee.
  - b. The Finance Committee shall ordinarily consist of the Elected Officers and Committee Chairs.
  - c. The proposed budget shall require a two-thirds majority of the GSS for approval, in accord with Art. VII, Sect. C.

3. **The Computer Resource Committee**  
The Computer Resource Committee is responsible for the allocation of such computer and other electronic resources as the GSS is given the authority to allocate.
  
4. **The Conference Committee**  
The Conference Committee is responsible for the holding the annual James F. Jakobsen Graduate Conference. The Jakobsen Conference is a university wide, multi-disciplinary conference that recognizes the work of graduate students by allowing them to present their research and perform skills while competing for various awards.
  - a. The Conference shall have three co-chairs whose titles and duties shall be designated as follows.

The Event Planning Co-chair shall be in charge of reserving facilities for Friday evening and Saturday events; managing the physical set-up of these facilities including poster boards and audiovisual equipment; arranging catering; arranging for the keynote speaker(s) and Spriestersbach speaker(s); organizing the professional development panel(s); scheduling Conference committee meetings; setting and keeping major deadlines in check.

The Judging Co-chair shall be in charge of recruiting and managing faculty judges; reviewing and updating submission instructions and judging criteria; recruiting and directing the five division heads; recruiting and directing student moderators and judges; managing the faculty judge survey after the Conference; arranging for winners' certificates and monetary awards.

The Publicity Co-chair shall be in charge of designing, printing, and distributing letters, mass emails, and posters to call for abstract submissions and to publicize the Conference to potential attendees; invitations for VIPs and faculty judges; thank-you notes for faculty judges; the Conference program; posters and signs for the event-day facilities; coordinating with the GSS webmaster and other co-chairs to keep the GSS Conference website updated; giving the Conference committee report at GSS general meetings and a Graduate Council meeting.

The Co-chairs have final authority regarding the division of responsibilities for the Conference.

- b. The Conference Committee shall be responsible for the establishment of criteria and methodology for the judgment and awarding of prizes for the Conference. Complaints about such criteria shall be directed to the Executive Council.
  - c. The Judging co-chair of the Conference Committee shall appoint Division Heads for each major Academic Division into which work presented at the Conference is grouped. Division Heads shall be responsible for coordinating the judging and presentation of work in their division.
  - d. Other members of the Conference Committee shall be appointed to such positions as the chairs deem necessary.
5. The Social Committee  
The Social Committee is charged with sponsoring recreational events that foster a sense of graduate community campus-wide.
- a. The Social Committee shall usually plan an event in conjunction with Graduate College Orientation at the beginning of the Fall Semester.
  - b. The Social Committee shall plan at least one large scale event per semester. Normally this shall consist of a formal Fall Ball and an informal Spring Bash.
  - c. Additional events may be planned at the discretion of the Social Committee.
6. The Service Committee  
The Service Committee is charged with planning events of a philanthropic nature for the GSS and the graduate community as a whole.
7. The Travel Funds Committee  
The Travel Funds committee is charged with reviewing applications for such funds as are allocated by the Graduate College or other sources to the GSS for the purpose of supporting graduate students in traveling to meetings, symposia, conferences, or other professional gatherings in order to present their work.
- a. The Travel Funds Committee shall set the criteria by which travel funds are awarded. Complaints about such criteria shall be directed to the Executive Council.

- b. Each application shall be reviewed by no less than two committee members.
8. The International Student Community and Concerns Committee
- a. The International Student Community and Concerns Committee shall work with the international student body, University administrators, and appropriate international student organizations in order to address issues of concern for international students.
  - b. The Committee may be headed by one chair or two co-chairs. The committee shall be chaired or co-chaired by an international student, if possible.
9. The Academic Mentoring Committee
- a. The Academic Mentoring Committee shall work with the entire student body, University administrators, and appropriate student organizations in order to provide assistance and guidance to undergraduate students in their freshmen years, to undergraduate students interested in graduate school and to graduate students in their first years in matters of professional and personal development.
  - b. The Academic Mentoring Committee shall work to become a valuable information bank on general student life at the University of Iowa, improve retention rates at the University of Iowa through peer mentoring and serve as a fundamental resource in the building of social interactions and networks of students in similar areas of study and expertise.
  - c. The Academic Mentoring Committee shall not be viewed as a tutoring or research advising service, or as a substitute for existing mentoring/advising programs within individual departments or areas of study at the University of Iowa, but rather as a complementary effort and additional resource to the programs available on campus.
  - d. The Academic Mentoring Committee shall be in charge of coordinating and reviewing the Sandra Barkan Outstanding Graduate Student Mentor Award that recognizes graduate students who show exceptional mentorship of undergraduates

and junior graduate students in their assistantships. The mentor award is open to graduate students in the following divisions: Biological and Health Sciences; Humanities and Fine Arts; Math, Physical, and Engineering Sciences; and Social Sciences and Education.

- e. The Academic Mentoring Committee may be headed by one chair or two co-chairs.

10. The Educational Outreach Committee

- a. The Educational Outreach Committee shall work with the entire student body, University administrators, and appropriate student organizations in order to provide informational and professional development seminars to University of Iowa students, and community outreach programs to local schools and organizations.
- b. The Educational Outreach Committee shall be subdivided into two distinct areas. One area is dedicated to reaching out to students at The University of Iowa, and one the other is intended to reach local schools (elementary, high-schools, colleges, etc).
- c. As part of their mission, the Educational Outreach Committee will develop and plan the "Graduate Enrichment Series" (formerly G.R.A.D or Brown Bag Lunches) that provide resources and informational seminars to graduate students for personal and professional development.
- d. The Educational Outreach Committee will also develop programs in which graduate students from the University of Iowa visit local schools and organizations in order to promote learning and scholarship as well as teach others what The University of Iowa can offer them.
- e. The Educational Outreach Committee may be headed by one chair or two co-chairs.

11. The Jakobsen Conference Review Committee

- a. The Jakobsen Conference Review Committee shall meet mainly over the summer following each academic year, in order to review the success of the Jakobsen Conference done each Spring semester.

- b. The Jakobsen Conference Review Committee shall work with previous and following Jakobsen Conference Committee Chairs, Division Heads and Conference Staff in order to improve and facilitate continuous positive development of the Jakobsen Conference.
  - c. The Jakobsen Conference Review Committee shall review survey data, follow up on remaining conference issues, and make recommendations to the next committee for the following conference.
  - d. The Jakobsen Conference Review Committee may be headed by one chair or two co-chairs.
- B. Ad Hoc Committees
- Ad Hoc Committees shall be formed for specific purposes as the needs of the GSS require.
1. The Executive Council of the GSS shall have the power to establish ad hoc committees.
  2. An ad hoc committee shall exist until fulfillment of the purpose for which it is established or until otherwise dissolved by the Executive Council.
  3. An ad hoc committee may become a standing committee upon the passage of an Amendment to this Constitution establishing it as such.

## **ARTICLE VII. FINANCIAL MATTERS**

- A. The Treasurer, under the direction of the President, is responsible for all Financial Records.
- B. The annual budget of the GSS shall be prepared by the Finance Committee and submitted to the membership for approval. It shall be subject to the same reporting and agenda procedures as a bill.
- C. Upon dissolution state money and mandatory student fees revert back to the granting organization. Group fees should be divided as stated in the constitution and carried out by the dissolving groups' members and officers. If group has dissolved and group fees have not been divided as stated in constitution by 5 years from last account activity monies in the group's 00 account will revert to an account specified for this purpose within ECPGS. These funds will then be available for distribution through the appropriate graduate/professional student activity fee allocation committee in compliance with University of Iowa Policy.