



Giving Grad Students a Voice...

Graduate Student Senate Handbook & Survival Guide

Updated: Fall 2009

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I. Introduction

Welcome to Graduate Student Senate!

You are part of a very active and exciting graduate student organization at The University of Iowa. Graduate Student Senate (GSS) gives you the unique opportunity to network with students from other disciplines. Our logo is “Giving grad students a voice,” and in keeping with that ideal, we operate very closely with the Graduate College and other University administrative bodies to ensure there are adequate activities, resources, and opportunities for graduate students. If you or your department identifies an area that needs attention, this issue can be addressed to the senate. *GSS does not, however, involve itself with negotiating, advising, conferring, or recommending policy to The University administration regarding matters that involve collective bargaining for graduate students. Examples of collective bargaining are matters such as minimum stipends, health insurance benefit, and tuition remission. This does not mean we are forbid to debate or discuss such matters, however we will never, as a body, make recommendations regarding such collective bargaining issues.*

What is your role in GSS?

As a senator, you are the direct link between your department and GSS. In addition to representing your department when GSS votes on matters that affect graduate students across the entire campus, each senator is asked to relay important information from meetings or sent on the listserv to your department. This information may include travel funding deadlines, or updates for various service, social, and professional development opportunities on campus.

How can you become involved?

In addition to serving as the voice of graduate students at Iowa, GSS works hard to find ways to improve the graduate experience at Iowa. There are many ways in which to be involved in GSS. The true benefits of being involved come with active participation in events such as University-Wide social events, numerous service events throughout eastern Iowa, and even in the James F. Jakobsen Conference – a GSS-run research/graduate work conference for all Graduate Students at The University of Iowa. You can always participate in the events and can also help plan and organize them by joining a committee. Please keep in mind that all senators are required have active participation in *at least* one committee. This manual contains information about the various committees, but the best way to be involved is to join committees and show up to events excited to represent the graduate body of The University of Iowa.

Please contact us with any questions or concerns! If you are ever unsure of whom to contact directly, you can always email grad-senate@uiowa.edu for a response. We look very forward to working together with you always striving to “Give Grad Students a Voice.” The best way to understand GSS and affect change for graduate students – whether it is through community service or policy recommendations – is to show up, participate, ask questions, and have fun!

Thank you for your participation, and welcome to a great year in GSS!



Kristina Rogers
President

II. The University of Iowa Student Government Structure

In April, 2007 the structure of student government at The University of Iowa changed substantially. The unified student government was known as the Partnership of the Student Governments of Iowa (PSGI) under which there are two main student government bodies as follows: University of Iowa Student Government (UISG) and the Executive Council of Graduate and Professional Students (ECGPS). UISG is the representative governing body of all registered undergraduate students while ECGPS is the representative governing body of all registered graduate and professional students at The University of Iowa. Each group of PSGI operates independently and is the judge of their own membership. Representatives delegated by both UISG and ECGPS serve on The All Student Assembly (ASA). The ASA convenes each semester to discuss and vote upon issues that affect all UI students such as organization funding and scholarly research presentation grants. The All-Student Assembly Budgeting and Allocating (SABAC) is a permanent committee of the ASA. SABAC recommends the annual and supplemental funding for the student organizations recognized by the UISG and ECGPS to the ASA for approval.

In the Spring 2009 semester, the structure again changed rather significantly. ECGPS withdrew from the PSGI Constitution effective with end of Fiscal Year 2009 duties. This completely separated the two governing bodies: UISG represents the undergraduates and ECGPS represents the graduate and professional students. All committees that were under PSGI, such as the ASA, SABAC, and SPRG, are no longer shared. There are a few committees in which both governments will continue to serve on collaboratively, such as Nominations Committee, Student Judicial Court, and the Finance Committee; however, by ending PSGI, both government gained funding autonomy. SABAC is now under the sole direction and control of UISG while ECGPS has an equivalent committee to recommend Student Activity Fee allocations called the Graduate and Professional Allocations Committee (GPAC). The only overlap between governments in financial matters is a shared Finance Committee. This committee is composed of undergraduate and graduate/professional students who recommend budgets for larger “all-University” organizations that require large budgets. After the Finance Committee funds these Collaborative Funding Organizations and pays for overhead like Student Organizations Business Office and the Collegiate Readership, the remainder of the Student Activity Fee is split proportionally between governments based upon the amounts paid by the different student populations (currently at 76% UISG / 24% ECGPS).

GSS is one of six member governments that compose ECGPS. Each of the six represent The Graduate College, Carver College of Medicine, College of Pharmacy, College of Business, College of Dentistry, and College of Law. Each government appoints two delegates to ECGPS which is led by four Executives: President, Vice President, Executive Officer, and Budget Director. In effect, GSS has 17% of the voting power in ECGPS. Figure 1 below shows a flow chart that describes how the student governments at UI are constructed.

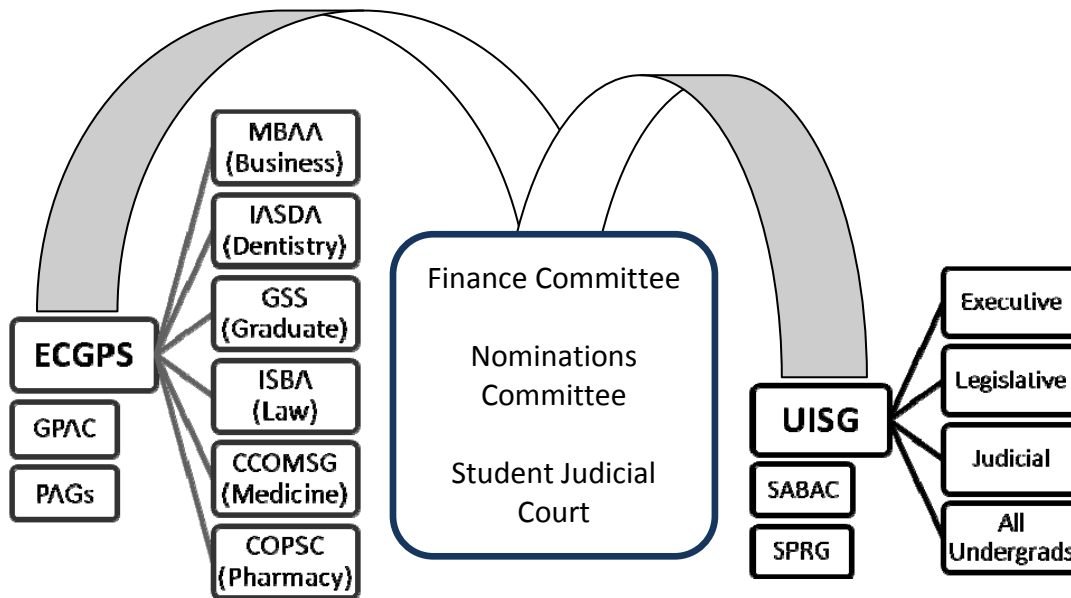


Figure 1. Flow chart of the Student Governments at UI

More information about the student governments:

University of Iowa Student Government (UISG):

<http://uisg.uiowa.edu>

Executive Council of Graduate and Professional Students (ECGPS):

<http://www.uiowa.edu/~ecgps>

Student Governments at The University of Iowa Website (SGatUI):

<http://www.uiowa.edu/~sgatui>

GSS’ Purpose and Affiliation (from constitution)

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.

III. GSS Legislations

The Recommendations and Opinions of the GSS arise as the result of the legislation that is passed by the GSS body. Before each meeting the Executive Assistants will e-mail all members an agenda of business to be conducted at that meeting as well as minutes from the previous meeting. If legislation is due to be voted on, members will receive a copy of it, plus any other pertinent information. Hardcopies will also be available at the meeting. Members who wish to bring up business at the next meeting should submit the appropriate legislation to the GSS office at least a week before the meeting. GSS legislation typically falls into one of three categories: a resolution, a bill or an allocation.

Resolutions: When a member of the GSS feels that our organization needs to issue its opinion on a topic, the member should submit a resolution. An example of such a resolution, passed at the April 7, 2008 meeting is shown on page 7. When submitted to the GSS office, one of the Executive Associates will assign a number to it. In this case the resolution was numbered **GSS-R-2008-007**. The number 2008 indicates that it was submitted in the 2008 school year, and the number 007 indicates that it was the 7th item to come to a vote that year. In addition to this information, the date of submission and the name(s) of the person(s) who submitted are included. When writing a resolution, one typically enumerates a (short) list of reasons for submitting the resolution; each reason is preceded by the word 'Whereas'. The "list" is followed by the conclusions, which are preceded by the phrase 'Be it so resolved'. Any member of the GSS may submit a resolution at any time, on any topic that he/she seems appropriate, and which does not infringe on the University's collective bargaining agreement. Note: other members will always be willing to help you with the wording when you are ready to submit a resolution for consideration by the GSS.

Bills: Closely related to resolutions are bills. The difference between a bill and a resolution is that a resolution issues a statement, while a bill calls for more direct action on the part of GSS. For example, if one wanted to amend the GSS Constitution one would submit a bill, not a resolution. An example is shown on page 8, numbered **GSS-A-2008-01**. The "A" is used to denote the fact that this is an amendment to the GSS Constitution.

Allocations: An allocation will usually be submitted to a committee, such as the Conference or Social Committees, so that the GSS body can approve the allocation of these funds. GSS has an account that contains any money not received by student fees (through SABAC) which are not subject to student fee allocated funds. It's called the "00" account. In the past we have used these funds to purchase required event insurance not covered by SABAC.

SAMPLE LEGISLATION:

Legislation *GSS-R-2008-007

Resolution on "Earn While You Learn Scholarship"

Introduced by: GSS International Student Committee

Senator Si-Chi Chin, Senator Carlos Sanchez, Senator Amber Griffioen, Senator Guo Li

WHEREAS, as an indispensable part of the University of Iowa, international students are entitled to equal opportunities and equal access to University facilities, and pay the same amount of student fees for the University regardless of their national origins; and

WHEREAS, the Earn While You Learn Scholarship, provided by the Partnership of Student Governments at Iowa (PSGI), excludes the eligibility of all international students by requiring a completed financial aid file (in particular, the FAFSA) with the Office of Student Financial Aid, which is only for U.S. citizens and permanent residents; and

WHEREAS, the PSGI failed to involve either the Office of International Students and Scholars (OISS) or any international student groups in the decision-making process of reinstating the Earn While You Learn Scholarship, which consequently deprived international students of their eligibility for the Earn While You Learn Scholarship; and

WHEREAS, we, the Graduate Student Senate (GSS), as a constituent of the Executive Council of Graduate and Professional Students (ECGPS), forming the PSGI with the University of Iowa Student Government (UISG), are entitled to comment on decisions made by PSGI;

THEREFORE, BE IT RESOLVED that we, the GSS, strongly encourage the PSGI to revise the requirements of the Earn While You Learn Scholarship to allow the applications from the international students at the University of Iowa and re-announce the scholarship.

BE IT FURTHER RESOLVED that we, the GSS, suggest PSGI and other university entities and offices always take into account the special status of international students and involve the OISS and the international student community in relevant decision-making processes.

BE IT FURTHER RESOLVED that a copy of the resolution is to be forwarded to the chairs of the following student groups: ECGPS, UISG, MBA Association, Iowa American Student Dental Association, Iowa Student Bar Association, Medical Student Government, College of Pharmacy Student Council, OISS, Graduate College, and Vice President of Student Services.

SAMPLE BILL (Constitutional Amendment)

Constitutional Amendments – GSS-A-2008-01

Proposed Constitutional Changes

Submitted by: Senator Paschkewitz, President Ridge and Senator Clark

Article IV: A. 4.c shall be replaced with the following:

c. It shall be the responsibility of the full senators to notify their alternates, in the event that they cannot attend a meeting. If no alternate is available from the department, a senator may designate another student in the program to serve as a representative, who will be considered an alternate for the duration of that meeting.

Article IV: B shall be replaced with the following:

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

Article IV: C. 1.i shall be replaced with the following:

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*.

Article V: E.7 shall be replaced with the following:

7. The GSS Executive Council may appoint up to five senators or alternates to serve as alternate delegates to the ECGPS as needed.

Article V: G.2b shall be replaced with the following:

b. Graduate Student Senate shall elect four Graduate Council Representatives.

Article V: G.2g shall be replaced with the following:

g. The nominees with the highest number of votes shall occupy the Graduate Council seat.

Article V: G.2h, shall be replaced with the following:

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. Graduate Council Representatives may be re-elected for as many terms as they remain members of the GSS.

IV. GSS MEETINGS AND PARLIAMENTARY PROCEDURE

Parliamentary Procedure

To expedite matters when conducting business, the GSS follows Parliamentary Procedure as listed in Robert's Rules of Order (RONR) There are a few copies of *Robert's Rules of Order Newly Revised In Brief* in the GSS office that senators may check out if so interested. Complete familiarity with this text is not necessary, as GSS meetings are generally informal. Despite being informal, it's important to maintain control and provide a fair and open forum for the exchange of thoughts, therefore we adhere to the rules. The following is a list of some common terms/ideas of RONR:

- A **quorum** of the GSS shall consist of the members present at the beginning of a regular, meeting, and at least twenty percent of the members in good standing for a special meeting.
- **All members have equal rights**, including the right to make motions, debate and vote. A 2/3 vote is needed in order to deprive members of basic rights, such as closing or limiting debate and closing nominations. No member will be forced to vote.
- When voting, **to abstain** literally means to "refrain from voting." As a consequence, there can be no such thing as an "abstention vote." In the usual situation, where either a majority vote or a two-thirds vote is required, abstentions have absolutely no effect on the outcome of the vote since what is required is either a majority or two thirds of the votes cast. On the other hand, if the vote required is a majority or 2/3 of the members present, or a majority or 2/3 of the entire membership, an abstention will have the same effect as a "no" vote.
- **Only one main motion may be considered at a time, and only one person may speak at a time.** When a member wishes the GSS to take action on a subject, s/he will make a motion. To do this s/he should first be recognized by the chair and preface the motion with words, "I move that...." A short list of the most frequent motions is given on the following page.

- For motions that require a **second** (nearly all with the exception of motion to adjourn, point of order, point of information, anyone wishing to second the motion may just call out “I second the motion”, without waiting to be recognized. If a motion requires a second but does not receive it, the chair will move on to the next agenda item.
- If a motion is made and seconded (if necessary), the chair will then restate the motion, which is termed the main motion. Discussion begins. To ensure order, a member must be recognized by the chair before s/he may speak.
- **The purpose of “motion to amend” is to change a motion already under consideration.** If a member thinks that the right topic is being discussed, but wants to modify the wording of the motion, s/he moves for an amendment. A motion may be amended, and the amendment to the motion may be amended, but no further amendments may be made. Amendments are motions, and as such, they require a discussion and full debate.
- **If you want to change/limit/halt discussion, you can make the appropriate motion. You MUST, however, have been recognized by the Chair of the meeting first and you cannot interrupt another senator that has the floor.** These motions and how they are used are on the following pages.
- If you question the validity or accuracy of the chair’s announcement of the result of a voice vote (yea/nay or yes/no) then you should respond by saying ‘**division**’ and the vote will proceed by a show of hands. You do not need to be recognized by the chair to demand a division.
- **Stick to the subject.** In debate, your speech must relate to the motion under discussion. The rule is that your remarks must be germane, that is, they must have bearing on whether the pending motion should be adopted. Debate only the issues – NOT personalities.

Motion Chart

Use the following chart to help you determine what motion to make and any special rules/things to remember (sort through 1st column to find what you want to do):

I want to	Motion to do so	How to say it (example)	Need Chair recognition?	Debatable?	Amendable?
End meeting	Adjourn	I move to adjourn	Yes	No	No
Change the proposed motion	Amend	I move to amend the motion by... (striking out, inserting, substituting, etc)...	Yes	Yes	Yes
Immediately Close Debate	Previous Question	I move the previous question	Yes	No	No
Limit or Extend limits of debate	Debate be limited/extended	I move that debate be limited/extended... (for X time, until X time, X speech of X minutes for each member)	Yes	No	Yes

I want to	Motion to do so	How to say it (example)	Need Chair recognition?	Debatable?	Amendable?
Postpone motion to a certain time	Postpone	I move to postpone the question to (...the next meeting)	Yes	Yes	Yes
Change the order of agenda items, otherwise change the rules	Suspend the Rules	I move to suspend the rules and...(read the treasurer report before committee reports)	Yes	No	No
Verify vote results by counting voting cards	Demand Division	Division!	No	No	No
Clarify an aspect of RNOR in practice in a meeting	Parliamentary Inquiry	..A parliamentary inquiry, please... *Not for clarification/information of a motion, only the process of order!	No	No	No
Inquire as to facts that affect the business at hand	Point of Information	...I rise to a point of information...(e.g. the motion requests money for insurance. Will the Treasurer tell us how much money GSS has in the 00 account)	No	No	No
Call to attention a violation of RONR	Point of Order	Point of Order! (when recognized by chair, tell how you think the rules are being broken)	No	No	No
Break Apart a piece of legislation into free standing parts	Division of a Question	...I move to divide the...(amendments into two categories)...	Yes	No	Yes
Bring new business into GSS	Motion	I move to...(give money from the 00 to United Way)...	Yes	Yes	Yes

V. GRADUATE STUDENT SENATE OFFICES

A complete description of GSS offices is in the attached constitution. The following list makes up the Executive Council of GSS. The Executive Council meets prior to each general meeting to organize and discuss the agenda before it's sent out on the listserv. Committee Chairs are invited to the Executive Council Meetings as well.

<i>OFFICE</i>	<i>NAME</i>	<i>DEPARTMENT</i>
President	Kristina Rogers	Chemistry
Vice President	Donna Lancianese	Sociology
Treasurer	Andy Kopf	Physics & Astronomy
Executive Associate	Perry Motsegood	Chemistry
Membership Officer	Mohamed Habib	Civil & Environmental Engineering
Parliamentarian	Tim Gupton	Spanish & Portuguese
DGSAC	Ulrike Carlson	German
Student Orgs. Liaison	Alexandra Nica	Economics
Webmaster	Tim Paschkewitz	Chemistry
Graduate Council	Jonathan Gajdos Alexandra Nica Kristina Rogers Oksana Zagorodna	German Economics Chemistry Free Radical & Radiation Biology

VI. GSS COMMITTEE DESCRIPTIONS

Graduate Student Senate operates and achieves much of its work and service through committees. Each senator is required by the GSS constitution to be an active member of at least one committee. Each committee is led by chair people - sometimes more than one based on the size and reach of the committee. A brief description of our current committees is available below. We have standing (permanent) and ad-hoc (temporary/exploratory) committees as denoted.

Academic Mentoring Committee (standing)

The Academic Mentoring Committee is beginning various pilot-programs aimed at providing centralized mentoring services to all students - graduate and undergraduate - at The University of Iowa. There are visions of a mentor/mentee match program as well. A more detailed description and listing of events and meetings can be found on the Conference Committee page. Contact committee chair(s) for more information.

Computer Resources Committee (standing)

The Computer Resources Committee provides advice and information to the GSS on computer-related issues. The Computer Resources Committee also allocates computer equipment and software to departments for the use of graduate students and works to improve computer resources for graduate students at the University. A more detailed description and listing of events and meetings can be found on the Conference Committee page. Contact committee chair(s) for more information.

Conference Committee (standing)

The Conference Committee is responsible for the holding the annual James F. Jakobsen Research 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 performing skills while competing for various awards. A more detailed description and listing of events and meetings can be found on the Conference Committee page. Contact committee chair(s) for more information.

Educational Outreach Committee (standing)

The Educational Outreach Committee will assist all committees and the senate in developing and organizing resourceful and beneficial seminars applicable to graduate students across campus. This committee will develop what were formerly called "Brown Bag Lunches" as part of their duties. It is also envisioned that this committee will develop programs in which GSS goes out to local schools and organizations to promote learning and scholarship as well as teaching others what The University of Iowa can offer them. A more detailed description and listing of events and meetings can be found on the Conference Committee page. Contact committee chair(s) for more information.

International Student Committee (standing)

The International Student Committee helps to bring the questions and concerns from the international graduate student population to the Senate. They work with other organizations, including OISS (Office of International Student Scholars), to be sure The University is abreast of issues that specifically pertain to international students. The International Student Committee also works closely with other committees to help diversify events and make international involvement and understanding a forefront issue of GSS. A more detailed description and listing of events and meetings can be found on the Conference Committee page. Contact committee chair(s) for more information.

Jakobsen Review Committee (standing)

The Jakobsen Review Committee was organized in May 2008 to help continue positive development of the Jakobsen Conference. This temporary committee will review the survey data, follow up on remaining conference issues, and make recommendations to the next committee for the following conference. A more detailed description and listing of events and meetings can be found on the Conference Committee page. Contact committee chair(s) for more information.

Service Committee (standing)

The Service Committee is in charge of planning events of a philanthropic nature for the GSS and the graduate community as a whole. A more detailed description and listing of events and meetings can be found on the Conference Committee page. A more detailed description and listing of events and meetings can be found on the Conference Committee page. Contact committee chair(s) for more information.

Social Committee (standing)

The Social Committee organizes graduate student social events in the interest of building and maintaining a graduate student community. A more detailed description and listing of events and meetings can be found on the Conference Committee page. A more detailed description and listing of events and meetings can be found on the Conference Committee page. Contact committee chair(s) for more information.

Travel Funds Committee (standing)

The Travel Funds Committee allocates funds from the Graduate College to graduate student applicants for the purpose of presenting their work at meetings, symposia, conferences, or other professional or academic gatherings. A more detailed description and listing of events and meetings can be found on the Conference Committee page. Contact committee chair(s) for more information.

VII. APPENDIX

CONSTITUTION

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.
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- 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.

END CONSTITUTION

POWERPOINT PRESENTATION



What do we do?

- Advocate for graduate students
- Address concerns of graduate students
- Organize graduate student events
 - Academic, Social, Service
- Communicate with graduate student community
- Administers resources and programs that benefit Graduate Students

Full Senators vs. Alternates

- **Full Senators**
 - Voting rights
 - Required to attend general meetings
- **Alternates**
 - Encouraged to attend general meetings
 - Fill in for full senator in senator's absence
 - No voting privileges unless serving in place of full senator
 - Can serve on committees & as officers of GSS

GSS General Meetings

- Conducted in accord with *Robert's Rules of Order*
- Follow the agenda distributed prior to the meeting (via listserv)
- Meetings and minutes of the Senate general meetings are public, unless closed by majority vote

Introduction to GSS

- The Graduate Student Senate (GSS) is the primary governing body of graduate students
- GSS is the voice of the graduate student community
 - University administration
 - Faculty
 - Other student groups

GSS Membership

- Each department and program is allotted one full senator and one alternate per fifty students in that department or program
- Selection of senators varies depending on department
 - The method of selecting senators & alternates is at the discretion of the students in a department

Responsibilities of a Senator

- Attend meetings: two consecutive unexcused absences = *not in good standing*
- Serve on Committees: each senator must be active within *at least* one committee
- Distribute information to your department
- Participate in GSS events

GSS Constitution

- GSS operates under a constitution written and approved by its members
- The constitution can be viewed & downloaded online:
http://gss.grad.uiowa.edu/files/GSS/GSS_Constitution_051009.pdf
- The constitution can be amended based on two-thirds majority vote

Legislation

- Resolutions: State the opinion of GSS
- Bills: Call for action on behalf of GSS or a part of it
- Allocations: Give permission for the expenditure of funds
- Constitution Amendments and Revisions: Alter the GSS Constitution (a bill)

Committees

- Academic Mentoring Committee
- Computer Resource Committee
- Conference Committee
- Educational Outreach Committee
- Graduate Bulletin Committee
- International Student Committee
- Jakobsen Conference Review Committee
- Service Committee
- Social Committee
- Travel Funds Committee

Executive Council

- President – Kristina Rogers
- Vice-President – Donna Lancianese
- Treasurer – Andy Kopf
- Membership Officer – Mohamed Habib
- Executive Associate – Perry Motsegood
- Parliamentarian – Tim Gupton
- Graduate Council Representatives
 - Johnathan Gajdos, Alexandra Nica, Kristina Rogers, Oksana Zagorodna
- Deans Graduate Student Advisory Committee – Ulrike Carlson
- Student Organizations Liason – Alexandra Nica
- Webmaster – Tim Paschkewitz

Constant Goals

- Encourage University to fundraise for graduate education
- Increase service to The University
- Promote awareness of GSS across the University
- Increase communication between GSS and other groups/units on campus
- Continue to build graduate student community