



Graduate Student Senate

Graduate Student Senate Constitution

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Table of Contents

Introduction.....	2
Graduate Student Senate Committee Descriptions.....	3
Graduate Student Senate Officers	5
Constitution of the Graduate Student Senate of the University of Iowa.....	6
ARTICLE I. DEFINITION AND PURPOSE.....	6
ARTICLE II. UNIVERSITY OF IOWA HUMAN RIGHTS POLICY	6
ARTICLE III. POWERS AND DUTIES	6
ARTICLE IV. MEMBERSHIP AND MEETINGS.....	7
ARTICLE V. EXECUTIVE COUNCIL.....	14
ARTICLE VI. COMMITTEES	21
ARTICLE VII. FINANCIAL MATTERS	24
Graduate Student Senate Meetings and Parliamentary Procedure.....	25
The University of Iowa Student Government Structure	28
Graduate Student Senate Legislations.....	30

Introduction

Welcome to Graduate Student Senate!

Graduate Student Senate (GSS) gives you the unique opportunity to network with graduate students from other disciplines. Our motto is “Giving grad students a voice,” and in keeping with that idea, we operate closely with the Graduate College, Graduate and Professional Student Government, 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 is involved in statewide advocacy for graduate students. GSS does not, however, involve itself with negotiating, advising, conferring, or recommending policy to The University administration regarding matters that involve collective bargaining (e.g., minimum stipends, health insurance benefit, tuition remission) for graduate students. This does not mean we won’t debate or discuss such matters; rather it is not in the purview of the GSS body to make recommendations regarding collective bargaining.*

What is your role in GSS?

As a senator, you are the direct link between your department and GSS. The expectation is to attend monthly General Assembly meetings and to either participate in at least one GSS committee, serve as a GSS Executive Member, or participate as a delegate to another student body (like Graduate and Professional Student Government). 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 via listserv to your department. This information may include travel fund grant deadlines or updates for various service, social, and professional development opportunities on campus. Your service on a committee or as a delegate helps to provide these benefits to graduate students and represent graduate students in other campus-wide organizations.

How can you become involved?

In addition to serving as the voice of graduate students, 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, service events, and the Jakobsen Graduate Development Series – a GSS-run research conference for all graduate students at The University of Iowa. You can always participate in these events but also help plan and organize them by joining a committee. All senators are required to have active participation in *at least one* committee. This manual contains information about the various committees, but the best way to get involved is to join committees and attend events.

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 forward to working together and striving to “Give Graduate 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!

Graduate Student Senate 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 or serve as a delegate to GPSG. Each committee is led by chairpeople - 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 stated. A more detailed description and listing of events and meetings may be found on the individual committee pages on the GSS website (<http://gss.grad.uiowa.edu/committees>) and in the [constitution](#).

Jakobsen Conference Committee (standing)

The Jakobsen Conference Committee is responsible for organizing and holding the annual James F. Jakobsen Research Conference. This conference is a university-wide, multi-disciplinary conference that recognizes the work of graduate students by allowing them to present their research and performance skills while competing for various monetary awards. The Vice President of GSS serves as the automatic chair of this committee. You can find their contact information on our website to ask any questions.

Graduate Teaching Committee (standing)

Developed in 2017, the Graduate Student Teaching Committee hosts events related to supporting graduate teaching assistants on campus. In the past there have been workshops, networking, and other professional development events. Overall, their work helps equip TAs to be more effective instructors. They are encouraged to collaborate with the Center for Teaching and the Jakobsen Conference Committee. International Students Committee (standing)

The International Students Committee helps to bring the questions and concerns from the international graduate student population to the Senate. They work with other organizations, including ISSS (International Student and Scholar Services) and the International Student Committee of GPSG, to ensure that 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. Contact committee chair(s) for more information.

Social and Service Committee (standing)

The Social and Service Committee oversees i) planning events of a philanthropic nature for the GSS and the graduate community, and ii) organizing graduate student social events in the interest of building and maintaining a graduate student community.

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. Contact committee chair(s) for more information.

Graduate Student Senate Officers

A complete description of GSS officers is in the attached Constitution. The following list makes up the elected positions in GSS. The Executive Council meets prior to each general assembly meeting to organize and discuss the agenda before it is posted to the GSS website. Committee Chairs are invited to the Executive Council Meetings as well

Executive Committee

President

Vice President

Treasurer

Executive Associate

Membership Officer

Parliamentarian

Travel Funds Director

Social Media Director

Webmaster

Other elected positions

GSEC Delegates (3)

GPSG Delegates (6)

Graduate Council (4)

Constitution of the Graduate Student Senate of the University of Iowa

REVISED February 2025

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: "In no aspect of its programs shall there be any difference in the treatment of persons on the basis of race, creed, color, religion, national origin, age, sex, pregnancy, disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, associational preferences, 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. Eighty percent (80%) of this organization's membership must be composed of UI students."

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 regard to any subject of concern to graduate students, except as limited by Art. III, Sect. D, below.
- D. Negotiations regarding 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 regard 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 regard 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 in 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 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 Membership Officer 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 and department representatives (i.e. DGS, DEO, etc.) who are not in good standing at the end of each semester.

The Membership Officer will notify department representatives (i.e. DGS, DEO, etc.) if the department does not have active representation at the end of each semester. 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. The committee chair(s), with the Executive Council, will determine what constitutes active participation on their respective committees.
 - i. Full senators may fulfill the requirement of serving on a GSS Committee by serving on the Executive Council or GPSG.
- e. Full Senators are expected to ensure that information and resources from the GSS are distributed as appropriate in their departments or programs.

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 if 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.
 - i. If an alternate attends a general meeting at which the full senator is present, the alternate does not have voting rights.
- 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

- a. 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 is allotted, and shall regularly (not less than 3 times per year) notify departments of vacancies in membership and current standing of the department within the GSS.
- 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.
 - a. New members shall notify the Membership Officer of GSS of their selection no later than March 31st of each year.

- b. If a department has no new members for the upcoming year, returning officer(s) shall notify the Membership Officer of GSS no later than March 31st.
- 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 multiple parties express interest in the same seat in this manner 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 the floor for special meetings shall be the same as for general meetings.
- e. Special meetings shall be open to those outlined in Article IV, Sect. C.
- 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. 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. 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 the bill is carried out.

3. Allocations

- a. Allocations allow for the expenditure of monies administered by the GSS.
- b. Any elected officer or committee chair may introduce an allocation.
- c. The annual budget of the GSS shall be subject to the approval by the membership, as per Art VII, below.
- d. Any expenditures of budgeted money not in accord with the annual budget require approval by a majority vote of the graduate student senate.
- e. Any expenditure 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.
- 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.
- i. Any request for money requires approval of the Student Organization Business Office. Motions for Allocations must be made no less than 4 weeks prior to when the money will be spent such that the event can be submitted to Engage in a timely manner.

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 Executive Officers form what is known as the Executive Council of the GSS.

A. Elected Executive 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 presides over all meetings of the GSS.
- c. The President schedules and presides over 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 automatically appointed as the At-Large delegate to GPSG.
- 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 will serve as the automatic chair of the Jakobsen Committee.
- 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 GPSG and will attend GPSG meetings in place of any elected delegate who cannot be present.

3. Treasurer

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

- a. The Treasurer serves on the GPSG Graduate Professional Allocations Committee (GPAC), and, as such, plans the annual budget of the GSS along with GPSG officials.
- b. The Treasurer shall prepare a statement on the current finances of the GSS once a semester.

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 maintaining an updated list of members of the GSS and maintains the GSS listserv..
- 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 fulfil duties pertaining to publication on the website.

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 in 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. Travel Funds Director

The director of the Travel Funds is responsible for the applications of both the Presentation Travel/Virtual Conference Funds and the Thesis-Dissertation-Related Travel Funds. The Travel Funds Director is responsible for evaluating all Thesis-Dissertation-Related Travel Funds applications. The director selects a Travel Funds Committee Chair to oversee the Travel Funds Committee. The Travel Funds Committee comprises Graduate Student Senate members. These committee members are responsible for evaluating and scoring Presentation Travel/Virtual Conference Fund applications at the end of each of the four application cycles. Below is a breakdown of specific duties for the Travel Funds Director and the Travel Funds Committee Chair.

- a. The Travel Funds Director is responsible for the deidentification of all applications for the Presentation Travel/Virtual Conference Funds. The deidentified applications are then dispersed to the committee by the appointed chair.
- b. The Travel Funds Director is responsible for deeming Thesis-Dissertation-Related Travel Fund Applications eligible or ineligible and for determining if the application passes or fails.
- c. The Travel Funds Director approves or rejects the applications in Workflow based on the scores from the committee or from primary application eligibility.
- d. The Travel Funds Director informs the Administrative Affairs Coordinator as for how much reimbursement the applicant has been approved.
- e. The Travel Funds Director works with the Travel Funds Committee Chair for the upkeep of the Presentation Travel/Virtual Conference Funds score sheet.
- f. The Travel Funds Director is the first line of contact for students with questions about funding from Graduate Student Senate via the studorg-gss-funding@uiowa.edu email.
- g. The Travel Funds Director meets with the Associate Dean for Administrative Affairs or related staff after each funding cycle to discuss budget allocations.
- h. The Travel Funds Director meets with the Associate Dean for Administrative Affairs or related staff before each new funding cycle to update all applications in Workflow.

B. 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 is operating as the Committee on Committees. These positions are:

1. Social Media Director:

- a. The Social Media Director shall coordinate with GSS Committee Chairs to update the GSS Facebook, Instagram, X, and other social media platforms to publicize GSS events and news.

- b. The Social Media Director shall attend Graduate Student Orientation events sponsored by the Graduate College to promote the GSS.
- c. The Social Media Director shall work with the PR individuals within the Graduate College and contact local newspapers to advertise GSS events and create press releases.
- d. The Social Media Director shall collaborate with GSS Committee Chairs to design and publish flyers relating to events sponsored by the GSS.

2. Webmaster

The Webmaster shall maintain and update the GSS website, including attendance records, minutes and agenda posting, as well as maintenance of the Jakobsen Conference webpages. 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.

- a. Removes and/or archives all dated material. Ensure that the GSS website has current, up-to-date material.
- b. The Webmaster shall work directly with Graduate College ITS staff to ensure the GSS website material is up to date.
- c. The Webmaster shall Ensure all full and alternate senators are listed on the website
- d. The Webmaster shall upload approved minutes to the Teams page and the Website in a timely manner.
- e. The Webmaster shall add photos and event flyers to the website.
- f. The Webmaster shall further maintain the Jakobsen Conference website and shall work closely with the Jakobsen Committee during the semester of the conference.

C. 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 GPSG 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.

D. 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.

E. Election, Terms, and Removal

1. Elected Officers

- a. The officers of the GSS shall be elected at the April 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, alternate, or at-large senator.
- d. Any current or incoming member of the GSS, whether a full senator, an alternate, or a senator at large is eligible to be nominated for an elected office.
- e. Votes may only be cast by full or at large senators from the present academic year. Alternates may only vote if they are filling in for a full senator.
- f. 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.
- g. Elections shall be conducted in the following order: President, Vice-President, Treasurer, Membership Officer, Executive Associate, Parliamentarian, Travel Funds Director, Social Media Director, Webmaster, GPSG delegates and Graduate Council Representatives (see election procedures above for Graduate Council Representatives).
- h. All officers must be elected by a vote of the full or at-large 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.
- i. 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.

- j. An officer shall be removed in the following circumstances:
 - i. If the officer fails to satisfy the duties associated with their elected position, a simple majority vote of the voting membership present at any Executive Council 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.
- k. 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.

F. Annual Awards

1. The executive council and committee chairs are responsible for selection of senators for annual achievement awards based on leadership, service, excellence, and embodiment of GSS values. Awards are as follows:
 - a. GSS Executive of the Year
 - i. Executive of the Year is to be chosen at the discretion of the GSS President.
 - b. GSS Committee Chair of the Year
 - i. Executive council members will nominate committee chairs for this award.
 - c. GSS Senator of the Year
 - i. Executive council members and committee chairs will nominate senators for this award.
2. Votes will be cast at the executive council meeting immediately preceding the final general assembly meeting. Award recipients will be selected by majority rules. The president will select the winner in the case of a tie. Award recipients will be notified at the final general assembly meeting.

ARTICLE VI. ELECTED REPRESENTATIVES

The Graduate Student Senate appoints delegates to a variety of other bodies on campus such as other student-run governments at University of Iowa, Graduate College committees, University committees, and other bodies at the University which request graduate student membership. This article serves to outline their responsibilities and appointment procedures.

A. Graduate Council Representatives (4)

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.

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.
3. Election Procedures for Graduate Council Representatives
 - a. Graduate Council Representatives shall be elected at the April 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.
- e. Nominations for Graduate Council Representatives may be made by any full senator.
- f. Any member of the GSS, whether a senator or an alternate, is eligible to serve as a Graduate Council Representative.
- g. 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.
- h. The nominee with the highest number of votes from a particular academic area shall occupy the Graduate Council seat from that academic area.
- i. 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.
- j. Circumstances for the removal of Graduate Council Representatives shall be the same as for the removal of Elected Officers.
- k. 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.

B. Graduate and Professional Student Government (GPSG) delegates (5)

The GPSG delegates are responsible for representing the interests of GSS in the GPSG. The GSS shall appoint five delegates to serve in the GPSG. The GSS elects one delegate from the following academic categories: Fine Arts and Humanities; Social Sciences and Education; Biological and Medical Sciences; and Physical, Mathematical and Engineering Sciences. The fifth At-Large GPSG delegate is automatically filled by the GSS President. 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.

- 1. The GPSG delegates are to regularly attend the meetings of the GPSG and the GSS.
- 2. The GPSG delegates are to serve as liaisons between GSS and GPSG.
- 3. The GPSG delegates shall work with the GSS Executive Council and the general membership in carrying out these representative duties.
- 4. The GPSG delegates are exempt from GSS committee requirements.

C. Graduate Student Employment Committee (GSEC) delegates (3)

1. The GSEC delegates are responsible for representing the interests of GSS to GSEC as it relates to the greater interests of graduate student employment and benefits.

D. Election

1. Delegates are elected during the final general meeting of the academic year and follow the same election procedure as Officers of the Graduate Student Senate.

E. Other Delegates

1. Should the Graduate College or other colleges request Graduate Student Senate representatives to serve as delegates to other bodies, the President may call for nominations to those positions at any General Body Meeting.

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, apart from the Travel Funds Committee chair who is appointed by the Travel Funds Director, 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 Jakobsen Conference Committee, the Social and Service Committee, the Travel Funds Committee, the International Students Committee, and the Graduate Student Teaching Committee.

1. Jakobsen Committee

The Jakobsen Conference Committee is responsible for organizing and holding the annual Jakobsen 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 presentation skills while competing for various monetary awards.

- a. The Vice President shall serve as the chair of the Jakobsen committee. As Chair, the Vice President is responsible for appointing co-chairs, delegating tasks to committee members, and organizing regular meetings of the committee. The Vice President is further responsible for reserving space for the conference and organizing publicity of the event.
- b. The committee shall work closely with the Webmaster to ensure the Graduate Student Senate Website is updated with advertisements for the event and application forms.
- c. The Committee shall have four sub-committees into which members are distributed for delegation of major tasks. These committees are responsible for:
 - i. Sponsorship – The sponsorship co-chair is responsible for reaching out to potential sponsors for the event.
 - ii. Judging – The Judging Co-chair shall oversee recruiting and managing of faculty and staff judges, reviewing and updating judging criteria, managing the judging survey after the conference, and

arranging for winners' certificates and monetary awards.

- iii. Registration – The registration co-chair is responsible for updating and maintaining registration forms. They will coordinate with the Travel Funds Committee, who will assist in judging abstracts and selection of speakers for the conference. The co-chair will organize the order of presentations and posters and contact those selected with their presentation timeslot. After the committee, they will contact winners.
- iv. Conference Materials – the Conference Materials co-chair is responsible with organizing food for the committee with University Housing and Dining and renting poster boards for the poster session.
- d. Prior to the conference, the Jakobsen Committee will work with the Travel Funds committee, who is responsible for ranking abstract submissions for speaker selection
- e. The Jakobsen 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.
- f. Other members of the Jakobsen Conference Committee shall be appointed to such positions as the Chair deem necessary.

2. 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 to present their work.

- a. The Travel Fund Committee Chair is appointed by the Travel Funds Director. The chairperson is responsible for dispersing the de-identified applications to the committee and scheduling meetings of the committee for application review. After review, the Chair is responsible for updating the Graduate Student Senate Funding Applications with scores from the committee. The Chair works with the Director to upkeep the Graduate Student Senate Travel Funds application sheet.
- b. 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.
- c. Each application shall be reviewed by no less than two committee members.

3. Social & Service Committee

The Social and Service Committee is charged with sponsoring recreational events that foster a sense of graduate community campus-wide, and planning events of a philanthropic nature for the GSS and the graduate community as a whole.

- a. The Social and Service Committee shall usually plan an event in conjunction with Graduate College Orientation at the beginning of the Fall Semester. This event shall be coordinated with the Orientation Committee.
- b. The Social and Service Committee shall plan at least one large scale event per year. Normally this shall consist of Friday Night Vibes in the Spring. The Social and Service Committee shall also plan at least one large philanthropic event per year.
- c. Additional events may be planned at the discretion of the Social and Service committee and with the approval of a vote by a quorum of GSS senators.

4. International Students Committee

- a. The International Student 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.

5. Graduate Teaching Committee

- a. The Graduate Teaching Committee hosts events related to supporting graduate teaching assistants on campus. In the past there have been workshops, networking, and other professional development events. Overall, their work helps equip TAs to be more effective instructors. They are encouraged to collaborate with the Center for Teaching and the Jakobsen Conference Committee.
- b. The Graduate Teaching Committee is encouraged to work with the Social & Service committee to host a Learn Over Lunch professional development series.

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 treasurer and submitted to the membership for approval. It shall be subject to the same reporting and agenda procedures as a bill.
- C. All requests for money from the Graduate Student Senate budget requires approval from the Student Organization Business Office and an account signer (President or Treasurer). As such, any event that requires money to be spent must be submitted to Engage no less than 4 weeks prior to the event to seek approval from SOBO.
 1. The Executive Council may allocate up to 15% of the annual budget for executive salary purposes within the annual budget through GPSG.
 2. The distribution of funds will be weighted as follows:
 - a. President-1
 - b. Vice President-0.75
 - c. Treasurer-0.75
 - d. Webmaster-0.50
 - e. Parliamentarian-0.50
 - f. Travel Funds Director-0.50
 - g. Social Media Director-0.50
 - h. Membership Officer-0.50
 - i. Webmaster-0.50
 - j. Executive Associate-0.50

3. Executive members may be denied their salary by a 2/3 majority vote by the executive committee in instances where duties were not fulfilled.
- D. Graduate Student Senate is required to deposit all receipts in and make disbursements through the Student Organization Business Office. Upon dissolution, state money and mandatory student fees revert back to the granting organization. Inactive organizations will be considered dissolved after five years of no-account activity. Revenue generated dollars or "00 funds" must be divided as stated in this Constitution and carried out by our leadership. Our organization's remaining revenue generated dollars or "00 funds" will be divided or disbursed to Graduate and Professional Student Government. If this organization has dissolved and revenue generated dollars or "00 funds" have not been divided as stated in this Constitution by five years from last account activity, funds in our "00 account" will revert to an account specified for this purpose within student government(s). These funds will then be available for distribution through student government(s) guidelines in accordance with University of Iowa policy.

END CONSTITUTION

Graduate Student Senate 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). 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:

1. 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.
2. **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.
3. When voting, **to abstain** literally means to "refrain from voting." Consequently, 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.
4. **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, they will make a motion. To do this they 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.
5. For motions that require a **second** (nearly all except for 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.
6. 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 they may speak.
7. **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 discussion and full debate.
8. **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.

9. **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
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 instance. Will the treasurer tell us how much money GSS has in the 00 account)	No *directed to chair or through chair	No	No
Call to attention a violation of RONR	Point of Order	Point of Order! (When recognized, describe how rules are violated	No	No	No
Break apart a piec of legislation into free standing parts	Division of a Question	I move to divide (the amendment 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

History of the University of Iowa Student Government Structure

In April 2007 the unified student government was known as the Partnership of the Student Governments of Iowa (PSGI) under which there were two main student government bodies: University of Iowa Student Government (UISG) and the **Graduate and Professional Student Government** (GPSG; formerly known as the Executive Council of Graduate and Professional Students). UISG is the representative governing body of all registered undergraduate students while GPSG is the representative governing body of all registered graduate and professional students. Each group of PSGI operated independently. Representatives delegated by both UISG and GPSG served on The All-Student Assembly (ASA). The ASA convened 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) recommended the annual and supplemental funding for the student organizations recognized by the UISG and GPSG to the ASA for approval.

At the end of Fiscal Year 2009, the structure again changed. GPSG withdrew from the PSGI Constitution, thus separating the two governing bodies. 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 collaboratively, such as the Nominations Committee, Student Judicial Court, and the Finance Committee. By ending PSGI, UISG and GPSG gained funding autonomy. SABAC is now under the sole direction and control of UISG, while GPSG has the Graduate and Professional Allocations Committee (GPAC), an equivalent committee to recommend Student Activity Fee allocations. 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 between governments based proportionally on amounts paid by the student populations.

The **Graduate and Professional Student Government (GPSG)** is the governing body for graduate and professional students and is composed of the 6 member governments of Graduate and Professional Students representing: The Graduate College, Carver College of Medicine, College of Pharmacy, College of Business, College of Dentistry, and College of Law. GSS 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.

Each government, with the exception of GSS, appoints two delegates to GPSG. Owing to the fact that graduate students represent a substantially larger and educationally diverse population than the professional student member governments, the GSS delegation was increased to **five delegates** in 2014. These delegates include one at-large member and one delegate from each of the following discipline areas: Fine Arts and Humanities; Social Sciences and Education; Biological and Medical Sciences; and Physical, Mathematical, and Engineering Sciences. The 15 graduate and professional delegates are led by four Executives: President, Vice President, Executive Officer, Budget Director (GPAC Chair), and a Grants Coordinator. In effect, GSS has 33.3% of the voting power in GPSG. Figure 1 below shows a flow chart that describes how the student governments at UI are constructed.

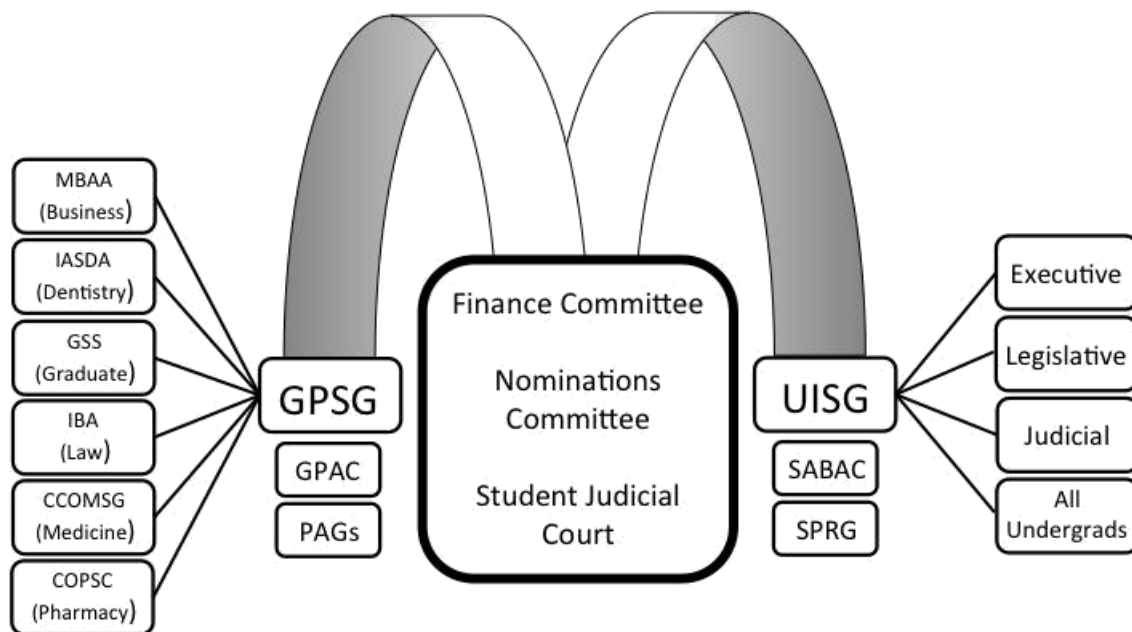


Figure 1. Flow chart of the Student Governments at UI

More information about the student governments:

University of Iowa Student Government (UISG):

<http://uisg.uiowa.edu>

Graduate and Professional Student Government (GPSG):

<http://gpsg.uiowa.edu>

Graduate Student Senate 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 Associate will post an agenda of business to be conducted at that meeting as well as minutes from the previous meeting on the GSS webpage. 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 Executive Associate 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 following these guidelines. When submitted to the GSS office, the Executive Associate will assign a number to it. This is an example of a resolution number: **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 deems 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 of a bill is shown following these guidelines, 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 Jakobsen Conference or Service and 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 SOBO) 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 SOBO.

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 Graduate and Professional Student Government (GPSG), 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: GPSG, 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:

a. 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 GPSG 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.