
GPSS Bylaws (May 26, 2010)

ARTICLE I TERMINOLOGY

- Section A The Graduate and Professional Student Senate shall be referred to hereinafter as the GPSS.
- Section B GPSS representatives shall be known as senators.
- Section C The term "registered" refers to all graduate or professional students who are enrolled for full-time or part-time studies or who have been granted official on-leave status.
- Section D All votes of the Senate referred to in these Bylaws shall be defined as the votes of those senators present at the meeting, either in person or by proxy.
- Section E The Associated Students of the University of Washington shall be referred to hereinafter as the ASUW.

ARTICLE II SELECTION OF SCHOOL/COLLEGE, DEPARTMENTS, OR PROGRAMS GPSS SENATORS

Section A Representation Structure of the GPSS

- Clause 1 Each School/College recognized by the University of Washington Administration shall be represented by two registered graduate or professional students.
- Clause 2 If a School/College's internal organizational structure is such that multiple departments exist, that are recognized by the University Administration *and* grant a degree, students within that School/College *shall* forfeit their two "School Senators" and instead receive two Senate seats for each department within the School/College.
- Clause 3 If a School/College's *department's* internal structure is such that multiple *programs* exist, that are recognized by the University Administration *and* grant a degree, students within that department *may* forfeit their two "Department Senators" by submitting an application in accordance with Clause 6.
- In order to receive two Senators per program ALL programs within the housing department must be granted "Program Senator" seats and, therefore, complete forfeiture of department senator seats must occur.
- Clause 4 Where both Master and Ph.D. degrees are granted by the same department or program these students are not automatically entitled to more than 2 total Senate seats. Unless other specifications are made by the department or program, Senators from such departments or programs will generally be expected to represent both Masters and PhD constituencies. The separate degrees *may* submit an application in accordance with Clause 6 of this Bylaw Section to receive two Senate seats for Masters students and two Senate seats for Ph.D. students.
- Clause 5 The Secretary shall review all submitted Senator names from graduate program administrators and verify that either the department has 2 Senate Seats *or* each program within the department has two Senate seats. If the Secretary finds that both a department and some of its programs have submitted names for recognition the Secretary shall speak with all the students whose names were submitted to coordinate a representation scheme most appropriate for the department and programs in accordance with these bylaws.
- Clause 6 If graduate and professional students who 1) desire to have Senate Representation at the program level, 2) are graduate or professional students whose degree-granting program is not exclusively administered by a single school/college or department, or 3) are part of a new academic program seeking representation for the first time, they must submit an application to the GPSS Secretary.

The application process will be as follows:

- a. An application will be created by the Secretary and must be approved by the Executive Committee before use. The application must request *at a minimum* the following information:
1. Evidence that the department programs wishing to be represented on the program level are official degree granting programs recognized by the University;
 2. Evidence that a unique application process exists for admittance to the department or program;
 3. Evidence of a unique defined curriculum compared to other departments or programs within its home school/college;
 4. Evidence that if the application is approved that students will not have double representation in anyway within the Senate *except* that concurrent or dual degree students may have representatives from each of their degree granting programs and elected GPSS Officers do not count as representatives from any school/college, department, or program.

5. Information, such as a survey of students or a petition, indicating widespread desire and/or needs for program level representation.

b. The Secretary alone will administer and handle representation request applications; approval by the full Senate is not necessary to grant new Senate Seats under this Bylaw.

1. No one factor or piece of evidence asked for, or provided, as part of the application shall be determinative.

c. Appeals of the Secretary's decision may be made to the Judicial Committee but must be made in writing (email acceptable) within seven (7) days of receiving notice of the Secretary's decision and should be addressed to Chair of the Judicial Committee.

1. Upon receiving an appeal, the Judicial Committee should evaluate the Secretary's decision giving primary weight to consistency of the Secretary's decisions in current and past years.

Clause 7 Any representation changes granted under Clause 6 become effective in the fall quarter of the subsequent year.

Clause 8 Vacant Senator seats are not lost or eliminated from Senate recognition for future years and do not count for purposes of determining quorum for convening the Senate.

Section B Selection of School/College, Departments, or Programs GPSS Senators

Clause 1 The GPSS shall admit Senators who were chosen through a fair, consistent, and democratic process. Their names shall be submitted by a School/College, Department, or Program's graduate program advisor or assistant.

Clause 2 The procedure each School/College, Department, or Program uses to select GPSS Senators should be described in a written document and kept on file in the GPSS office.

Clause 3 Challenges to the Selection of Senators

a. Any challenge to the selection of a GPSS Senator must be received in writing by the GPSS Judicial Committee within 30 days after the selection. If the Judicial Committee has not been established for the academic year the challenge must be submitted within 30 days to the GPSS Executive Committee.

b. In the event of a challenge the GPSS Judicial Committee shall decide on the validity of the selection by a simple majority vote. If the Judicial Committee has not been established for the academic year the validity of the selection will be determined by a simple majority of the GPSS Executive Committee.

Clause 4 School/Colleges, Departments, or Programs which have fewer than two Senators by the end of the first four weeks of fall quarter may nominate any interested student for the open position(s) according to the following procedures: The graduate program advisor shall post a notice of nomination of the interested student(s). If there are more students interested in becoming Senators than there are available seats, an election will be held.

Clause 5 The term of office for a Senator shall be from his or her election or appointment until the next regularly scheduled Senator election date. There is no limit to the number of terms that a duly-elected or appointed Senator may serve.

Section C Elections to recall and replace a Senator may be initiated by members of a School/College, Department, or Program as follows:

Clause 1 A petition asking for the recall of the Senator(s) and having signatures from 1/4 of the graduate or professional students in the School/College, Department, or Program shall be sent to the GPSS Executive Committee.

Clause 2 The GPSS Executive Committee shall appoint an election officer to conduct the recall election.

Clause 3 If a majority of the votes favor recall, then a new selection process shall be conducted by the graduate program advisor in accordance with the requirements of these Bylaws.

Clause 4 Challenges to a recall petition shall be directed, in writing (email acceptable), to the GPSS Judicial Committee and GPSS Secretary within 7 days of the recall petitions submission to the GPSS Executive Committee.

Clause 5 Challenges to the replacement election process shall be directed, in writing (email acceptable), to the GPSS Judicial Committee and GPSS Secretary within 14 days of the conclusion of the election.

ARTICLE III DUTIES OF SENATORS

Section A Senators shall regularly attend Senate meetings. If they cannot attend in person they may assign a proxy as defined in Article IV, Section F of the Bylaws, or give advance written notice of their planned absence to the Secretary. Senators must attend at least two meetings per quarter; one of which may be attended by proxy. Any Senator failing to fulfill this obligation will be terminated from GPSS membership. Any exceptions to this meeting attendance requirement shall be approved by the Secretary.

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- Section B Senators shall be responsible for bringing the concerns, needs and wishes of their constituents to the GPSS and in turn should keep their constituencies informed of GPSS and university-wide issues and events that affect graduate and professional students.
- Section C Senators shall be responsible for applying for departmental funds allocated to their constituencies by the GPSS. Senators shall represent the majority will of their constituency in deciding how these funds shall be used.
- Section D Senators shall assist the officers in recruiting and placing qualified graduate or professional students as GPSS representatives on various university committees. [See also Bylaws Article VI, Section A, Clause 1 (b) concerning an Executive Senator serving on the Student Technology Fee and Article VII concerning Special Committees.]
- Section E Senators shall obtain an e-mail account and give the e-mail address to the Secretary. Any exceptions shall be approved by the Secretary. This email account will be the primary means of communication for official GPSS purposes. Senators are responsible for the information distributed to the Senate.
- Section F Senators shall assist the GPSS in conducting Departmental Reviews in the degree granting units in which they are registered, ensuring that graduate student concerns are addressed during the Graduate Council's review process. Senators shall work to generate broad involvement of graduate students in the process and graduate student communication with the department chair and other members of the review committee.
- Section G Senators shall be familiar with the GPSS Constitution and Bylaws, and
- a. maintain high standards of professional honesty and integrity, and
 - b. respect the rights, privileges and property of other members of the GPSS.
- If a Senator does not abide by these guidelines, the Judicial Committee may recommend her or his removal from the GPSS.
- Section H If a Senator is removed from the GPSS, the School/College, Department, or Program that he or she represents may select a replacement in accordance with procedures determined by the School/College, Department, or Program as described in the documentation maintained in Bylaw Article II, Section B, Clause 2.
- Section I If a Senator wishes to resign he or she must provide a written resignation from his or her official GPSS registered email account to the GPSS Secretary, GPSS President, and the other GPSS Senator who represents the same constituency (if applicable). Additionally, the Graduate Program Assistant (or equivalent) from the Senator's represented School/College, Department, or Program may submit a letter of resignation for a Senator if he or she is unable to do so.

ARTICLE IV SENATE MEETINGS

- Section A Function of the Senate
- Clause 1 The function of the GPSS shall be to identify and discuss issues affecting the graduate and professional student body. The purpose of this identification and discussion shall be to guide the GPSS officers and Executive Committee to specific action on these issues.
 - Clause 2 Powers of the GPSS shall include the election of the President, Vice-President, Secretary, and Treasurer, election of the Judicial Committee members, removal of Senators upon recommendation of the Judicial Committee, approval of the President's nominations to the GPSS Executive Committee, passage of the annual GPSS operating budget during spring quarter, and consideration of main motions and resolutions presented to it. Any powers not specifically designated in these Bylaws to the GPSS officers, Executive Committee, or another committee shall be reserved for the GPSS.
- Section B Voting Rights
- Clause 1 The right to cast votes shall belong to the recognized and registered Senators who wish to vote in person or by proxy.
 - Clause 2 The right to cast these votes shall belong to the Senators from each academic area who wish to vote in person or by proxy.
- Section C Regular Meetings
- Clause 1 Unless the GPSS or GPSS Executive Committee adopts a motion specifying the time and place of the regular meeting(s), the President shall schedule the meeting(s).
 - Clause 2 The Secretary shall send written notice to all Senators of the time and place of each regular meeting at least seven days prior to the meeting. Electronic notice via the Senate listserv is sufficient.
- Section D Special Meetings
- Clause 1 In accordance with Bylaws, Article IV, Sections B and C of the Constitution, the President or Judicial Committee shall designate the time and place of special meetings.

Clause 2 The Secretary shall notify all members at least 48 hours in advance of the time, place, and reason for the meeting, and he or she shall include a copy of the notice in the minutes of the meeting. Electronic notice via the Senate listserv is sufficient.

Section E Introduction of Main Motions or Resolutions

Clause 1 This section shall not apply to special meetings. [See Article IV, Section D]

Clause 2 Main motions and resolutions shall be submitted to the Secretary at least two weeks in advance of the regular GPSS meeting at which they are to be considered.

Clause 3 The Secretary, with the consent of the person(s) submitting the main motion or resolution, may rewrite the document so as to include non-substantive stylistic changes. The Secretary shall ensure at a minimum that the resolution has been proofread, has a title, numbered lines, indicates its sponsor(s), and shall number the resolution. The Secretary shall adopt a format and numbering system to be used for all resolutions. During meetings, substantive changes may be made by subsidiary motions of the Senate or may be accepted as friendly amendments (not requiring a vote) by agreement of all authors. The Secretary shall distribute copies of the motion or resolution, with changes, to all Senators at least seven days prior to the regular meeting. Electronic copies via the Senate listserv is sufficient.

Clause 4 A main motion or resolution not conforming to Article IV, Section E, Clauses 2 and 3 of these Bylaws may be acted upon if a majority of the Senators vote to suspend said subsections in order to consider said main motion or resolution at the meeting.

Section F Proxies

Clause 1 Senators who cannot attend all or part of a GPSS meeting in person but wish to exercise their votes may assign their voting rights to an eligible proxy.

Clause 2 Eligible proxies are graduate or professional students from the same School/College, Department, or Program or underrepresented/minority group which the Senator represents. Other Senators are ineligible to serve as a proxy.

Clause 3 Eligible proxies can come to the election meeting and count for quorum purposes, but they cannot cast a vote in the officer elections.

Clause 4 To designate someone as a proxy a Senator can *either* complete and sign an official proxy form created by the Secretary and have it submitted to the Secretary (or designee) by the individual serving as the proxy at the time of check-in *or* may submit a completed and unsigned proxy form to the Secretary by e-mail using the email account the Senator provided when registering with the Secretary. [See Bylaws, Article III, Section E and Article V, Section F, Clause 2(a)]

Section G Quorum

Clause 1 A GPSS meeting shall not be called to order unless and until a minimum of 1/4 of all registered Senators or proxies are present in person.

Clause 2 No formal and binding votes shall be taken at GPSS meetings unless a minimum of 1/4 of all Senators or proxies are present in person.

Clause 3 In the event of a successful quorum call indicating the absence of quorum, all work on agenda action items shall cease immediately and work on information only items shall commence. If quorum has not been re-achieved after all information only items have been exhausted, the meeting must immediately adjourn.

Section H Parliamentary Authority

All GPSS meetings shall operate in accordance with the procedures set forth in the most recent edition of *The Standard Code of Parliamentary Procedure* by Alice Sturgis.

ARTICLE V OFFICERS OF THE GPSS

Section A Officer Positions

Clause 1 In accordance with Article V, Section A, Clause 1 of the GPSS Constitution, the officers of the GPSS shall be a President, Vice-President, Secretary, and Treasurer.

Clause 2 With the exception of the Vice-President, officers shall not be on-leave during their term of office without the express approval of the Senate.

Section B General Duties of the Officers

- Clause 1 All of the officers shall be responsible for:
- a. Setting GPSS goals and implementing specific actions based on the directives of the GPSS and the Executive Committee;
 - b. Communicating these directives, goals and actions to the graduate and professional student body, University administrators, University faculty, and the community at large. One method of doing this shall be the revision and maintenance of the GPSS Web site;
 - c. Making reports to the Executive Committee and the GPSS on progress made toward achieving these directives. A year-end summary report shall be presented to the GPSS, and a written report shall be filed in the GPSS records;
 - d. Meeting with each other on a weekly basis to keep current on the status of GPSS projects;
 - e. Accounting for 19.5 hours per week, at least 10 hours (4 hours for the President) of which shall be GPSS office hours held between the standard business hours of 7:00 a.m. and 7:00 p.m., Monday through Friday. The remaining hours may be spent attending meetings and holding appointments outside of the office. The office-hours requirement shall not apply to the Vice-President during the months in which the Legislature is in session;
 - f. The posting of weekly office hours; and
 - g. Not holding any other Graduate Student Service Appointment, hereinafter referred to as a GSSA, while in office except during the summer quarter.
- Clause 2 The GPSS officers shall serve a 12-month term, which begins June 16. No limit shall be set on the number of terms a registered graduate or professional student may serve.
- Clause 3 All the GPSS officers shall attend an orientation by the GPSS advisors to be held during the first month of their term.

Section C Duties of the President

- Clause 1 The general role of the President shall be to act as official spokesperson for the GPSS.
- Clause 2 Specific duties of the President shall be to:
- a. Preside at the meetings of the GPSS and the Executive Committee, voting only in the event of a tie;
 - b. Appoint or nominate GPSS representatives to external committees, councils, and other groups when appropriate and remove when appropriate;
 - c. Appoint and remove members of all GPSS committees with the approval of a simple majority of the GPSS Executive Committee, unless otherwise stated in the Constitution and Bylaws;
 - d. Serve as a non-voting, ex-officio member of all GPSS committees, unless otherwise stated in the Constitution and Bylaws;
 - e. Serve on the following standing committees and other committees as needed:
 - i. GPSS Executive Committee
 - ii. Board of Regents
 - iii. University Budget Committee
 - iv. Graduate School Council
 - v. Graduate School Executive Committee
 - vi. Faculty Senate
 - vii. Faculty Senate Executive Committee
 - viii. Faculty Senate Planning and Budget Committee
 - ix. Washington Student Association – University of Washington Chapter Executive Board;
 - f. Maintain final authority on issues until they can be brought to the attention of the Executive Committee or the GPSS. When immediate action is necessary, the President should solicit assistance from the other officers;
 - g. Ensure that action on resolutions of the GPSS is taken within four weeks after the date the resolution has been passed. The President shall report on the status of the resolution's implementation to the GPSS;

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- h. Supervise the graduate review survey, including TA, RA, and general graduate and professional student surveys of students in departments up for their regularly-scheduled review by the Graduate School, and present the results to the Graduate School Council; and
 - i. Maintain a good relationship with UAW 4121 to coordinate efforts to improve graduate and professional student employee labor conditions.

Section D Duties of the Vice-President

Clause 1 The general role of the Vice-President shall be to oversee graduate student representation on university committees and represent the GPSS to the Washington State Legislature and other bodies as deemed necessary.

Clause 2 Specific duties of the Vice-President shall be to:

- a. Discharge the duties of the President in the President's absence and assume the duties of the President in the event that the President vacates office;
- b. Serve on the following standing committees and other committees as needed:
 - i. GPSS Executive Committee
 - ii. ASUW Legislative Steering Committee (ex-officio member)
 - iii. Washington Student Association (WSA) State Board
 - iv. Washington Student Association – University of Washington Chapter Executive Board (Chair or Vice Chair in accordance with Chapter Constitution);
- c. Serve as the GPSS representative to the National Association of Graduate-Professional Students (NAGPS) and other groups addressing legislative issues;
- d. Attend legislative hearings and meet with legislators to discuss relevant higher education issues, preparing and giving testimony as needed;
- e. Research and write briefs on legislative and/or other issues as specified by the President, GPSS Executive Committee, and/or the GPSS;
- f. Keep the GPSS, the Executive Committee, the GPSS officers, and individual graduate and professional students informed of issues before the Legislature and other bodies;
- g. Make every effort to obtain official positions from the GPSS and/or the Executive Committee on issues being considered by other groups. If no position is available, the Vice-President should use discretion in either putting forth his or her own opinion, or not commenting until a position is obtained. In these cases, consultation with other GPSS officers is desirable;
- h. Recommend GPSS representatives to external committees, councils, and other groups; and
- i. Inform GPSS external committee representatives of GPSS resolutions, positions, and policies and maintain files of GPSS representatives' reports.

Section E Duties of the Treasurer

Clause 1 The general role of the Treasurer shall be to administer the GPSS budget and develop GPSS programming.

Clause 2 Specific duties of the Treasurer shall be to:

- a. Oversee GPSS expenditures, keep accurate financial records, ensure that funds are not encumbered, in any budget category or overall, beyond that which was approved by the GPSS in the annual budget (in accordance with Article VIII of these Bylaws), and report the GPSS financial status to the Executive Committee on a quarterly basis;
- b. Assist Senators and other graduate students in their application for special and departmental funds;
- c. Serve on the following committees and other committees as needed:
 - i. GPSS Executive Committee
 - ii. GPSS Finance and Budget Committee
 - iii. Services and Activities Fee (SAF) Committee;
- d. Serve as chair of the GPSS Finance and Budget Committee and exercise a vote in the case of a tie;

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- e. Draft an officers' proposed budget for the next fiscal year, and submit it for review and approval in accordance with Article VIII of these Bylaws;
 - f. Perform other tasks as necessary to fulfill the duties of Treasurer as set forth in the most recent edition of Sturgis Standard Code of Parliamentary Procedure by Alice Sturgis;
 - g. Maintain the GPSS Personnel Policy;
 - h. Manage the administrative details of the office including the computers, filing system and GPSS PolicyWiki;
 - i. Supervise and evaluate administrative staff; and
 - j. Present the current budget to the GPSS at the first meeting of the academic year.

Section F Duties of the Secretary

Clause 1 The general role of the Secretary shall be to develop GPSS publications and to represent graduate and professional student issues to the ASUW.

Clause 2 Specific duties of the Secretary shall be to:

- a. Maintain current GPSS membership and mailing lists through a Senator registration process that collects at a minimum their name, department and email address;
- b. Oversee the application for Senate Seats as described in Article II, Section A, Clause 6;
- c. Distribute announcements and information to Senators including via the Senate listserv;
- d. Ensure the proper functioning of any GPSS ad hoc committees including resolutions, agendas and minutes;
- e. Serve on the following committees and other committees as needed:
 - i. Executive Committee
 - ii. ASUW Board of Directors
 - iii. Judicial Committee (ex-officio member)
 - iv. Dispute Resolution Advisory Committee (coordinator)
 - v. Graduate Opportunities and Minority Achievement Program (GO-MAP) Student Advisory Board;
- f. Coordinate the production of all GPSS publications and the GPSS website such as:
 - i. Updated copies of the GPSS Constituion and Bylaws
 - ii. Accurate records of GPSS meetings including minutes and agendas
 - iii. Accurate records of resolutions and main motions;
- g. Serve as the official parliamentarian of the GPSS in accordance with procedure set forth in the most recent edition of Sturgis Standard Code of Parliamentary Procedure by Alice Sturgis;
- h. Perform other tasks as necessary to fulfill the duties of Secretary as set forth in the most recent edition of Sturgis Standard Code of Parliamentary Procedure by Alice Sturgis;
- i. Act as liaison to the University Ombudsman;
- j. Articulate GPSS positions at the ASUW Board of Directors meetings, based on the directives of the GPSS and/or the Executive Committee, and serve as the GPSS liaison to the ASUW Board of Directors; and
- k. Coordinate the diversity efforts of GPSS.

Section G Election of GPSS Officers

Clause 1 Election of the GPSS officers shall occur during the first GPSS meeting in May of each year and shall be announced no later than the first GPSS meeting in March of each year. Election of the GPSS officers shall be conducted by an Elections Committee.

Clause 2 The composition of the Elections Committee shall be in accordance with Article VI, Section D of these Bylaws.

Clause 3 Elections shall be conducted in accordance with the procedures outlined in Article V, Section G, Clause 4 of these Bylaws. The GPSS Elections Committee can adopt additional rules that do not conflict with these Bylaws but they must be approved by a majority vote of the GPSS Senate.

Clause 4 Election Procedures

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- a. Candidates may announce their intention to run for a GPSS officer position at any time, up to and including the day of the election itself through self-nominations from the floor or write-in votes.
 - b. Candidates shall be strongly encouraged to communicate their intentions to seek office to the Elections Committee as early as possible. Candidates are similarly urged to provide the Elections Committee with a resume and statement of objectives, which should detail any academic, employment, or personal responsibilities that might prevent the candidate from averaging 19.5 hours a week for GPSS, including 10 hours per week (4 for the President) in the office between the standard business hours of 7:00 a.m. to 7:00 p.m., Monday through Friday.
 - c. The Elections Committee shall develop Elections Rules and an Elections Packet outlining the details of the elections which shall be approved by the Senate no later than March each year. The Packet shall outline at a minimum the responsibilities of the officers, the eligibility requirements to run for office, the time and place of the elections, the procedures for voting including by absentee ballot, the minimum time allotted each candidate for speaking and answering questions, and the deadline to submit their materials in order to be listed on the website and ballot.
 - d. The chair of the Elections Committee will notify each candidate of the receipt of his or her materials and distribute each candidate's resume and statement of objectives to the GPSS at least seven days before the officer elections meeting.
 - e. Candidates must be registered graduate and/or professional students for the quarter in which the election takes place (except as mentioned in Article V, Section G, Clause 4-f below) who have attended at least three GPSS meetings in person during the current academic year by the date of the election. "GPSS meetings" are defined as any combination of meetings of the GPSS and/or GPSS standing or ad hoc committees.
 - f. Entering one-year graduate or professional program students may run for a GPSS Officer position. In order to determine eligibility for candidacy the student must *either* provide official proof of registration within a Graduate or Professional School program in the upcoming Summer or Autumn term *or* provide official proof of enrollment in a Graduate or Professional School program in the upcoming Summer or Autumn term to the Elections Committee Chair. All other eligibility requirements outlined in the GPSS Bylaws and additionally approved elections rules by the Election Commission must be met as well.
 - g. The Elections Committee shall prepare a ballot listing the names of all candidates and the offices for which they are running, with options provided for write-in votes and self-nominations from the floor on the date of elections. Said ballot must additionally provide a mechanism for ranking candidates in accordance with the Instant Run-Off Voting procedures described in sub-section m below. The completed ballot shall be presented to the GPSS Secretary seven days prior to the date of elections for dissemination to all Senators, at which time absentee voting may be allowed, following guidelines approved by the Senate in the Elections Packet.
 - h. Candidates should make every effort to clarify election rules and procedures with the Election Committee before the election meeting commences.
 - i. The officers shall be elected by a simple majority of the GPSS Senators who vote in person or by absentee ballot as described in sub-section m below.
 - j. The Elections Committee will be given ample time during the elections meeting to allow for accurate counting of the ballots.
 - k. For section l and m of this section at least two non-GPSS individuals shall be present as witnesses. These witnesses cannot be GPSS Senators, current GPSS officers, candidates, any GPSS staff member, or any individual employed by GPSS. The Elections Committee will publish the names of the witnesses in the Elections Packet. Challenges to the impartiality of the witnesses must be made in writing (e-mail will suffice) to the Judicial Committee at least 48 hours prior to the day of the elections meeting.
 - l. All ballots shall require either a printed name or legible signature of the Senator casting the ballot at the bottom of the ballot. Before votes are counted all ballots cast shall have names/signatures verified with the official GPSS Senate Roster. Any ballots with an illegible signature or cast by ineligible voter or cast without a name/signature will be deemed an invalidly cast ballot and will not be counted. After names/signatures have been verified the name/signatures will be torn off of all validly cast ballots and saved in the event of an election challenge. Invalidly cast ballots will also be saved but names/signatures shall not be removed.
 - m. In the event that no candidate for a particular office receives the required majority vote in a race with three or more candidates Instant Run-Off Vote Counting procedures will be used as follows:
 1. The candidate with the least amount of votes shall be eliminated. All ballots cast for this candidate will be redistributed and cast for remaining candidates according the next voter ranked preference on the ballot.
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2. If no candidate has a majority after the process described in section 1 above the same process will be repeated by eliminating the candidate with the fewest votes and redistributing *all* ballots cast, regardless of how a particular ballot was determined to be cast for the eliminated candidate, among the remaining candidates.
 3. The process described in sections 1 and 2 above will be repeated until a candidate receives a majority of votes cast.
 4. If at any point during the successive elimination of candidates and redistribution of votes the next preferred ranking on a ballot is a candidate who has been eliminated in previous round of voting counting *or* is a candidate who withdrew from the race the ballot shall be cast for the next highest ranked candidate who is still in the election race.
 5. In the event of a tie between two candidates after all but two candidates have been eliminated and votes counted in accordance with the process described in sections 1 and 2 above, re-voting shall occur between these two remaining candidates until the tie is broken by Senators *present* at the election meeting.
 6. In the event that a voter does not rank all of the candidates for an office, the majority is calculated using the total number of remaining votes in the subsequent round of ballot counting.
- n. After winners in all races have been determined and announced to the Senate all valid ballots, removed name/signature slips, and invalidated ballots will immediately be secured with a SAUF administrator.
 - o. In the event of a dispute about the election procedure or results a complaint must be filed with the Elections Committee Chair in writing (email acceptable) within 48 hours of the adjournment of the elections meetings. The Election Committee chair will notify the Senate that a challenge has been made within 48 hours of receiving a challenge. The Election Committee chair shall convene a meeting of the Election Committee to respond to the complaint within one week. After the Election Committee has released a written decision to all involved parties, including the entire Senate listserv within one week of an election complaint further challenges to the election process must be addressed to the GPSS Judicial Committee within 48 hours. The Judicial Committee will address any complaints in accordance with Bylaws Article VI, Section F, Clause 2, Sub-sections a through e.
 - p. Election complaints that have not followed the process described in section "o" above will not be heard or debated in any form by the entire GPSS Senate at any normally scheduled or specially called GPSS meeting.
 - q. In the event that the current GPSS Secretary is running for re-election he or she shall not participate in any discussions with or by the judicial committee. For the purposes of election challenges in this rare instance the GPSS Secretary is *not* an ex-officio member of the judicial committee.

Clause 5 If one of the GPSS officers (other than the President) should resign or an office should otherwise become vacant before the annual term has expired, the President, with the approval of the Executive Committee, shall appoint a temporary replacement until the GPSS, within two full Senate meetings, elects a permanent replacement.

- a. A special announcement shall be sent to the Senators at least 14 days prior to the meeting, announcing that replacement elections shall be taking place.
- b. The replacement election shall be the first order of business following approval of the minutes of the previous meeting.
- c. The Executive Senators shall receive nominations from the floor and conduct the balloting, and the newly elected officer shall assume office on a date specified by the Executive Committee. Such a date shall be no more than seven days after the election.

Clause 6 Termination of GPSS Officer Positions

- a. If a GPSS officer has:
 - i. Failed to fulfill the duties specified in these Bylaws;
 - ii. A conflict of interest due to outside employment or academic commitment;
 - iii. Failed to maintain registered or on-leave status;
 - iv. Been involved in illegal activity in the conduct of their position; or
 - v. Violated the standards outlined in the Student Conduct Code;

that officer may be removed from office. The GPSS Judicial Committee shall, upon the filing of a written complaint, investigate the complaint and determine whether removal of the officer is warranted. The GPSS Judicial Committee may then make a recommendation to the GPSS. The officer under investigation is to be excluded from the investigative proceedings.

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- b. Any declaration of termination of office requires a 2/3 majority vote of the GPSS.

Clause 7 GPSS officers may be recalled according to the provisions set forth in Article X of these Bylaws.

ARTICLE VI COMMITTEES OF THE SENATE

Section A The Executive Committee

Clause 1 Composition

- a. The Executive Committee shall be composed of the President, Vice-President, Secretary, Treasurer, four Executive Senators, and an ASUW Board of Directors member. The President shall exercise his or her vote only in the event of a tie vote by the remainder of the committee.
- b. Four Executive Senators shall be nominated by a committee consisting of the President, Vice-President, Secretary, and Treasurer, and approved by the GPSS after all Senators have been advised of the duties and responsibilities of Executive Senators. Further nominations may be made from the floor. All interested Senators will have the opportunity to apply for the office of Executive Senator, and to be interviewed by the officers. The terms of the four Executive Senators chosen shall be concurrent with their regular Senatorial term.
- c. If at the next-to-last meeting of spring quarter it is determined that a given Executive Senator will not be available to serve over the summer, or that he or she has been replaced as Senator by his or her department, the Senate shall choose a replacement for that Executive Senator according to the procedure detailed in Bylaws, Article VI, Section A, Clause 1(b) above.
- d. The ASUW member of the Executive Committee shall be a current member of the ASUW Board of Directors and shall have a vote.
- e. The Vice President for Student Affairs or designee, the Dean of the Graduate School or designee, the Chair of the Faculty Senate or designee, and the Director of Student Activities or designee shall be non-voting, ex-officio members of the Executive Committee.

Clause 2 The function of the Executive Committee shall be to:

- a. Take specific actions to address the issues and concerns identified by the GPSS;
- b. Review and recommend an annual budget to the GPSS for the following fiscal year in accordance with Article VIII of these Bylaws;
- c. Annually approve, by a 2/3 majority, special and departmental funding guidelines and criteria to be used by the GPSS Finance and Budget Committee as set forth in Article VI, Section B, Clause 2(d) of these Bylaws;
- d. Approve presidential recommendations and appointments to the Services and Activities Fee Committee (SAFC), Student Technology Fee Committee (STF), GPSS Finance and Budget Committee (F&B), and University Bookstore Board of Trustees;
- e. Perform any other actions as specified in these Bylaws;
- f. Act on behalf of the GPSS between GPSS meetings; and
- g. Act on behalf of the GPSS Judicial Committee during the summer, in the event that there are fewer than four voting Judicial Committee members;
- h. Act on behalf of the GPSS Finance and Budget Committee during the summer, in the event that the previous F&B Committee is no longer in session.

Clause 3 Meetings

- a. The Executive Committee shall meet at least twice a month, fall through spring terms, and at least monthly during summer term.
- b. The quorum shall be the presence of five of the nine official Executive Committee members (President, Vice-President, Treasurer, Secretary, 4 Executive Senators, and ASUW Senator). Proxies shall not be allowed at Executive Committee meetings, except for the ASUW Board of Directors member who shall follow the procedure used for proxies at the GPSS meetings. [See Bylaws Article IV, Section F]
- c. The chair, with the approval of a majority of the members, may call an Executive Committee meeting into closed session in which only voting and ex-officio members shall be present in the meeting room. The purpose of a closed session is to deal with personnel or other confidential matters.

Clause 4 Any actions of the Executive Committee are subject to review by the GPSS.

Section B The Finance and Budget Committee (F&B)

Clause 1 Composition

- a. This committee shall be composed of the GPSS Treasurer and five to nine at-large Senators (Finance Senators). These Senators shall be appointed by the President and approved by a majority vote of the Executive Committee after all Senators have been given an opportunity to apply for an open position(s). Senators applying for a position on a newly-forming F&B committee shall be interviewed by the President (or his/her designee) and the Treasurer, or just the Treasurer at the President's discretion. The terms of Finance Senators shall run the course of a single academic year, to be concluded no later than June 30. In the event that a Finance Senator is not able to complete his/her term, the F&B Committee shall interview applicants and make recommendations for nomination to the President. If a Finance Senator misses more than three meetings of the Committee, the Chair may declare the position of that Senator vacant. In such an event the F&B Committee shall interview applicants and make recommendations for nomination to the President to fill the vacant position.
- b. The Director of Student Activities and Union Facilities, or his or her designee, shall be a non-voting, ex-officio member of the F&B Committee.
- c. The Treasurer shall serve as chair of the F&B Committee, and shall exercise his or her vote only in the case of a tie.

Clause 2 Function

- a. The F&B Committee shall be formed no later than November 1 each fiscal year. At the time of its formation, it will assume responsibility for the allocation of GPSS Grant Budget from the previous F&B Committee. In the event that the previous F&B Committee is no longer in session, the Executive Committee shall temporarily assume the responsibility in the interim.
- b. The F&B Committee shall have authority over special and departmental requests except in those cases in which:
 - i. a special request exceeds \$750, or
 - ii. a departmental request exceeds the recommended departmental allocations ceiling by \$100 or by 100% if the Department did not receive funds in the previous year.In these cases, approvals by the F&B Committee shall be reported by the Treasurer to the Executive Committee at its next meeting, and these approvals can be reversed by 2/3 vote of the Executive Committee.
- a. Finance Senators may assist the Treasurer in advertising the availability of special and departmental funds to the GPSS Senators and other graduate students. They shall also assist the Treasurer in communicating policies and procedures governing the special and departmental allocations process.
- b. In allocating special and departmental funds, the F&B Committee shall strictly follow guidelines submitted annually by the Treasurer and approved by a 2/3 majority of the Executive Committee. The F&B Committee can suspend procedural rules for special circumstances only upon the recommendation of the Treasurer and with a 2/3 majority vote of the F&B Committee. These guidelines shall take the form of a document titled "Special and Departmental Allocations Funding Packet." This document should include: a detailed purpose of special and departmental allocations; recommended departmental ceilings for that year; explicit instructions on how to apply for these funds; and state, university, and GPSS policies and procedures governing the process and prioritized criteria to be used to make funding decisions. This document shall be approved each year no later than September 1. Funding requests submitted before the approval of this document are subject to the guidelines put forth in the document of the previous year.
- c. Each spring, if necessary, the F&B Committee shall write a memo to the incoming Treasurer suggesting amendments to the current "Special and Departmental Allocation Funding Packet." The Treasurer shall submit this memo to the Executive Committee concurrently with the submission of the new funding packet.
- d. Review and recommend an annual budget to the GPSS for the following fiscal year in accordance with Article VIII of these Bylaws.
- e. All decisions of the F&B Committee can be appealed to the Executive Committee.

Clause 3 Meetings

- a. This committee shall meet at least twice per month during the months of its operations, or more frequently as is needed to hear allocations requests in a timely manner.
- b. A quorum of the F&B Committee shall be a majority of Finance Senators plus the Treasurer. Proxies shall not be allowed at F&B Committee meetings.

Section C Legislative Steering Committee

Clause 1 Function

- a. The Legislative Steering Committee (LSC) shall act as an optional advisory board to the GPSS Vice President.
- b. The LSC may assist the GPSS Vice President in developing the legislative agenda, writing and distributing briefings and action alerts, and other duties as the GPSS Vice President sees fit.

Clause 2 Composition

- a. The Legislative Steering Committee shall be composed of the GPSS Vice President and up to twelve (12) graduate or professional students.
- b. The GPSS Vice President will chair this committee.
- c. The terms of office shall be one (1) academic year.
- d. The members of the Legislative Steering Committee shall be appointed by the GPSS Vice President and shall be approved by the Executive Committee.

Clause 3 Meetings

- a. There is no quorum requirement for the Legislative Steering Committee.
- b. The Legislative Steering Committee shall meet on a schedule to be determined by the GPSS Vice President.

Clause 4 Authority of the Committee

- a. The Legislative Steering Committee is bound by the legislative agenda of the GPSS. While the Legislative Steering Committee may discuss and develop changes to the legislative agenda, it may not act upon those changes until they are approved by the GPSS.
- b. The Legislative Steering Committee may act on behalf of the GPSS Vice President when explicitly authorized to do so by the GPSS Vice President.

Section D Elections Committee

Clause 1 Composition

- a. The Elections Committee shall be composed of at least four at-large Senators in good standing. The members of the committee shall determine a Chair. Members of the Elections Committee cannot be current GPSS Officers, Executive Committee Members, or candidates for office.
- b. Committee members shall be appointed by the President and approved by the Executive Committee.
- c. The term of the appointment shall be one academic year.
- d. Committee members who decide they want to run for Office must resign from the Elections Committee at least 35 days before the Elections meeting by submitting a written resignation (email acceptable) to the GPSS President and other Elections Committee members.

Clause 2 Function

- a. The Elections Committee shall adopt the GPSS Elections Rules in accordance with the Constitution and Bylaws and produce an Elections Packet as described in Article V, Section G, Clause 3.
- b. The Elections Committee chair shall submit the GPSS Election Packet containing the Elections Rules to the GPSS for approval at least two months before the election.
- c. The Elections Committee shall conduct all GPSS elections in accordance with the GPSS Election Rules. The Elections Committee may terminate an individual's candidacy for violations of the GPSS Election Rules.

Section E The Judicial Committee

Clause 1 Composition

- a. This committee shall be composed of six Senators and the Secretary as ex-officio member. These Senators shall be elected by a simple majority of the GPSS at the first official GPSS meeting of the academic year. In the event an opening becomes available during the year, an election shall be announced on the next GPSS meeting agenda.
- b. Nominations will be accepted from the floor.

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- c. Voting Judicial Committee members shall not sit on any other GPSS Committee. Officer candidates shall resign from the voting Judicial Committee position 35 days prior to the elections meeting by sending written or email notice to the Judicial Committee Members, GPSS Secretary, and GPSS President.
 - d. No Executive Committee member may be a voting member of the Judicial Committee unless the Executive Committee is acting in lieu of the Judicial Committee, in accordance with Article VI, Section A, Clause 2(g). No Senator or officer who is implicated in a grievance shall take part in the investigation of said grievance.
 - e. A chair shall be selected by the committee members at their first meeting of the year.
 - f. The term of Judicial Committee members shall run concurrent to their regular Senatorial term.

Clause 2 Function

- a. The Judicial Committee shall act as a standing investigative body. The Judicial Committee shall investigate any grievance that arises concerning an interpretation of the GPSS Constitution or Bylaws, or concerning any procedure, committee, officer, officer candidate, or Senator of the GPSS. Any party may submit an official complaint, as per the regulations on the GPSS website, to the GPSS President, the GPSS Secretary and the Chair of the GPSS Judicial Committee.
- b. The Judicial Committee complaint review process shall consist of the following guidelines and procedures:
 - i. An SAO advisor will be invited to participate in the entire review process as a neutral, non-voting, party.
 - ii. At any time during the complaint review process the Judicial Committee may go into executive session.
 - iii. The Judicial Committee shall convene within three weeks to determine whether an investigation is warranted.
 - iv. Within three business days of said meeting the Judicial Committee shall notify the complainant, the GPSS President and the GPSS Secretary of their preliminary determination.
 - v. If further review is deemed unwarranted, no further action need be taken. If an investigation is deemed warranted, the Judicial Committee shall conduct a full investigation in a timely manner, allowing all relevant parties to speak on their behalf.
 - vi. Following the investigation, the Judicial Committee shall forward its recommendation to the Executive Committee to be added to the next Senate meeting agenda as an action item. Judicial's recommendation, including a minority opinion when applicable, shall be presented to the Senate. The Senate shall vote on recommendations of the Judicial Committee. Recommendations of action must be passed by a 2/3 majority.
 - vii. The decision of the GPSS Senate is final.
- c. The Judicial Committee has the right to review any proposed Bylaw changes before they are presented to the GPSS. The Secretary upon receiving the proposed changes, shall forward a copy of them to the Judicial Committee for review at least seven days before the next scheduled Senate meeting. The Judicial Committee may choose to review the proposed amendment and make recommendations for approval or disapproval at the next scheduled Senate meeting.
- d. The Judicial Committee may review representation application decisions made by the Secretary if appealed as discussed in Article II, Section B, Clause 6(c).
- e. In accordance with Article IV, Section C of the Constitution, the Judicial Committee may call a special meeting of the GPSS to hear its recommendations.

Clause 3 Meetings

- a. The Judicial Committee shall meet at least once per quarter.
- b. Quorum for all Judicial Committee meetings shall be four (4) voting members. Proxies shall not be permitted.

Section F The Travel Grants Committee

Clause 1 Composition

- a. This committee shall be composed of the GPSS Treasurer and either 4 or 6 at-large Senators (Travel Grants Senators). These Senators shall be appointed by the Vice President after all Senators have been given an opportunity to apply for an open position(s). The terms of Travel Grants Senators shall run the course of a single academic year, to be concluded no later than June 15. In the event that a Travel Grants Senator is not able to complete his/her term, the position will be opened up to all Senators to apply for. The appointment process will be the same as at the beginning of the year. If a Travel Grants Senator misses more than one meeting of the Committee, the Chair may declare the position of that Senator vacant. In such an event the position will be opened up to all Senators to apply for. The appointment process will be the same as at the beginning of the year.
- b. The Treasurer shall serve as chair of the Travel Grants Committee, and shall vote in the event of a tie.

Clause 2 Function

- a. The Travel Grants Committee shall be formed no later than November 1 each fiscal year. At the time of its formation, it will assume responsibility for the allocation of GPSS Travel Grants. In the event that the previous Travel Grants Committee is no longer in session, the Executive Committee shall temporarily assume the responsibility in the interim.
- b. Travel Grants Senators may assist the Treasurer in advertising the availability of travel grant funds to the GPSS Senators and other graduate students. They shall also assist the Treasurer in communicating policies and procedures governing the travel grants process.
- c. In allocating travel grant funds, the Travel Grants Committee shall strictly follow guidelines submitted annually by the Treasurer and approved by a 2/3 majority of the Finance & Budget Committee and the Executive Committee. The Travel Grants Committee can suspend procedural rules for special circumstances only upon the recommendation of the Treasurer and with a 2/3 majority vote of the Travel Grants Committee. These guidelines shall take the form of a document titled "Travel Grants Funding Guidelines." This document should include: a detailed purpose of travel grants; recommended individual travel grant ceilings for that year; explicit instructions on how to apply for these funds; and state, university, and GPSS policies and procedures governing the process and prioritized criteria to be used to make funding decisions. This document shall be approved each year no later than May 1. Funding requests submitted before the approval of this document are subject to the guidelines put forth in the document of the previous year.
- d. Travel grant applicants shall be judged based on the criteria delineated in the guidelines. The recipients are selected by a simple majority vote.
- e. If a Travel Grants Senator has applied for a travel grant, he or she cannot participate in the applicant review for that specific application period.
- f. Each spring, if necessary, the Travel Grants Committee shall provide recommendations to the incoming Treasurer suggesting amendments to the current "Travel Grants Funding Guidelines." The Treasurer shall explain these recommendations to the Finance & Budget Committee and the Executive Committee when submitting the new recommended Travel Grants Funding Guidelines for approval.
- g. Review and recommend an annual travel grants budget to the F&B Committee for the following fiscal year.

Clause 3 Meetings

- a. This committee shall meet at least once per quarter during the months of its operations to review and vote on the submitted travel grants applications. During Fall Quarter the Committee must meet once before reviewing applications to go over the travel grants guidelines and application process. During Spring Quarter, the Committee must convene two times. Once to review applications and once to evaluate the travel grants process and make recommendations to pass on to the new Treasurer.
- b. A quorum of the Travel Grants Committee shall be a majority of Travel Senators plus the Treasurer. Proxies shall not be allowed at Travel Grants Committee meetings.

Section G The Graduate Program Review Committee

Clause 1 Composition

- a. The Graduate Program Review (GPR) Committee shall be composed of the GPSS President or presidential designated proxy and six to ten at-large Senators (GPR Senators). The GPSS President or presidential designated proxy shall chair the committee and shall exercise his or her vote only in the event of a tie vote by the remainder of the committee.

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- d. The GPR Senators shall be appointed by the President and approved by a majority vote of the Executive Committee after all Senators have been given an opportunity to apply for an open position(s). The terms of GPR Senators shall run the course of a single academic year, to be concluded no later than June 30. In the event that a GPR Senator is not able to complete his/her full term, the President shall appoint a replacement with a majority vote approval of the Executive Committee.
 - e. The GPR Committee shall be formed no later than November 1.
 - f. If a GPR Senator misses more than three meetings of the Committee, the Chair may declare the position of that Senator vacant. In such an event the GPR Committee shall interview applicants and make recommendations for nomination to the President to fill the vacant position.
 - g. The Dean of the Graduate School or designee shall be a non-voting, ex-officio member of the GPR Committee.

Clause 2 The function of the Graduate Program Review Committee shall be to:

- a. Represent the Graduate and Professional Students in all aspects of the graduate student component of academic program reviews conducted by the Graduate School Council;
- b. Help the Graduate School Council perform academic reviews of degree granting programs at UW;
- c. Meet with faculty, staff, undergraduates, and graduate students to put together a report about the program under review; and
- d. Help conduct the graduate student meetings during site visits and write reports about the meetings.

Clause 3 Meetings

- a. The GPR Committee shall meet at least once a quarter during the months of its operations, or more frequently as is needed to serve their program review function in a timely manner.
- b. A quorum of the GPR Committee shall be a majority of GPR Senators plus GPSS President or presidential designated proxy. Proxies shall not be allowed at GPR Committee meetings except by the President.
- c. The meetings will be conducted following the latest edition of Alice Sturgis' *The Standard Code of Parliament Procedure*.

Section H The Dispute Resolution Advisory Committee

Clause 1 Composition

- a. The Dispute Resolution Advisory Committee (DRAC) shall be composed of the GPSS Secretary and three to five at-large Senators (DRAC Senators). The GPSS Secretary or shall act as committee coordinator.
- h. The DRAC Senators shall be appointed by the President and approved by a majority vote of the Executive Committee after all Senators have been given an opportunity to apply for an open position(s). The terms of DRAC Senators shall run the course of a full year, to be concluded at the time of appointment of DRAC Senators in the following academic year. In the event that a DRAC Senator is not able to complete his/her full term, the President shall appoint a replacement with a majority vote approval of the Executive Committee.
- i. The DRAC shall be formed no later than November 1.
- j. The Ombudsman or designee shall be a non-voting, ex-officio member of the DRAC.

Clause 2 Function

- e. The duties of the GPSS Secretary, as DRAC coordinator shall be:
 - i. To meet quarterly with the University Ombudsman as a liaison;
 - ii. To coordinate meetings between DRAC Senators and students in need of their services;
 - iii. To manage the quarterly DRAC meetings;
 - iv. To collect and compile reports from each of the DRAC Senators in their service to students.
- f. The duties of the DRAC Senators shall be:

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- i. To act as “process advocates” for students who are in disputes with other members of the university community;
 - ii. To act as neutral observers, but not advocates, for those students who request such services, in the formal or informal hearing of a dispute;
 - iii. To review and update the Dispute Resolution Advisory Committee guidebook annually;
 - iv. To submit reports to the GPSS Secretary detailing their service to students as DRAC Senators;
 - v. Any other duties deemed necessary in advising GPSS in University dispute protocol.

Clause 3 Meetings

- a. The DRAC shall meet at least once per quarter during the academic year, or more frequently as needed.
- b. A quorum of the DRAC shall be a majority of DRAC Senators plus the GPSS Secretary. Proxies shall not be allowed at DRAC meetings.

Section I Standing and Ad Hoc Committees

Clause 1 Standing committees shall be ongoing committees designed to perform specific functions identified by the GPSS. Any Senator or officer may propose the creation of a standing committee, which then must be approved by two-thirds (2/3) of the GPSS. Standing committees shall be dissolved by two-thirds (2/3) of the GPSS.

Clause 2 Ad hoc committees shall be temporary committees designed to deal with special problems identified by the GPSS. Any Senator or officer may propose the creation of an ad hoc committee, which then must be approved by a simple majority of the GPSS. Ad hoc committees shall be dissolved by a simple majority of the GPSS.

Section J Selection of Chairs and Members of Ad Hoc and Standing Committees

Clause 1 Unless otherwise stated in the Constitution or Bylaws, the President, with assistance from the Vice President, and with the approval of the Executive Committee or the GPSS, shall appoint and remove the chairs and members of all ad hoc and standing committees.

Clause 2 The chairs and members of all committees must be registered members of the graduate and professional student body.

Section K General Functions of Committees

Clause 1 Committees shall have the power to investigate problems.

Clause 2 Committees shall report to the GPSS their findings concerning problem areas.

Clause 3 Committees shall have the right to submit proposals or resolutions to the GPSS for action, but at no time shall a committee act on behalf of the GPSS without the Executive Committee’s expressed approval.

Section L Proxies for Committee Meetings

Proxies shall not be allowed at any GPSS ad hoc or standing committee meetings except as specified in Article VI Section H Clause 1a.

Section M Parliamentary Authority

All standing and ad-hoc committees shall operate in accordance with the procedures set forth in the most recent edition of *Sturgis Standard Code of Parliamentary Procedure* by Alice Sturgis.

Article VII SPECIAL COMMITTEE APPOINTMENTS

Section A The Need for Special Consideration

Clause 1 There are certain University committees that are of vital importance to the GPSS. The work of these committees significantly influences financial and policy decisions that affect graduate and professional students. Therefore, these committees tend to draw a large interest from students. However, these committees also require a significant time

commitment and great understanding of the University, the GPSS, and graduate and professional students interests. Therefore, the selection of students to serve on these committees must go through a more thorough review.

Clause 2 If an Executive Committee member is assigned to serve on a Special Committee by these Bylaws this process does not apply.

Section B Committees Included

Clause 1 The following committees shall be designated as a Special Committee:

- a. Services and Activities Fee Committee,
- b. Student Technology Fee Committee,
- c. University Bookstore Trustee Representative.

Section C Guidelines for Appointment

Clause 1 Advertising for an opening on a Special Committee would at a minimum include:

- a. An announcement to the GPSS Senator Listserv,
- b. An announcement to the Graduate Program Advisor Listserv,
- c. A prominent posting on the GPSS Web site.

Clause 2 Applications would at a minimum include:

- a. The basic committee application used in all committee appointments,
- b. A brief statement explaining why the applicant is qualified to serve on the committee,
- c. The applicant's most current resume or curriculum vitae.

Clause 3 Review of applications and nomination

- a. The Vice President and two other Executive Committee Members appointed by the President shall determine the qualities sought in an applicant.
- b. The Vice President and the two other Executive Committee Members will review and evaluate the applications.
- c. The Vice President and the two other Executive Committee Members may choose to interview the applicants.
- d. Finally, the Vice President and the two other Executive Committee Members will recommend to the President who to nominate.
- e. The nomination shall be confirmed as per Article VI, Section A, Clause 2 (d).

Clause 4 While it is recommended that the President or Vice President not serve on these Special Committees, they are not explicitly barred from serving.

- a. If the Vice President chooses to apply for a Special Committee, another Executive Committee member will replace him or her during the review and nomination process outlined in Clause 3 of this Section.
- b. If the President chooses to apply for a Special Committee, the body shall nominate directly to the Executive Committee.

Article VIII THE BUDGET

Section A Budget Structure

Clause 1 The Budget shall contain "Budget Items" which will be specific allocated amounts to specific events, activities, programs, employees, memberships, supplies, equipment, service, or other expenditure reasonably related to the GPSS.

Clause 2 Each Budget Item shall be assigned to a GPSS Officer as an "Authorizing Officer" who shall be responsible for the spending of the allocation.

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- Clause 3 The Budget shall contain “Budget Headings” which group similar Budget Items together. Budget Headings may either group by spending purpose or by Authorizing Officer.
 - Clause 4 The Budget shall contain a single Budget Heading for all personnel allocations known as the Personnel Budget. This budget will include any officer compensation including, but not limited to, tuition waivers.
 - Clause 5 The Budget shall contain a single Budget Heading for all granting allocations known as the Grant Budget. Spending from this budget shall require the authorization of the Finance & Budget Committee in accordance with the Finance & Budget Guidelines.
 - Clause 6 The Budget shall contain a projected fund balance for the start and end of the fiscal year.
 - Clause 7 The Budget shall contain any projected revenue from interest or revenue generating program.
 - Clause 8 The Budget shall contain a specific amount to be requested from the Services & Activities Fee.
 - Clause 9 The Budget need not contain amounts to be requested from other sources such as the University Administration, Alumni Association, or an outside entity.

Section B Budget Drafting

- Clause 1 During winter quarter the Officers shall prepare the Officer's Requested Budget.
- Clause 2 The Treasurer will initiate the drafting procedure by meeting with each officer to discuss proposed changes to their budgets and to personnel under their supervision.
- Clause 3 The Treasurer shall include the requests of each officer into the complete Officer's Requested Budget to be completed no later than the fifth week of winter quarter.

Section C Committee Review

- Clause 1 The Treasurer shall submit the Officer's Requested Budget for review to both the Executive Committee and the Finance & Budget Committee by the sixth week of winter quarter.
- Clause 2 Both committees shall review and prepare preliminary recommendations.
- Clause 3 The Treasurer will work with both committees to harmonize any differences between the preliminary recommendations.
- Clause 4 Each committee must approve final recommendations by the tenth week to be presented to the GPSS regardless of whether harmonization has been reached between the two committees.

Section D GPSS Approval

- Clause 1 On all items in which the two committees reached agreement, the Officer's Requested Budget shall be so amended to create the Recommended Budget which will be distributed to Senators and posted on the Web site.
- Clause 2 The Treasurer shall submit the Recommended Budget to the GPSS along with the any remaining recommendations of the Executive Committee and the Finance & Budget Committee.
- Clause 3 The Treasurer will make every effort to ensure the budget is transparent and that both sets of recommendations are given equal time. This may include explaining budget approval system, the budget setup, or any other information the Treasurer deems relevant.
- Clause 4 The GPSS may make amendments to the Recommended Budget with a simply majority. However, any change which alters either a Budget Heading or a Budget Item by more than 5%, if approved by less than a 2/3 majority, will be automatically tabled until the next Senate meeting during which time the Finance & Budget Committee and the Executive Committee shall consider the change and make recommendations. Should either committee recommend against the change, their recommendation will be given to the Senate and the change must be re-approved following any discussion of the recommendation.
- Clause 5 Each Budget Heading must be approved by an affirmative vote, although all or some Budget Headings may be rolled into a single vote. Following the approval of each Budget Heading, the GPSS must approve a specific amount to be requested from the Services & Activities Fee (Fee) but may only do so after being apprised of the level of funding

required from the fund balance should there be a difference between the total approved allocations and the requested funding from the Fee.

Section E Services & Activities Fee

- Clause 1 The Treasurer and President shall present the GPSS request for Services & Activities Fee in the manner designated by the University.
- Clause 2 Should an unexpected circumstance arise between the approval of the requested Fee amount and the approval of the Fee allocation, the Treasurer and President may amend the Fee request as appropriate; however, such an amendment will not increase the allocation of those funds, which must be amended in accordance with Section G of this Article. The Treasurer must provide notice to the GPSS of any increase in the request.
- Clause 3 Should the approved Fee allocation be less than requested, the GPSS Executive Committee shall meet to prepare recommendations for the GPSS whether to use funds from the fund balance or to cut allocations.

Section F Budget Enforcement

- Clause 1 At the start of a new fiscal year the Treasurer shall distribute a copy of the budget to each officer and make clear which budget items they act as Authorizing Officer.
- Clause 2 All spending must be coordinated through the Treasurer's Office with the approval of the appropriate Authorizing Officer. Should an Authorizing Officer be unavailable, the President may act as the Authorizing Officer with notice given at the next Executive Committee meeting.
- Clause 3 An Authorizing Officer may not exceed the allocation approved by the GPSS unless they receive permission from the appropriate authority listed in Section G of this Article.
- Clause 4 The Treasurer may not refuse to spend an amount properly authorized; however, should an Authorizing Officer attempt to spend beyond the approved allocation the Treasurer is authorized to impound all funds for which that Officer acts as the Authorizing Officer. If the Treasurer impounds funds they must provide notice to the GPSS.
- Clause 5 The Treasurer will provide allocation, encumbrance, and actual spending reports for each budget item upon request.

Section G Mid-Year Allocation Revisions

- Clause 1 Allocations to specific Budget Items may be transferred, in whole or in part, to a Budget Item within the same Budget Heading with notice to the Finance & Budget Committee at the request of the Authorizing Officers for the Budget Items in question. This notice is for record keeping purposes and does not require approval of the Finance & Budget Committee.
- Clause 2 Allocations to a specific Budget Item may be transferred, in whole or in part, to a Budget Item in a different Budget Heading with notice to both the Executive Committee and Finance & Budget Committee at the request of the Authorizing Officers for the Budget Items in question. This notice is for record keeping purposes and does not require approval of the Executive Committee or the Finance & Budget Committee.
- Clause 3 If, at any time during a fiscal year, the total amount transferred to or from a single Budget Item exceeds \$1,000 for that fiscal year, or, the total amount transferred to or from a single Budget Heading exceeds \$1,000 for that fiscal year, all subsequent transfers to or from that Budget Item during that fiscal year, including the transfer which exceeds the \$1000 threshold, must be approved by those committees to which notice would normally be required.
- Clause 4 The spending from a Budget Item may exceed the amount approved by GPSS up to 4% with the consent of the Finance & Budget Committee, and up to 8% with the consent of the Finance & Budget Committee and the Executive Committee.
- Clause 5 Any amount beyond 8% must first be reviewed by the Finance & Budget Committee and Executive Committee who shall issue recommendations. Those recommendations will be submitted to the GPSS along with the requested increase for approval.
- Clause 6 Clauses 1 – 5 shall not apply to the Personnel Budget or the Grant Budget.
- Clause 7 No allocations may be transferred to or from the Personnel Budget, but allocations within the Personnel Budget may be moved with the consent of the appropriate Supervising Officer(s).

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- Clause 8 Any increase in allocation to the Personnel Budget must first be reviewed by the Finance & Budget Committee and Executive Committee who shall issue recommendations. Those recommendations will be submitted to the GPSS along with the requested increase for approval.
 - Clause 9 No allocations may be transferred from the Grant Budget, but funds from one Budget Item may be moved to another within the Grant Budget with the approval of the Finance & Budget Committee once the application period for the particular grant has passed.
 - Clause 10 The Grant Budget may not be increased during the year from the fund balance, but an Authorizing Officer may request funds be transferred to the Grant Budget subject to the approval of the Finance & Budget Committee.

Section H Budget Reporting

- Clause 1 The Treasurer shall keep a physical copy of the budget reports prepared by the Student Activities & Union Facilities (SAUF) Accounting Office sorted by fiscal year.
- Clause 2 The Treasurer will prepare a quarterly report listing all allocations, encumbrances, and actual spending to be distributed to all Officers and the Finance & Budget Committee.
- Clause 3 The Treasurer will prepare an end of the year summary for the incoming Treasurer to familiarize the incoming Treasurer with any outstanding encumbrances.
- Clause 4 The Treasurer will maintain an accurate record of all allocations made from the grant budget to be updated weekly and presented to the Finance & Budget committee.

ARTICLE IX PERSONNEL

Section A Creation

- Clause 1 GPSS may create such non-elected, paid, administrative positions as deemed necessary.
- Clause 2 Any Officer may propose the creation of a new position by drafting an Employee Job Description which must, at a minimum:
 - a. List basic qualifications;
 - b. List basic tasks to be performed;
 - c. Designate an Officer who will provide direct supervision of the employee (known as the Supervisor), which may be altered by the Treasurer for summer positions; and,
 - d. Designate an employee grade as defined in Section C, Clause 1 of this Article.
- Clause 3 The Executive Committee, with the consent of the President, shall consider any such proposal, make amendments as it deems necessary, and by a simple majority approve the creation of the position.
- Clause 4 Any position, whether newly created or continuing from a previous year, must be reviewed through the GPSS budget process and approved by the Senate.

Section B Hiring

- Clause 1 An Officer may submit to the Treasurer a Job Position Announcement seeking to fill a position for which they are a Supervisor at any time during their term. A Job Position Announcement must, at a minimum:
 - a. List information contained within the Employee Job Description;
 - b. List additional qualifications;
 - c. List additional tasks to be performed;
 - d. Designate an application period;
 - e. Designate an employment period; and,
 - f. List additional requested information beyond that required by the standard GPSS employment application.

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- Clause 2 The Treasurer must accept any Job Position Announcement, provided the designated application period is a fixed time, unless the Job Position Announcement is to replace a departing employee, in which case the period may be “until filled.”
- Clause 3 The Treasurer will post any accepted Job Position Announcements in those areas designated by the GPSS Personnel Policy along with the GPSS employment application.
- Clause 4 The Treasurer will receive all applications received and will not reveal the contents of any application until the application period is closed.
- Clause 5 At the end of the application period the Treasurer will meet with the Supervisor to review received applications and select candidates to interview. Those not selected for an interview will be informed by the Treasurer.
- Clause 6 The Supervisor, along with another GPSS employee of the Supervisor’s choice, will interview all selected candidates. No discussion of the candidates should take place until all interviews are complete to ensure fairness. Following interviews and discussion the Supervisor shall either select a candidate to recommend or repost the job.
- Clause 7 The Supervisor shall recommend to the Treasurer a pay rate for the candidate within the allowable pay range for the position’s employee grade. The Supervisor may use any reasonable criteria in support of any rate above the minimum but must state that criteria in the recommendation. The Treasurer may either approve or reduce the recommended rate, but any reduction must be accompanied by written explanation with reference to the specified criteria.
- Clause 8 The Supervisor shall recommend the candidate to the President, along with the Treasurer’s recommended pay rate. The Supervisor may appeal the Treasurer’s recommendation at this time.
- Clause 9 The President may, at their discretion, approve the hiring of the recommended candidate at the recommended rate, but must provide written justification for rejection. If the President rejects the candidate, the Supervisor may select a different candidate from the existing pool, resubmit the Job Position Announcement, or leave the position vacant.
- Clause 10 The Treasurer, upon the President’s approval, shall offer the position to the selected candidate, create a personnel file for the candidate, and complete all necessary paperwork as required by the GPSS Personnel Policy. All other applications will be destroyed.
- Clause 11 Hiring for summer positions may be performed by the outgoing officers; however, the recommended candidate must be approved by both the President and President-elect.

Section C Compensation

- Clause 1 All Administrative Positions shall be designated as one of the following employee grades:
- a. Staff Assistant
 - b. Technical Support
 - c. Graduate Support
- Clause 2 The GPSS Personnel Policy shall provide a description and delineate a pay rate range for each employee grade.
- Clause 3 A Supervisor may request an employee’s compensation be increased within the designated pay range for the employee grade by submitting a written request to the Treasurer along with justification. No more than one increase per term per position may be approved.
- Clause 4 The Treasurer must reject the request if, in the Treasurer’s determination, there are insufficient funds available within the Personnel budget.
- Clause 5 Provided funds are available, the Treasurer must request an additional review of the employee as provided in Bylaws, Article V, Section D, Clause 2. The review shall form the basis for evaluating the justification provided by the Supervisor.
- Clause 6 If the Treasurer determines there are insufficient funds remaining in the positions allocation, but sufficient funds in other position allocations, the Treasurer will convene the Finance & Budget Committee to review the request.
- Clause 7 Provided the Finance & Budget Committee approves the request, or no review is required, the Executive Committee shall review the request.

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- Clause 8 When reviewing the request, providing justification, or denying a request, the only criteria which may be used are:
- a. Employee has an improved skill set since their initial hiring, preexisting skills now in use may not be considered;
 - b. Employee's duties have substantially changed for reasons approved by the Executive Committee; or,
 - c. Employee has shown exceptional performance in the completion of assigned duties.

Clause 9 All reviewing committees must approve the recommendation and their decision is final.

Clause 10 The pay rate increase may be retroactive up to, but no earlier than, the date the Supervisor provided the Treasurer the written request described in Section C, Clause 3.

Clause 11 The Treasurer, upon the approval of the recommendation, shall complete all necessary paperwork as required by the GPSS Personnel Policy.

Section D Review

Clause 1 Supervisors shall review their employees at the start of each new quarter to review tasks and goals.

Clause 2 The Treasurer may request a Supervisor conduct a mid-quarter review with the Supervisor and one additional Officer. The Treasurer must request a mid-quarter review should the Supervisor request a pay increase for the employee.

Clause 3 The Treasurer will conduct an exit review whenever an employee leaves the GPSS or switches jobs within the GPSS.

Clause 4 All reviews will be consistent with the GPSS Personnel Policy and will be kept with the employee's file.

Section E Termination

Clause 1 Employees may only be terminated in accordance with the procedure set forth in this section. Each step must be followed in the appropriate order to ensure a fair and impartial process.

Clause 2 When a Supervisor first identifies issues with the employee they must notify the employee of under performance concerns. If this notification is first provided orally, it must later be provided in written form to proceed to the next step.

Clause 3 Should the employee continue to under perform, the Supervisor may meet with the employee to discuss specific items of concern, and develop specific corrective actions to ensure performance. All such corrective actions must be written down, a copy of which will be retained by the Supervisor and provided to the employee and Treasurer. The Treasurer shall place the record in the employee's file.

Clause 4 Should the employee continue to under perform, the Supervisor may refer the matter to the Treasurer (or President if the Supervisor is the Treasurer) who must meet with the employee to discuss failure to comply with identified actions from Section E, Clause 5. Notice will be provided to the employee at this time that the Supervisor may recommend termination should the performance issues continue. The date of the meeting shall be noted on the record from Section E, Clause 3, kept in the employee's file, and a copy given to the employee.

Clause 6 Should the employee continue to under perform, the Supervisor and Treasurer (or President if the Supervisor is the Treasurer) may recommend the President terminate the employee. If the President chooses to retain the employee the Supervisor may appeal to the Executive Committee for a final determination by a majority vote.

Clause 7 A Supervisor may place an employee on immediate temporary leave following any egregious employee misconduct or violation of the UW rules and regulations. The Supervisor must then bring a motion to terminate the employee to the next scheduled Executive Committee meeting. Temporary leave will end for the employee if the Executive Committee does not terminate the employee.

Clause 8 The Treasurer, upon the termination of the employee, shall complete all necessary paperwork as required by the GPSS Personnel Policy and close out the employee's file.

ARTICLE X RECALL PROCEDURES

Section A If a GPSS officer, Executive Senator, Judicial Committee Senator, Finance Senator or Elections Committee Senator fails to fulfill the duties specified in these Bylaws, it shall be the right of any Senator to initiate recall procedures.

Section B Recall procedures shall be as follows:

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- Clause 1 The Executive Senators shall be presented with a petition listing the reasons for recall and containing signatures representing 1/5 of the Senators;
 - Clause 2 The individual concerned shall be notified of the charges filed against him or her;
 - Clause 3 The GPSS shall be notified of the charges against the individual, and the individual shall have the opportunity to defend himself or herself to the GPSS in the same notification;
 - Clause 4 A recall election shall be conducted by the Executive Senators at a special GPSS meeting, provided that 10 days notice is given to the Senators. The individual shall have the right to defend herself or himself at this meeting;
 - Clause 5 If a 2/3 majority vote of the Senators present favor recall, then the office shall be declared vacant and a new election shall be held to fill the vacancy, if the vacancy is for an officer position, the vacancy shall be filled as set forth in Article V, Section G, Clause 5; and
 - Clause 6 If an Executive Senator is the subject of the recall, he or she shall be excluded from all the above-mentioned Executive Senator duties.

ARTICLE XI SUSPENSION OF THESE BYLAWS

- Section A Any section of the Bylaws can be suspended by a supporting Senate vote of 2/3 majority or higher except as mentioned in the following clauses.
 - Clause 1 Bylaws cannot be suspended to bar a Senator/Senators from voting, except following the procedures described in Article III, section G.
 - Clause 2 Bylaws cannot be suspended to bar a Senator/Senators from maintaining his/her/their Senate seat, except following the procedures described in Article III, section A or G.
 - Clause 3 Any section in Article I may not be suspended.
- Section B GPSS Executive Committee may suspend the Bylaws with an unanimous vote if all the following conditions are met
 - Clause 1 Bylaws cannot be suspended to bar an Executive Senator from voting, except following the procedures described in Article III, section G.
 - Clause 2 Bylaws cannot be suspended to bar an Executive Senator from maintaining his/her seat on the committee, except following the procedures described in Article III, section A or G.
 - Clause 3 Any section in Article I may not be suspended.
 - Clause 4 Such suspension of Bylaws must be reported to the Senate, at the following earliest scheduled Senate meeting. The failure to report may lead to nullification of the suspension and all motions/actions following thereof. Any Senator may report this failure to the Judicial Committee, whose chair will present the Committee's recommendation at the next earliest scheduled Senate meeting.

ARTICLE XII AMENDMENTS TO THESE BYLAWS

- Section A Any Senator or officer may propose an amendment to these Bylaws.
 - Clause 1 Proposed amendments shall only be considered during fall, winter or spring quarters when the full GPSS is in session.
 - Clause 2 The proposed amendment shall be submitted in writing to the Secretary at least two weeks before it can be considered.
 - Clause 3 The Secretary shall forward Bylaw revisions to the Judicial Committee for their review at least 7 days before the next scheduled Senate meeting. [See Article VI, Section F, Clause 2, Subsection f]
 - Clause 4 The Secretary shall distribute copies of the proposed amendment to the GPSS at least seven days before the GPSS meeting at which it is to be considered.
- Section B Any amendment to these Bylaws shall require approval at a Senate meeting by a majority vote of those Senators present, in person or by proxy.
- Section C Any amendment which receives the required majority shall become effective immediately after adjournment of the meeting at which it is adopted, unless the motion to amend specified a time that the amendment shall take effect.