
SENATE HANDBOOK

Graduate and Professional Student Senate
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Graduate and Professional Student Senate

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Revised in January 2016

GPSS History

In the spring on 1965, during a period of student unrest here and on other campuses, the Associated Students of the University of Washington (ASUW) and the Graduate School established the Joint Committee on Graduate Programming (Joint Committee). Graduate and professional students had come to constitute a sizable portion of the student body, but lacked an effective means of communication with either the administration or the existing student government. The Joint Committee was intended to address this deficiency. It consisted of eight students appointed by the deans of various schools within the University as well as two faculty members and a representative of the ASUW. In an effort to establish contact with students on the departmental level, graduate program advisors were asked to appoint graduate students to serve as representatives to the Joint Committee.

The Joint Committee undertook a number of projects but was plagued by a series of fundamental difficulties. Communication with departmental representatives was poor, and communication with graduate students on the whole was virtually nonexistent. The purpose and role of the Joint Committee had never been well defined and its budget was very limited.

In 1966, it was decided that a conference of departmental representatives should be held to establish the goals of the Joint Committee more clearly and to determine its identity.

Accordingly, in January of 1967, such a conference was held at the University of Washington Pack Forest Conference Facility.

The graduate students at the conference passed a resolution calling for the formation of an independent, representative graduate organization.

That organization was the Graduate and Professional Student Senate (GPSS).

The Senate was originally formed as a subdivision of the ASUW; however, in 1967, the student body approved the ASUW constitutional amendment, which designated the GPSS as the representative body for graduate and professional students and the ASUW as the representative body for undergraduates. At the same time, graduate students retained the right to belong to the ASUW and to participate in ASUW activities.

Since that time, the GPSS has become a significant presence on the UW campus. Historically, the Senate has been most effective in dealing with issues directly related to student concerns. It has addressed problems such as tuition and fee increases, the need for increased diversity-programming, access to childcare facilities at affordable prices, and state residency requirements.

GPSS operates with a significant budget, comprised of a small percentage of each graduate and professional student's Services and Activities Fee. A portion of the annual budget is allocated directly to students in the approximately 120 graduate departments to fund projects and needs identified by students in those departments. The budget also pays for the GPSS officers, its staff, publications, orientations, workshops, and more. The last few years have brought an increase in special allocations to a variety of graduate student groups for programming such as lectures and cultural events which appeal to graduate students in general.

GPSS Structure

The GPSS has retained the same basic structure throughout its existence. Currently, the Senate consists of representatives from all UW degree-granting units that choose to elect them. Each unit may elect *up to two* Senators and typically do so during the autumn quarter for one-year terms.

The GPSS, beginning in 2015, annually elects five officers: President, Vice President of Internal Affairs, Vice President of External Affairs, Secretary, and Treasurer. Officers are traditionally paid salaries equivalent to Teaching Assistant stipends and work 19.5 hours per week.

The GPSS also employs staff members including Office Manager, University Affairs Director, Director of Communications, Director of Programs, Development Director, Policy Analyst, Director of Programming, Information Specialist, Budget Specialist, Information Specialist, and Special Assistant to the President. All employees work in HUB Room 314.

Five executive senators are appointed annually from within the Senate. These people are responsible to organize and chair issue-specific ad hoc committees within the Senate as the need arises. The five Executive Senators, together with the five officers and an ASUW Board of Directors member, form the Executive Committee.

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 serve on the Executive Committee as non-voting ex-officio members.

The Executive Committee meetings usually every other week between Senate meetings, unless a special meeting is called.

The primary responsibilities of the Executive Committee include: acting as the governing body of the GPSS when the Senate is not in session; implementing the Senate's decisions; providing continuity and leadership for the Senate and its activities; and representing the Senate before the University administration and other groups that affect graduate and professional students.

The GPSS office is located on the third floor of the HUB in Room 314. Officers can be reached by email at gpss@uw.edu or by phone at (206) 543-8576. The GPSS also maintains a website with information on committees and funding opportunities, recent resolutions, minutes from recent meetings, and other information pertinent to graduate and professional students at www.gpss.washington.edu.

GPSS Function

The GPSS is primarily an advocacy organization concerned with improving the quality of graduate and professional student life. The GPSS works to maintain academic freedom for graduate and professional students; improve the quality of graduate instruction; develop and strengthen the University's diversity programs; maintain graduate and professional student representation through appointments to University decision-making committees; and ensure that quality student services are maintained at the UW.

The GPSS is an organization that is broadly based and democratic, yet shaped to respond quickly and effectively to events on the University and state levels. The GPSS, as a whole, retains the responsibility for setting basic policy. The

Executive Committee and other specified committees are responsible for implementing policy and for responding to issues which the Senate has not formally considered, but which are pertinent to the Senate's advocacy role. The GPSS has thus far made frequent use of committees with broadly defined investigative and advisory power, but normally expects that any action taken in the name of the GPSS will have prior approval of the full Senate and be coordinated with the Executive Committee.

The meetings of the full Senate are run on a modified agenda system. Senators who wish to present a motion, resolution or report requiring Senate action are asked to submit it to the Secretary two weeks prior to the appropriate Senate meeting so that it may be circulated to the Senate members before the meeting. The prior submission of such material helps to expedite Senate meetings; however, it does not preclude the introduction of material from the floor.

A large measure of the success of the Senate is due to the amount of preparatory work done by the various ad hoc committees. These committees research specific issues of concern to graduate students and clarify and define them. Concrete proposals for action are then made to the Senate. As a result, the Senate can approach the University administration with well-prepared proposals.

While the GPSS used to also deal with issues concerning RA, TA, and SA employment, the majority of academic student employees have chosen to have those issues addressed through collective bargaining. For more information on the wages benefits and working conditions of ASEs here at the University of Washington, contact UAW Local 4121 directly at www.uaw4121.org

GPSS Committee Information

The University of Washington runs on a system of shared governance wherein students, faculty, and staff are included in all decision-making bodies. The GPSS routinely appoints graduate and professional students to sit on various campus committees. There are over 100 standing and ad hoc committees that require Senate representation. Certain committees mandate more than one graduate student representative. Some committees specify that a designated officer of the GPSS acts as the chosen representative. Most committees are made up of faculty, staff, students, and administration. A multitude of University offices and officials establish these committees, including the President's Office, the Office of Student Affairs, the Provost's Office, the Board of Regents, the ASUW, and the Graduate School, as well as others.

These committees cover a broad range of campus issues, including housing, residency, childcare, computers, admissions, faculty issues, facilities, landscaping, transportation, and so on. Serving as a committee representative is a great way to directly affect University policy-making. The time commitment may be minimal or extensive depending on the committee. Any graduate or professional student may apply for the GPSS position(s) on these committees. Committee representatives must attend meetings regularly and Senators are expected to assist the officers in advertising and recruiting for the committees.

There are many different committee seats that need to be filled. If one is interested in serving on a committee, one can stop by the GPSS office in HUB Room 314 to find out which positions are currently available and fill out an application form. One can also go directly to the GPSS website (www.gpss.washington.edu) to find out more about the

various committees available. Those who have more questions may contact the GPSS President (gpsspres@uw.edu) and Vice President of Internal Affairs (gpssvpin@uw.edu).

Additionally, the GPSS has many internal committees that provide further opportunities for involvement. The GPSS committees are also open to any graduate or professional student, except for Judicial Committee and Finance and Budget Committee on which only Senator can serve.

GPSS committees (in alphabetical order)

Committee on the Graduate Student Experience
Community Outreach and Events Committee
Executive Committee
Diversity Committee
Federal Legislative Steering Committee
Finance and Budget Committee
Judicial Committee
Science and Policy Committee
State Legislative Steering Committee
Travel Grants Committee

More information on the GPSS committees and application procedures is available on the GPSS website (www.gpss.washington.edu).

2015-2016 GPSS Meeting Dates

The Senate meets approximately every other Wednesday throughout the academic year. All Senate meetings will begin at 5:30 pm in HUB 334. Each Meeting would last about two hours.

Meeting dates are below.

Fall Quarter:

October 14
October 28
November 18
December 2

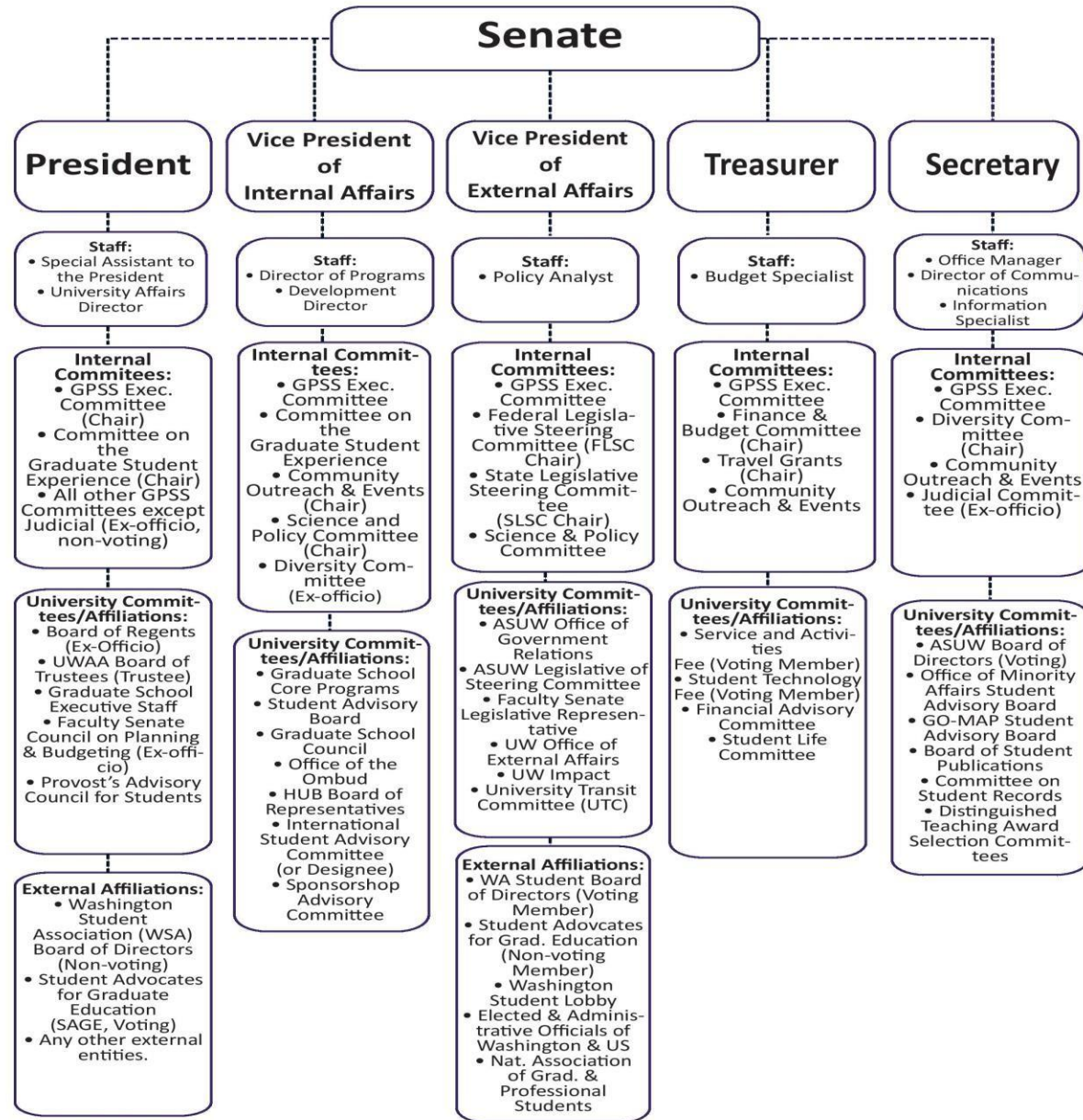
Winter Quarter:

January 13
January 27
February 10
February 24
March 9

Spring Quarter:

April 8
April 22
May 6
May 20
June 3

GPSS Organization Chart



Officers 2015-2016

President

Alex Bolton, gpsspres@uw.edu

Vice President of Internal Affairs

Monica Cortes-Viharo, gpssvpin@uw.edu

Vice President of External Affairs

Brian Taubeneck, gpssvpex@uw.edu

Secretary

Soh Yeun (Elloise) Kim, gpsssec@uw.edu

Treasurer

Kerstin Hudon, gpsstres@uw.edu

Staff 2015-2016

Office Manager

Demi Boe, gpssom@uw.edu

Budget Specialist

Mac Zellem, gpssbudg@uw.edu

University Affairs Director

Austin Kinney, gpssua@uw.edu

Director of Graduate Partnership

Bryan Namba, gpsspart@uw.edu

Special Assistant to the President

Michaella Rogers, gpssexe@uw.edu

Policy Analyst

James Moschella, gpsspol@uw.edu

Director of Events

Sarah Roeffler, gpssevnt@uw.edu

Senate Clerk

Meghan McNapp, gpssres@uw.edu

Creative Director

Tabitha Kim, gpsspub@uw.edu

Senator Rights & Responsibilities

Articles III and IV of the GPSS Bylaws establish certain rights and responsibilities of the GPSS Senators including:

- Bringing the concerns, needs and wishes of their constituents to the GPSS and keeping the students in their academic area informed of GPSS and University-wide issues and events.
- Applying for GPSS departmental funds allocated to their academic area and representing the majority of their constituency in deciding how these funds shall be used.
- Assisting the officers in recruiting and placing qualified graduate or professional students as GPSS representatives to various University committees.
- Becoming familiar with the GPSS Constitution and Bylaws.
- Regularly attending Senate meetings. Senators should keep in mind that Senate meetings can not be called to order until one-fourth of all senators are present in person.
- Assigning a proxy or giving advance written notice of planned absences to the Secretary if unable to attend three meetings in person or by proxy or who fails to provide written notice of absence for three meetings during the senator's annual term, may be terminated from GPSS membership.
- Casting their vote either in person or by proxy.
- Introducing main motions or resolutions by submitting them to the GPSS Secretary at least two weeks before the regular GPSS meeting at which they are to be considered or by obtaining the Senate's approval to consider the main motion or resolution at the meeting.
- Working with the GPSS President to facilitate student input into the departmental review process.

Parliamentary Procedure

The GPSS Bylaws require that all GPSS meetings be conducted in accordance with the Sturgis Code of Parliamentary Procedure. The purpose of parliamentary procedure is to facilitate the fair transaction of business in groups, not to impose a complicated set of rules on the proceedings. Senate meetings will be conducted as informally as possible with so large a group, but we need some formality to expedite action, know where we are in discussion, and legitimize what we do. Parliamentary procedure is relied upon to the degree that there is debate, lack of consensus, or confusion.

Some Basic Principles of Parliamentary Procedure

- All members have equal rights, privileges and obligations.
- The majority vote decides.
- The rights of the minority must be protected.
- Full and free discussion of every proposition presented for decision is an established right of members.
- Every member has the right to know the meaning of the question before the assembly and what its effect will be.
- All meetings must be characterized by fairness and good faith.

The following is a modified version of the basic parliamentary procedures and definitions you need to be familiar with in order to conduct business at Senate meetings. The chart included outlines the rules governing motions. A copy of Sturgis is available at the GPSS office should any senator feel the need to learn in more detail the procedures that are followed. It should be stressed that GPSS meetings are conducted as informally as possible.

If at any time during the meeting you wish to question the proceedings or are unclear about what is going on, simply ask to be recognized and inquire of the presiding officer the basis for any action and the parliamentary issue will be explained.

◆ Presentation of Motions

A motion is a formal statement of a proposal or question to an assembly for consideration and action. Any member has the right to present a motion. Presenting a motion requires the following steps:

- The member must be recognized by the President
- The member must begin a motion with the phrase, "I move."
- Every motion requires a second, that is, a member willing to say, "I second the motion," in order to be placed before the assembly
- Some motions take precedence over other motions. The rules of precedence follow common sense. For example, as assembly must consider a motion to amend before it votes on the main motion. A parliamentary inquiry must be answered immediately

◆ Classification of Motions

Main Motions:

Main motions are the most important and most frequently used. The main motion is the foundation of the conduct of business. Its purpose is to bring substantive proposals before the assembly for consideration and action. After the presiding officer states it, the main motion becomes the subject for deliberation and decision.

There are three main motions that have specific names and are governed by somewhat different rules. They are referred to as "specific main motions" to distinguish them from the main motion.

Subsidiary Motions:

Subsidiary motions alter the main motion, or delay or hasten its consideration. Subsidiary motions are usually applied to the main motion but some of them may be applied to certain other motions. The most frequently used subsidiary motions are motions to close, limit or extend debate, to amend the main motion, to refer the main motion to a committee, or to postpone its consideration temporarily or to a certain time.

Privileged Motions:

Privileged motions have no direct connection to the main motions before the assembly, but are motions of such urgency that they are entitled to immediate consideration. They relate to the members and to the organization rather than to particular items of business, and are given the privilege of being considered ahead of other motions that are before the assembly. Motions to adjourn or recess are examples of privileged motions.

Incidental Motions:

Incidental motions arise out of the business before the assembly. They do not relate directly to the main motion, but may be offered whenever they are needed, and have no order of precedence. They may interrupt business and in some cases may interrupt the speaker, and should be handled as soon as they arise. Motions to consider informally, suspend the rules, to call division of the question or of the assembly, to withdraw a motion, or to make a parliamentary inquiry, are all examples of incidental motions.

◆ Function of Certain Motions

- Motion to rescind: To repeal (cancel, nullify, void) a main motion passed at a previous meeting.
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- Motion to postpone to a certain time: To put off consideration, or further consideration, of a pending main motion and to fix a definite future time for its consideration.
- Motion to postpone temporarily (or to table, or to lay on the table): Does the same as the above motion but doesn't specify a time for its consideration and is not debatable. If consideration is not resumed during the meeting, the main motion dies.

*Summaries taken from Alice Sturgis' *The Standard Code of Parliamentary Procedure* (2000, 4th ed.).

Parliamentary Procedure Guide to Common Motions: What to Say and What to Do

You Want To:	You Say:	Can Interrupt Business?	2nd Needed?	Debate Allowed?	Can be amended?	Vote Needed
Get information that you need to vote on an issue	Point of information	Yes	No	No	No	None
Enforce rules	Point of order	Yes	No	No	No	None
Modify wording of motion	I move to amend the motion by _____	No	Yes	Yes	Yes	Majority
Request a vote by hand (rather than a voice vote)	I call for a division of the assembly	Yes	No	No	No	None
Limit or extend debate	I move to limit debate to _____ minutes	No	Yes	Yes	Yes	2/3
Close debate and vote immediately	I move to close debate	No	Yes	No	No	2/3
Request to withdraw motion	I wish to withdraw my motion	Yes	No	No	No	None
Lay aside temporarily (table)	I move that the main motion be postponed temporarily	No	Yes	No	No	Varies
Reconsider the main motion	I move to reconsider _____	Yes	Yes	Yes	No	Majority
Cancel an action from a previous meeting	I move to rescind _____	No	Yes	Yes	No	Majority
Take a break	I move we recess for _____	No	Yes	Yes	Yes	Majority
Close Meeting	I move that we adjourn	No	Yes	No	Yes	Majority

GPSS Constitution

ARTICLE I NAME OF ORGANIZATION

The name of the organization shall be the Graduate and Professional Student Senate of the University of Washington, hereinafter referred to as the GPSS.

ARTICLE II PURPOSE

Section A The GPSS shall, in every way possible, attempt to improve all aspects of graduate and professional student life at the University of Washington. It shall consider any matter that directly influences or affects the graduate and professional student body as a valid item for its interest and deliberation.

Section B The GPSS shall act as the representative organization for graduate and professional students at the University of Washington.

ARTICLE III MEMBERSHIP

Section A The members of the GPSS shall be selected senators from each graduate or professional degree granting unit, hereinafter referred to as an academic area. Spatially or administratively isolated portions of a degree granting unit may petition to the Executive Committee to be eligible to select their own senators. Specific selection procedures for and duties of the senators are set forth in the GPSS Bylaws, hereinafter referred to as the Bylaws.

Clause 1 Each academic area shall have the right to select two senators who are registered graduate or professional students as members. Selection procedures are set forth in Article II of the Bylaws.

Clause 2 Each senator shall have one vote at GPSS meetings, which may be cast in person or by proxy, as set forth in the Bylaws.

Section B The GPSS shall make every effort to obtain representation from all academic areas.

Section C Under-represented graduate and professional minority groups may petition the Senate to elect one senator to represent that group.

Clause 1 Petitions shall be governed by the same procedure that applies to Senate resolutions

Clause 2 The Senator elected in this manner will have the rights and privileges of other Senators

Clause 3 The Senate seat for under-represented graduate and professional minority groups may be removed by a 2/3rds vote or above of the Senate if underrepresented Senate seat remains vacant for two years or more.

Clause 4 Groups that gain representation by petition are not eligible for departmental funds

Section D The Associated Students of the University of Washington (ASUW) shall have two voting members on the GPSS. The ASUW representatives to the GPSS shall be appointed by the ASUW and shall have all the rights and responsibilities of GPSS senators

ARTICLE IV SENATE MEETINGS

Section A At least two meetings shall be held each quarter, excluding summer quarter.

Section B The President shall call special GPSS meetings when requested by the Executive Committee or by a written petition from 1/3 of all senators, or as he or she deems necessary.

Section C The Judicial Committee may, by unanimous vote, call a special meeting of the Senate.

ARTICLE V ADMINISTRATION

Section A Officers

- Clause 1 The officers of the GPSS shall be a President, Vice President, Secretary, and Treasurer.
- Clause 2 The GPSS officers shall be elected annually by the membership as set forth in the Bylaws.
- Clause 3 During their term in office, the GPSS officers must be registered graduate or professional students fall through spring quarters.
- Clause 4 The GPSS officers shall serve on the Executive Committee.
- Clause 5 The GPSS officers shall not be senators while in office, but shall have all the rights accorded to senators.
- Clause 6 The GPSS officers shall perform such duties as are specified in the Bylaws.
- Clause 7 An officer may be recalled according to the provisions set forth in Article X of the Bylaws.

Section B Committees of the Senate

- Clause 1 The standing committees of the GPSS shall include the Executive Committee, the Finance & Budget Committee, and the Judicial Committee. The compositions and functions of these committees are set forth in the Bylaws.
- Clause 2 The creation and elimination of additional GPSS standing committees shall require approval at a Senate meeting by 2/3 of those senators present, in person or by proxy, as set forth in Article VI, Section F of the Bylaws.
- Clause 3 The creation and elimination of ad hoc committees shall require the approval at a Senate meeting of a simple majority of those senators present, in person or by proxy, as set forth

in Article VI, Section F of the Bylaws.

Section C

The GPSS may have such other paid, administrative positions as requested by the GPSS Officers, approved by a simple majority vote of the Executive Committee, and approved at a Senate meeting through the approval of the annual budget. The Treasurer is authorized to create and maintain the GPSS Personnel Policy, with the approval of the Executive Committee, consistent with the Constitution and Bylaws, which may expand on any provision related to personnel and specify additional personnel rules. All hires and terminations must take place in accordance with the Bylaws and Personnel Policy.

ARTICLE VI JUDICIAL PROCESS

Section A Should a grievance arise concerning an interpretation of the Constitution or Bylaws, or concerning any procedure, committee, officer, officer candidate, or senator of the GPSS, the system of adjudication shall be as follows:

- Clause 1 The official Judicial Committee complaint review process shall follow the guidelines specified in Article VI, Section E, Clause 2(b) of the GPSS Bylaws.
- Clause 2 The Senate shall vote on recommendations of the Judicial Committee. Recommendations of action must be passed by a 2/3 majority. The decision of the GPSS Senate is final.

ARTICLE VII BYLAWS

Bylaws conforming to this constitution shall be adopted at a Senate meeting by a simple majority vote of those senators present, in person or by proxy.

ARTICLE VIII AMENDMENTS TO THIS CONSTITUTION

Section A Any senator or officer may propose an amendment to this constitution.

- 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 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 this constitution shall require approval at a Senate meeting by a 2/3rds majority vote of those senators present, in person or by proxy.

Section C Any amendment which receives the required 2/3rds 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.

GPSS Bylaws

(last amended in April 8, 2015)

ARTICLE I TERMINOLOGY

Section A The Graduate and Professional Student Senate shall hereinafter be referred to 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.

Section F Student Advocates for Graduate Education shall be hereinafter referred to as SAGE.

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 administration of the University of Washington 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" and instead receive two Senate seats for each program with the department by submitting an application in accordance with Clause 6 of this Section.

In order to receive two Senators per program, students within that department must submit an application in accordance with Clause 6 of this Section and ALL programs housed within the department must have been granted "program Senator" seats. The granting of program Senator seats means the complete forfeiture of department Senator seats must occur.

Clause 4 Where both Master and doctoral (or other) degrees are granted by the same department or program these students are not automatically entitled to more than two 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 all degree types of constituents within the program. Separate degree-granting programs *may* submit an application in accordance with Clause 6 of this Section to receive two Senate seats for each type of degree program, such as a Master program and a doctoral program in the same field.

Clause 5 The GPSS Secretary shall review all submitted Senator names from graduate program administrators and verify that submissions are in compliance with Clauses 1-4 of this Section. 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 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, must submit an application to the GPSS Secretary.

The application process will be as follows:

- a. An application will be created by the GPSS 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 of Washington administration;
 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 any way within the Senate *except* that concurrent or dual degree students may have representatives from each of their degree granting programs. 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 GPSS 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. 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 GPSS 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 the Chair of the Judicial Committee. Upon receiving an appeal, the Judicial Committee shall evaluate the Secretary's decision giving primary weight to consistency of the Secretary's decisions in current and past years. In the case that a Judicial Committee has not been convened for the academic year, appeals may be made with the same stipulations to the GPSS Executive Committee.

Clause 7 Any representation changes granted under Clause 6 of this Section 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 reaching a quorum for convening the Senate.

Section B Selection of School/College, Department, or Program 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 that 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 (email acceptable) 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 Schools/colleges, departments, or programs that 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:

- a. The graduate program advisor shall post a notice of nomination of the interested student(s).
- b. 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 their 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 a recall election among students of the representative constituency.

- 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 (e-mail 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 (e-mail acceptable), to the GPSS Judicial Committee and GPSS Secretary within 14 days of the conclusion of the election.

Section D Senate Representation for Non-Academic Groups.

- Clause 1 Graduate and professional community groups that are not represented by a degree granting program may petition the Senate to elect one voting member to represent that group as described in the GPSS Constitution.
- Clause 2 The ASUW shall be entitled to two voting members in the GPSS.

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 may be removed from the Senate roster and may only be reappointed with approval of the Senator's program advisor and the GPSS Secretary. Any exceptions to this meeting attendance requirement shall be approved by the Secretary.

Section B Senators shall be responsible for bringing pertinent concerns, needs and wishes of their constituents to the GPSS and in turn should keep their constituencies informed of issues and events that affect graduate and professional students.

Section C Senators shall be responsible for informing their constituents of the availability of departmental funds and for applying for such funds upon their constituents identifying a need consistent with the purposes of the fund. Senators shall represent the majority will of their constituency in deciding how these funds shall be used.

Section D Senators shall assist the GPSS Officers in recruiting and placing qualified graduate or professional students as GPSS representatives (Executive Liaisons) on various university committees. [See also Article VII of these Bylaws concerning Special Committees.]

Section E Senators shall provide their preferred e-mail address to the Secretary. Exceptions to providing an email address may only 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, and for disseminating that information to their representative constituents.

Section F Senators shall assist the GPSS President in conducting Graduate Program Reviews in the degree granting units in which they are registered, ensuring that graduate student concerns are addressed during the Graduate School Council's program review process. Senators shall work to generate broad involvement of graduate students in the survey, site visit and student feedback process, and facilitate graduate student communication with the members of the program review committee.

Section G Senators shall be familiar with the GPSS Constitution and Bylaws, Senator Handbook, 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 their removal from the GPSS.

Section H If a Senator is removed from the GPSS, the school/college, department, or program that they represent may select a replacement Senator in accordance with procedures determined by the school/college, department, or program as described in Article II, Section B, Clause 2 of these Bylaws.

Section I If a Senator wishes to resign, they must provide a written resignation from their 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 they are 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 of Internal Affairs, Vice President of External Affairs, Secretary, and Treasurer, election of the Judicial Committee members, removal of Senators upon recommendation of the Judicial Committee, approval of the Officers' nominations to the GPSS Executive Committee, passage of the annual GPSS operating budget, 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 Registered Senators who are present during a vote of the GPSS or who have assigned a proxy who is present during a vote of the GPSS (with the exception of Officer elections) shall be entitled to a vote.

Clause 2 Officers not presiding over a Senate meeting shall be entitled to a vote.

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 five days prior to the meeting. Electronic notice via the Senate listserv (or equivalent) is sufficient.

Section D Special Meetings

Clause 1 The President or Judicial Committee shall designate the time and place of special meetings in accordance with Article IV, Sections B and C of the Constitution.

Clause 2 The Secretary shall notify all members at least 48 hours in advance of the time, place, and reason for the meeting, and they 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 of these Bylaws]

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. The Secretary shall distribute copies of the motion or resolution to all Senators at least seven days prior to the regular meeting, by way of posting on a UW discussion board accessible to all Senators. Senators may propose revisions to the resolution by posting replies to the initial discussion question up to 48 hours before the next Senate meeting. The resolution sponsor(s) may accept any friendly amendments and revise the resolution document before re-distributing it to the Senators with a document clearly showing changes at least 24 hours before the next Senate meeting. 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.

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 A Senator may designate a proxy who is a current graduate or professional student from the same school/college, department, program or other represented group. 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 may not cast a vote in officer elections.

Clause 4 To designate someone as a proxy, a Senator may:

- a. Complete and sign an official proxy form created by the Secretary and have it submitted to the Secretary (or staff designee) by the individual serving as the proxy at the time of check-in, or
- b. Submit a completed and unsigned proxy form to the Secretary electronically using the e-mail account the Senator provided when registering with the Secretary. [See Article III, Section E of these Bylaws]

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 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 of Internal Affairs, Vice President of External Affairs, Secretary, and Treasurer.

- Clause 2 With the exception of the Vice President of External Affairs, GPSS Officers shall not be on-leave from academic enrollment 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 website;
 - 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. Working 19.5 hours per week during the officer's term, 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 of External Affairs during the months in which the Legislature is in session; officers may request from the Executive Committee time off for personal or professional purposes.
 - f. Supervising and evaluating administrative staff under their purview;

- g. Posting weekly office hours; and
- h. Not holding any other Graduate Student Service Appointment while in office except during the summer quarter.

- Clause 2 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 GPSS Officers shall coordinate and attend an orientation by the GPSS advisors to be held during the first month of their term.
- Clause 4 All GPSS Officers shall make every effort to obtain official positions from the GPSS and/or the Executive Committee on issues pertaining to UW graduate and professional students. If no position is available, officers should use discretion in either putting forth their own opinion, or not commenting until a position is obtained. In these cases, consultation with other GPSS officers is desirable;

Section C Duties of the President

- Clause 1 The President is the Chief Executive Officer of the GPSS in both internal and external affairs. The general role of the President shall be to act as the key spokesperson for the GPSS and representative of the graduate and professional student body, representing GPSS at the highest level of administration in individual meetings, committees and Boards at the University of Washington, Seattle.
- Clause 2 Specific responsibilities 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 and remove members of all the GPSS committees over which they have supervisory authority with the approval of a simple majority of the GPSS Executive Committee;
 - c. Serve as a non-voting, ex-officio member of all GPSS committees except for Judicial;

- d. Serve on the following standing committees and other committees as needed:
 1. GPSS Executive Committee
 2. Board of Regents (ex-officio without vote)
 3. Provost Advisory Committee for Students (PACS)
 4. Graduate School Executive Committee (GSES)
 5. Faculty Senate (voting member)
 6. Faculty Senate Executive Committee (ex-officio without vote)
 7. Faculty Senate Committee on Planning and Budgeting (SCPB, ex-officio)
 8. University of Washington Alumni Association (UWAA) Board of Trustees (Trustee)
 9. Student Technology Fee Committee (STF, ex-officio without vote)
 10. Services and Activities Fee Committee (SAF, ex-officio without vote)
 11. U-PASS Advisory Board
 12. University Bookstore Board of Trustees (ex-officio without vote)
 13. Any other campus entity that requests or whose bylaws specify direct involvement of the GPSS President or designee, at the President's discretion.
 14. In collaboration with the Vice President of External Affairs, serve as a GPSS representative to the Washington Student Association (WSA), SAGE (voting member), and any other external entities whose efforts align with the advocacy initiatives of the GPSS.

15. GPSS committees over which they have supervisory responsibility including but not limited to the Graduate Student Experience Committee
- e. Maintain final authority on issues both internally and externally 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 particularly those whose purview pertains most closely to the issue at hand;
- f. Maintain good relationships with members of the UW Administration, leadership of the local union under which Academic Student Employees (ASEs) are contracted with the university (UAW 4121), and other internal and external entities with the express purpose of representing all graduate and professional students at the University of Washington, and so long as those external ties do not conflict with the President's ability to carry out directives by the GPSS in the form of Senate resolutions;
- g. Maintain a mutually beneficial relationship with GPSS alumni and work with the Graduate School to facilitate communication and fundraising efforts associated with the GPSS alumni network;
- h. Speak at UW Convocation and the UW Commencement Ceremony;
- i. Participate in internal GPSS events and programming where appropriate; and
- j. Coordinate and conduct regular meetings with other officers individually and all together.

Section D Duties of the Vice President of Internal Affairs

- Clause 1 The general role of the Vice President of Internal Affairs shall be to serve as the deputy to the President on internal affairs, attending meetings on behalf of the President in their absence, and assuming the duties of the President in the event that the President vacates

office;

- Clause 2 Specific responsibilities of the Vice President of Internal Affairs shall be to:
- a. Manage the internal operations of the GPSS, including but not limited to:
 - 1. Oversight of all GPSS programs, summits, and events
 - 2. Advancement of efforts of the GPSS in the form of outreach to alumni and other development initiatives
 - 3. Coordination and oversight of all staff hiring, training, and promotions
 - a. Maintain the GPSS Personnel Policy Manual
 - b. Assist the GPSS officers in human resources procedures, including hiring and budgeting for administrative staff
 - 4. Coordination of transition meetings between all incumbent and newly elected officers
 - 5. Scheduling and conducting regular staff meetings
 - b. Appoint graduate and professional students to all GPSS Executive Liaison positions on University committees, councils, and commissions through the official application and interview process outlined in the GPSS Bylaws. When no Executive Liaison has been appointed to fill a particular position, the Vice President of Internal Affairs shall be responsible for attending as a representative of GPSS or designating a proxy;
 - c. Inform GPSS Executive Liaisons of GPSS resolutions, positions, and policies, and maintain files of GPSS representatives' reports;
 - d. Coordinate with GPSS officers to ensure that university commissions, committees, and councils listed under each officer's position description are filled either by the officers themselves or by a staff designee. Serve on the

- e. following standing committees and other committees as needed:
 - 1. GPSS Executive Committee
 - 2. GPSS committees over which they have supervisory responsibility including but not limited to the Science Policy Committee
 - 3. Graduate School Core Programs Student Advisory Board
 - 4. Graduate School Council
 - 5. The HUB Board of Representatives
 - 6. International Student Advisory Committee (or designee)
 - 7. Sponsorship Advisory Committee (or designee)
- f. Serve as the primary GPSS liaison with the following UW offices
 - 1. UW Office of Ceremonies
 - 2. UW Career Center
 - 3. UW Counseling Center
 - 4. Office of the Ombud
- g. Coordinate student feedback surveys and focus group conversations for all Graduate School program reviews (with the Graduate School), produce and present the GPSS report on student feedback as an addition to the review committee's site visit report to the Graduate School Council. Support the president by responding to their requests for filling in as an Executive Officer and GPSS representative on campus, while maintaining authority on matters pertaining to personnel and programs within the GPSS office.

Section E Duties of the Vice President of External Affairs

- Clause 1 The general role of the Vice President of External Affairs shall be to serve as the deputy to the President on external affairs and as the primary representative of the GPSS to the state, local, and federal governments, and other bodies as deemed necessary.
- Clause 2 Specific duties of the Vice President of External Affairs shall be to:
- a. Advocate for graduate and professional students to the local, state and federal governments..
 - b. Clearly outline issues to be taken up by the GPSS in an annual legislative agenda to be developed by the State Legislative Steering Committees and approved by the GPSS each Fall quarter, to be used as the principle guiding document for advocacy work;
 - c. Register with the State of Washington as a lobbyist for higher education during the legislative session and maintain a notable presence in Olympia during the legislative session at least 3 days per week;
 - d. Work with both internal and external partners on issues in their purview, including representing GPSS on relevant university commissions, committees, and councils;
 - e. Serve on the following standing committees and other committees as needed:
 1. GPSS Executive Committee
 2. GPSS committees over which they have supervisory responsibility including but not limited to the State Legislative Steering Committee (Chair) and the Federal Legislative Steering Committee (Chair).
 3. GPSS Science and Policy Committee
 4. University Transportation Committee

f. Serve as the primary GPSS liaison to the following UW affiliated offices and officers:

1. UW Office of External Affairs
 - a. Office of State Relations
 - b. Office of Federal Relations
 - c. Office of Regional Affairs
2. ASUW Office of Government Relations
3. Faculty Senate Legislative Representative
4. UW Impact

g. Serve as the primary GPSS liaison to:

1. Washington Student Association (WSA) Board (GPSS voting member)
2. Washington Student Association – University of Washington Chapter Executive Board
3. Along with the President, serve as a GPSS representative to SAGE and other national organizations of which GPSS is a member and that address federal legislative issues.
4. Represent GPSS to elected and administrative officials of the State of Washington, elected and administrative officials of the United States Government, and elected and administrative officials of local governments within the State of Washington.
5. Work with other external groups that GPSS may or may not be a member of including National Association of Graduate and Professional Students, National Science Policy Group, Washington State University Graduate and Professional Student Association, and any other entities whose efforts align with the advocacy initiatives of the GPSS;

Attend legislative hearings and meet with legislators to discuss relevant higher education issues, preparing and giving testimony as needed;

- h. Research and write briefs on legislative and/or other issues as specified by the President, GPSS Executive Committee, and/or the GPSS;
- i. Keep the GPSS, the Executive Committee, GPSS Officers, and individual graduate and professional students informed of issues before the Legislature and other bodies;
- j. Appoint and remove members of the GPSS committees over which they have supervisory authority with the approval of a simple majority of the GPSS Executive Committee;
- k. Develop timeline, focus and vision for the Higher Education and Science & Policy Summits in collaboration with the Vice President of Internal Affairs;
- l. Support and collaborate with the President on external issues and advocacy efforts; and
- m. Reports to and seeks input from the GPSS on legislative issues.

Section F 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 the 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:
 - 1. GPSS Executive Committee
 - 2. Services and Activities Fee (SAF) Committee
 - 3. GPSS committees over which they have supervisory responsibility including the Finance and Budget Committee and the Travel Grants Committee;
- d. Appoint and remove members of the GPSS committees over which they have supervisory authority with the approval of a simple majority of the GPSS Executive Committee;
- e. Draft an officers' proposed budget for the next fiscal year, as defined in Article VIII, Section H, Clause 5 of these Bylaws, and submit it for review and approval in accordance with Article VIII of the 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. Manage the administrative details of the office including office technology;
- h. Present the current budget to the GPSS at the first meeting of the academic year.

Section G Duties of the Secretary

- Clause 1 The general role of the Secretary shall be to manage GPSS communications, develop GPSS publications, coordinate GPSS diversity efforts and represent graduate and professional student issues in 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 e-mail address;
- b. Maintain appropriate records including a uniform filing and archiving system;
- c. Oversee the application for Senate representation as described in Article II, Section A, Clause 6 of these Bylaws;
- d. Distribute announcements and information to Senators including via the Senate listserv or electronic mail equivalent;
- e. Ensure the proper functioning of any GPSS ad hoc committees including facilitating the development of resolutions, agendas and minutes;
- f. Serve on the following committees and other committees as needed:
 - 1. GPSS Executive Committee
 - 2. ASUW Board of Directors
 - 3. Judicial Committee (ex-officio member)
 - 4. Graduate Opportunities and Minority Achievement Program (GO-MAP) Student Advisory Board;
 - 5. GPSS committees over which they have supervisory responsibility including the Community Outreach and Events Committee and the Diversity Committee;
- g. Appoint and remove members of the GPSS committees over which they have supervisory authority with the approval of a simple majority of the GPSS Executive Committee;
- h. Coordinate the production of all GPSS publications and the GPSS website such as:
 - 1. Updated copies of the GPSS Constitution and Bylaws,
 - 2. Accurate records of GPSS meetings including minutes and agendas, and
 - 3. Accurate records of resolutions and main motions;
- i. 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;
- j. 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;
- k. 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;
- l. Ensure that actions on GPSS resolutions are taken within four weeks after the date the resolution has been passed;
- m. Coordinate the diversity efforts of GPSS in coordination with the Diversity Committee; and
- n. Assist Senators and other graduate students in their application for diversity funds.

Section H Election of GPSS Officers

- Clause 1 The election of GPSS Officers shall occur during the second GPSS meeting of spring quarter and shall be announced no later than the first GPSS meeting in February 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 C of the Bylaws.

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

Clause 4 Election Procedures

- 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 through self-nominations or nominations of others 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. The Senate retains final authority to approve an Elections Packet and shall approve one no later than February each year. The Packet shall outline at a minimum:
 1. Responsibilities of the officers,
 2. Eligibility requirements to run for office,
 3. Time and place of the elections,
 4. Procedures for voting including by absentee ballot,

5. Minimum time allotted to each candidate for speaking and answering questions, and
6. Deadline to submit candidate 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 their 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 Subsection f of this Clause, 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 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 fall quarter or provide official proof of enrollment in a Graduate or Professional School program in the upcoming summer or fall quarter 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 nominations from the floor on the date of elections. This ballot must additionally provide a mechanism for ranking candidates in accordance with the Instant Run-Off Voting procedures described in Subsection m of this Clause. 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 Subsection m of this Clause.
- j. The Elections Committee will be given ample time during the elections meeting to allow for accurate counting of the ballots.
- k. For Subsections l and m of this Clause, 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 acceptable) 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 fewest number of votes shall be eliminated. All ballots cast for this candidate will be redistributed and cast for remaining candidates according to the next voter ranked preference on the ballot.
 - 2. If no candidate has a majority after the process described in Subsection m(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 Subsections m(1) and m(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 Subsections m(1) and m(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 Student Activities or Union Facilities (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 (e-mail 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 Article VI, Section N, Clause 2, Subsections a through e of these Bylaws.
 - p. Election complaints that have not followed the process described in Subsection of this Clause will not be heard or debated in any form by the entire Senate at any normally scheduled or specially called GPSS meeting.
 - q. In the event that the current GPSS Secretary is running for re-election, they shall not participate in any discussions with or by the judicial committee. For the purposes of election challenges in this instance the GPSS Secretary is not an ex-officio member of the judicial committee.
- Clause 5 If one of the GPSS officers should resign or an office should otherwise become vacant before the annual term has expired, or if one of the officers-elect should become unable to assume their annual term, the GPSS, within two full Senate meetings, shall elect a permanent replacement.
- a. A special announcement must be sent to the Senators at least 14 days prior to the meeting and within one day of notification to the Executive Committee of the vacancy, announcing that a replacement election shall take place.
 - b. The replacement election must be the first order of business following approval of the minutes of the previous meeting.
 - c. Executive Senators shall receive nominations from the floor and conduct the balloting, and the newly elected officer will assume office on a date specified by the Executive Committee. Such a date must be no more than seven days after the election in the case of vacancy of a position during an officer's term or the first day of the new annual term in the case of an officer-elect who becomes unavailable to assume their annual term.

- d. The Executive Senators shall develop election rules and an election packet for the replacement election, which shall be distributed to the GPSS at least seven days before the election.
- e. In order for an Executive Senator to be an eligible candidate, they must recuse themselves from all decisions and discussions governing the election.
- f. Should the Senate fail to elect a replacement officer, the Executive Committee may appoint a replacement officer. This officer will be subject to a vote of confidence at the next meeting of the Senate.

Clause 6 Termination of GPSS Officer Positions

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

Then 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.

- 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 of Internal Affairs, Vice President of External Affairs, Secretary, Treasurer, five Executive Senators, and an ASUW Board of Directors member. The President shall preside over the meetings of the Executive Committee and exercise their vote only in the event of a tie vote by the remainder of the committee.
- b. Following a vacancy by an Executive Senator, the Executive Committee will, at a full Senate Meeting, declare the position open, advise all senators of the responsibilities of Executive Senators, and encourage all Senators to consider running for the position. At the following meeting, nominations (including self-nominations), will be taken from the floor and each candidate will be given the opportunity to deliver brief remarks. A majority vote, with instant runoff re-tabulation in case of multiple candidates, will decide the race.
- c. An Executive Senator seat may be vacant if: an Executive Senator resigns, misses more than two Executive Committee meetings per quarter without Committee approval, will not be available to serve over the summer, or that the Senator has been replaced as Senator by their department.
- 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 Section B, Clause 2, Subsection b of this Article;
- d. Approve officer recommendations and appointments to the Services and Activities Fee Committee (SAF), Student Technology Fee Committee (STF), GPSS Finance and Budget Committee (F&B), University Bookstore Board of Trustees, Campus Sustainability Fund, Provost Advisory Committee for Students (PACS), and SAGE;
- e. Perform any other actions as specified in these Bylaws;
- f. Act on behalf of the GPSS between GPSS meetings;
- g. Act on behalf of the GPSS Judicial Committee during the summer and in the event that there are fewer than four voting Judicial Committee members; and
- 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;

- i. Make a recommendation to the GPSS at least once per year, after consulting the Finance and Budget Committee, as to whether any amount of the reserve fund should be transferred into the GPSS endowment, so long as such recommendation does not propose investments that would cause the reserve fund to be reduced below 25% of the following year's budget annual operating costs.

Clause 3 Meetings

- a. The Executive Committee shall meet at least five times per quarter and at least monthly during summer term.
- b. The quorum shall be the presence of six of the eleven official Executive Committee members (President, Vice President of Internal Affairs, Vice President of External Affairs, Treasurer, Secretary, five 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 Article IV, Section F of these Bylaws]
- 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 Judicial Committee (JC)

Clause 1 Composition

- a. The Judicial Committee (JC) shall be composed of six (6) at-large Senators in good standing, the Secretary as an ex-officio member, and a Student Activities Office advisor as an ex-officio member.

- b. The at-large 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.
- c. Nominations shall be accepted from the floor.
- d. 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.
- e. 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, Subsection g. No Senator or officer who is implicated in a grievance shall take part in the investigation of said grievance.
- f. A Chair shall be selected by the committee members at their first meeting of the year or when a chair steps down for any reason.
- g. 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:
 1. An SAO advisor will be invited to participate in the entire review process as a neutral, non-voting, party.
 2. At any time during the complaint review process the Judicial Committee may go into executive session.
 3. The Judicial Committee shall convene within three weeks to determine whether an investigation is warranted.
 4. 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.
 5. 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.
 6. 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. The Judicial Committee'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.
 7. The decision of the GPSS Senate is final.

- c. The Judicial Committee shall 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 A, Clause 6, Subsection 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 C Elections Committee (EC)

Clause 1 Composition

- a. The Elections Committee (EC) shall be composed of at least four (4) at-large Senators in good standing and one Executive Senator. Members of the EC may not be current GPSS Officers or candidates for an officer position.
- b. There shall be a Chair elected by the committee. The Chair shall preside over the meetings of the committee.
- c. Committee members shall be appointed by the Senate and approved by the Executive Committee no later than February 1st.

- d. The term of the appointment shall be one academic year.
- e. 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.
- f. Committee members shall attend a mandatory orientation meeting with a Student Activities Office advisor no later than March 1st and are encouraged to seek advice from former election committee members who are available,

Clause 2 Function

- a. The Elections Committee works to ensure the GPSS elections are run in a fair, transparent, and inclusive manner consistent with the GPSS Bylaws and Constitution.
- b. The EC shall:
 1. 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 4, Subsection c, by the end of February;
 2. Submit the GPSS Election Packet containing the Elections Rules to the GPSS for approval at least two months before the election.
 3. Conduct all GPSS elections in accordance with the GPSS Election Rules. The EC may terminate an individual's candidacy for violations of the GPSS Election Rules.

Clause 3 Meetings

- a. The committee shall meet as often as is deemed necessary by the Chair.
- b. A quorum of the committee is a majority of its members.

Section D Graduate Student Experience Committee (GSEC)

Clause 1 Composition

- a. The Graduate Student Experience Committee (GSEC) shall be composed of at least five (5) graduate and professional students.
- b. Committee members shall be appointed or removed by the President with the approval of the Executive Committee.
- c. The President shall chair and oversee the functioning of this committee.
- d. At the discretion of the President, at least one GPSS Executive Liaison to each of the following bodies may be members of the GSEC:
 1. Provost Advisory Council for Students (PACS),
 2. U-Pass Advisory Board,
 3. Services and Activities Fee Committee,
 4. Student Technology Fee Committee
 5. Diversity Council and/or GO-MAP,
 6. Hall Health Advisory Committee, and
 7. Other committees as determined by the President and Executive Committee.
- e. Representatives from the Division of Student Life and the Graduate School shall serve as ex-officio members, in addition to invited guests from any other academic or administrative unit the President deems relevant to the functioning and policy initiatives of the committee.

Clause 2 Function

- a. The GSEC works to ensure that policies related to the University's academic and auxiliary functions are in line with GPSS priorities with regard to the experience of graduate and professional students on campus. The

committee is also charged with building relationships between GPSS and academic or administrative units on campus as well as the broader community.

b. The GSEC shall:

1. Pursue GPSS policy proposals and positions through relevant external committees, work groups, and councils as is deemed necessary by the members of the committee;
2. Assist the President, designated staff and Senators/students from each program under review in conducting, analyzing and reporting the results of a student survey as well as coordinating student involvement in providing feedback at site visits during the Graduate Council's graduate program review process;
3. Act as the official standing committee and craft policy proposals and resolutions as necessary on issues including but not limited to academic standards, child care, technology, sexual assault prevention and response, health, athletics, facilities, transportation, land-use, housing, UWPD and safety and other issues relevant to the experience of graduate students and present such proposals and resolutions to the GPSS for its consideration;
4. Maintain and strengthen the GPSS relationship with the Graduate School, UW Alumni Association, the University of Washington Division of Student Life, Office of Sponsorship and the Office of Advancement, Transportation Services, School/College Councils or other professional organizations, and any other body the President or committee members deem relevant to improving the graduate student experience;
5. Initiate and maintain relations with off campus constituencies and organizations that may augment the student experience;

6. Monitor and coordinate the efforts of GPSS Executive Liaisons on relevant external committees;
7. Regularly record its work in a publicly available and easily searchable manner on the GPSS PolicyWiki.

Clause 3 Meetings

- a. The committee will meet a minimum of twice per quarter and additionally as determined by the chair.
- b. A quorum of the committee is a majority of members.

Clause 4 Authority of Committee

- a. Opinions of the committee shall not become official GPSS opinion until approved by a majority vote of the GPSS.
- b. While the committee may discuss and develop changes to policy positions it may not act on these changes until approved by the GPSS.
- c. The committee may act on behalf of the Executive Committee when explicitly authorized to do so by that body.

Section E State Legislative Steering Committee (SLSC)

Clause 1 Composition

- a. The State Legislative Steering Committee (SLSC) shall be composed of the Vice President of External Affairs, and up to nine (9) graduate or professional students.
- b. The SLSC will appoint one to two member to be a liaison to the Federal Legislative Steering Committee (FLSC).
- c. The Vice President of External Affairs shall chair and oversee the functioning of this committee.

Clause 2 Function

- a. The State Legislative Steering Committee (SLSC) works to ensure state legislative policies and state

appropriations are consistent with the needs and values of graduate and professional students. It serves to advise and assist the Vice President of External Affairs on issues related to GPSS's state-level lobbying efforts.

b. The SLSC shall:

1. Work with the Vice President of External Affairs in developing the State Legislative Agenda;
2. Write and distribute briefings and action alerts;
3. Keep a written record of the committee's activities, including a Book of Standing Opinion that includes current and past legislative agendas.
4. Meet with the Federal Legislative Steering Committee at least once per quarter.
5. Regularly record its work in a publicly available and easily searchable manner on the GPSS PolicyWiki; and
6. Perform any other duties as the Vice President sees fit.

Clause 3 Meetings

- a. The committee shall meet a minimum of once each fall, winter, and spring quarter and additionally as determined by the Vice President.
- b. A quorum of the committee is a majority of its members.

Clause 4 Authority of the Committee

- a. Opinions of the committee shall not become official GPSS opinion until approved by a majority vote of the GPSS.
- b. While the committee may discuss and develop changes to policy positions it may not act on these changes until they approved by the GPSS.

- c. The committee may act on behalf of the Vice President of External Affairs when explicitly authorized to do so by the Vice President of External Affairs.

Section F Federal Legislative Steering Committee (FLSC)

Clause 1 Composition

- a. The Federal Legislative Steering Committee (FLSC) shall be composed of the Vice President of External Affairs, two (2) SAGE delegates, and up to seven (7) graduate or professional students.
- b. The committee may recommend SAGE delegates to the incoming Vice President of External Affairs. The SAGE delegates shall be appointed by the Vice President of External Affairs and confirmed by the Executive Committee...
- c. Committee members shall be appointed or removed by the Vice President of External Affairs with the approval the Executive Committee.
- d. The Vice President of External Affairs shall oversee the functioning of this committee.
- e. FLSC will appoint one member to be a liaison to the State Legislative Steering Committee

Clause 2 Function

- a. The Federal Legislative Steering Committee (FLSC) works to ensure federal legislative policies and federal appropriations are consistent with the needs and values of graduate and professional students. It serves to advise and assist the Vice President of External Affairs on issues related to GPSS's federal-level lobbying efforts.
- b. The FLSC shall:
 - 1. Work with the Vice President of External Affairs in developing the Federal Legislative Agenda;
 - 2. Write and distribute briefings and action alerts;

- 3. Keep a written record of the committee's activities, including a Book of Standing Opinion that includes current and past legislative agendas.
- 4. Meet with the State Legislative Steering Committee at least once per quarter.
- 5. Regularly record its work in a publicly available and easily searchable manner on the GPSS PolicyWiki;
- 6. Represent GPSS as delegated by the Vice President to SAGE and any other national organizations with a federal focus of which GPSS is a member; and
- 7. Perform any other duties as the Vice President of External Affairs sees fit.

Clause 3 Meetings

- a. The committee shall meet a minimum of once each fall, winter, and spring quarter and additionally as determined by the Vice President of External Affairs.
- b. A quorum of the committee is a majority of its members.

Clause 4 Authority of the Committee

- a. Opinions of the committee shall not become official GPSS opinion until approved by a majority vote of the GPSS.
- b. While the committee may discuss and develop changes to policy positions it may not act on these changes until they approved by the GPSS.
- c. The FLSC may act on behalf of the Vice President of External Affairs when explicitly authorized to do so by the Vice President of External Affairs.

Section G 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 any open position(s). Senators applying for a position on a newly-forming F&B committee shall be interviewed by the President (or their 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 their term, the F&B Committee shall interview applicants and make recommendations for nomination to the President. If a Finance Senator misses more than two meetings of the Committee per quarter without approval of the Treasurer, the Treasurer 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 their designee, shall be a non-voting, ex-officio member of the F&B Committee.
- c. The GPSS Treasurer shall chair and oversee the functioning of this committee.

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:
 1. A special request exceeds \$750, or
 2. 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.

- c. 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. 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.

- d. 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.
- e. The F&B Committee shall review and recommend an annual budget to the GPSS for the following fiscal year in accordance with Article VIII of these Bylaws.
- f. 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 H Community Outreach and Events Committee (COEC)

Clause 1 Composition

- a. The Community Outreach and Events Committee (COEC) shall be composed of the Vice President of Internal Affairs, and five (5) to nine (9) Senators.
- b. Committee members shall be appointed or removed by the Vice President of Internal Affairs with the approval the Executive Committee.
- c. The Vice President of Internal Affairs shall chair and oversee the functioning of this committee.
- d. The Vice President of Internal Affairs shall work with a Student Activities Office advisor to ensure members are

properly oriented with regards to budgetary constraints, the budget approval process, and the GPSS bylaws and mission.

Clause 2 Function

- a. The Community Outreach and Events Committee works to plan and coordinate GPSS events and to inform the student body, the administration, and other stakeholders of GPSS positions, events, and activities.
- b. The COEC shall:
 1. Assist the Secretary with giving presentations about GPSS at new student orientations in fall quarter;
 2. Provide an orientation and updated Senator Handbook for new senators;
 3. Design and organize social events for graduate and professional students to enhance community among students of different departments and colleges;
 4. Work with student associations at the department and college/school level as well as other student groups to organize joint social events;
 5. Coordinate with the Secretary and Communications Specialist to develop and improve GPSS communications through brochures, newsletters, emails. The GPSS website, social media, and press relations and to develop innovative new ways of reaching students and other audiences;
 6. Collect information concerning the success and performance of GPSS events to ensure improvement of future events;
 7. Ensure all events further the GPSS mission and have a plan for communicating that mission to attendees;
 8. Regularly record its work in a publicly available and easily searchable manner on the GPSS PolicyWiki; and;

10. Regularly present to the GPSS a summary of its activities.

Clause 3 Meetings

- a. The committee shall meet at least once per month, including during summer quarter.
- b. A quorum of the committee is a majority of its members.

Section I Science and Policy Steering Committee (SPS)

Clause 1 Composition

- a. The Science and Policy Steering Committee (SPS) shall be composed of the Vice President of Internal Affairs and five (5) to nine (9) graduate and professional students.
- b. The Vice President of Internal Affairs shall chair and oversee the functioning of this committee.
- c. Representatives from the Society for Advancement of Chicanos and Native Americans in Science (SACNAS), the Forum on Science Ethics and Policy (FOSEP), Emerging Leaders in Science and Society (ELISS), other student groups and UW faculty engaged in science policy or communication shall be encouraged to participate in committee discussions and planning.
- d. The President, Vice President of External Affairs, and Secretary shall make reasonable efforts to assist the work of the committee.

Clause 2 Function

- a. The Science and Policy Steering Committee (SPS) works to enhance the discourse between scientists and policy makers through advocacy, community building, and student empowerment.
- b. The SPS shall:

1. Assist student scientists in developing their skills in communication across disciplines and to the general public;
2. Promote public awareness of science research at the UW, and provide opportunities to develop partnerships in the community;
3. Create opportunities and organize events in collaboration with the Community Outreach and Events Committee that enable students to advocate for their field of study, their research, and other graduate students; and
4. Regularly record its work in a publicly available and easily searchable manner on the GPSS PolicyWiki

Clause 3 Meetings

- a. The committee shall meet at least once per month during fall, winter, and spring quarters, and more as necessary.
- b. A quorum of the committee is a majority of its members

Section J Travel Grants Committee (TGC)

Clause 1 Composition

- a. The Travel Grants Committee (TGC) shall be composed of the Treasurer and four (4) to six (6) at-large Senators.
- b. The Treasurer shall chair and oversee the functioning of this committee.

Clause 2 Function

- a. The Travel Grants Committee (TGC) works to allocate funding in a manner that supports the personal and professional development of graduate and professional students through participation in academic and professional conferences and competitions.
- b. 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 shall 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, they 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. The Travel Grants Committee shall review and recommend an annual travel grants budget to the F&B Committee for the following fiscal year.

Clause 3 Meetings

- a. The 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 incoming Treasurer.
- b. A quorum of the Travel Grants Committee shall be a majority of Travel Grants Senators plus the Treasurer. Proxies shall not be allowed at Travel Grants Committee meetings.

Section K Diversity Committee (DC)

Clause 1 Composition

- b. The Diversity Committee (DC) shall be composed of the Secretary and five (5) to nine (9) graduate and professional students.
- c. Committee members shall be appointed or removed by the Secretary with the approval of the Executive Committee.

- d. The Secretary shall chair and oversee the functioning of this committee.
- e. The GPSS appointee to the following bodies shall be members of the DC:
 - 1. University Diversity Council,
 - 2. Faculty Council on Multicultural Affairs, and
 - 3. Other committees as determined by the Executive Committee
- f. A Student Activities Office advisor will serve as an ex-officio non-voting member.

Clause 2 Function

- a. The DC promotes the inclusion and involvement of all graduate and professional students at the University of Washington's Seattle campus and awareness and understanding of the diversity of students in graduate higher education. The DC also works to incorporate diversity elements into GPSS's goals and activities. Diversity includes but is not limited to considerations of: race, ethnicity, culture, nationality, gender, sexual orientation, gender identity, veteran status, socio-economic status, and ability.
- b. The DC shall:
 - 1. Establish communication links with graduate and professional students working on diversity issues within their department, college, or school and maintain a list of these groups;
 - 2. Advocate for department and University policies to recruit and retain a more diverse graduate and professional student body and faculty;
 - 3. Establish criteria for and award grants from the GPSS Diversity Fund;

- 4. Collaborate with students, faculty, administration, staff, and others on diversity programming, events, and activities;
- 5. Regularly present to the GPSS summaries of its activities;
- 6. Interface with University organizations and offices working on diversity issues, including but not limited to: GO-MAP, the Q Center, the Disability Resources for Students Office, the Women's Center, the Office of Minority Affairs and Diversity, the Office of Minority Affairs Student Advisory Board, and the ASUW Joint Commissions; and
- 7. Regularly record its work in a publicly available and easily searchable manner on the GPSS PolicyWiki.

Clause 3 Meetings

- a. The committee will meet at least once per month and additionally as determined by the Chair.
- b. A quorum of the committee is a majority of members.

Clause 4 Authority of Committee

- a. Opinions of the committee shall not become official GPSS opinion until approved by a majority vote of the GPSS.
- b. While the committee may discuss and develop changes to policy positions it may not act on these changes until approved by the GPSS.
- c. The committee may act on behalf of the Executive Committee when explicitly authorized to do so by that body.

Section L 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 M 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 N Proxies for Committee Meetings

Proxies shall not be allowed at any GPSS ad hoc or standing committee meetings except as specified.

Section O 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 AND BOARD 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 and boards 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 and boards 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 and boards must go through a more thorough review.

Clause 2 If an Executive Committee member is assigned to serve on a Special Committee or Board 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,
- d. Campus Sustainability Fund Committee,
- e. Provost Advisory Committee for Students.

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 shall at a minimum include:
- a. The basic committee application used in all committee or board 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 President and designated staff or two other Executive Committee Members appointed by the President shall determine the qualities sought in an applicant.
 - b. The President and designated staff or the two other Executive Committee Members will review and evaluate the applications.
 - c. The President and designated staff or the two other Executive Committee Members may choose to interview the applicants.
 - d. Finally, the President will recommend to the Executive Committee qualified candidates for each of the Special Committees.
 - e. Current special committee or board members will be invited to help in the review of applications and nominations.
 - f. The nomination shall be confirmed as per Article VI, Section A, Clause 2, Subsection d.
- Clause 4 While it is recommended that the President, Vice President of Internal Affairs and Vice President of External Affairs not

serve on these Special Committees, they are not explicitly barred from serving. If the President chooses to apply for a Special Committee, two Executive Committee Members not appointed by the President shall be charged with recommending a preferred candidate 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.
- 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 may 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 of this Section 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).
- 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 and 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.

Clause 5 The fiscal year on which the GPSS budget is based shall be from July 1 through June 30.

ARTICLE IX PERSONNEL

Section A Personnel Policy Manual

Clause 1 Officers of the GPSS shall abide by and annually review the GPSS Personnel Policy Manual.

Clause 2 The Personnel Policy Manual shall be maintained by the GPSS Treasurer.

Clause 3 Changes to the personnel policy shall be permitted only upon approval of a simple majority of the Executive Committee.

Clause 4 Any changes to the personnel policy increasing or decreasing the total amount appropriated by the senate for personnel must be approved by the Senate.

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:

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 of these Bylaws; and

Clause 6 If an Executive Senator is the subject of the recall, they have 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 of these Bylaws.

Clause 2 Bylaws cannot be suspended to bar a Senator/Senators from maintaining their Senate seat, except following the procedures described in Article III, Sections A or G of these Bylaws.

Clause 3 Any section in Article I of these Bylaws 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 of these Bylaws.

Clause 2 Bylaws cannot be suspended to bar an Executive Senator from maintaining their seat on the committee, except following the procedures described in Article III, Sections A or G of these Bylaws.

Clause 3 Any section in Article I of these Bylaws 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 may only be approved 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 10 days before the next scheduled Senate meeting.

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.



Notes: