BASICS

Mission of GPSS:
The mission of the Graduate and Professional Student Senate at Iowa State University of Science and Technology is a departmental elected body through which graduate and professional students express their concern for the welfare of graduate and professional students at the university, develop and disseminate ideas for the improvement of graduate and professional education, and contribute to the formation of relevant university policy.

What is GPSS:
The Graduate and professional Student senate is the representative deliberative and administrative organization of the graduate and professional student body of Iowa State University, and is a duly constituted independent collegiate organization within the University.
Structure of GPSS

Executive Officers

- Elected from and by the Senate
- Do not vote, with the exception of the Vice President in the case of a tie
- Represents Senate when Senate not in session
- Reports all of its activities to senate
- Fulfills Constitutional duties
- Is able to act on behalf of senate
  - Action required prior to next session
  - A special session is unable to meet

Is composed of:

President

- Represents Senate as a whole
- Supervises normal internal operations of the Senate
- Presides over meetings of the GPSS Executive Council and any general meetings of the graduate and/or professional student body
- Coordinates and direct the activities of the operating committees

Vice-President

- Represents Senate as whole
- Votes only in a tie
- Assumes the responsibility of the President in the case of the President’s absence
- Presides over general meetings of the Senate and chairs Senate Meetings
- Conducts the Senate meetings according to the rules and procedures set by the Senate
- Determines whether or not a quorum is present
- Chairs the Rules and Socials Committees

Treasurer

- Collects, keeps a record of, and arranges for the safekeeping of such monies as the Senate may obtain
- Disburses such monies as the Senate approves through a Senate Bill unless other procedures are outlined in the Bylaws or Senate Bill
- Maintains financial records for inspection at any time by members of the Senate
- Chairs the Finance Committee
Chief Information Officer
- Chairs the Elections and Operations Committee
- Maintains GPSS webpage, social networks, and e-mail lists
- Distributes and keep current Senate information
  - Agenda
  - Bill and resolutions
  - Meeting minutes
- Keeps a record of attendance at Senate Meetings
- Conducts roll call votes

University Relations and Legislative Affairs Chair
- “Go-to” person for anything related to public or university policies that affect graduate and professional students
- Recruits and appoints graduate and/or professional students to serve on university committees
- Advocates graduate and professional student concerns in regards to public and university policy,
- Serves as a liaison to the GPSS regarding the activities of the Board of Regents
- Works closely with the Student Government University Affairs committee & Student Government Senators-at-large to address issues that are a concern for both senates

Professional Advancement Grant Chair
- Professional Advancement Grants are given to graduate students to assist with their travel costs
- Only one PAG may be received per fiscal year (July to June)
- Awards $180 to presenters and non-presenters
- Administers the Peer Leadership, Research and Teaching awards
- Administers the Margaret Ellen White Graduate Faculty Award

Graduate and Professional Student Research Conference Chair
- Plans, organizes, and executes the GPSRC
- Forms a committee, creates/follows a budget, and periodically reports to the Senate

Senators
- Elected from departments/programs
- Each Senator holds one vote
- Addresses important issues of his/her constituents
- Attends the Senate meetings
  - missing 2 meetings – notification
  - missing 3 meetings - resignation

IOWA STATE UNIVERSITY
Graduate & Professional Student Senate
- Keeps constituents informed of GPSS events, deadlines, and proceedings
- Communicates concerns of constituents to GPSS

**Student Government Senator-at-Large**
- Represent the graduate and professional student body
- Liaison between SG and GPSS
- GPSS appoints outside of the “normal election process”

**Attendance, Clickers and Voting**
- Placard and clicker to be collected before and returned after every meeting
  - Placard arranged by last name, replace in blue box.
  - Clicker arranged by department name, check Senator number (#)
- General clicker usage
  - Wait for the Speaker to announce when the poll opens
  - Green light on clicker denotes a vote was registered
  - Red light on clicker denotes no vote registered for the button press
  - When polling is open, last button press is considered as the vote
  - All the votes are reported online and the links are provided in minutes
- Attendance
  - Two options provided: Yes / Substitute
  - Taken twice: before and after the meeting
    - Senators must be present for both
- Three options for voting on bills: Yes / No / Abstain
How to Write a Bill, Resolution, or Order

Types of Legislation

1. Bill
   a. Requires Action of the Senate
   b. Binding Legislation
   c. Uses
      i. Amend Constitution and By-Laws
      ii. Introduce new or modify/repeal existing policies, rules, and procedures
      iii. Approve special and regular allocations (must be reviewed by Finance committee)
      iv. Approval of all financial issues

2. Order
   a. Requires action of the Senate
   b. Binding Legislation
   c. Uses
      i. Appointing of senators to SG graduate senators at-large
      ii. Enforce rules of conduct within jurisdiction

3. Resolution
   a. Not binding
   b. Convey opinions of Senate to other groups, departments, offices, etc.
   c. Recognize people, places, events, or issues
   d. Request for removal of senator or executive council member

How to Write and Present Legislation

1. Develop and Write Legislation
   a. Develop or recognize issue or concern
   b. Decide on appropriate bill type based on descriptions above
   c. Find Senators to co-author and help draft legislation
   d. Write legislation using template found on GPSS website
   e. Use descriptive but concise title
   f. Include relevant “whereas” statements describing issue
   g. Implementation of new legislation should be clearly describing in “enacted”, “ordered”, or “resolved” clause

2. Submit Legislation for approval by Rules committee
   a. Drafted legislation must be submitted to Rules committee for review
Graduate & Professional Student Senate

1. Legislation must be submitted 12 days prior to Senate meeting legislation is to be presented in
   a. Legislation documents should be sent to gpssvicepresident@iastate.edu
   b. Rules committee finds legislation favorable, unfavorable, or unbiased with respect to the GPSS Constitution and By-Laws
   c. Vice President chairs Rules Committee
   d. Rules committee will provide opinion to author(s) if bill is found unfavorable
      i. Provide basic feedback on how to improve draft of legislation
      ii. The author(s) do not have to make changes suggested by Rules committee

2. Drafted legislation submitted to Finance Committee
   a. All legislation involving finance must be reviewed by the Finance committee
      i. Determine if in accordance with the GPSS constitution with respect to financial aspects
      ii. Treasurer chairs the Finance committee
   b. Finance committee can provide feedback to authors
      i. How to make a bill fit financial guidelines
      ii. Inform author(s) of any difficulties due to fund availability
      iii. Author(s) not required to make changes suggested by Finance committee

3. Presentation of Legislation to Senate
   a. All legislation will be included on agenda 7 days prior to Senate meeting
   b. Legislation will be introduced at the beginning of the Senate meeting by the author(s)
      i. Discuss major issues presented in bill
      ii. Explain how bill addresses issue

4. Legislation is presented during “New Business”
   a. Legislation is debatable by Senate (limited to 30 minutes)
   b. Legislation can be amended (each amendment debate limited to 4 minutes)
      i. Friendly amendment: Does not change main purpose and does not require vote of Senate
      ii. Other amendments: Change main points or implementation and must be voted on by Senate
      iii. Call to question: when debate has ended or time limit of debate has been reached on amendment
         1. Is a proposition to vote on the legislation in its current state
         2. Can be done at anytime during debate
         3. Requires a 2nd
4. Is passed by simple majority vote

6. Voting on Bill
   a. Legislation is voted on once “call to question” has been seconded, and approved by 2/3 vote
      i. This is commonly performed as a silent unanimous consent by asking if there are any objections to proceeding with a vote.
   b. A majority approval of Senators required for legislation to “pass”
   c. Constitutional and By-law amendments require 2/3rds approval of all senators present, where that 2/3rds is also a majority of the entire Senate
   d. Constitutional amendments require votes of approval at two separate Senate sessions and ratification by ¾ approval of the entire Senate at a third separate session

7. Implementation
   a. Legislation dictates changes to be implemented
   b. Responsibility of authors to see implementation occurs
   c. Treasurer will assist with bills involving finances

Useful Terms/Motions for Bill Debate

1. Call to question:
   a. Proposition to vote on a bill or amendment in present state
   b. Can be called at anytime during debate (cannot interrupt a speaker)
   c. Requires a 2nd and 2/3 approval of Senate (not debatable or amendable)

2. I move to amend…:
   a. Amends bill as stated by Senator
   b. Requires a 2nd and then a majority approval of Senators
   c. Amendments are debatable

3. Motion to send to committee
   a. Used to refer the legislation being considered to committee for further work
   b. Accompanied by a time limit for committee and what committee (or form a committee)
   c. Debatable, amendable, requires a 2nd and majority vote
   d. Committee will report back at listed time

4. Motion to extend or end debate
   a. Allows for debate to be extended once time limit has been reached or end debate if desired
   b. Requires a 2nd and a 2/3 approval of Senate
   c. The amount of time to extend debate can be amended

5. Motion to table legislation
a. Suspend consideration and debate on bill until time suggested by person who made motion
b. Requires a 2\textsuperscript{nd} and then a majority approval of Senators
c. Item can be taken from the table at a later meeting and re-introduced
d. It requires a 2\textsuperscript{nd} and a majority approval of senators to take something off of the table
How to Request a PAG Grant?

Purpose
Professional Advancement Grants (PAGs) are provided to graduate and professional students by the Graduate and Professional Student Senate (GPSS) to help defray expenses related to professional meeting and conference travel.

The amount of a PAG award shall be $180 for presenters and non-presenters.

Student Eligibility
1. In order to receive a PAG award, the applicant must be a graduate or professional student at Iowa State University (ISU).
   a. The applicant must be registered during the semester of application to receive funding for the travel.
      i. If the application is submitted during the summer, then the applicant must be registered for either of the two summer sessions or the previous spring semester to receive funding for the travel.
   b. The applicant must be registered during the semester of travel to receive funding for the travel.
      i. If the travel occurs during the summer, then the applicant must be registered for either of the two summer sessions or the previous spring semester to receive funding for the travel.
   c. The applicant must not graduate prior to travel occurring
2. Students are only eligible for one PAG award per fiscal year (July 1 - June 30)
   a. After receiving the first award, all other applications for PAG awards that same fiscal year will be denied without any further processing.
3. Students may apply more than once per fiscal year, but the applications must be for different conferences.
   a. For example, if a student is denied a PAG award for a conference, they remain eligible to apply for a different conference that same fiscal year.

Travel Eligibility
1. Applicants may receive travel funding of $180 to attend a professional meeting as a presenter or as a non-presenter.
2. Applicants may receive travel funding to attend a professional workshop that provides experiences not available at ISU.
3. Applicants will not receive funding for required academic activities.
4. Travel is not eligible until proper confirmation documentation is available to provide to GPSS
   a. Presenters must have an abstract acceptance confirmation (email or letter) to be
      considered for a PAG award.
      i. GPSS may request that you submit proof of acceptance in hardcopy, it is your
         responsibility to retain the confirmation for one (1) year following your
         conference.
      ii. The letter/email containing the confirmation must be addressed to the student
          and should include the following information:
          1. The name of the conference or workshop,
          2. Date(s) of the conference and/or presentation,
          3. Names of all authors,
          4. Title of presentation,
          5. Name, title, and affiliation of the person that sent the confirmation, and
          6. Contact information for the person that sent the confirmation
   b. Non-presenters must have a registration confirmation (email or letter) to be considered
      for a PAG award.
      i. GPSS may request that you submit proof of registration in hardcopy, it is your
         responsibility to retain the confirmation for one (1) year following your
         conference.
      ii. The letter/email containing the registration confirmation must be addressed to
          the student and should include the following information:
          1. The name of the conference or workshop,
          2. Date(s) of the conference or workshop,
          3. Name, title, and affiliation of the conference chairperson, and
          4. Contact information for the chairperson

Applying
The application process has moved to an electronic form.

Application forms and instructions are the responsibility of the PAG chair and shall be posted on the
GPSS website (https://www-gpss.sws.iastate.edu/students/pag/).

1. Documentation of registration is required at the time of application.
2. Incomplete, late, or duplicate applications will not be considered for funding.
3. The deadline for an application is 5:00 pm on the 15th of the month prior to the month of the
   conference.
4. It is in an individual's best interest to apply as soon as possible and at any time prior to the deadline.

Travel Month Award Divisions
1. The deadline for an application is two weeks prior to the travel month
2. PAGs shall be awarded based on "Travel Month".
3. The month in which a conference occurs shall be determined by the last day on which the conference occurs regardless of when travel begins or ends, this is referred to as an applicant's "Travel Month".
4. The total amount of funds budgeted for PAG awards for the fiscal year shall be divided equally among the twelve months.
5. If in a given month there is unspent money, the extra money will be distributed to the immediately proceeding month.

Reimbursements
1. The applicant should contact his or her department for information on the reimbursement process.
2. Documentation of registration is required for reimbursement (See Student Eligibility)
3. Dispersal of funds will conform to ISU policies.
4. Reimbursements must be completed within 1 month from the last date of travel.
5. Reimbursements will only be approved for actual expenses incurred.
6. All lodging receipts and all receipts for items $75 or greater must be retained in the traveler's academic department. The Graduate College will not be responsible for the retention of traveler's receipts.
7. It is the applicant's responsibility to approve travel reimbursement through AccessPlus prior to the 1-month deadline.

Cancellations
1. If a student is funded to attend a conference and does not attend, the student must notify the GPSS PAG Chair in writing (email <gpsspag@iastate.edu> is preferred) to cancel their PAG for that conference no later than 2 weeks after the conference.
2. Students who do not follow the procedure to cancel will not qualify for an additional PAG within the same fiscal year.
3. Funds awarded for travel to one conference cannot be transferred to a different conference.
Regular and Special Allocations

Duties of Allocations Legislation Sponsors

Allocation of GPSS monies to campus organizations and events shall be reviewed by the Treasurer and the members of Finance Committee. Monies are allocated in the Fall and the Spring as part of the Regular Allocations Cycle, and must be allocated via a bill presented and voted on by the Senate. Specials Allocations are one-time allocations that can be made for specific purposes or to student organizations in need of funding for purposes beyond the purview of Regular Allocations.

Duties of the Senator sponsoring a Regular Allocations bill:

- Either in the text of the bill or as an attached appendix, include a list of specific organizations to be funded and the amount of the allocation to be disbursed to each organization.
- Prepare a plan of action for any Regular Allocations funds left over such that no monies are left unaccounted for.

Duties of the Senator sponsoring a Specials Allocations bill:

- Either in the text of the bill or as an attached appendix, include an itemized budget detailing the intended uses of the funds to be allocated.
- List the total intended allocation.
- Provide justification for the allocation.
  - Example: if the recipient of the Specials Allocation is a graduate/professional student organization, why not request funding during the Regular Allocations cycle?
  - Example: if the purpose of the Specials Allocation is the funding of a specific event, how is funding the event consistent with GPSS’s mission to improve the experience of ISU’s graduate and professional students?
- Advise the Finance Committee of intended oversight practices, if any, that will be used to ensure that monies disbursed for Specials Allocations are used for their intended purpose.

Allocations Processes

The Regular Allocations process consists of three steps: application submission by the third Friday of September (for Fall Allocations) or February (for Spring Allocations); review by the Finance Committee before the third Senate meeting of the semester; Senate passage of a bill containing the final recommendations of the Finance Committee at the third Senate meeting of the semester.

Specials Allocations are deliberated on an as-needed basis. The Finance Committee is charged with analyzing the proposed Specials Allocation, emphasizing its costs and benefits, its consistency with GPSS’s greater mission and its feasibility given the current status of GPSS funding availability and
budget. Sponsors of Specials Allocations bills may be requested by the Finance Committee to provide clarification and justification for the proposed allocation. The Finance Committee will make its recommendation and present its analysis when specific Specials Allocations bills are deliberated on the floor of the Senate.

Senators or their constituents may approach the Treasurer at any time with concerns surrounding an allocation. Recommended contact is via e-mail, at gpsstreasurer@iastate.edu, or in person during the Treasurer’s office hours in the GPSS Office in the Memorial Union West Student Office Space, Suite C.

**Duties of members of the Finance Committee**

During the Regular Allocations cycle, the Finance Committee is responsible for conducting an analysis of the funding requests received from graduate and professional student organizations. Sharing responsibilities with the Treasurer, individual Finance Committee members will be tasked with the following:

- For at least one recipient organization per allocations cycle:
  - Validating application materials for completeness.
  - Conducting, when necessary, validation of recipient organization membership.
  - Assessing compliance of allocation request(s) with GPSS Regular Allocation Guidelines.
  - Analyzing prior-period ledgers to assess proper accounting for and usage of prior-period GPSS-allocated monies.
  - Generating a first-pass recommendation of the Finance Committee’s decision.
  - If necessary, liaise with student organizations as the Treasurer’s representative.

- For Specials Allocations requests:
  - Assessing compliance of the request(s) with Specials Allocations Guidelines.
  - Assisting in the determination of the feasibility of the request(s) and associated fiscal impact on GPSS budgets.
  - Assisting in the preparation and, potentially, the delivery of the Finance Committee’s report to the Senate detailing the results of the analysis and the Finance Committee’s recommendation.

- For the budgeting process:
  - Sponsoring GPSS budget legislation.
  - Assisting in the determining of budget line-item amounts.
  - Assisting in the preparation of budget item justification.
o Assisting in the determination of contingencies and uses of excess or unspent funds.

- For the revision of Regular and Special Allocations guidelines:
  o Assisting in the determination of the continued relevance of current guidelines.
  o Assisting in the creation of new guidelines that reflect current and expected graduate and professional student needs.
  o Assisting in the authorship of guidelines revisions.
  o Assisting the Treasurer in determining the ability of the guidelines to prevent and disincentivize misuse and misappropriation of monies disbursed by GPSS through the Regular or Special Allocations processes.
  o Sponsoring legislation required to update all guidelines.

GPSRC Chair

What is GPSRC?
The Graduate and Professional Student Research Conference (GPSRC) is aimed to bring together students from every college at Iowa State University to share their research and ideas with others who do not specialize in their areas. It promises an atmosphere conducive of collaboration and diffusion of knowledge.

Chair’s Responsibilities

- Be responsible for planning and executing the GPSRC, including
  o reserving venue, inviting guests, organize workshops and panels, event publicity, collecting abstracts, invite and create fair judging panel, food and refreshment ordering, awards ceremony and public relations.
- Form and chair the GPSRC Committee.
- Make a conference budget and work with colleges, GPSS and other resources to maintain financial accounts. Report these updates to GPSS treasurer.
- Report to the Senate for approval at all regular sessions, all income and expenses and maintain records of all transactions regarding GPSRC.