



— OHIO UNIVERSITY —
GRADUATE STUDENT SENATE

RULES AND PROCEDURES

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Chapter 1

General Rules and Procedures

1.01 Definitions

1.02 Amendments to the Constitution

1.03 Suspension of the Rules and Procedures

1.04 Rules of Order

1.01 Definitions

- (a) Graduate Student Senate shall also be called GSS.
- (b) The term “voting members” refers to the Executive Officers, Senators, Commissioners, and Department Representatives.
- (c) This document, Rules and Procedures of Graduate Student Senate, shall also be referred to as the R&P.

1.02 Amendments to the Constitution

- (a) Amendments to the Constitution must follow Article X Section A of the Constitution.
- (b) Graduate Student Senate shall examine and reaffirm this Constitution every five years, beginning in the 2005-2006 academic year.
- (c) Amendments to the Constitution shall be initiated by the GSS or by petition of at least one hundred Athens-campus Ohio University graduate students.
- (d) Proposed amendments shall be presented via resolution and posted for public review at least four days prior to the meeting at which they are to be considered.
- (e) Proposed amendments shall be adopted by a concurrence of two-thirds of the total voting membership of the GSS.

1.03 Suspension of the Rules and Procedures

- (a) With the approval of the voting members, the Senate may suspend a portion of the Rules and Procedures for a period lasting not more than one full academic term. A proposal to suspend a portion of the Rules and Procedures shall be presented in writing to the Chair of the Rules and Procedures Committee. With the assent of a majority of the committee, a resolution to adopt the proposal shall be presented at a general body meeting for consideration. The resolution shall be considered adopted with the consent of two-thirds of voting members.

(b) For suspension of any part of the R&P for a single meeting, a call may be made by anybody member and seconded to call for a roll call vote for a suspension for part of the R&P to last for the duration of a single general body meeting.

(c) If the rules are suspended for 9.02, then 9.05 (a) and (e) will automatically be suspended for the same duration of time.

1.04 Rules of Order

(a) Meetings of the GSS shall be conducted with reference to the most recent edition of Robert's Rules of Order Newly Revised as interpreted by the presiding officer and consistent with the GSS Constitution and R&P.

(b) A basic guide to Robert's Rules is located at the end of this document under Appendix 1.A.

(c) Upon concurrence of two-thirds of voting members, voting during the second meeting of the academic year, Senate shall designate a parliamentary guide other than the most current Robert's Rules of Order.

(d) An agenda shall be created and distributed for each meeting by whoever presides over the meeting the agenda addresses.

Chapter 2

Executives

2.01 Definitions

2.02 Executives (in General)

2.03 Duties of the President

2.04 Duties of the Vice President for Legislative Affairs

2.05 Duties of the Vice President for Finance

2.06 Duties of the Vice President for Communication

2.07 Executive Council

2.08 Executive Staff

2.09 Vacancy of the Presidency

2.10 Vacancy of a Vice President

2.01 Definitions

- (a) Executive Officers of the GSS shall refer to the elected positions of President, Vice President for Legislative Affairs, Vice President for Finance, and Vice President for Communications.
- (b) The Executive Council shall consist of all Executive Officers.
- (c) The Vice President for Legislative Affairs shall also be referred to as VPLA.
- (d) The Vice President for Finance shall also be referred to as VPF.
- (e) The Vice President for Communication shall also be referred to as VPC.
- (f) The Presiding Officer is the President, except when the President is absent from the meeting or when there is a conflict of interest, such as when they are the primary sponsor of a resolution currently under consideration.

2.02 Executives (in General)

- (a) The Executive Council shall hold the executive powers and responsibilities of the GSS.
- (b) Minimum eligibility for Executive Officers shall be determined by Article IV of the Constitution.
- (c) No Executive Officer may simultaneously hold Senator, Commissioner, or Department Representative positions in the GSS body.
- (d) Executive Officers, excluding the President, may serve as Chairs of special and standing committees as needed.

- (e) All Executive Officers shall attend all meetings of the general body.
- (f) Executives shall serve for a period of no more than one academic year beginning and ending at the last regular meeting of the GSS in the spring semester unless elected to another term.
- (g) All executives must hold at least four office hours per week.
- (h) Executive Officers shall hold mandatory trainings for all new and returning members of Graduate Student Senate when such need arises.

2.03 Duties of the President

- (a) Oversee the effective and efficient functioning of the GSS as well as the enforcement of the GSS Constitution and Rules and Procedures.
- (b) Serve as the official spokesperson of the GSS.
- (c) Preside over general meetings of the GSS.
- (d) Carry out and report on all presidential actions in accordance with the Constitution and R&P and as directed by GSS resolutions.
- (e) Establish and dissolve special committees in accordance with the Constitution and R&P.
- (f) Oversee the appointment of GSS representatives to appropriate university standing committees.
- (g) Serve on the following university committees: Committee on Committees, Graduate Council, Budget Planning Council, Facilities Planning Advisory Council, and other committees as deemed appropriate by the Executive Council.
- (h) Attend meetings of the Ohio University Board of Trustees in person or online and attend other meetings pertinent to graduate life at Ohio University.
- (i) Serve as a non-voting member on all award recognition and research grant funding committees.
- (j) Record and distribute resolutions and agendas of each GSS general meeting and make these records available to the public.
- (k) Make all necessary arrangements and reservations for general meetings and announce the times, locations, and agendas of meetings to all members of the GSS.
- (l) Maintain records of all email, paper, or any other correspondence pertaining to GSS.

(m) Perform additional duties consistent with the office of the President as directed by the Executive Council and the GSS body.

(n) Propose candidates for all GSS standing and special committee Chairs.

(o) Keep a record of the VPLA's attendance at general body and Executive Council meetings and administer the GSS attendance policy in regards to the VPLA's attendance.

(p) Cover the duties of any Vice President if there is a vacancy.

2.04 Duties of the Vice President for Legislative Affairs

(a) Coordinate and preside over all Executive Council meetings as a non-voting member.

(b) Oversee activities of the body as directed by the Executive Council, including but not limited to coordination of Senator, Department Representative, and Commissioner recruitment, training of all Senators, Department Representatives, and Commissioners in collaboration with the Vice President for Communications, and overseeing the filling of vacancies.

(c) Coordinate and oversee GSS standing and special committee activities.

(d) Ensure that all members of GSS are informed of the GSS Constitution and R&P.

(e) Keep a record of attendance at general meetings, administer the GSS attendance policy, and conduct roll call votes.

(f) Keep track of office hours held by all Senate members.

(g) Perform additional duties consistent with the office of VPLA as directed by the Executive Council and the GSS body.

2.05 Duties of the Vice President for Finance

(a) Oversee all financial matters of the GSS and provide reports at all GSS Executive Council and General Meetings.

(b) Coordinate, with the Budget Manager of the Graduate College, the drafting and submission of a yearly budget.

(c) Solicit funds from the Student Activities Commission (SAC) of the Student Senate and/or other sources when needed for the operation of the GSS.

(d) Perform additional duties consistent with the office of VPF as directed by the Executive Council and the GSS body.

(e) The VPF shall provide the current budget balance as part of their report at every general body meeting. The VPF must state, “The remaining balance of our budget is (the remaining amount) and that number is true and accurate to the best of my knowledge.”

2.06 Duties of the Vice President for Communication

(a) Oversee the coordination of all official communications of the GSS including but not limited to printed and electronic media and maintenance of the GSS website.

(b) Ensure that university offices and related organizations have updated GSS contact information.

(c) Annually compile a list of all graduate student organizations and maintain regular communication with those organizations.

(d) Record and distribute minutes for general body meetings.

(e) Organize a regular program of social events designed to bring graduate students together and highlight GSS programs, policy initiatives, and other matters that may be of interest to the wider community.

(f) Work to foster a sense of graduate community by increasing the profile and relevance of GSS to the graduate student body through social programming.

(g) Perform additional duties consistent with the office of VPC as directed by the Executive Council and the GSS body.

2.07 Executive Council

(a) The Executive Council shall be chaired by the Vice President for Legislative Affairs as a non-voting member.

(b) The Executive Council shall:

(i) Notify the graduate student body of vacant positions within ten days of vacancy.

(ii) Evaluate and endorse applications for vacant positions of College Senators, Commissioners, standing committee Chairs, and Department Representatives.

(iii) Sponsor resolutions to ratify membership positions in the GSS body.

(iv) Create staff positions necessary to aid in the operation and administration of GSS.

(v) Assist the President in formation and dissolution of special committees.

(vi) Appoint GSS members to various GSS and/or Ohio University committees.

(vii) Determine the dates, times, and locations of general meetings of the GSS body for each semester at least one calendar month prior to the beginning of each semester.

(viii) Evaluate, either directly or through a special committee, accusations of misconduct by GSS members and recommend sanction(s) where appropriate.

2.08 Executive Staff

(a) Executive Staff shall refer to the positions created and appointed by the Executive Council as needed to aid in the operation and administration of the GSS.

2.09 Vacancy of the Presidency

(a) If there is a vacancy in the office of President, the order of succession shall be: Vice President for Legislative Affairs, Vice President for Finance, Vice President for Communications.

(b) If no Vice President is able or willing to fill the vacancy, the Vice President of Legislative Affairs of the GSS shall conduct an election to select a Senator, Commissioner, or Department Representative by a plurality of ballots cast by the general body of the GSS. The elected member will be inducted and immediately assume the responsibilities of the office of President.

(c) If no Senator, Commissioner, or Department Representative is able or willing to fill the vacancy, an appointed member of the GSS shall send official notification to the entire graduate student population within ten days of the vacancy and seek appropriate candidates in accordance with Article IV of the Constitution.

(d) Candidates for the vacant position shall be selected in accordance with Article IV Section A of the Constitution and shall immediately assume the responsibilities of the respective office.

2.10 Vacancy of a Vice President

(a) If there is a vacancy in any office(s) of Vice President, a voting member shall be elected by a plurality of ballots cast by the general body of the GSS to fill each Vice President position and shall immediately assume the responsibilities of the respective office of Vice President.

(b) If no voting member is able or willing to fill the vacancy, the Executive Council shall send official notification to the entire graduate student population within ten days of the vacancy and seek appropriate candidates.

(c) A candidate shall then be elected by a plurality of ballots cast by the general body of the GSS and shall immediately assume the responsibilities of the respective office of Vice President.

(d) If an official vacancy of a Vice President occurs prior to the first meeting of the academic school year, the person who received the second most votes for that position in the election shall receive the duties. If no person from the election cycle can fill the role, then refer to rule 2.10(a).

Chapter 3

Senators

3.01 Definitions

3.02 Term Length

3.03 General Duties

3.04 Vacancies

3.01 Definitions

- (a) There shall be one elected Senator position (referred to as “Senator for...”) for each college.
- (b) Colleges shall refer to any Graduate Degree Granting Responsibility Center as recognized by the Responsibility Center Management (RCM) funding model.

3.02 Term Length

- (a) Senators shall serve for a period of no more than one academic year ending at the last regular meeting of the GSS in the spring semester unless elected to another term.
- (b) Heritage College of Osteopathic Medicine holds a special selection process to select their College Senator. Therefore, the GSS will respect their selection and term length without the need to elect or provide a resolution to elect the Senator.

3.03 General Duties

- (a) Ensure open and timely communication of interests, concerns, and needs of their constituents with the GSS and among their fellow Senators, Commissioners, and Department Representatives.
- (b) Act in accordance with the Constitution and R&P.
- (c) Attend all general meetings of the GSS in person or by appropriate proxy.
- (d) Attend all committee meetings to which they have been assigned.
- (e) Coordinate communications among their departments.
- (f) Serve on at least two GSS committees or Ohio University standing committees as determined by the Executive Council.
- (g) No Senator shall have more than one vote for any reason.
- (h) Hold at least three office hours per week.

(i) Keep OrgSync updated.

(j) Attend all trainings as mandated by the Executive Council.

3.04 Vacancies

(a) College Senator positions left vacant after the election shall be available beginning the day after the last meeting of spring semester.

(b) College Deans shall be contacted by the VPLA in the event of a vacancy.

(c) Applications for vacant College Senator positions shall be submitted to the VPLA and evaluated and endorsed by the Executive Council.

(d) Individuals seeking candidacy for Senator positions must be enrolled in a graduate degree granting program offered by a department from within the college for which they are candidates.

(e) Minimum eligibility shall be determined by Article IV of the Constitution.

(f) After a decision to endorse candidacy of an applicant for a College Senator position, an Executive Officer shall submit via resolution the candidate for position of College Senator. Upon concurrence of a majority of voting members present, the candidate shall be confirmed as College Senator for their respective college.

Chapter 4

Commissioners

4.01 Definitions

4.02 Appointment

4.03 Term Length

4.04 General Duties

4.05 Academic Affairs

4.06 African American Affairs

4.07 Housing, Transportation, and Parking

4.08 Graduate Student Life

4.09 Graduate Veterans Affairs

4.10 Health and Safety

4.11 International Student Affairs

4.12 Minority Graduate Student Affairs

4.13 Lesbian, Gay, Bisexual, and Transgender (LGBTQA) Affairs

4.14 Women's Graduate Student Affairs

4.15 Environmental Affairs

4.16 Governmental Affairs

4.01 Definitions

(a) There shall be appointed members (referred to as "Commissioners for...") to serve as chairs for the following commissions:

- (i) Academic Affairs
- (ii) African American Affairs
- (iii) Housing, Transportation, and Parking
- (iv) Graduate Student Life
- (v) Graduate Veterans Affairs
- (vi) Health and Safety
- (vii) International Graduate Student Affairs
- (viii) Minority Graduate Student Affairs
- (ix) Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Asexual/ Aromantic, Allies and Advocates (LGBTQA) Affairs
- (x) Women's Graduate Student Affairs
- (xi) Environmental Affairs
- (xii) Governmental Affairs

4.02 Appointment

(a) Commissioner positions shall be available beginning the day after the last general body meeting of spring semester.

(b) Applications for Commissioner positions shall be submitted to the VPLA and evaluated by the Executive Council. The Executive Council shall be the sole entity to appoint Commissioners to their respected positions.

(c) Minimum eligibility shall be determined by Article IV of the Constitution.

4.03 Term Length

(a) A Commissioner's appointment shall stand for no more than one academic year ending at the last regular meeting of GSS in the spring semester unless appointed to another term.

4.04 General Duties

(a) Ensure open and timely communication of interests, concerns, and needs of their constituents with the GSS and among their fellow Senators, Commissioners, and Department Representatives.

(b) Act in accordance with the Constitution and R&P.

(c) Attend all general meetings of the GSS in person or by appropriate proxy.

(d) Attend all committee meetings to which they have been assigned.

(e) Serve on at least two GSS committees or Ohio University standing committees as determined by the Executive Council.

(f) No Commissioner shall have more than one vote for any reason.

(g) Hold at least three office hours per week.

(h) Keep an OrgSync updated.

(i) All commissions shall host at least one event or program in the name of the commission per semester

(j) Commissioners are encouraged to make contact and collaborate with campus and community offices and departments relevant to their positions.

(k) Attend all trainings as mandated by the Executive Council.

4.05 Academic Affairs

(a) The Commissioner's job is to advocate for academic issues on the Ohio University campus.

4.06 African American Affairs

(a) The Commissioner's job is to advocate for African American issues on the Ohio University campus.

4.07 Housing, Transportation, and Parking

(a) The Commissioner's job is to advocate for issues dealing with housing, transportation, and parking on the Ohio University campus and in the City of Athens.

4.08 Graduate Student Life

(a) The Commissioner's job is to advocate for general graduate student issues on the Ohio University campus, not encompassed by the other commissions.

4.09 Graduate Veterans Affairs

(a) The Commissioner's job is to advocate for Graduate Veteran Affairs issues on the Ohio University campus.

4.10 Health and Safety

(a) The Commissioner's job is to advocate for Health and Safety issues on the Ohio University campus.

4.11 International Student Affairs

(a) The Commissioner's job is to advocate for international student issues on the Ohio University campus.

4.12 Minority Graduate Student Affairs

(a) The Commissioner's job is to advocate for minority issues on the Ohio University campus.

(b) The Commissioner must make and keep constant contact with the Multicultural Center on campus.

4.13 Lesbian, Gay, Bisexual, Transgender, Queer/Questioning, Asexual/Aromantic, Allies and Advocates (LGBTQA) Affairs

(a) The Commissioner's job is to advocate for LGBTQA issues on the Ohio University campus.

(b) The Commissioner must make and keep constant contact with the LGBT Center on campus.

4.14 Women's Graduate Student Affairs

(a) The Commissioner's job is to advocate for women's issues on the Ohio University campus.

(b) The Commissioner must make and keep constant contact with the Women's Center on campus.

4.15 Environmental Affairs

(a) The Commissioner's job is to advocate for environmental issues on the Ohio University campus.

(b) The Commissioner must make and keep constant contact with the Office of Sustainability on campus.

4.16 Governmental Affairs

(a) The Commissioner's job is to advocate for governmental issues on the Ohio University campus.

Chapter 5

Department Representatives

5.01 Definitions

5.02 Appointment

5.03 Term Length

5.04 General Duties

5.01 Definitions

(a) There shall be one position (referred to as “Representative for...”) for each graduate degree-granting department.

5.02 Appointment

(a) Positions shall be available for the next year’s senate beginning the day after the last general body meeting of the spring semester and are not elected positions.

(b) Applications for Department Representative positions shall be submitted to the VPLA and evaluated and endorsed by the Executive Council.

(c) Individuals seeking candidacy for Department Representative positions shall be enrolled in a graduate degree granting program offered by the department for which they are a candidate.

(d) Minimum eligibility shall be determined by Article IV of the Constitution.

(e) After the endorsement of an applicant for a Department Representative position, a member of the Executive Council shall submit via resolution the candidate for position of Department Representative. Upon concurrence of a majority of voting members present, the candidate shall be confirmed as Department Representative.

5.03 Term Length

(a) Department Representatives shall serve on the GSS for a period of no more than one academic year ending at the last regular meeting of the GSS in the spring semester unless appointed to another term.

(b) Certain departments follow a different selection process and term length. The GSS will respect this process. Those departments will tell the GSS who their representative will be and their term limit. Therefore, there will be no need to review applications for the position.

5.04 General Duties

- (a) Ensure open and timely communication of interests, concerns, and needs of their constituents with the GSS and among their fellow Senators, Commissioners, and Department Representatives.
- (b) Act in accordance with the Constitution and R&P.
- (c) Attend all general meetings of the GSS in person or by appropriate proxy.
- (d) Attend all committee meetings to which they have been assigned.
- (e) Serve on at least one GSS committee or Ohio University standing committee as determined by the Executive Council.
- (f) No Department Representative shall have more than one vote for any reason.
- (g) Hold at least two office hours per week.
- (h) Attend all trainings as mandated by the Executive Council.

Chapter 6

Advisor

6.01 Definitions

6.02 Eligibility

6.03 General Duties

6.01 Definitions

(a) The GSS shall have an Advisor as stated by the Constitution.

6.02 Eligibility

(a) The Advisor to the GSS shall be the Dean of the Graduate College.

6.03 General Duties

(a) The GSS Advisor shall:

- (i) Assume a responsible position in the eyes of Ohio University and the local, state, and federal legal system.
- (ii) Provide final approval for all financial transactions.
- (iii) Serve as a co- signer for financial obligations, which are assumed by the GSS as required by agencies outside of Ohio University.
- (iv) Sign legal instruments in financial transactions as the duly authorized representative of the organization, as necessary.

Chapter 7

External Committees

7.01 Definitions

7.02 Appointments

7.03 Reports

7.01 Definitions

- (a) External committees shall be any official university committee not created by the GSS but of which a graduate student is a member.
- (b) Non-GSS members may sit on external committees as long as a report is submitted to the GSS President updating them on the committee's activities.
- (c) External committees may include but are not limited to university presidential committees, student affairs committees, and Graduate College committees.

7.02 Appointments

- (a) All nominations and appointments to external committees shall be executed by the GSS President.

7.03 Reports

- (a) Any documents attained at an external committee shall be uploaded to OrgSync for general GSS information.
- (b) Each committee member must submit a final report of the committee's actions at the end of each semester.

Chapter 8

Internal Committees

8.01 Definitions

8.02 Selection of Internal Committee Members

8.03 Committee on Rules and Procedures

8.04 Committee on Budget Requests

8.05 Committee on Conduct and Discipline

8.06 Committee for the Outstanding Graduate Faculty Award (OFA Committee)

8.07 Senator Emeritus Committee

8.01 Definitions

- (a) Internal committees shall refer to the following official GSS committees:
 - (i) Committee on Rules and Procedures
 - (ii) Committee on Budget Requests
 - (iii) Committee on Conduct and Discipline
 - (iv) Committee for the Outstanding Graduate Faculty Award (OFA Committee)
 - (v) Senator Emeritus Committee

8.02 Selection of Internal Committee Members

- (a) Members are appointed by the Executive Council.
- (b) The number of committee members of each internal committee shall be set by the executives.

8.03 Committee on Rules and Procedures

- (a) The committee shall be chaired by the VPLA.
- (b) The Chair shall not have a vote unless a tie needs to be broken.
- (c) The committee shall enforce the regulations set forth in Chapter 16.
- (d) The committee shall keep an updated Rules and Procedures Binder in the GSS office at all times.
- (e) The committee shall interpret all Rules and Procedures of GSS.

8.04 Committee on Budget Requests

- (a) The committee shall be chaired by the VPF.
- (b) The Chair shall not have a vote unless a tie needs to be broken.

(c) The committee shall enforce the regulations set forth in Chapter 11.

8.05 Committee on Conduct and Discipline

(a) The committee shall be chaired by the VPLA.

(b) The Chair shall not have a vote unless a tie needs to be broken.

(c) The committee shall enforce the regulations set forth in Chapter 12.

8.06 Committee for the Outstanding Graduate Faculty Award (OFA Committee)

(a) The committee shall be chaired by a graduating member of GSS.

(b) The Chair shall not have a vote unless a tie needs to be broken.

(c) The Chair and committee shall be selected by the Executive Council no later than the second week of the spring semester.

(d) The committee shall create, review, and finalize an application for candidates for the Outstanding Graduate Faculty Award. The committee shall use the application from previous years for guidance.

(e) The committee shall make the application available to the public no later than week four of spring semester.

(f) The application shall be due no later than week seven, and a decision by the committee shall be made and reported to the Graduate College no later than week eight.

(g) The committee members shall not submit an application.

8.07 Senator Emeritus Committee

(a) A committee shall be selected in the first week of spring semester by the Executive Council. The committee shall have a Chair and four additional members. All committee members must be current GSS members and not graduating that same spring semester.

(b) The committee shall have the authority to make recommendations for the Senator Emeritus and Graduating Senator awards.

(c) The committee shall have the authority to determine the number of award recipients.

(d) The committee shall issue applications for the awards during the sixth week of spring semester.

(e) Applications are due no later than week ten of spring semester.

(f) The committee shall use the time period between week ten and the Friday before the last meeting to analyze and create the resolutions for the awards.

Chapter 9

Meetings

9.01 Definitions

9.02 Frequency

9.03 Notification

9.04 Rights of Persons Attending

9.05 Attendance

9.06 Proxies

9.07 Quorum

9.08 Agenda

9.09 Reports

9.10 Minutes

9.11 Legislation

9.12 Executive Session

9.01 Definitions

(a) A suitable proxy shall be any Ohio University student. Undergrads may serve as a proxy. Proxies cannot be another voting member. All proxies should have a note from the voting member stating their stance on issues on the agenda.

(b) Excusable absences shall be determined by the VPLA. These include but are not limited to: class, a teaching assignment, etc. The President shall be responsible for determining whether the VPLA's absences are excusable.

(c) An executive session shall be a closed session of the GSS where only voting members, the Advisor, or their proxies may be present.

9.02 Frequency

(a) The date, time, and location of general meetings for each semester shall be determined by the Executive Council in accordance with the Constitution at least two weeks prior to the beginning of the semester with no less than six meetings per semester. Meetings will be kept under one and one half hours, unless a majority vote of the body requests an extension. One extension of fifteen minutes will be allowable upon an affirmative vote. Upon adjournment of the meeting, all unfinished business will be tabled for consideration at the next meeting.

(b) Summer semester Executive Council meetings shall be held at the discretion of the Executive Council.

(c) Special meetings shall be convened at the discretion of the Executive Council or via petition of a majority of the total voting membership of the GSS.

9.03 Notification

(a) Notification of a meeting shall be distributed by the VPC via the GSS listserv at least four days prior to each general and special meeting.

9.04 Rights of Persons Attending

(a) All general and special meetings shall be open to the public except when a concurrence of two-thirds of voting members of the GSS in attendance vote to enter into executive session for the explicit purpose of discussing personnel matters or matters involving litigation or potential litigation. The Presiding Officer may allow selected individuals to remain present.

(b) Only voting Executive Officers, Senators, Commissioners, or Department Representatives or their respective proxies may address the GSS during consideration of legislation.

(c) The Presiding Officer shall recognize and allow non-voting individuals in attendance to speak during a designated time in the agenda, termed "Speak Out."

9.05 Attendance

(a) Attendance at scheduled general meetings is mandatory for all voting Executive Officers, Senators, Commissioners, and Department Representatives. Failure to answer during roll call shall be considered an absence for that meeting unless a suitable proxy has been secured or the absence has been approved prior to the meeting. To be accounted as present, members must stay in attendance until adjournment is called. Attendance at scheduled Executive Council meetings is mandatory for voting Executive Officers.

(b) Voting members shall send written notification, which may take the form of email, of their absence to the VPLA in advance and designate a suitable proxy in accordance with 9.06.

(c) If the VPLA must be absent, they shall send written notification, which may take the form of email, of their absence to the President in advance and designate a suitable proxy in accordance with 9.06.

(d) No voting Executive Officer, Senator, Commissioner, or Department Representative shall have more than three unexcused absences per one-year of service from scheduled general meetings, or, for Executive Officers, from either scheduled general meetings or scheduled Executive Council meetings. In the event of a fourth unexcused absence, said member shall be notified by the VPLA of their immediate dismissal from GSS and all internal duties. If the VPLA has a fourth unexcused absence, the President shall be responsible for notifying the VPLA of their immediate dismissal from GSS and all internal duties. No member dismissed in the course of an academic year due to unexcused absences may re-apply to body membership within the same academic year.

- i. Any absence not related to an approved university activity (Athletic events, class, teaching, etc.) Any absence related to illness that does not have an official medical note from a physician.
- ii. All other absences will be deemed excused or unexcused by the Executive Council.
- iii. If a member resigns, and is not removed from office, they will be allowed to re-apply to the body within the same year.

(e) The executive council shall reserve the right to call a second roll before adjournment.

9.06 Proxies

(a) A voting Executive Officer, Senator, Commissioner, or Department Representative may designate an individual to serve as a proxy.

(b) An individual serving as a proxy shall have the same rights and privileges afforded to the voting member during a general or special meeting of the GSS. All actions and statements made by the proxy are the responsibility of the voting member for whom the individual is serving as proxy.

(c) Proxies must be in attendance at the general or special meeting to vote on behalf of the voting member. Voting by written proxy shall be prohibited.

9.07 Quorum

(a) A quorum of the total voting membership of the GSS shall be in attendance at any general or special meeting in order to transact official business of the GSS.

(b) Quorum shall be half of the voting Executive Officers, Commissioners, Senators, and Department Representatives, except for the first meeting of each academic year during which quorum shall be half of all elected members.

(c) Quorum shall be determined by calling the roll at the beginning of each general or special meeting.

9.08 Agenda

(a) The agenda for general and special meetings shall be proposed prior to the meeting by the President upon consultation with the Executive Council.

(b) The agenda shall be posted no later than 5:00 p.m. the day before the Graduate Student Senate meeting.

(c) Individuals wishing to have items placed on the agenda shall make such a request of the President prior to the meeting being called to order; items may be added to the agenda after the beginning of the meeting by a majority vote.

(d) All meetings shall follow the same agenda format, except for the last meeting, which shall proceed according to 15.05 of the R&P.

9.09 Reports

(a) Reports shall be presented during each general meeting by the Executive Officers or their respective proxies.

(b) Advisors, College Senators, Commissioners, committee Chairs, and Department Representatives may, but are not required to, present reports during general meetings.

(c) All reports shall be submitted to the VPC in writing no later than 5:00 p.m. the day following the report being given.

9.10 Minutes

(a) An official record shall be kept of all proceedings during general and special meetings.

(b) All minutes shall be adopted at the next general meeting upon concurrence of a majority of voting members in attendance.

9.11 Legislation

(a) All proposed legislation and amendments shall be presented in the form of a resolution, which must have at least two sponsors.

(b) Resolutions must be posted for public review at least twenty-four hours prior to the meeting at which they are to be considered, except as required in the case of Constitution and R&P amendments.

(c) Resolutions may be proposed with less than twenty-four hours' notice. If this is the case, the membership has the choice to consider the legislation or to leave it on the table for the next general meeting.

(d) Resolutions shall be adopted upon concurrence of a majority of voting members in attendance, except as required in the case of Constitution and R&P amendments.

(e) The primary sponsor of any adopted resolution shall be required to submit the resolution, and a letter of explanation (if appropriate).

9.12 Executive Session

- (a) A call to move into executive session can be made by:
 - (i) Any Executive Council member calling for it prior to the meeting. The “call” shall be a verbal or written notification given to the other Executive Council members. The call shall contain the reason for the executive session and the point of the meeting at which it will take place.
 - (ii) A motion by a voting member and concurrence of two- thirds of the voting members in attendance.
- (b) The GSS must follow all state laws regarding executive sessions and shall consider itself a public body.
- (c) The body must announce reasoning to the public before moving into executive session.
- (d) Executive Council members are the sole members able to suspend the rules in executive session.
- (e) No member may speak to the specifics of what was said or who spoke during the session to anyone outside of the session.
- (f) Permissible discussion topics in executive session are limited as defined by Ohio Revised Code 121.22, which can be found on the website of the Ohio Legislature.

9.13 Electronic Voting on Time-Sensitive Resolutions

- (a) The Executive Council, upon a unanimous vote, reserves the right to draft a time-sensitive resolution and call for a vote from the general body at any time through a form of digital communication decided on at the beginning of each academic year by the Executive Council.
- (b) This procedure is only to be used in response to extemporaneous and extraordinary events and/or circumstances that directly impact the lives of graduate students with actions that would require approval from the general body.
- (c) Votes will be collected over a time frame of forty-eight hours.
- (d) In order to pass, a time-sensitive resolution must receive a concurrence of two-thirds of the entire voting membership.
- (e) If a time-sensitive resolution fails to pass, the Executive Council can place the resolution on the agenda of the next general body meeting. A vote on a time-sensitive resolution shall not replace a general body meeting.

Chapter 10

Resolutions

10.01 Definitions

10.02 Resolutions (in General)

10.03 Resolutions, Sponsors

10.04 Resolutions, Form

10.05 Resolutions, Adoption

10.06 Resolutions, Debate

10.07 Debate for First Readings Resolutions

10.08 Appointment Resolutions

10.01 Definitions

(a) Resolutions shall be one method of the Graduate Student Senate to communicate its message internally and externally.

10.02 Resolutions (in General)

(a) A resolution shall be placed on the agenda by posting it for public inspection no later than 5:00 p.m. the day preceding a Graduate Student Senate meeting for consideration at that meeting.

(b) No amendment to the resolution other than for grammatical or technical reasons shall be allowed after 5:00 p.m. the day preceding a Graduate Student Senate meeting. If an amendment has been made after 5:00 p.m., the resolution shall be out of order. An amendment other than for grammatical or technical reasons shall be made at the meeting after the resolution has been read into the record.

(c) A resolution may require the Senate or a subdivision of the Senate to take a certain action, recommend to another entity an action, declare the opinion of the Senate, amend the Rules and Procedures in accordance with Chapter 16 or the Constitution in accordance with section 1.02, appoint Senators or others, adopt a committee report, or other purpose.

(d) Any resolution for the body can be proposed as a first reading which will be a reading of the resolution that will not be allowed to be voted on during the meeting in which it is read. A first reading must be indicated by the primary sponsor when the resolution is submitted for consideration to the agenda or can be voted into the first reading status as voted on by the body at large.

(e) To move a resolution to a first reading request from the floor would require a 2/3 vote.

10.03 Resolutions, Sponsors

(a) A resolution shall be sponsored by at least two voting members. The voting member whose name is listed first shall be considered the primary sponsor.

(b) In the case that the President is a primary sponsor of a resolution, the resolution shall not be considered until the President names a new, temporary Presiding Officer who is not a primary sponsor.

(c) A resolution may be amended at any time by the primary sponsor without vote, before the Senate has voted on the resolution, including during discussion.

(d) A voting member may add or remove their sponsorship of a resolution at any time prior to the final vote on the resolution.

(e) In the case that the primary sponsor withdraws their name, the effect shall be the same as if the primary sponsor withdrew the resolution.

(f) There shall be no limit on how many voting members may sponsor a resolution. If at any time after the resolution has been placed on the agenda for consideration there are no sponsors other than the primary sponsor, the effect on the resolution is the same as if it were withdrawn from consideration.

(g) In the event of multiple co-sponsors, only the primary and first three co-sponsors shall be allotted time to speak regarding the resolution before debate, consistent with 10.06(a).

(h) In accordance with 10.04(a), the primary sponsor of a resolution shall send the resolution and an accompanying letter of explanation to all individuals and units identified in the resolved clause of the resolution. It shall be the prerogative of the primary sponsor to send or not send the documents to additional individuals and units not named in the resolution.

(i) It shall be the primary sponsor's duty to report any updates or results stemming from the resolution.

10.04 Resolutions, Form

(a) A resolution shall be formatted in accordance with the requirements outlined in Appendix A.

10.05 Resolution, Adoption

(a) A resolution shall be adopted upon concurrence of a majority of voting members, except in the case that the Graduate Student Senate Constitution or these Rules and Procedures require a different number.

10.06 Resolutions, Debate

- (a) At the time at which debate on a resolution is scheduled, the Presiding Officer shall order the resolution to be read into the record.
- (b) Afterward, the primary sponsor and first three co-sponsors shall be recognized and have no more than three minutes each to address the Senate. A sponsor may yield any portion of their allotted time to another individual for the purposes of introducing the resolution.
- (c) The Presiding Officer shall allow twenty minutes for debate following initial statements of the first three sponsors.
- (d) Voting members may be recognized for up to 2 minutes at a time during the debate period, and will be recognized according to an official stack.
- (i) The Presiding Officer shall designate an individual to administer the stack.
 - (ii) The stack should be made visible to all members during the meeting on the projector screen.
 - (iii) The method used to administer stack should prioritize individuals who have not been previously recognized during debate on an individual resolution.
 - (iv) Members should signal that they wish to join the stack by raising their name card.
 - (v) In the event that a member is unable to obtain the attention of the stack administrator in a timely fashion, they should verbally request to join the stack.
- (e) Requests for direct responses should be directed to the Presiding Officer. It is at the discretion of the Presiding Officer as to whether the direct response will be allowed. Direct responses will be limited to 30 seconds.
- (f) During debate of the resolution, a member can move to amend the language of the resolution. This motion requires a second, and is debatable.
- (i) The sponsor of the amendment shall have no more than four minutes, during which the debate clock shall be stopped, to address Graduate Student Senate and yield to voting members for the purpose of answering questions.
 - (ii) After the balance of time for discussion of the amendment has expired, the President shall ask for a motion to vote on the amendment. A majority is required to adopt the amended resolution for further debate.
 - 1. If the motion fails the debate clock will be resumed and discussion of the original resolution will be continued.
 - 2. If the amended resolution is accepted, the debate clock will be resumed with no additional time allotted.
 - (iii) Sponsors of the original resolution along with the member who suggested the amendment will be recognized as sponsors of the amended resolution.
- (g) Debate may be closed at any time with the concurrence of two-thirds of voting members in attendance.
- (h) After the balance of time for debate has expired, the Presiding Officer shall entertain a motion to add a single extension to debate, table the resolution, or vote for the adoption of the resolution.

10.07 Debate for First Readings Resolutions

- (a) In regards to debate on first reading, the Presiding Officer will allow for ten minutes of discussion on a resolution under the first reading indication. There can be no extension of this ten minute time limit.
- (b) If at the end of the debate the body determines that the resolution is ready to be voted upon, any member can motion for a vote on the resolution and would require a 2/3 vote to approve the motion from the general body.
- (c) The reading cannot be interrupted unless the primary sponsor allows for the interruption
- (d) No vote can be taken on a resolution indicated as being a first reading
- (e) Any resolution can be put under the first reading clause if the sponsor so chooses when submitting the resolution

10.08 Appointment Resolutions

- (a) All appointments proposed at a general body meeting may be presented in a single resolution with separate clauses for each appointment.

Chapter 11

Budget

11.01 Definitions

11.02 Discretionary Funds

11.03 Budget Requests

11.04 Budget Request Review Process

11.05 Conflicts of Interest

11.06 Budget Appeals Process

11.07 Budget on the Whole

11.08 Contract Management

11.01 Definitions

- (a) Discretionary funds shall refer to funds that are used without the official approval by majority of the GSS body.
- (b) A budget request shall be a document stating the following:
 - (i) For events: amount requested, date of the event, whether the event is open to all graduate students, whether the event is a social, educational, or promotional event.
 - (ii) For physical items: Amount requested, date on which the item(s) will be purchased, purpose of the item(s), how the purchase will help graduate students.

11.02 Discretionary Funds

- (a) Only the VPFA may use discretionary funds.
- (b) The VPFA may use no more than 10% or \$100 (whichever value is less) of discretionary funds in a two week period.
- (c) The VPFA may not use more than \$250 during a calendar month.
- (d) Any member of Graduate Student Senate can request to review the VPFA's budget forms in the event questions arise on spending practices.
- (e) Funding for website development and maintenance will not be included in discretionary spending and must have approval of the budget committee and the body at large.

11.03 Budget Requests

- (a) Any use of GSS funds, outside of discretionary funding, must be approved by a majority of the GSS body.

(b) The official request of GSS funds must be through an official budget request form submitted to the VPFA no later than a week before the next GSS general body meeting.

(c) Upon receiving a budget request, the VPFA must convene a Budget Committee meeting within five days.

(d) Budget requests will be considered in the order they are received.

(e) Any budget request that does not follow this process will not be considered.

(f) The VPFA may ask the person requesting funds to be at the budget committee meeting at their discretion.

(g) Budgets proposed under the first reading clause must still be submitted in accordance with appropriate procedures according to 11.03

11.04 Budget Request Review Process

(a) The budget committee shall review all funding requests except for discretionary funding.

(b) The budget committee shall review each request to determine: applicability to the graduate student population, appropriateness to the educational mission of Ohio University, and consideration to the public image of Graduate Student Senate, the Graduate College, any involved academic colleges, and Ohio University.

(c) The budget committee reserves the right to contact any collaborative organization involved with funding requests.

(d) The budget committee reserves the right to approve, deny, or request amendments and clarification to a budget request.

(e) Any budget request must pass the budget committee by a simple majority for funding under \$250 and by a two-thirds majority for any funding requested above this amount.

(f) The budget committee Chair has twenty-four hours to notify the funding requester of action taken on their request. The funding requester then has twenty-four hours to reply if amendments or clarifications are requested.

(g) The budget committee shall follow up on allocated funding through an audit process. The fund requester has a maximum of 45 days after their funded date indicated by the budget request to submit their receipts. The budget committee will meet within 7 days of receiving the audit form to conduct the audit process. The budget committee can make a recommendation to withdraw funding if audit shows that appropriated funding wasn't used explicitly as described in the request.

11.05 Conflicts of Interest

- (a) If any member of the budget committee is part of a funding request, they must recuse themselves from any deliberation or voting on the budget item in question so as to avoid a conflict of interest.
- (b) If the budget committee is unable to reach a quorum due to a conflict of interest, the budget item will automatically go to the general body for consideration. See 11.04(e).

11.06 Budget Appeals Process

- (a) The requester has forty-eight hours to file an appeal on a budget decision. The appeal must be emailed to gss@ohio.edu and/or the current VPFA.
- (b) The executive board may determine the merit of the grievance and request one of several actions take place:
 - (i) The budget committee reconvenes to reconsider the budget request,
 - (ii) The budget request is put to the body for a vote, or
 - (iii) The executive board denies the request.
- (c) Denial of a budget request by the executive board or the general body is final.

11.07 Budget on the Whole

- (a) The budget committee or executive board can request a budget on the whole meeting during a general body meeting for the following purposes: in response to an appeal, for an emergency funding request, for an item where conflicts of interest arise, and for a contentious budget request.
- (b) During budget on the whole, the Chair of the budget committee will preside over the general body meeting until the budget consideration is concluded.
- (c) After review and approval by the budget committee, a resolution shall be drafted indicating sponsorship of the funding request by the budget committee.
- (d) The requestor of funds shall be notified within twenty-four hours of the results of the budget committee deliberation.
- (e) Any budget on the whole resolution must pass by a simple majority for funding under \$250 and by a two-thirds majority for any funding requested above this amount.

11.08 Contract Management

- (a) Graduate Student Senate has the ability to enter into financial contracts at the body's discretion.

- (b) Contracts must go through the same process and meet the same criteria as a budget request.
- (c) Contracts cannot be made that will exceed the current fiscal year's budget.
- (d) Contracts cannot be made for multiple year projects without unanimous consent.
- (e) Violations of a contract by any member of the body will result in automatic referral to conduct and discipline (refer to 12.03(a)).
- (f) Any contract made under Graduate Student Senate's name without the consent of the body will result in automatic referral to the conduct and discipline committee (refer to 12.03(a)).

Chapter 12

Conduct and Discipline

12.01 Definitions

12.02 Standing

12.03 Infractions

12.04 Written Formal Complaints

12.05 Committee Procedure

12.06 The Sanction Resolution

12.07 General Body Procedure

12.08 Sanctions

12.09 Recusals

12.01 Definitions

- (a) In this chapter, “committee” shall refer to the Committee of Conduct and Discipline, unless otherwise stated.
- (b) “Defendant” shall refer to the person against whom a complaint is filed.
- (c) “Witness” shall refer to a person with information to confirm or deny a complaint against the defendant.

12.02 Standing

- (a) A written formal complaint, in accordance with 12.04(a), may be filed against any voting or non-voting member.
- (b) Any voting member has the standing to write a formal complaint against another voting member or the President.
- (c) Any graduate student may file a formal complaint against any member of Graduate Student Senate, as long as the committee has confirmed their standing as a graduate student.

12.03 Infractions

- (a) Complaints must fall under one of the following categories:
 - (i) Violation of the Graduate Student Senate’s Rules and Procedures.
 - (ii) Gross or willful neglect of duty.
 - (iii) Conduct unbecoming of a Senate member.
 - (iv) Violation of a university policy.
 - (v) Violation of a contract (see 11.08(e)).

12.04 Written Formal Complaints

- (a) To be considered by the committee, a written formal complaint must have the following:
 - (i) The name and position of the defendant.
 - (ii) The type of complaint against the defendant.
 - (iii) Detailed reasoning for the complaint.
 - (iv) A list of any witnesses.
 - (v) Details of any evidence.
 - (vi) The name and contact information of the person filing the complaint.
- (b) If the written formal complaint is missing any requirements of 12.04(a), then the Chair of the committee shall request more information.
- (c) The written formal complaint must be in a sealed envelope and delivered to the Vice President of Legislative Affairs. The formal complaint is not to be opened until the Vice President of Legislative Affairs opens the letter during the first committee hearing.

12.05 Committee Procedure

- (a) Upon receiving the formal complaint, the Vice President of Legislative Affairs has five business days to convene the committee for the first hearing.
- (b) There shall be three hearings, which must not take more than ten business days, in order to discuss the complaint.
- (c) The first hearing must have a quorum of committee members and discuss the following topics:
 - (i) The formal complaint (which must be read aloud during the first hearing).
 - (ii) The meeting and hearing schedule for the next two weeks.
- (d) The second hearing may last over multiple days and must cover:
 - (i) Any evidence and witness interviews necessary to complete the investigation.
 - (ii) The defendant must be able to defend themselves during this.
- (e) The third and final hearing must discuss the following:
 - (i) A simple majority vote on whether the defendant is guilty beyond reasonable doubt.
 - (ii) If a guilty verdict is found, then a sanction resolution must be completed and put on the agenda for the next general body meeting.

12.06 The Sanction Resolution

- (a) The sanction resolution must be placed on the agenda for the next Graduate Student Senate meeting regardless of any constricting agenda requirements.
- (b) The resolution must be distributed to the Advisor of Graduate Student Senate, the media outlets, and any other University officials, as necessary.

12.07 General Body Procedure

- (a) In order to consider the Sanction Resolution the general body must follow 9.13.
- (b) The committee must provide all the evidence and reasoning for the Sanction Resolution. This process shall take no longer than twenty minutes, unless a move for additional time is made.
- (c) Any voting member may ask questions of the committee members. This process shall take ten minutes, unless a move for additional time is made.
- (d) Any voting member may suggest an amendment to lower the sanction's severity. Debate is allowed for amendments in accordance with 10.06(b).
- (e) The Presiding Officer must call for a vote after all discussion is finished or time has expired.
- (f) The Sanction Resolution will pass with two-thirds of the vote.
- (g) The vote is final and the sanction must take full effect at noon the following day.

12.08 Sanctions

- (a) Sanction Resolutions may include one or more of the following sanctions:
 - (i) Suspension from GSS.
 - (ii) Removal from committee membership.
 - (iii) Removal from GSS.
 - (iv) Referral to Ohio University's Office of Community Standards.

12.09 Recusals

- (a) The defendant, the petitioner, or a witness must recuse themselves from the committee process if they occupy any of the following positions:
 - (i) The Vice President of Legislative Affairs.
 - (ii) A member of the committee.
- (b) The petitioner may be present and vote during the executive session but may not participate in the discussion except for their vote.
- (c) Any witnesses may be present and vote during the executive session. They may ask questions and vote.
- (d) The defendant shall recuse themselves from the entire process, except for their interview during the committee process.

Chapter 13

Elections

13.01 Definitions

13.02 Important Election Dates

13.03 Board of Elections Make-up

13.04 Board of Elections Compensation

13.05 Board of Elections

13.06 Candidate Requirements

13.07 Campaigning (in General)

13.08 The Election

13.09 Appeals

13.10 Certification of Results

13.01 Definitions

(a) The Board of Elections has the sole authority to interpret this chapter, unless there is an appeal.

13.02 Important Election Dates

(a) Last meeting of fall semester: appoint the Board of Elections Chair.

(b) No later than week 2 of spring semester: entire Board of Elections confirmed

(c) No later than week 6 of spring semester: all election applications must be approved by the GSS body.

(d) Week 8 of spring semester: applications must be open to the public and announced.

(e) Friday of week 10 of spring semester: the application is due.

(f) Thursday of week 11 of spring semester: the campaign may begin.

(g) Thursday of week 13 of spring semester: election day.

(h) Monday of week 14 of spring semester: all final paperwork is due by 5 pm.

13.03 Board of Elections Make-up

(a) The Board of Elections Chair shall be selected by the Executive Council. The Chair must be non-biased and graduating that spring semester.

(b) The Chair must be confirmed by resolution. The resolution must pass with two-thirds of the

entire GSS body.

(c) The Chair has the option to select other Board Members. However, compensation shall be distributed equally to all Board Members.

13.04 Board of Elections Compensation

(a) The Board of Elections shall be compensated \$200. This is an automatic requirement for GSS and does not need to be confirmed by a resolution.

13.05 Board of Elections

(a) There shall be a Board of Elections that will conduct the GSS election, members of which must be current and official graduate students at Ohio University-Athens, appointed by the Executives of GSS.

(b) The Board of Elections shall conduct the election as required by the Constitution of GSS and R&P.

(c) The Board of Elections interprets campaign rules and regulations.

(d) The Board of Elections shall make available petitions for candidacy, enforce Rules and Procedures relevant to GSS elections, uphold the Constitution, determine sanctions for violations of the R&P and the Constitution, ensure compliance with university policies and procedures and the Student Code of Conduct, conduct hearings for violations and refer violators when appropriate to Judiciaries, report to GSS after each election, publicize the election, and do whatever is necessary and proper under the R&P and Constitution to ensure fair elections.

(e) No member of the Board of Elections may be a candidate or actively support a candidate or party.

13.06 Candidate Requirements

(a) Minimum eligibility to be a candidate shall be determined by Article IV of the Constitution, as well as the following:

(i) Current and official graduate students at Ohio University-Athens are eligible to run for election.

(ii) Current and official undergraduate students at Ohio University-Athens are eligible to run for election if proof is made of their expected status as a graduate student at Ohio University-Athens by the following fall semester.

(iii) College Senator candidates must be enrolled in the college for which they are a candidate by the next fall semester.

(b) Individuals shall not seek candidacy for more than one voting position on the GSS during any given election.

(c) Parties have the option of registering to become an official student organization, but are not required to do so.

(d) All Senators, Commissioners, and Department Representatives in good standing may seek re-election/re-appointment at the end of their respective terms.

(e) Candidates for the election shall submit candidate applications and party declaration forms (if applicable) by the due date as established by the Board of Elections.

13.07 Campaigning (in General)

(a) Candidates for election shall be President, Vice President for Legislative Affairs, Vice President for Communications, Vice President for Finance, and any College Senator as described in rule 3.01(b).

(b) Campaigning is prohibited before the campaigning time frame. Campaigning includes the use of posters, flyers, television and radio commercials, or other non-personal methods of campaigning that involve the expenditure of campaign funds and that name one or more candidate for office. This section shall not be interpreted as a prohibition against fundraising for a party or independent candidate. Parties, independent candidates, or other entities may solicit student membership through the use of posters, flyers, television or radio commercials, or other non-personal methods of campaigning, provided that such methods do not name a political party, candidate, campaign issues, or reasons for supporting a candidate or party.

(c) The following campaign practices are permitted during the official campaigning time frame: parties, candidates, independent candidates, and other individuals and entities may post flyers or posters, air television or radio commercials, and use other methods of campaigning and communication that have the express purpose of affecting the outcome of an election or soliciting votes or support for a candidate or party.

(d) Parties, candidates, independent candidates, student organizations, individuals, faculty, university officers, community organizations, and other individuals and entities are prohibited from engaging in the solicitation of a vote or support, regardless of whether it is for a particular candidate or party, in return for which compensation, financial or otherwise, is granted, promised, suggested, or implied. Compensation shall be considered any item, whose fair market value is in excess of \$2.00 in United States currency.

(e) Parties and independent candidates may distribute any item whose fair market value is \$2.00 or less. Actual currency may not be given out at any time. The Board of Elections shall make all determinations of the value of said items.

(f) Parties, candidates, or other entities shall submit all records of purchase or any other information if requested by the Board of Elections within twenty-four hours of notification of such a request.

- (g) The Board of Elections may provide an item with a value of \$1.00 or less to a student who votes so long as the item does not benefit a particular group or constituency.
- (h) A violation of campaign rules in the R&P may be sufficient basis for declaring an election or race invalid.
- (i) Significant negative campaigning is prohibited, as interpreted and enforced by the Board of Elections.
- (j) Violations of any U.S., Ohio, or local laws, or violations of the Student Code of Conduct or any other Ohio University policy, procedure, rule, or regulation are prohibited.

13.08 The Election

- (a) The method of voting shall be decided by the Board of Elections.
- (b) If physical ballots are cast in the election, counting them shall be done by the members of the Board of Elections with the oversight of a faculty member, preferably the GSS faculty Advisor.
- (c) The option of running for a position as a write-in candidate must be offered in every election.

13.09 Appeals

- (a) There shall be an appeals process for candidates or parties, consisting of a committee of GSS members called the Appeals Board.
 - (i) The Appeals Board shall be composed of five GSS members selected by the GSS President. In the event that the President is a candidate in the election, they shall designate another GSS member to convene the Appeals Board.
 - (ii) No member of the Appeals Board may be a candidate for election nor actively supporting any candidate.
- (b) The Appeals process shall be as follows:
 - (i) A party, candidate, or independent candidate may appeal any decision of the Board of Elections in writing to the President of GSS and the Board of Elections.
 - (ii) The appeal must be received within five calendar days of notification of the Board of Election's decision.
 - (iii) Individual candidates must submit separate appeals to the President of GSS and Board of Elections, and parties may not submit an appeal on behalf of an independent candidate.
 - (iv) Upon receipt of an appeal of a decision of the Board of Elections, the GSS President shall convene the Appeals Board to coordinate decisions and actions relating to the appeal.

13.10 Certification of Results

- (a) The Board of Elections shall certify that the election has complied with all applicable rules and regulations following the expiration of the appeal period.

(b) Preliminary election results shall be available to the public within twenty-four hours after the close of the voting period of the election.

(c) All parties and independent candidates shall submit a finance report, detailing all campaign revenues and expenditures to the Board of Elections within five business days of the election. Failure to do so will result in a sanction determined by the Board of Elections.

(d) Election results will not be certified until all of the financial reports of the winning candidates have been received.

Chapter 14

Institutional Knowledge

14.01 Definitions

14.02 OrgSync

14.01 Definitions

(a) Institutional knowledge/memory shall refer to the collection of data on previous events/meetings/traditions/etc.

14.02 OrgSync

(a) OrgSync is to be made available for storage of institutional knowledge for every external committee, internal committee, Executive Member, Commissioner, and Senator.

(b) Orgsync is to be made available to the entire graduate student body.

Chapter 15

Traditions

15.01 Definitions

15.02 Adopting a Tradition

15.03 Removing a Tradition

15.04 “The Gavel”

15.05 “The Last Meeting”

15.06 Senator Emeritus and Graduating Senator Awards

15.01 Definitions

(a) A tradition shall refer to any customs, beliefs, objects, and any culture that helps to strengthen the institution of Graduate Student Senate. The naming of a tradition allows for tradition to be passed from generation to generation.

15.02 Adopting a Tradition

(a) A tradition shall be proposed by any member and is the only way that these Rules and Procedures may be altered outside of the Rules and Procedures Committee.

(b) Any tradition may be proposed to the entire body via a resolution.

(c) A tradition needs two-thirds majority vote to pass.

(d) The tradition shall be recorded in this chapter, under a new section heading. The resolution calling for the change must be cited at the end of the section.

15.03 Removing a Tradition

(a) Removing a tradition can only happen through a change of the Rules and Procedures, in accordance with Chapter 16 of these Rules and Procedures.

15.04 “The Gavel”

(a) “The Bicentennial Gavel” shall be the official gavel of Graduate Student Senate.

(b) The Bicentennial Gavel shall only be used at the first and last meeting of an academic year.

(c) Another gavel shall be used for the other meetings throughout the academic year.

15.05 “The Last Meeting”

(a) The last meeting of the academic year shall be laid out as follows:

- (i) Roll call of the current Senate.
- (ii) Final business of the current Senate.
- (iii) Final announcements from the current Senate.
- (iv) Final executive statements.
- (v) Induction of newly elected Senators.
- (vi) Induction of newly elected Vice Presidents.
- (vii) Induction of newly elected President.
- (viii) Announcements by the new Executives and Senators.
- (ix) Adjournment.

15.06 Senator Emeritus and Graduating Senator Awards

- (a) Voting members who wish to be considered for Senator Emeritus must have attended at least twelve Graduate Student Senate meetings.
- (b) Voting members who wish to be considered for Graduating Senator Awards must have attended at least six Graduate Student Senate meetings.
- (c) The application must request all activities and work for GSS by the member. This work can be used to make sure that the most dedicated members receive the Senator Emeritus status, the most prestigious award GSS can give to a member.
- (d) GSS alumni can apply for Emeritus status when the application becomes available; however, they cannot receive honor cords.
- (e) Benefits of Graduating Senator awards include a certificate of thanks on the behalf of GSS and an honor cord provided by GSS.
- (f) Benefits of Emeritus Senator status include: speaking privileges in any and all future GSS meetings (including any executive sessions), a certificate of thanks on the behalf of GSS, and an honor cord provided by GSS.

Chapter 16

Amendments

16.01 Definitions

16.02 Proposed Amendments

16.03 Committee Review

16.04 Amendment Resolution

16.05 Implementation

16.01 Definitions

(a) GSS retains sole authority to propose amendments to the R&P.

(b) Committee in this chapter shall refer to the R&P Committee.

16.02 Proposed Amendments

(a) All proposals to amend the R&P shall be reviewed by the R&P Committee.

(b) Any member of the Graduate Student Senate may propose an amendment to the R&P.

(c) A formal statement must be submitted to the VPLA for the intent of an R&P amendment no later than a week before the next GSS general body meeting.

(d) A formal statement shall contain:

(i) Location in the R&P.

(ii) The proposed R&P amendment.

(iii) A statement about why the amendment is necessary.

(iv) A list of supporters of the R&P amendment.

(e) Any proposed amendment that does not follow this process will not be considered.

16.03 Committee Review

(a) Upon receiving a formal statement, the VPLA must schedule an in-person R&P Committee meeting within five days to review the proposed amendment. Any subsequent meetings regarding that proposed amendment may occur in person or by other means.

(b) Formal statements will be considered in the order they are received.

(c) The VPLA may request the primary supporter of a formal statement to be at the R&P Committee meeting at their discretion.

(d) The committee shall review the proposed amendment and vote on whether or not the rest of the body shall take up the matter.

(e) If a simple majority votes that the proposed amendment is valid, then the committee shall aide the person who submitted the proposed amendment in writing an amendment resolution for changing the R&P.

(f) If a simple majority of the committee does not agree that the amendment is valid, then the VPLA shall return the formal statement to the primary supporter with comments. The primary supporter may address the concerns of the committee and resubmit the proposed amendment.

(g) Due to the possible need for revisions, there shall be no guarantee that the proposed amendment will be ready for consideration at the next general body meeting.

(h) R&P amendments proposed under the first reading clause must still be submitted in accordance with appropriate procedures according to Chapter 16 of the R&P.

16.04 Amendment Resolution

(a) The amendment resolution must include the exact wording of the proposed amendment to the R&P.

(b) The amendment resolution must have a beginning clause stating that Graduate Student Senate has sole authority over its Rules and Procedures.

(c) Proposed amendments shall be adopted by a concurrence of two-thirds of the total voting membership of the GSS.

16.05 Implementation

(a) After the passing of the amendment resolution, it is the responsibility of the committee to make the official amendments to the R&P in accordance with the resolution.

Appendix A — New Resolution Formatting Standards



Optional — Graduate Student Senate logo placed at top of resolution.

1. Resolution number with clear and simple title that explains the purpose of the resolution.

Resolution 1516-01—Resolution to Amend Resolution Formatting Standards

2. Supporting statements and background are constructed as “*Whereas*,...” clauses.

1. *Whereas*, the current Graduate Student Senate resolution formatting standards require substantial time for members to create properly formatted resolutions; and,
2. *Whereas*, this formatting difficulty unduly obstructs members from submitting resolutions and effective participation; therefore, be it,
3. *Resolved*, that the Graduate Student Senate amends resolution formatting standards as noted in Appendix A.

3. Conclusion statements and calls to action are constructed as “*Resolved*,...” clauses.

4. All clauses are numbered and written in black, sans-serif font.

Sponsors:

Carl Edward Smith III
President

5. Two voting members who officially support the resolution with titles beneath.

Sarah Kaplan
Vice President of Communications