
UNIVERSITY OF WASHINGTON

Graduate & Professional Student Senate Bylaws



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ARTICLE I TERMINOLOGY

- Section A The Graduate and Professional Student Senate is referred to hereinafter as the GPSS.
- Section B GPSS representatives shall be known as Senators.
- Section C The term “registered” refers to all graduate or professional students who are enrolled for full-time or part-time studies or who have been granted official on-leave status.
- Section D All votes of the Senate referred to in these Bylaws are defined as the votes of the Senators present at the meeting, either in person or by proxy. Unless otherwise specified, a majority vote is the vote of more than half of the members voting (not including abstentions).
- Section E The Associated Students of the University of Washington is referred to hereinafter as the ASUW.

ARTICLE II SELECTION OF SCHOOL/COLLEGE, DEPARTMENT, OR PROGRAM GPSS SENATORS

- Section A Representation Structure of the GPSS
 - Clause 1 Each school/college recognized by the administration of the University of Washington may be represented by two registered graduate or professional students.
 - Clause 2 If a school/college has multiple departments that are recognized by the University administration and grant a degree, students within that school/college shall forfeit their two "school Senators" and instead receive two Senate seats for each department within the school/college.
 - Clause 3 If a school/college has multiple programs that are recognized by the University administration and grant a degree, students within that department may forfeit their two "department Senators" and instead receive two Senate seats for each program within the department by submitting an application in accordance with Clause 6 of this Section. All programs housed within the department must have been granted "program Senator" seats. The granting of program Senator seats implies the complete forfeiture of department Senator seats.
 - Clause 4 Unless other specifications are made by the department or program, Senators from departments or programs will generally be expected to represent all constituents within the program, regardless of degree type. Separate degree granting programs *may* submit an application in accordance with Clause 6 of this Section to receive two Senate seats for each type of degree program, such as a Master program and a doctoral program in the same field.
 - Clause 5 The GPSS Vice President of Administration shall review all submitted Senator names from graduate program administrators and verify that submissions are in compliance with Clauses 1- 4 of this Section. If the Vice President of Internal Affairs finds that a department and some of its programs have submitted names for recognition, the Vice President of Internal Affairs shall speak with all the students whose names were submitted to coordinate the representation scheme most appropriate for the department and programs in accordance with these Bylaws.
 - Clause 6 Graduate and professional students who 1) desire to have Senate representation at the program level, 2) are graduate or professional students whose degree-granting program is not exclusively administered by a single school/college or department, or 3) are part of a new academic program seeking representation for the first time, must submit an application to the GPSS Vice President of Internal Affairs.
 - The application process will be as follows:
 - a. An application will be provided by the GPSS Vice President of Administration and must be approved by the Executive Committee before use. The application must request *at a minimum* the following information:

1. Evidence that the department programs wishing to be represented on the program level are official degree-granting programs recognized by the University of Washington administration;
2. Evidence that a unique application process exists for admittance to the department or program;
3. Evidence of a unique defined curriculum different from other departments or programs within its home school/college;
4. Evidence that if the application is approved students will not have double representation in any way within the Senate *except* that concurrent or dual degree students may have representatives from each of their degree-granting programs;
5. Information such as a survey of students or a petition indicating widespread desire and/or need for program level representation.

- b. The GPSS Vice President of Administration alone will administer and handle representation request applications; approval by the full Senate is not necessary to grant new Senate seats under this Bylaw. No one factor or piece of evidence asked for, or provided, as part of the application shall be determinative.
- c. Appeals of the Vice President of Administration's decision may be made in writing (email acceptable) to the GPSS Judicial Committee and Vice President of Equity and Inclusion within seven days of receiving notice of the decision. Appeals should be addressed to the Chair of the Judicial Committee and Vice President of Equity and Inclusion. Upon receiving an appeal, the Judicial Committee shall evaluate the Vice President of Administration's decision giving primary weight to consistency decisions in current and past years. In the case that a Judicial Committee has not been convened for the academic year, appeals may be made with the same stipulations to the GPSS Executive Committee and addressed to the President and Vice President of Equity and Inclusion.

Clause 7 Any representation changes granted under Clause 6 of this Section become effective immediately.

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

Section B Selection of School/College, Department, or Program GPSS Senators

Clause 1 The GPSS shall admit Senators who were chosen through a fair, consistent, and democratic process. Their names shall be submitted by a school/college, department, or program's graduate program advisor or equivalent.

Clause 2 Challenges to the Selection of Senators

- a. Any challenge to the selection of a GPSS Senator must be received in writing by the GPSS Judicial Committee (email acceptable) within 30 days after the selection. If the Judicial Committee has not been established for the academic year, the challenge must be submitted within 30 days to the GPSS Executive Committee.
- b. In the event of a challenge, the GPSS Judicial Committee shall decide on the validity of the selection by a simple majority vote. If the Judicial Committee has not been established for the academic year, the validity of the selection will be determined by a simple majority of the GPSS Executive Committee.

Clause 3 Schools/colleges, departments, or programs that have fewer than two Senators by the end of the first four weeks of fall quarter may nominate any interested student for the open position(s) according to the following procedures:

- a. The graduate program advisor shall post a notice of nomination of the interested student(s).
- b. If there are more students interested in becoming Senators than there are available seats, an election will be held.

Clause 4 The term of office for a Senator shall be from their election or appointment until the next regularly scheduled Senator election date. There is no limit to the number of terms that a duly-elected or appointed Senator may serve.

- Section C Elections to recall and replace a Senator may be initiated by members of a School/College, Department, or Program as follows:
- Clause 1 A petition asking for the recall of the Senator(s) and having signatures from 1/4 of the graduate or professional students in that Senator's school/college, department, or program shall be sent to the GPSS Executive Committee;
- Clause 2 The Elections Committee shall conduct a recall election among students of the representative constituency. If the Elections Committee has not yet formed, the GPSS Executive Committee shall appoint an election Officer to conduct the recall election;
- Clause 3 If a majority of the votes favor recall, then a new selection process shall be conducted by the graduate program advisor in accordance with the requirements of these Bylaws;
- Clause 4 Challenges to a recall petition shall be directed, in writing (email acceptable), to the GPSS Judicial Committee and GPSS Vice President of Equity and Inclusion within seven days of the recall petition submission to the GPSS Executive Committee;
- Clause 5 Challenges to the replacement election process shall be directed, in writing (email acceptable), to the GPSS Judicial Committee and GPSS Vice President of Equity and Inclusion within 14 days of the conclusion of the election;
- Section D Senate Representation for Non-Academic Groups
- Clause 1 Under-represented graduate and professional community groups may petition the Senate to elect one voting member to represent that group as described in the GPSS Constitution.
- Clause 2 The ASUW shall be entitled to two voting members in the GPSS.

ARTICLE III DUTIES OF SENATORS

- Section A Senators shall regularly attend Senate meetings. If they cannot attend in person they may assign a proxy as defined in Article IV, Section F of the Bylaws, and must give advance written notice of their planned absence to the Vice President of Administration.
- Clause 1 Senators must attend at least half of the Senate meetings per quarter; one of which may be attended by proxy. If Senators cannot make this requirement, the Senators may:
- a. Designate a fellow student from the same program department, or school as a proxy for no more than one quarter;
 - b. Depart for no more than one quarter.
- Clause 2 Any Senator failing to fulfill this obligation may be removed from the Senate roster and may only be reappointed with approval of the Senator's program advisor and the GPSS Vice President of Administration. Any exceptions to this meeting attendance requirement shall be approved by the Vice President of Administration.
- Section B Senators are responsible for bringing pertinent concerns, needs and wishes of their constituents to the GPSS, and in turn should keep their constituencies informed of issues and events that affect graduate and professional students.
- Section C Senators are responsible for informing their constituents of the availability of departmental funds and for applying for such funds when their constituents identify a need consistent with the purposes of the fund. Senators shall represent the majority will of their constituency in deciding how these funds shall be used.
- Section D Senators shall assist the GPSS Officers in recruiting and placing qualified graduate or professional students as GPSS Liaisons on various university committees, per Article VII.

- Section E Senators shall provide their preferred email address to the Vice President of Administration. This email account will be the primary means of communication for official GPSS purposes. Senators are responsible for the information distributed to the Senate, and for disseminating that information to their representative constituents.
- Section F Senators shall assist the GPSS Vice President of Equity and Inclusion in conducting Graduate Program Reviews in the degree granting units in which they are registered, ensuring that graduate student concerns are addressed during the Graduate School Council's program review process. Senators shall work to generate broad involvement of graduate students in the survey, site visit and student feedback process, and facilitate graduate student communication with the members of the program review committee.
- Section G Senators shall be familiar with the GPSS Constitution, Bylaws, and Senator Handbook; maintain high standards of professional honesty and integrity; and respect the rights, privileges, and property of other members of the GPSS.
- Clause 1 If a Senator does not abide by these guidelines, the Judicial Committee may recommend the removal of the Senator from the GPSS.
- Section H If a Senator is removed from the GPSS, the school/college, department, or program that the Senator represents may select a replacement Senator.
- Section I Senators wishing to resign must provide a written resignation from their official GPSS-registered email account to the GPSS Vice President of Administration. Additionally, the Graduate Program Assistant (or equivalent) from the Senator's represented school/college, department, or program may submit a letter of resignation for a Senator if the Senator is unable to do so.

ARTICLE IV SENATE MEETINGS

- Section A Function of the Senate
- Clause 1 The function of the GPSS is to identify and discuss issues affecting the graduate and professional student body. The purpose of this identification and discussion is to guide the GPSS Officers and Executive Committee to specific action on these issues.
- Clause 2 Powers of the GPSS shall include the election of the President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Equity and Inclusion, Vice President of Administration, and Vice President of Finance, election of Executive Senators, election of the Judicial Committee members, removal of Senators upon recommendation of the Judicial Committee, passage of the annual GPSS operating budget, and consideration of main motions and resolutions presented to it. Any powers not specifically designated in these Bylaws to the GPSS Officers, Executive Committee, or another committee shall be reserved for the GPSS.
- Section B Voting Rights
- Clause 1 Registered Senators who are present during a vote of the GPSS or whose assigned proxies are present during a vote of the GPSS (with the exception of Officer elections) are entitled to a vote.
- Clause 2 Current Officers, except the Officer presiding over the meeting, are entitled to a vote. The Presiding Officer may vote in the event of a tie, or when anonymous balloting is used.
- a. In accordance with Article V Section C Clause 2a and Article V Section D Clause 2a, the GPSS President, or in the President's absence, the GPSS Vice President of Internal Affairs, will be the Presiding Officer over all regular GPSS meetings.

- b. All Officers, including the Presiding Officer, are entitled to a vote during Officer elections, and other elections where anonymous balloting is used.

Section C Regular Meetings

- Clause 1 The President will schedule the meetings unless the GPSS or GPSS Executive Committee adopts a motion specifying the time and place of the regular meetings.
- Clause 2 The President shall send written notice to all Senators of the time and place of each regular meeting at least five days prior to the meeting. Electronic notice via the Senate listserv is sufficient.

Section D Special Meetings

- Clause 1 The President or Judicial Committee shall designate the time and place of special meetings in accordance with Article IV, Sections B and C of the Constitution.
- Clause 2 The President shall notify all members at least 48 hours in advance of the time, place, and reason for the meeting. The President shall include a copy of the notice in the minutes of the meeting. Electronic notice via the Senate listserv is sufficient.

Section E Introduction of Main Motions or Resolutions

- Clause 1 This section does not apply to special meetings.
- Clause 2 Main motions and resolutions shall be submitted to the Vice President of Administration at least two weeks in advance of the regular GPSS meeting at which they are to be considered.
- Clause 3 The Vice President of Administration, with the consent of the person(s) submitting the main motion or resolution, may rewrite the document so as to include non-substantive stylistic changes. The Vice President of Administration shall ensure at a minimum that the resolution has been proofread, has a title, numbered lines, indicates its sponsor(s), and shall number the resolution. The Vice President of Administration shall adopt a format and numbering system to be used for all resolutions. The Vice President of Administration shall distribute copies of the motion or resolution to all Senators at least seven days before the regular meeting by posting the text of the motion or resolution on a UW discussion board accessible to all Senators. Senators may propose revisions by posting replies to the initial discussion question up to 48 hours before the next Senate meeting. The resolution sponsor(s) may accept any friendly amendments and revise the resolution document before re-distributing it to the Senators with a document clearly showing changes at least 24 hours before the next Senate meeting. During meetings, substantive changes may be made by subsidiary motions of the Senate or may be accepted as friendly amendments (not requiring a vote) by agreement of all authors.
- Clause 4 A main motion or resolution not conforming to Clauses 2 and 3 may be acted upon if a majority of the Senators vote to suspend said subsections in order to consider said main motion or resolution at the meeting.
- Clause 5 Joint Resolutions are collaborations with the ASUW Student Senate on issues affecting students within and external to the graduate and professional student body and are intended to express a united student opinion.

Section F Proxies

- Clause 1 Senators who cannot attend all or part of a GPSS meeting in person but wish to exercise their votes may assign their voting rights to an eligible proxy.
- Clause 2 A Senator may designate a proxy who is a current graduate or professional student from the same school/college, department, program or other represented group. Other Senators are ineligible to serve as a proxy.
- Clause 3 Eligible proxies can come to the Officer Elections Meeting and count for quorum purposes, but they may not cast a vote in Officer elections.
- Clause 4 To designate someone as a proxy, a Senator may:

- a. Complete and sign an official proxy form created by the Vice President of Administration and have it submitted to the Vice President of Internal Affairs by the individual serving as the proxy at the time of check-in; or
- b. Submit a completed and unsigned proxy form to the Vice President of Administration electronically using the email account the Senator provided when registering with the Vice President of Administration.

Section G Quorum

- Clause 1 A GPSS meeting shall not be called to order unless and until a minimum of 1/4 of all registered Senators or proxies are present in person.
- Clause 2 No formal and binding votes shall be taken at GPSS meetings unless a minimum of 1/4 of all Senators or proxies are present in person.
- Clause 3 In the event of a successful quorum call indicating the absence of quorum, all work on agenda action items shall cease immediately and work on 'information only' items shall commence. If quorum has not been achieved after all 'information only' items have been exhausted, the meeting must immediately adjourn.

Section H Parliamentary Authority

- Clause 1 All GPSS meetings shall operate in accordance with the procedures set forth in the most recent edition of *American Institute of Parliamentarians Standard Code of Parliamentary Procedure*.

ARTICLE V OFFICERS OF THE GPSS

Section A Officer Positions

- Clause 1 In accordance with Article V, Section A, Clause 1 of the GPSS Constitution, the Officers of the GPSS are a President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Equity and Inclusion, Vice President of Administration, and Vice President of Finance.
- Clause 2 With the exception of the Vice President of External Affairs, GPSS Officers shall not be on-leave from academic enrollment during their term of office without the express approval of the Senate.

Section B General Duties of the Officers

- Clause 1 All the Officers shall be responsible for:
 - a. Setting GPSS goals and implementing specific actions based on the directives of the GPSS and the Executive Committee;
 - b. Communicating these directives, goals, and actions to the graduate and professional student body, University administrators, University faculty, and the community at large;
 - c. Making reports to the Executive Committee and the GPSS on progress made toward achieving these directives. A year-end summary report shall be presented to the GPSS, and a written report shall be filed in the GPSS records;
 - d. Meeting with each other on a weekly basis to keep current on the status of GPSS projects;
 - e. Working 19.5 hours per week during the Officer's term, at least eight hours (four hours for the President) of which shall be held in the office between the standard business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. The remaining hours may be spent attending meetings and holding appointments outside of the office. The requirement of these working hours in the office does not apply to the Vice President of External Affairs during the months in which the Legislature is in session. Officers may request time off from the Executive Committee for personal or professional purposes;

- f. Supervising, evaluating, and designating responsibilities to administrative staff under their purview;
- g. Maintaining supervisory responsibility over all GPSS committees within their purview;
 - 1. Supervisory responsibility is defined as guidance and support for a committee within the GPSS. Any GPSS Officer may designate or appoint a Chair for a committee while still maintaining supervisory responsibility over that committee.
- h. Posting weekly office hours;
- i. Not holding any other Graduate Student Appointment while in office except during the summer quarter.

Clause 2 GPSS Officers serve a 12-month term, which begins in June. A graduate or professional student may only serve three (3) consecutive terms as an elected GPSS officer, of any officer position.

Clause 3 All GPSS Officers shall coordinate and attend an orientation by the GPSS advisors to be held during the first month of their term.

Clause 4 All GPSS Officers shall make every effort to obtain official positions from the GPSS and/or the Executive Committee on issues pertaining to UW graduate and professional students. If no position is available, Officers should use discretion in either putting forth their own opinion, or not commenting until a position is obtained. In these cases, consultation with other GPSS Officers is desirable.

Section C Duties of the President

Clause 1 The general role of the President is to act as the key spokesperson for the GPSS and the graduate and professional student body, representing the GPSS in both internal and external affairs, at the highest level of administration in individual meetings, committees, and boards at the University of Washington, Seattle.

Clause 2 Specific responsibilities of the President are to:

- a. Preside at the meetings of the GPSS and the Executive Committee, voting only in the event of a tie;
- b. Appoint and remove members of all the GPSS committees over which the President has supervisory authority, with the approval of a simple majority of the GPSS Executive Committee;
- c. Serve as a non-voting, ex-officio member of all GPSS committees except for Judicial and Elections;
- d. Serve on or send a designee to the following standing committees and other committees as needed:
 - 1. GPSS Executive Committee (chair);
 - 2. Board of Regents (ex-officio without vote);
 - 3. Tri-campus Advisory Board for Students;
 - 4. Faculty Senate (voting member);
 - 5. Faculty Senate Executive Committee (ex-officio without vote);
 - 6. Faculty Senate Committee on Planning and Budgeting (ex-officio without vote);
 - 7. University of Washington Alumni Association Board of Trustees (voting member);
 - 8. Services and Activities Fee Committee (ex-officio without vote);
 - 9. Student Technology Fee Committee (ex-officio without vote);
 - 10. U-PASS Advisory Board;
 - 11. Distinguished Teaching Awards Selection Committee;
 - 12. Marsha L. Landolt Distinguished Graduate Mentor Award;
 - 13. University Bookstore Board of Trustees (ex-officio without vote);

- 14. Any other campus entity that requests or whose bylaws specify direct involvement of the GPSS President or designee at the President's discretion;
- e. Serve as a GPSS representative, in collaboration with the Vice President of External Affairs, to the Washington Student Association, Student Advocates for Graduate Education (voting member), and any other external entities whose efforts align with the advocacy initiatives of the GPSS;
- f. Recommend graduate and professional student appointments, in collaboration with the other Officers and Executive Committee, to GPSS Liaison positions on University committees, councils, and commissions;
- g. Inform GPSS Liaisons of GPSS resolutions, positions, and policies, and maintain files of GPSS representatives' reports;
- h. Coordinate with GPSS Officers to ensure that university commissions, committees, and councils listed under each Officer's position description are filled either by the Officers themselves or by a designee;
- i. Maintain final authority on internal and external issues until they can be brought to the attention of the Executive Committee or the GPSS. When immediate action is necessary, the President shall solicit assistance from the other Officers, particularly those whose purview pertains most closely to the issue at hand;
- j. Maintain good relationships with members of the UW Administration, leadership of the local union under which Academic Student Employees are contracted with the university, and other internal and external entities, with the express purpose of representing all graduate and professional students at the University of Washington, and so long as those external ties do not conflict with the President's ability to carry out directives by the GPSS in the form of Senate resolutions;
- k. Speak at the UW Commencement Ceremony;
- l. Participate in internal GPSS events and programming where appropriate;
- m. Coordinate and conduct regular meetings with other Officers individually and all together;
- n. Coordinate transition meetings between all incumbent and newly elected Officers;
- o. Perform other tasks as necessary to fulfill the duties of the President.

Section D Duties of the Vice President of Internal Affairs

- Clause 1 The general role of the Vice President of Internal Affairs is to serve as the deputy to the President on internal affairs and manage the internal operations of the GPSS.
- Clause 2 Specific responsibilities of the Vice President of Internal Affairs are to:
 - a. Support the President by responding to the President's requests, preside over regular GPSS meetings or Executive committee meetings in the President's absence, and assumes the duties of the President in the event that the President vacates office;
 - b. Maintain oversight of planning and implementation of all GPSS programs, events, and summits;
 - c. Maintain authority on matters pertaining to personnel within the GPSS office including but not limited to:

1. Coordination and oversight of all staff hiring, training, and promotions;
 2. Maintenance of the GPSS Personnel Policy Manual;
 3. Assistance for the GPSS Officers in human resources procedures, including hiring and budgeting for administrative staff;
 4. Scheduling and conducting regular staff meetings;
- d. Have supervisory responsibility over the GPSS committees including but not limited to the Graduate Arts Council and Science and Policy Committee;
- e. Serve on or send a designee to the following standing committees and other committees as needed:
1. GPSS Executive Committee;
 2. ASUW Board of Directors (voting seat, to be a member of the GPSS Executive Board only);
 3. Graduate School Core Programs Student Advisory Board;
 4. Graduate School Council;
 5. The Husky Union Building Board of Representatives;
 6. UW Office of Ceremonies;
 7. UW Career Center;
 8. UW Counseling Center;
 9. Office of the Ombud;
 10. Sponsorship Advisory Committee;
 - 11.
 - 12.
- j. Advance efforts of the GPSS in the form of outreach to alumni and other development initiatives;
- k. Perform other tasks as necessary to fulfill the duties of the Vice President of Internal Affairs.

Section E Duties of the Vice President of External Affairs

Clause 1 The general role of the Vice President of External Affairs is to serve as the deputy to the President on external affairs and as the primary representative of the GPSS to the local, state, federal governments, and other bodies as deemed necessary.

Clause 2 Specific duties of the Vice President of External Affairs are to:

- a. Advocate for graduate and professional students to the local, state and federal governments;
- b. Outline issues clearly to be taken up by the GPSS in an annual legislative agenda to be developed by the State Legislative Advisory Board and approved by the GPSS each Fall quarter, to be used as the principle guiding document for advocacy work;
- c. Register with the State of Washington as a lobbyist for higher education during the legislative session and maintain a notable presence in Olympia during the legislative session at least three days per week;
- d. Work with both internal and external partners on issues in their purview, including representing GPSS on relevant university commissions, committees, and councils;
- e. Have supervisory responsibility including but not limited to Legislative Advisory Board (Chair);
- f. Serve on or send a designee to the following standing committees and other committees as needed:

1. GPSS Executive Committee;
 2. ASUW Office of Government Relations;
 3. UW Office of External Affairs (Office of Regional Affairs, Office of State Relations, Office of Federal Relations);
 4. Faculty Senate Legislative Representative;
 5. UW Impact; Legislative Advocacy Committee
 6. Washington Student Association Board (voting member);
 7. Washington Student Association – University of Washington Chapter Executive Board;
- g. Serve as a GPSS representative to Student Advocates for Graduate Education and other national organizations of which the GPSS is a member and that address federal legislative issues;
- h. Represent the GPSS to elected and administrative officials of the State of Washington, elected and administrative officials of the United States Government, and elected and administrative officials of local governments within the State of Washington;
- i. Work with other external groups that the GPSS may or may not be a member of including National Association of Graduate and Professional Students, National Science Policy Group, Washington State University Graduate and Professional Student Association, and any other entities whose efforts align with the advocacy initiatives of the GPSS.
- j. Attend legislative hearings and meet with legislators to discuss relevant higher education issues, preparing and giving testimony as needed;
- k. Research and write briefs on legislative and/or other issues as specified by the President, the GPSS Executive Committee, and/or the GPSS;
- l. Keep the GPSS, the Executive Committee, Officers, and individual graduate and professional students informed of issues before the Legislature and other bodies;
- m. Support and collaborate with the President on external issues and advocacy efforts;
- n. Report to and seek input from the GPSS on legislative issues;
- o. Perform other tasks as necessary to fulfill the duties of the Vice President of External Affairs.

Section F Duties of the Vice President of Equity and Inclusion

Clause 1 The general role of the Vice President of Equity and Inclusion is to champion diversity, equity, and inclusion within GPSS and the larger university, regularly practicing internal and external accountability

Clause 2 Specific duties of the Vice President of Equity and Inclusion are to:

- a. Integrate diversity, equity, and inclusion into GPSS goals and activities in collaboration with the other Officers and Executive Committee;
- b. Conduct internal reviews of GPSS on any issues relevant to diversity, equity, and inclusion;
- c. Collaborate broadly with graduate and professional students, administration, faculty, staff, and others on diversity programming and events;
- d. Receive grievances from graduate and professional students concerning inequities existing along lines of difference including, but not limited to, racism, homophobia, sexism, ableism, bigotry, and xenophobia, and refer grievances or complaints to the Judicial Committee for investigation when applicable under Article VI, Section B, Clause 2, subsection a;

- e. Maintain a publicly-available equity toolkit that graduate and professional students can apply in university settings;
- f. Promote and ensure the delivery of GPSS Diversity Funds;
- g. Have supervisory responsibility over the GPSS committees including but not limited to the Empowerment, Diversity, and Accountability Committee (chair) and Judicial Committee (ex-officio);
- h. Serve on or send a designee to the following committees and other committees as needed:
 - 1. GPSS Executive Committee;
 - 2. Diversity Council;
 - 3. Graduate Student Equity and Excellence Student Advisory Board;
 - 4. Office of Minority Affairs and Diversity Student Advisory Board (voting member);
 - 5. Faculty Council on Multicultural Affairs/Faculty Council on Women in Academia (voting member);
 - 6. International Student Advisory Committee;
- i. Solicit and sponsor petitions from underrepresented, non-academic groups without Senate representation as described in Article II, Section D;
- j. Coordinate student feedback surveys and focus group conversations for all Graduate School program reviews (with the Graduate School), and produce the GPSS report on student feedback as an addition to the review committee's site visit report to the Graduate School Council;
- k. Perform other tasks as necessary to fulfill the duties of the Vice President of Equity and Inclusion.

Section G Duties of the Vice President of Administration

- Clause 1 The general role of the Vice President of Administration is to regulate GPSS membership, to conduct official public-facing communications of the GPSS in consultation with relevant officers, to ensure compliance with GPSS governing documents as well university, local, state, and federal policies, and to maintain GPSS records and archives.
- Clause 2 Specific duties of the Vice President of Administration are to:
 - a. Oversee the application for Senate representation as described in Article II, Section A, Clause 6 of these Bylaws;
 - b. Maintain the GPSS mailing list through a Senator registration process that collects at a minimum Senators' name, program/department/school, and email address;
 - c. Serve as an official parliamentarian of the GPSS in accordance with the procedure set forth in the most recent edition of *Sturgis Standard Code of Parliamentary Procedure* by Alice Sturgis;
 - d. Administer official records and documents associated with the GPSS operations accurately with a uniform filing and archiving system including but not limited to:
 - 1. The GPSS Constitution and Bylaws;
 - 2. The record of GPSS meetings including minutes and agendas;
 - 3. Resolutions and main motions;

- e. Assist senators and other graduate students in submitting resolutions, presenting resolutions for readings at Senate meetings, and forwarding passed resolutions to UW and external parties;
- f. Manage internal and external communications from the GPSS office. These communications include but are not limited to:
 - 1. Distributing minutes, agendas, and resolutions in a timely manner to Senators;
 - 2. Sending updates and announcements from the GPSS on events and activities;
 - 3. Maintaining the GPSS website in regards to official documents;
 Developing publications for internal and external audiences of the GPSS;
- g. Receive training and ensure actions taken by or on behalf of GPSS and comply with reporting and privacy UW policies and local, state, and federal laws.
- h. Serve on or send a designee to the following committees and other committees as needed:
 - 1. GPSS Executive Committee;
 - 2. Board of Student Publications;
 - 3. Committee of Student Records;
 - 4. Office of the Ombud;
- i. Perform other tasks as necessary to fulfill the duties of the Vice President of Equity and Inclusion.

Section H Duties of the Vice President of Finance

- Clause 1 The general role of the Vice President of Finance is to administer the GPSS budget, provide fiscal context for both internal and external issues, and oversee the operations of the GPSS office.
- Clause 2 Specific duties of the Vice President of Finance are to:
 - a. Oversee GPSS expenditures, keep accurate financial records, ensure that funds are not encumbered, in any budget category or overall, beyond that which was approved by the GPSS in the annual budget in accordance with Article VIII of the Bylaws, and report the GPSS financial status to the Executive Committee on a quarterly basis;
 - b. Assist Senators and other graduate and professional students in their application for special and departmental allocations;
 - c. Have supervisory responsibility over the GPSS committees including but not limited to the Finance and Budget Committee (chair) and the Travel Grants Committee (chair);
 - d. Serve on the following standing committees and other committees as needed:
 - 1. GPSS Executive Committee;
 - 2. Services and Activities Fee Committee (voting member);
 - 3. Student Technology Fee Committee (voting member);

- e. Draft an Officers' proposed budget for the next fiscal year, as defined in Article VIII, Section B of these Bylaws, and submit it for review and approval in accordance with Article VIII of the Bylaws;
- f. Serve as the Unit Lead and prepare both the Orientation and Budget Documents for the GPSS's annual SAF request;
- g. Present the current budget to the GPSS at the first meeting of the academic year;
- h. Perform other tasks as necessary to fulfill the duties of the Vice President of Finance.

Section I Election of GPSS Officers

Clause 1 The election of GPSS Officers shall occur during the spring quarter and shall be announced no later than the last regular GPSS meeting in January of each year. The election shall take place no later than the penultimate regular GPSS meeting of the spring quarter. Election of the GPSS Officers shall be conducted by the Elections Committee.

Clause 2 The composition of the Elections Committee shall be in accordance with Article VI, Section D Clause 1 of the Bylaws.

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

Clause 4 Election Procedures

- a. Candidates may announce their intention to run for a GPSS Officer position at any time, up to seventy-two (72) hours, three (3) calendar days, prior to the day of the election, through self-nominations and nominations of others.
 - 1. Candidates may announce their intention to run for a GPSS Officer position on the day of the election, through self-nominations, nominations of others from the floor, or write-in votes, only in the event that a position does not have a listed candidate.
- b. Candidates shall be strongly encouraged to communicate their intentions to seek office to the Elections Committee as early as possible. Candidates are similarly urged to provide the Elections Committee with a resume and statement of objectives, which should detail any academic, employment, or personal responsibilities that might prevent the candidate from averaging 19.5 hours a week for the GPSS year-round, including eight hours per week (four hours for the President) in the office between the standard business hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.
 - 1. Candidates must acknowledge that they have read the election procedure documents when they nominate themselves or accept a nomination via a submission portal along with their resume and statement of objectives.
 - i. If candidates are a write in or if they accept a nomination from the floor, candidates must still acknowledge that they have read through the election procedure documents and potential candidates must complete all steps that other candidates must in front of the Senate during the Officer Election Meeting.

- c. The Elections Committee shall develop an Elections Guide outlining the details of the elections. The Senate retains final authority to approve an Elections Guide and shall approve one no later than March each year. The Guide shall outline at a minimum:
1. Responsibilities of the Officers;
 2. Eligibility requirements to run for office;
 3. Time and place of the elections;
 4. Procedures for voting;
 5. Minimum time allotted to each candidate for speaking and answering questions;
 6. Deadline to submit candidate materials in order to be listed on the website and ballot.
- d. The chair of the Elections Committee will notify each candidate of the receipt of materials and distribute each candidate's resume and statement of objectives to the GPSS at least seventy-two (72) hours, three (3) calendar days, before the Officer Elections Meeting.
1. If candidates are a write in or if they accept a nomination from the floor, candidates must still acknowledge that they have read through the election procedure documents and potential candidates must complete all steps that other candidates must in front of the Senate during the Officer Election Meeting.
- e. Candidates must be registered graduate or professional students for the quarter in which the election takes place, except as mentioned in Subsection f of this Clause, who have attended at least three GPSS meetings in person during the current academic year by the date of the election. "GPSS meetings" are defined as any combination of meetings of the GPSS designated in the Elections Guide.
- f. Entering one-year graduate or professional program students may run for a GPSS Officer position. In order to determine eligibility for candidacy the student must either provide evidence of registration or evidence of enrollment within a Graduate or Professional School program in the upcoming summer or fall quarter to the Elections Committee Chair. All other eligibility requirements outlined in the GPSS Bylaws and additionally approved Elections Rules by the Elections Committee must be met as well.
1. Should an incoming student have an acceptance deadline after the election, proof of an offer of admission to a program may be deemed appropriate, and will be reviewed by the Elections Committee Chair.
- g. The Elections Committee shall prepare a ballot listing the names of all candidates and the offices for which they are running. This ballot must additionally provide a mechanism for ranking candidates in accordance with the Instant Run-Off Voting procedures described in Subsection m of this Clause. Options for write-in votes and nominations from the floor on the date of the election will be provided only if there is no candidate listed for a position.
- h. The Officers shall be elected by a simple majority of GPSS members with voting rights who vote in person, digitally or asynchronously. In the event that no candidate for a particular office receives the required majority vote in a race with three or more candidates, Officers shall be elected as described in Subsection m of this Clause.
- i. The Elections Committee will be given ample time during to allow for accurate counting of the ballots. For all races that can be called final during the Officer Elections Meeting, the results shall be announced at the end of the Officer Elections Meeting. Preliminary results will be announced for all other races at the end of the Officer Elections Meeting. All final results will be announced asynchronously within seven (7) days of the Officer Elections Meeting.

- j. For Subsections k, l, and m of this Clause, at least two non-GPSS individuals shall be present as witnesses. These witnesses cannot be GPSS Senators, current GPSS Officers, candidates, GPSS staff, or any individual employed by the GPSS. The Elections Committee will publish the names of the witnesses in the Elections Guide. Challenges to the impartiality of the witnesses must be made in writing (email acceptable) to the Judicial Committee at least 48 hours prior to the day of the Officer Elections Meeting.
- k. The primary voting modality will be conducted digitally. The digital ballot will be open at the end of the GPSS Officer Election Meeting Candidate Statements and Q&A Session and will close at the end of the Officer Election Meeting.
1. Once a digital vote is cast, the vote cannot be changed.
 2. If the digital voting platform is not available or functioning appropriately, a back- up voting option will be made available during the election per the Elections Guide and current GPSS bylaws.
- l. In the event that the digital voting platform fails, the Senate shall resort to paper ballots for all in-person senators and emailed ballots with electronic signatures for all senators who must vote absentee. In the event email voting is deemed inoperable by the Election Committee, or Election Committee Chair should the Election Committee not have quorum, and delaying the election should not be an option, only paper ballots shall be used and no absentee voting will be allowed. All paper ballots shall require either a printed name or legible signature of the Senator casting the ballot at the bottom of the ballot. Before votes are counted all ballots cast shall have names/signatures verified with the official GPSS Senate Roster. Any ballots with an illegible signature, cast by an ineligible voter, or cast without a name/signature will be deemed an invalidly cast ballot and will not be counted. After names/signatures have been verified, the name/signatures will be torn off of all validly cast ballots and saved in the event of an election challenge. Invalidly cast ballots will also be saved but names/signatures shall not be removed.
- m. In the event that no candidate for a particular office receives the required majority vote in a race with three or more candidates Instant Run-Off Vote Counting procedures will be used as follows:
1. The candidate with the fewest number of votes shall be eliminated. All ballots cast for this candidate will be redistributed and cast for remaining candidates according to the next voter ranked preference on the ballot;
 2. If no candidate has a majority after the process described in Subsection m(1) above the same process will be repeated by eliminating the candidate with the fewest votes and redistributing all ballots cast, regardless of how a particular ballot was determined to be cast for the eliminated candidate, among the remaining candidates;
 3. The process described in Subsections m(1) and m(2) above will be repeated until a candidate receives a majority of votes cast;
 4. All ballots shall be counted in any tabulation of votes pursuant to Instant Run-Off Vote Counting procedures and any subsequent tie-breaking tabulations, subject to the elimination procedures outlined in these by-laws;
 5. If at any point during the successive elimination of candidates and redistribution of votes the next preferred ranking on a ballot is a candidate who has been eliminated in previous round of voting counting or is a candidate who withdrew from the race, the ballot shall be cast for the next highest ranked candidate who is still in the election race;
 6. In the event that a voter's ballot does not rank all of the candidates for an office, the unranked candidates will be considered tied for last on that particular voter's ballot.
 7. In the event of a tie between two candidates after all but two candidates have been eliminated and votes have been counted in accordance with the process described in Subsections m(1) and m(2) above, all ballots shall be recounted with three (3) points awarded to the candidate ranked first, two (2) points to the candidate named second, one (1) point to the candidate ranked third,

and zero (0) points to any remaining ranked candidates or any unranked candidates. The candidate with the greatest number of points shall be elected as Officer;

8. In the event of a tie after votes have been recounted in accordance with the process described in Subsection m(7), the candidate with the greatest number of first-ranked ballots shall be elected as Officer. If the candidates have equal numbers of first-ranked ballots, the Officer shall be elected via a special runoff election by the end of the academic year for the undecided position, and votes will be cast by the Senate for the remaining two candidates only. In the event the special election results in a tie, the race will be determined by a vote of the Judicial Committee members in a ballot vote. Should the Judicial Committee fail to meet quorum or result in a tie, the race of the tied candidates will be determined by vote of the other electees of all other called races. Only then, should the result be a tie amongst the electees, a toss of a United States quarter dollar coin will be used to determine the election. The candidate whose last name comes first alphabetically shall be elected as Officer if the side facing upward shows the profile of George Washington; otherwise the candidate whose last name comes second alphabetically shall be elected as Officer. If more than two candidates have equal numbers of first ranked ballots, the Elections Committee shall determine an equivalent game of chance giving equal probability of election to all tied candidates.

- n. After winners in all races have been determined and announced to the Senate all ballots will immediately be secured with a Husky Union Building administrator.

- o. In the event of a dispute about the election procedure or results a complaint must be filed with the Elections Committee Chair in writing (email acceptable) within seventy-two (72) hours of the adjournment of the Officer Elections Meeting. The Elections Committee chair will notify the Senate that a challenge has been made within 48 hours of receiving a challenge. The Elections Committee chair shall convene a meeting of the Election Committee to respond to the complaint within one week. After the Elections Committee has released a written decision to all involved parties, including the entire Senate listserv within one week of an election complaint further challenges to the election process must be addressed to the GPSS Judicial Committee within forty-eight (48) hours. The Judicial Committee will address any complaints in accordance with Article VI, Section B, Clause 2 of these Bylaws.

- p. Election complaints that have not followed the process described in Subsection o of this Clause will not be heard or debated in any form by the entire Senate at any normally scheduled or specially called GPSS meeting.

- q. In the event that the current GPSS Vice President of Equity and Inclusion is running for re-election, the Vice President of Equity and Inclusion shall not participate in any discussions with or by the Judicial Committee pertaining to election challenges. For the purposes of election challenges in this instance the GPSS Vice President of Equity and Inclusion is not an ex-officio member of the Judicial Committee.

Clause 5 If one of the GPSS Officers should resign or an office should otherwise become vacant before the annual term has expired, or if one of the Officers-elect should become unable to assume the annual term, the GPSS, within two full Senate meetings, shall elect a permanent replacement. The procedure is as follows:

- a. A special announcement must be sent to the Senators at least 14 days prior to the meeting and within one day of notification to the Executive Committee of the vacancy, announcing that a replacement election shall take place;

- b. The replacement election must be the first order of business following approval of the minutes of the previous meeting;
- c. The Elections Committee (or the Executive Senators if the Elections Committee has not yet formed) shall receive nominations from the floor and conduct the balloting, and the newly elected Officer will assume office on a date specified by the Executive Committee. Such a date must be no more than seven days after the election in the case of vacancy of a position during an Officer's term or the first day of the new annual term in the case of an Officer-elect who becomes unavailable to assume the annual term;
- d. The Elections Committee (or the Executive Senators if the Elections Committee has not yet formed) shall develop election rules and an Elections Guide for the replacement election, which shall be distributed to the GPSS at least seven days before the election;
- e. For an Executive Senator to be an eligible candidate, that Senator must be recused from all decisions and discussions governing the election;
- f. Should the Senate fail to elect a replacement Officer, the Executive Committee may appoint a replacement Officer. This Officer will be subject to a vote of confidence at the next meeting of the Senate.

Clause 6 Termination of GPSS Officer Positions

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

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

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

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

ARTICLE VI COMMITTEES OF THE SENATE

Section A The Executive Committee

Clause 1 Composition

- a. The Executive Committee shall be composed of the President, Vice President of Internal Affairs, Vice President of External Affairs, Vice President of Equity and Inclusion, Vice President of Administration, Vice President of Finance, seven Executive Senators, and an ASUW Board of Directors member. The President shall preside over the meetings of the Executive Committee and vote only in the event of a tie vote by the remainder of the committee.
- b. Following a vacancy of an Executive Senator seat, the Executive Committee will, at a full Senate meeting, declare the position open, advise all Senators of the responsibilities of Executive Senators, and encourage

all Senators to consider running for the position. Nominations may be taken from the floor for an election to take place at the following meeting. At the election, the Elections Committee will take additional nominations (including self-nominations) from the floor, and each candidate will be given the opportunity to deliver brief remarks. A majority vote, with instant runoff retabulation in case of multiple candidates (as implemented for Officer elections in Article V, Section H, Clause 4, Subsection m), will decide the race.

- c. An Executive Senator seat may be vacant if an Executive Senator resigns, misses more than two Executive Committee meetings per quarter without Committee approval, will not be available to serve over the summer, or has been replaced as Senator by their department. Executive Senator seats automatically become vacant two years after each election, although incumbents may run for additional terms.
- d. The ASUW member of the Executive Committee shall be a current member of the ASUW Board of Directors and shall have a vote.
- e. The Vice President for Student Affairs, the Dean of the Graduate School, the Chair of the Faculty Senate, and the Director of Student Activities, or the designees of the above, shall be non-voting, ex-officio members of the Executive Committee.

Clause 2 The function of the Executive Committee is to:

- a. Take specific actions to address the issues and concerns identified by the GPSS;
- b. Review and recommend an annual budget to the GPSS for the following fiscal year in accordance with Article VIII of these Bylaws;
- c. Annually approve, by a 2/3 majority vote, special and departmental funding guidelines and criteria to be used by the GPSS Finance and Budget Committee as set forth in Section C, Clause 2, Subsection b of this Article;
- d. Approve Officer recommendations and appointments to the Services and Activities Fee Committee, Student Technology Fee Committee, GPSS Finance and Budget Committee, University Bookstore Board of Trustees, Campus Sustainability Fund, Tri-campus Advisory Board for Students, Student Advocates for Graduate Education, and other Liaisons;
- e. Act on behalf of the GPSS between GPSS meetings;
- f. Act on behalf of the GPSS Judicial Committee during the summer and in the event that there are fewer than four voting Judicial Committee members;
- g. Act on behalf of the GPSS Finance and Budget Committee during the summer, in the event that the previous Finance and Budget Committee is no longer in session;
- h. Make a recommendation to the GPSS at least once per year, after consulting the Finance and Budget Committee, as to whether any amount of the reserve fund should be transferred into the GPSS endowment, so long as such recommendation does not propose investments that would cause the reserve fund to be reduced to below 25% of the following year's budget annual operating costs;
- i. Perform any other actions as specified in these Bylaws.

Clause 3 Meetings

- a. The Executive Committee shall meet at least four times per quarter and at least monthly during summer term.

- b. The quorum shall be the presence of six of the eleven official Executive Committee members. Proxies shall not be allowed at Executive Committee meetings, except for the ASUW Board of Directors member who shall follow the procedure used for proxies at the GPSS meetings.
- c. The President, with the approval of a majority of the members of the Executive Committee, may call an Executive Committee meeting into closed session in which only voting and ex-officio members shall be present in the meeting room. The purpose of a closed session is to deal with personnel or other confidential matters.

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

Section B Judicial Committee

Clause 1 Composition

- a. The Judicial Committee shall be composed of six at-large Senators in good standing, the Vice President of Equity and Inclusion as an ex-officio member, and a Student Activities Office advisor as an ex-officio member.
- b. The at-large Senators shall be elected by a simple majority of the GPSS at the first official GPSS meeting of the academic year. In the event an opening becomes available during the year, an election shall be announced on the next GPSS meeting agenda.
- c. Nominations shall be accepted from the floor.
- d. Voting Judicial Committee members shall not sit on the Executive, Finance and Budget, or Elections Committees. Voting Judicial Committee members participating in other GPSS Committee activities shall recuse themselves from any Judicial Committee investigations regarding that committee. Officer candidates shall resign from the voting Judicial Committee position 35 days prior to the Officer Elections Meeting by sending a written or email notice to the Judicial Committee chair, GPSS Vice President of Equity and Inclusion, or GPSS President.
- e. No Executive Committee member may be a voting member of the Judicial Committee unless the Executive Committee is acting in lieu of the Judicial Committee, in accordance with Article VI, Section A, Clause 2, Subsection f. No Senator or Officer who is implicated in a grievance shall take part in the investigation of the said grievance.
- f. A Chair shall be selected by the committee at its first meeting of the year or when the chair steps down for any reason.
- g. The term of Judicial Committee members shall run concurrent with their regular Senatorial term.

Clause 2 Function

- a. The Judicial Committee shall act as a standing investigative body. The Judicial Committee shall investigate any grievance that arises concerning an interpretation of the GPSS Constitution and Bylaws, or concerning any procedure, committee, Officer, Officer candidate, or Senator of the GPSS. Any party may submit an official complaint, as per the regulations on the GPSS website, to the GPSS President, the GPSS Vice President of Equity and Inclusion, and the Chair of the GPSS Judicial Committee.

- b. The Judicial Committee complaint review process shall consist of the following procedures:
 1. A Student Activities Office advisor will be invited to participate in the entire review process as a neutral, non-voting party;
 2. At any time during the complaint review process, the Judicial Committee may go into an executive session;
 3. Within three weeks of receiving a complaint, the Judicial Committee shall convene to determine whether an investigation is warranted;
 4. Within three business days of the said convening, the Judicial Committee shall notify the complainant, the GPSS President, and the GPSS Vice President of Equity and Inclusion of their preliminary determination;
 5. If further review is deemed unwarranted, no further action needs to be taken. If an investigation is deemed warranted, the Judicial Committee shall conduct a full investigation in a timely manner, allowing all relevant parties to speak on their own behalf;
 6. Following the investigation, the Judicial Committee shall forward its recommendation to the Executive Committee to be added to the next Senate meeting agenda as an action item. The Judicial Committee's recommendation, including a minority opinion when applicable, shall be presented to the Senate. The Senate shall vote on recommendations of the Judicial Committee. A recommendation of action must be passed by a 2/3 majority;

The decision of the GPSS Senate is final.

- c. 7. The Judicial Committee shall review any proposed Bylaw changes before they are presented to the GPSS. Upon receiving the proposed changes, the Vice President of Equity and Inclusion shall forward a copy to the Judicial Committee for review at least ten days before the next scheduled Senate meeting. The Judicial Committee may choose to review the proposed amendments and make recommendations for approval or disapproval at the next scheduled Senate meeting.
- d. The Judicial Committee may review representation application decisions made by the Vice President of Internal Affairs if appealed as discussed in Article II, Section A, Clause 6, Subsection c.
- e. In accordance with Article IV, Section D of the Bylaws, the Judicial Committee may call a special meeting of the GPSS to hear its recommendations.

Clause 3 Meetings

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

Section C The Finance and Budget Committee

Clause 1 Composition

- a. This committee shall be composed of the GPSS Vice President of Finance and five to nine at-large Senators (called Finance Senators). These Senators shall be appointed by the President and approved by a majority vote of the Executive Committee after all Senators have been given an opportunity to apply for any open position(s). Senators applying for a position on a newly forming Finance and Budget committee shall be interviewed by the President and the Vice President of Finance, or just the Vice President of Finance, at the President's discretion. The terms of Finance Senators shall run the course of a single academic year. In the event that a Finance Senator is not able to complete their term, the committee shall

interview applicants and make recommendations for nomination to the President. If a Finance Senator misses more than two meetings of the Committee per quarter without approval of the Vice President of Finance, the Vice President of Finance may declare the position of that Senator vacant. In such an event, the committee shall interview applicants and make recommendations for nomination to the President to fill the vacant position.

- b. The Director of Student Activities and Union Facilities, or the Director's designee, shall be a non-voting, ex-officio member of the Finance and Budget Committee.
- c. The GPSS Vice President of Finance shall chair and oversee the functioning of this committee.

Clause 2 Function

- a. The Finance and Budget Committee shall be formed no later than November 1 each fiscal year. At the time of its formation, it will assume responsibility for the allocation of GPSS Grant Budget from the previous Finance and Budget Committee. In the event that the previous Finance and Budget Committee is no longer in session, the Executive Committee shall temporarily assume the responsibility in the interim.
- b. The Finance and Budget Committee shall have authority over special and departmental requests except in those cases in which:
 - 1. A special request exceeds \$750;
 - 2. A departmental request exceeds \$1000;

In these cases, approvals by the Finance and Budget Committee shall be reported by the Vice President of Finance to the Executive Committee at its next meeting, and these approvals can be reversed by a 2/3 majority vote of the Executive Committee.

- c. Finance Senators may assist the Vice President of Finance in advertising the availability of special and departmental allocations to the GPSS Senators and other graduate students. They shall also assist the Vice President of Finance in communicating policies and procedures governing the special and departmental allocations process.
- d. In allocating special and departmental funds, the Finance and Budget Committee shall strictly follow guidelines submitted annually by the Vice President of Finance and approved by a 2/3 majority of the Executive Committee. The Finance and Budget Committee can suspend procedural rules for special circumstances only upon the recommendation of the Vice President of Finance and with a 2/3 majority vote of the Committee. These guidelines shall take the form of a document titled "Special and Departmental Allocations Funding Packet." This document should include: a detailed purpose of special and departmental allocations; recommended departmental ceilings for that year; explicit instructions on how to apply for these funds; and state, university, and GPSS policies and procedures governing the process, as well as prioritized criteria to be used to make funding decisions. The Committee shall approve this document each year, no later than September 1. Funding requests submitted before the approval of this document are subject to the guidelines put forth in the document of the previous year.
- e. Each spring, if necessary, the Finance and Budget Committee shall write a memo to the incoming Vice President of Finance suggesting amendments to the current "Special and Departmental Allocation Funding Packet." The Vice President of Finance shall submit this memo to the Executive Committee concurrently with the submission of the new funding packet.

- f. The Finance and Budget Committee shall review and recommend an annual budget to the GPSS for the following fiscal year in accordance with Article VIII of these Bylaws.
- g. All decisions of the Finance and Budget Committee can be appealed to the Executive Committee.

Clause 3 Meetings

- a. This committee shall meet once per month during the months of its operations, or more frequently as is needed to hear allocations requests in a timely manner.
- b. A quorum of the Finance and Budget Committee shall be a majority of Finance Senators plus the Vice President of Finance. Proxies shall be allowed at Finance and Budget Committee meetings at the discretion of the Vice President of Finance.

Section D Elections Committee

Clause 1 Composition

- a. The Elections Committee shall be composed of:
 - 1. at least four at-large Senators in good standing;
 - 2. One Executive Senator;
 - 3. Members of the Elections Committee may not be current GPSS Officers or candidates for an Officer position.
- b. The committee will elect a Chair, who will preside over
 - 1. the committee meetings;
 - 2. The election-related portion of the Officer Elections Meeting;
 - 3. Any meetings with an election to fill a vacant Officer or Executive Senator position;
 - 4. Executive Senators cannot serve as Chair.
- c. Committee members shall be appointed by the Senate and approved by the Executive Committee no later than the last meeting of Fall Quarter, and preferably sooner.
- d. The term of the appointment is for the remainder of the academic year.
- e. Committee members who decide they want to run for an Officer position must resign from the Elections Committee at least 35 days before the Officers Elections Meeting or an election that arises due to an Officer vacancy by submitting a written resignation (email acceptable) to the GPSS President and other Elections Committee members. Committee members who decide to run for an Executive Senator position must resign from the Elections Committee at least 13 days before the GPSS meeting at which the Executive Senator election is to take place by submitting a written resignation (email acceptable) to the GPSS President and other Elections Committee members.
- f. Committee members shall attend a mandatory orientation meeting with a Student Activities Office advisor no later than April 1st and are encouraged to seek advice from former Elections Committee members, if available.

Clause 2 Function

- a. The Elections Committee works to ensure the GPSS elections are run in a fair, transparent, and inclusive manner consistent with the GPSS Bylaws and Constitution.
- b. In case any exception is made for a prospective candidate, the Elections Committee shall notify in writing via e-mail, prior to the election, to:
 - 1. All Senators
 - 2. All participants/candidates in the election
 - 3. Explain the exception only to the extent that the candidate has chosen to disclose and having been advised that GPSS email records are public

The committee shall:

- 1. Adopt the GPSS Elections Rules in accordance with the Constitution and Bylaws and produce an Elections Guide, as described in Article V, Section H, Clause 4, Subsection c;
 - 2. Conduct all GPSS elections in accordance with the GPSS Election Rules. The committee may terminate an individual's candidacy for violations of the GPSS Election Rules.
- c. Changes to the ballot will be available until seventy-two (72) hours prior to the scheduled election per the Election Guide.
 - d. Any decision regarding an election must be confirmed by a simple majority vote of the Elections Committee
 - e. The committee shall:
 - 1. Adopt the GPSS Elections Rules in accordance with the Constitution and Bylaws and produce an Elections Guide, as described in Article V, Section H, Clause 4, Subsection c;
 Conduct all GPSS elections in accordance with the GPSS Election Rules. The committee may terminate an individual's candidacy for violations of the GPSS Election Rules.

Clause 3

3. Meetings

- a. The committee shall meet as often as is deemed necessary by the Chair., with at least one quorum meeting prior to the elections meeting.
- b. A quorum of the committee is a majority of its members.

Section E Empowerment, Diversity, and Accountability Committee

Clause 1 Composition

- a. The committee shall be composed of the Vice President of Equity and Inclusion, at least one Executive Senator, all Senators serving in non-academic seats, and any number of at-large Senators.
- b. The President and a representative from Student Activities shall be non-voting, ex-officio members.
- c. The Vice President of Equity and Inclusion shall chair and oversee the functioning of this committee

Clause 2 Function

- a. Functioning broadly as GPSS’s general accountability branch, the committee incorporates diversity and empowerment elements into GPSS goals and activities. Diversity includes, but is not limited to, consideration of race, ethnicity, gender, sexual orientation, class, language, disability, age, religion/spirituality, and nationality.
- b. The committee shall:
 1. Undertake strategic actions to eradicate the historical inequities inherent in institutionalized academic structures and settings;
 2. Establish criteria for and award grants from the GPSS Diversity Funds;
 3. Annually conduct GPSS Composition Surveys;
 4. Hear grievances concerning inequities existing along lines of difference including, but not limited to, racism, homophobia, sexism, ableism, bigotry, and xenophobia, and refer grievances or complaints to the Judicial Committee for investigation when applicable under Article VI, Section B, Clause 2, subsection a;
 5. Plan, host, and promote campus-wide events and programming on diversity issues;
 6. Collaborate with students, faculty, administration, staff, and others on diversity programming, events, and issues;
 7. Quarterly receive a report from the President on all relevant issues;
 8. Pursue other actions as-needed to function effectively as GPSS’s general accountability branch.

Clause 3 Meetings

- a. The committee shall meet as often as is deemed necessary by the Vice President of Equity and Inclusion.
- b. A quorum of the committee is 1/3 of voting members.

Section F Standing and Ad Hoc Committees

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

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

- a. The GPSS shall determine, on an individual basis, the Officer to have supervisory responsibility over ad hoc committees as part of the proposal for creation. The designated Officer shall provide support and guidance to the committee. The Officer may serve as Chair of the committee or delegate the Chairship to a committee member.
- b. The Officer with supervisory responsibility over an ad hoc committee shall write a policy memorandum delineating the function, details, and goals of the ad hoc committee. The policy memorandum shall also include a basic timeline of the committee, including the creation date, a termination date, and any necessary votes by the GPSS to reauthorize the committee. The policy memorandum shall be presented to the GPSS Executive Committee within one (1) week of the creation of the ad hoc committee. The GPSS Executive Committee shall have the power to review, provide amendments, and approve the policy memorandum.

Section G General Functions of Committees

Clause 1 Committees shall have the power to investigate problems.

- Clause 2 Committees shall report to the GPSS their findings concerning problem areas.
- Clause 3 Committees shall have the right to submit proposals or resolutions to the GPSS for action, but at no time shall a committee act on behalf of the GPSS without the Executive Committee's expressed approval.
- Section H Proxies for Committee Meetings
 - Clause 1 Proxies shall not be allowed at any GPSS ad hoc or standing committee meetings except as specified.
- Section I Parliamentary Authority
 - Clause 1 The Executive, Judicial, Finance and Budget, and Elections Committees shall operate in accordance with the procedures set forth in the most recent edition of *Sturgis Standard Code of Parliamentary Procedure* by Alice Sturgis.
 - Clause 2 Unless otherwise stated in the approved policy memorandum, all other committees and ad hoc committees shall operate in accordance with the same parliamentary procedures as the standing committees named above. The Officer with supervisory responsibility may choose to suspend parliamentary procedure for the committee.
 - a. Ad hoc committees may vote to suspend parliamentary procedure internally with a 2/3 majority vote of committee members present.

ARTICLE VII SPECIAL COMMITTEE AND BOARD APPOINTMENTS

- Section A The Need for Special Consideration
 - Clause 1 Certain University committees are of vital importance to the GPSS. Their work significantly influences financial and policy decisions that affect graduate and professional students, and thus they tend to draw much interest from students. However, these committees and boards also require a significant time commitment and understanding of the University, the GPSS, and graduate and professional students' interests. Therefore, the selection of students to serve on these committees and boards must go through a thorough review.
 - Clause 2 This process does not apply if an Executive Committee member is assigned to serve on a Special Committee or Board.
- Section B Committees Included
 - Clause 1 The following committees shall be designated as a Special Committee:
 - a. Services and Activities Fee Committee;
 - b. Student Technology Fee Committee;
 - c. University Bookstore Trustee Representative;
 - d. Campus Sustainability Fund Committee;
 - e. Tri-campus Advisory Board for Students.
- Section C Guidelines for Appointment
 - Clause 1 Advertising for an opening on a Special Committee should include at least:
 - a. An announcement to the GPSS Senator Listserv;
 - b. An announcement to the Graduate Program Advisor Listserv;
 - c. A prominent posting on the GPSS website.
 - Clause 2 Applications shall include at least:
 - a. The basic committee application form used in all committee or board appointments;

- b. A brief statement explaining why the applicant is qualified to serve on the committee;
 - c. The applicant's most current resume or curriculum vitae.
- Clause 3 Review of applications and nomination
- a. The President and the President's designated staff or two Executive Committee members appointed by the President shall determine the qualities sought in an applicant.
 - b. The President and designated staff or the two appointed Executive Committee members will review and evaluate the applications.
 - c. The President and designated staff or the two appointed Executive Committee members may choose to interview the applicants.
 - d. Finally, the President will recommend, to the Executive Committee, qualified candidates for each of the Special Committees.
 - e. Current Special Committee or board members will be invited to help review applications and nominations.
 - f. The nomination shall be confirmed as per Article VI, Section A, Clause 2, Subsection d.
- Clause 4 While it is recommended that the President, Vice President of Internal Affairs, and Vice President of External Affairs not serve on these Special Committees, they are not explicitly barred from serving. If the President applies for a Special Committee, two Executive Committee Members not appointed by the President shall be charged with recommending the preferred candidate directly to the Executive Committee.

ARTICLE VIII THE BUDGET

Section A Budget Structure

- Clause 1 The Budget shall contain "Budget Items" which are allocated amounts for specific events, activities, programs, employees, memberships, supplies, equipment, service, or other expenditure reasonably related to the GPSS.
- Clause 2 Each Budget Item shall be assigned to a GPSS Officer as an "Authorizing Officer," who shall be responsible for how the allocation is spent.
- Clause 3 The Budget shall contain "Budget Headings," which group similar Budget Items together. Budget Headings may either group by spending purpose or by the Authorizing Officer.
- Clause 4 The Budget shall contain a single Budget Heading, known as the Personnel Budget, which groups all Officer compensation including, but not limited to, tuition waivers.
- Clause 5 The Budget shall contain a single Budget Heading, known as the Grant Budget, which groups all the granting allocations. Spending from this budget shall require the authorization of the Finance and Budget Committee, in accordance with the Finance and Budget Guidelines.
- Clause 6 The Budget shall contain a projected fund balance for the start and end of the fiscal year.
- Clause 7 The Budget shall contain any projected revenue from interest- or revenue-generating programs.
- Clause 8 The Budget shall contain a specific amount to be requested from the Services and Activities Fee Committee.
- Clause 9 The Budget may contain amounts to be requested from other sources such as the University Administration, Alumni Association, or an outside entity.

Section B Budget Drafting

- Clause 1 During the winter quarter, the Officers shall prepare the Officers' Requested Budget.

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

Section C Committee Review

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

Section D GPSS Approval

- Clause 1 The Officers' Requested Budget shall be amended to reflect all items in which the two committees reached agreement. The Recommended Budget will be distributed to Senators and posted on the GPSS website.
- Clause 2 The Vice President of Finance shall submit the Recommended Budget to the GPSS along with any remaining recommendations of the Executive Committee and the Finance and Budget Committee.
- Clause 3 The Vice President of Finance will make every effort to ensure the budget is transparent and that both sets of recommendations are given equal consideration. Transparency may include explaining the budget approval system, the budget setup, and any other information the Vice President of Finance deems relevant.
- Clause 4 The GPSS may make amendments to the Recommended Budget with a simple majority of Senators present. However, if less than a 2/3 majority approves a change that alters either a Budget Heading or a Budget Item by more than 5%, the amendment will be automatically tabled until the next Senate meeting, during which time the Finance & Budget Committee and the Executive Committee shall consider the change and make recommendations. Should either committee recommend against the change, their recommendation will be given to the Senate; and the change must be reapproved or rejected following any discussion of the recommendation.
- Clause 5 Each Budget Heading must be approved by an affirmative vote of the GPSS Senate; all or some Budget Headings may be rolled into a single vote. When each Budget Heading is approved, the GPSS must approve a specific amount to be requested from the Services and Activities Fee Committee. If there is a difference between the total approved allocations and the requested funding from the Services and Activities Fee Committee, the GPSS must be apprised of the level of funding required from the fund balance before approving the amount.

Section E Services and Activities Fee

- Clause 1 The Vice President of Finance and President shall present the GPSS request for allocations from the Services and Activities Committee in the manner specified by the University.
- Clause 2 Should an unexpected circumstance arise between the approval of the requested amount and the approval of the allocation, the Vice President of Finance and President may amend the request as appropriate. However, such an amendment will not increase the allocation of those funds, which must be amended in accordance with Section G of this Article. The Vice President of Finance must provide notice to the GPSS of any increase in the request.

Clause 3 Should the approved Fee allocation be less than requested, the GPSS Executive Committee shall meet to prepare recommendations for the GPSS whether to use funds from the fund balance or to cut allocations.

Section F Budget Enforcement

Clause 1 At the start of a new fiscal year, the Vice President of Finance shall distribute a copy of the budget to each Officer and make clear for which budget items they act as Authorizing Officers.

Clause 2 All spending must be coordinated through the Vice President of Finance's Office with the approval of the appropriate Authorizing Officer. Should an Authorizing Officer be unavailable, the President may act as the Authorizing Officer with notice given at the next Executive Committee meeting.

Clause 3 An Authorizing Officer's expenditure may not exceed the allocation approved by the GPSS unless the Officer receives permission from the appropriate authority listed in Section G of this Article.

Clause 4 The Vice President of Finance may not refuse to spend an amount properly authorized. However, should an Authorizing Officer attempt to spend beyond the approved allocation, the Vice President of Finance is authorized to impound all funds for which that Officer acts as the Authorizing Officer. If the Vice President of Finance impounds funds, the Vice President of Finance must provide notice to the GPSS.

Clause 5 The Vice President of Finance will provide allocation, encumbrance, and actual spending reports for each budget item upon request.

Section G Mid-Year Allocation Revisions

Clause 1 At the request of the Authorizing Officers, and with notice to the Finance and Budget Committee, allocations to specific Budget Items may be transferred, in whole or in part, to a Budget Item within the same Budget Heading. This notice is for record keeping purposes, and does not require approval of the Finance and Budget Committee.

Clause 2 At the request of the Authorizing Officers, and with notice to the Finance and Budget Committee, allocations to a specific Budget Item may be transferred, in whole or in part, to a Budget Item in a different Budget Heading. This notice is for record keeping purposes and does not require approval of the Executive Committee or the Finance & Budget Committee.

Clause 3 If at any time during a fiscal year the total amount transferred to or from a single Budget Item or Heading exceeds \$1,000 for that fiscal year, all subsequent transfers to or from that Budget Item during that fiscal year, including the transfer which exceeds the \$1,000 threshold, must be approved by those committees to which notice would normally be required.

Clause 4 The spending from a Budget Item may exceed the amount approved by the GPSS by up to 4% with the consent of the Finance and Budget Committee, and by up to 8% with the consent of the Finance and Budget Committee and the Executive Committee.

Clause 5 The Finance and Budget Committee and the Executive Committee must review any amount beyond 8% prior to issuing recommendations. These recommendations and the requested increase will be submitted to the GPSS for approval.

Clause 6 Clauses 1 – 5 of this Section do not apply to the Personnel Budget or the Grant Budget.

Clause 7 No allocations may be transferred to or from the Personnel Budget. However, allocations within the Personnel Budget may be moved with the consent of the appropriate supervisor(s).

Clause 8 The Finance and Budget Committee and the Executive Committee must review any increase in allocation to the Personnel Budget, prior to issuing recommendations. These recommendations and the requested increase will be submitted to the GPSS for approval.

Clause 9 No allocations may be transferred from the Grant Budget, but funds from one Budget Item may be moved to another within the Grant Budget, with the approval of the Finance and Budget Committee and once the application period for the particular grant has passed.

Clause 10 The Grant Budget may not be increased during the year from the fund balance; but subject to the approval of the Finance and Budget Committee, an Authorizing Officer may request that funds be transferred to the Grant Budget.

Section H Budget Reporting

Clause 1 The Vice President of Finance shall keep a printed copy of the budget reports sorted by fiscal year and prepared by the Husky Union Building Accounting Office.

Clause 2 The Vice President of Finance will prepare a quarterly report listing all allocations, encumbrances, and actual spending, and distribute it to all Officers and the Finance & Budget Committee.

Clause 3 The Vice President of Finance will prepare an end-of-the-year summary for the incoming Vice President of Finance; the purpose of this summary is to inform the latter of any outstanding encumbrances.

Clause 4 The Vice President of Finance will maintain an accurate record, updated weekly, of all allocations made from the Grant Budget, and present it to the Finance and Budget committee.

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

ARTICLE IX PERSONNEL

Section A Personnel Policy Manual

Clause 1 Officers of the GPSS shall abide by the GPSS Personnel Policy Manual and review it every year.

Clause 2 The GPSS Vice President of Internal Affairs will maintain the Personnel Policy Manual.

Clause 3 Changes to the personnel policy are permitted only by approval of a simple majority of the Executive Committee.

Clause 4 The Senate must approve any change to the personnel policy that implies an increase or reduction of the total amount appropriated by the Senate.

ARTICLE X RECALL PROCEDURES

Section A Any Senator has the right to initiate recall procedures of a GPSS Officer, Executive Senator, Judicial Committee Senator, Finance Senator, or Elections Committee Senator, if this Officer or Senator fails to fulfill the duties specified in these Bylaws.

Section B Recall procedures shall be as follows:

Clause 1 The Executive Senators shall be presented with a petition listing the reasons for recall and containing signatures of 1/5 of the Senators;

Clause 2 The individual being recalled shall be notified of the charges filed against that individual;

Clause 3 The GPSS shall be notified of the charges against the individual, and the individual shall have the opportunity to defend oneself to the GPSS in the same notification;

Clause 4 The Elections Committee (or the Executive Senators if the Elections Committee has not yet formed) shall conduct a recall election at the next regularly scheduled GPSS meeting or a special GPSS meeting, provided that a ten-day notice is given to the Senators. The individual being recalled shall have the right to defend oneself at this meeting;

- Clause 5 If 2/3 of the Senators present vote in favor of the recall, then the office shall be declared vacant. A new election shall be held to fill the vacancy. If the vacancy is for an Officer position, it shall be filled as set forth in Article V, Section H, Clause 5 of these Bylaws;
- Clause 6 An Executive Senator who is the subject of the recall will be excluded from all the above-mentioned Executive Senator duties.

ARTICLE XI SUSPENSION OF THESE BYLAWS

- Section A Any section of the Bylaws can be suspended by a supporting Senate vote of 2/3 majority, except as established in the following clauses.
 - Clause 1 Bylaws cannot be suspended to bar Senators from voting, except following the procedures described in Article III, Sections A or G of these Bylaws.
 - Clause 2 Bylaws cannot be suspended to bar Senators from maintaining their Senate seat, except following the procedures described in Article III, Sections A or G of these Bylaws.
 - Clause 3 No section in Article I of these Bylaws may be suspended.
- Section B GPSS Executive Committee may suspend the Bylaws by unanimous vote if any of the following conditions are met:
 - Clause 1 Bylaws cannot be suspended to bar an Executive Senator from voting, except following the procedures described in Article III, Sections A or G of these Bylaws;
 - Clause 2 Bylaws cannot be suspended to bar an Executive Senator from maintaining a seat on the committee, except following the procedures described in Article III, Sections A or G of these Bylaws;
 - Clause 3 No section in Article I of these Bylaws may be suspended;
 - Clause 4 Any suspension of Bylaws must be reported to the Senate at the next scheduled Senate meeting. Failure to report the suspension may lead to nullification of all motions/actions following thereof. Any Senator may report this failure to the Judicial Committee, whose chair will present the Committee's recommendation at the next earliest scheduled Senate meeting.

ARTICLE XII AMENDMENTS TO THESE BYLAWS

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