

## ARTICLE I. SELECTION OF GSS SENATORS

### A. Qualifications, Election, and Term of Senators

Each Senator shall:

1. Be an enrolled full- or part-time graduate student in the department, division, center, or program which s/he represents.
2. Be elected or appointed by the graduate students of his/her department, division, center, or program in a manner determined by the students of that department, division, center, or program.
3. Serve a term twelve (12) months in duration, beginning August 1<sup>st</sup> and ending the following July 31<sup>st</sup>.
4. Terms of Senators elected or appointed after August 1<sup>st</sup> shall expire the following July 31<sup>st</sup>.

### B. Alternate Senators

An alternate for each Senator shall:

1. Be an enrolled full- or part-time graduate student in the department, division, center, or program which s/he represents.
2. Be elected or appointed by the graduate students of his/her department, division, center, or program in a manner determined by the students of that department, division, center, or program.
3. Serve a term twelve (12) months in duration, beginning August 1<sup>st</sup> and ending the following July 31<sup>st</sup>.
4. Assume all duties and responsibilities of the Senator in the Senator's absence.
5. Succeed the Senator in the event of the Senator's inability to serve in office for the remainder of the Senator's term.
6. An alternate may not cast a vote unless acting on behalf of his/her sitting Senator.
7. Alternates are permitted to serve as voting members of Senate and/or University committees.
8. The department, division, center, or program may designate as many alternates as it wishes.

### C. All newly elected Senators shall immediately inform the GSS Recording Secretary of their election/appointment.

### D. Failure to Select a Senator

1. Any department, division, center, or program failing to select a representative to the GSS by September 15<sup>th</sup> shall be sent notice by the GSS Corresponding Secretary.

## ARTICLE II. DUTIES OF GSS SENATORS

### A. Qualifications, Election, and Term of Senators

Each Senator shall be responsible for:

1. Bringing the concerns, needs, and wishes of their constituents to the GSS and soliciting input from graduate students in GSS business and activities.
2. Regularly attending all meetings of the GSS and meetings of its committees to which s/he has been appointed, or arranging for alternate representation in the event of his/her absence.
3. Assuring the election or appointment of his/her successor.
4. Disseminating information regarding GSS business, university-wide events, and issues that affect graduate students to the students of his/her department, division, center, or program.
5. Being familiar with the GSS Constitution, Bylaws, and procedures outlined in the Senators' Handbook, including Robert's Rules of Order.
6. Having one (1) vote at GSS meetings which may be cast in person or by proxy.
7. Obtaining a campus electronic mail (e-mail) account and registering his/her e-mail address with the GSS Corresponding Secretary.

### B. Termination of a Senator

1. If a Senator is terminated under Article VIII, Section B of these Bylaws, they must immediately relinquish their position on any University committee to which they were appointed by the GSS, and the alternate Senator for that department shall become the replacement.
2. If the alternate Senator is unable to replace the terminated Senator in his/her full duties to the GSS, the department represented by the terminated Senator may select a replacement Senator.
3. A replacement Senator shall assume all duties and responsibilities of the terminated Senator for the remainder of the terminated Senator's term, with the exception of committee chairmanships.

## ARTICLE III. GSS OFFICERS

- A. The GSS will elect from its members the following officers by a simple majority vote at the last regular meeting held prior to May 20<sup>th</sup>: President, Vice-President, Corresponding Secretary, Recording Secretary, and Treasurer. These officers shall take office on August 1<sup>st</sup> and serve until the following July 31<sup>st</sup>.

1. In the event that an officer resigns or is removed under Article III, Section H, the Executive Committee may appoint an interim replacement until the next general GSS meeting, at

which time a replacement will be elected by simple majority vote to serve any unfinished remainder of that officer's term.

B. General Duties of the Officers

All GSS officers shall be responsible for the following:

1. Setting GSS goals and implementing specific actions based on the directives of the GSS and Executive Committee.
2. Communicating these directives, goals, and actions to the graduate student body, University administrators, faculty, and the community at large.
3. Making reports to the Executive Committee and GSS on progress made toward achieving these directives. A year-end summary report shall be presented to the GSS, and a written report shall be filed in the GSS records.
4. Briefing their successors about their duties and responsibilities in order to ensure continuity.

C. Duties of the GSS President

1. The general role of the President shall be to act as the official spokesperson for the GSS.
2. Specific duties of the President shall be to:
  - a. Call, establish the agenda for, and preside over meetings of the GSS and Executive Committee, voting only in the event of a tie.
  - b. Serve as a non-voting, *ex officio* member of all GSS committees, unless otherwise stated in these Bylaws.
  - c. Serve on the following standing GSS committees and other committees as needed: GSS Executive Committee and the University Faculty Senate.
  - d. Maintain final authority on issues until they can be brought to the attention of the Executive Committee or GSS. When immediate action is necessary, the President shall solicit assistance from the other officers.
  - e. Ensure that action is taken on resolutions of the GSS.

D. Duties of the GSS Vice-President

1. The general role of the Vice-President shall be to oversee graduate student representation on university committees and to assist the President in his/her duties.
2. Specific duties of the Vice-President shall be to:
  - a. Discharge the duties of the President in the President's absence and assume the duties of the President in the event that the President vacates office.
  - b. Serve on the following standing GSS committees and other committees as needed: GSS Executive Committee and GSS Activities Committee.

- c. Serve as the official parliamentarian of the GSS when Robert's Rules of Order are invoked.

E. Duties of the GSS Corresponding Secretary

1. General duties of the Corresponding Secretary shall be to facilitate internal GSS correspondence, as well as with organizations outside the GSS.
2. Specific duties of the Corresponding Secretary shall be to:
  - a. Advertise meetings and arrange for meeting facilities.
  - b. Prepare and distribute meeting agendas and proxy forms.
  - c. Distribute announcements and information to Senators.
  - d. Assist the GSS with newsletters and other GSS publications when needed.
  - e. Post committee reports and other relevant GSS information on the GSS website.
  - f. Serve on the following committees as needed: Executive Committee and Student Organizations & Allocations Committee.

F. Duties of the GSS Recording Secretary

1. General duties of the Recording Secretary shall be to maintain accurate records of business conducted by the GSS.
2. Specific duties of the Recording Secretary shall be to:
  - a. Maintain current GSS membership lists and attendance records at regular meetings.
  - b. Prepare and distribute regular GSS and Executive Committee meeting minutes.
  - c. Collect proxy and meeting votes and distribute vote tallies.
  - d. Collect and distribute committee opinions and recommendations.
  - e. Maintain files of the GSS.
  - f. Serve on the following committees and other committees as needed: Executive Committee.

G. Duties of the GSS Treasurer

1. General duties of the Treasurer shall be to administer the GSS budget.
2. Specific duties of the Treasurer shall be to:
  - a. Maintain the GSS' financial records and provide a written report on the GSS' financial status to the GSS on a regular basis.
  - b. Arrange for the disbursement of GSS funds.

- c. Ensure that funds are not encumbered, in any budget category or overall, beyond that which was approved by the GSS.
- d. Serve on the following committees and other committees as needed: Executive Committee.

#### H. Termination of GSS Officers

1. An officer may be terminated if s/he has:
  - a. Failed to fulfill the duties specified in these Bylaws.
  - b. A conflict of interest due to outside employment or academic commitment.
  - c. Failed to maintain registered status.
  - d. Violated the standards outlined in the University Policies and Regulations.
2. Any declaration of termination requires a three-fourths (3/4) majority vote of Executive Committee members with voting rights.
3. The concerned officer may appeal the Executive Committee's declaration to the GSS. The declaration shall be upheld by a simple majority of all Senators.
4. GSS officers may be recalled according to the provisions set forth in Article VIII of these Bylaws.
5. The interim replacement for a terminated officer shall be appointed according to the provisions set forth by Article III, Section A of these Bylaws.

### ARTICLE IV. COMMITTEES OF THE GSS

#### A. Executive Committee

1. Membership and Election
  - a. The voting membership of the Executive Committee shall be composed of: the five (5) GSS officers, one GSS member from each of the six (6) cost centers, and three (3) at-large members for a total of fourteen (14).
  - b. At the first general meeting of the academic year, the members present from each of the six (6) cost centers will caucus as a cost center and elect one member from their caucus by simple majority to serve on the Executive Committee. Only voting members of the GSS may vote in caucus. The cost centers shall be broken down in the following way:
    - i. Social Sciences – including the Graduate School programs based in the departments of: Anthropology, Communication Sciences, Political Science, Psychology, Religion, and Sociology.

- ii. Arts & Humanities – including the Graduate School programs based in the departments of: Art History & Art, Art Education, Classics, English, History, Modern Languages & Literature, Music, Philosophy, Theater Arts, and Dance.
  - iii. Math & Natural Sciences – including the Graduate School programs based in the departments of: Astronomy, Biology, Chemistry, Geological Sciences, Mathematics, Physics, and Statistics.
  - iv. Engineering – including all of the Graduate School programs based in the Case School of Engineering.
  - v. Medical Sciences – including all of the Graduate School programs based in the School of Medicine, the Francis Payne-Bolton School of Nursing, and Dentistry.
  - vi. Professional Programs – including all of the Graduate School programs based in the Weatherhead School of Management, the Mandel School of Applied Social Science, and the School of Law.
- c. Three (3) at-large members will be chosen from and by the GSS, elected by simple majority of those voting members present in person or by proxy at the first general meeting of the academic year.
  - d. All members of the Executive Committee will serve one-year terms starting as soon as they are elected and ending on July 31<sup>st</sup>.
  - e. The GSS President shall exercise his/her vote only in the event of a tie vote by the remainder of the committee.
2. The duties, powers, and responsibilities of the Executive Committee shall be to:
- a. Discuss and approve GSS priorities, plans, policies, and actions, and proposing and recommending such to the GSS for approval.
  - b. Appoint and replace officers, pending ratification by the GSS, should any elected official become unable to serve as an officer.
  - c. Adopt an annual budget for the year in which it will take effect and submit the annual budget to the GSS for approval at the first regular meeting following the adoption of the budget. With approval of the GSS, the Executive Committee may approve revisions to the annual budget at any time during the year.
  - d. Act on behalf of the GSS between regular GSS meetings.
3. Meetings

- a. The Executive Committee shall meet at least once per month during the Fall and Spring semesters, and all available members shall meet at least once during the summer.
- b. The chair, with the approval of a majority of the members present, may call an Executive Committee meeting into closed session in which only voting members shall be present in the meeting room. The purpose of a closed session is to deal with confidential matter.

## B. Activities Committee

### 1. Membership and Election

- a. The Activities Committee shall be composed of the GSS Vice-President and at least two (2) other senators.
- b. Activities Committee members shall be nominated from the floor at the first GSS meeting of the academic year and elected by a simple majority vote of those Senators present, in person or by proxy.
- c. The Activities Committee shall appoint, from among its members, a chairperson responsible for completing and filing written committee report forms and for making regular reports to the GSS.
- d. The GSS Vice-President shall be responsible for making regular reports from the Activities Committee to the Executive Committee.

### 2. The duties, powers, and responsibilities of the Activities Committee shall be to:

- a. Plan, organize, and supervise GSS-sponsored activities.
- b. Arrange for adequate publicity of such activities.
- c. Seek out competitive prices for items such as food, beverages, and bands provided at GSS activities.
- d. Compose and submit to the GSS detailed requests for the funding of activities, to be voted on by the GSS membership.
- e. Keep the GSS informed of activities sponsored by the professional schools and other members of the CWRU community which may be of interest to graduate students.

## C. Diekhoff Award Committee

### 1. Membership and Election

- a. The President shall appoint a chairperson who is responsible for completing and filing written committee reports to the President and Recording Secretary and for making regular reports to the GSS on the committee's activities.

- b. The Diekhoff Award Committee shall be composed of at least six (6) Senators.
  - c. Diekhoff Award Committee members, aside from the chairperson, shall be nominated and elected by a simple majority vote by the first GSS general meeting of the Spring semester.
2. The duties, powers, and responsibilities of the Diekhoff Award Committee shall be to:
    - a. Review nominations, interview, and select the winners for the annual Diekhoff Award for Excellence in Graduate Teaching.
    - b. Publicize and distribute information to graduate students pertaining to the Diekhoff Award selection in a timely and efficient manner.
    - c. Adopt a schedule of specific dates and deadlines for the nominations, interviews, and selection of Diekhoff Award winners, to be submitted to the GSS President.

#### D. Student Organizations & Allocations Committee

1. Membership and Election
  - a. At the first GSS meeting of the academic year, at least three (3) Senators shall be nominated from the floor and elected at large by a simple majority of Senators present, in person or by proxy.
  - b. The Student Organizations & Allocations Committee shall appoint, from among its members, a chairperson responsible for completing and filing written committee report forms and for making regular reports to the GSS.
2. The duties, powers, and responsibilities of the Student Organizations & Allocations Committee with respect to recognition and funding of graduate student organizations shall be to:
  - a. Oversee the procedures and criteria for the recognition of student organizations as set forth in Article VI of these Bylaws.
  - b. Receive and review petitions for recognition of student organizations.
  - c. Receive and review requests for funding by student organizations.
  - d. Forward recommendations to the GSS regarding the above.
3. The duties, powers, and responsibilities of the Student Organizations & Allocations Committee with respect to the administration of the V-Fund shall be to:
  - a. Manage the V-Fund endowment including:
    - i. Providing for its growth and ensuring that the Graduate Student Senate adopts a budget that allows sufficient funds for the continued operation of the V-Fund.

- ii. Managing on-going fund-raising to continue the growth of the V-Fund endowment.
- b. Processing and verifying all applications by graduate students for V-Fund awards, including:
  - i. Providing for the disbursement of the awarded funds through the Graduate Student Senate Treasurer.
  - ii. Ensuring the dutiful discharge of the rules enumerated in Article X of these Bylaws.
  - iii. Ensuring adequate publicity with regard to the availability of the V-Fund and application deadlines.

#### E. Standing and Ad Hoc Committees

1. Standing committees shall be ongoing committees designed to perform specific functions identified by the Graduate Student Senate.
2. The creation and dissolution of additional standing committees other than those set forth in these Bylaws shall require approval at a Senate meeting by two-thirds (2/3) of those Senators present, in person or by proxy.
3. Ad hoc committees shall be temporary committees designed to deal with special problems identified by the Senate and given responsibilities consistent with the purpose of the Graduate Student Senate.
  - a. All ad hoc committees will be dissolved upon completion of their charge.
  - b. A report must be filed with the Recording Secretary prior to the dissolution of the committee.
4. The creation and dissolution of ad hoc committees shall require approval at a Senate meeting by a simple majority of those Senators present, in person or by proxy.

#### F. University Committees

1. The Graduate Student Senate shall appoint, from among its membership, representatives to University committees and other organizations requiring graduate student representation.
2. Representatives to committees external to the Graduate Student Senate shall be responsible for reporting in writing to the Recording Secretary of the GSS the activities and decisions of those committees.

#### G. General Conduct of Committees

1. Committees shall have the right to submit proposals or resolutions to the Graduate Student Senate for action, but at no time shall a committee act on behalf of the Graduate Student Senate without the Executive Committee's expressed approval.

2. Proxies shall be allowed at any Graduate Student Senate standing or ad hoc committee meetings in accordance with the rules of that committee.
3. All standing and ad hoc committees of the Graduate Student Senate shall operate in accordance with the procedures set forth in Robert's Rules of Order.

## ARTICLE V. MEETINGS AND CONDUCT OF BUSINESS

### A. Regular Meetings

1. It is intended that a regular meeting of the Graduate Student Senate shall be held each month of the academic semester, but no fewer than three (3) meetings shall be held each semester.
2. The Corresponding Secretary shall send written notice to all members of the time and place of each regular meeting at least ten (10) days prior to the meeting, and s/he shall display announcement of the meeting in such University publications as deemed appropriate.
3. The Corresponding Secretary shall send a reminder to all members of the time and place of each regular meeting approximately twenty-four (24) hours in advance of each meeting.

### B. Special Meetings

1. The President shall call special meetings of the Graduate Student Senate when requested by the Executive Committee or by a written petition from one-third (1/3) of all Senators, or as s/he deems necessary. The President shall designate the time and place of such meetings.
2. The Corresponding Secretary shall notify all members at least forty-eight (48) hours in advance of the time, place, and reason for the meeting.

### C. Quorum

1. No business shall be voted upon unless a minimum of one-fourth (1/4) of all voting members are present in person or by proxy, as set forth in Article V, Section E of these Bylaws.
2. A simple majority is defined as the first whole number strictly greater than 50% of those voting members present, in person or by proxy.

### D. Voting

1. Regular motions presented at a Senate or Executive Committee meeting shall require for passage an affirmative vote by a simple majority of those voting members present, in person or by proxy.
2. Amendments to the Graduate Student Senate Bylaws shall require approval at a Senate meeting by a two-thirds (2/3) majority of those voting members present, in person or by proxy.

3. Amendments to the Graduate Student Senate Constitution shall require approval at a Senate meeting by a two-thirds (2/3) majority vote of all voting members.

#### E. Proxies

1. Senators who cannot attend all or part of a Senate meeting in person and cannot send an alternative are permitted to vote by proxy.
2. Proxies shall be in writing, following the format provided by the Recording Secretary.
3. Receipt and Counting of Proxies

Proxy votes shall count toward a majority at a Senate meeting when:

- a. The proxy is assigned to another member who is attending the meeting in person;  
or
- b. The proxy is received by the Recording Secretary no later than the beginning of the meeting at which the vote is to take place.

#### F. Visitors

1. Meetings of the Graduate Student Senate, Executive Committee, and other internal committees are open to all graduate students.
2. Graduate students or other interested parties wishing to be placed on the agenda at a Senate or Executive Committee meeting may:
  - a. Submit the nature and estimated length of their address in writing to the Corresponding Secretary no later than two (2) weeks in advance of the meeting at which they wish to be heard; or
  - b. Be heard during Any Other Business and limit their address to no more than three (3) minutes, unless special time is allocated for the person(s) by the Executive Committee when creating the agenda for the meeting.

#### G. Conduct of Meetings

1. Meetings of the Graduate Student Senate or Executive Committee shall be chaired by the GSS President or Vice-President or their designee.
2. Meetings shall be conducted in accordance with Robert's Rules of Order.

#### H. Introduction of Main Motions or Resolutions

1. This section shall not apply to special meetings.
2. Main motions and resolutions shall be submitted to the Corresponding Secretary at least twenty-four (24) hours in advance of the Executive Committee meeting preceding the regular Graduate Student Senate meeting at which they are to be considered.

3. The Corresponding Secretary, with the consent of the person(s) submitting the main motion or resolution, may rewrite the document so as to include non-substantive, stylistic changes. The Corresponding Secretary shall distribute copies of the motion or resolution, with changes, to all Senators at least three (3) days prior to the regular meeting.
4. The Senate may, at its discretion, choose to suspend Article V, Section H, Parts 2 and 3 of these Bylaws and act immediately upon any motion or resolution brought to floor as new business, with the understanding that acting on said motion may be tabled until a later meeting.

## **ARTICLE VI. GRADUATE STUDENT ACTIVITY FEE AND BUDGET**

- A. All graduate students shall be assessed a Graduate Student Activity Fee, calculated as 0.85% of the tuition cost of one credit, set by the part-time credit rate, each semester. These funds shall constitute the budget of the Graduate Student Senate.
- B. Increases of the Graduate Student Activity Fee shall require approval by a two-thirds (2/3) majority vote of all voting members present.
- C. Institution, Modification, or Removal of Other Fees
  1. The Senators of the Graduate Student Senate may institute, modify, or terminate other fees by modifying the Bylaws as outlined in Article V, Section D of these Bylaws.
  2. Alternatively, Senators can induce a whole student body referendum.
    - a. The referendum is induced by a simple majority vote with no fewer than one-fourth (1/4) of the Senators present.
    - b. A two-thirds (2/3) majority vote of no fewer than one-fourth (1/4) of the current semester's enrollment of students in the School of Graduate Studies is required for the measure to pass.
    - c. Passage of the measure will be reflected by a change to the Bylaws under Article VI.
    - d. The vote will be open for four (4) weeks or longer based on the following criteria:
      - i. In the case that the one-fourth (1/4) criteria has not been met after four (4) weeks, the vote will be closed at the end of the day on which the one-fourth (1/4) criteria is met or eight (8) weeks have passed, whichever comes first.
      - ii. If, after eight (8) weeks, the one-fourth (1/4) criteria has not been met, the measure does not pass.

## **ARTICLE VII. RECOGNITION OF STUDENT ORGANIZATIONS**

- A. Recognition and all other business pertaining to graduate student organizations shall be reviewed by the Student Organizations & Allocations committee, as outlined in Article IV, Section D of these Bylaws.
- B. The benefits to a student organization of obtaining recognition from the Graduate Student Senate shall be:
  - 1. The right to reserve and use University facilities, services, resources, and protections for meetings and events sponsored by the organization.
  - 2. The right to be affiliated with the University by name.
  - 3. The right to use the campus mail service for distribution of materials related to the purpose of that organization.
  - 4. The right to use the University copy centers and audio-visual equipment available through the Educational Media Center at University rates.
  - 5. The opportunity to use the program-planning resources of the Thwing Activities office.
  - 6. The right to request funding from the Graduate Student Senate as set forth in Article VII, Section G of these Bylaws.
- C. Rights & Responsibilities
  - 1. The Graduate Student Senate upholds the University's Student Rights and Responsibilities policy and requires that all recognized student organizations adhere to the policy as set forth in the General Bulletin and Student Services Guide.
  - 2. Recognized student organizations shall be held accountable to the Student Rights and Responsibilities policy, through their leadership, for the entire academic year in which they have received recognition.
- D. Criteria for Recognition
  - 1. The membership of a recognized organization must consist primarily of full- or part-time CWRU students, at least 50% of which must be graduate students. The organization must have at least one advisor who is a member of the CWRU faculty.
  - 2. No organization shall be recognized if it has any restrictions on its membership or participation in the group's activities on the basis of handicap, race, sex, sexual preference, age, religion, national or ethnic origin, political affiliation, or status as a veteran in complete accordance with the CWRU anti-discrimination policy.
- E. Petition for Recognition
  - 1. All petitions for recognition must be received by the chairperson of the Student Organizations & Allocations committee no earlier than September 1<sup>st</sup> and no later than September 30<sup>th</sup> of the academic year for which recognition is requested. Petitions received

before or after that time shall not be considered. A new petition for recognition must be submitted each year.

2. The petition must include a charter of the organization, supplying the Constitution and/or bylaws, a statement of purpose, the operational procedures, the requirements for membership in the organization, the eligibility requirements and election procedures of its officers, and a declaration of affiliation with any other organizations at the campus, local, state, national, and/or international level(s).
3. The names, addresses, and phone numbers (campus and home) of all officers and faculty advisors, as well as current membership figures that list the total number of members, CWRU students, and CWRU graduate students must be provided along with the petition.
4. All information supplied to the Graduate Student Senate and its Student Organizations & Allocations committee must be truthful and complete. The petition for recognition must provide all the required information before the recognition process can begin. A copy of all recognition information will be kept in the files of the Graduate Student Senate and shall be available for public inspection.

#### F. Recognition & Review

1. Upon receipt of a complete petition for recognition, the Student Organizations & Allocations committee shall review the information and forward its recommendations to the Graduate Student Senate. For approval, recognition requires a majority vote at a regular meeting by those Senators present, in person or by proxy. Notice of approval or denial of recognition shall be forwarded to the student organization and the CWRU Activities Office.
2. Once recognition is granted, it shall be in effect for the remainder of the academic year as long as the organization continues to adhere to the provisions set forth in Article VII, Sections C and D of these Bylaws.
3. Failure to comply with any of the restrictions and requirements for recognition, of either the University or the Graduate Student Senate, may result in revocation of recognition and concomitant privileges.

#### G. Funding

1. Recognition of a student organization does not necessarily entitle that organization to funding from the Graduate Student Senate.
2. To be considered for that year, requests for funding must be submitted to and received by the Student Organizations & Allocations committee chairperson no earlier than September 1<sup>st</sup> and no later than April 1<sup>st</sup> of the current academic year. Requests received before or after that time shall not be considered, even if recognition to the organization has been granted. Requests for funding may be submitted at the same time as the organization's petition for recognition, but shall only be considered at such a time as recognition is granted.

3. The Student Organizations & Allocations committee shall review the application for funding and forward its recommendation to the Graduate Student Senate for approval at a general meeting by a majority of those Senators present, in person or by proxy.
4. Any activity funded by a grant from the Graduate Student Senate must be open to all graduate students and advertised in the graduate student newsletter.
5. The Graduate Student Senate shall only consider requests for funding of up to \$250 by a recognized organization in any given academic year. The Graduate Student Senate may approve a lesser amount than the amount requested.
6. The Graduate Student Senate shall disburse the funds for approved requests in a timely and efficient manner.
7. Undergraduate members of a recognized organization will not be counted when determining funding.

#### **ARTICLE VIII. RECALL PROCEDURES**

- A. If a Graduate Student Senate officer or Executive Committee Senator fails to fulfill the duties specified in these Bylaws, it shall be the right of any Senator to initiate recall procedures.
- B. Recall procedures shall be as follows:
  1. The Executive Committee members shall be presented with a petition listing the reasons for the recall and containing signatures representing one-fifth (1/5) of the Senators.
  2. The concerned individual shall be notified of the grievances filed against him or her.
  3. The Graduate Student Senate shall be notified of the grievances filed against the individual, and the individual shall have the opportunity to defend himself or herself in the same notification.
  4. A recall election shall be conducted at a special meeting of the Graduate Student Senate, provided that ten (10) days notice is given to the Senators. The individual shall have the right to defend himself or herself at this meeting.
  5. If a two-thirds (2/3) majority of the Senators present favors, then the office shall be declared vacant, and a new election shall be held to fill the vacancy.
  6. The officer or Executive Committee member who is the subject of the recall shall be excluded from the above Executive Committee member duties.

#### **ARTICLE IX. AMENDMENT OF BYLAWS**

- A. Any voting member of the Graduate Student Senate may propose an amendment to these Bylaws.

1. The proposed amendment shall be submitted to the Corresponding Secretary at least two (2) weeks before it can be considered.
  2. The proposed amendment shall be submitted to the Corresponding Secretary through the GSS' official form entitled "Proposal for Amending the Bylaws."
    - a. It is up to the proposal's author to ensure the form's completeness and correctness.
    - b. If the form is incomplete or incorrect, the GSS Corresponding Secretary shall notify the proposal's author in a timely fashion and shall advise the author as to how the form is incomplete or incorrect.
  3. The Corresponding Secretary shall distribute copies of the proposed amendment to the Graduate Student Senate within one (1) week of its receipt.
- B. Any amendment to these Bylaws shall require approval at a Senate meeting by a two-thirds (2/3) majority vote of those voting members present, in person or by proxy.
- C. Any amendment which receives approval shall become effectively immediately after the adjournment of the meeting at which it is adopted, unless the motion to amend specifies a time that the amendment shall take effect.

## ARTICLE X. V-FUND ADMINISTRATION

- A. Eligibility for Award from the V-Fund
1. Eligibility is to be determined by the committee.
  2. Graduate students will be eligible for award from the V-Fund if they meet all of the following requirements:
    - a. Are enrolled in the School of Graduate Studies as a full- or part-time, degree-seeking student for the semester of application.
    - b. Have completed at least twelve (12) credit hours of graduate-level coursework by the application date.
    - c. Have not already applied in the current semester.
    - d. Not having a lifetime total of awards from the V-Fund in excess of \$250.
  3. A student applying for an award from the V-Fund is responsible for proving their eligibility.
  4. Eligible uses of V-Fund awards shall be:
    - a. Presentation at a professional conference, not to exceed the amount of \$200.
    - b. Thesis/dissertation binding for an amount not to exceed \$50.
    - c. Other uses deemed worthy by the committee, excluding:
      - i. Payments toward tuition, fees, fines, or professional society memberships.

- ii. Attending a conference without presenting a paper/poster.

B. Distribution of V-Fund Awards

1. Announcement of availability is to be made at the beginning of each Fall and Spring semester by the committee.
2. Except in unusual circumstances of immediate need, all grants are approved on a reimbursement basis with the student receiving the award providing the original receipt(s) of expenses incurred. Unusual circumstances must be approved unanimously by the committee.
3. The application must be submitted within sixty (60) days of a conference or thesis.
4. Applicants will submit a one-page application form confirming eligibility by the appropriate deadline for the semester.
5. The student will request the amount of money needed for the event, according to the guidelines and maximum allowed. The committee has the right, by majority vote, to award fewer dollars than requested.

## ARTICLE XI. FORMAL RELATIONSHIP WITH GRADUATE STUDIES

- A. The Graduate Student Senate acknowledges the Deans of Graduate Studies as our independent partners in concern for the welfare of graduate students and graduate education at Case Western Reserve University.
- B. The Dean of Graduate Studies will be listed as the faculty/staff advisor for the Graduate Student Senate, as required.
- C. The Dean of Graduate Studies or a designee from the Office of Graduate Studies is encouraged to attend meetings of the Graduate Student Senate in order to maintain a working relationship with the Graduate Student Senate and act as an advisor on request.
- D. The elected officers of the Graduate Student Senate are encouraged to maintain close, cordial relationships with the Deans of Graduate Studies to help further the causes championed by the Graduate Student Senate on behalf of the graduate student body.