ARTICLE I: STRUCTURE OF THE GENERAL ASSEMBLY

Section 1: The Awarding of Additional Seats in the General Assembly

A. The total membership of the GSS shall be fifty-eight (58) senators and the members of the SEC, so that the total voting membership of the GA is sixty (60) senators.

B. The partitioning of the fifty-eight (58) seats shall be such that:
   a. Every department, as defined by Article I, Section 5 of the constitution that has at least one full time graduate student as defined by the graduate college is guaranteed at least one (1) seat.
   b. Each graduate student organization, as defined by the Office of Campus Activities in good standing with the GSS will be guaranteed exactly one (1) seat.

C. The remaining seats will be portioned out to departments in direct proportion to the number of students under a single department chair as of Mar. 15 during the spring prior to the current academic year.
   a. 4/5 of the remaining seats, rounding up, will be awarded to departments based on full time graduate student enrollment.
   b. 1/5 of the remaining seats, rounding down, will be awarded to departments based on part time graduate student enrollment.

D. The partitioning of the remaining seats done as follows:
   a. Each department will be ranked according to their full time enrollment relative to all other departments on campus.
   b. An extra seat will be awarded to each departments in the order to this ranking one at a time until the extra seats awarded to graduate programs based on full time enrollment is exhausted.
   c. Each department will be ranked according to their part time enrollment relative to all other departments on campus.
   d. An extra seat will be awarded to each departments in the order to this ranking one at a time until the extra seats awarded to graduate programs based on part time enrollment is exhausted.

E. The graduate students of an academic program have the right to portion out their afforded representation in the manner that they wish.

Section 2: Resigning Seats to the General Assembly

A. Departments will always reserve the right to return seats to the GA at any time by notifying, in writing, the Vice President their intent to do so.
   a. Upon notification, the Vice President will award the extra chair to the next department in line according to Section 1.

B. Graduate Organizations have the right to leave the GA at any time by notifying, in writing, the Vice President their intent to do so.
   a. Upon notification, the Vice President will award the extra chair to the next department in line according to Section 1.
   b. This seat will be returned to the organization in the next academic year upon written request from the organization to the Vice President, and with approval of the GA.

Section 3: Forfeiture of Seats to the General Assembly

A. Each academic year, departments will be afforded at least one (1) seat in the GA which may be censured from the previous year, but not removed.
a. If a department begins an academic year censured, they will be afforded one (1) seat regardless of the number of graduate students in the department.
   b. Departments that regain good standing with the GSS will be eligible for additional seats after the probationary period is complete.

B. Departments whose attendance of senators and proxies at the general assembly is less than their allotted amount for three (3) meetings in a semester shall forfeit their extra seat for the remainder of the academic year. The Vice President will then award this seat to the appropriate department according to Article I, Section 1 of the bylaws.

Section 4: Creation of GSS Committees

A. A committee may be formed through any of the following:
   a. A formal motion of the GA.
   b. The President upon informing the GA.

B. The chair of any committee created by the President shall be appointed by or removed by the President.

C. The chair of any committee created by the GA will be selected by or removed by the Vice President.

D. A specific goal will define any committee.

E. Committee chairs shall keep and post all records of committee deliberations and shall forward copies of the same to the SEC.

F. Any graduate student in good standing as defined by the graduate college may serve on a GSS created committee.

ARTICLE II: FUNDING FOR PROFESSIONAL DEVELOPMENT

Section 1: Eligibility

A. Applicants must be currently enrolled graduate students within BGSU’s Graduate College, registered for at least 6 credit hours, and in good standing with the Graduate College.

B. Applicants must be graduate students in academic departments in good standing, and not on probation, with Graduate Student Senate (GSS) at the deadline for applications.

C. Students must apply through their academic department and not a graduate organization.

D. Each eligible student is limited to one FPD application per professional development activity per semester.

E. The information needed for a valid application will be provided by the GSS Vice President with the orientation packet.

Section 2: Funding Policies

A. The maximum amount an individual can receive annually from the GSS shall be set by the Vice President.

B. Funding will be distributed equally from the FPD budget for the relevant semester among all approved applications.
   a. Those applicants that serve in leadership positions or present research receiving an additional award as set by the Vice President not to exceed twenty percent (20%) more than the base award.
   b. When requested amount is less than award, the award will equal the request.

C. FPD requests will be considered only for expenses related to transportation, lodging, and registration.

D. FPD will only be granted as reimbursements, with original receipts, within 30 days of travel.

E. Applicants may only apply for FPD during the semester in which the activity will take place.

F. BGSU standards, as defined at www.bgsu.edu/offices/business/page22084.html must be used in calculating expenses (i.e. current mileage rates, etc.).

G. All applications will be considered by the GSS FPD awards allocation committee.

H. The GSS FPD Allocation Committee shall be composed by
   a. Treasurer (Chair)
   b. Graduate Allocations Representative (GAR)
c. Chair for the Professional Development of Graduate Students

I. The GAR and that Chair for the Professional Development of Graduate Students shall serve an advisory role to the treasurer who shall make the decision on behalf of the committee and communicate the decision to the applicant within ten (10) business days of the application deadline.

J. Written appeals to the decision made and communicated by the FPD awards allocations committee must be received by the Vice President within ten (10) business days from the date the applicant is sent notification of the FPD decision.

ARTICLE III: THE ELECTION PROCESS

Section 1: Spring Election Process

A. The Process shall be chaired by the member of the current SEC that is highest on the order of succession that is not running for any office, or by a member of GSS selected by the GA through a main motion.

B. The election process will begin with nominations from the GA.
   a. There must be a quorum as defined in Article II Section 5 of the constitution to continue with the election process
   b. Nominations for any position must be open for no less than two meetings of the GA.
   c. The order of Nominations for offices are in the order of succession as defined in Article III Section 5 of the constitution.
   d. An individual may nominate themselves if they are eligible, as defined in Article I Section 3 of the constitution and Article III Section 1 of the bylaws to run for the office

C. For a nomination to be valid, the nominee requires the following:
   a. Any individual seeking an elected or appointed position in GSS must be a graduate student and not in a position that would grant eligibility for elected representation in another non-student run campus governing body,
   b. A second to the nomination from the GA.
   c. A completed "Graduate Student Senate Officer Application."
      i. It is the responsibility of each candidate to provide copies of this application to all members of GSS during the General Assembly meeting for the elections.
      ii. The GSS office will make copies as a courtesy if the application is received at least one (1) day prior to the GA in which the election for that position may be held.
      iii. Candidates are not allowed to see applications of competitors prior to the election day
   d. A nominee for Vice President must meet the following criteria to be considered valid:
      i. If the person is currently serving the GSS, the person must have been a member of the GSS for no less than five (5) weeks for which classes are held in order to be able to run.
      ii. If the person is not currently serving the GSS, the person must have been a member of the GSS for no less than fifteen (15) weeks for which classes are held in order to be able to run.
   e. A nominee for President must meet the following criteria to be considered valid:
      i. The person must be currently serving the GSS.
      ii. The person must have been a member of the GSS for no less than twenty (20) weeks for which classes are held in order to be able to run.

D. When the GA closes an office to nominations, the election for that position starts immediately as follows:
   a. The order of elections is the same as the order of nominations.
   b. If the candidate is running uncontested then the procedure will be as follows:
      i. The candidate will have five (5) minutes to address the GA.
      ii. The GA will have the opportunity to question the candidate.
      iii. The GA will make a motion to close questioning.
      iv. The candidate will leave the GA while the GA deliberates.
      v. The GA will vote for the candidate.
vi. A candidate running for any position other than Vice President or President will be elected if they receive the more votes for than against.

vii. A candidate running for Vice President or President will be elected only if the number of votes for that person is a majority of the voting membership present.

viii. The candidate will be brought back to the GA and informed of the decision.

c. If there is a contested position

i. Each candidate will have five (5) minutes to address the GA.
   1. The order of candidates will be selected at random.

ii. The GA will ask a question for which each candidate will have two (2) minutes for a response.
   1. The order of questions to candidates will be reverse of the order in which they addressed the GA.
   2. The order of candidates to be questioned will reverse with each round of questions.

iii. After each candidate has responded to the question each candidate will have the opportunity to debate their opponents’ answers in a manner mediated by the chair of the election process as defined in Article III Section 1A of the bylaws.

iv. The GA will make a motion to close questioning.

v. The candidates will leave the GA while the GA deliberates.

vi. The GA will vote for each candidate.

vii. A candidate running for any position other than Vice President or President receiving the most votes among all candidates running, but not a majority will then be considered running uncontested and voted upon again under the procedure of Article III Section 3D.b of the bylaws.

viii. A candidate running for Vice President or President will be elected only if the number of votes for that person is a majority.

   1. If the number of votes that a person receives is not a majority then the candidate with the lowest number of votes will be removed.

   2. This process will continue until a candidate receives a majority of votes or until the candidate is running “uncontested”, and will be voted upon again under the procedure of Article III Section 3D.b of the bylaws.

ix. The candidate will be brought back to the GA and informed of the decision.

d. If no candidate is elected, the office will be considered vacant and filling that office will be done in accordance with Article III Section 2 of the bylaws.

E. An individual that loses an election may be nominated for any other remaining office.

Section 2: Filling a Vacant Office

A. An office shall be defined as vacant if it is not filled by the end of the Spring Semester.

B. There must be a quorum as defined in the Article II Section 5 of the constitution to initiate or continue with the election process.

C. Nominations may begin and may be closed during one (1) meeting of the GA.

D. The election process will proceed according to Article I Section 1D of the bylaws.

ARTICLE IV: SENATE EXECUTIVE COMMITTEE

Section 1: Additional duties of the Elected Positions

A. The President
   a. Committees and bodies upon which the President will serve:
      i. Representative of the GSS to the Board of Trustees
      ii. President’s Panel
      iii. University Council

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iv. Faculty Senate  
v. Faculty Senate Executive Committee  
vi. Graduate Council  
vii. Graduate Council Leadership Committee  
viii. Graduate Student Issues Subcommittee of Graduate Council  
b. The President meets with the following individuals:  
i. On a biweekly basis:  
   1. Senior Administrator for Student Affairs  
   2. President, USG  
ii. On a monthly basis:  
   1. Senior Vice President for Academic Affairs and Provost  
   2. Senior Administrator for Student Affairs and Dean of Students  
   3. Graduate College Dean  
   4. Advisor to GSS  
iii. On a semester basis  
   1. President, BGSU  
   2. Vice Provost of Governance and Faculty Relations  
   3. Equity and Diversity Officer  
iv. Immediately following election, the individuals listed in the transition material.  
c. As chair of the SEC, the President sets and distributes the agenda for the meetings of the SEC.  
d. As chair of the graduate student issues subcommittee of the Graduate Council the President sets and distributes the agenda for the meetings.  
B. The Vice President  
a. With the consent of the President, schedules GA and SEC meetings  
b. As Chair of the GA:  
i. Provides a copy of the constitution and bylaws, and Robert’s Rules of Order, for each senator in the General Assembly at the start of the fall semester.  
ii. Ensures that Reports from members of university standing committees are forwarded on to the GA.  
iii. Informs the President of departments, programs, and organizations that have been censured  
c. The Vice President should make every attempt to attend the following meetings with the GSS President:  
i. On a biweekly basis:  
   1. President, USG  
ii. On a monthly basis:  
   1. Senior Vice President for Academic Affairs and Provost  
   2. Graduate College Dean  
iii. On a semester basis  
   1. President, BGSU  
   2. Vice Provost of Governance and Faculty Relations  
d. As Chair of the FPD process:  
i. Approve the deadlines established each Fall for the FPD funding submissions and approval in cooperation with the treasurer and the office secretary.  
ii. Sets the maximum amount a graduate student can receive in an academic year.  
iii. Determines the two rates of funding for each of  
   1. The applicants that serve in leadership positions or present research.  
   2. Those that simply attend.  
iv. Make the final decision regarding FPD appeals.  
C. Academic Affairs Representative  
a. The academic affairs representative will meet each semester with the following individuals:  
i. The Senior Vice President for Academic Affairs and Provost  
ii. Each college dean  
iii. The University Registrar  
b. Committees upon which the Academic Affairs Representative will serve:  
i. Committee of Academic Affairs
ii. Graduate Council subcommittee for academic policies and standards in an ex-officio capacity.

D. Student Affairs Representative  
   a. Meets with the Assistant Vice President for Student Affairs on at least a monthly basis.
   b. The student affairs representative will meet each semester with the following individuals:  
      i. University Equity and Diversity Officer
      ii. University Health Center Director
   c. Serves on the following committees:  
      i. Ex-officio group, arranged by Office of the Vice President for Student Affairs
      ii. Student Affairs Advisory Board.
      iii. Any student committee advisory to the Chief of Campus Police.

E. Treasurer  
   a. Inform the President of any requests for presentations of the budget.
   b. Compile and present a report on the budget to the SEC every six (6) weeks.
   c. Compile and present a report on the budget to the GA once a semester.
   d. With the approval of the President make presentations regarding the budget.
   e. Serve as the Graduate Allocations Representative in the absence of a duly appointed Graduate Allocations Representative.
   f. Serve on, or with the approval of the Vice President, select a representative to serve on all committees related to the budget of the university.
   g. As the chair for the Funding for Professional Development (FPD) award allocations committee:  
      i. Communicate the procedure and policies regarding FPD requests to the GA.
      ii. With the assistance of the FPD allocations committee, decide to uphold or reject FPD requests.
      iii. Communicate to applicants and inform the Vice President the decision of FPD requests.
      iv. Not serve on any FPD appeals committee.

F. Secretary  
   a. Keep an archive of all formal communications from the GSS.
   b. Serve as parliamentarian in the absence of a duly appointed parliamentarian.

G. Representatives at Large (2 positions)  
   a. The representatives-at-large will be the GSS liaison to USG attending the GA of the USG as directed by the Vice President.
   b. The Vice President will assign two committees from the following upon which each of the representatives will serve:  
      i. Strategic Enrollment Management Planning Working Group
      ii. Student health advisory board.
      iii. Graduate Student Issues subcommittee of the Graduate Council.
      iv. The student committee advisory to the Chief Information Officer.
   c. The representative at large will also meet with the following individuals, consistent with their committee assignments, on a monthly basis:  
      i. Vice President for Enrollment Management
      ii. Director of Health Services.
      iii. Assistant Graduate Dean.
      iv. Chief Information Officer.

Section 2: Additional Duties of the Appointed Positions

B. Chair for Professional Development of Graduate Students  
   a. Serve as a lead in the planning and implementation of all GSS-sponsored academic/professional development programming efforts.
   b. Leads in the planning and implementation of all aspects of the Charles E. Shanklin colloquium and GSS Awards program held in April.
   c. Committees upon which this chair will serve:  
      i. Faculty Senate Honors and Awards Committee.
ii. Center for Teaching and Learning.
iii. FPD allocations committee.

C. Graduate Allocations Representative (GAR)
   a. Committees upon which the GAR serves:
      i. Student Budget Committee (SBC).
      ii. FPD allocations committee.
   b. Serve as the primary resource to graduate student organizations regarding the SBC funding process.

D. Chair for International Graduate Student Affairs
   a. This position must be held by an international student because of the requirements of part b.
   b. Serves on the Student Health Advisory Board as the International Graduate Student Representative.
   c. Meets on a monthly basis with the Director of the International Student Services.

E. Chair for Multicultural Graduate Student Affairs
   a. Serves on all Diversity Committees.
   b. Meets on a monthly basis with the following individuals:
      i. Director of the Center for Multicultural Affairs.
      ii. Assistant Graduate Dean.

F. Chair for the Publicity of Graduate Student Senate Events
   a. Shall serve as the lead in promoting all sanctioned Graduate Student Events.

G. Chair for Social Programming
   a. Shall serve as the lead in the planning and implementation of all GSS-sponsored social programming efforts.