GRADUATE STUDENT SENATE
BOWLING GREEN STATE UNIVERSITY
CONSTITUTION

PREAMBLE:

Under the authority of the Bowling Green State University Charter, Article II, Section B, as established by the board of trustees, we the graduate students of Bowling Green State University, in order to represent our needs, interests, and opinions as students, to ensure our rights as citizens of the University Community, and to promote unity, cooperation, and goodwill among all students, do ordain and establish this constitution for the Bowling Green State University graduate student body.

ARTICLE I: STRUCTURE AND PURPOSE

Section 1: The name of this organization shall be the Graduate Student Senate, hereafter referred to as GSS.

Section 2: The purpose of this organization shall be:

A. To act as the elected representative body of the Bowling Green State University, hereafter referred to as BGSU, graduate student community bearing the responsibility of graduate student concerns at all levels of the University, ensuring just representation and treatment of all BGSU graduate students.

B. To institute any measure or function deemed proper to the interest of the BGSU graduate student community.

Section 3: Any graduate student of BGSU and BGSU Firelands in good standing, as established by the BGSU Graduate College is eligible for membership in the GSS.

Section 4: The GSS shall be composed of the General Assembly, hereafter referred to as the GA and the Senate Executive Committee hereafter referred to as the SEC. In addition the BGSU graduate student board of trustees representative shall be an ex-officio member of the GA and the SEC.

Section 5: All graduate students whose academic discipline resides under a single department chair shall define an academic department or program.

Section 6: The seats of the GA shall be partitioned according to the bylaws of this document.

Section 7: The faculty sponsor and official advisor of the GSS shall be designated by the Senior Student Affairs Administrator.

ARTICLE II: GENERAL ASSEMBLY

Section 1: The GSS General Assembly, hereafter GA, shall be composed of representatives from graduate degree-granting departments, programs and graduate student organizations whose primary membership consists of graduate students in good standing as defined by Article I, Section 3. Departments, Programs and
Organizations are hereafter referred to as a DPO.

**Section 2:** GSS expects that the election/appointment of DPO senators shall be completed by the end of the first week of classes in the fall semester following elections.

**Section 3:** The GA shall meet no less than on a biweekly basis unless holidays or other extraordinary circumstances prohibit this.

**Section 4:** The meetings of the general assembly shall be open to the public.

**Section 5:** The GA shall conduct its meetings according to Robert’s Rules of Order.

**Section 6:** To conduct official business there must exist a quorum of the General Assembly. Quorum shall be defined as one-half the number of senators that are not censured, plus one.

**Section 7:** Rights of Senators

A. Each Senator shall possess the right to speak, make a motion to the GA pertaining to the business at hand.
B. Each Senator shall have one vote for each motion at hand at GA. Voting must be in person, and there is only one vote for each voting member present at the time of voting.
C. At the request of ten (10) senators, through written communication to the Vice President, a special meeting of the GA may be convened.
D. Any senator may request as a formal motion a vote by secret ballot for the question called.
E. A graduate student may serve as GSS senator for only one organization, program, or department, but not both.
F. Each Senator has the right to draft and propose legislation and resolutions to be considered by the GA.
G. Each Senator shall have the right to attend the Senate Executive Committee meeting upon notifying the GSS secretary of their intent to do so.
H. Each Senator shall have the right to request and receive from the SEC any and all documents pertaining to the constituents they represent that are not deemed privileged.
I. Each Senator shall have the right to view the most current GSS budget at any time.

**Section 8:** Responsibilities of Senators

A. Each Senator shall attend or secure a proxy to attend every GA meeting.
B. Each Senator shall remain in attendance for the duration of the GA.
C. Senators shall communicate all information discussed at GA meetings with their constituencies.
D. Senators shall communicate concerns of their constituencies to the GA or SEC.
E. Each Senator may be required to serve on one university standing committee or GSS committee.

**Section 9:** Definition of Proxies

A. In the event a senator is unable to attend GA and notifies, in writing, the GSS Secretary and Vice President, they may appoint a proxy who shall have the full rights and responsibilities of a senator for the time period the senator has designated him/her as the proxy.
B. A proxy for a senator must be from the senator’s department and cannot be a senator of another department or organization, or elected officer of GSS.

**Section 10:** Removal of Senators or Proxies

A. A duly elected or appointed Senator or Proxy may be removed, for any reason other than those pertaining to attendance by a letter signed by a simple majority of the graduate students, in good standing, from the department that the senator represents.
B. In the event a senator is removed, it is the Department, Program, and Organization’s (DPO) responsibility to fill the vacancy.
Section 11: Censure of Departments, Programs, and Organizations

A. If a DPO fails to have representation (by senator or proxy) for two (2) consecutive General Assembly meetings or three (3) General Assembly meetings in one semester, the membership of that DPO shall be censured from the GA.

B. Censured DPOs will immediately lose their senators rights, including voting, and motion rights, as well as be removed from the quorum call and signature sheets as well as standing committees.

C. Censured DPO’s at the end of the academic year will need to petition for readmission to GSS prior to participating in an upcoming academic year.

D. In the event that a department or program is censured from GSS, said students from that department will immediately, regardless of application status, lose eligibility for all GSS honors and awards until such time as that department or program is reinstated.

E. Graduate Organizations that are censured at the end of two consecutive semesters in which at least one meeting of the general assembly is held, with no communication from the organization, received by the Vice President, shall be considered defunct and thus removed from membership from the GSS, relinquishing their seat, but shall retain the right to petition for reinstatement to the GSS.

Section 12: Reinstatement of Departments, Programs, and Organizations

A. All academic department senators whose departments are censured will need to send a formal petition to the Vice President declaring their intent for the department’s to regain good-standing with the GSS, and their wish to make a formal petition to the GA.

B. Censured DPOs may gain readmission to GSS at any time by a majority vote in the GA. Once a DPO has been readmitted, they must complete a probationary period of maintaining a perfect GA attendance record for the period of two (2) consecutive meetings. During this probationary period, the DPO will retain full voting and participation rights but departments or programs will not be eligible for GSS funding honors and awards. At the end of this period, the DPO will be considered returned to good standing with the GSS and departments or programs being eligible for all GSS honors and awards once again.

C. Defunct and new Organizations may apply for readmission to the GSS, and upon readmission shall gain speaking rights, but their full motion and voting will not commence until the following academic year provided they not end the last semester of the academic year censured.

ARTICLE III: ELECTIONS

Section 1: The process for the election of officers that shall serve on the SEC may on begin at any GA on or after March 1.

Section 2: The election of officers that shall serve on the SEC will be by a vote of the General Assembly.

Section 3: The procedure used during the GSS election process will be in accordance with those set forth in the bylaws of this constitution and the purpose of which shall be to ensure that the election is a fair and just process that meets the needs of GSS and the BGSU community.

Section 4: Duties of the officers elect.

A. The newly elected officers and shall serve as assistants to the current officers until midnight of the last day of the Spring Semester, whereupon they will officially take office.

B. If the officer is elected during the semester in which they are expected to serve, they shall take office immediately upon being elected.
Section 5: The officers shall be elected in the following order:

A. President
B. Vice President
C. Academic Affairs Representative
D. Student Affairs Representative
E. Treasurer
F. Secretary
G. Representatives-at-Large (2).

Section 6: In the event of a vacancy of an elected position, Article III Section 5 will define the GSS order of succession for positions of the elected officers.

A. The President or highest elected official with respect to the order of succession may appoint individuals to serve in any vacant office for an interim period until the election of the officer by the GA.
   a. An election for each office for which an interim officer is serving may be held during this time.
   b. The office will be considered vacant, thus elections will follow Article III, Section 2 of the bylaws.
   c. The interim officer is eligible for election.
   d. The length of an interim appointment is for one (1) month
   e. At the end of an interim period, the GA will vote to extend the interim service of the individual for one (1) month.

B. In the absence of a duly appointed individual, the next officer below the vacant position as defined by Section 5 will assume the rights and responsibilities of the vacant office until a duly elected officer assumes the office, but shall have the authority to delegate the inherent rights and responsibilities with the approval of the President or interim President.

C. The following process will determine the order of succession within the Representative-at-Large:
   a. The Representative-at-Large with more time of service to the GSS.
   b. If a tie exists after part a then the representative at large with the most time serving in the SEC.
   c. If a tie still exists then the two Representatives-at-Large will split all duties assigned or interim evenly as decided by the Vice President.

ARTICLE IV: SENATE EXECUTIVE COMMITTEE

Section 1: The SEC, shall be composed of seven (7) officers elected by the General Assembly as defined by Article III Section 5, and the appointed chairs and advisors of the GSS. In addition the graduate student representative to the BGSU Board of Trustees shall be an ex-officio member of the SEC.

Section 2: The SEC shall advise the President in the formulation of the agenda of the General Assembly; shall present to the General Assembly issues and concerns relevant to the BGSU graduate student body.

Section 3: At the request of three (3) members of the SEC, a special meeting of the GA or the SEC may be convened.

Section 4: The SEC meetings shall held be on a biweekly basis unless holidays or other extraordinary circumstances prohibit this.

Section 5: Composition of the Elected, and Ex-Officio Officers:

A. The individuals subject to this section are those in the positions listed in Article III Section 5, or serving in an ex-officio capacity to the GSS.
B. These officers may not serve as a senator or alternate for a department, program or organization, while in office.

Section 6: Rights of the members of the SEC:

A. Unless otherwise specified in Article IV Section 6, these officers will have speaking and motion rights in the GA, but not possess voting rights.

B. These officers will have full speaking, motion, and voting rights in the SEC unless otherwise specified in Article IV Section 6.

Section 6: Rights and Responsibilities of each of the Elected and Ex-Officio Officers

A. President:
   a. Composes the agenda for each General Assembly.
   b. Chairs the SEC.
   c. Co-Chairs the graduate student issues subcommittee of the Graduate Council.
   d. May call a special meeting of the GA or the SEC.
   e. Defines and appoints SEC chair positions for the year in which the President serves.

B. Vice President:
   a. Chairs the General Assembly.
   b. Chairs the Graduate Student Board of Trustees Representative search committee in years when appropriate.
   c. Unless otherwise provided for in the bylaws or by action of the General Assembly, or in the event of vacancy of a position for which the bylaws define committee service, appoints all University and GSS committee representatives, with the approval of the President.
   d. Chairs the Funding for Professional Development (FPD) process.
   e. Due to the time commitment involved in this position, the Vice President will receive a budgeted compensation per semester.

C. Academic Affairs Representative:
   a. Represents the academic interests of graduate students as a whole, without departmental or other bias.
   b. Due to the time commitment involved in this position, the Academic Affairs Representative will receive a budgeted compensation per semester.

D. Student Affairs Representative
   a. Represents the student affair interests of graduate students as a whole, without departmental or other bias.
   b. Serves as Co-Chair (with the GSS President) of the Graduate Student Issues Sub-Committee of the Graduate Council.
   c. Due to the time commitment involved in this position, the Student Affairs Representative will receive a budgeted compensation per semester.

E. Treasurer:
   a. Proposes the complete budget expenditures for the GSS to the President for approval by the first meeting of the SEC of the semester.
   b. Proposes the partition of the Funding for Professional Development (FPD) budget for fall and spring semesters to the Vice President for approval by the first meeting of the SEC in the fall semester.
   c. Chairs the Funding for Professional Development (FPD) award allocations committee in accordance with the bylaws.

F. Secretary:
   a. Records the minutes of the GA and of the SEC.
   b. Records the attendance of the GA and the SEC.
   c. Distributes a finalized version of the minutes to the GA or the SEC no later than one (1) week after the meeting.
   d. Will inform the Vice President prior to notifying absentee senators and their department chairs or organizational advisors of GSS attendance policies.
e. With the approval of the Vice President, notify DPOs that have been censured by the General Assembly.

f. With the approval of the Vice President, notify DPOs that have received a change in the number of seats they hold in the General Assembly.

G. Representatives-at-Large:
   a. Possess full rights of a GSS senator in the GA, including speaking and voting.
   b. Represents graduate students as a whole, without departmental or other bias.

H. Board of Trustee Representative:
   a. Serves as an Ex Officio member on SEC and the GA.
   b. Serves as the principle liaison between the GSS/SEC and the Board of Trustees.
   c. Presents all relevant information from the Board of Trustees to the SEC and the GA.
   d. Will not possess the right to make motions in the GA.

Section 7: Rights and Responsibilities of the Appointed Officers

A. Report all findings and recommendations to the General Assembly.
B. Shall Serve on the committees and meet with the individuals in accordance with the bylaws of this constitution.
C. Schedule and chair all committee-related meetings and hearings.
D. Will not possess the right to vote in GA solely based on their chair position; but would retain the right to vote in the event the individual also serves as a DPO senator.
E. When appropriate, oversee, encourage and/or sponsor committee-supported legislation.

Section 8: Removal of Elected Officers

A. Each elected member of the SEC is expected to perform all sound and reasonable requests from the GA, as well as serve on committees and meet regularly with individuals in accordance with the bylaws of this document.
B. A duly elected member of SEC may be removed from office by a 2/3 vote of the voting membership of the General Assembly. This action may be brought before the General Assembly by
   a. A petition signed by no less than ten (10) GSS Senators.
   b. An action item from the SEC.

Section 9: Removal of Appointed Officers

A. An appointed member of SEC may be removed either by
   a. A majority vote of the elected SEC.
   b. The President.

ARTICLE V: AMENDMENTS

Section 1: Amendments to the Constitution:

A. Any article or selection of this constitution may be amended.
B. The proposed amendment to the constitution must be submitted to the Vice President at least one week prior to the GA in which the proposed amendment is read for the first time.
C. The proposed constitution amendment must be read at three (3) consecutive meetings of the GA with at least four-fifths of the total voting membership of the GSS as defined in Article I Section 1 of the bylaws, unaffected by censuring, in attendance at each meeting.
D. After the third reading at least four-fifths of the total voting membership of the GSS as defined in Article I Section 1 of the bylaws, unaffected by censuring, must vote in favor of the amendment to the constitution for it to be adopted.
E. Passed amendments to the constitution will go into effect the next academic year.

Section 2: Clerical Amendments to the Constitution:

A. Clerical amendments to the constitution are defined as amendments to sections that are no longer relevant or needing change as a result of the change in structure of the university or of the GSS, or to fix any error or outdated passage in this document, but preserving the spirit and intent of the passage or section.
B. The proposed clerical amendment to the constitution must be submitted to the Vice President at least one week prior to the GA in which the proposed amendment is read for the first time.
C. These proposed changes must be read at two (2) consecutive meetings of the GA with a quorum attendance.
D. Upon the conclusion of the second reading these changes may be adopted through a main motion.
E. Passed clerical amendments to the constitution will go into effect immediately.

Section 3: Amendments to the Bylaws:

A. Any article or selection of the bylaws may be amended.
B. The proposed amendment to the bylaws must be submitted to the Vice President at least one week prior to the GA in which the proposed amendment is read for the first time.
C. The proposed bylaws amendment must be read at two (2) consecutive meetings of the GA with quorum attendance at the first meeting and two-thirds (2/3) of the voting membership in attendance at the second meeting.
D. After the second reading, two-thirds (2/3), always rounded up, of the voting membership in attendance must vote in favor of the amendment to the bylaws for it to be adopted.
E. Passed amendments to the bylaws will go into effect the next academic semester.

Section 4: Clerical Amendments to the Bylaws:

A. Clerical amendments to the bylaws are defined as amendments to sections that are no longer relevant or needing change as a result of the change in structure of the university or of the GSS, or to fix any error or outdated passage in this document, but preserving the spirit and intent of the passage or section.
B. The proposed clerical amendment to the bylaws must be submitted to the Vice President at least one week prior to the GA in which the proposed amendment is read for the first time.
C. These proposed changes must be read at one (1) meeting of the GA with a quorum attendance.
D. Upon the conclusion of the reading these changes may be adopted through a main motion.
E. Passed clerical amendments to the bylaws will go into effect immediately.
GRADUATE STUDENT SENATE
BOWLING GREEN STATE UNIVERSITY
CONSTITUTIONAL BYLAWS

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 department 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 consider 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
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 polices 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.