



Graduate Student Senate  
402B Bowen-Thompson Student Union  
Bowling Green, Ohio 43403-0181  
Phone: (419) 372-2427  
<http://www.bgsu.edu/gss>

## GSS General Assembly Meeting Agenda Friday, September 4<sup>th</sup>, 2009

### Handouts

- Resolution 2009.F1: Endorsement in Principle of the Strategic Plan
- Resolution 2009.F2: Creation of GSS Awards for Research Conference
- Election Application: Treasurer, Zippy Nyaga
- Election Application: Graduate Allocations Representative, Eric Miller
- Welcome Letter
- GSS Constitution and Bylaws
- Open University and Faculty Senate Committees
- Robert's Rules of Order/Parliamentary Procedure Handout
- GSS Social Events Calendar

Highlights:

### Guest Speakers

- State Representative Randy Gardner
- Sundeep Mutgi & Kevin Basch, *Undergraduate Student Government*

### Agenda

- Call to Order
- Roll Call (*Senators not present at roll call must see the Parliamentarian at the end of the meeting*)
  - Departments/Organizations at Risk of Censure: None
  - Departments/Organizations Censured: None
- Guest Speakers
- Old Business
  - Elections: Treasurer and Graduate Allocations Representative
- New Business
  - GSS Attendance Policy for Department and Organization Senators
  - New Funding for Professional Development Guidelines
    - Accessible at: <https://orgsync.com/forms/show/14816#>

- Resolution 2009.F1: Strategic Plan – 1<sup>st</sup> Reading
- Resolution 2009.F2: Creation of GSS Awards for Research Conference – 1<sup>st</sup> Reading
- Other items of new business
- University and Faculty Senate Committee Reports
- Senate Executive Council (SEC) Reports
  - President – Carl Walling
  - Vice President – Michael Landis
  - Secretary – Gary Washington
  - Treasurer – Zippy Nyaga
  - Graduate Allocations Representative – Eric Miller
  - Representative at Large – Steve Dinda
  - Representative at Large – Chanelle Vigue
  - Academic Affairs – Irina Seceleanu
  - International and Multicultural Affairs – Emily Wyatt
  - Local, Regional, and National Affairs – Ellen Rooney
  - Student Affairs – Patrick El-Khoury
  - Academic and Professional Development – Elizabeth Sherwood
  - Social – Andrea Stout
  - Publicity – vacant
  - Parliamentarian – vacant
- Announcements
  - The recent passing of Charles Shanklin
- Adjournment

*Note: All senators and guests must sign in. If you have not signed in see a member of the GSS Senate Executive Council (SEC) immediately after the General Assembly meeting. Also, please make sure to return voting cards at the end of the meeting.*

**Bowling Green State University**  
**Graduate Student Senate Resolution 2009.F2**

Expressing Support Toward the Bowling Green State University Research Conference by  
Establishing the “GSS Research Conference Awards”

WHEREAS, the Bowling Green State University Graduate Student Senate’s mission is to support the academic success of all graduate students;

WHEREAS, the Annual Bowling Green State University Research Conference for Faculty and Graduate Students is an opportunity for graduate students to present academic research and develop Curriculum Vitae conference credentials;

WHEREAS, the Annual Bowling Green State University Research Conference for Faculty and Graduate Students is an opportunity for graduate students to foster and create new relations with graduate students and faculty from different departments;

WHEREAS, the Bowling Green State University Graduate Student Senate has means to promote the Annual Bowling Green State University Research Conference to all Graduate students;

WHEREAS, the Bowling Green State University Graduate Student Senate has the right to propose and vote upon implementing academic programming efforts in the interest of the graduate student body according to Article II, section 3./b./i. of the Bowling Green State University Graduate Student Senate Constitutional Bylaws;

WHEREAS, the Bowling Green State University Graduate Student Senate has the right to propose and vote upon funding for academic programming awards according to Article III, section 4./a./ii. of the Bowling Green State University Graduate Student Senate Constitutional Bylaws;

WHEREAS, “GSS Research Conference Awards” is established as cash awards funded by Bowling Green State University Graduate Student Senate to graduate students who participate in the Annual Bowling Green State University Research Conference and demonstrate excellence in innovation of research and excellence in presentation and communication of research through the conference displays;

WHEREAS, the Bowling Green State University Senate has the right to propose and vote to form a committee to establish, implement, and judge the “GSS Research Conference Awards” at the Annual Bowling Green State University Research Conference; in accordance to Article III, Section V./a./iii. of the Bowling Green State University Graduate Student Senate Constitutional Bylaws;

WHEREAS, the Bowling Green State University Senate proposes the following guidelines for the establishment of the “GSS Research Conference Awards” committee and their duties:

- I. The committee consists of no more than seven and no less than four Senators in good standing and/or members of Senate Executive Committee,
- II. The duties of the committee include:
  - a. To encourage Graduate Students from all departments to participate;
  - b. To encourage Graduate Students from all departments to attend;
  - c. To encourage Senators to promote, participate, and/or attend;
  - d. To judge the BGSU Research Conference presentations for excellence in innovation of research and excellence in presentation and communication of research through the conference displays;
  - e. To award three \$50.00 cash prizes to winning graduate students;
  - f. To promote and introduce the Shanklin Awards to new Graduate Students;
  - g. To create a GSS display at the Annual Bowling Green State University Research Conference which promotes GSS, the “GSS Research Conference Award,” and the Shanklin Awards;

BE IT THEREFORE RESOLVED that the Bowling Green State University Graduate Student Senate expresses its support to establish the “GSS Research Conference Award” for the Annual Bowling Green State University Research Conference.

Submitted by: Ellen Rooney, Local, Regional and National Affairs Chair  
Irina Seceleanu, Academic Affairs Chair  
Chanelle Vigue, Representative at Large

**Approved by the BGSU Graduate Student Senate General Assembly**\_\_\_\_\_

\_\_\_\_\_  
Carl Walling, President



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## Graduate Student Senate Officer Application for 2009-2010

### **Background information**

Name: Zippy Nyaga  
Program/Degree: EdD Leadership Studies  
Expected Graduation: Summer 2012

### **Position applying for (please check one):**

- President
- Vice-President
- Treasurer**
- Graduate Allocations Representative (GAR)
- Secretary
- Representative-at-Large (2 positions)

### **Please list any previous involvement/accomplishments with GSS:**

None

### **Please list any previous involvement/accomplishments with student governance:**

None yet.

### **Please list any previous involvement/accomplishments with other student organizations:**

As an undergraduate student in Nairobi, Kenya, I participated in Rotaract - A student organization that focuses on communities' physical and social needs while promoting international understanding and peace through a framework of friendship and service. I also participated in AISEC, an International student platform that enables young people to explore and develop their leadership potential for them to have a positive impact on society.

### **What other information (work experience, skills, etc.) is pertinent when considering your application?**

In my recent role as the development associate at the Foundation for the National Institutes of Health, I was responsible for organizing and managing resources (people) to maximize the efficiency and effectiveness of the Executive Office by Planning, directing, and coordinating the executive office operations and I also managed a wide range of internal and external activities.

In addition to working with the National Institutes of Health, I have been fortunate enough to work for the best of the best...Leaders in their respective fields. This journey for the past 10 years has allowed me to acquire, develop, and hone in on the skills critical for success.

I have a bachelor's degree in Accounting, an MBA degree in international Business Administration and I am pursuing a doctorate in Leadership studies. This will be a great opportunity to sharpen my leadership skills as I serve the graduate community.

### **Any additional comments?**

*Candidates are welcome to include with this application a resume or other supporting documents.*



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## Graduate Student Senate Officer Application for 2009-2010

### **Background information**

Name: Eric W Miller

Program/Degree: Mathematics/Master's

Expected Graduation: SP '15

### **Position applying for (please check one):**

- President
- Vice-President
- Treasurer
- Graduate Allocations Representative (GAR) (Check)
- Secretary
- Representative-at-Large (2 positions)

### **Please list any previous involvement/accomplishments with GSS:**

none

### **Please list any previous involvement/accomplishments with student governance:**

Student Activities Senator (Urbana University SGA)

Budget Committee (Urbana University SGA)

Acting Student Body President (Urbana University SGA) (1 month)

### **Please list any previous involvement/accomplishments with other student organizations:**

President/Founder: The Society for the Study of Modern Japanese Visual Culture; Genshiken UU (3 Years)

Founder/Dungeon Master: Gaming 101, Intro to Gaming (Gaming Society) 1 Year

Founder/Secretary: OKMMA (Okinawa Kempo Mixed Martial Arts) Martial Arts/ Self-Defense Club (1 Year)

Founder/Treasurer: UU Green Team (Recycling Advocates) 1 Year

Was awarded Robert K Anderson Award for exemplary devotion to student activities and displays of leadership abilities.

### **What other information (work experience, skills, etc.) is pertinent when considering your application?**

My math skills and PR skills will be invaluable in assisting my committees and completing my responsibilities.

### **Any additional comments?**

no

*Candidates are welcome to include with this application a resume or other supporting documents.*



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Dear Senators,

Welcome to the 2009-2010 General Assembly for Graduate Students Senate (GSS). Serving as a department representative from the 36 academic areas for graduate study or from one of the numerous graduate student organizations is a great honor. You represent not only the individuals within your specific area, but the 3000 graduate students across the Bowling Green campus.

GSS is only as effective as the individuals involved. Therefore I strongly encourage you to talk to your constituents, bring issues to the general assembly meetings, and become actively involved in at least one committee on campus. Active participation is the key to GSS's continued success.

I have included within this letter multiple documents that you will find valuable to your time in GSS. These documents will foster your representation of your department/organization in GSS throughout the academic year. One highlight I would like to address from these documents is your responsibility as a Senator as defined in the GSS Constitution.

Article III: Section 4: Duties of Senators

- A. Senators are required to attend all GA meetings.
- B. Once elected, it is the senator's responsibility to ensure their DPO's representation at all GA meetings.
- C. Senators are required to serve on at least one GSS or University Standing Committee. Once appointed to a committee, it is the Senator's responsibility to contact the committee chair so the Senator might become involved in the committee activity as soon as possible. Senators shall report committee business to the GA meeting immediately following a committee meeting.
- D. Senators shall communicate all information discussed at GA meetings with their constituencies.
- E. Senators shall communicate concerns of their constituencies to the GA.
- F. Senators shall maintain consistent communication via a BGSU e-mail address for the purpose of participation in GSS-Senator Listproc discussions, and shall abide by BGSU responsible use policies.

Your participation is not only important for the continued success of GSS, but also important for your individual departments as well. If your graduate work begins to make your attendance at General Assembly meetings difficult please send someone else from your department to attend in your place. Attendance is vitally important. Repeated failure to attend meetings will result in censure and ultimately that Senator's department will be excluded from all the GSS honors and awards, including the Shanklin Awards, until such time as that Department or Program is reinstated as state in Article III, Section 6.

I, as well as the rest of the executive committee, look forward to working with you this year.

All the best,

Michael J. Landis  
Vice-President, GSS  
2009-2010

Enclosures

**GRADUATE STUDENT SENATE**  
**BOWLING GREEN STATE UNIVERSITY**  
**CONSTITUTION**

**PREAMBLE:**

We, the graduate students of Bowling Green State University, hereafter referred to as BGSU, in order to effectively 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 BGSU 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 BGSU graduate student community bearing the responsibility of graduate student concerns at all levels of the University.
- B. to encourage just representation and treatment of BGSU graduate students regardless of ethnicity, gender, religion, age, sexual orientation, national origin, economic status or physical/mental condition.
- C. to institute any measure or function deemed proper to the interest of the BGSU graduate student community.

Section 3: The GSS shall be composed of the General Assembly and the Senate Executive Committee.

Section 4: The faculty sponsor shall be the Dean of the Graduate College of BGSU or official designee appointed by the Dean of the Graduate College; and shall act as the official advisor for all GSS related activities.

Section 5: Any graduate student of BGSU in good standing, as established by the BGSU Graduate College, is eligible for membership in GSS.

**ARTICLE II: SENATE EXECUTIVE COMMITTEE**

Section 1: The Senate Executive Committee, hereafter referred to as SEC, shall be composed of seven (7) officers elected by the General Assembly, the appointed chairs of the standing committees, and the parliamentarian. The elected officers include: President, Vice President, Secretary, Treasurer, Graduate Allocations Representative, and two (2) Representatives-at-Large.

- A. The graduate student representative to the BGSU Board of Trustees will be an ex-officio member of the SEC.

Section 2: The President, Vice President, Secretary, Treasurer, Graduate Allocations Representative, and Representatives-at-Large shall be elected by the General Assembly as described in Article IV of this constitution. The newly elected officers of the SEC shall be installed at the final General Assembly of the Spring Semester, 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.

Section 3: The SEC shall advise the Vice 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; and shall have the President of the GSS as its Chair. Members of the SEC shall possess speaking and motion rights in General Assembly meetings

Section 4: The President, Vice President, Secretary, Treasurer, Graduate Allocations Representative, and Representatives-at-Large may not serve as a senator or alternate for a department, program or organization, hereafter DPO, while in office.

Section 5: Members of the SEC shall serve on University councils and committees when there is no duly-appointed GSS representative.

Section 6: President

The President is the leader of GSS and thus sets the goals and tone of the organization. The President represents the organization at various functions on campus throughout the year. The President is the budget administrator for the office and as such signs off on all forms required by the University Business Office. In addition, the individual in this position will:

- A. cast a deciding vote in the event of a General Assembly or SEC tie;
- B. with consent of the remaining SEC, appoints a replacement in the event of a SEC vacancy;
- C. chair the General Assembly in the absence of the Vice President;
- D. notify absentee senators and their department chairs or organizational advisors of GSS attendance policies;
- E. notify DPOs that have been censured by the General Assembly of their status;
- F. define and appoint Committee Chair positions for the year in which the President serves;
- G. perform other duties as may be provided for in this Constitution or Bylaws; and
- H. fulfill reasonable and sound requests from the General Assembly or the SEC.

Section 7: Vice President

The individual in this position will:

- A. chair the General Assembly;
- B. formulate General Assembly agendas, with the advice of the SEC;
- C. appoint all University and GSS committee representatives with the advice and consent of the SEC unless otherwise provided for in this constitution or by action of the General Assembly;
- D. act in the capacity of the GSS President during his/her absence or disability or during any period when GSS is without a duly elected President;
- E. provide an orientation for the General Assembly at the start of the fall semester as well as for new senators throughout the year;
- F. perform other duties as may be provided for in this Constitution or Bylaws; and
- G. fulfill reasonable and sound requests from the General Assembly or the SEC.

Section 8: Secretary

The individual in this position will:

- A. be responsible for recording the accurate minutes of the General Assembly and of the SEC;
- B. distribute General Assembly minutes to all senators and SEC officers no later than one week after said General Assembly;
- C. distribute SEC minutes to all SEC officers no later than one week after to the said SEC meeting;
- D. perform other duties as may be provided for in this Constitution or Bylaws; and
- E. fulfill reasonable and sound requests for correspondence or otherwise from the General Assembly or the SEC, which includes communicating with external individuals who wish to receive GSS updates.

Section 9: Treasurer

The Treasurer is responsible for the financial well-being of GSS. It is the Treasurer's responsibility to make sure GSS has a balanced budget and funds are spent in the appropriate manner, according to University rules and guidelines. The individual in this position will:

- A. balance the GSS budget every month and make presentations regarding the budget to the Dean of the Graduate College as required;
- B. meet monthly with the Classified Staff secretary assigned to the GSS Office to provide updates on the GSS budget status;
- C. report the financial status of the GSS at General Assembly at least once a semester;
- D. during the Spring semester, meet with the SEC to propose and complete a financial budget for the upcoming fiscal year. The Treasurer will compile the suggestions made by the SEC members and present a finalized budget to the SEC for approval by the deadline established by the Office of Campus Activities, hereafter OCA;
- E. present a final budget proposal to the Dean of Students for approval;
- F. following approval from the Dean of Students, present a finalized budget to the General Assembly at the meeting immediately following approval;
- G. with the assistance of a committee, allocate Funding for Professional Development (FPD) Fall, Spring, and Summer semesters;
- H. perform said duties in accordance with official Bowling Green State University rules and guidelines specified by the Vice President for Student Affairs;
- I. represent the interests of graduate students by serving as the GSS representative on the Faculty Senate Budget Committee (FSBC) and the University Budget Committee (UBC);
- J. perform other duties as may be provided for in this Constitution or Bylaws; and
- K. fulfill reasonable and sound requests from the General Assembly or the SEC.

#### Section 10: Graduate Allocations Representative (GAR)

The GAR is responsible for the preparation of the GSS operating budget proposal and representing the interest of graduate students by serving on the Student Budget Committee (SBC). The individual in this position will:

- A. serve as co-chair with the Undergraduate Student Government, hereafter USG Treasurer on the Student Budget Committee. The duties associated with this position are available from OCA and include (but are not limited to) facilitating annual student organization funding, coordinating help sessions, conducting interviews for members, regular meetings with the advisor of the SBC;
- B. perform said duties in accordance with official Bowling Green State University rules and guidelines specified by the OCA;
- C. perform other duties as may be provided for in this Constitution or Bylaws; and
- D. fulfill reasonable and sound requests from the General Assembly or the SEC.

#### Section 11: Representatives-at-Large

The individuals in these positions will:

- A. represent graduate students as a whole, without departmental or other bias;
- B. possess full rights of a GSS senator, including speaking and voting;
- C. perform other duties as may be provided for in this Constitution or Bylaws; and
- D. fulfill reasonable and sound requests from the General Assembly or the SEC.

#### Section 12: Committee Chairs

The individuals in these positions will:

- A. be appointed by the President of GSS in consultation with the elected members of SEC;
- B. coordinate the activities of their respective assigned areas of interest;
- C. schedule and chair all committee-related meetings and hearings;
- D. 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. report all findings and recommendations to the General Assembly;
- F. when appropriate, oversee, encourage and/or sponsor committee-supported legislation;

- G. perform other duties as may be provided for in this Constitution or Bylaws; and
- H. fulfill reasonable and sound requests from the General Assembly or the SEC.

#### Section 13: Parliamentarian

The individual in this position will:

- A. be appointed by the President in consultation with the Vice President;
- B. deliver a copy of the roll to the GSS Office Secretary at the end of each General Assembly;
- C. assure that the General Assembly is conducted in an appropriate manner, referring to Robert's Rules of Order as needed;
- D. perform other duties as may be provided for in this Constitution or Bylaws; and
- E. fulfill reasonable and sound requests from the General Assembly or the SEC.

#### Section 14: Removal of Elected Officers

A duly elected member of SEC may be removed from office by a 3/4 vote of the General Assembly. This action may be brought before the General Assembly by

- i. a petition signed by no less than ten (10) GSS Senators, or
- ii. an action item from the SEC.

#### Section 15: Replacement of Elected Officers

If any elected member of SEC is removed from office or vacates the office, a replacement shall be chosen by a majority vote for President and plurality vote for all other positions at the first General Assembly meeting following notification of the GSS President.

#### Section 16: Removal of Appointed Officers

An appointed member of SEC may be removed by a majority vote of the elected SEC.

### **ARTICLE III: GENERAL ASSEMBLY**

Section 1: The GSS General Assembly, hereafter GA, shall be composed of representatives from graduate degree-granting departments and programs and organizations whose primary membership consists of graduate students.

- A. The number of senators for academic departments or programs, as defined by the Graduate College in good standing with GSS shall be one (1) for departments or programs with 1 to 49 full-time graduate students and two (2) for departments or programs with fifty (50) or more full-time graduate students. Official attendance numbers will be acquired from the Graduate College at the start of the fall semester.
- B. Each graduate student organization, as defined by the OCA, that is in good standing with the GSS shall be afforded one (1) seat in the GA.
- C. Any graduate student in good standing as established by the Graduate College shall be eligible to run for the office of Senator to the GSS.
- D. A graduate student may serve as GSS senator for only one organization, program, or department.

#### Section 2: Rights of Senators

- A. Each Senator shall have one vote in the Assembly. Voting must be in person or by proxy, and there is only one vote for each voting member present at the time of voting.
- B. Each Senator has the right to make a motion to the GA pertaining to the business at hand.
- C. Each Senator has the right to draft and propose legislation and resolutions to be considered by the GA.

### Section 3: Definition of Proxies

- A. In the event a senator is unable to attend GA and notifies, in writing, the GSS Vice President or Parliamentarian, 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 cannot be a senator of another department or organization, or elected officer of GSS.

### Section 4: Duties of Senators

- A. Senators are required to attend all GA meetings.
- B. Once elected, it is the senator's responsibility to ensure their DPO's representation at all GA meetings.
- C. Senators are required to serve on at least one GSS or University Standing Committee. Once appointed to a committee, it is the Senator's responsibility to contact the committee chair so the Senator might become involved in the committee activity as soon as possible. Senators shall report committee business to the GA meeting immediately following a committee meeting.
- D. Senators shall communicate all information discussed at GA meetings with their constituencies.
- E. Senators shall communicate concerns of their constituencies to the GA.
- F. Senators shall maintain consistent communication via a BGSU e-mail address for the purpose of participation in GSS-Senator Listproc discussions, and shall abide by BGSU responsible use policies.

### Section 5: 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 2/3 vote of the GA.
- B. In the event a senator is removed, it is the DPO's responsibility to fill the vacancy.

### Section 6: Censure of Senators, 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. In such a case, the DPO's Graduate Coordinator, or Organizational Advisor, shall be informed, formally, by the President within one week of the censure.
- B. Censured DPOs will immediately be removed from the quorum call and signature sheets as well as standing committees.
- C. In the event that a DPO is censured from GSS, said DPO will immediately, regardless of application status, lose eligibility for all GSS honors and awards until such time as that Department or Program is reinstated.
- D. Censured DPOs may petition for readmission to GSS at any time during the Fall or Spring Semester 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 by either the chosen senator or proxy for the period of three (3) consecutive meetings. During this probationary period, the DPO will retain full voting and participation rights but 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 be eligible for all GSS honors and awards.
- E. All DPOs shall be considered in good standing regardless of previous censuring as of the first meeting of the GSS General Assembly in the fall term of the academic year.

## **ARTICLE IV: ELECTIONS**

Section 1: The election of officers shall be held in the Spring after the 8<sup>th</sup> week and completed before the last week of the semester.

Section 2: GSS expects that the election/appointment of DPO senators shall be completed by the end of the first week of classes.

Section 3: Guidelines for the elections

The following procedures and guidelines are used during the GSS election process. These guidelines have been developed so each candidate has the opportunity to present a core set of information to the GSS General Assembly. This procedure is designed so the election is a fair and just process that meets the needs of GSS and the BGSU community. The GSS election is a representative vote by the General Assembly.

- C. Each candidate must fill out a "Graduate Student Senate Officer Application." 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. Any candidate who does not provide applications to the entire Senate during elections will be removed from the election process.
- D. Each candidate must be nominated (and seconded) at a GSS general assembly meeting. Nominations will open at least one meeting prior to the election. Nominations will remain open until closed by the General Assembly in the election meeting.
  - i. Those who wish to run for the position of President must have served in some capacity in the senate for at least one semester prior to the election.
- E. There must be a quorum as defined in the GSS Constitution to continue with the election process. Each candidate's application will be available at the beginning of the meeting. Candidates are not allowed to see applications of competitors prior to the election day.
- F. The GA will establish, prior to each election, reasonable times and parameters for candidate presentations and question and answer periods. For contested races, presentation times shall not be less than five minutes per candidate.
- G. The election of officers will occur in the following order: President, Vice-President, Secretary, Treasurer, Graduate Allocations Representative, and the two Representatives-at-Large.
- H. A ballot will be distributed to each voting member of GSS. Ballots will be collected and counted by the parliamentarian and at least one current GSS officer or by two officers if the parliamentarian is not present. If a candidate runs unopposed then the GA can vote by proclamation to elect an officer. Any officer running for an office will not be permitted to partake in the counting of ballots.
- I. The President shall be elected by a majority vote. The majority vote will be determined by a run off of the top two candidates when three or more candidates are running for President and a majority vote was not obtained during the first vote. All other positions shall be elected by plurality.
- J. In the event there is a tie between candidates, the non-voting members of the GSS Executive Board, excluding the President, shall each cast a ballot for the office in which there is a tie only. If this vote also ends in a tie, then the President of GSS shall cast the deciding vote.

## **ARTICLE V: MEETINGS**

Section 1: The dates and times of regular meetings of the GA shall be established by the SEC no later than two (2) weeks before the first regular meeting of the Fall Semester.

Section 2: A special meeting may be called by the President, any three (3) SEC members, or any five (5) Senators in good standing. The nature of the meeting shall be specified in the notice to the GSS which may take the form of a written memorandum in paper or electronic format.

Section 3: A quorum of the GA shall be defined as one-half the number of senators on the roll, plus one.

## **ARTICLE VI: AMENDMENTS**

Section 1: This Constitution may be amended according to the following provisions:

- A. Any article or selection of this Constitution may be amended.
- B. The proposed amendment shall be read at two (2) consecutive meetings of the GA with quorum attendance at the first meeting and at least three-fourths (3/4) voting membership in attendance at the second meeting.
- C. After the second reading, three-fourths (3/4) of the voting membership in attendance must vote in favor of the amendment for it to be adopted.

**GRADUATE STUDENT SENATE**

**BOWLING GREEN STATE UNIVERSITY**

**CONSTITUTIONAL BYLAWS**

**ARTICLE I: Statement of Relationships**

As a student government, Graduate Student Senate (GSS) is a statutory organization as stated in Bowling Green State University Academic Charter, Article II, Section B, "Graduate students shall have the authority to establish a graduate student government (GSS) to serve as their official representative body in accordance with the Graduate Student Senate Constitution."

1. GSS and its leaders enjoy a direct relationship with the following individuals or offices:
  - a. Dean of the Graduate College (advisor)
  - b. Vice President for Student Affairs
  - c. Dean of Students
2. GSS also enjoys an indirect relationship with the Office of Campus Activities (OCA):
  - a. As a standing organization, GSS is ensured the same rights of student organizations with regard to catering, event planning discounts, and room reservations.
  - b. While OCA recognition is not required of GSS, it is in the best interest of the organization to participate in OCA's student leader training sessions (e.g., Treasurer training).

**ARTICLE II: Senate Executive Committee (SEC)**

1. SEC Meetings
  - a. The SEC meets at least once prior to the start of each semester as well as generally on the weeks opposite General Assembly meetings.
  - b. Typically, the SEC will meet on Friday afternoons from 3:00pm to 5:00pm in the Bowen Thompson Student Union.
  - c. The GSS President is responsible for scheduling and informing fellow SEC members of the meetings. In addition, the President is responsible for setting the agenda.
  - d. All SEC members are expected to actively participate in SEC meetings. This may include, but is not limited to providing input or feedback regarding current topics or issues, assisting the GSS Vice President with establishing General Assembly meeting agenda items, and providing updates and/or reports regarding their specific positions.
  - e. The GSS Secretary is responsible for taking minutes during SEC meetings. In addition, the Secretary is responsible for forwarding copies of the minutes to the SEC and the GSS Office Secretary.
2. Elected Positions: Descriptions and Duties
 

The SEC is comprised of both elected and appointed positions. Elected positions include the following seven (7) officers: President, Vice President, Secretary, Treasurer, Graduate Allocations Representative, and two Representatives-at-Large.

  - a. The President
    - i. The President is the leader of the organization, setting the goals and tone of the organization. The President represents the organization at various functions on campus throughout the year including meetings and formal dinners. The President is expected to work without direct supervision, while working with SEC members, to ensure proper execution of the President's duties.
    - ii. The President is responsible for seeing the office is staffed with either the Office Secretary or student staff. The Office Secretary oversees the Student Worker and signs the Student Worker's time sheet. The President may need to sign the Student Worker's time sheet if the Office Secretary is unavailable.

- iii. Additional Presidential Duties:
  - 1. Chair SEC meetings
  - 2. Appoint SEC members
  - 3. Remove SEC members, and fill SEC vacancies, as necessary, with consultation of the SEC
  - 4. Actively represent the needs of graduate students to University faculty, staff, and administration
  - 5. Co-Chair the Graduate Council Student Issues Committee, a subcommittee of the Graduate Council
  - 6. Report to the Board of Trustees each time the Board of Trustees meets
  - 7. Perform other duties as may be provided for in the GSS Constitution or Bylaws
- iv. Internal committees the President serves on:
  - 1. GSS General Assembly
  - 2. GSS SEC (chair)
  - 3. Ad Hoc Committees, as needed
- v. External committees the President serves on:
  - 1. Graduate Council
  - 2. Graduate Council Student Issues Committee (co-chair with someone from Graduate Council)
  - 3. President's Panel
  - 4. President's Advisory Council
  - 5. Board of Trustees (including one committee of the BOT, either Academic Affairs or Financial Affairs as determined by Secretary of the Board of Trustees)
  - 6. Faculty Senate
  - 7. Faculty Senate Executive Council
  - 8. Ex-officio group, arranged by Office of the Vice President for Student Affairs
  - 9. Ad Hoc committees, as needed
- vi. The President meets with the following internal individuals:
  - 1. GSS Vice-President, at regular intervals
  - 2. GSS Treasurer, Secretary, as needed
  - 3. GSS Office Secretary, as needed
  - 4. Other SEC members, as needed
  - 5. Graduate Students, as needed
- vii. The President meets with the following external individuals:
  - 1. President of University
  - 2. Dean of the Graduate College
  - 3. Vice President for Student Affairs
  - 4. Dean of Students
  - 5. USG President, as needed
  - 6. Secretary to the Board of Trustees, as needed
  - 7. Other University and community officials, as needed
- viii. The President meets with the following external individuals at the start of his/her term for introduction and as needed during the term:
  - 1. Associate Dean of Students
  - 2. Associate Director of Programs & Services
  - 3. Associate Director, International Programs
  - 4. Chief of Campus Police
  - 5. Chief of City Police
  - 6. Coordinator Student Organizations Services
  - 7. Dean of Students
  - 8. Director of Athletics
  - 9. Director of Health Services
  - 10. Director of Counseling Center
  - 11. Executive Vice President

12. Graduate Coordinators (from each Department, Program, and Organization represented by GSS, during the summer preceding the start of the academic year)
  13. Provost/Vice President for Academic Affairs
  14. Registrar, Registration and Records
  15. Secretary to the Board of Trustees
  16. Senior Vice Provost for Finance & Administration
  17. Vice Provost, University Advancement, Mileti Alumni Center
- b. The Vice President
- i. The Vice President's position is responsible for taking care of the internal operations of the group, thus freeing up the President to focus on the critical external components (i.e. relationships with offices, departments, and positioning the organization within the university structure).
  - ii. The role includes chairing the General Assembly meetings, coordinating internal, Faculty Senate and University committee membership, and working with other executive positions on the development of the group through training, workshops, and retreat type of activity.
  - iii. This person should also have a solid grasp of the constitution and, along with the parliamentarian, be the one to turn to when those types of questions arise.
  - iv. The VP should be able to attend the University committees when needed or represent the organization at University functions when the President can not attend.
  - v. The VP should be able to give reports in the absence of the President.
  - vi. The VP should work very closely with the President, meeting regularly, to ensure smooth operations and communications.
  - vii. Additional Duties:
    1. Assist the President
      - a. Organize the SEC meetings
      - b. Plan the Executive Board Retreats, as needed
    2. GSS General Assembly (chair)
      - a. Runs the meetings
      - b. Writes the agenda
      - c. Schedule speakers for meetings in conjunction with GSS President and Office Secretary
      - d. Be available when questions concerning Robert's Rules of Order occur
    3. Coordinate GSS senator training and training materials, in conjunction with the President, as needed
    4. Work with President and/or Parliamentarian to ensure proper department, program and organization representation and recordkeeping in the General Assembly
    5. Ensure all of the University and Faculty Senate committee appointments are filled
    6. Fill in for the President and/or Parliamentarian in his/her absence(s)
    7. Perform other duties as may be provided for in the GSS Constitution or Bylaws
  - viii. Internal committees the Vice-President serves on:
    1. GSS General Assembly (chair)
    2. GSS SEC
    3. Ad Hoc Committees, as needed
  - ix. External committees the Vice President serves on:
    1. Faculty Senate
    2. Graduate Council
    3. Graduate Council Student Issues Committee
    4. President's Panel
    5. University Planning Council
    6. Ad hoc committees, as needed

- x. The Vice-President meets with the following internal individuals:
    - 1. GSS President, at regular intervals
      - a. Plan the activities and goals of the academic year.
      - b. Confer with the President concerning the agenda for meetings and who is speaking.
    - 2. Communicate with SEC members and University and Faculty Senate committee appointees
      - a. Ensure SEC reports are prepared and communicated at General Assemblies
      - b. Ensure University and Faculty Senate committee appointees have opportunity to make committee reports at General Assemblies
  - xi. The Vice President meets with the following external individuals:
    - 1. USG President and/or Vice President
      - a. Work with USG on common issues
    - 2. Other University or community officials, as needed
- c. Secretary
- i. The secretary's position is important in that he/she helps in keeping the history of GSS. The secretary is crucial in the archiving of discussions, events and legislation.
  - ii. Additional Duties:
    - 1. Oversee the administration of the Graduate Student Senate listproc, in coordination with the Office Secretary
    - 2. Communicate with external individuals who wish to receive GSS updates
    - 3. Perform other duties as may be provided for in the GSS Constitution or Bylaws
  - iii. Internal committees the Secretary serves on:
    - 1. GSS General Assembly
    - 2. GSS SEC
  - iv. The Secretary meets with the following internal individuals:
    - 1. GSS Office Secretary
      - a. Ensure that minutes from both General Assemblies and SEC meetings are distributed
      - b. Ensure that GSS website content is appropriate, and up-to-date, in coordination with the Office Secretary
- d. Treasurer
- i. The Treasurer is responsible for the preparation of the GSS operating budget proposal and the financial well-being of GSS. It is the Treasurer's responsibility to make sure GSS has a balanced budget and funds are spent in the appropriate manner, according to University rules and guidelines.
  - ii. Additional Duties:
    - 1. Balance the GSS budget monthly and make presentations regarding the budget to the Dean of the Graduate College as required
    - 2. Meet monthly with the Classified Staff secretary assigned to the GSS Office to provide updates on the GSS budget status
    - 3. Once a semester, report the financial status of GSS at GA and/or SEC meetings
    - 4. With the assistance of a committee, allocate Funding for Professional Development (FPD) Fall, Spring, and Summer semesters
    - 5. Regularly review and update the FPD process (note: all updates must be approved by the Vice President for Student Affairs)
    - 6. Orient the General Assmably to the GSS funding/reimbursement process
    - 7. Meet with the SEC, during the Spring semester, to propose and complete a financial budget for the upcoming fiscal year. The treasurer will compile the suggestions made by the SEC members and present a finalized budget to the SEC for approval by the deadline established by the OCA
    - 8. Present a final budget proposal to the Dean of Students for approval

9. Following approval from the Dean of Students, present a finalized budget to the General Assembly at the meeting immediately following approval
  10. Perform said duties in accordance with official Bowling Green State University rules and guidelines specified by the Office of Campus Activities
  11. Fulfill reasonable and sound requests from the GA or the SEC
  12. Perform other duties as may be provided for in the GSS Constitution or Bylaws
- iii. Internal committees the Treasurer serves on:
    1. GSS General Assembly
    2. GSS SEC
  - iv. External committees the Treasurer serves on:
    1. Faculty Senate Budget Committee
    2. University Budget Committee
  - v. The Treasurer meets with the following internal individuals:
    1. GSS President
      - a. Works with the President to set policy, coordinate planning efforts and present a monthly budget report and update
    2. GSS Office Secretary
      - a. Ensures that all GSS financial matters are handled expeditiously and adequately, in coordination with the GSS Office Secretary
- e. Graduate Allocations Representative (GAR)
    - i. The GAR is responsible for representing the interest of graduate students by serving on the Student Budget Committee (SBC).
    - ii. Additional Duties:
      1. Serve as co-chair with the USG Treasurer on the Student Budget Committee. The duties associated with this position are available from OCA, and include (but are not limited to) facilitating annual student organization funding, coordinating help sessions, conducting interviews for members, regular meetings with the advisor of the SBC
      2. Serve as a resource to graduate student organizations regarding the SBC funding process
      3. Perform said duties in accordance with official Bowling Green State University rules and guidelines specified by OCA
      4. Fulfill reasonable and sound requests from the General Assembly or the SEC
      5. Perform other duties as may be provided for in this Constitution or Bylaws
    - iii. Internal committees the GAR serves on:
      1. GSS General Assembly
      2. GSS SEC
    - iv. External committees the GAR serves on:
      1. Student Budget Committee, serving as co-chair with the USG Treasurer. The duties associated with this position are available from OCA, and include (but are not limited to) facilitating annual student organization funding, coordinating help sessions, conducting interviews for members, regular meeting with the advisor of the SBC.
    - v. The GAR meets with the following internal individuals:
      1. GSS President
        - a. Works with the President to set policy, coordinate planning efforts and to provide updates regarding the Student Budget Committee, as needed
    - vi. The GAR meets with the following external individuals:
      1. Graduate student organizations, as needed

- f. Representatives at Large (2 positions)
    - i. The Representatives-at-Large represent the Graduate Student body as a whole not just one constituent group.
    - ii. The Representative-at-Large determines a project or projects to focus on that may affect many departments, programs or areas.
    - iii. The Representative-at-Large serves as the spokesperson for the groups that find themselves not being heard, such as part-time students.
    - iv. Additional Duties:
      - 1. Represent graduate students as a whole, without departmental or other bias
      - 2. Possess full rights of a GSS senator, including speaking and voting
      - 3. Fulfill reasonable and sound requests from the General Assembly or the SEC
      - 4. Serve on University and GSS committees where appropriate and needed
      - 5. Perform other duties as may be provided for in this Constitution or Bylaws
    - v. Internal committees the Representatives-at-Large serve on:
      - 1. GSS General Assembly
      - 2. GSS SEC
    - vi. External committees the Representatives-at-Large serve on:
      - 1. Attend USG meetings, as needed
      - 2. Various internal and external committees, as needed
    - vii. The Representatives-at-Large meet with the following internal individuals:
      - 1. GSS President
      - 2. GSS Vice-President
    - viii. The Representatives-at-Large meet with the following external individuals:
      - 1. University and community officials, as needed
3. Senate Executive Committee (SEC) Appointed Positions: Descriptions and Duties  
 The appointed SEC positions include, but are not limited to the following: Academic Affairs Chair; Academic/Professional Development Programming Chair; International and Multicultural Affairs Chair; Local, Regional, and National Affairs Chair; Publicity Chair; Social Programming Chair; Student Affairs Chair; and Parliamentarian.
- a. Academic Affairs Chair
    - i. Meet with the Provost, on at least a monthly basis
    - ii. Serve on the Faculty Senate Committee on Academic Affairs
    - iii. Coordinate the activities of their respective committee
    - iv. Schedule all committee-related meetings and hearings
    - v. Chair all committee meetings
    - vi. Report all findings and recommendations to the General Assembly
    - vii. Act as co-sponsor of committee-supported legislation
    - viii. Perform any other duties inherent to the office of chairperson
    - ix. Fulfill reasonable and sound requests from the General Assembly or the SEC
    - x. Perform other duties as may be provided for in the GSS Constitution or Bylaws
  - b. Academic/Professional Development Programming Chair
    - i. Serve as a lead in the planning and implementation of all GSS-sponsored academic/professional development programming efforts. In the past, this has included a Food for Thought series, graduate student professional development day
    - ii. Serve as a lead in the planning and implementation of all aspects of the GSS and Shanklin Awards program (held in April)
      - 1. Secure judges
      - 2. Shanklin awards
      - 3. Outstanding Graduate Students
      - 4. Administrative Assistant and Research Assistant awards
      - 5. International student awards
    - iii. Promote (with the help of publicity chair) the application process for all awards
    - iv. Serve on the Faculty Senate Honors and Awards Committee
    - v. Coordinate the activities of their respective committee

- vi. Schedule all committee-related meetings and hearings
- vii. Chair all committee meetings
- viii. Report all findings and recommendations to the General Assembly
- ix. Act as co-sponsor to committee-supported legislation
- x. Perform any other duties inherent to the office of chairperson
- xi. Fulfill reasonable and sound requests from the General Assembly or the SEC
- xii. Perform other duties as may be provided for in the GSS Constitution or Bylaws
- c. International and Multicultural Affairs Chair
  - i. Meet with the Assistant Vice President for Student Affairs and Director of the Center for Multicultural and Academic Initiatives, on at least a monthly basis
  - ii. Work with campus departments and student organizations (both undergraduate and graduate) to develop and co-sponsor relevant programs and events
  - iii. Coordinate the activities of their respective committee
  - iv. Schedule all committee-related meetings and hearings
  - v. Chair all committee meetings
  - vi. Report all findings and recommendations to the General Assembly
  - vii. Act as co-sponsor to committee-supported legislation
  - viii. Perform any other duties inherent to the office of chairperson
  - ix. Fulfill reasonable and sound requests from the General Assembly or the SEC
  - x. Perform other duties as may be provided for in the GSS Constitution or Bylaws
- d. Local, Regional, and National Affairs Chair
  - i. Meet with the Associate Vice President of University Relations and Governmental Affairs on at least a monthly basis
  - ii. Examine legislative outreach opportunities at state and national levels
  - iii. Maintain contact with and attend Ohio Graduate Council (OGC) meetings
  - iv. Report to the General Assembly and SEC regarding relevant issues and concerns
  - v. Coordinate the activities of their respective committee
  - vi. Schedule all committee-related meetings and hearings
  - vii. Chair all committee meetings
  - viii. Report all findings and recommendations to the General Assembly
  - ix. Act as co-sponsor to committee supported legislation
  - x. Perform any other duties inherent to the office of chairperson
  - xi. Fulfill reasonable and sound requests from the General Assembly or the SEC
  - xii. Perform other duties as may be provided for in the GSS Constitution or Bylaws
- e. Publicity Chair
  - i. Promote and publicize, in coordination with Programming Chair, all GSS-sponsored events
  - ii. Post relevant documents (minutes, agendas, funding applications, etc.) and images to the GSS website
  - iii. Fulfill reasonable and sound requests from the General Assembly or the SEC
  - iv. Perform other duties as may be provided for in the GSS Constitution or Bylaws
- f. Social Programming Chair
  - i. Serve as a lead in the planning and implementation of all GSS-sponsored social programming efforts. In the past, this has included events related to BGSU athletic events, meet GSS mixer, grad night at Toledo Zoo lights
  - ii. Plan and implement the annual Fall GSS celebration, GradJam
  - iii. Develop new social programs and events for graduate students
  - iv. Fulfill reasonable and sound requests from the General Assembly or the SEC
  - v. Perform other duties as may be provided for in the GSS Constitution or Bylaws
- g. Student Affairs Chair
  - i. Meet with the Vice President for Student Affairs on at least a monthly basis
  - ii. Meet with other members of the Division of Student Affairs as needed
  - iii. Serve on the Faculty Senate Student Affairs Advisory Board
  - iv. Coordinate the activities of their respective committee
  - v. Schedule all committee-related meetings and hearings

- vi. Chair all committee meetings
- vii. Report all findings and recommendations to the General Assembly
- viii. Act as co-sponsor to committee-supported legislation
- ix. Perform any other duties inherent to the office of chairperson
  - x. Report to the General Assembly and SEC regarding relevant issues and concerns
  - xi. Fulfill reasonable and sound requests from the General Assembly or the SEC
  - xii. Perform other duties as may be provided for in the GSS constitution or Bylaws
- h. Parliamentarian
  - i. Maintain knowledge of parliamentary procedure
  - ii. Conduct roll call at GA meetings
  - iii. Act as a consultant on parliamentary procedure during both SEC and GA meetings

### **ARTICLE III: General Assembly**

The General Assembly, GA, comprised of senators from academic departments and programs, student organizations as well as SEC members, as provided for in the Constitution, meets biweekly, with the exception of University Holidays, on the BGSU main campus. The General Assembly gathers to consider legislation and engage in informed dialogue regarding issues and concerns facing the graduate student body and/or the University.

1. The following are the position roles during a General Assembly meeting:
  - a. GSS President – Provide a report of activity, meetings, and decisions.
  - b. GSS Vice President – Preside over the meeting as chair, ruling on parliamentary activity with the advice of the Parliamentarian.
  - c. GSS Secretary – Record accurate minutes of the proceedings.
  - d. GSS Parliamentarian – Conduct roll call as indicated on the agenda and advise the Vice President on matters of procedure.
  - e. All SEC members – Provide a report of activity, meetings, and decisions.
  - f. All senators – When appropriate, provide a report of committee-related activity.
  - g. GSS President and Vice President ensure rosters and sign-in sheets are available.
  - h. The GSS President, in working with the SEC, determines who will be invited as guests to speak before the General Assembly. Often, guests throughout the year will include the University President, a number of the Vice Presidents, as well as other University administrators, staff, and faculty.
  - i. Both the Graduate College and the BGNews have representatives who regularly attend the General Assembly meetings.
2. Attendance and DPO Status in GSS
  - a. Attendance and participation by DPO's in General Assembly meetings provide a voice for disparate students from across the campus. Thus, the lack of attendance or participation by any member of the General Assembly results in the diminishment of the entire body. For this reason, GSS establishes required attendance procedures, as accounted for in the Constitution.
  - b. Members of the General Assembly have the right to call for an additional roll call to establish actual attendance before any decision on the floor.
  - c. The GSS President, Vice President, Secretary, and Parliamentarian work collectively to maintain an accurate record of attendance at General Assembly meetings.
  - d. In the event of a DPO becoming at-risk for censure, the GSS President will notify the appropriate department graduate coordinator or faculty advisor as well as the senator(s) within one week of the absence.
  - e. In the event of a DPO becoming censured, the GSS President will notify the appropriate department graduate coordinator or faculty advisor as well as the senator(s) within one week of the censure.
3. GSS Legislation and Resolutions
  - a. GSS legislation and resolutions can be drafted by any member of the BGSU community.
  - b. GSS legislation and resolutions must be sponsored and proposed by at least one member of the General Assembly, as determined by the Constitution.
  - c. To ensure inclusion in the upcoming General Assembly meeting agenda, GSS legislation and resolutions should be taken to the SEC for review.

- d. GSS legislation and resolutions must be initially proposed during the “New Business” portion of a General Assembly meeting.
  - e. Following proposal, the General Assembly, led by the Vice President can establish rules for discussion and consideration of the legislation or resolution, as guided by Robert’s Rules.
  - f. It is the responsibility of the GSS President to notify appropriate individuals and offices, both on and off campus, regarding General Assembly legislative efforts.
  - g. It is the responsibility of the GSS President and GSS Office Secretary to maintain an up-to-date record of resolutions and legislation, including title, topic, status, sponsors, and final decisions.
4. Financial Activity
- a. GSS Budget
    - i. Beginning July 1, 2007, the Dean of Students will be designated as the Budget Administrator for GSS.
    - ii. GSS uses its budget for the accomplishment of the GSS mission as provided for the Constitution.
    - iii. Procedures for Budget Allocation
      - 1. On an annual basis, near the start of spring semester, the GSS Treasurer proposes the GSS Budget, which is endorsed by both the GSS SEC and General Assembly.
      - 2. The proposed budget is forwarded to the Dean of Students for review and approval. The budget is then forwarded to the Vice President for Student Affairs for final approval.
      - 3. The Student Budget Committee (SBC), as a courtesy and only as a point of information, is copied on the proposed budget, when it is sent to the Dean of Students.
      - 4. GSS is also eligible for spot funding and Coke funds. Guidelines for applications are available through the Office of Campus Activities.
    - iv. Monitoring of the Budget
      - 1. The GSS Treasurer and GSS Office Secretary have regularly scheduled meetings to update each other on budget activity.
      - 2. Treasurer must make regular reports to both the SEC and General Assembly.
  - b. Funding for Professional Development
    - i. Eligibility
      - 1. 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.
      - 2. Applicants must be graduate students in academic departments in good standing with Graduate Student Senate (GSS) at the end of the previous semester during the academic year. (Applicants from departments not in good standing with GSS at the end of the previous semester during the academic year will not be considered for FPD. Applicants are responsible for tracking their own department’s status with GSS.) All departments will be considered in good standing at the beginning of the new academic year.
      - 3. Each eligible student is limited to one FPD application per professional development activity per semester.
    - ii. Application Process
 

A complete application will include the following information:

      - 1. Applicant’s name, P-number, applicant’s academic department, contact information, activity details, total amount requested, and applicant’s signature (including date) (cover page);
      - 2. Description of the professional development activity;
      - 3. A detailed (line) budget to describe all anticipated and researched expenses for which funding is being requested and revenues (specifically from funds provided by a department or other organization); and
      - 4. Printed documentation supporting the conference registration, lodging, and transportation costs for which funding is being requested. Proof of purchase or

payment is not required at the time of application, only documentation of reasonable expected costs. This may include, but is not limited to, printouts of plane or hotel reservations, searches on travel sites such as Travelocity or Orbitz (with clear marking of estimated price or range of price), major hotel chains as well as conference registration websites.

- iii. Funding Guidelines and Appropriate Use of FPD
  1. Funding will be distributed equally among all approved applications except when requested amount is less than award. In such case, the award will equal the request.
  2. FPD will be considered only for expenses related to transportation, lodging, and registration as well as dissertation, thesis, and other program requirements.
  3. FPD will not be provided for meals, food expenses, or other social activities.
  4. FPD will only be granted as reimbursements, with original receipts, within 30 days of travel.
  5. Applicants are eligible for a maximum distribution of \$275 per academic year. Please note this is the maximum amount; actual allocation is dependent upon the number of applications and funding available within any given semester.
  6. Applicants may only apply for FPD during the semester in which the activity will take place.
  7. BGSU standards must be used in calculating expenses (i.e. current mileage rates, etc.), and current information is located at [www.bgsu.edu/offices/business/page22084.html](http://www.bgsu.edu/offices/business/page22084.html).
  8. All applications and proposed budget materials will be verified and considered anonymously by the GSS FPD Allocation Committee, chaired by the Treasurer.
  9. Appeals of funding decisions will be considered by the GSS SEC.
  10. Written appeals must be received by GSS within the timeline determined, prior to the due date of the application, by the GSS Treasurer: typically, six (6) days from the date the applicant receives notification of the original GSS FPD decision. Written decisions of appeals will be available to applicants in a timely fashion, following consideration by the GSS SEC.

## 5. Committees

### a. Standing Committees

- i. Chairs of standing committees must be approved by the President in conjunction with the SEC.
- ii. The GSS maintains several standing committees to address the needs of Bowling Green State University graduate students and of the Senate members.
  1. Academic Affairs Committee
    - a. Recommend and/or sponsor legislation to:
      - i. promote quality education at an affordable cost;
      - ii. promote open communication between the students, faculty, and administration; and
      - iii. promote significant student input in all academic issues.
    - b. Members shall sit on Faculty Senate and University Committees related to this issue
    - c. Develop programs which strive to, and achieve, the goals of said legislation
    - d. Review all legislation assigned to the committee by the Vice President.
  2. Academic/Professional Development Programming Committee
    - a. Promote, recognize, and award outstanding achievement and service to the GSS, the university, and the community
    - b. Members shall sit on Faculty Senate and University Committees related to this issue
    - c. Promote, recognize and award outstanding achievement in scholarship, service, and teaching at the university

- d. Develop legislation and programs that address concerns under the jurisdiction of this committee
- e. Review all legislation assigned to the committee by the Vice-President
- 3. International and Multicultural Affairs Committee
  - a. Promote activities and programs designed to address the needs of international and multicultural students
  - b. Members shall sit on Faculty Senate and University Committees related to this Issue
  - c. Review and disseminate issues of multicultural and international significance
  - d. Develop legislation that addresses concerns under the jurisdiction of this committee
  - e. Review all legislation assigned to the committee by the Vice President.
- 4. Local, Regional, and National Affairs Committee
  - a. Review the actions of the Federal, State and Local legislatures
  - b. Members shall sit on Faculty Senate and University Committees related to this Issue
  - c. The Committee Chair shall sit on the Faculty Senate Committee of Professional Affairs and report back to the GA the ongoing on this committee
  - d. Liaison with both the National Association of Graduate/Professional Students (NAGPS) and Ohio Graduate Council (OGC). This may include attending conferences or other meetings.
  - e. Meet with the Associate Vice President for Governmental Affairs and University Relations as needed
  - f. Coordinate GSS participation in or response to governmental issues. This may include legislative action days or reports on the state budget.
  - g. Address and disseminate the actions of said bodies which affect students and the university
  - h. Develop legislation and programs that address concerns under the jurisdiction of this committee
  - i. Review all legislation assigned to the committee by the Vice-President
- 5. Publicity Committee
  - a. Coordinate the promotion of all GSS events, initiatives, and activities
  - b. Develop legislation that addresses concerns under the jurisdiction of the committee
  - c. Review all legislation assigned to the committee by the Vice-President.
- 6. Social Programming Committee
  - a. Promote, coordinate, implement, and evaluate all social program activities
  - b. Create and disseminate a calendar of activities and events at the beginning of the semester and present it to the GA
  - c. Develop legislation that addresses concerns under the jurisdiction of the committee
  - d. Review all legislation assigned to the committee by the Vice-President.
- 7. Student Affairs Committee
  - a. Address and disseminate the needs of students and the university in reference to general welfare
  - b. Members shall sit on Faculty Senate and University Committees related to this issue
  - c. Recommend and review issues affecting the general welfare of students at the university and in the community
  - d. Develop legislation and programs that address concerns under the jurisdiction of the committee
- iii. Ad hoc Committees

1. The President, SEC, and/or the GSS General Assembly may create other committees as the need is expressed by the Graduate Student Senate, or members of the graduate student population in good standing with the Graduate College. Additional standing committees will require a specified purpose, and must be approved by the GSS General Assembly.
  2. Ad Hoc Committees may be formed by the President, SEC, or General Assembly to cover resolutions on issues outside the normal realm of the existing committees.
  3. The chair must be approved by the General Assembly.
  4. A time limit or specific goal will be set on the existence of any such committee.
  5. Committees shall report to the General Assembly at each meeting regarding their progress.
- iv. Senate Committee Regulations
1. Each committee shall investigate all areas of campus life as outlined by said committees' description. Each committee shall be responsive to the needs of the graduate student population and coordinate the dissemination of relevant material to the General Assembly as well as the GSS response, including possible legislation or resolutions, to appropriate individuals or offices
  2. Standing committee chairs shall have full voting rights within the SEC and full speaking rights within the General Assembly. Ad hoc committee chairs have full speaking rights within the General Assembly.
  3. Any graduate student in good standing with the Graduate College wishing to be a member of any committee may obtain ex-officio status.
  4. Committee chairs shall keep and post all records of committee deliberations and shall forward copies of the same to the SEC.
  5. GSS will lobby for and maintain representation on external committees, both within the University and the local community, on issues and policies affecting graduate students.
6. Maintaining an Organizational History
- a. SEC members are strongly encouraged to maintain files of their activity throughout the year. Once they have completed their terms, it is expected they will turn over all relevant materials to the GSS Office for future use and reference.
  - b. The GSS Office Secretary works closely with the GSS President and other members of the SEC to ensure accurate and updated files for each position are on hand in the GSS Office.

#### Summary of November 2007 Revisions

- Revised Funding for Professional Development application procedures
- Revised Graduate Allocations Representative and Treasurer responsibilities
- Revised elections to have President chosen by a majority vote and all others by plurality
- Reflected name change of the Office of Campus Involvement to Office of Campus Activities

#### Summary of March 2008 Revisions

- Renamed Honors and Awards Chair to Academic/Professional Development Programming Chair
- Renamed Programming Chair to Social Programming Chair
- Added communicating with external individuals who wish to receive GSS updates to Secretary responsibilities

#### Summary of 2008-2009 Revisions

- Changed the number of meetings a DPO has to be on probation from six to three
- Added that a senator may only represent one DPO
- Removed the five (5) day requirement for readings of constitutional amendments to between two (2) consecutive meetings of the GA
- Revised Treasurer responsibilities to only require the reporting of the financial status to once a semester
- Revised the meeting times for GSS GA to biweekly with the exception of University Holidays
- Revised definition of departments in good standing to all departments being considered in good standing at the beginning of each new academic year

Committee Name	Description	Area	Timeline
Academic Honesty Committee	To assume appellate jurisdiction in cases of academic dishonesty. Appointed by the Vice President for Academic Affairs.	Faculty Senate	Fall and Spring (only when cases)
Bookstore Advisory Committee	To advise the Director of the University Bookstore and to foster communication between the bookstore management and the University community.	Faculty Senate	Fall and Spring (once a month)
Broadcasting Advisory Committee	To advise the Director of Television Services, the General Manager of the WBGU-FM Radio Station, and other administrative officers concerned with growth and development of broadcasting services of the University.	Faculty Senate	Fall and Spring (once a month)
Campus Safety Committee	To address issues of campus safety and serve as a partnership between university personnel and students to resolve, investigate, or recommend new initiatives for a safe campus. The scope of the committee extends to the review of campus safety policies, procedures, practices, and current conditions in the area of educational programs, facilities, and enforcement.	University	Fall and Spring (twice a month)
Committee on Committees	To nominate or appoint faculty for Senate office, Senate Standing Committees (except for the Committee on Committees), and University Standing committees.	Faculty Senate	Fall and Spring (once a month)
Committee on Professional Affairs	The Senate's Committee on Professional Affairs (FS-CPS) purpose is to focus on issues external to the University that affect the profession of teaching and the value and mission of higher education in society. Specifically, the CPA shall perform an advisory function to the Faculty Senate about important developments related to the professional role of educators in society at the local, state, and national level. The Committee will perform an educational role to the faculty and to the University community at large about professional issues that affect educators and advise and assist the Faculty Senate with media and governmental affairs relationships. The CPA will also initiate studies, or conduct studies at the request of the Faculty Senate on issues relevant to professional affairs and will receive suggestions and make recommendations to the Senate Executive Committee on issues relevant to professional affairs.	Faculty Senate	Fall Fridays biweekly 12:30-1:30pm
Continuing and Extended Education Committee	To advise the Dean of Continuing and Extended Programs. In providing high quality continuing education programs and services for non-traditional students within the BGSU service region. Meets 2-3 times a year.	Faculty Senate	Fall and Spring. (2-3 times a year)
Dining Services Advisory Committee	To review and make appropriate recommendations regarding policies and procedures pertaining to the Bowling Green State University dining program including, but not limited to, programs, operations, facilities, and budget.	University	Fall and Spring (twice a month)
Equal Opportunity Compliance Committee	To represent the University community (faculty, administrative staff, classified staff, graduate students and undergraduate students) in matters relating to the affirmative action program.	Faculty Senate	Fall and Spring (once a month)
Health Center Core Committee	The Core Committee will be a working committee to advise administration about project concepts for the renovation of the Student Health Center. Two-year commitment preferred.	Student Affairs	Fall and Spring (once a month)
Information Technology Committee	To advise the Executive Vice President on all matters affecting information technology in the University. ITC will provide a forum to which students, faculty and staff may bring for discussion concerns related to information technology services.	Faculty Senate	Fall and Spring (twice a month)
Instructional Media Services Advisory Committee	To advise the Director of the Instructional Media Center and other administrative officers concerning the services of the center.	Faculty Senate	Fall and Spring (once a month)
Parking Appeals	To make recommendations to the Director of Public Safety and Police and the Director of Parking Services regarding the parking violations on the University Campus. This committee meets in the summer.	University	1st and 3rd Tuesday of the month, 11am
Student Legal Service Board	Student Legal Services, Inc. is a non-profit law firm operating on the campus of Bowling Green State University. Board members are expected to provide input on behalf of their respected organizations so that Student Legal Services, Inc. can better serve the needs of the student body. Further, Board members may be asked to participate in educational seminars presented by the attorneys.	University	Fall and Spring (once a month)
Student Publication Advisory Committee	To set general policy for and supervise the establishment, publication, and distribution of all University sanctioned student publications.	Faculty Senate	Fall and Spring (meets once or twice a semester)
Student Union Advisory Committee	To provide means through which the University community may advise the University Union in matters concerning its operation and programming.	Faculty Senate	Fall and Spring (once a month)
Safety Committee	Address issues of campus safety and serve as a partnership between university personnel and students to resolve, investigate, or recommend new initiatives for a safe campus community.	Student Affairs	
Recreation and Wellness	Review and make appropriate recommendations regarding policies and procedures pertaining to the Bowling Green Recreation and Wellness program including, but not limited to programs, operations, facilities, and the annual budget.	Student Affairs	

## Robert's Rules of Order Cheat Sheet

### Classes of Motions

The word "motion" refers to a formal proposal by a member, in a meeting, that the organization take a certain action. Several specific motions have evolved and have been classified under parliamentary law as follows:

- (1) Main Motions
- (2) Subsidiary Motions            )
- (3) Privileged Motions           ) Secondary motions
- (4) Incidental Motions            )
- (5) Motions that bring a question again before the meeting.

**Main Motions**—A main motion is one which brings business before the meeting. It is the most often used and is the device by which a matter is presented to the meeting for possible action.

**Subsidiary Motions**—Subsidiary motions assist the meeting in treating or disposing of a main motion. They are always applied to another motion while it is pending. The adoption of one of them does something to this other motion, that is, changes its status in some way.

**Privileged Motions**—Unlike subsidiary or incidental motions, privileged motions do not relate to the pending business but have to do with special, important matters which should be allowed to interrupt the consideration of anything else.

**Incidental Motions**—Incidental motions relate to the pending business or other business. With but few exceptions, incidental motions are related to the main question in such a way that they must be decided immediately, before business can proceed.

**Motions that bring a question again before the meeting**—Either by their adoption or introduction, this type of motion serves the function described by the name of the class. This class of motions allows the members, for good reason, to reopen a completed question during the same session, to take up one that has been temporally disposed of, or to change something previously adopted.

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In the following chart, the privileged, subsidiary, and main motions are listed in order of rank, the motion at the top taking precedence over all the others, and each of the remaining ones taking precedence over all those below it. A main motion is in order only when no other motion is pending.

**Table of Rules Relating to Motions**

Motion	Class	In order when another has the floor?	Must be seconded?	Debatable ?	Amendable ?	Vote required for adoption	Can be reconsidered
Main motion	M	No	Yes	Yes	Yes	Majority	Yes
Adjourn	P	No	Yes	No	No	Majority	No
Adjourn at or to a future time	M	No	Yes	Yes	Yes	Majority	No
Adopt, accept, or agree to a report	M	No	Yes	Yes	Yes	Majority	Yes
Adopt revised bylaws or constitution	M	No	Yes	Yes	Yes	As provided for in the bylaws	Negative vote only
Adopt special rules of order	M	No	Yes	Yes	Yes	Previous notice and 2/3 or majority of the entire membership	Negative vote only
Adopt ordinary standing rules	M	No	Yes	Yes	Yes	Majority	Yes
Amend a pending motion	S	No	Yes	If motion to be amended	Yes	Majority	Yes

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Robert's Rules of Order

				is debatable			
Amend an amendment of a pending motion	S	No	Yes	Ditto	No	Majority	Yes
Amend something previously adopted	M	No	Yes	Yes	Yes	Majority with notice, or 2/3, or majority of the entire membership	Negative vote only
Appeal	I	Yes	Yes	Usually	No	Majority	Yes
To order a vote to be taken by ballot	I	No	Yes	No	Yes	Majority	Yes
To create a blank by striking out	I	No	Yes	No	No	Majority	No
Proposals for filling a blank	-	Yes	No	Yes	No	Majority	Yes
Change or depart from the agenda, immediately to take up a matter out of its proper order	I	No	Yes	No	No	Two thirds	No
Commit, refer, or recommit a pending question	S	No	Yes	Yes	Yes	Majority	If committee has not begun work
Refer a matter that is not pending to a committee	M	No	Yes	Yes	Yes	Majority	If committee has not begun work

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Robert's Rules of Order

Consider informally	S	No	Yes	Yes	No	Majority	Negative vote only
Consider by paragraph	I	No	Yes	No	Yes	Majority	No
Limit or extend limits of debate on a pending question	S	No	Yes	No	Yes	Two thirds	Yes
Limit or extend limits of debate for the duration of a meeting	M	No	Yes	Yes	Yes	Two thirds	Yes
Discharge a committee	-	No	Yes	Yes	Yes	Majority with notice or 2/3, or majority of the entire membership	Negative vote only
Division of the question	I	No	Yes	No	Yes	Majority	Yes
Call for a separate vote on a resolution which is one of a series on different subjects in a single motion	I	Yes	No	No	No	Demand of a single member compels the separate vote	No
Information, point of	I	Yes	No	No	No	not voted on	No
Lay on the table	S	No	Yes	No	No	Majority	No
To approve the minutes	M	No	Yes	Yes	Yes	Majority	Yes
To correct the minutes before adoption	S	No	Yes	Yes	Yes	Majority	Yes
To dispense with the reading of the minutes	I	No	Yes	No	No	Majority	No
To make nominations	-	No	No	Yes	No	Majority for election	Not after the electee has been

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Robert's Rules of Order

							notified
To close nominations	I	No	Yes	No	Yes	Two thirds	Yes
To reopen nominations	I	No	Yes	No	Yes	Majority	Negative vote only
Other motions relating to nominations while election is pending	M	No	Yes	No	Yes	Majority	Yes
Other motions relating to nominations while election is not pending	M	No	Yes	Yes	Yes	Majority	Yes
Object to consideration of a question	I	Yes, with limits	No	No	No	Two thirds	Sustaining vote only
Call for orders of the day	P	Yes	No	No	No	Must be enforced upon the demand of one member unless set aside by a 2/3 vote	No
Point of order	I	Yes	No	No	No	Is ruled on by the Chair	No
Parliamentary inquiry	I	Yes	No	No	No	Is responded to by the Chair	-
Postpone indefinitely	S	No	Yes	Yes	No	Majority	Affirmative vote only
Postpone to a certain time, applied to a pending question	S	No	Yes	Yes	Yes	Majority	Yes
Postpone an event or action	M	No	Yes	Yes	Yes	Majority with	Negative

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Robert's Rules of Order

previously scheduled						notice or 2/3, or majority of the entire membership	vote only
Previous Question	S	No	Yes	No	No	Two thirds	Usually
Ratify or Confirm	M	No	Yes	Yes	Yes	Majority	Yes
Grant permission to read papers	I	Yes	Yes, if made by one requesting . No, if by another	No	No	Majority	Yes
To take a recess, if moved while business is pending	P	No	Yes	No	Yes	Majority	No
To take a recess, if moved while no question is pending	M	No	Yes	Yes	Yes	Majority	No
Reconsider	-	Limits	Yes	Yes, if the motion to be reconsidered is debatable	No	Majority	No
Rescind, repeal, or annul	M	No	Yes	Yes	Yes	Majority with notice or 2/3, or majority of the entire membership	Negative vote only
Suspend the rules of order	I	No	Yes	No	No	Usually 2/3	No
Suspend ordinary standing	I	No	Yes	No	No	Majority	No

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Robert's Rules of Order

rules							
Take from the table	-	No	Yes	No	No	Majority	No
Motion relating to voting if made while subject is pending	I	No	Yes	No	Yes	Majority except 2/3 to close the polls	Close polls no, reopen polls negative vote only, others yes
Motion relating to voting if made while no question is pending	M	No	Yes	Yes	Yes	Majority	Yes
To grant permission to withdraw or modify a motion after the motion has been stated by the chair	I	Yes, if not by general consent	Yes, if by one requesting No, if by another	No	No	Majority	Negative vote only

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# Parliamentary Procedure

## The Basics

### Typical Meeting:

1. Meeting called to order.
2. Roll is taken.
3. Minutes from previous meeting are read.
4. Officers give reports.
5. Committees give reports.
6. New Business.
7. Old Business.
8. Announcements.
9. Adjournment.

### How to Make a Motion:

1. The Chair of the meeting recognizes the person to make a motion.
2. A motion is made by stating, "I move (state motion clearly)."
3. The motion is seconded by another member, who states, "I second."
4. The Chair invites members to ask questions to clarify their understanding of what has been proposed.
5. The Chair opens debate. This will often be limited to a number of turns each member can speak and for how long.
6. Once debate ends because all members have exhausted their turns OR a member calls for a vote, the Chairs invite members to vote.

### Types of Motions:

\*\*See the attached Excel Sheet

### A Basic Diagram:

#### STEP 1

Chair: Is there a motion...?

Member: I move to....(state your motion )

#### STEP 2

Chair: Is there a 2nd...?

Member: I 2<sup>nd</sup> the motion.

#### STEP 3

Chair: Is there any further discussion?

Member: I move to....(state your motion )

#### STEP 4

Chair: All in favor say "aye," all opposed say "nay." \* Any abstentions?

Member: (pls. state you vote)

Chair: Motion passes/fails and indicate vote (ex. 5-5-0)

\*this section can also be done by hand count

### Types of Motions

To do this:	You say this:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn meeting	"I move that we adjourn"	no	yes	no	no	Majority	no
Call an intermission	"I move that we recess for..."	no	yes	no	yes	Majority	no
Complain about heat, noise, etc.	"Point of personal privilege"	yes	no	no	no	no vote	no(usually)
Suspend further consideration of an issue	"I move to table the motion"	no	yes	no	no	Majority	no
End debate an amendments	"I call the question"	no	no	no	no	2/3	no(1)
Postpone discussion for a certain time	"I move to postpone the discussion until..."	no	yes	yes	yes	Majority	yes
Give closer study of something	"I move to refer the matter to committee"	no	yes	yes	yes	Majority	yes(2)
Amend a motion	"I move to amend the motion by..."	no	yes	yes(3)	yes	Majority	yes
Introduce business	"I move that..."	no	yes	yes	yes	Majority	yes
<b>THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE... BELOW THERE IS NO ORDER</b>							
Protest breach of rules or conduct	"Point of order"	yes	no	no	no	No vote (4)	no
Vote on a ruling of the chair	"I appeal the chair's decision"	yes	yes	yes	no	Majority(5)	yes
Suspend rules temporarily	"I move to suspend rules so that..."	no	yes	no	no	2/3	no
Avoid considering an improper matter	"I object to consideration of this motion"	yes	no	no	no	2/3(6)	(7)
Verify a voice vote by having members stand	"I call for a division" or "Division!"	yes	no	no	no	no vote	no
Request information	"Point of information"	yes	no	no	no	no vote	no
Take up a matter previously tabled	"I move to take from the table..."	no	yes	no	no	majority	no
Reconsider a hasty action	"I move to reconsider the vote on..."	yes	yes	(8)	no	majority	no

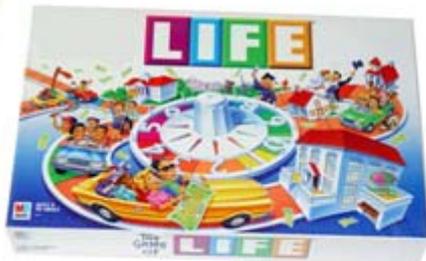
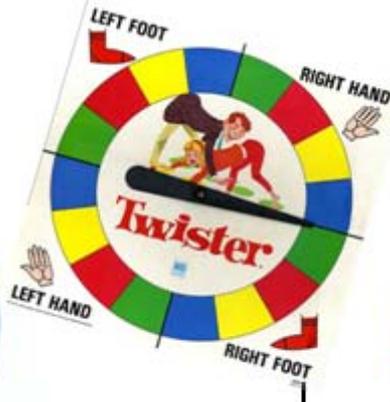
(1) Unless vote on question it not yet taken  
 (6) A 2/3 vote in negative needed to prevent consideration of main motion

(2) Unless the committee has already taken up the subject  
 (7) Only if the main question or motion was not, in fact, considered

(3) Only if the motion to be amended is debatable  
 (8) Only if motion to be reconsidered is debatable

(4)except in doubtful cases

(5) a majority vote in negative needed reverse ruling of chair



Graduate Student Senate  
**Family Board  
Game Night**

*September 10<sup>th</sup> from 5-7PM  
in the Black Swamp Pub*

Bring your favorite game!  
Bring a friend!



*Come meet your fellow Graduate Students at BG!!*

# Graduate Student Senate Social Activities

## Grad Night

September 10th - Family Board Game Night  
Black Swamp Pub 5.00p - 7.00p

## Homecoming Grad Night

October 1st  
Black Swamp Pub  
5.00p - 7.00p

## Halloween Grad Night

October 22nd  
Black Swamp Pub  
5.00p - 7.00p

## Hockey Night in BG

Friday, November 13th  
Ice Arena 5.30p - 9.00p

## Grad JAM

Friday, December 11th  
Student Union 6.00p - 10.00p



**Bowling Green State University**  
**Graduate Student Senate Resolution 2009.F1**

Expressing Support Toward the Bowling Green State University “Charting Our Future” Strategic  
Plan

WHEREAS, Bowling Green State University has formulated a strategic plan titled  
Charting Our Future; and

WHEREAS the document was generated with active input from the University  
Community at large; and

WHEREAS, the stated goals of Charting Our Future are:

1. Facilitate lifelong learning, critical thinking and personal growth;
2. Produce high-quality scholarship and creative achievements throughout the University;
3. Build a diverse community and a culture of inclusion;
4. Develop mutually beneficial relationships between all stakeholders;
5. Support faculty and staff performance and development;
6. Create an optimal fiscal and physical plant infrastructure; and

WHEREAS, the strategies of Charting Our Future are:

1. Create distinctive coherent undergraduate learning experiences that integrate curricular and co-curricular programs;
2. Expand the student populations for BGSU enrollment and implement programs to recruit them and retain them to successful program completion;
3. Identify and pursue economic development and curricular engagement opportunities;
4. Enhance institutional capabilities for research and creative achievements;
5. Realign individual and institutional incentives and resources to support institutional priorities;
6. Adapt institutional processes and resources for attracting new faculty and staff and for the development of their talent and contributions;
7. Increase institutional diversity and inclusion through communication of benefits; and

WHEREAS, the Bowling Green State University Graduate Student Senate represents the  
Graduate Student Body; and

WHEREAS, the Bowling Green State University Graduate Students make up a key  
component of the University Community; and

WHEREAS Graduate Students have a vested interest in the long term development in the  
University through a strategic plan; and

WHEREAS Graduate Student Senate anticipates being an integral part of the  
implementation process of Charting Our Future through University, Faculty, Senate, and various  
ad hoc committees in the future; and

WHEREAS the Graduate Student Senate applauds the spirit of the Charting our Future Strategic Plan;

BE IT THEREFORE RESOLVED that the Bowling Green State University Graduate Student Senate expresses its support in principle for the Charting Our Future University Strategic Plan; and

BE IT THEREFORE ALSO RESOLVED that the Bowling Green State University Graduate Student Senate will continue to be an integral part of the “Charting Our Future” implementation process.

Submitted by:  
Stephen Dinda, Representative at Large  
Chanelle Vigue, Representative at Large

**Approved by the BGSU Graduate Student Senate General Assembly \_\_\_\_\_**

\_\_\_\_\_  
Carl Walling, President



# CHARTING OUR FUTURE

## BOWLING GREEN STATE UNIVERSITY STRATEGIC PLAN

**BGSU**<sup>®</sup>



# *Charting Our Future*

- For more than a year, we have been engaged in a collaborative strategic planning process.
- The plan that has emerged will:
  - Be constantly reviewed and revised.
  - Be integrated into on-going University operations, discussions and decisions.
  - Be tied to measures and periodically evaluated to ensure achievement.



# *Charting Our Future*

## Planning Phases

### PHASE 1

Strategic  
Planning  
Readiness

Completed  
August 2008

### PHASE 2

Community  
Engagement

Completed  
September 2008

### PHASE 3

Strategy  
Development &  
Prioritization

Completed  
March 2009

### PHASE 4

Plan Execution  
& Monitoring

On-going following  
Board of Trustee  
approval



# Strategic Planning Readiness

- Cross-functional Readiness Team included **25 members** appointed by former President Ribeau.
- Met more than **40 hours** over 2008 spring semester.
- Developed **foundation** for next phase of planning:
  - Strategic Planning Template (*See Page 5*)
  - Draft Plan as a “Starting Point” for community engagement
  - Engagement Roadmap and needed content
- Facilitated day long **retreat** with President’s Cabinet.

## Inputs

**Charge, Team Members & Existing Planning Documents**



## Deliverables

**Draft Plan & Engagement Roadmap**



# Strategic Planning Template

## Vision

A statement that describes how big and best the University wants to be.

## Mission

A statement that describes the purpose of the University.

## Core Values

Principles that define the way in which members of the University will act and interact to realize the mission and vision.

## Learning Outcomes

Critical areas of knowledge, skills and abilities in which students will demonstrate substantive mastery as a result of their educational experience.

## Goals

Broad areas of priority and desired accomplishments that will fulfill the University **Mission** over the long term.

## Strategies

Distinctive and major approaches to support the accomplishment of **Goals** with BGSU unique items highlighted.

## Action Items

Specific tasks that will be completed to move significantly toward accomplishing **Strategies** in the short term.

## Measures

Specific dimensions along which performance will be assessed. **Measures** will include both current baseline and target levels.



# Community Engagement

- Engagement efforts began with the **Opening Day Address**.
- Next “**9 Days of Data**” provided key background information via a daily all campus e-mail.
- Everyone was invited to a series of **Collaborative Dialogues** – eight were held hosting more than 600 people.
- **Feedback** was collected during round table discussion and large-scale voting.
- Incorporation of the feedback resulted in a revised **Working Framework**. (See Pages 7 & 8)

Inputs

**Draft Plan & Engagement Roadmap**



Deliverables

**Working Framework**



# Working Framework

## Vision

Bowling Green State University (BGSU) aspires to be a premier learning community, and a national model, for developing individuals and shaping the future through learning, discovery, collaboration and personal growth.

## Learning Outcomes

- **Intellectual and Practical Skills**
  - Critical and Constructive Thinking
    - Inquiry, Examining Values, Solving Problems Creatively
  - Communication
    - Writing, Presenting
  - Engaging Others in Action
    - Participating, Leading
- **General and Specialized Knowledge**
- **Personal and Social Responsibility**
- **Integrate, Apply, and Reflect**

## Mission

Bowling Green State University (BGSU) provides educational experiences inside and outside the classroom that enhance the lives of students, faculty and staff. Students are prepared for lifelong career growth, lives of engaged citizenship and leadership in a global society. Within our learning community, we build a welcoming, safe and diverse environment where the creative ideas and achievements of all can benefit others throughout Ohio, the nation and the world.

## Core Values

- Respect for one another
- Collaboration
- Intellectual and personal growth
- Creativity and innovation
- Pursuit of excellence



# *Working Framework (Cont.)*

## **Goal 1**

Facilitate lifelong learning, critical thinking and personal growth.

## **Goal 4**

Develop mutually beneficial relationships between all stakeholders.

## **Goal 2**

Produce high-quality scholarship and creative achievements throughout the University.

## **Goal 5**

Support faculty and staff performance and development.

## **Goal 3**

Build a diverse community and a culture of inclusion.

## **Goal 6**

Create an optimal fiscal and physical plant infrastructure.



# Strategy Development & Prioritization

- Six **cross-functional teams** were created from the President's Expanded Cabinet, Faculty Senate, Classified and Administrative Staff Councils.
- Using a **Strategy Toolkit**, the teams developed up to three Strategies for each Goal. The BGSU community submitted Strategy ideas via a **blog**.
- A rich set of submissions was enhanced during a collaborative forum. *(See Pages 10 & 11)*
- **Seven distinct Strategies** were created that cut across the six Goals. *(See Pages 12-14)*

Inputs  
**Working Framework & Strategy Toolkit**



Deliverables  
**Prioritized Strategies & Approved Plan**



# Proposed Strategies

## Strategies Submitted for Each Goal

(Total by Theme)

	Emerging Themes	Goal 1	Goal 2	Goal 3	Goal 4	Goal 5	Goal 6
1	Create an integrated learning experience that combines curricular and co-curricular programs.	20	7	8	8	1	7
2	Redefine the BGSU student.	11	•	11	3	•	•
3	Pursue the requirements for an “engaged” university.	4	1		17	1	5
4	Increase institutional capacity for scholarship & creative achievements.	•	12	•	•	3	•
5	Realign individual and institutional incentives.	•	•	1	•	8	•
6	Redesign the talent identification process.	•	9	4	1	•	•
7	Increase institutional capacity for diversity.	•	•	11	•	•	•
8	Identify economic development opportunities.	•	•	•	2	•	•
9	Redesign the talent management process.	•	•	•	1	18	•
10	Align operating and capital budget to strategic plan and priorities.	•	1	•	•	•	23
	<b>Total – All Strategies Submitted</b>	<b>35</b>	<b>30</b>	<b>35</b>	<b>32</b>	<b>31</b>	<b>35</b>

Nearly 200 Strategies were submitted to support the six Goals.

Analysis of those submissions identified commonality and ten emerging themes, shown right.

# *Enhancing the Strategies*

## The Process

Submitted strategies were clustered into ten themes. (See Page 10)

Small groups evaluated each cluster and identified strategies that did not belong within the cluster.



Discussion around the revised clusters identified recommended changes to the strategy language.

## The Outcomes

- Agreement that budget-related theme (*Theme 10*) is not a strategy, but a planning imperative.
- Suggestion that the talent-related themes (*Themes 6 & 9*) could be combined into a single strategy.
- Recognition that economic development is an element of an “engaged” university. (*Themes 3 & 8*)
- Many other wording options.



# *The Strategies*

## 1. Create distinctive coherent undergraduate learning experiences that integrate curricular and co-curricular programs.

The goal is to re-design the baccalaureate experience and, as a result of the re-design, to develop for all undergraduates a roadmap that demonstrates the meaningful incorporation of curricular and out-of-class experiences for every academic major. The redesign of General Education is the jumping off point for this effort, but the goal of creating integration does not treat General Education in isolation; instead the *linkages* between General Education and other parts of the students' experience should be primary. Faculty and academic advisors should assure that students understand the value of both curricular and co-curricular experiences; documentation of each student's experiences through e-portfolio is a critical component for success. Many BGSU undergraduates participate in the experience described in this strategic priority, but they often make their own roadmap through *ad hoc* individual decisions, as contrasted with the preferred approach, which is systemic and guided by faculty. When implemented, this would become BGSU's signature identity in terms of recruiting undergraduate students.

## 2. Expand the student populations for BGSU enrollment and implement programs to recruit them and retain them to successful program completion.

BGSU has historically relied on traditional-aged students who are interested in moving from high school to college and enjoying a residential undergraduate experience. While that population will continue to be very important, BGSU must also expand the concept of "BGSU student" to include adult learners, community college transfers and partnerships, and on-line learners. Careful evaluation of the unique needs of these new students is important, as is the commitment to adjust current approaches to serve new student populations.



# *The Strategies (Cont.)*

## **3. Identify and pursue economic development and curricular engagement opportunities.**

BGSU has a strong record of connecting academic programs and research expertise to public purposes. The University has met the requirements of being identified as an “engaged university” by the Carnegie Foundation for the Advancement of Teaching. The goal of this strategic priority is to acknowledge the importance of prior achievements and commit to building more of these collaborations. Every academic program has opportunities to develop additional ways to transfer knowledge and application to the public through, for example, arts and culture experiences, technology transfer, service learning and business partnerships.

## **4. Enhance institutional capabilities for research and creative achievements.**

The discussion around this strategic priority statement reflects a need to clarify expectations regarding departmental missions. While all departments are expected to contribute to the undergraduate learning experience described in Strategy # 1, an identified group of departments are expected to perform at a nationally competitive level in terms of the number and quality of extramural research grants and recognition for research and creative achievements. This priority signals that the University clearly recognizes the importance of differentiated missions among departments. All departments and schools are expected to aspire to excellence and recognition. For some departments, that excellence will be defined in part by nationally competitive research programs; for many others, excellence will be largely defined by achievements in teaching and learning, pedagogy, service learning, undergraduate research, and other aspects of undergraduate student success.



# *The Strategies (Cont.)*

## **5. Realign individual and institutional incentives and resources to support institutional priorities.**

Like strategic priority #4, this statement expresses a commitment to differentiated departmental missions and to processes that match institutional resources with mission. Recognizing that the individuals within our community are essential to effective delivery of our mission, we seek to align incentives and rewards to support the recruitment and retention of high quality faculty and staff. In evaluating the appropriateness of current resource allocations and reward systems, we will be guided by analyses of practices of peer institutions.

## **6. Adapt institutional processes and resources for attracting new faculty and staff and for promoting the development of their talent and contributions.**

Similar to strategic priority # 5, this recommendation focuses on matching new faculty and staff to institutional and departmental missions; it also recognizes the importance of continuous improvement for each individual. The implication is that current attraction and reward structures will be reviewed and modified if necessary to assure alignment with mission.

## **7. Increase institutional diversity and inclusion through communication of benefits.**

Significant discussion centered on whether diversity and inclusion should be singled out as a strategic priority, or whether it should be seen as a pervasive institutional value. The majority opinion is that it is both. The viewpoint expressed through the planning activities indicates that the most successful approach to achieving broader and deeper acceptance of the value is through deliberate communication of the benefits of institutional diversity and inclusion.



# *Plan Execution & Monitoring*

- The final plan will be circulated to **governance groups** for endorsement.
- The plan will then be cascaded to all areas to develop **Actions** in their units.
- The results of those **Actions** will be rolled-up to identify the impact on University **Measures**.
- Processes and timelines for the interaction between university-level and unit-level planning efforts are not yet defined.

Inputs

**Approved Plan & Monitoring Timeline**



Deliverables

**Performance Metrics &  
Improvements for Planning Process**



# *Related Planning Efforts*

- Critical state and University needs have been addressed throughout the Charting Our Future process by related planning efforts. Those efforts include:
  - Submission of BGSU's contribution to **Accountability Measures** for the University System of Ohio
  - Identification of BGSU's **Centers of Excellence**
  - Development of individual **College Compacts**

