



Spring 2016
Graduate Student Senate Association
Senator Manual

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Dear Senator,

Welcome back! I hope that your winter break was a restful one, as well as relaxing. The Executive Council and I have been working for the past few weeks to ensure we have a successful spring semester in Graduate Student Senate.

This manual is designed to help you be as informed as possible about what it means to be a senator in the Graduate Student Association Senate. We also want to communicate as openly and as early about upcoming meeting times and events that will impact you, and your home department.

Our hope is that by giving you, and your department, this manual we will be able to increase the communication and participation of graduate students in our organization. By extension, we hope we can better impact students in your home departments.

We are all looking forward to a great semester in GSAS. Make sure to follow us on Facebook and AppSync as a good deal of important information will travel through these two platforms.

Tyler Steelman

President



GSAS Executive Council Spring 2016

Contact Information

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Asbhy Sadowski, Vice-President, sadowskima@appstate.edu

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Treasurer, Johnson Bray, brayjy@appstate.edu

Austin Harbison, Director of State and National Affairs, harbisonab@appstate.edu

Sarah Levine, Parliamentarian, levinese@appstate.edu

Leonora Hall, Webmaster, halll@appstate.edu



GSAS Senate Meetings, Spring 2016

Monday, February 1st, 2016

Belk Library Room 421

7:00pm

Special Guest – Laura Padgett, Director of Enrolled Student Services

Monday, March 7th, 2016

Belk Library Room 421

7:00pm

Special Topic – Election Information and Nominations

Monday, April 4th, 2016

Belk Library Room 421

7:00pm



GSAS Senators, Spring 2016

Accounting

Vacant

Appalachian Studies

Savannah Murray

Biology

Laura Ellis

MBA

Connor Strand

Communication Science and Disorders

Lauren Prouix

Computer Science

Trey Fanner

Cultural, Gender and Global Studies

Danielle Heard

Curriculum and Instruction

Mona Abinader

English

Kristi Brown

Family and Consumer Sciences

Vacant

Geography

Matthew McMahan

Government and Justice Studies

Nate Arnold

Health, Leisure and Exercise Science

Megan Clarke



History

Alden Early

Human Development and Psychological Counseling

Jes Coggins

Language, Literature, and Culture

Vacant

Leadership and Educational Studies

Anna Sprout

Mathematical Science

Matt Cavalo

Music

Daniel Marvel

Nutrition and Healthcare Management

Ariel Danek

Physics and Astronomy

Daniel Ingram

Psychology

Vacant

Reading Education and Special Education

Brooke Hardin

Social Work

Vacant

Sociology

Vacant

Technology and Environmental Design

Chelsea Davis



Grants Information

The first deadline for submission of a grant request in 2016 is Friday February, 5th by 5:00pm.

All information, and the form required to complete the grant request, can be found on the Graduate School's main website as well as in the documents below.



Constitution

Appalachian State University
Graduate Student Association Senate

Article I: Organization Title

Section 1: Organization Title

1. The title of this organization shall be The Graduate Student Association Senate (GSAS).

Article II: Statement of Purpose

Section 1: Purpose of GSAS

1. The Graduate Student Association Senate of Appalachian State University is a body of appointed senators representing each department within the Graduate School.

Section 2: Mission of GSAS

1. Empower graduate students to express their concern for the welfare of the graduate students enrolled in the University.
2. Provide graduate students the opportunity to develop and disseminate ideas for the improvement of graduate education.
3. Enable graduate students to contribute to the formation of relevant University Policy.
4. Support graduate students in the conceptualization of new opportunities for funding initiatives that will improve overall performance in graduate studies.
5. Grant graduate students opportunities to engage in social and collegiate activities that will strengthen the Appalachian State University experience and identity.

Section 2: Organization of GSAS



1. GSAS is the representative, deliberative, and administrative organization of the graduate student body of Appalachian State University. It is a duly constituted collegiate organization within the Cratis D. Williams Graduate School of Appalachian State University.

Section 3: Representation in GSAS

1. Each graduate department offering a degree or certificate must select one senator and at least one alternate.

Section 4: Senators and Alternates in GSAS

1. A senator is a departmental representative and will have one vote in the Senate.
2. An alternate is a departmental representative and may have one vote in the Senate only when the department's senator is absent. Alternates are encouraged to serve on any committee they wish to serve on and may also chair committees.

Section 5: Terms for Senators in GSAS

1. Members of the Senate are selected by the graduate students in their departments for one-year terms and may be re-appointed for as long as they continue to be registered with the graduate school.

Section 6: Responsibilities of Senators

1. Senators are required to maintain communication between GSAS and their department members
2. Senators must fulfill all committee obligations

Section 7: GSAS Officers

1. The officers of the Senate are a president, a vice-president, a secretary, two co-treasurers, a director of state and national affairs, a



parliamentarian, social and community coordinator, and a webmaster. Henceforth, this shall be the order of seniority.

2. Responsibilities of the President.
 - a. Shall preside over general meetings of the Executive Council.
 - b. Shall supervise normal internal operations of the Senate.
 - c. Shall support Senate and committee activities as required.
 - d. Shall serve as the GSAS representative to the graduate school and the campus at large.
 - e. Shall ensure graduate representation on all necessary ASU committees
3. Responsibilities of the Vice-President.
 - a. Shall assume responsibility of the President in the event of the president's absence.
 - b. Shall serve as the Ex Officio member of the Senate and only vote in the case of a tie.
 - c. Shall preside over the general meetings of the Senate.
 - d. Shall chair the Elections Committee.
4. Responsibilities of the Secretary.
 - a. Shall record and file records of the activities of the Senate and its agencies.
 - b. Shall keep a record of attendance at Senate meetings.
 - c. Shall handle all correspondence and maintain a record file of correspondence.
 - d. Shall conduct roll call votes.
5. Responsibilities of the Treasurers.
 - a. 1st Treasurer
 - i. Shall keep a record of and arrange the safekeeping of any and all money the Senate may obtain.
 - ii. Shall disburse, at the direction of the President with the approval of the Senate, money as is required to meet the obligations of the Senate.



- iii. Shall maintain financial records of all income and expenses as well as report to the Senate for approval of any and all transactions.
 - iv. All records are subject to inspection by the Executive Council at any time
 - v. Shall chair both the Finance and GSAS Research and Travel Endowment committees.
- b. 2nd Treasurer
- i. Shall attend all Finance and GSAS Research and Travel Endowment Committees
 - ii. Shall serve as secretary of the Finance and GSAS Research and Travel Endowment Committees.
 - iii. Shall record the meeting minutes of the Finance and GSAS Research and Travel Endowment Committees and provide those records to the Executive Committee and Senate
6. Responsibilities of the Parliamentarian.
- a. Shall assure that Senate meetings are conducted according to the rules of procedure as set up by the Rules Committee.
 - b. Shall maintain and interpret a current record of all rules.
 - c. Shall determine whether or not quorum is present.
 - d. Shall make attendance at regular Senate meetings and give the record of attendance to the Secretary.
 - e. Shall chair the Rules Committee.
7. Responsibilities of the Director of State and National Affairs.
- a. Shall educate and advocate for graduate students on city, county, state, and national issues.
 - b. Shall promote voter registration and education, grassroots organizing, lobbying elected officials, educational forums, and other outreach projects.
 - c. Shall attend regular meetings of the Association of Student Governments for the UNC-System.
 - d. Shall attend meetings of the Student Government Association as the GSAS liaison.



- e. Shall chair the Communications Committee.
- 8. Responsibilities of the Social and Community Coordinator.
 - a. Shall plan and coordinate graduate student events.
 - b. Shall have all the events approved by the Executive Council.
 - c. Shall work with businesses and organizations in Boone, NC in accordance with graduate events.
 - d. Shall chair the Social Committee.
- 9. Responsibilities of the Webmaster
 - a. Shall update the GSAS webpage regularly.
 - b. Shall post information pertinent to all graduate students.
 - c. Shall keep a running calendar of GSAS events on the webpage.
 - d. Shall manage GSAS' social media presence
 - e. Shall chair the Web Committee.

Section 8: GSAS Meetings

1. GSAS Executive Council shall meet at least once per month during fall and spring semesters. The President shall call special meetings as necessary.
2. GSAS Senate meetings shall meet once per month during fall and spring semesters . The Vice-President shall call special meetings as necessary.

Section 9: Powers and Duties of GSAS.

1. GSAS may discuss and take positions on any subject of concern to the graduate student body. The issue will be decided by a simple majority of the GSAS Senate.
2. GSAS may call general meetings of the graduate student body.
3. GSAS is the judge of its membership, but may not excommunicate or impeach any member of GSAS without due process as is defined within the By-Laws.
4. The existence of GSAS shall not preclude other means of communication between the graduate students and the University.



Article III: Membership Requirements

Section 1: GSAS Membership Requirements

1. All enrolled graduate students in good standing, as defined by the graduate school, are considered eligible for membership.

Article IV: Membership Responsibilities.

Section 1: Responsibilities of GSAS Members

1. GSAS general membership shall be dedicated to the purpose of GSAS as stated in Article II as well as meeting the requirements stated in Article III of the constitution.

Article V: Election of the Executive Council

Section 1: Membership

1. The Executive Council consists of the Senate officers.
2. The associate dean of graduate studies serves as the advisor of GSAS.

Section 2: Terms

1. The term of office for the Executive Council members shall be one academic year.

Section 3: Eligibility

1. The Executive Council members are elected by the Senate. The Senate may recall, if necessary, any member of the Executive Council. The recalling of an officer must follow the guidelines as outlined by the By-Laws.
2. The Executive Council may elect one affiliate as an additional member to the council. This person is an additional voice and serves as seen fit by the council for a period of one academic year.



Section 4: Meetings

1. The president shall call meetings of the Executive Council at the request of any member of the Council or as necessary.
2. Executive sessions, limited to the persons invited by the Executive Council, may be held by a majority vote of the council.
3. Reports of all executive sessions and council meetings must be made at the next meeting of GSAS.
4. Each member of the Executive Council shall have one vote.

Section 5: Powers and Duties of the Executive Council

1. Represents GSAS when not in session.
2. Responsible directly to GSAS for all of its activities.
3. May act on no issue without approval of GSAS.
4. Responsible for strengthening GSAS through planning its direction for the upcoming academic year.

Article VI: Committees

Section 1: The Finance Committee

1. The Finance Committee is a standing committee, which prepares the budget and makes recommendations for the allocation of funds.
2. The 1st Treasurer shall chair the Finance Committee.

Section 2: The Rules Committee

1. The Rules Committee is a standing committee which prescribes all general and special rules of procedure necessary for the conducting of GSAS business.
2. All questions of a procedural or legal nature are directed to the Rules Committee.
3. The Rules committee should be composed of an odd number of individuals in order to avoid ties.



4. The Parliamentarian shall chair the Rules Committee.

Section 3: The Elections Committee

1. The Elections Committee is a standing committee that is responsible for overseeing the election of senators.
2. The Elections Committee supervises special elections needed to fill vacancies.
3. All questions regarding Senate membership are directed to the Elections Committee.
4. The Vice-President shall chair the Elections Committee.

Section 4: Communications Committee

1. The Communications Committee is a standing committee which supervises the dissemination of information concerning GSAS and graduate student activities.
2. The Communications Committee must be chaired by the Director of National and State Affairs.

Section 5: Social Committee

1. The Social Committee is a standing committee, which oversees the planning of activities for GSAS and graduate students.
2. The Social Committee must be chaired by the Social and Community Coordinator.

Section 6: Special Committees

1. GSAS may establish additional special, standing, or temporary committees as is required of GSAS business.

Section 7: Guidelines and Decisions

1. GSAS shall uphold the guidelines and decisions of the standing and special committees.



2. All committees shall issue a regular report of their activities at each Senate meeting
3. Committees may be, at the discretion of the Executive Council, be required to attend meetings of the said council and issue a report.

Section 8: Membership

1. The senate shall be responsible for appointing members of all committees
2. Any member of the graduate school may be appointed members of any committee
3. Only a senator or alternate may chair a committee
4. All standing committee members shall be appointed within the first month of each academic year and shall serve until the end of that academic year.

Article VII: Parliamentary Procedure

Section 1: Rules of Order

1. Rules of Order shall be determined in the by-laws

Article VIII: By-Laws

Section 1: Rules

1. A set of by-laws shall be written and maintained to specify the rules for elections and the rules for procedures for GSAS and Executive Council. GSAS must approve all By-laws by a three quarters majority of the Senate.

Article IX: Constitutional Ratification

Section 1: Ratification of the GSAS Constitution



1. This Constitution shall be ratified upon approval of three quarters majority of GSAS.

Article X: Constitutional Amendments

Section 1: Amendments to the GSAS Constitution

1. Amendments to the Constitution may be initiated by any GSAS senator or by a petition to GSAS. Proposed amendments shall remain tabled for a minimum of 28 days and voted on at the subsequent regular meeting.
2. An amendment must be approved by a three quarters majority at the next GSAS meeting following recommendation by the Rules Committee.

Article XI: Authority and Supremacy

Section 1: GSAS Authority and Supremacy

1. This organization must abide by the policies and procedures established by the governing body of clubs and organizations at Appalachian State University.
2. This organization must abide by the ethical code set by Appalachian State University.



By-Laws

The Graduate Student Associate Senate (GSAS) of Appalachian State

1. Article I: Procedures of the Senate

Section 1: Elections

1. The Elections Committee shall call for elections of senators during March of spring semester. Elections shall be completed and verified by the April meeting. An election is considered verified upon receipt of the proper verification form in the Graduate Student Senate office. The Elections Committee shall be responsible for disseminating to all graduate students information concerning the timetable for elections. The Elections Committee shall have available for interested parties the size of each department and the appropriate verification form. Each department will control its elections. Complaints regarding elections must be registered with the Elections Committee. The Elections Committee must be notified of all special elections. Newly elected senators will assume office at the regular April meeting.

2. The Executive Board will be voted on during the March meeting, and will assume office at the conclusion of the April meeting. An individual attending the March meeting may nominate an individual for a position on the Executive Board, but only current graduate students and seniors already accepted to the graduate school may be nominated.

3. Senators will be elected by their respective departments. Only one senator can be elected for each department. After elections are held, the elected senator must fill out a GSAS Senator Appointment form, signed by their department chair, and turn it in to the Graduate School.

4. Alternates will be elected during the first week of the fall semester. Elections shall be completed and verified by the end of the fall semester. Alternates are elected in the fall to ensure first year graduate students a chance to serve in the Senate. Alternates will assume office at the regular September meeting.

5. Occasionally a department may not have any eligible graduate students returning for the fall semester. These departments must elect both a senator and an alternate during the first two weeks of the fall semester. The new senator and alternate will assume office at the regular September meeting.

Section 2: Meeting Rules

1. A quorum shall consist of thirty percent of the elected Senate unless otherwise stipulated in the By-Laws. A quorum during the summer session shall consist of thirty-five percent of the elected GSAS body unless it affects an under represented department.



2. No motion may be voted on, except a motion to adjourn, change of minutes, or change of agenda, unless a quorum is present at the time of the vote.
3. In the event of the President's absence, the presiding officer will be chosen in the order of seniority.
4. The President shall have the right to vote whenever that one vote would make a difference in the resolution of the issue at hand. This includes a tie vote or the case where the President's vote would create a tie. All tie votes are lost. Tie votes can be reopened for discussion up to three times. The President will also vote during all written ballots.
5. The right of the GSAS floor is limited to senators or alternates in case of a senator absence, and other persons invited by the GSAS or Executive Council. All graduate students at the University are welcome to attend meetings of the GSAS and may speak if yielded by a senator.
6. The presiding officer shall recognize the first request from the floor. Each speaker's right to the floor, including persons yielded to, shall not exceed five minutes for each issue at each meeting, except for committee reports. The original speaker may determine the length of time which the person yielded to may speak, provided this is done at the time the floor is yielded.
7. Debate without a motion of the floor is out of order unless a motion to discuss has been passed, in which case normal time limits for debate will still be observed. Debate following a motion will be limited to a maximum of fifteen minutes. At the end of the debate, the senator must either:
 1. Vote on the issue
 2. Vote to table the debate.
 3. Vote to send the issue to the appropriate committee for further study.
 4. Vote to extend the time limit for debate for one ten minute period, after which time only the first three options are available.
8. The agenda for a session of the Senate shall be prepared by the Executive Council and will be distributed prior to the session. The agenda may be amended at the beginning of the meeting by a majority vote of GSAS senators. The use of Robert's Rules is recommended; however, the Executive Council may determine to use another model such as "Bob's Rules" in order to facilitate more efficient meetings. The President or the Parliamentarian may refer to Robert's Rules when necessary. Agendas shall consist of the following:
 1. Call to order.



2. Roll call.
3. Statement of quorum by the Parliamentarian.
4. Amendments to the agenda.
5. Approval of the minutes.
6. Introduction of new bills.
7. Student forum.
8. Report of the Executive Council by the Vice President.
9. President's remarks
10. Finance Committee report
11. Rules Committee report.
12. Elections Committee report.
13. Communications Committee report.
14. Special Committee report.
15. Other committee reports
16. Old business.
17. New business.
18. Announcements.
19. Adjournment.

Section 3: Delinquency, resignation, and Removal of Senators

1. The Elections Committee shall maintain a record of attendance at all GSAS meetings and shall notify the senator's graduate student organization president (if such exists), and department chairs of senator's delinquency. A department which has a elected representative who misses three or more regular meetings in one semester constitutes a resignation. The Elections Committee will advise the department of the need for special elections in the case of vacancies.
2. In the event of a vacancy in the position of departmental senator resulting from resignation or other causes, the alternate senator will fill the resulting vacancy.
3. If the alternate senator opts to remain in this newly appointed office, he or she will be responsible for an election of a new alternate senator, subject to Article I, Section I, Clause 4 of the GSAS By-Laws.
4. Elections for the purpose of filling vacancies will be conducted jointly by the departmental senator, the departmental chairperson, and a member of the Elections Committee in compliance with the following rules:
 - a. Nominees will be elected by popular vote.
 - b. The Graduate School and the GSAS will be notified of the election results no later than three working days after the election.



5. Senators may send the duly elected alternate senator to a GSAS meeting up to three times during their term. Proper substitution by the alternate senator will preserve a senator's attendance record.

6. The vote to dismiss a senator must be approved by two-thirds of a sixty percent quorum of the Senate. A motion to expel may be moved to the floor only if it is in written form and signed by twenty-five percent of the GSAS.

Article II: The Executive Council

Section 1: Elections

1. The Elections Committee shall call for nominations for Executive Council positions at the regular March meetings of the Senate.
2. Council members are elected at the regular meeting in March.
3. The Chairperson of the Elections Committee shall delegate the chair during elections to a member of that committee not running for an Executive Council seat.
4. Nominations and elections for each position shall be closed immediately preceding the election for that position by a majority of the votes cast.
5. If no person receives a majority, a run-off election will be held between the people receiving the two highest vote totals.
6. The term of retiring Executive Council members expires at the conclusion of the final meeting of the Spring Semester.
7. An Executive Council member not re-elected to the Senate for the new term will retain full Senate privileges, with the exception of eligibility to run for an Executive Council position, until the conclusion of the Executive Council elections.

Section 3: Meeting Rules

1. The presiding officer at the Executive Council meeting shall be the Vice President of the Senate.
2. In the event of the Vice President's absence, the presiding officer will be chosen in order of seniority.
3. The Council cannot conduct business unless three of the five members are present.
4. The right of the floor is limited to the five members of the Executive Council, chairpersons of any standing committees, and persons invited by the Council.

Section 3: Impeachment



1. Executive Council members may be impeached by a written presentation of charges signed by twenty-five percent of the Senate.
2. A vote to recall an impeached Executive Council member from office must be approved by two-thirds of a sixty percent quorum of the Senate.
3. Vacancies resulting from resignation or other causes shall be filled by a special election conducted by the Elections Committee.

Article III: Committees

Section 1: Standing Committees

1. Standing committees may be formed by the GSAS to carry out duties assigned to them by the Senate, with powers clearly defined by the Senate.
2. The Chairperson of the committee appoints the members with advice and consent of GSAS.
3. All standing committees must have a majority of graduate students. Any persons may serve on a standing committee with voting privileges as approved by the GSAS President.
4. Standing committees, other than those specified by the Constitution, may not have more than ten members.
5. Standing committees, other than those specified by the Constitution, shall be dissolved after two years unless re-formed by the GSAS.
6. In the event of the resignation of the chairperson of a standing committee, the committee members will elect an interim chairperson to fulfill the duties of the chair until the GSAS can elect a new chairperson.
7. Each senator is required to serve on a committee.
8. Delinquency and removal of committee members follow according to the guidelines of the committee.

Section 2: Joint Committees

1. The formation of joint committees may be authorized by the GSAS.

Section 3: Ad Hoc Committees

1. The GSAS may form ad hoc committees as it deems necessary.
2. An ad hoc committee may not exist for more than one year.
3. An hoc committees may assume no authority beyond that delegated to them by the Senate.

Section 4: University Committees

1. The GSAS has the authority to nominate graduate senators to University Committees, which specify that one or more members shall be graduate students.
2. The GSAS will have the major responsibility for supervision and recommendation candidates for University Committee appointments.



3. Representatives should attend the meetings of their committees. Any representative who cannot attend a meeting should inform the chairperson or other officer of the committee and should, if possible, appoint a substitute student representative for that meeting.

4. Any GSAS representative appointed to a University Committee may be impeached by a written presentation of charges signed by twenty-five percent of the GSAS. The vote to recall an impeached representative must be approved by two-thirds quorum of the GSAS. Upon recall, a letter will be sent to the Dean of the Graduate School requesting that the person be removed from the committee appointment.

Article IV: Amendments to the By-Laws

Section 1: By-Law Amendments Approval

1. A vote to amend the By-Laws must be approved by a two-thirds quorum of the GSAS.





Parliamentary Procedure at a Glance: Your Guide of What to Say and When to Say It

	You Say This:	May You Interrupt the Speaker?	Do You Need a Second?	Is it Debatable?	Can it be Amended?	Type of Vote Needed
To Do This:						
Make a Motion	"I move to..."	No	Yes	Yes	Yes	Majority
Postpone Indefinitely	"I move to postpone the motion indefinitely"	No	Yes	Yes	No	Majority
Amend a Motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority
Amend an Amendment	"I move to amend the amendment by..."	No	Yes	Yes	Yes	Majority
Postpone Definitely	"I move to postpone additional action until..."	No	Yes	Yes	Yes	Majority
Limit Debate	"I move to limit debate by..."	No	Yes	No	Yes	Majority 2/3
Close Debate	"I move the previous question"	No	Yes	No	No	2/3
Lay on the Table	"I move to lay this motion on the table"	No	Yes	No	No	Majority
Point of Privilege	"I request a point of personal privilege"	Yes	No	No	No	No Vote
Take a Break	"I move to recess for..."	No	Yes	No	Yes	Majority
Adjourn the Meeting	"I move to adjourn..."	No	Yes	No	No	Majority
Point of Order	"I rise to a point of order"	Yes	No	No	No	No Vote
Appeals	"I move to appeal the decision"	Yes	Yes	Varies	No	Majority
Divide the Motion	"I move to divide the question"	No	Yes	No	Yes	Majority
Point of Parliamentary Inquiry	"Point of Parliamentary Inquiry"	Yes	No	No	No	No Vote
Point of Information	"Point of Information"	Yes	No	No	No	No Vote
Suspend the Rules	"I move to suspend the rules"	No	Yes	No	No	2/3

Types of Motions:

Main Motions: Main motions introduce items to the senate for consideration. No other main motions may be proposed until the main motion (and associated amendments) on the table is voted on.

Subsidiary Motions: Subsidiary motions change or affect the way that the main motion is handled. They must be voted on before the main motion.

Privileged Motions: Privileged motions bring up items that are urgent about matters that are not related to current business on the table.

Incidental Motions: Incidental motions arise incidentally throughout a meeting and have no order of precedence.