

## **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.