

Bylaws of the Virginia Tech Graduate and Professional Student Senate

These Bylaws define the rules of procedure for the conduct of the Virginia Tech Graduate and Professional Student Senate “GPSS” with respect to the constitution of the GPSS. Definitions and abbreviations are the same as those in the GPSS Constitution. If any of the provisions in these Bylaws contradict the GPSS Constitution, the constitution shall take precedence. (Last updated 2019-10-06 to reflect bylaws update from Resolution GPSS 2018-19D // This Version 09/15/2021 grammar and spelling corrections, originally posted 09/09/2021)

1. GRADUATE AND PROFESSIONAL STUDENT SENATE PROCEDURES	3
1.1. Senate Rules and Legislations	3
1.1.1. Resolutions	3
1.1.2. Executive Resolutions	3
1.2. VOTING PROCEDURES	4
1.2.1. Types of Votes	4
1.2.2. Electronic Votes between Meetings	4
1.3. ELECTIONS	5
1.4. IMPEACHMENT	5
1.5. COMMENTS FOR UNIVERSITY GOVERNANCE RESOLUTIONS	6
2. SENATE MEETINGS	6
2.1 ATTENDANCE AND QUORUM	6
2.2 ALTERNATES	6
2.3 GENERAL ATTENDANCE AND OPEN FORUM	7
3. COMMITTEES	7
3.1. STANDING COMMITTEES	7
3.1.1. Committee on Judicial and Internal Affairs	7
3.1.2. Committee on Finance	7
3.2. TEMPORARY COMMITTEES	8
3.3. COMMITTEE PROCEDURES	8
4. MEMBERSHIP	9
4.1 SENATOR RESPONSIBILITIES	9
4.2. REPRESENTATIVES TO UNIVERSITY GOVERNANCE	10
4.3. BOARD OF VISITORS REPRESENTATIVE	10

4.3.1 GPSS Interaction with the BoV Representative	11
4.4. ENUMERATION OF SENATORS	11
4.5. APPROVING NEW REPRESENTED GROUPS	11
4.6. SENATE CAUCUSES	12
5. FINANCE AND BUDGET	12
5.1 GRADUATE STUDENT BUDGET BOARD (GSBB)	12
6. PROGRAMS AND EVENTS	12
6.1 CREATION, ENUMERATION, AND DISSOLUTION OF GPPS PROGRAMS	13
6.1.1 RESEARCH SYMPOSIUM AND EXPOSITION	13
6.1.2 TRAVEL FUND PROGRAM	14
6.1.3 GRADUATE RESEARCH DEVELOPMENT PROGRAM	14
6.1.4 GRADUATE AND PROFESSIONAL SCHOOL FAIR	14
6.1.5 GRADUATE CAP AND GOWN PROGRAM	14
6.2 PROGRAM CHAIRS	14
6.3 CONFLICTS OF INTEREST	15
7. AMENDMENTS	15
APPENDIX	15
APPENDIX A: ENUMERATIONS	15
A.1. ENUMERATION OF SENATORS	15
A.1.1. Departments	15
A.1.2. Schools	19
A.2. ENUMERATION OF CAUCUSES	20
APPENDIX B: PARLIAMENTARY PROCEDURES	20
B.1. POINTS OF ORDER	21

1. GRADUATE AND PROFESSIONAL STUDENT SENATE PROCEDURES

This section outlines procedures for the operation of the GPSS, hereafter referred to as the 'Senate'. Full meetings of the Senate will be hereafter referred to as 'Sessions'. In general, the Senate will operate under an abbreviated set of Parliamentary procedures adapted from *Robert's Rules of Order: Newly Revised 12th Edition*. For brevity, *Robert's Rules of Order: Newly Revised 12th Edition* shall be referred to as "Robert's Rules." In cases where an abbreviated procedure is insufficient Robert's Rules will be used.

1.1. Senate Rules and Legislations

- a. The Senate shall adhere to an abbreviated Robert's Rules, except when contradicted by the GPSS Constitution and Bylaws.
- b. If the GPSS Bylaws and Constitution disagree, the Constitution shall take precedence.
- c. Unless otherwise stated in the GPSS Constitution and Bylaws, all Acts of the Senate require a simple majority for passage.
- d. During meetings, the Parliamentarian shall rule on any points of order or inquiries. Rulings by the Parliamentarian may be overturned by two-thirds majority of the attending Senators.

1.1.1. Resolutions

- a. Resolutions will be generally executed in the structural spirit of Robert's Rules (§ 46b and § 54-56).
- b. Any Senator may sponsor and submit Resolutions to the GPSS Executive Board for deliberation at an upcoming Senate Session. All Resolutions submitted at least two (2) weeks prior to a senate meeting shall be placed on the agenda for the session. The Executive Board is encouraged to refer resolutions to an appropriate committee prior to submitting it to the Senate. Late submission shall be allowed by the GPSS Executive Board's discretion. The sponsoring Senator(s) shall indicate if the waiver of a second reading is desired.
- c. All Resolutions shall require two readings before approval, unless a second reading is waived by a simple majority of the Senate. If the Resolution is not immediately adopted or rejected, the President of the Senate (hereafter referred to as 'President') may rely upon § 56-61 of Robert's Rules to contend with Resolutions.
- d. At least one Senator who sponsors the Resolution must follow it through its lifecycle in the GPSS until its ultimate adoption or rejection. Senators are responsible for the Resolutions they procure, and they must maintain the role of Resolution caretaker as it is debated and discussed by the Senate.
- e. Specific procedures and guidelines for Resolutions can be found in the Handbook.

1.1.2. Executive Resolutions

- a. Executive Resolutions can be introduced by the Executive Board if required to fulfill their duties. These Resolutions shall be deemed to be sponsored by the Executive Board. The President or designee of the President shall act as the sponsoring Senator. Like Senator proposed Resolutions, committee vetting is strongly encouraged ahead of Senate presentation.

- b. Executive Resolutions require a two-thirds majority for approval.
- c. The Graduate Student Representative to the Board of Visitors may introduce and sponsor Resolutions that are supportive to their duty and responsibilities. Such resolutions are considered Executive Resolutions.

1.2. VOTING PROCEDURES

At the discretion of the President, and subject to the procedures in the GPSS Bylaws, votes may be taken in the following ways, unless otherwise specified in these Bylaws or in the GPSS Constitution. Detailed procedures for these votes are contained in the Appendix.

1.2.1. Types of Votes

- a. Non-binding Straw Polls
 - i. In some cases, individuals may want to gauge the level of support among Senators for various issues. To gauge this support, the President may ask for a straw poll to be taken among the Senators using a procedure the President deems appropriate.
 - ii. The results of straw polls will be recorded in the meeting minutes, but the result shall not be binding in any way.
- b. Vote by Show of Hands and Electronic Votes
 - i. The President may ask for a vote by show of hands or simple “ayes” and “noes” vote. This shall be exercised for ad-hoc votes such as the addition of comments or proposed amendments to resolutions.
 - ii. Instead of calling for a vote by show of hands, the President may request an electronically tabulated vote. An electronically tabulated vote should be the standard for votes that we know will occur ahead of time.
 - iii. Following the vote, the President shall announce the division of the Senate from the ayes and the noes. The President shall ask for unanimous consent to their opinion.
 - iv. If unanimous consent is not given by the Senators, the opinion of the President in regards to the voting result shall be voided and the President shall call for a tallied or electronically tabulated vote.
 - v. If the President feels that a motion will not have a clear majority, or a vote by show of hands fails, the President may call a tallied vote by counting hands or using an electronic voting system.
 - vi. Any Senator may object to the results and ask for a recount of the recorded votes.

1.2.2. Electronic Votes between Meetings

- a. The President of the Senate shall have the power to call electronic votes.
- b. All Senators must be informed of the vote and have at least thirty-six (36) hours to respond.
- c. Quorum must be met for electronic vote response rate.
- d. The results of the electronic vote shall be recorded in the minutes of the next Senate meeting.
- e. The Senate shall ratify in an Executive Resolution the results of the electronic vote during the next Senate meeting.

- f. If the Senate overturns the result of the electronic vote, the matter pertaining to electronic vote shall be deliberated in an appropriate way. If the electronic vote was a Resolution, they may be deliberated as if it is in first reading (refer to Section 1.1.2).

1.3. ELECTIONS

- a. All elections shall be overseen by a subcommittee of the Standing Committee on Judicial and Internal Affairs, hereafter referred to as the Election Subcommittee.
- b. The Chair of this subcommittee shall be appointed using the procedures outlined in the Committees section of the Bylaws (refer to Section 3.1.1), and then confirmed by the Senate as the Election Officer in an Executive Resolution (refer to Section 1.1.6).
- c. The Election Officer shall be responsible for conducting the elections in accordance with the GPSS Constitution and Bylaws.
- d. The Election Officer shall not be a candidate for office for an election they administer.
- e. The Election Officer shall submit to the GPSS rules and procedures for the upcoming elections at least two (2) meetings prior to the elections being held.
- f. The Election Officer shall, with the support of university staff assigned to the GPSS, oversee the elections and count votes. If they desire, election candidates may appoint an observer to monitor the counting of votes.
- g. Election votes shall be cast as secret ballots.
- h. All members of the Senate are eligible for all executive offices, except when disqualified by another provision of the GPSS Constitution and Bylaws.
- i. If at any time the incumbent Election Officer feels that they cannot impartially conduct their duties, the Senate Parliamentarian shall appoint an Election Officer Pro Tempore. This appointment shall be confirmed by a two-thirds majority of the Senate.
- j. More than one eligible Senator may serve as Co-Election Officers to share responsibilities.

1.4. IMPEACHMENT

- a. Impeachment proceedings shall be initiated as a motion of no confidence - a motion indicating a wish to censure or remove the member - towards a specific member of the GPSS.
- b. Any Senator may initiate a motion of no confidence to any member of the GPSS, requiring a majority for approval.
- c. After the passage of motion of no confidence, the individual under scrutiny may choose to accede or consent to the motion of no confidence and be immediately stripped of their position.
- d. If the individual under scrutiny does not accede to the no confidence motion, the Chair of the Judicial and Internal Affairs Committee shall appoint an investigator. The investigator shall be a member of the GPSS. The investigator cannot be an Executive Board Member or a committee member of Internal Affairs. This investigator must be approved by a two-thirds majority of the Senate.
- e. The investigator shall examine and scrutinize the actions of the member. The investigator will be given access to all relevant records relating to their activities within the GPSS and shall have the power to ask any GPSS member for statements regarding the matter at hand. GPSS members may decline to give statements.

- f. The investigator shall provide a written report to the Senate one (2) weeks prior to the next Senate Session.
- g. At the next Session, the investigator shall present their findings to the full Senate.
- h. The individual under investigation shall have the opportunity to respond to the findings of the investigator and answer questions from members of the Senate. The individual under investigation may waive this right.
- i. After the individual under investigation is given the opportunity to respond, a vote to remove said executive board member from power is held immediately. This vote requires a two-thirds majority. This vote must be a roll-call vote.
- j. One (1) extension of not more than sixty (60) days may be granted for the investigation by a two-thirds majority of the Senate.

1.5. COMMENTS FOR UNIVERSITY GOVERNANCE RESOLUTIONS

- a. Comments for University Governance Resolutions are statements from the Senate given as feedback on University Governance Resolutions.
- b. All University Governance Resolutions shall have a sponsor to guide the resolution through the Senate and answer questions pertaining to the Resolution.
- c. All University Governance Resolutions shall be read by the Judicial and Internal Affairs Committee prior to the first reading of the resolution in a Senate Session. The Judicial and Internal Affairs Committee can make recommendations to the Senate of no comment, or of what comments to make for any resolution, but all comments to resolutions are subject to approval by the Senate.
- d. Comments for University Governance Resolutions shall follow the following procedures:
 - i. A summary of each University governance resolution available for commenting shall be read by the resolution sponsor during Senate Sessions. The resolutions shall be distributed to the Senators in advance of the Session where they will be introduced
 - ii. Upon introduction, Senators may provide feedback on the resolutions, including asking clarifying questions of the resolution sponsor. At the end of deliberation, the Judicial and Internal Affairs Committee shall summarize the feedback provided by the Senators to submit as the Senate's comment for that resolution.
 - iii. Finally, the Senate shall approve the comments made on the resolutions by majority vote before sending the comments to the appropriate Shared Governance entity.

2. SENATE MEETINGS

2.1 ATTENDANCE AND QUORUM

- a. Quorum at all meetings shall be defined as 40 Senators.
- b. All Senators are required to attend all Senate Sessions. If a Senator cannot attend, they shall designate and send an alternate (i.e., proxy) in their place.

2.2 ALTERNATES

- c. A Senator must inform the Vice President that they are sending an alternate and the identity of said alternate prior to beginning of the Senate Session.
- d. Alternates must be a member of the constituent group that the Senator represents.
- e. Alternates have all of the powers and duties of Senators for the duration of the Session, but these powers and duties are immediately removed from the alternate at the end of the meeting.
- f. Attendance of Senators and alternates shall be a public record.

2.3 GENERAL ATTENDANCE AND OPEN FORUM

- a. All Senate Sessions will be public and open for attendance by any graduate, professional, and accelerated masters students.
- b. All Senate Sessions shall have an Open Forum of no less than 10 minutes, in which any Senator or any graduate, professional, or accelerated masters student can speak.
- c. All guests attending the Session shall be required to provide their name and contact information (i.e., email), which will be recorded in the minutes.

3. COMMITTEES

3.1. STANDING COMMITTEES

Standing Committees are committees that persist year to year. They function as small groups performing vital functions for the GPSS. Standing committees are created by Acts of the Senate. When Standing Committees are created, their names shall be added to the enumeration in the Appendix of the GPSS Bylaws and their initial charge shall be defined within this section. All senators are required to serve on at least one standing committee or commission (refer to Section 4.3). The Chief of Staff shall attend all meetings of the Standing Committees, supporting and coordinating their efforts with that of Executive Board Members.

3.1.1. Committee on Judicial and Internal Affairs

Led by the Vice President, the charge of this committee is to review, study, and recommend to the GPSS Senate potential changes to the GPSS Constitution and Bylaws with the goal of the effective and efficient implementation of the mission of the GPSS and to prepare Comments for University Governance Resolutions on behalf of the Senate as outlined in these Bylaws (refer to Section 1.7). In addition, to act as the initial jurisdiction of judicial affairs including but not limited to the constitutionality of all GPSS activities and removal procedures, as well as to formulate and oversee procedures of electing the GPSS Executive Board officers. Finally, to conduct an annual review of the GPSS Constitution and Bylaws, and propose potential amendments for Senate approval for the betterment of the GPSS as an organization. The Committee on Judicial and Internal Affairs shall strive for a minimum of 10 members every year.

3.1.2. Committee on Finance

To advise, assist, and give initial approval to the Director of Finance and the rest of the Executive Board on matters related to the budget and finances of the GPSS, including but not limited to the formulation of a Generated Fund budget for approval by the Senate as a whole, the preparation of an Annual Budget Request to the Student Budget Board, the execution of the GSBB duties, and the deliberation on possible financial sponsorship to external

organizations. The committee on Finance shall strive for a minimum of 10 members every year.

3.1.3 Programs Committee

The charge of this committee is to manage the production of large-scale events that require additional manpower for planning and execution over a long period of time under the advisement of the Director of Programs and the rest of the Executive Board on matters related to the programs of GPSS, including but not limited to the TFP, GRDP, Cap and Gown and Spring Research Symposium. The chair of program subcommittees shall work with the Director of Programs to annually document and present a summary of the sub committee's work to the Executive Board. The Programs Committee shall strive for a minimum of 10 members every year.

3.1.4 Events Committee

The charge of this committee is to assist and serve the Director of Events in the production of small-scale events that promote University spirit to the graduate students of Virginia Tech. The Events Committee shall strive for a minimum of 10 members every year.

3.1.5 Communication Committee

Led by the Director of Communications, the charge of this committee is to manage and promote content on the VT GPSS webpage, graduate student listserv social media platforms, and other forms of communication that are deemed appropriate. The team shall consist of writers, marketers, social media managers and any other position the communications director deems necessary. Content that is to be dispersed by the Communications Committee includes, but is not limited to, details of GPSS organized events and programs, and information critical and relevant to the functioning student body of graduate students. The Communications Committee will also prepare a summary of the proceedings of each Session of the Senate, known as the "Senate Brief", to be distributed to Senators and their constituents. The Communication Committee shall strive for a minimum of 10 members every year.

3.2. TEMPORARY COMMITTEES

- a. Temporary Committees include Policy, Operational, and Special Committees, as defined in the Constitution.
- b. Temporary Committees can be created by Acts of the Senate or by members of the Executive Board.
- c. Temporary Committees shall exist until the end of the academic year. Temporary committees can be removed by an Act of the Senate before the end of the academic year.
- d. Temporary Committees can be recreated for another academic year, but no more than twice. That is, if a Temporary Committee exists within three academic years, the year of its initial creation and two recreations, it cannot be recreated again. Upon its second recreation, Temporary Committees may be brought to the Senate for consideration to be converted into Standing Committee.
- e. Temporary Committees can be converted into Standing Committees by an Act of the Senate, at which point they shall be enumerated as such in these Bylaws.

3.3. COMMITTEE PROCEDURES

- a. The voting membership on committees shall be open to any Senator or constituent of GPSS that desires membership.
- b. Executive Board members may sit in during committee meetings to offer information for the effective operation of the committee, but shall not have voting rights. Committees may also invite guests to attend meetings.
- c. Committees must have at least three (3) voting members.
- d. Committees must have a chair.
- e. Committees must meet at least once a semester
- f. Quorum for committee meetings shall be two members in addition to the member acting as chair.
- g. Committees may elect a Chair who shall hold that position until the end of the academic year. Standing Committee chairs shall be confirmed by the Senate in accordance to the GPSS Constitution.
- h. In the event that no committee chair is appointed, the committee shall elect a committee chair by majority.
- i. The Chair of a committee must be a voting member of that committee.
- j. If no nominees for a Chair shall receive a majority vote, the two candidates with the highest votes shall stand in a runoff election. The candidate that receives majority votes in the runoff shall become Chair.
- k. In the event of a deadlock, or by general consensus of the committee, the committee may be chaired by two co-chairs.
- l. Committee chairpersons may be removed from office by a two-thirds majority vote of members of the committees.
- m. Committees may establish subcommittees, which shall obey all rules and procedures of full committees. The Chair of the subcommittees shall report actions of the subcommittees to the committee Chair.

4. MEMBERSHIP

GPSS represents all Graduate, Professional, and Accelerated Masters Students at Virginia Tech and are entitled to the services and programs that the GPSS provides unless otherwise noted. These students will be collectively referred to as “GPSS Constituents” in this document. GPSS Constituents are also eligible to be appointed and elected to leadership positions within the GPSS.

4.1 SENATOR RESPONSIBILITIES

- a. Senators must routinely attend or send a proxy to all Senate Sessions.
 - i. Similarly, to University Governance Representatives (Section 4.3), missing more than TWO (2) sessions consecutively or THREE (3) sessions total is grounds for removal pending Senate review. The Senate may then remove or reaffirm the Senator in review.
 - ii. If a Senator is removed, their department or organization will be solicited for a new representative to replace them in the next election cycle.
 - iii. Senators MUST communicate core resolutions, discussions, and minutes (Senate Brief) from GPSS Sessions to their respective constituents.
- b. Senators must routinely and actively participate on at least one commission OR committee.

4.2. REPRESENTATIVES TO UNIVERSITY GOVERNANCE

- a. The Executive Board, under the advice of the Vice President, shall nominate GPSS members to seats allocated to the GPSS at University governance entities each year. These nominees shall be subjected to confirmation by the Senate.
- b. Only GPSS Senators or Executive Members are eligible to fill the seats for University Governance Appointments.
- c. If a representative to university governance is unable to attend a meeting of a commission on which they serve, they shall inform the Vice President who shall appoint an alternate. If at all possible, this alternate should be a voting member of the Senate.
- d. If a representative to university governance cannot attend THREE (3) consecutive, or FIVE (5) total meetings in an academic year of the commission on which they serve, they must report to the Senate for review. The Senate must then reaffirm their status as a representative to university governance or remove them from office.
- e. Governance representatives shall provide timely reports of all significant proceedings at university governance to the Vice President of the GPSS, who shall compile a report to be presented at each Senate Session. During these Sessions, governance representatives shall report proceedings and answer questions from Session participants.
- f. Governance representatives shall, to their best knowledge and abilities, represent the general interest of the GPSS as a whole during any university governance proceedings. Any resolutions read and brought to a vote shall be reported to the Vice President of the GPSS promptly. The Vice President shall, in turn, at the advice of the rest Executive Board, provide guidance to the governance representatives and/or include time for general discussion in the agenda of the upcoming Session.
- g. If the GPSS Senators act on the matter referred by the governance representatives via the Vice President and the Executive Board, the governance representatives shall vote on the matter during university governance proceedings that reflect the outcome of the GPSS's deliberation. Failure to do so shall be grounds for removal of the governance representatives from their position.
- h. Removal of governance representatives shall not require Senate approval and shall be the sole responsibility of the GPSS Executive Board. Reasons for removal shall be restricted to the following:
 - i. Change in the governance representatives' schedules preventing them from attending university governance proceedings;
 - ii. failure to perform their responsibilities;
 - iii. failure to accurately represent the GPSS interests at university governance proceedings.

Forfeiture of a Shared Governance seat does not directly result in a forfeiture of Senator roles and responsibilities.

4.3. BOARD OF VISITORS REPRESENTATIVE

The BoV Representative is not a member of the GPSS Executive Board. However, the BoV Representative is a part of the GPSS Cabinet, and a crucial source of advocacy and communication for graduate and professional student interests to the BoV.

- a. The BoV Representative shall not be a voting representative of any department, program, caucus, or any other such entity that has voting rights within the GPSS.
- b. The BoV Representative shall have the right to speak on any issue brought before the Senate, but shall not vote.
- c. The BoV Representative shall not be a member of the GPSS Executive Board.
- d. In the case of an Undergraduate Student BoV Representative who may be entitled to rights of the GPSS, such as an accelerated masters student, all such restrictions in this section shall also apply.

4.3.1 GPSS Interaction with the BoV Representative

- a. The BoV Rep shall be invited to serve as a member of the President's Cabinet.
- b. The BoV Representative shall be invited to offer a report as a part of the regular agenda of each GPSS meeting.
- c. The Executive Committee shall prepare a report of the most pressing needs and priorities of the GPSS no fewer than three weeks prior to any regular meeting of the BoV so that the BoV Representative may incorporate them into their remarks to the Board.
- d. GPSS Executive Officers and/or the President's Cabinet are strongly encouraged to actively engage with the BoV Representative in the selection of each BoV representative. Such activities, when invited to participate, include:
 - i. assisting in the development of knowledge, skills, and abilities and other such qualities desirable in candidates for the position;
 - ii. advertising for the position and encouraging potential candidates to apply;
 - iii. assisting in the development of a robust, comprehensive selection process;
 - iv. assisting in the selection of finalists to be evaluated by the BoV.

4.4. ENUMERATION OF SENATORS

Appendix B contains a listing of the departments, schools, and other bodies which are allotted voting seats to the Senate. Unless otherwise stated, all departments are allotted two voting seats. Voting seats must correspond with the location of the department (i.e. Blacksburg departments require Blacksburg delegates). Although not required by the GPSS Constitution, all departments are enumerated. If a new department is created, it will automatically receive Senators per the GPSS Constitution. Enumeration will be maintained and updated by the Vice President of the GPSS.

The procedure for the selection of Senators is determined by each department, school, and other bodies which are allotted voting seats to the Senate. These departments, schools, and other bodies are encouraged to be as transparent as possible in the selection of Senators and include graduate students in the decision.

4.5. APPROVING NEW REPRESENTED GROUPS

If a student group on campus who is not currently represented by a Senator in the GPSS wishes to become a Represented Group, they may go through an approval process to be given the right to send Senators to GPSS. The approval process will be organized and overseen by the Vice President, and shall include, at minimum, a two-thirds majority vote of the Senate for final approval of the Represented Group. Groups that wish to be represented in GPSS must have graduate students, this can consist of only graduate students or a combination of both graduate and undergraduate students. The Senators that represent these groups must be GPSS Constituents. Upon approval as a Represented Group, the group shall be enumerated in the

Appendix of these Bylaws. It is encouraged for student organizations representing minority and under-represented groups to send Senators to GPSS in order to ensure these groups are represented in the actions of GPSS.

4.6. SENATE CAUCUSES

By the Constitution, the Senators are subdivided into groups by the College of the Department that each Senator represents. These groups will be referred to as “Caucuses”. There will also be a Caucus grouping together Senators from the Additional Represented Groups (refer to Section 4.5). Additional Caucuses can be created by an Act of the Senate. A full list of Caucuses shall be enumerated in these Bylaws.

Each Caucus shall elect a chair for each academic year to serve as a point of communication to and between the senators in that Caucus, as well as to represent the members of the Caucus in any meetings or committees they are asked to attend. The Director of Advocacy and Vice President shall be notified who is elected as the chair of each Caucus.

5. FINANCE AND BUDGET

The GPSS receives its financial assets in numerous forms, and may be stored in units of the University such as the Division of Student Affairs and the Graduate School. Each account is subjected its own regulations and restrictions, and detailed description shall be located elsewhere in internal documents under the purview of the Director of Finance. The Senate shall have direct voting authority over the Generated Fund account only, however, the Senate may provide recommendations for the use of the other (non-generated fund) accounts.

- a. Resources from the generated fund account come from the income of various GPSS activities, including programs and events. There exist no restrictions for the utilization of Foundation Funds beyond those prescribed by University Policies and the Code of Virginia. The Senate shall have oversight on the resources in this account, as well as the budgeting procedures.
- b. The financial year (FY) shall begin on July 1st of each year.
- c. The generated fund budget for any particular FY shall be presented to the Senate for approval in the spring of the FY immediately preceding it. If the entirety of the budget is not yet available or known, a reckoning of the budget, known to the Director of Finance at the time, will suffice. This should be updated as soon as the totals are available as a Resolution to Update and Amend the generated fund budget.

5.1 GRADUATE STUDENT BUDGET BOARD (GSBB)

All external organization sponsorships are now under the purview of the GSBB. These organizations are now subject to the GSBB bylaws and procedures thereof.

6. PROGRAMS AND EVENTS

GPSS Programs are recurring events and services organized by the GPSS to further its mission, in accordance to the GPSS Constitution. GPSS programs recur in a regular interval (e.g. annually, every semester) and shall be participation-based services and events that require long term budgeting. Participation based services and events are defined by their requirement of a

formal application to the GPSS in order to participate in the program. GPSS Programs shall be under the jurisdiction of the GPSS Executive Board, with the Director of Programs assuming chief responsibilities, and operating with the advice of the Senate. Logistical operation of individual programs may be delegated to program chairs as appointed by the Executive Board at the advice of the Director of Programs. Programs shall be enumerated here in these GPSS Bylaws. Internal operating policies of individual programs shall be maintained by GPSS Executive Board, at the advice of the Director of Programs and the responsible program chairs.

GPSS Events shall be attendance-based events and services provided by the GPSS to further its mission. Attendance-based events and services are defined by their lack of a required formal application in order to attend the event. GPSS Events requires no enumeration in the GPSS Bylaws, and therefore the creation and dissolution of which shall not require approval of the GPSS Senate. The organizing and implementation of all GPSS Events shall be under the purview of the GPSS Executive Board, with the Director of Events assuming chief responsibilities, and operation with the advice of the Senate.

GPSS Programs differ from GPSS Events as Programs shall be treated as its own budget item within the GPSS's financial records. GPSS Events shall be included as a lump sum category for the purpose of budgeting, either in the SBB account budget and/or the generated fund budget.

6.1 CREATION, ENUMERATION, AND DISSOLUTION OF GPSS PROGRAMS

Creation, suspension, and dissolution of GPSS Programs shall only be carried out through acts of the Senate, and shall be reflected by amending the GPSS Bylaws. When a new GPSS Program is proposed, the necessary financial resource shall be secured, and approval shall be given by the Finance Committee. Any deviation from the approved budget shall first be reconciled, and if necessary, a budget amendment resolution considered by the Senate. Once the financial matter of a proposed new GPSS Program shall be resolved, the establishment of the new GPSS Program shall be considered by the Senate on its merit in fulfilling GPSS's mission. This shall be introduced to the Senate as a Resolution titled "Resolution for the formation of a new GPSS Program _____", and be treated as any other Resolutions before the Senate.

Once approved, the new GPSS Program shall operate under probationary status. After a period of one (1) if the new GPSS Program operation was deemed of merit to the Senate, a Resolution to amend the GPSS Bylaws for the enumeration of the new Program shall be considered.

Enumeration of GPSS Programs in the GPSS Bylaws necessitates each program's' continuation. Below is a brief description of approved and ongoing GPSS Programs. Detailed operation policies of each program shall be located elsewhere in documents internal to the GPSS Executive Board, the Director of Programs, and the Program Chairs.

6.1.1 RESEARCH SYMPOSIUM AND EXPOSITION

The Research Symposium and Exposition shall be a conference open for all GPSS members (that is, all graduate and professional students) to participate, regardless of discipline. The

Director of Programs, under the advice of the Executive Board, may delegate the responsibility of planning and organization of the Symposium and Exposition to one or more Program Chairs.

6.1.2 TRAVEL FUND PROGRAM

The Travel Fund Program shall be a funding program that supports GPSS members (that is, all graduate and professional students) to travel for their academic pursuits at Virginia Tech, including but not limited to professional conferences, workshops, and meetings. The Director of Programs, under the advice of the Executive Board, may delegate the responsibility of planning and organization of the Travel Fund Program to one or more Program Chairs.

6.1.3 GRADUATE RESEARCH DEVELOPMENT PROGRAM

The Graduate Research Development Program shall be a funding program that supports GPSS members' (that is, all graduate and professional students) research activities at Virginia Tech, including but not limited to purchasing of equipment, professional analysis of data, and traveling cost for field work. The Director of Programs, under the advice of the Executive Board, may delegate the responsibility of planning and organization of the Symposium and Exposition to one or more Program Chairs.

6.1.4 GRADUATE AND PROFESSIONAL SCHOOL FAIR

The Graduate and Professional School Fair shall be a school fair inviting representatives from graduate and professional school programs for the purpose of recruitment. The Fair shall be the primary source of generated funds for the GPSS.

6.1.5 GRADUATE CAP AND GOWN PROGRAM

The Graduate Cap and Gown Program shall be a resource program that supports GPSS members' (that is, all graduate and professional students) with the proper cap and gown as their graduate regalia. Additional items such as required tassels will not be provided by the GPSS. The Director of Programs, under the advice of the Executive Board, will be responsible for the planning and distribution of the Graduate Cap and Gown Program.

6.2 PROGRAM CHAIRS

The Program Chairs are chairs of executive programming committees in accordance to the GPSS Constitution. The program chairs shall be appointed by the Executive Board. Appointment and dismissal of program chairs rest solely on the GPSS Executive Board. Program Chairs may form committees populated by GPSS members to assist their responsibilities, but forming such committees shall not be a requirement. The terms of Program Chairs beginning whenever they shall be appointed by the GPSS Executive Board, and shall expire at the end of the spring semester following their appointment. Program Chairs report to the Director of Programs, and while reappointment shall not be guaranteed, the incumbent Director of Programs may provide written evaluation of the Program Chairs' performances to the incoming Directors of Programs.

6.3 CONFLICTS OF INTEREST

Program Chairs may participate in any GPSS Programs. However, due to potential conflicts of interests, Program Chairs may not be awarded any positive outcome of the programs they administer. Executive Board members may participate and be awarded by GPSS Programs, but any such participation shall be handled with fairness and transparency. Abuse of executive power to gain advantage in GPSS Programs shall be grounds for impeachment and investigation.

7. AMENDMENTS

- a. The GPSS Bylaws shall only be amended as Acts of the Senate.
- b. Amendments of the GPSS Bylaws shall be conducted in the manner of any other Resolutions being considered by the Senate, except that it shall obtain the approval of the Standing Committee on Judicial and Electoral Affairs.
- c. Resolutions to amend the GPSS Bylaws shall have the title: “Resolution to Amend the GPSS Bylaws for the purpose of _____”.
- d. Resolution for GPSS Bylaws amendments shall require majority to be approved.
- e. Resolution for GPSS Bylaws amendments shall be eligible to waive the two readings, as if it were any other Resolution.

APPENDIX

The Appendix of the GPSS Bylaws shall only contain information supplemental to the Bylaws proper, and shall not contradict the Bylaws and GPSS Constitution. If such contradictions shall exist, the GPSS Bylaws proper and the GPSS Constitution shall supersede. Revision of the GPSS Bylaws Appendix shall not require approval from the Senate, but they shall be notified.

APPENDIX A: ENUMERATIONS

This appendix contains enumerations. This section shall be kept up-to-date based on any changes that occur, including those made by acts of the Senate. Updating this section does not require an explicit act of the Senate, but whenever changes are made, the Senators shall be informed during the next Senate Session. The enumerations listed herein are in no particular order.

A.1. ENUMERATION OF SENATORS

A.1.1. Departments

Department	Abbrev.	Colleges
Accounting and Information Systems	ACIS	PCOB

Aerospace and Ocean Engineering	AOE	COE
Agricultural, Leadership, and Community Education	ALCE	CALS
Agricultural and Applied Economics	AAE	CALS
Alliance for Social, Political, Ethical, and Cultural Thoughts	ASPT	CLAHS, CAUS
Animal and Poultry Sciences	APS	CALS
Biochemistry	BCHM	COS
Biological Sciences	BIOL	COS
Biological Systems Engineering	BSE	COE
Biomedical Engineering and Mechanics	BEAM	COE
Biomedical Sciences and Pathobiology	BMVS	CVM
Business Information Technology	BIT	PCOB
Chemical Engineering	CHE	COE
Chemistry	CHEM	COS
Civil and Environmental Engineering	CEE	COE
Communication	COMM	CLAHS
Computer Science	CS	COE
Crop and Soil Environmental Sciences	CSES	CALS
Dairy Science	DS	CALS
Economics	ECON	COS
Electrical and Computer Engineering	ECE	COE
Engineering Education	ENGE	COE
English	ENGL	CLAHS
Entomology	ENT	CALS
Finance, Insurance, and Business Law	FIN	PCOB
Fish and Wildlife Conservation	FIW	CNRE

Food Science and Technology	FST	CALS
Foreign Languages and Literatures	FL	CLAHS
Forest Resources and Environmental Conservation	FREC	CNRE
Genetics, bioinformatics, and Computational Biology	GBCB	COS, CALS, COE, CVM
Geography	GEOG	CNRE
Geosciences	GEOS	COS
Geospatial and Environmental Analysis	GEA	CNRE, COE
History	HIST	CLAHS
Horticulture	HORT	CALS
Hospitality and Tourism Management	HTM	PCOB
Human Development	HD	CLAHS
Human Nutrition, Foods, and Exercise	HNFE	CALS
Industrial and Systems Engineering	ISE	COE
Macromolecular Science and Engineering	MII	COS, COE, CNRE
Management	MGT	PCOB
Marketing	MKTG	PCOB
Material Culture and Public Humanities	MCPH	CLAHS, CAUS
Material Science and Engineering	MSE	COE
Mathematics	MATH	COS
Mechanical Engineering	ME	COE
Mining and Minerals Engineering	MME	COE
Modern & Classical Languages	MCL	CLAHS
Nuclear Engineering	NE	COE
Philosophy	PHIL	CLAHS
Physics	PHYC	COS

Plant Pathology, Physiology, and Weed Science	PPWS	CALS
Political Science	PSCI	CLAHS
Population Health Sciences	PHS	CVM
Psychology	PSYC	COS
Science and Technology in Society	STS	CLAHS
Sociology	SOCI	CLAHS
Statistics	STAT	COS
Sustainable Biomaterials	SBIO	CNRE
Translational Biology, Medicine, and Health	TBMH	CALS, COE, CLAHS, COS, PCOB, CVM
Veterinary Medicine	DVM	CVM

A.1.2. Schools

Entity	Abbrev.	College	Special Provisions
School of Architecture & Design	ARCH	CAUS	Two department equivalents: two (2) voting seats from Architecture and two (2) voting seats from Landscape Architecture
School of Building Construction	BC	CAUS, COE	One department equivalent
School of Education	SoE	CLAHS	Three department equivalents: one (1) voting seat from Counseling; one (1) voting seat from Higher Education; one (1) voting seat from Leadership; and three (3) voting seats from Curriculum & Instruction (teacher prep, research, practice, etc.)
School of Performance Arts	SOPA	CLAHS	One Department Equivalent
School of Plant & Environmental Sciences	SPES	CALS	Three department equivalents: two (2) voting seats from Crop and Soil Environmental Science; two (2) from Horticulture; two (2) from Plant Pathology, Physiology, and Weed Science

School of Public & International Affairs	SPIA	CAUS	Two department equivalents: two (2) voting seats from the Urban and Regional Planning Program; two (2) voting seats from at-large doctoral programs of SPIA.
School of Visual Arts	SOVA	CLAHS	One Department Equivalent

A.2. ENUMERATION OF CAUCUSES

Caucus Name	Abbrev:
College of Agriculture and Life Sciences	CALS
College of Natural Resources and Environment	CNRE
Pamplin College of Business	PCB
College of Liberal Arts and Human Sciences	CLAHS
College of Engineering	COE
Medical	MDC
College of Architecture and Urban Studies	CAUS
College of Science	COS
Interdisciplinary	ITD
Additional Represented Group	ARG
Extended Campus	EC

APPENDIX B: PARLIAMENTARY PROCEDURES

This appendix contains detailed outlines of procedures. This section is meant to be a rough outline of parliamentary procedures according to Robert's Rules. If these procedures conflict with Robert's Rules, the Parliamentarian shall issue a ruling that reconciles these procedures with Robert's Rules. This ruling must be approved with a two-thirds majority. Appropriate amendments that reflect such rulings shall be made to the Bylaws.

B.1. POINTS OF ORDER

- a. If any Senator feels that the Senate is not obeying the rules and procedures laid out in Robert's Rules, these Bylaws, or the GPSS Constitution, the Senator may raise a point of order.
- b. The Parliamentarian of the Senate shall have initial jurisdiction and shall issue a ruling as quickly as possible. This ruling will be confirmed by a motion of unanimous consent.
- c. If the ruling of the Parliamentarian is not confirmed, a tallied or electronically tabulated vote (or a roll call vote if necessary) shall be taken.
- d. The ruling of the Parliamentarian requires a two-thirds majority to be overturned.
- e. The procedure for a point of order is as follows:
 - 5.1. A Senator can verbally state "point of order" at any time.
 - 5.2. The Chair shall recognize the Senator who raised the point of order, after the person currently speaking concludes their remarks.
 - 5.3. The Senator who raised the point of order shall state the reason for the point of order, and then any justification they can provide.
 - 5.4. The Parliamentarian will then issue a ruling on the point of order and provide justification.
 - 5.5. The Chair will ask for unanimous consent for the ruling of the Parliamentarian. If unanimous consent is not given, the chair shall allow for debate on the ruling and then call a tallied, electronically tabulated, or roll-call vote.
 - 5.6. The Parliamentarian's ruling can be overturned by a two-thirds majority of the Senators. If the Senate fails to overturn the Parliamentarian's ruling by a two-thirds majority, the ruling of the Parliamentarian holds.
- f. The nature of the point of order, the Senator who raised the point of order, the Parliamentarian's ruling, and the results of the confirmation by the Senate, shall be recorded in the meeting minutes.