

UNIVERSITY OF OKLAHOMA STUDENT GOVERNMENT ASSOCIATION
GRADUATE STUDENT SENATE
BYLAWS

Table of Contents

PREAMBLE AND STATEMENT OF PURPOSE.....	1
SECTION 1. Defined Terms.....	1
SECTION 2. Representation	2
SECTION 3. Resignations and Removals	7
SECTION 4. Duties of Members and General Rules of Operation.....	10
SECTION 5. Officer Elections	12
SECTION 6. Elected Officers.....	15
SECTION 7. Executive Committee.....	17
SECTION 8. Standing Committees.....	19
SECTION 9. Ad Hoc and Joint Committees.....	28
SECTION 10. Business and Rules of Order.....	30
SECTION 11. Standing Rules of Order	30
SECTION 12. Amendments to the Bylaws and Constituent Documents.....	30
SECTION 13. Policy Statement for the Administration of the GSS Foundation Account	31

PREAMBLE AND STATEMENT OF PURPOSE

Graduate Students at the University of Oklahoma have a number of unique concerns and interests requiring a voice separate from the usual instruments that express the will of the faculty and of undergraduates. For this reason, the Graduate Student Senate of the University of Oklahoma Student Government Association was established in 1987 to represent all Graduate Students and to serve their needs.

SECTION 1. Defined Terms

- A. "Absence" shall be defined as an absence by a Senator from a Committee Meeting or General Meeting, unless such Senator has appointed a Proxy from the Senator's Department to act in such Senator's stead.
- B. "Active Membership" shall be defined as all non-removed Senators that have submitted a current Senator Credential Form and accompanying Senator Responsibility Statement and Selection Method documents on file with the Secretary of the Graduate Student Senate.
- C. "Bad Standing" shall be defined as ineligibility of the Graduate Students of a Department to receive funding from the Graduate Student Senate through its Conference Travel and Research Grants.
- D. "General Meetings" shall be defined as meetings of the general body of the Graduate Student Senate as a whole.
- E. "Committee Meetings" shall be defined as regularly scheduled meetings of the committees established by the Graduate Student Senate.
- F. "Department" shall be defined as an academic unit within the Graduate College which has a Graduate Liaison or Graduate Contact recognized by the Graduate College. The College of Law shall be considered as a Department for purposes of representation in the Senate.
- G. "Good Standing" shall be defined as eligibility of the Graduate Students of a Department to receive funding from the Graduate Student Senate through its Conference Travel and Research Grants.
- H. "Graduate Liaison" or "Graduate Contact" shall be defined as a member of faculty or staff of the University of Oklahoma designated by the Graduate College as the link between the Graduate College and the Graduate Students of a Department.
- I. "Graduate Students" shall be defined as all graduate students currently enrolled in the Graduate College or College of Law at the University of Oklahoma Norman Campus. All Graduate Students shall be permitted to attend any and all meetings of the Graduate Student Senate and its committees.
- J. "Graduate Student Website" shall be defined as and may be accessed at the following link: <http://www.ou.edu/content/sga/graduate-student-senate.html>.
- K. "Legislation" shall be defined as all acts, bills and resolutions brought before the Graduate Student Senate for consideration.
- L. "Quorum" shall be defined as at least fifty-percent (50%) plus one (1) of the Active Membership.
- M. "Selection Method" shall be defined as the election or appointment of a Senator to the Graduate Student Senate by the Graduate Students of a Department.
- N. "Selection Method Document" shall be defined as a document to be attached to the Senator Credential Form upon submission to the Graduate Student Senate signed by the Graduate Contact

- of a Department that provides the selection method adopted by the Department and the results thereof.
- O. “Senator” shall be defined as a Graduate Student selected by the Graduate Students of their respective Department to represent such Department in the Graduate Student Senate as a voting member.
 - P. “Senator Credential Form” shall be defined as a document requiring certain information from the Senator and the Graduate Contact of a Department, which shall be accompanied by and include the Senator Responsibility Statement and Selection Method documents.
 - Q. “Senator Responsibility Statement” shall be defined as a document outlining the commitments and responsibilities owed to the Graduate Student Senate by all incoming Senators.
 - R. “Vacancy” shall be defined as any senatorial seat not occupied by a Senator.

SECTION 2. Representation

- A. **MEMBERSHIP.** Any Graduate Student within any Department satisfying requirements for office shall be eligible for service as a Senator in the Graduate Student Senate. Such Senators shall be Graduate Students within that Department and shall only represent the interests of those Graduate Students in that Department. If a Graduate Student belongs to more than one (1) Department, they may only serve as a Senator for one (1) Department.
 - 1. **ELIGIBILITY.** Each member of the Graduate Student Senate must be currently enrolled in a recognized graduate program at the University of Oklahoma Norman Campus. Each member shall have and maintain a cumulative G.P.A. of 3.0 or higher, which such requirement shall also extend to the elected officers of the Graduate Student Senate.
 - a. **PERIODIC EVALUATIONS.** The Chair of the Graduate Student Senate shall consult with the Graduate Contact of each Department to perform enrollment and G.P.A. performance evaluations for each member of the Graduate Student Senate. These evaluations shall occur at the time of any election or upon appointment to the Graduate Student Senate.
 - b. **CONFIDENTIALITY.** Evaluations are confidential and are only employed for determining membership qualifications.
 - c. **REMOVAL FROM OFFICE.** If, at any time, a member of the Graduate Student Senate is found to not meet these minimum eligibility requirements for membership in the Graduate Student Senate, that member shall be notified by the Chair of the Graduate Student Senate and their position declared vacant.
- B. **AUTHORITY.** The Graduate Students of a Department shall have the sole authority to select among themselves representatives that will serve as Senators in the Graduate Student Senate. Each Department shall be represented by no more than two (2) Senators. It is at the discretion of the Graduate Students within a Department whether such Department shall have representation in the Graduate Student Senate.
 - 1. The Chair of the Graduate Student Senate shall not represent a Department and shall not at any point be counted toward the two (2) senatorial seats allotted to any Department.

C. SELECTION METHODS. The Graduate Student Senate shall recognize two (2) selection methods for obtaining senatorial representation: election and appointment. Graduate Students elected or appointed by a Department shall be members of the Graduate Student Senate and possess all the rights and privileges of a Senator in the Graduate Student Senate.

1. REPRESENTATION NOTICE. The Executive Committee of the Graduate Student Senate shall distribute a notice containing information about representation in the Graduate Student Senate to each Department one (1) week before the beginning date of the academic year. Such notice shall inform the Department of the following: its right to and the benefits of representation in the Graduate Student Senate; the eligibility requirements for Senators; its right to election or appointment and the procedures for such; and other relevant information.
 2. REQUIRED FORMS. No Senator, elected or appointed, shall be permitted to serve in the Graduate Student Senate until such Senator submits a Senate Credential Form and Senator Responsibility Statement to the Secretary of the Graduate Student Senate.
 - a. CREDENTIAL AND RESPONSIBILITY FORM. If a Senator may serve additional terms, a new senatorial term will not commence until that Senator again issues a Senate Credential Form and Senator Responsibility Statement to the Secretary of the Graduate Student Senate.
 - b. SELECTION METHOD DOCUMENT. Concurrently, a Senator must also furnish to the Executive Committee of the Graduate Student Senate an official document drafted and endorsed by the Graduate Contact of the Department the selection method employed by the Department and the results thereof. A Senator shall not be permitted to serve in the Graduate Student Senate until such document is submitted.
- D. ELECTION. All members of the Graduate Student Senate not appointed according to the most current provisions of these Bylaws shall be elected to the Graduate Student Senate, in accordance with the following procedures.
1. GENERAL ELECTION. The Graduate Student Senate shall permit all Departments to administer an election for senatorial representation, whereby the Graduate Students of a Department which opts to administer such election shall have the sole authority to prescribe the date, time, and method of election by which they may select a Graduate Student within the Department to serve as a Senator; provided that, the results of such election is reported to the Executive Committee of the Graduate Student Senate within one (1) month from the beginning date of the academic year—unless the Executive Committee alters this date by an Act of Legislation—and is administered in accordance with the provisions of this Section.
 2. GRADUATE CONTACT. The Graduate Student Senate shall presume the Graduate Contact of a Department shall be responsible for administering an election. The Graduate Contact, however, may delegate such responsibility, but they must inform the Executive Committee of the Graduate Student Senate of such delegation of responsibility.
 3. ELECTORATE. The electorate of a senatorial race shall consist of all Graduate Students within the Department for which the senatorial seat belongs. In the absence of any guidance regarding the delineation of certain Departments, a Department may seek guidance from

the Executive Committee of the Graduate Student Senate to determine or to clarify the electorate of a senatorial seat.

4. CANDIDATE INFORMATION AND REQUIREMENTS. The following provides critical information and certain requirements for candidacy for a senatorial term.

- a. ELIGIBILITY. Any Graduate Student seeking candidacy as a Senator in the Graduate Student Senate must be currently enrolled in a recognized graduate program at the University of Oklahoma and shall have a cumulative G.P.A. of 3.0 or higher. The Chair of the Graduate Student Senate shall consult with the Graduate Contact of each Department to perform enrollment and G.P.A. performance evaluations for each candidate. If a candidate fails to meet the minimum eligibility standards provided herein, they shall not be considered for candidacy and their name struck from all ballots.
- b. CANDIDATE WITHDRAWAL. Any candidate may withdraw their name from the ballot any time prior to 5:00 p.m. three (3) days before an election by submitting written notification to the Graduate Contact of the Department. The Graduate Contact shall verify the notification.
- c. NOTICE. The Graduate Contact of a Department must provide adequate notice of both the election and the opportunity to run as a candidate in such election to all Graduate Students of the Department.

5. VOTERS' RIGHTS. The following rights shall not be infringed.

- a. The right of the Graduate Students of a Department to vote by secret ballot shall not be infringed.
 - b. The right of the Graduate Students of a Department to arrive at a voting decision free from undue influence shall not be infringed.
 - c. No person, group, or organization, regardless of its affiliation, shall require any Graduate Student to vote, or shall require any Graduate Student to vote either for or against any candidate or candidates in any election sanctioned by the Graduate Student Senate.
6. VOTING. Candidates shall be elected by a simple majority of the voting electorate of a Department. No Graduate Student of a Department shall be permitted to vote for more than two (2) candidates for office in the Graduate Student Senate. The Graduate Contact shall call the total number of votes for each candidate, whereby the two (2) receiving the greatest number of votes shall be deemed Senators for the Department.
7. RUNOFF ELECTIONS. Runoff elections shall be held three (3) business days following the date of an election and shall only occur in the event more than one (1) candidate receives an equal number of votes.
8. UNCONTESTED ELECTIONS. All Graduate Students that have filed for election must be placed on the ballot for their respective Department, even if the position is uncontested. In an uncontested election, the candidate must receive a simple majority of the voting electorate of the Department.

E. APPOINTMENT. All members of the Graduate Student Senate not elected according to the most current provisions of these Bylaws shall be appointed to the Graduate Student Senate by the following procedure.

1. STANDARD APPOINTMENT. A Department may appoint a Senator or Senators to the Graduate Student Senate; provided that, the appointment is reported to the Executive Committee of the Graduate Student Senate within one (1) month from the beginning date of the academic year—unless the Executive Committee alters this date by an Act of Legislation—and such appointment adheres to the provisions of this Section.
 - a. GRADUATE CONTACT. The Graduate Contact of a Department may appoint any Graduate Student of the Department that satisfies all eligibility requirements for service as a Senator in the Graduate Student Senate; provided that such Graduate Student consents to represent the Department.
 - b. ELIGIBILITY. Any Graduate Student seeking an appointment as a Senator in the Graduate Student Senate must be currently enrolled in a recognized graduate program at the University of Oklahoma and shall have a cumulative G.P.A. of 3.0 or higher. The Chair of the Graduate Student Senate shall consult with the Graduate Contact of each Department to perform enrollment and G.P.A. performance evaluations for each candidate. If a candidate fails to meet the minimum eligibility standards provided herein, they shall not be considered for appointment and an alternative appointment must be made.
 - c. NOTICE. The Graduate Contact of a Department must provide adequate notice of the vacancy and opportunity for appointment to all Graduate Students of the Department.
2. SPECIAL APPOINTMENT. Upon a Senator's resignation or removal from the Graduate Student Senate, the Chair of the Internal Affairs Committee shall notify that Senator's Department of a vacancy within five (5) business days from the date of the Senator's resignation or removal and provide a Notice of Vacancy to the Department.
 - a. The following statutory Notice of Vacancy is sufficient for use (content framed in brackets indicates inclusion is optional; content framed in parentheses, which the exception of numerical values, indicates inclusion is mandatory but variable among documents):

NOTICE OF VACANCY

(DATE)

To whom it may concern,

This form serves to inform you of a vacancy[/-ies] in the Graduate Student Senate for your Department. The named individual[/s] below has[/have] [resigned/been removed] from the Graduate Student Senate [for the following reason or reason]:].

Name: (Last Name, First Name)
 Department: (DEPARTMENT)

[Name: (Last Name, First Name)
 Department: (DEPARTMENT)]

Your Department has two (2) weeks from the date of this correspondence to appoint one[two] Graduate Student[s] to continue the electoral term of the named individual[s] above. To note, elected Senators serve a term of one (1) academic year, beginning the fourth academic week of the academic year.

Each Department is represented by no more than two (2) Senators. According to our records, your Department is currently represented by [zero/one/two] Senator/[s].

Graduate Students duly enrolled in a Department with a G.P.A. of 3.0 or higher are eligible for office. If a Graduate Student belongs to more than one (1) Department, that student may only represent one (1) Department.

[Departments may remain in good standing and eligible for funding so long as at least one (1) Senator for that Department has regular attendance in the Graduate Student Senate. We encourage full participation by a Department, however, and request two (2) individuals represent each Department.]

If your Department chooses not to appoint any individual at this time, your Department may fall into bad standing and be ineligible for funding. Failure to complete this form and return it to the Chair of the Internal Affairs Committee by close of business at the end of the two-week period shall also constitute a forfeiture of immediate representation.

Please provide the names of the individual/[s] your Department intends to appoint:

Name: _____
 Department: _____

Name: _____
 Department: _____

Sincerely,
 (First Name, Last Name)
 Chair of the Internal Affairs Committee of the Graduate Student Senate

- b. The Graduate Contact of a Department shall be provided two (2) weeks from the date of receipt of a Notice of Vacancy provided by the Chair of the Internal Affairs Committee to procure an appointment from the Graduate Students of that Department.
 - i. The Graduate Contact may appoint any Graduate Student of the Department that satisfies all eligibility requirements for service as a Senator in the Graduate Student Senate provided herein; provided that such Graduate Student consents to represent the Department.
 - ii. The Graduate Contact must provide adequate notice of the vacancy and opportunity for appointment to all Graduate Students of the Department.

- c. The Graduate Contact must furnish a response to the Notice of Vacancy containing the names and contact information of the appointee(s) to the Chair of the Internal Affairs Committee at the close of the two (2) weeks.
 - i. If the Graduate Contact is for whatever reason unable to respond to the Notice of Vacancy and return it to the Chair of the Internal Affairs Committee by close of business at the end of the two-week period, it shall constitute a forfeiture of immediate representation.
 - d. It shall be at the discretion of the Chair of the Internal Affairs Committee to accept a Notice of Vacancy response submitted after the two-week period, but not longer than four (4) weeks following the date of receipt of a Notice of Vacancy.
 - e. The Internal Affairs Committee shall author an act of procedure appointing members of the Graduate Student Senate, of which such act shall provide the names of both the members and their respective Departments. This act shall appear under “Items to be Considered” during the next general meeting following receipt of the Department’s response to the Notice of Vacancy.
 - f. The Chair of the Internal Affairs Committee and the Vice Chair of the Graduate Student Senate may provide a condensed orientation for specially appointed Senators up to three (3) times per academic semester.
- F. ASSOCIATESHIP. All members of the Executive Committee shall automatically be considered associates for the duration of their term in office, unless they are elected or appointed by a Department, in which case they shall no longer be recognized as associates but rather as ordinary Senators in the Graduate Student Senate.
- 1. APPOINTMENT. All associates shall be appointed by the Chair of the Graduate Student Senate by an act of procedure for a term of one (1) academic year; provided that, the associate is not elected or appointed by a Department, is not removed from office or from the Graduate Student Senate, or does not resign from office or from the Graduate Student Senate.
 - 2. PRIVILEGES. Associates appointed by the Chair of the Graduate Student Senate shall have all the same rights and privileges as Senators elected or appointed by a Department but shall not represent a Department nor count toward its allotted number of senatorial seats.
- G. TERM. Senators shall serve for a term of one (1) academic year.
- a. SPECIAL APPOINTMENT TERM. Senators appointed by a Department following a resignation or removal shall serve for the remainder of the electoral mandate of the Senator previously elected by that Department and for whose office the appointed Senator was selected to carry out.
 - b. CONSECUTIVE OR LATER TERMS. Senators may serve consecutive or later terms in the Graduate Student Senate, regardless of whether such individuals were elected to or appointed to their first term, if such individuals satisfy all eligibility requirements for service as a Senator in the Graduate Student Senate.

SECTION 3. Resignations and Removals

A. RESIGNATION. Any Senator shall be permitted to resign from office as a Senator in the Graduate Student Senate, whereupon the procedures providing for special appointment in Subsection 2 of Subsection E of Section 2 of these Bylaws shall apply.

1. VOLUNTARY RESIGNATION. Any Senator may voluntarily resign from office as a Senator without reservation. Upon resignation, the Senator shall furnish a letter of resignation to the Chair of the Graduate Student Senate and to the Chair of the Internal Affairs Committee, providing the date of their resignation and identifying the Department of which they represent.
2. INVOLUNTARY RESIGNATION. Any Department shall be permitted to request the removal of a Senator that represents such Department by submitting a request to remove to the Chair of the Graduate Student Senate, however, the bases of such removal shall be the responsibility of the Department. Upon receipt of a request to remove, the Senator at issue shall be informed of their removal by their Department, notwithstanding any prior knowledge of such act, wherefore the Senator shall submit a letter of resignation to the Chair of the Graduate Student Senate and the Chair of the Internal Affairs Committee.

B. REMOVAL. Any Senator may be removed from office in the Graduate Student Senate, whereupon the procedures providing for special appointment in Subsection 2 of Subsection E of Section 2 of these Bylaws shall apply, unless indicated elsewhere.

1. REMOVAL FROM ELECTED OFFICE OF SENATE. The Graduate Student Senate shall be empowered to remove any elected officer from such office in the Graduate Student Senate in accordance with the following provisions.
 - a. RECOMMENDATION OF THE EXECUTIVE COMMITTEE. The Executive Committee, by a two-thirds (2/3) majority vote, may furnish a resolution to the body of the Graduate Student Senate recommending the removal of an elected officer, upon which the elected officer in question shall be temporarily relieved of all duties and authority until the Graduate Student Senate has issued a vote on the matter. Such resolution shall appear under "New Business" on the agenda at the next occurring general meeting following the Executive Committee's issuance of such resolution, whereby a two-thirds (2/3) majority vote of the body of the Graduate Student Senate shall be required to remove such elected officer from such office.
 - i. REPRESENTATION. Any elected officer removed from such office shall continue to represent their Department, unless such elected officer is also removed from office as a Senator in the Graduate Student Senate; provided that, if such elected office is the Chair of the Graduate Student Senate, the Chair shall also be removed from the Graduate Student Senate.
 - b. RECOMMENDATION OF A SENATOR. Any Senator may issue a complaint to remove an elected officer from such office.
 - i. REVIEW OF COMPLAINT. Such complaint shall be directed to the Internal Affairs Committee, which shall begin a review of such elected officer and the merits of such complaint upon receipt. The Internal Affairs Committee shall have a period of two (2) weeks to conduct such review, at which point the complaint shall either be failed in committee

or recommended to the body of the Graduate Student Senate for disposition. During the review period, the elected officer in question shall be temporarily relieved of all duties and authority until either the Internal Affairs Committee or the Graduate Student Senate has issued a vote on the matter.

- ii. RECOMMENDATION OF THE INTERNAL AFFAIRS COMMITTEE. If the Internal Affairs Committee recommends that the complaint be brought before the body of the Graduate Student Senate, such complaint and the recommendation of the Internal Affairs Committee shall appear under "Special Orders" on the agenda at the next occurring general meeting following the conclusion of the review period.
 - iii. VOTING. A two-thirds (2/3) majority vote of the body of the Graduate Student Senate shall be required to remove an elected officer from such office.
 - iv. REPRESENTATION. Any elected officer removed from such office shall continue to represent their Department, unless such elected officer is also removed from office as a Senator in the Graduate Student Senate; provided that, if such elected office is the Chair of the Graduate Student Senate, the Chair shall also be removed from the Graduate Student Senate.
2. REMOVAL FROM OFFICE OF SENATE. The Graduate Student Senate shall be empowered to remove any Senator from office as a Senator in the Graduate Student Senate in accordance with the following provisions.
- a. INADEQUATE ATTENDANCE. If a Senator or Senators exceed the allotted number of absences per academic semester by three (3) additional absences, totaling five (5) absences per academic semester, the Executive Committee, by a majority vote, may author a resolution to remove such Senator or Senators from office in the Graduate Student Senate; provided that, the Executive Committee has exhausted its efforts to inform the Senator of their violation of these provisions.
 - i. RESOLUTION. Such resolution shall appear under "Special Orders" on the agenda and shall be in order at any regularly scheduled general meeting.
 - ii. VOTING. A majority vote of the body of the Graduate Student Senate shall be required to remove a Senator from office as a Senator in the Graduate Student Senate on grounds of inadequate attendance.
 - iii. NOTICE OF REMOVAL. If such Senator is removed from the Graduate Student Senate, the Chair of the Internal Affairs Committee shall inform the Senator and the Department of which they represent of such removal, pursuant to the special appointment procedures provided elsewhere in these Bylaws.
 - b. DERELICTION OF DUTY. Any Senator may author a resolution to remove a Senator from office as a Senator in the Graduate Student Senate on grounds of

dereliction of duty, which shall include, without limitation, negligence, misconduct, and other similar actions; provided that, such resolution to remove the Senator in question is co-sponsored by not less than ten (10) additional Senators.

- i. RESOLUTION. Such resolution shall appear under "Special Orders" on the agenda and shall be in order at any regularly scheduled general meeting; provided that, such resolution has appeared before the Executive Committee for review prior to its introduction to the body of the Graduate Student Senate.
- ii. VOTING. A two-thirds (2/3) majority vote of the body of the Graduate Student Senate shall be required to remove a Senator from as a Senator in the Graduate Student Senate on grounds of dereliction of duty.
- iii. NOTICE OF REMOVAL. If such Senator is removed from the Graduate Student Senate, the Chair of the Internal Affairs Committee shall inform the Senator and the Department of which they represent of such removal, pursuant to the special appointment procedures provided elsewhere in these Bylaws.

SECTION 4. Duties of Members and General Rules of Operation

A. DUTIES. Senators shall be responsible for performing the following:

1. Serve on at least one (1) standing committee, as assigned by the Chair of the Graduate Student Senate.
2. Serve on any ad hoc or joint committee to which they have been appointed by the Chair of the Graduate Student Senate.
3. Attend all regularly scheduled and emergency meetings of the general body and of any committee of which they are a member.
4. Review all legislation before any such legislation is brought to any vote.
5. Report senatorial proceedings to all constituents within their Department.
6. Provide constituent service, whereby they shall be available to meet with and answer any questions had by constituents within their Department.
7. All other responsibilities as provided in these Bylaws, the Constituent Documents, or other recognized source of authority.

B. POWERS. Senators shall be empowered to perform the following:

1. Introduce legislation for consideration by a committee of the Graduate Student Senate, by the general body of the Graduate Student Senate, or by the Legislative branch of the SGA.
2. Vote on any legislation introduced to a committee of the Graduate Student Senate or the general body of the Graduate Student Senate; provided that, any such legislation complies with the Senate Standing Rules of Order.

3. Introduce any amendment to any legislation brought for consideration by a committee of the Graduate Student Senate or the general body of the Graduate Student Senate; provided that, any such legislation complies with the Senate Standing Rules of Order.
- C. REGULARLY SCHEDULED GENERAL MEETINGS. The Chair of the Graduate Student Senate shall schedule at least seven (7) general meetings per academic semester; provided that, the first meeting of the fall academic semester shall occur upon the Sunday immediately following one (1) month from the beginning date of that academic term and the first meeting of the spring academic semester shall occur upon the second Sunday from the beginning date of that academic term.
1. ORIENTATION. The Vice Chair of the Graduate Student Senate shall coordinate and lead an orientation session, which shall occur immediately prior to the first regularly scheduled general meeting of the fall academic semester.
- D. COMMITTEE ASSIGNMENT. All Senators shall be assigned to at least one (1) standing committee of the Graduate Student Senate; provided that, each standing committee is assigned at least five (5) members.
1. REGULARLY SCHEDULED STANDING COMMITTEE MEETINGS. The standing committees of the Graduate Student Senate shall regularly schedule committee meetings prior to but upon the same date of each general meeting of the Graduate Student Senate; provided that, the first meeting of the fall academic semester shall occur upon the date of the second general meeting of that academic term, and the first meeting of the spring academic semester shall occur upon that date of the first general meeting of that academic term. However, nothing in this section shall preclude any standing committee from scheduling additional meetings outside of those regularly scheduled times.
- E. ATTENDANCE. All Senators are expected to and shall make every effort to attend all meetings of the general body of the Graduate Student Senate and of the committee(s) to which they are assigned or appointed.
1. REPORTING ATTENDANCE. Attendance for regularly scheduled general meetings shall be taken by or reported to the Secretary of the Graduate Student Senate at some point during regularly scheduled committee meetings; provided that, failure to attend a regularly scheduled general meeting shall constitute an absence, regardless of previously recorded attendance taken during a regularly scheduled committee meeting. The Secretary of the Graduate Student Senate shall regularly distribute a list of the number of absences accrued by each Senator every two (2) weeks to the body of the Graduate Student Senate.
 2. ABSENCES. All Senators shall be permitted one (1) absence per academic semester and one (1) floating absence that may be applied for either academic semester, totaling three (3) absences per legislative Session.
 3. PROXIES. If a Senator has prior knowledge they may be absent for a regularly scheduled committee or general meeting, the Senator may appoint a proxy to attend such meeting or meetings.
 - a. ELIGIBILITY. Proxies may only be appointed from among the members of the Department the Senator represents.
 - b. POWERS. Upon appointment, a proxy shall have all the powers and rights of the Senator for whom they represent; provided that, the Senator has signed and filed a Proxy Request Form prior to such meeting or meetings.

4. DEPARTMENT STATUS. Attendance at regularly scheduled committee and general meetings shall be used to determine Department Status, which refers to the eligibility of members of a Department to receive funding from the Graduate Student Senate's Conference Travel and Research Grants.
 - a. GOOD STANDING. Good Standing shall only occur if a Senator maintains good attendance, which shall mean the Senator has not exceeded the allotted number of absences per academic semester. Only one (1) Senator from a Department must individually fulfill the attendance requirement to maintain Good Standing. If a Department is represented by two (2) Senators, those Senators may not combine attendance records to fulfill the attendance requirements to maintain Good Standing.
 - b. PROBATION. If a Senator does not maintain good attendance during one (1) academic semester, which shall mean the Senator has exceeded the allotted number of absences per academic semester, the Senator shall be on probation from that moment through the following academic semester. If a Department is represented by only one (1) Senator and such Senator fails to maintain good attendance during one (1) academic semester, the Department shall be on probation. Similarly, if a Department is represented by two (2) Senators and both such Senators fail to maintain good attendance during one (1) academic semester, the Department shall be on probation. If a Senator or Senators, as applicable, fail to maintain good attendance during the subsequent academic semester following a notice of probation, the Department shall fall into Bad Standing.
 - c. BAD STANDING. If a Department does not provide representation to the Graduate Student Senate, the Department shall automatically fall into Bad Standing. If a Senator or Senators, as applicable, fail to maintain good attendance during the subsequent academic semester following a notice of probation, the Department shall fall into Bad Standing. If a Department submits representation to a following legislation session or its representation maintains good attendance during the probationary period, the Department may move into Good Standing, if in accordance with the aforementioned requirements for obtaining Good Standing.

SECTION 5. Officer Elections

- A. ELECTION OF OFFICERS. The officers of the Graduate Student Senate shall include the Chair of the Graduate Student Senate, Vice Chair of the Graduate Student Senate, and Secretary of the Graduate Student Senate.
 1. DATE OF ELECTION. The body of the Graduate Student Senate shall elect its officers upon the second-to-last regularly scheduled general meeting of the current Session for a term that shall run until the end of the following Session.
 2. ELIGIBILITY. A Senator must represent a Department in Good Standing and have attended at least four (4) general meetings during the current Session as a Senator to be eligible to serve as an officer. Associates are ineligible for office, unless elected or appointed by a Department; the sole exception shall be the current presiding Chair of the Graduate Student Senate, who may seek re-election as an associate.

3. LIMITATIONS. No elected officer may serve in two (2) or more capacities, nor may any elected officer serve as chair of a Standing Committee.
4. ELECTION GUIDELINES. The officers of the Graduate Student Senate shall be elected in the following manner.
 - a. ELECTION COMMISSIONER. The Chair of the Internal Affairs Committee shall serve as Election Commissioner and oversee the election of officers. In the event the Chair of the Internal Affairs Committee is a candidate for office, the Internal Affairs Committee shall appoint by a simple majority one (1) person from among its members to serve as Election Commissioner.
 - b. NOMINATIONS. Nominations shall be submitted in writing to the Election Commissioner by close of business the two (2) weeks before the date of election. Nominations may be made by any Senator or associate of the Graduate Student Senate, but shall exclude self-nominations.
 - c. CAMPAIGN MATERIALS. No candidate for office shall be permitted to send any unsolicited campaign materials or correspondence to any member of the Graduate Student Senate. However, the Election Commissioner will request the following information from each candidate, to be distributed to the Graduate Student Senate by the Secretary of the Graduate Student Senate:
 - i. The name of the candidate.
 - ii. The name of the Department which the candidate represents, or a notation of current office if the candidate is seeking re-election as Chair of the Graduate Student Senate.
 - iii. A personal statement of not more than 250 words explaining the candidate's principal goals to be achieved while in office and any other relevant information the candidate deems useful to include.
 - d. CANDIDACY REQUIREMENTS. Each candidate shall appear before the Executive Committee the week preceding the date of election. The Executive Committee will be provided fifteen (15) minutes per candidate to ask any relevant question of the candidate regarding their intent to serve in office, their principal goals to achieve, and other related matters.
 - i. CONSIDERATIONS OF THE EXECUTIVE COMMITTEE. The Executive Committee may furnish a document to be read before the body of the Graduate Student Senate on the date of election providing any objections, recommendations, or other considerations it believes should be made by the body when evaluating a candidate.
 - e. CANDIDATE ADDRESS. On the date of election, each candidate shall be permitted to address the body of the Graduate Student Senate for no more than five (5) minutes. This time may not be extended. After all candidates for an office have addressed the body of the Graduate Student Senate, the body shall be permitted five (5) minutes to ask questions of each candidate for that office. This time may be extended.
 - i. MANDATORY APPEARANCE BY A CANDIDATE. The candidate

must appear before the body on the date of election, or they shall forfeit their candidacy. If the candidate is not present, it shall be up to the discretion of the Election Commissioner to allow the candidate to retain their candidacy, at which point the Election Commissioner may speak on behalf of the candidate before the body of the Graduate Student Senate in lieu of the candidate's appearance. The Election Commissioner may only use materials obtained from the candidate and may not make their own remarks on behalf of the candidate.

- ii. SPEAKING ON BEHALF OF A CANDIDATE. After all questions have been taken by the body of the Graduate Student Senate and if additional time may remain, the Election Commissioner may allow members of the Graduate Student Senate to make their own remarks on behalf of a candidate.
 - f. VOTING. Elections shall be conducted by a plurality vote of the active membership of the Graduate Student Senate, which shall include Senators and associates. No member of the Graduate Student Senate shall be permitted to vote for more than one (1) candidate at a time per office. The Election Commissioner shall call the total number of votes of each candidate for an office, whereby the candidate receiving the greatest number of votes shall be immediately appointed to that office.
- B. SPECIAL ELECTIONS OF OFFICERS. If for any reason any officer of the Graduate Student Senate should resign or be otherwise removed from office, a special election shall be held for that position. The rules of succession shall not be affected by a vacancy and shall operate in the interim until a special election can be held.
- 1. SPECIAL ELECTION GUIDELINES. Vacant offices of the Graduate Student Senate shall be filled in the same manner as ordinary officer elections, as provided in Subsection A of this Section 6, except as elsewhere provided in this Section.
 - a. NOMINATIONS. Immediately following receipt of an officer's resignation or notice of removal, the Election Commissioner shall open a nomination period of one (1) week, whereby members of the Graduate Student Senate may nominate a Senator to fill the vacant office.
 - b. DATE OF ELECTION. All candidates for an office shall be presented to the body of the Graduate Student Senate at the next occurring general meeting of the Graduate Student Senate following the end of the nomination period.
 - i. SPECIAL REQUIREMENTS FOR THE EXECUTIVE COMMITTEE. If no regularly scheduled meeting of the Executive Committee shall occur before the next occurring general meeting, the Chair of the Graduate Student Senate, or other Senator operating under the rules of succession, shall call a special meeting of the Executive Committee.
 - c. VOTING. Special Elections shall be conducted by a plurality vote in the same manner as ordinary officer elections.
- C. ELECTION OF CHAIRS OF THE STANDING COMMITTEES. The chairs of the several Standing Committees shall be elected in the following manner.

1. DATE OF ELECTION. The body of each Standing Committee shall elect its chair during its committee meeting upon the second-to-last regularly scheduled general meeting of the current Session for a term that shall run until the end of the following Session.
2. FILING. Any individual appointed to a Standing Committee may seek office as Chair of that Standing Committee. Each candidate shall provide their name to the current Chair of the Standing Committee at least one (1) week before the date of election, at which point the Chair of the Standing Committee will inform all members of the Standing Committee of those members who shall be candidates for office.
3. VOTING. Standing Committee elections shall be conducted by a plurality vote of the members of the Standing Committee, whereby the candidate receiving the greatest number of votes shall be immediately appointed to that office, with the sole exception of the Chair-Elect of the Internal Affairs Committee. The Chair-Elect of the Internal Affairs Committee shall not be appointed to that office until elections for the officers of the Graduate Student Senate have concluded.

SECTION 6. Elected Officers

A. Chair of the Graduate Student Senate

1. The powers and responsibilities of the Chair of the Graduate Student Senate (Chair) are to:
 - a. Preside over all Meetings, voting only in case of a tie
 - b. Serve as Chair of the Executive Committee of the Graduate Student Senate, preside over its meetings, voting only in case of a tie;
 - c. Act as official spokesperson and representative of the Graduate Student Senate to the administration of the University of Oklahoma and the University of Oklahoma Board of Regents;
 - d. Act as official delegate to any national convention or meetings involving Graduate Students;
 - e. Nominate personnel to assist in Senate activities subject to approval by the Internal Affairs Committee or Graduate Student Senate as a whole;
 - f. Prepare the Graduate Student Senate's annual budget with approval from the Executive Committee of the Graduate Student Senate, before submission to the Ways and Means Committee;
 - g. Appoint acting-chairs for standing committees to serve during the Summer Semester with Graduate Student Senate approval; and
 - h. Maintain at least forty (40) hours of service per month.

B. Vice Chair of the Graduate Student Senate

1. The powers and responsibilities of the Vice Chair of the Graduate Student Senate (Vice Chair) are to:
 - a. Preside over all meetings when the Chair is absent;
 - b. Serve as Vice Chair of the Executive Committee of the Graduate Student Senate;

- c. Act in the capacity of the Chair, when authority is so delegated by the Chair, or upon premature termination of the Chair's term for whatever cause, until the Graduate Student Senate can elect a successor;
- d. Post agendas in accordance with the Oklahoma Open Meetings Act; and
- e. Ensure that all proposed legislation appears on the Graduate Student Senate Website no later than two (2) business days prior to regularly scheduled general meetings;
- f. Serve as liaison between the Graduate College and the Graduate Student Senate;
- g. Assist the Chair and Secretary in the performance of their duties; and
- h. Maintain at least thirty (30) hours of service per month.

C. Secretary of the Graduate Student Senate

- 1. The powers and responsibilities of the Secretary of the Graduate Student Senate (Secretary) are to:
- a. Record minutes and other records of the Graduate Student Senate, and make the documents available on demand to any person should it be requested in writing (The Secretary reserves the right to consult General Counsel before releasing certain information.);
- b. Serve as Secretary of the Executive Committee of the Graduate Student Senate;
- c. Maintain the roll of voting members to bring vacancies and absences to the attention of the Executive Committee of the Graduate Student Senate.
- d. Act as archivist of the Graduate Student Senate, distributing copies of all relevant records to the Executive Committee of the Graduate Student Senate and maintaining the archives of the Graduate Student Senate;
- e. Ensure that Senators are provided with copies of proposed legislation through posting on the Graduate Student Senate Website;
- f. Receive correspondence and bring it to the attention of the Chair;
- g. Delegate authority to perform any of these functions subject to approval of the Executive Committee of the Graduate Student Senate;
- h. Assist the Chair and Vice Chair in the performance of their duties;
- i. Act in the capacity of the Chair or Vice Chair, when authority is so delegated by the Chair or Vice Chair, or upon premature termination of the Chair or Vice Chair's term for whatever cause, until the Graduate Student Senate can elect a successor; and
- j. Maintain at least twenty-five (25) hours of service per month.

D. SUCCESSION. If the officers of the Graduate Student Senate are absent, must temporarily recuse themselves, or are otherwise incapable of fulfilling their duties, the duties of the Chair of the Graduate Student Senate shall fall to the chairs of the Graduate Student Senate's standing committees in the following order: Internal Affairs Committee Chair; Ways and Means Committee

Chair; Academic Affairs Committee Chair; Development and Philanthropy Committee Chair; External Affairs Committee Chair; Human Diversity Committee Chair; Sustainability Committee Chair; and Public Relations Committee Chair.

SECTION 7. Executive Committee

- A. The Executive Committee shall consist of the officers of the Graduate Student Senate and the chairs of its standing committees. The Executive Committee shall be empowered to excuse absences, to the extent extenuating circumstances are present, and to make recommendations on all legislation. The Executive Committee shall assist the Chair of the Graduate Student Senate in planning and coordinating the business of the Graduate Student Senate.
- B. The Executive Committee shall meet twice a month during the academic year at a regularly scheduled and published time. The Chair of the Graduate Student Senate shall have the authority to suspend meetings of the Executive Committee. The Chair of the Graduate Student Senate shall further have the authority call special meetings of the Executive Committee outside of those regularly scheduled and published times.
 - 1. If the Executive Committee shall be called to meet during times when the body of the Graduate Student Senate is not in session, the Executive Committee shall act with the full authority of the Graduate Student Senate on any matter; provided that it shall have no authority to act on matters regarding funding allocations of the Ways and Means Committees of the Undergraduate Student Congress and Graduate Student Senate, or amendments to the Bylaws of the Graduate Student Senate and the Constitution and Code Annotated of the Student Government Association.
- C. Quorum shall be a two-thirds (2/3) majority of the Executive Committee.
- D. Any standing committee chair that misses an Executive Committee meeting without reasonable notice shall accrue an absence. The Chair of the Executive Committee may, at their discretion, excuse a member's absence. If an absence is excused, the Chair of the Executive Committee shall inform the Secretary of the Graduate Student Senate.
 - 1. A chair of any standing committee may submit as proxy the vice chair of the standing committee. If the vice chair of the standing committee is incapable of serving as proxy, the chair of the standing committee shall instead submit as proxy the secretary of the standing committee.
- E. The Executive Committee shall ratify the nominations for membership to standing and all other committees provided by the Chair of the Graduate Student Senate.
- F. The Executive Committee shall suggest representatives to the SGA President to serve on University councils and committees. This action does not substitute nor in any way satisfy the Graduate Student Senate's role in providing advice and consent to the SGA President's nominated representatives to such councils and committees.
- G. All legislation shall first be heard before the Executive Committee. Upon considering a piece of legislation, the Executive Committee may provide one (1) of the following recommendations, with the exception of Auxiliary Funding Acts, which will be referred to the Graduate Student Senate without recommendation:

1. DO PASS. A recommendation of “Do Pass” shall refer legislation to the Graduate Student Senate with the Executive Committee’s recommendation that the Graduate Student Senate approve the item.
 2. DO NOT PASS. A recommendation of “Do Not Pass” shall refer legislation to the Graduate Student Senate with the Executive Committee’s recommendation that the Graduate Student Senate not approve the item.
 3. NO RECOMMENDATION. A recommendation of “No Recommendation” shall refer legislation to the Graduate Student Senate without the Executive Committee’s recommendation that the Graduate Student Senate approve or fail the legislation.
 4. COMMIT TO COMMITTEE. A recommendation of “Commit to Committee” shall refer legislation to any standing or other committee stated by the Executive Committee Chair to receive the legislation. The Chair of the Executive Committee is authorized to limit the scope of any such committee’s review of the legislation, at the advice of the Executive Committee.
 5. DO FAIL. A recommendation of “Do Fail” shall prohibit, without prejudice, legislation from appearing before the Graduate Student Senate.
- H. The Executive Committee shall be empowered to appoint any Graduate Student Senator, in a limited capacity, to any standing committee for the purpose of advising, consulting, supporting, or otherwise on any project or legislation or series of such, at the request of that Graduate Student Senator and upon approval of such request by the chair of that standing committee.
- I. The Chair of the Graduate Student Senate shall serve as the chair of the Executive Committee.
- J. ORDER OF BUSINESS OF THE EXECUTIVE COMMITTEE. Orders of Business in the Executive Committee meetings of the Graduate Student Senate shall be conducted in the following order.
1. Call to Order
 2. Approval of the Minutes
 3. Officer Reports
 - Chair
 - Vice Chair
 - Secretary
 4. Committee Reports
 - Internal Affairs Committee
 - Ways and Means Committee
 - Academic Affairs Committee
 - Development and Philanthropy Committee
 - External Affairs Committee

- Human Diversity Committee
- Sustainability Committee
- Public Relations Committee

5. Special Orders

- Members may speak at this time on topics not pending before the Executive Committee but within its purview.
- Outside presentations or other special events scheduled through officers of the Executive Committee may be presented at this time.

6. Old Business

- Items that have appeared on the “Items to be Considered” agenda and moved at a previous meeting of the Executive Committee during the current session of the Graduate Student Senate may be heard.

7. Items to be Considered

- All legislative items before the Executive Committee must be heard at this time.

8. Follow-Up Reports

- Authors of legislation previously passed may deliver reports on the developments resulting from that legislation’s passing.

9. General Discussion

- Executive Committee members are allotted time to discuss actions taken and considered during the business portion of the Executive Committee meeting.

10. Adjourn

SECTION 8. Standing Committees

A. STANDING COMMITTEES. There shall be nine (9) standing committees, listed as follows:

1. Internal Affairs Committee

- a. COMMITTEE PURPOSE. The Internal Affairs Committee shall address all matters concerning the internal affairs of the Graduate Student Senate and the SGA, including all proposed changes to the Graduate Student Senate Bylaws, the SGA Code Annotated, and the SGA Constitution. The Committee shall work to improve relations among the Graduate Student Senate and all other co-equal branches of the SGA, and it shall strive to make the Graduate Student Senate more effective in fulfilling its role within the SGA.
 - i. SPECIAL POLICIES AFFECTING COMMITTEE MEMBERSHIP. At least one (1) member of the Internal Affairs Committee must be a Graduate Student Senator from the University of Oklahoma College of Law (“College of Law”).

- A. If that Senator from the College of Law shall be permanently removed from the Graduate Student Senate for any reason, a remaining Senator from the College of Law—if such person exists—shall be removed from any committee of which they are a part and reassigned to the Internal Affairs Committee; provided, if that remaining Senator from the College of Law is a chairperson of any committee, they shall not be removed from such committee.
 - B. In such cases, as may from time to time occur, any subsequent Senator provided by the College of Law shall be assigned to the Internal Affairs Committee for the duration of their term or the duration of the current Senate Session, whichever period is longer.
- b. COMMITTEE CHAIR.
- i. The Chair of the Internal Affairs Committee shall serve as the Parliamentarian. The Parliamentarian shall assist the Graduate Student Senate Chair in bringing before the body the proper procedures as outlined in the SGA Constitution, SGA Code Annotated, Graduate Student Senate Bylaws, and Robert's Rules of Order.
 - A. In the event there is a question over the legality of any given procedure, the Parliamentarian shall be entrusted to immediately research the issue using all immediately available resources and report their findings to the Chair of the Graduate Student Senate.
 - B. The Parliamentarian shall not be empowered to overturn any decisions made by the Chair of the Graduate Student Senate, however, and shall only be utilized as a parliamentary resource as the Chair of the Graduate Student Senate deems necessary.
 - C. If the Chair of the Internal Affairs Committee is for whatever reason unable to execute the responsibilities of the Parliamentarian during a general meeting, the Vice Chair of the Graduate Student Senate shall serve as Parliamentarian.
 - ii. The Chair of the Internal Affairs Committee shall oversee the election of Officers. In the event the Chair is a candidate for office, the Internal Affairs Committee shall select by a majority vote one (1) of its members to serve as election commissioner.

2. Ways and Means Committee

- a. COMMITTEE PURPOSE. The Ways and Means Committee shall address all matters concerning the expenditure and appropriation of funds for the administration of the Conference Travel and Research Grants, as well as serve an oversight role in the SGA budgetary process.
 - i. CONFERENCE TRAVEL AND RESEARCH GRANTS. Conference Travel and Research Grants shall be distributed to approved Graduate

Students at the conclusion of each semester, following approval by the Graduate Student Senate. However, the Executive Committee of the Graduate Student Senate shall at all times reserve the right to amend or otherwise alter the allocation process.

A. REPORTING CONFLICTS OF INTEREST. Members of the Ways and Means Committee shall inform the Chair of the Ways and Means Committee of any potential conflicts of interest in funding decisions, including:

1. Having filled out a funding application to be reviewed by the Committee.
2. Having a close, personal relationship with a person that has filled out a funding application to be reviewed by the Committee.

B. LEGITIMATE CONFLICTS. The Chair of the Ways and Means Committee shall determine whether the potential conflict of interest constitutes a legitimate conflict of interest. If the Chair deems the conflict legitimate, the committee member shall not participate in the deliberations of the aforementioned applications.

b. COMMITTEE CHAIR. The Chair of the Ways and Means Committee shall serve as the financial officer of the Graduate Student Senate and oversee the disbursement of all allocated funds.

3. Academic Affairs Committee.

a. COMMITTEE PURPOSE. The Academic Affairs Committee shall address all issues concerning academics and learning initiatives of Graduate Students. The Committee shall also address student concerns arising out of or relating to University policies, initiatives, and programs that affect Graduate Students with respect to their individual academic missions and goals, which shall extend to all advising and other assistantship- or department-related issues. The Committee shall serve as a point of contact within the Graduate College with respect to these matters. The Committee shall also be responsible for coordinating and implementing the Outstanding Graduate Assistant Awards each academic year.

i. SUBCOMMITTEE ON ADVISING CONCERNS. The Academic Affairs Committee shall at all times maintain the Subcommittee on Advising Concerns (hereafter “Subcommittee”), which shall further the Committee’s purpose regarding its role in addressing student concerns related to advising and assistantship- or department-related issues.

A. SUBCOMMITTEE PURPOSE: The Subcommittee shall serve as the primary point of contact to the Graduate College regarding the discussion, development and implementation of institutional solutions to advising conflicts and other departmental issues that negatively affect Graduate Students’ academic missions and goals. The Subcommittee shall advocate

for Graduate Students' well-being within the Graduate College and within SGA, and in so doing, ensure Graduate Students are made aware of relevant university resources related to such matters.

B. SUBCOMMITTEE MEMBERSHIP. The Subcommittee shall maintain a membership of at least three (3) members, which shall include the Chair of the Subcommittee.

C. SUBCOMMITTEE CHAIR. The Subcommittee shall be led by a Chair, who shall be appointed by and report to the Chair of the Academic Affairs Committee. The Chair of the Subcommittee shall work with leadership within the Graduate College to coordinate efforts to address problems regarding advising or related departmental issues.

1. ASSOCIATESHIP. The Chair of the Subcommittee shall become an associate upon appointment to such office, in accordance with the provisions of Subsection F of Section 2 of these Bylaws.

2. SERVICE. The Chair of the Subcommittee shall not serve as a member of the Executive Committee but shall attend at least two (2) meetings of the Executive Committee per academic semester to provide an update on the progress of the Subcommittee, which shall appear under "Special Orders."

3. TERM. The Chair of the Subcommittee shall serve in such office for a term of one (1) academic year upon appointment to such office.

ii. OUTSTANDING GRADUATE ASSISTANT AWARDS. The Academic Affairs Committee shall be responsible for reviewing applications for Outstanding Graduate Assistant Awards and selecting awardees.

A. RUBRIC. Members of the Academic Affairs Committee shall develop a rubric for evaluating Award applications.

1. Any Award rubric developed by the Academic Affairs Committee must be adopted by a majority of members.

2. Any Award rubric adopted by the Academic Affairs Committee shall then be sent to the Executive Committee for subsequent review and adoption.

3. Award rubrics must be adopted by the Academic Affairs Committee and Executive Committee at least one (1) week prior to the application filing period.

- B. NOTICE. Following an Award rubric's adoption by the Executive Committee, the rubric must be published and made available to Award applicants prior to and during the application filing period.
 - C. RECUSAL. If any member of the Academic Affairs Committee intends to file an application for an Award, that member must provide notice to the Chair of the Academic Affairs Committee.
 - 1. Such member must also recuse themselves from both the selection of awardees and the development of any new Award rubrics the Academic Affairs Committee intends to adopt prior to that application filing period.
 - 2. If the Chair of the Academic Affairs Committee intends to file an application for an Award, notice shall be distributed in adherence to the normal rules of succession (e.g., Vice Chair, Secretary).
 - 3. The rules of succession shall stand in the event two (2) or more of the executive members of the Academic Affairs Committee intend to file an application for an Award.
 - 4. In the event all three (3) executive officers intend to file an application for an Award, notice shall be distributed to the Chair of the Graduate Student Senate.
 - b. COMMITTEE CHAIR. The Chair of the Academic Affairs Committee shall work with leadership within the Executive branch and the Graduate College to coordinate efforts related to academic policies and related matters affecting Graduate Students.
4. Development and Philanthropy Committee.
- a. COMMITTEE PURPOSE. The Development and Philanthropy Committee shall coordinate and implement philanthropic events, programs, and initiatives. The Committee shall strive to instill the values of community service and philanthropy among the members of the Graduate Student body.
 - b. COMMITTEE CHAIR. The Chair of the Development and Philanthropy Committee shall plan and execute internal community service and development initiatives of the Graduate Student Senate.
5. External Affairs Committee.
- a. COMMITTEE PURPOSE. The External Affairs Committee shall address all matters relating to wage, health insurance, and facility access issues, as well as other related matters that affect Graduate Students. The Committee shall identify and work to resolve problems with new and existing University policies and

initiatives. The Committee shall strive to develop the relationship Graduate Students have with their respective Departments and the University.

- b. COMMITTEE CHAIR. The Chair of the External Affairs Committee shall work with leadership within the Executive branch and the Graduate College to identify and work toward resolutions of the aforementioned matters.

6. Human Diversity Committee.

- a. COMMITTEE PURPOSE. The Human Diversity Committee shall address all issues related to diversity, equity, and inclusion that affect Graduate Students. The Committee shall coordinate activities, programs, and other initiatives in partnership with cultural and affinity groups, as well as consult with the Graduate College on such matters. The Committee shall also schedule the “Diversity Discussion” panel series to allow student, staff, faculty, and community members to discuss issues related to diversity, equity, and inclusion in academia.
- b. COMMITTEE CHAIR. The Chair of the Human Diversity Committee shall work with leadership within the Executive branch to coordinate SGA-wide efforts related to diversity, equity, and inclusion.

7. International Student Affairs Committee.

- a. COMMITTEE PURPOSE. The International Student Affairs Committee shall address all matters concerning international Graduate Students. The Committee shall identify concerns among international Graduate Students and advocate on their behalf within the Graduate College and within SGA. The Committee shall also strive to improve the relationship of the Graduate Student Senate with international Graduate Students and other groups, organizations or departments, of which international students are a central part, at all times striving to ensure international Graduate Students have a positive student experience.
- b. COMMITTEE CHAIR. The Chair of the International Student Affairs Committee shall work with leadership within the Executive branch to coordinate SGA-wide efforts related to international students, providing specific attention to international Graduate Students. The Chair shall also coordinate other inter-organizational efforts with other international student groups.

8. Sustainability Committee.

- a. COMMITTEE PURPOSE. The Sustainability Committee shall address any and all issues relating to environment sustainability within SGA, the University, and among the Graduate Student body. The Committee shall identify policies and practices of other universities and other sources to inform its recommendations and sustainability initiatives aimed at advancing environmental sustainability across the University. The Committee shall strive to improve environmental consciousness among the Graduate Student body, as well as advocate for environmentally conscious policies at the University.
- b. COMMITTEE CHAIR. The Chair of the Sustainability Committee shall consult with the Chair of the Sustainability Committee of the Undergraduate Student Congress to coordinate initiatives within the Legislative branch and to receive briefings on the Student Environmental Council.

9. Public Relations Committee.

- a. COMMITTEE PURPOSE. The Public Relations Committee shall oversee all communication efforts of the Graduate Student Senate across all media. The Committee shall also develop and execute outreach and education initiatives to build awareness about the Graduate Student Senate among Graduate Students.
- b. COMMITTEE CHAIR. The Chair of the Public Relations Committee shall work with leadership within the Executive branch and the Graduate College to coordinate communication efforts about the programs, initiatives, and services of the Graduate Student Senate.

B. COMMITTEE MEMBERSHIP.

1. MEMBERS. Each member of the Graduate Student Senate shall be appointed to one (1) standing committee, with the exception of the Chair of the Graduate Student Senate, who shall not serve on any standing committee. The Vice Chair and Secretary of the Graduate Student Senate shall, however, serve as members of a standing committee, but shall serve as an officer of any such committee.
2. MEMBERSHIP DURATION. Committee members shall remain in their assigned committee unless they resign or are removed from the Graduate Student Senate. Senators may, however, request to change committees, but it shall be at the discretion of the Chair of the Graduate Student Senate to approve such requests. Committee assignments shall continue past the end of a session, and members shall retain their committee assignments for the duration of their service in the Graduate Student Senate, unless a member requests to change committees.

C. COMMITTEE MEETINGS. Members shall attend all meetings of the standing committee to which they are assigned. A member shall accrue an absence for failure to attend a meeting of their assigned standing committee, regardless of whether such a meeting achieves a quorum.

1. All members of a standing committee and the officers of the Graduate Student Senate shall have speaking privileges at all committee meetings. All individuals recognized for presentations in Special Orders, authors of past legislation during follow-up reports, and authors of currently moved legislation during the author's explanation, questions to the author, and author's summation have speaking privileges at the respective times. All other individuals present may be granted speaking privileges at a committee meeting with the consent of a majority of members present and voting.
2. In no case shall any bill or resolution that has received a "Do Fail" recommendation in a committee be placed in the Order of Business, or be recognized, in any general meeting of the Graduate Student Senate.
3. If legislation is assigned to more than one (1) standing committee, the legislation shall not be placed in the Order of Business or be recognized in any general meeting of the Graduate Student Senate if the legislation receives a "Do Fail" recommendation in either committee assigned.

D. COMMITTEE MEETING PROCEDURES.

1. QUORUM. A quorum to perform official business shall be set equal to a majority of any and all voting members of a standing committee assigned to such committee.

2. MEETING TIMES. Committees shall hold regularly scheduled meetings at least twice a month. The Chair of a standing committee may call a special meeting of the committee at any other time, but a quorum must still be attained to perform official business.
 3. ABSENCES. The Chair of each standing committee shall supply the Secretary of the Graduate Student Senate with a list of any members who failed to attend a committee meeting.
 4. EXCUSALS. If a member cannot attend a committee meeting, the member may submit a written request for an excusal to the Chair of their assigned standing committee or submit a proxy, but at all times the Chair of a standing committee must be notified prior to any absence.
 5. RECOMMENDATIONS. Following the consideration of any legislation, a committee wishing to make conclusive action on such legislation shall upon majority vote make a motion of recommendation to the Graduate Student Senate. The following recommendations are permitted.
 - a. DO PASS. A recommendation of “Do Pass” shall refer legislation to the Graduate Student Senate with the standing committee’s recommendation that the Graduate Student Senate approve the item.
 - b. DO NOT PASS. A recommendation of “Do Not Pass” shall refer legislation to the Graduate Student Senate with the standing committee’s recommendation that the Graduate Student Senate not approve the item.
 - c. NO RECOMMENDATION. A recommendation of “No Recommendation” shall refer legislation to the Graduate Student Senate without the standing committee’s recommendation that the Graduate Student Senate approve or fail the legislation.
 - d. COMMIT TO COMMITTEE. A recommendation of “Commit to Committee” shall refer legislation to any standing or other committee stated by the Chair of the standing committee to receive the legislation. The Chair of the standing committee is authorized to limit the scope of any such committee’s review of the legislation, at the advice of the members of the standing committee.
 - e. DO FAIL. A recommendation of “Do Fail” shall prohibit, without prejudice, legislation from appearing before the Graduate Student Senate.
- E. ORDER OF BUSINESS FOR STANDING COMMITTEE MEETINGS. Orders of Business in the standing committee meetings shall be conducted in the following order. Unless defined differently, definitions are the same as for general meetings.
1. Call to Order and Opening Roll Call
 2. Officer Reports
 - a. Committee Chair
 - b. Committee Vice Chair
 - c. Committee Secretary
 3. Special Orders

- a. Members may speak at this time on topics not pending before the committee but within its purview.
- b. Outside presentations or other special events scheduled through the officers of the committee may be presented at this time.

4. Old Business

- a. Items which have been on the “Items To Be Considered” agenda and moved at a previous meeting of the committee during the current session of the Graduate Student Senate.

5. Items To Be Considered

- a. All legislative items assigned to the committee by the Chair of the Graduate Student Senate or by a motion to commit legislation to the committee during a general meeting or a meeting of the Executive Committee must be heard at this time.

6. Follow-up Reports

- a. Authors of legislation previously passed may deliver reports on the developments resulting from that legislation’s passing.

7. General Discussion

- a. Committee members are allotted time to discuss actions taken and considered during the business portion of the committee meeting.

8. Adjournment

F. OFFICERS OF THE STANDING COMMITTEES. Each standing committee shall have a Chair, Vice Chair, and Secretary as its officers.

1. COMMITTEE CHAIR RESPONSIBILITIES

- a. The Committee Chair shall be the presiding officer of the committee during committee meetings.
- b. The Committee Chair shall represent the committee in official business and during general meetings.
- c. The Committee Chair shall appoint a Committee Vice Chair and Committee Secretary with the advice and consent of the remaining members of the standing committee.
- d. The Committee Chair shall be responsible for bringing to the attention of the committee those duties and responsibilities entrusted to it and shall be responsible for coordinating all meetings of the committee.
- e. The Committee Chair shall provide to the Secretary of the Graduate Student Senate digital copies of the following records: a report of attendance and action on all business (including recommendations on legislation) following each committee meeting by the conclusion of a committee meeting.
- f. The Committee Chair shall attend all meetings of the Executive Committee.

2. COMMITTEE VICE CHAIR RESPONSIBILITIES

- a. The Committee Vice Chair shall preside over the committee during committee meetings in the absence of the Committee Chair.
- b. The Committee Vice Chair shall strive to ensure that all legislation receives legislative follow-up. This shall be accomplished by asking members about their legislation (following passage by the general body) during the Committee Vice Chair report and keeping record of any action taken on all legislation that passes the committee.
- c. The Committee Vice Chair shall assist the Committee Chair in bringing to the attention of the committee those duties and responsibilities entrusted to it.

3. COMMITTEE SECRETARY RESPONSIBILITIES

- a. The Committee Secretary shall preside over the committee during committee meetings in the absence of both the Committee Chair and Committee Vice Chair.
- b. The Committee Secretary shall assist the Committee Chair in bringing to the attention of the committee those duties and responsibilities entrusted to it.

G. REMOVAL BY COMMITTEE. Any committee officer may be removed from office upon a two-thirds (2/3) majority vote of those committee members present and voting at a meeting of the standing committee. Removable offense shall include, but are not limited to, failure to comply with applicable regulations and all SGA-governing documents and any other offense deemed a dereliction of duty.

1. **REMOVAL BY SENATE.** Any member of the Graduate Student Senate may author a piece of legislation seeking the removal of a committee officer. Such legislation shall include language that specifies on what ground the officer is to be removed. Legislation is to be seen at the next general meeting and shall be placed under “Special Orders” to be seen by Committee of the Whole.

H. RESIGNATION. Should a committee officer choose to resign from service as an officer, they shall submit to the Chair of the Graduate Student Senate a written and signed resignation. Resignation from a committee office shall not imply resignation from membership of the committee, nor shall resignation from membership imply resignation from the Graduate Student Senate.

- I. **VACANCY.** The ordinary rules of succession shall apply following the removal or resignation of any officer. The order of succession shall be as follows: Vice Chair; Secretary; and the remaining committee members by seniority, which shall be defined by one’s period of service in the Graduate Student Senate.
- J. **EXPULSION.** Any Committee officer shall be eligible for expulsion from the office upon accruing a number of absences that would cause a regular member of the Graduate Student Senate to be eligible for expulsion or failure to perform their duties.
- K. **TERM.** All committee officers shall serve for a term of one (1) academic year, in accordance with the nomination and voting process provided elsewhere in these Bylaws.

SECTION 9. Ad Hoc and Joint Committees

- A. AD HOC COMMITTEES. Ad hoc committees may be formed to resolve issues which are not under the normal purview of a standing committees or are of sufficient intricacy to require special attention. Ad hoc committees may be formed to consider only a single core issue and shall dissolve upon a given date of expiration.
- B. REQUIREMENTS TO CREATE AD HOC COMMITTEES. Any Senator of the Graduate Student Senate may author an act of procedure to create an ad hoc committee, whereby such act must contain various sections that provide the following in the order provided:
 1. Name of the ad hoc committee;
 2. Committee leadership roles and identity, either by name or current office, of which persons shall assume such roles;
 3. Description of the role and responsibilities of the chair of the committee;
 4. Description of the role and responsibilities of the vice chair of the committee, but such information shall be optional;
 5. Description of the role and responsibilities of the secretary of the committee, which shall at all times include the function of taking minutes at all meetings of the committee;
 6. Minimum and maximum number of persons necessary for the committee to operate;
 7. Identities, either by name or current office, of those persons which shall comprise the committee, of which such identities may be left blank to be filled later by friendly amendment of the body of the Graduate Student Senate;
 8. Requirements for quorum;
 9. Date and time of regularly-scheduled meetings of the committee or the minimum number of meetings that must be held within a given period of time or before expiration of the committee;
 10. Description of the functions and specific responsibilities of the committee, which shall also describe any deliverables to be completed by the committee;
 11. Date and time whereby such deliverables must be presented to the body of the Graduate Student Senate and/or other relevant entities, but such section shall be optional; and
 12. Permission for a continuance of the committee prior to its expiration, upon its expiration, or both, but such section shall be optional.
- C. CONTINUANCES OF AD HOC COMMITTEES. If an act of procedure to create an ad hoc committee permits a continuance of the committee, the committee may be renewed for a length of time and its composition and scope altered by the body of the Graduate Student Senate without need for a new act of procedure regarding such committee, only if such continuance is issued in accordance with Subsection C of this Section 10.
 1. TIME FOR CONTINUANCES. If an ad hoc committee may be issued a continuance before its expiration, such procedures shall be followed at any general meeting of the Graduate Student Senate occurring between the committee's date of creation and its date of expiration. If an ad hoc committee may be issued a continuance upon its expiration, such procedures shall be followed at the general meeting of the Graduate Student Senate occurring upon or immediately following its date of expiration.

- D. PROCEDURES FOR GRANTING CONTINUANCES. At the time for a continuance of an ad hoc committee, as provided in Subsection B of this Section 10, the following procedures must be adhered:
1. MOTION. Any member of the Graduate Student Senate may make a motion to suspend the rules and move to reconsider the initial act that created such ad hoc committee.
 2. AMENDMENTS. Upon a second to such motion to reconsider, the body of the Graduate Student Senate may amend the legislation regarding the committee's length of time, composition and scope.
 3. ISSUE OF CONTINUANCE. Such amendment process shall terminate upon the making of a motion to move to a roll call vote, whereby a simple majority of the body of the Graduate Student Senate shall be necessary to issue a continuance.
- E. JOINT COMMITTEES. Joint committees consisting of members of both the Graduate Student Senate and the Undergraduate Student Congress shall be formed at the recommendation of the SGA President or in accordance with the SGA Constitution, which shall govern all procedures of the joint committee.

SECTION 10. Business and Rules of Order

- A. The Graduate Student Senate shall meet regularly as designated by the Executive Committee of the Graduate Student Senate.
- B. The Graduate Student Senate may from time to time promulgate and adopt Standing Rules of Order.
- C. Photocopies of legislation may be provided at the discretion of the Chair of the Graduate Student Senate.
- D. An overhead version of all legislation must be furnished to the Graduate Student Senate or such legislation shall be out of order.

SECTION 11. Standing Rules of Order

- A. The Graduate Student Senate may adopt Standing Rules of Order to govern procedure by a two-thirds (2/3) majority vote of the Active Membership.
- B. The Graduate Student Senate may from time to time amend the Standing Rules of Order by a two-thirds (2/3) majority vote of the Active Membership.

SECTION 12. Amendments to the Bylaws and Constituent Documents

- A. APPLICATION OF CONSTITUENT DOCUMENTS. The SGA Constitution and SGA Code Annotated shall comprise the Constituent Documents.
 1. PROCEDURES TO AMEND. Any provision of these Constituent Documents may be amended. Any member of the Graduate Student Senate may propose an amendment to the Constituent Documents by an act of procedure.
 2. IDENTIFICATION OF AMENDMENT. Any such act proposing to amend the Constituent Documents must clearly identify the proposed change, whereby underline font shall indicate an addition and strikethrough font shall indicate an elimination. If an act shall

amend a provision in its entirety, it may indicate as such and provide the new language in underline font.

3. REVIEWAL PROCEDURES. Such acts must be submitted to the Internal Affairs Committee for review, which shall ensure such amendment does not conflict with any other provision of the Constituent Documents. The Internal Affairs Committee shall be added to such act as a co-author and submit the act on the author's behalf to the Executive Committee of the Graduate Student Senate upon the conclusion of its review.
 4. PASSAGE. Amendments to the Constituent Documents shall only be accepted upon a two-thirds (2/3) majority vote of the body of the Graduate Student Senate.
 5. SUBMISSION TO OTHER LEGISLATIVE BODY. Upon passage by the body of the Graduate Student Senate, such act shall be submitted to the Congressional Administration Committee of the Undergraduate Student Congress for consideration.
- B. APPLICATION OF BYLAWS. The Bylaws of the Graduate Student Senate shall be attached to and treated as an integral part of the SGA Constitution, wherefore any provision of such Bylaws shall be of full force and effect upon the body of the Graduate Student Senate, provided that such provision does not conflict with any provision of the Constituent Documents.
1. PROCEDURES TO AMEND. Any provision of the Bylaws of the Graduate Student Senate may be amended. Any member of the Graduate Student Senate may propose an amendment to these Bylaws by an act of procedure. Alternatively, any Graduate Student of the University of Oklahoma may initiate a public referendum to amend these Bylaws by providing a petition signed by one hundred (100) Graduate Students, which shall be submitted to the Chair of the Internal Affairs Committee, who shall in turn author an act of procedure making such proposed amendment.
 2. IDENTIFICATION OF AMENDMENT. Any such act proposing to amend these Bylaws must clearly identify the proposed change, whereby underline font shall indicate an addition and strikethrough font shall indicate an elimination. If an act shall amend a provision in its entirety, it may indicate as such and provide the new language, wherefore use of the aforementioned fonts is unnecessary.
 3. REVIEWAL PROCEDURES. Such acts must be submitted to the Internal Affairs Committee for review, which shall ensure such amendment does not conflict with any other provision of these Bylaws or the Constituent Documents. The Internal Affairs Committee shall be added to such act as a co-author and submit the act on the author's behalf to the Executive Committee of the Graduate Student Senate upon the conclusion of its review.
 4. PASSAGE. Amendments to these Bylaws shall only be accepted upon a two-thirds (2/3) majority vote of the body of the Graduate Student Senate.
 5. SEVERABILITY. If any word, phrase, paragraph, or section of the Bylaws of the Graduate Student Senate shall be found to be invalid or illegal by any body of competent jurisdiction, all other remaining words, phrases, paragraphs, and sections not affected shall remain in force.

SECTION 13. Policy Statement for the Administration of the GSS Foundation Account

- A. This endowment is to be operated by the University of Oklahoma Foundation and shall assist the research and creative work of Graduate Students at the University of Oklahoma.
- B. The yearly interest on the principle of the endowment shall be distributed in the following manner:
 - 1. Seventy-five percent (75%) shall be used in fulfillment of Section 11, Subsection D; and
 - 2. Twenty-five percent (25%) shall be reinvested into the fund principal.
- C. This distribution shall be dependent upon the yield of the fund and the current fiscal responsibilities of the Senate.
- D. Applications made available through the Graduate Student Senate to all interested parties shall be reviewed by a Graduate Student Senate sub-committee appointed for that purpose. Guidelines for the use of these funds shall be established by the Graduate Student Senate sub-committee, subject to the approval of the full Graduate Student Senate, in an effort to provide for the needs of as many Graduate Students as possible.
- E. This endowment is intended to supplement the operation of the Graduate Student Senate Research and Creative Activity Grant Awards.