

Bylaws of the
Purdue Graduate Student Government
West Lafayette, Indiana

Introduction

These Bylaws outline the day-to-day operating procedures for the conduct of the PGSG's business, with respect to the Constitution and Parliamentary Authority for that organization. Definitions and abbreviations are the same as those outlined in the PGSG Constitution.

I. Derivation of Authority

The following document constitutes the Bylaws of the PGSG and the operational guidelines for PGSG and its subsets, as authorized in the Constitution.

II. Operations of the PGSS

11.A. Meetings

1) Order of Business at PGSS Meetings

a) Call to Order

- i) The meeting shall be called to order by the Chair.

b) Roll Call

- i) The Senate Clerk shall record attendance, ensuring the presence of a quorum and informing the chair of any lack thereof.
- ii) If a quorum is not present, no business may be conducted and the agenda is immediately and without objection amended to strike the approval of minutes, old business, and new business. The lack of a quorum shall be announced by the Senate Chair.
- iii) Once quorum has been verified, it shall be announced by the Senate Chair.

c) Approval of Minutes

- i) Minutes shall be taken of all PGSS meetings by the Senate Clerk or, in the absence of the Senate Clerk, the Senate President Pro-Tempore.
- ii) Minutes shall follow the template provided in the Appendix to this document.
- iii) Minutes of the previous meeting shall be approved by a majority vote.
- iv) Before the vote is taken, the minutes under consideration shall be read by the Senate Clerk. If no member objects, the reading of the minutes may be waived. If objection is heard, a motion will be considered to waive the reading, which shall pass by a majority vote.
- v) Once read, the minutes may be amended or approved as read by a majority vote. Approval of the minutes as amended requires a majority vote and does not require that the minutes be reread.
- vi) The minutes shall be made available to all members of the PGSS within a timely manner following the adjournment of the meeting.

d) Approval of the Agenda

- i) An agenda shall be established by the Senate Chair and distributed prior to each meeting of the PGSS.
- ii) The agenda shall follow the Order of Business established in the Bylaws.
- iii) The agenda for the current meeting shall be approved by a majority vote of the PGSS.
- iv) The Senate Chair shall announce the approval of the agenda and call for any additions or changes to the agenda.

- v) The agenda may be amended or approved by a majority vote. Approval of the agenda as amended requires a majority vote.
- e) Officer Reports
 - i) Officer Reports shall include the activities of the Executive Board members since the last meeting.
 - ii) Prior to the start of each meeting, Officer Reports shall be filed with the Senate Clerk and the Senate.
 - iii) The Senate Clerk shall include all such reports in the meeting minutes.
 - iv) At the discretion of the Senate Chair, any or all such reports, or elements thereof, may be presented on the floor by the Officer. Reports shall be limited to three (3) minutes each. Each report shall be followed by a period for questions of the committee or team chair. Questions must be pertinent to the Officer's report and shall follow the general guidelines for the questions period of debate, as outlined later in this document. In the event that the questions period is ended by a majority vote of the Senate, the Senate Chair shall announce that questions are closed and the Senate shall move on to the next report.
- f) Committee and Team Reports
 - i) Committee and Team Reports shall include the activities of the committee or team since the last meeting.
 - ii) Prior to the start of each meeting, Committee and Team Reports shall be filed with the Senate Clerk and the Senate Chair.
 - iii) The Senate Clerk shall include all such reports in the meeting minutes.
 - iv) At the discretion of the Senate Chair, any or all such reports, or elements thereof, may be presented on the floor by the Chair of the relevant committee, or by the Vice Chair in the absence of the Chair. Reports shall be limited to three (3) minutes each. Each report shall be followed by a period for questions of the committee or team chair. Questions must be pertinent to the Committee's report and shall follow the general guidelines for the questions period of debate, as outlined later in this document. In the event that the questions period is ended by a majority vote of the Senate, the Senate Chair shall announce that questions are closed, and the Senate shall move on to the next report.
- g) Other Reports at the Discretion of the Chair
- h) Old Business
 - i) Old Business shall be any business pertaining to the PGSS or PGSG as a whole which was tabled or postponed from preceding meetings, activities, or events undertaken since the last meeting.
 - ii) The order of consideration of old business shall be determined by the Chair of the Senate and listed on the agenda.
 - iii) A motion may be made to amend the orders of consideration. The motion must be seconded. The Chair of the Senate and the author of the motion may comment on the motion at this time, each not to exceed one (1) minute; no other debate shall be allowed. This motion requires a majority to pass.
 - iv) Each item shall, according to the agenda, be taken from the table and discussed in turn. Motions to take up items from the table shall be taken without objection. If objection is heard, a majority vote will be required to take the item from the table.

- v) Those items requiring extensive, structured debate or a vote shall be handled in accordance with the procedures for consideration outlined in the Bylaws.
- vi) Excepting incidental, privileged, and subsidiary motions, no new motions may be introduced at this time.
- i) **New Business**
 - i) New Business shall be any business brought up for the first time.
 - ii) The order of consideration of new business shall be determined by the Chair of the Senate and listed on the agenda, in so far as it may be known in advance.
 - iii) A motion may be made to amend the orders of consideration. The motion must be seconded. The Chair of the Senate and the author of the motion may comment on the motion at this time, each not to exceed one (1) minute; no other debate shall be allowed. This motion requires a majority to pass.
 - iv) Each item shall, according to the agenda, be addressed. Any items requiring an immediate vote or debate shall be handled in accordance with the procedures for consideration outlined in the Bylaws.
 - v) Any business which cannot be satisfactorily resolved within the time allotted may be tabled, to be reconsidered during old business at the next Senate meeting.
- j) **Reports of University Committees and Boards**
 - i) Reports of University Committees and Boards shall be filed with the Senate Chair and Senate Clerk prior to the start of each Senate meeting.
 - ii) The Senate Clerk shall include all such reports in the meeting minutes.
 - iii) At the discretion of the Senate Chair, any or all such reports may be presented on the floor by the appropriate representative. Reports shall be limited to three (3) minutes each. Each report shall be followed by a period of questions of the representative. Questions must be pertinent to the representative's report and shall follow the general guidelines for the questions period of debate, as outlined later in this document. In the event that the questions period is ended by a majority vote of the Senate, the Chair shall announce that questions are closed and the Senate shall move on to the next report.
- k) **Announcements**
 - i) Announcements shall be brief statements of upcoming activities, meetings, or other PGSG related events.
 - ii) Announcements may be presented by any present member of the PGSG, at the discretion of the Chair.
 - iii) Announcements shall be limited to three (3) minutes each. Each announcement shall be followed by a period for questions of the announcer, which shall not exceed two (2) minutes.
- l) **Adjournment**
 - i) The Chair shall entertain a motion to adjourn following the completion or tabling of all business.
 - ii) The motion to adjourn shall be passed on a majority vote. Upon passage, the Chair will immediately announce the adjournment.
- 2) **Speaking Privileges**
 - a) All officers of the PGSG shall have full speaking privileges. These include:
 - i) Senators and Alternates sitting as Senators.
 - ii) Executive Board Members.

- iii) Non-voting Members of the Senate
 - iv) All persons with business before the Senate shall have full speaking privileges during the consideration of that business. This includes but is not limited to guest speakers and appointees awaiting approval.
 - v) Speaking privileges do not include voting privileges. Voting privileges are granted only to Senators, Alternates acting as Senators, and, as defined in the Constitution, the Senate Chair only when their vote would affect the outcome of the vote.
 - vi) Any member who has speaking privileges and who has been granted the floor may yield any or all of their allotted speaking time to any other person present, subject to the same limitations of debate outlined in these Bylaws.
- 3) Meeting Procedures
- a) Once quorum has been verified, no additional calls to establish quorum shall be permitted.
 - b) The PGSSG Bylaws may be suspended by a majority vote during a meeting of the PGSS not to exceed the duration of the meeting in which the suspension is introduced.
 - c) Any motion, excepting those to amend the constitution, may be accepted by the PGSS through unanimous consent.
 - d) Motions made during the course of the debate which are intended to slow, stall, or otherwise confuse and undermine the principles of the debate, at the discretion of the Senate Chair, shall not be recognized.

II.B. Attendance and Disciplinary Actions

1) Meeting Attendance

- a) Attendance shall be required of all Senators at all regular meetings of the PGSS. In the event that a Senator is unable to attend a regular meeting, the appointed Alternate may satisfy the attendance requirement. In the event that neither the Senator nor Alternate can attend, another graduate student from the same department may be requested to fulfill the duties of the Senator for the duration of that regular meeting.
- b) Departure from the regular meeting prior to adjournment shall be counted as an unexcused absence, at the discretion of the Secretary. In the event that a Senator must leave early, the appointed Alternate may satisfy the attendance requirement for the duration of the regular meeting. If neither Senator nor Alternate is able to attend the full regular meeting, another graduate student from the same department may be requested to fulfill the duties of the Senator for the duration of the regular meeting.
- c) The sitting Senator shall inform the Senate Clerk and Senate Chair of their expected absence or early departure and provide the name of the Alternate or other graduate student who will be attending in their place. Such notice must be given prior to the start of the regular meeting from which the Senator will be absent.
- d) Absences or early departures for medical or academic reasons shall be excused, at the discretion of the Senate Chair. All other absences shall be recorded as unexcused.
- e) Failure to notify the Senate Clerk and Senate Chair or failure of the appointed Alternate or proxy to attend on behalf of the Senator shall constitute an unexcused absence of the Senator.

2) Committee and Team Attendance

- a) Each Senator is required to serve on at least one (1) committee.
- b) Attendance by the Senator is required at all meetings of the assigned committee(s).

- c) Should a Senator be unable to attend a meeting of an assigned committee, it is the duty of the Senator to notify the appropriate Committee or Team Chair as soon as possible but not later than the beginning of the meeting from which the Senator will be absent.
 - d) Absences for medical or academic reasons shall be excused, at the discretion of the Committee or Team Chair. All other absences shall be recorded as unexcused.
 - e) If the Committee or Team Chair does not feel the reason for the absence to be appropriate, they shall notify the Senator of the refusal within a reasonable timeframe. In such case, the absence will not be excused.
 - f) Failure to notify the Committee or Team Chair of a planned absence or absence for an unexcused reason shall constitute an unexcused absence of the Senator.
- 3) Forgiveness of Unexcused Absences
- a) Unexcused absences due to sudden illness, accident, or family emergency can be waived:
 - b) At the discretion of the Executive Board, by a majority vote, in the case of absence from a meeting of the Senate.
 - c) At the discretion of the appropriate Committee or Team chair in the case of an absence from a Committee or Team meeting.
 - d) If the Senator disagrees with the opinion of the Committee or Team Chair or Senate Clerk regarding an unexcused/excused absence, they may petition the Executive Board, who, at the next meeting of the Executive Board, shall hear brief statements from both the Senator and the Committee or Team Chair or Secretary and then, by a majority vote, may either approve or reject the excuse.
 - e) If the Senator disagrees with the opinion of the Executive Board, they may file a petition with the Senate in the form of legislative action.
- 4) Disciplinary Actions
- a) Senators accruing two (2) unexcused absences within their term of office shall be considered “not in good standing.”
 - b) Any Senator who is expelled from their assigned committee or team or who is denoted as not having served, as defined under Operations of Committees, is immediately placed on “not in good standing”.
 - c) It is the duty of the Senate Clerk to inform the Senate Chair and President in the event of a Senator’s placement on “not in good standing” status. It is the duty of the Senate Chair to then notify the Senator in writing of their “not in good standing” status.
 - d) A Senator who is on “not in good standing” status is not properly representing the department and is ineligible for nomination to any higher office of the PGSS or PGSG.
 - e) A Senator who holds a position of leadership within the Senate or their Committee, as defined in the Constitution, shall, upon placement on “not in good standing” status, be immediately removed from that position.
 - f) A Senator “not in good standing” who accrues a third unexcused absence within the same term of office shall be automatically expelled from the Senate unless they successfully appeals any or all of the three unexcused absences to the Executive Board or Senate. The Senate Chair shall notify the Senator in writing of their pending expulsion following the third unexcused absence. The Senator shall then have one week following this notification to begin an appeal. If no appeal is brought within this time, the Senator is immediately and automatically expelled from the Senate. The Senate Clerk shall inform the Senator and Executive Board of the Senator’s expulsion and the Senate Chair shall announce the vacancy at the next meeting of the PGSS. The Senate Chair shall notify the

Senator's constituency or Department Head, in writing, of the removal of the Senator from office and the department will be given the opportunity to select a new Senator.

II.C. Parliamentary Procedures

1) Introduction of Legislation

- a) All bills, as defined in the Constitution, must follow the Bill Template provided in the Appendix of this document.
- b) All resolutions, as defined in the Constitution, must follow the Resolution Template provided in the Appendix of this document.
- c) All bills and resolutions must be submitted in electronic form to the Senate Chair and the Senate Clerk prior to introduction.
- d) All new legislation shall be distributed to all members present at the Senate meeting prior to introduction.
- e) All legislation must be sponsored by a voting member of the Senate. The Senate Chair may not serve as a sponsor of legislation.
- f) Any new legislation shall be read aloud during New Business and seconded by a Senator who is not an author or sponsor of the legislation. A motion to waive the reading may be made and approved without objection or by a majority vote of the Senate.
- g) All new legislation must have been reviewed by the Legislative Review Committee prior to introduction, excepting legislation which is adopted as Emergency Legislation and thereby subject to the requirements and procedures listed in the relevant section of this document.
- h) Once read, the Senate Chair shall assign a number to each new piece of the legislation.

2) Introduction of Emergency Legislation

- a) Resolutions deemed emergency legislation must be of an extremely time sensitive nature and may be introduced as such only if the following conditions are met:
 - i) A quorum of the Senate is present.
 - ii) The legislation includes a clause demonstrating the necessity for immediate consideration.
 - iii) The legislation has been submitted in electronic form to the Senate Chair and the Senate Clerk prior to introduction.
 - iv) The legislation has been distributed to all members present at the Senate meeting prior to introduction.
- b) A motion shall be made during New Business to introduce the emergency legislation. The legislation shall be read in its entirety and seconded by a Senator who is not an author or sponsor of the legislation. A motion to waive the reading shall not be allowed.
- c) Following a second, the Senate shall hold a procedural vote to consider the legislation as emergency legislation. There shall be no debate on this motion. Following approval by a majority vote, the Senate Chair shall assign the legislation a number and refer the legislation to the floor for consideration following all new business on the agenda. Should the procedural vote fail, the legislation will be referred to the Legislative Review Committee for normal consideration.

3) Legislation Proposing Constitutional or Bylaws Amendments

- a) Legislation proposing Constitutional or Bylaw amendments shall not be accepted as emergency legislation and must fulfill all requirements for such legislation as outlined in the Constitution and Bylaws.

4) Committee Consideration of Legislation

- a) Prior to introduction, all legislation, excepting Emergency Legislation, shall be discussed and voted on by members of the Legislative Review committee during at least one (1) committee meeting at which the author(s) or sponsor(s) of the legislation are present.
 - b) If the author(s) or sponsor(s) are unable to attend a meeting of the committee, they may select another Senator to serve as an Alternate Sponsor of the legislation.
 - c) The author(s) or sponsor(s) may also give their written consent prior to the meeting for the committee to consider legislation in their absence.
 - d) The committee may, during the course of their discussions, amend the legislation by a majority vote with assent from the author(s) or sponsor(s).
 - e) The Parliamentarian shall determine whether the legislation is Constitutional or Unconstitutional, where constitutionality refers to accordance with the PGSG Constitution, PGSG Bylaws, and overarching Purdue University policies.
 - f) The Chair of the Legislative Review Committee, or their designee, shall provide a report at the next Senate meeting summarizing the ruling on constitutionality of the committee, the outcome of any vote, and any considerations of the committee, either during the Committee Report or after introduction of the legislation, as appropriate.
 - g) Considerations shall include, but is not limited to, implications and proposed amendments of the proposed legislation.
 - h) The Chair of the Legislative Review Committee shall inform the Senate Chair of the legislation's constitutionality and the legislation shall be added to the agenda for consideration during new business of the next meeting of the Senate.
- 5) Procedure for Consideration of Legislation and Business for Debate
- a) The Chair of the Senate shall announce which legislation or discussion item is up for consideration according to the agenda.
- 6) Presentation of Legislation and Business
- a) In the case of legislation, the sponsor of the Legislation shall present a report no longer than three (3) minutes detailing an explanation of the legislation. The sponsor, at their discretion, may yield all or part of this report to another Senator, Committee or Team Member, or Executive Officer.
 - b) In the case of a non-legislative discussion item, the Chair of the relevant committee or team or the relevant Executive Officer (the "Presenter") shall give the sponsor report. In the Presenter's absence, another member informed on the issue may give this report. The Presenter, at their discretion, may yield all or part of this report to another PGSG member.
 - c) Following the sponsor report, the Chair of the Legislative Review Committee shall present a report no longer than three (3) minutes detailing the committee's ruling on constitutionality and an explanation of the legislation, any amendments made in committee, considerations of the committee, as well as any other information deemed necessary by the committee chair.
 - d) Following the Committee report, the President shall present a report no longer than three (3) minutes, outlining any details which they deems pertinent to the discussion. Such details include historical action on similar issues, current University initiatives, or the results of any meetings with University administrators or other persons.
 - e) The speaker or any other member of the Senate may motion to allow more time for any of these reports, if deemed necessary. There shall be no debate on this motion and the motion shall be carried without objection or, if objection is heard, on a majority vote.

- 7) Debate Structure for Consideration of Legislation or Business - Debate shall consist of a period of questions followed by a period of discussion.
 - a) Debate – Questions
 - i) The questions period shall be reserved for questions seeking further information on the topic under debate. Questions may be posed to any person present.
 - ii) Discussion shall not be permitted during the questions period. Leading questions meant to provide a forum for discussion, at the discretion of the Senate Chair, shall not be permitted.
 - iii) All those with speaking privileges shall be allowed to ask questions, not to exceed two (2) minutes per instance. No member wishing to ask an additional may do so until all members wishing to do so have spoken their turn. Speakers may signify their desire to ask questions by raising a hand or a placard to gain the attention of the Senate Chair.
 - iv) Persons to whom a question has been posed shall be permitted to immediately respond to the question at hand, not to exceed three (3) minutes in their response. If the person feels that another present may be better able to answer the question, they may request that the question be redirected, which shall be granted at the discretion of the Chair. In the event that no person is named as the subject of the question, the Senate Chair may choose to answer the question or redirect to whosoever may be best able to provide an answer.
 - v) Follow up questions seeking clarification from the answering party shall be granted at the discretion of the Senate Chair.
 - vi) The Senate Chair shall maintain a list of speakers, with speaking order granted in the order in which they are noticed and recorded by the Senate Chair. At the discretion of the Senate Chair, Executive Officers may be granted speaking order priority, but will be limited to the same rules of debate as all other speakers.
 - vii) The speaker may not begin their question until recognized by the Senate Chair.
 - viii) When there are no additional speakers on the speaker list, the Chair shall announce that questions are closed and the Senate shall move on to discussion.
 - ix) Speakers wishing to end the questions period before exhausting the speaking list may, when recognized, motion to close questions. The motion shall require a second, shall not have debate, and shall be carried by a majority vote. Upon passage of the motion, the Senate Chair shall announce that questions are closed and the Senate shall move on to discussion.
 - b) Debate – Discussion
 - i) All those with speaking privileges shall be allowed to speak, not to exceed two (2) minutes per instance. No member wishing to speak an additional time may do so until all members wishing to do so have spoken their turn. Speakers may signify their desire to speak by raising a hand or a placard to gain the attention of the Senate Chair.
 - ii) The Senate Chair shall maintain a list of speakers, with speaking order granted in the order in which they are noticed and recorded by the Chair. At the discretion of the Senate Chair, Executive Officers may be granted speaking order priority, but will be limited to the same rules of debate as all other speakers.
 - iii) The speaker may not begin their discussion until recognized by the Senate Chair.

- iv) Speakers wishing to postpone further debate until the next meeting, and in doing so, postpone debate before exhausting the speaking list may, when recognized by the Senate Chair, motion to table the current question until the next meeting.
 - v) No legislation may be tabled if the postponement of the legislation prevents implementation of the legislation.
 - vi) The motion shall require a second, shall not have debate, and shall be carried by a two-thirds majority vote.
 - vii) Upon passage of the motion, the Senate Chair shall announce that the question has been tabled and it shall be added to the Old Business of the next meeting.
 - viii) Speakers wishing to end the debate period before exhausting the speaking list may, when recognized by the Chair, motion to close debate. The motion shall require a second, shall not have debate, and shall be carried by a two thirds majority vote. Upon passage of the motion, the Chair shall announce that debate has been closed and the Senate shall vote.
 - ix) Once debate has been closed, the Senate shall be in line for a vote. The object and method of the vote shall be clearly stated by the Chair of the Senate.
- 8) Procedure for Consideration of Appointments
- a) An appointee is encouraged but not required to be present at the meeting of the Senate for the Senate to consider their appointment.
 - b) The person responsible for the appointment will make a report detailing the nature of the appointment and the qualifications of the appointee, not to exceed two (2) minutes.
 - c) The appointee may then make a statement regarding their appointment, not to exceed two (2) minutes.
 - d) The floor will then be opened for debate.
 - e) Debate shall follow the structure for debate of motions and legislation, as discussed in the previous section, with the following change:
 - f) The questions period shall consist only of questions of the person responsible for the appointment and of the appointee under consideration.
- 9) Voting Procedures
- a) Voting shall be conducted by acclamation, where “Aye” shall signify support and “Nay” signify opposition.
 - b) If deemed appropriate by the Senate Chair, voting may be taken by unanimous consent. The Senate Chair shall announce that the motion is to be carried without objection and shall allow a reasonable amount of time to pass before declaring the motion carried. If objection is heard, voting shall be taken by acclamation.
 - c) If division is heard, the vote shall be retaken by a countable method (a rising vote, roll call vote, show of hands, or secret ballot) as deemed appropriate by the Senate Chair. If any Senator opposes the method selected by the Chair, they may voice their objection to the decision and the vote shall be taken by roll call.
 - d) Votes to amend or ratify the Constitution or to ratify the Bylaws shall be taken by electronic device, or in the absence of such, by ballot.
 - e) The results of all counted votes shall be recorded in the minutes.
 - f) There shall be no limits on debate beyond those outlined in these procedures or imposed by a motion and vote of the Senate. Any such limits imposed by action of the Senate shall be in effect only for the duration of the meeting, unless documented in writing and expressly stated as a standing rule of the Senate.

- 10) Procedure for Joint Resolutions with Purdue Student Government
 - a) All legislation may be referred to PSG for action as a joint resolution. Such referral will be accompanied by appropriate language within the text of the resolution or legislation.
 - b) Upon passage by the PGSG senate, all referred legislation shall be delivered to PSG by the Senate Chair.
 - c) Should disagreement occur between PSG and PGSG on referred legislation, the President of PGSG or appointed designees and appropriate PSG representatives shall meet to reconcile differences.
 - d) The President of PGSG or appointed designees and appropriate PSG representatives shall propose reconciled language for final action in PGSG and PSG. The reconciled legislation is not amendable upon consideration.
 - e) Upon approval by both PGSG and PSG, the legislation shall be formatted into the joint resolution template by the originating sponsor and submitted to the respective Presidents for signature and action.
 - f) This same procedure will be followed for legislation referred to PGSG by PSG. The Legislative Review Committee will be informed of all referred legislation.

III. Operations of Committees

III.A. Committee and Team Structure and Leadership

- 1) Committees and Teams may be established or dissolved in accordance with the PGSG Constitution.
- 2) Membership on all PGSG committees and teams, except the Executive Board and Elections Committee, whose membership is explicitly defined by the PGSG Constitution and this document, shall be open to all members of PGSG.
- 3) Each committee and team shall elect from among its members a Chair, Vice Chair(s), and Recorder.
 - a) The Chair shall:
 - i) Preside over all meetings of the committee.
 - ii) Report on the actions of the committee or team at each meeting of the Executive Board and Senate.
 - iii) Serve as an Associate Vice President of PGSG for their respective committee or team, and serve as a voting member of the Executive Board, except where prohibited by the PGSG Constitution or this document.
 - iv) Have the power to appoint directors as needed to assist with functions of the committee or team with the approval of the PGSG Executive Board.
 - v) Have the power to appoint additional positions, below the level of directors, as needed to assist with functions of the committee or team.
 - b) The Vice Chair shall preside over the meetings of the committee or team in the absence of the Chair. The Vice Chair must be elected from the Directors within the committee or team.
 - c) The Recorder shall keep minutes of every meeting of the committee or team and submit them to the Senate Chair within one (1) week of each meeting. The minutes must follow the template for PGSS Minutes provided in the Appendix of this document.
- 4) All committees and teams, designated as such upon their formation by the Senate, shall establish a Code of Operations to better define their purpose, structure, and internal operations.

- 5) All ad hoc committees shall have their purpose defined upon their formation by the Senate. The existence of all ad hoc committees and their stated purpose(s) shall be reviewed by the Senate at the last meeting of every semester.
- 6) Any decision or action of a committee or team may be reviewed, retracted, rescinded, or otherwise overturned by legislative action of the Senate.
- 7) Exceptions to these rules are the Executive Committee and Elections Committee, each of which follow a specific set of unique guidelines outlined in the Constitution and in this document.
- 8) Committee and Team Assignments
 - a) Senators may provide requests for committee or team assignment to the Vice President for Operations within one (1) week after the first PGSS meeting of the academic year or, if taking office mid-year, within one (1) week of their installation. The Vice President for Operations will then have one (1) week to appoint Senators to committees or teams and submit an updated list of committee members to the appropriate Committee or Team Chairs.
 - b) Senators wishing to switch committee or team assignments may file a Change Committee Request, included in the Appendix of this document, with the Executive Board. It is highly encouraged, though not required, that the Senator attend the Executive Board meeting at which their request is to be heard. The Executive Board may approve the request by a majority vote and, if the Senator is not present at the meeting, shall report the decision to the Senator within three (3) days of the Executive Board meeting.
 - c) A committee or team may, by a majority vote of its members, remove a committee or team member from membership on the committee or team. In the event that a Senator is removed in this way, they shall not receive credit for having served on that committee or team and will be placed on “not in good standing”. The Senator must then contact the Vice President for Operations for a new committee or team assignment no later than the next PGSS meeting.
- 9) Meetings
 - a) Committees shall have one (1) regular meeting following each meeting of the PGSS but prior to the next Executive Board Meeting.
 - b) All members are required to attend all meetings of their assigned committee(s), as detailed in Section II.B. - Attendance.
 - c) The Committee or team Chair and Vice Chair shall be responsible for setting and communicating the date of the next committee or team meeting at least seven (7) days in advance of the meeting. If the Chair or Vice Chair fails to schedule the meeting, it shall be counted as an unexcused absence of the Chair or Vice Chair, as detailed in Section II.B. - Attendance.
 - d) If the Chair or Vice Chair fails to schedule a meeting, the remaining committee or team members should contact and coordinate with the Vice President for Operations to schedule a meeting. Failing to do so shall result in an unexcused absence for all members of the committee, as detailed in Section II.B. - Attendance.
 - e) Any committee or team member who does not attend at least half (1/2) of the committee or team meetings during a given term shall be declared as not having served on that committee. Any Senator declared as such will be placed on “not in good standing.”

III.B. PGSS Teams

- 1) Career Team

- a) The Career Team is tasked with developing, implementing, and maintaining programs and events geared toward the continual professional growth of Purdue graduate students within, alongside, and beyond the classroom.
 - b) The Career Team must coordinate the planning and implementation of the PGSG Career Fair.
 - c) The Career Team may add, transfer, or dissolve programs or events as determined by consensus of the team and all relevant parties. The Career Team may not transfer or dissolve the PGSG Career Fair without a majority vote of the Executive Board.
 - d) The Career Team shall provide a report of all projects and events at least once per semester to be published on the PGSG website.
 - e) The Chair of the Career Team shall report to the Vice President for Operations.
- 2) Community Team
- a) The Community Team is tasked with establishing and maintaining relationships with the rest of the Purdue University and the community at large (including but not limited to the cities of West Lafayette and Lafayette, Tippecanoe County, local business and non-profit organizations) with the expressed goal of improving the welfare of graduate life either through advocacy or specialized events.
 - b) The Community Team shall advocate and design policy for graduate student welfare.
 - c) The Community Team shall design and implement programs and events connecting Purdue graduate students with the rest of Purdue University and the community at large.
 - d) The Community Team may add, transfer, or dissolve programs or events as determined by consensus of the team and all relevant parties.
 - e) The Community Team shall provide a report of all projects and events at least once per semester to be published on the PGSG website.
 - f) The Chair of the Community Team shall report to the Vice President for Operations.
- 3) Life Team
- a) The Life Team is tasked with developing, implementing, and maintaining programs and events to build and maintain a strong and diverse graduate student community through social, cultural, and recreational events in a friendly and relaxing atmosphere.
 - b) The Life Team may add, transfer, or dissolve programs or events as determined by consensus of the team and all relevant parties.
 - c) The Life Team shall provide a report of all projects and events at least once per semester to be published on the PGSG website.
 - d) The Chair of the Life Team shall report to the Vice President for Operations.

III.C. PGSG Operational Committees

- 1) Executive Board
 - a) The Executive Board exists and functions as defined in the Constitution.
- 2) Grant Review and Allocation Committee
 - a) The Grant Review and Allocation Committee shall:
 - b) Oversee and facilitate the awarding of all grant and grant-like awards which are administered by PGSG.
 - c) Provide assistance and information to Purdue graduate students and graduate student groups seeking funding from any PGSG grant or grant-like award program.
 - d) Contribute necessary documents to the Finance Handbook as required by the PGSG Bylaws and as requested by the PGSG Treasurer.

- e) The Chair of the Grant Review and Allocation Committee shall report to the PGSG Treasurer, as necessary, of any grants or awards which are approved for distribution, providing any logistical information necessary for the processing of the award.
- 3) Legislative Review Committee
- a) The Legislative Review Committee shall:
 - b) Analyze and revise the Constitution and Bylaws of the PGSG as necessary.
 - c) Develop and encourage parliamentary expertise to assist in the smooth operation of the PGSS.
 - d) Scrutinize and propose amendments to bills and resolutions referred to the committee from the Senate.
 - e) Perform a formal review on the Constitution and Bylaws every second year, which shall be reported to the Senate with recommendations.
 - f) Assist in the resolution of questions pertaining to the scope of activities of the PGSG, PGSS, the Executive Board, and the various PGSG committees, as they are outlined in the Constitution and Bylaws.
 - g) The PGSG Parliamentarian shall be the Chair of the Legislative Review Committee and report to the Senate Chair.
- 4) Elections Committee
- a) The Elections Committee oversees the elections of PGSG Executive Officers, as defined in Section V: Expulsion and Election Procedures.

IV. Expulsion and Election Procedures

IV.A. Expulsion Procedures

- 1) Expulsion of Executive Officers
- a) The PGSG Constitution defines the grounds for expulsion from Executive Officer positions.
 - b) Unexcused absence from two (2) consecutive PGSS meetings shall constitute immediate and automatic grounds for expulsion.
 - c) The President shall provide the accused with written notice of the charges at least two (2) weeks in advance of the Senate meeting in which the motion to impeach will be introduced, and the accused shall have the right to be heard before the Senate. In the event that it is the President who is being impeached, the notice will come from the Senate Chair.
- 2) Succession of Duties
- a) In the event that an Executive Office is removed from office or otherwise leaves office, their duties shall be temporarily assumed by another, as defined in the Constitution, until a Special Election or appointment hearing, as appropriate, can be held to select a replacement.
 - b) The Special Election or appointment hearing must be held no later than two (2) PGSS meetings after the office is vacated.
 - c) Temporary replacements of vacated Executive Officer positions shall be made in accordance with the PGSG Constitution. In the event that a committee or team Chair becomes vacant, the Vice Chair of that committee or team shall fulfill these responsibilities until a permanent replacement is made. In the event that a committee or team Chair assumes the responsibilities of another Executive Officer, the Vice Chair of that committee or team shall assume responsibilities of the Chair until the Chair is able to return to their position or a replacement Chair is duly elected or appointed.

- d) In the event that at least three (3) of the Executive Offices are vacated within the same one (1) month period, a Special Session of the Senate shall be called within two (2) weeks of the third vacation and a Special Election or appointment hearing held immediately to replace the outgoing officers. Notice of this Special Session must be provided at least two (2) weeks prior to the meeting, in accordance with the Constitution.
- 3) Expulsion of Senators and Alternates
 - a) In the event that a Senator or Alternate is found to have exhibited malfeasance or misfeasance, they may be considered for expulsion by the PGSS.
 - b) A third unexcused absence within the same term, while on “not in good standing” status, shall constitute immediate and automatic grounds for expulsion.
 - c) The Chair of the Senate shall provide the accused with written notice of the charges within a reasonable timeframe, and the accused shall have the right to be heard before the Senate.
 - 4) Expulsion of other PGSG Officers
 - a) Expulsion of other PGSG Officers is limited to PGSG positions that are not elected by PGSS.
 - b) For PGSG Officers who are appointed by a PGSG Executive Board member, but not specifically defined in the PGSG Constitution, the PGSG Officer may be removed at will by the appointing PGSG Executive Board Member.
 - c) For all other PGSG Officers, a two-thirds (2/3) vote of the PGSG Executive Board is required to remove the PGSG Officer in question. The PGSG Officer in question may not cast a vote in this decision.
 - 5) Procedures for Expulsion Hearings
 - a) When an officer is accused of misfeasance or malfeasance, the accuser shall make a motion to impeach during New Business.
 - b) The motion shall be immediately tabled until such time as proper notice may be provided to the accused, as defined in the Constitution and Bylaws.
 - c) At the next possible Senate meeting following notification to the accused, the hearing will be brought from the table during Old Business.
 - d) The accuser shall give a report, not to exceed three (3) minutes, detailing the cause(s) for removal from office. The accused shall then give a rebuttal, not to exceed three (3) minutes, countering the charges.
 - e) The floor will be opened for questions of the accuser, the accused, and any other present who may be relevant to the charges raised.
 - f) All with speaking privileges shall be permitted to ask questions, each question and each response not to exceed one (1) minute each. There shall be no limit to the total number of questions permitted.
 - g) The Chair of the Senate shall maintain a list of speakers, with speaking order granted in the order in which they are noticed and recorded by the Chair. At the discretion of the Chair, Executive Officers may be granted speaking order priority.
 - h) The speaker shall not begin their question until recognized by the Chair.
 - i) The floor will then be opened for discussion.
 - j) All those with speaking privileges shall be allowed to speak twice, not to exceed two (2) minutes per instance. No member wishing to speak a second time may do so until all members wishing to do so have spoken at least once. Speakers may signify their desire to speak by raising a hand or a placard to gain the attention of the Chair of the Senate.

- k) The Chair shall maintain a list of speakers, with speaking order granted in the order in which they are noticed and recorded by the Chair. At the discretion of the Chair, Executive Officers may be granted speaking order priority, but will be limited to the same time and number of instances as all other speakers.
- l) The speaker shall not begin their discussion until recognized by the Chair.
- m) When there are no additional speakers on the speaker list or debate has been closed by a majority vote of the Senate, the Chair shall announce that discussion is closed and the Senate shall be in line for a vote.
- n) The vote shall be taken by a roll call, passing by a majority vote.
- o) In the event that the vote is passed, the accused shall be immediately removed from all offices, including positions within any committees on which the accused is serving. As it is a right of all members of PGSG, the accused may remain on any PGSG committees, excepting the Executive Board and any University Boards or Committees to which they may have been appointed.

IV.B. Election Procedures

- 1) Selection of Senators and Alternates
 - a) Senators and Alternates shall be selected in accordance with the selection procedures outlined in the PGSG Constitution.
 - b) Departments may select their representatives by, in order of priority:
 - i) Circulation of a petition and obtaining the signatures of thirty (30) percent of the graduate students in the department, or forty (40) students, whichever is lower.
 - ii) Appointment by the Department Head.
 - iii) Nomination by the Graduate Student Organization of the department.
 - iv) In the event that multiple Graduate Student Organizations exist within the same department and each presents a Senator or Alternate, the seat in question shall remain vacant until a Senator or Alternate is presented through a higher priority selection method.
 - c) Cultural Centers should open a call for graduate student applicants on March 15th annually, and leave this call open until April 15th. The application should include:
 - i) Name, Year, Department
 - ii) Why are you interested in representing this cultural center?
 - iii) Have you been an active member of PGSG in the past?
 - iv) What are some issues you are interested in advocating in PGSG in relation to the
 - v) community that this cultural center serves?
 - vi) Cultural Centers may add other questions as deemed appropriate
 - d) Once the Senator or Alternate is selected, a Nomination Form, provided in the appendix of this document, shall be sent to the Senate Clerk. The Senate Clerk shall notify the Senate Chair of the selection of a new Senator or Alternate. The selected Senator or Alternate shall not be recognized as such until the appropriate forms have been filed.
 - e) Forms for each of the aforementioned selection methods are provided in the appendix of this document.
 - f) In the event that multiple Senators or Alternates are selected for the same seat, preference shall be given first to the highest priority selection method then to the time that the appropriate forms were filed. Among petitions, the highest priority is given to that which has the greatest number of signatures. If more recent forms for an equal or higher priority method are submitted for a seat which is already filled, the sitting Senator or Alternate

shall be notified by the Senate Chair. The sitting Senator or Alternate shall have one month from the date of notification to provide an equal or higher priority selection method than that provided by the challenger. If after one month the sitting Senator or Alternate has failed to provide an equal or higher priority selection method, that Senator or Alternate shall be removed from office immediately upon installation of the newly selected Senator or Alternate.

- g) Senator Alternates shall be notified by the Senate Chair of the duties and requirements of their office and of the date, time, and location of the next meeting of the PGSS. New Senators shall be contacted by the Vice President for Operations soliciting their committee or team assignment request.
- 2) Elections of Senate Officers
- a) The positions of Senate Clerk and President Pro Tempore shall be elected in accordance with the PGSG Constitution.
 - b) All Senate Officers hold their office for a term of one (1) year, until such time as a replacement is elected.
 - c) In the event of a vacancy in any Senate Office, an election shall be held at the next PGSS meeting to elect a replacement.
 - d) Eligible candidates are all PGSG members not currently on “not in good standing” status. Current holders of the office are eligible to seek reelection for as many terms as they are eligible to hold the office.
 - e) A candidate for an officer position must be nominated by a member of the Senate and may be nominated for multiple offices. Senators may nominate themselves. Such nominations shall be opened at the meeting prior to the April elections meeting, and shall remain open until the election of a particular position.
 - f) Each candidate for each position will have two (2) minutes to present their qualifications followed by no more than three (3) minutes of questions from the PGSS. When the question periods for all candidates have concluded, the candidates will be asked to leave the room, upon which time the PGSS will begin a general discussion of candidates lasting no more than three (3) minutes.
 - g) Offices will be elected one (1) at a time, beginning with Senate Clerk, followed by President Pro Tempore, given that both are being elected in the same meeting. Election to any one (1) office immediately removes the candidate from consideration for any subsequent office.
 - h) Officers shall be elected by a majority vote. If no candidates receive a majority of the vote, a run-off shall be held between the two (2) candidates with the largest plurality of votes. No additional speaking time will be allowed. Run-offs shall be decided by a majority vote. Both votes shall be taken by show of hands and counted by the Chair of the Senate and the Secretary. If the counts are not in agreement the vote will be retaken.
 - i) The election of each officer must be approved by a majority vote of the Executive Board. The Executive Board must consider the election at the next meeting of the Board and shall inform the Chair of the Senate and the candidate of their decision. In the event that a candidate is not approved, another election shall be held at the next PGSS meeting to elect a new candidate for that office.
- 3) Elections of Executive Officers
- a) The Elections for Executive Officers shall be held in accordance with the PGSG Constitution and shall be presided over by the Election Coordinator.

- b) Eligibility for Executive Officer positions are outlined in the PGSS Constitution.
 - c) A candidate for an officer position must be nominated by a member of the Senate and may be nominated for multiple offices. Senators may not nominate themselves.
 - d) Each candidate for each position will have five (5) minutes to present their qualifications followed by no more than five (5) minutes of questions from the PGSS. When the question periods for all candidates have concluded, the candidates will be asked to leave the room, upon which time PGSS will begin a general discussion of candidates lasting no more than five (5) minutes.
 - e) Offices will be elected one (1) at a time, beginning with President, followed by the Senate Chair, Treasurer, Chief of Staff, Legislative Affairs Officer, Diversity Officer and Public Relations Officer. Election to any one (1) office immediately removes the candidate from consideration for any subsequent office.
 - f) In all cases, officers shall be elected by a majority vote. If no candidates receive a majority of the vote, a run-off shall be held between the two (2) candidates with the largest plurality of votes. No additional speaking time will be allowed. Run-offs shall be decided by a majority vote. In both cases, votes shall be taken by secret ballot and counted by the members of the Election Committee.
- 4) Election Coordinator
- a) The Election Coordinator shall be a current or outgoing Executive Officer who is not a candidate in the election. In the event that no such Officer is available, the Election Coordinator shall be selected from among the members of the Executive Board. If all members of the Executive Board are seeking election, the Election Coordinator shall be selected from among the PGSS membership.
 - b) The Election Coordinator shall be selected by a majority vote of the Executive Board at an Executive Board meeting prior to the elections.
 - c) The Election Coordinator shall:
 - i) Chair the Election Committee.
 - ii) Preside over the elections of Executive Officers.
 - iii) Announce the winner of all elections over which they preside.
 - iv) Conduct the selection of the Elections Committee, as defined in these Bylaws.
- 5) Election Committee
- a) The Election Committee shall be composed of the Election Coordinator and two (2) Senators chosen at the election meeting after candidates have been nominated but before speeches and questions of the candidates.
 - b) The Election Coordinator shall chair the Election Committee.
 - c) Members of the Election Committee retain their right to vote in the election.
 - d) Selection of Election Committee Senators
 - e) Senators shall be selected by random draw, conducted by the Election Coordinator.
 - f) The random draw shall include all Senators who are in attendance, not on “not in good standing” status, and not candidates in the election.
 - g) The Election Committee shall:
 - i) Count all ballots cast in the election.
 - ii) Conduct a recount of the ballots in the event of an appeal.
- 6) Election Appeals
- a) Any candidate may appeal the election results after they have been announced by the Election Coordinator.

- b) A candidate who appeals the election results shall be entitled to an immediate recount.
- c) The recount shall be conducted by the election committee. All candidates in the appealed election shall be given opportunity to directly observe the entirety of the recount process.
- d) The winner of the recount shall be announced by the Election Coordinator.
- e) The results of the recount shall be final and no additional appeals shall be permitted.

V. PGSG Operations

V.A. Space Management Procedures

- 1) The Senior Administrative Assistant, PGSG Faculty Advisor, and President shall develop and maintain procedures to govern all space acquired by PGSG, including the PGSC. These procedures shall include but are not limited to:
 - a) Space allocation.
 - b) Personnel.
 - c) Space scheduling.
 - d) Emergency response.
- 2) Concerns or discussions of these procedures should be brought to the attention of the Executive Board by the Senior Administrative Assistant.
- 3) Amendments to these procedures shall be agreed to by a two-thirds (2/3) vote of the Executive Board.

V.B. PGSG Finances

- 1) PGSG Annual Budget
 - a) The PGSG Treasurer shall, in accordance with the PGSG Constitution and this document, work with the PGSG Executive Board to assemble the PGSG Annual Budget.
 - b) The PGSG Annual Budget shall be separated into three main areas: Operations Expenses, Internal Spending, and External Spending
 - i) Operations Expenses shall be defined as any expense that is required for the daily operation of PGSG, including but not limited to PGSG Space and Staff.
 - ii) Internal Spending shall be defined as any expense for programs, events, or operations that are coordinated or cosponsored by a PGSG committee or team.
 - iii) External Spending shall be defined as any expense that is allocated to be requested by an outside individual (or individuals) or an organization.
 - c) The amount allocated to Internal and External Spending shall not exceed the amount remaining after Operations Expenses has been allocated. Additionally, the amount allocated to Internal Spending shall not exceed the amount allocated to External Spending.
 - d) The PGSG Annual Budget shall be presented for approval to the PGSS at the final PGSS meeting of the spring semester.
 - e) Approval of the PGSG Annual Budget may not be tabled.
 - f) If the PGSG Annual Budget fails to be approved, then the PGSG Annual Budget shall be reintroduced following all New Business at the final PGSG meeting of the spring semester until the PGSG Annual Budget is approved.
 - g) The process for approving the PGSG Annual Budget may not be suspended.
- 2) Amendments to the PGSG Annual Budget
 - a) Amendments to the PGSG Annual Budget can be made without Senate approval by majority vote of the PGSG Executive Board if the following stipulations are satisfied:
 - b) The amendment to the budget does not include an increase or decrease to the amount allocated to Operations Expenses, Internal Spending, or External Spending.

- c) There are no changes to the amounts allocated within specific line items in Operations Expenses or External Spending.
 - d) The Chair of any affected committee or team must assent to the amendment.
 - e) In all other cases, amendments to the PGSS Annual Budget must be approved by the PGSS.
- 3) External Spending Allocation Authorization
- a) The Grant Review and Allocation Committee shall announce, receive applications, and select recipients for the following lines in External Spending.
 - i) Travel Grants
 - ii) Professional Grants
 - iii) Graduate Student Organization Grant Allocation (GSOGA)
 - iv) Symposium Grants
 - v) Childcare Grants
 - vi) Strategic Partnerships
 - vii) Graduate Student Equipment Funds
 - viii) Mental Health Partnership Funds
 - b) Additional lines within External Spending may be created or used given:
 - c) Approval of PGSS of a new or amended line item; and
 - d) Explicit application materials, selection criteria, and methods for allocation approval are created and presented to the PGSS at the time of approval of the line item.
 - e) All allocations to outside organizations, including Purdue University Student Organizations, must be announced publicly within a week of the allocation.
- 4) PGSS Finance Handbook
- a) The Treasurer, in accordance with the PGSS Constitution, is required to develop, compile, update, and publish a PGSS Finance Handbook that includes, but is not limited to,
 - b) The PGSS Annual Budget for a given year in its original and amended forms.
 - c) Spending and reimbursement procedures for committees and teams.
 - d) Procedures for requesting additional funds for committee and team events or programs.
 - e) Application, rubrics, policies, and any other materials necessary for the administration of grants or allocation from lines in External PGSS Spending.
 - f) The Treasurer is required to prepare and present the PGSS Finance Handbook at the first PGSS meeting in the fall semester each year.
 - g) The PGSS Executive Board must approve the PGSS Finance Handbook prior to the first PGSS meeting of the fall semester.
 - h) A simple majority of the PGSS Executive Board is needed to approve the PGSS Finance Handbook.
 - i) In the event that the PGSS Executive Board tables or fails to approve the PGSS Finance Handbook, no allocation from external or internal spending may be made until the approval is given.
 - j) Any amendments to the PGSS Finance Handbook must be made using the following procedure.
 - k) Amendments to the PGSS Finance Handbook reflecting a necessary change in order to satisfy mandatory compliance with a higher ranking office at Purdue University, including but not limited to the Student Activities Office or the Business Office for Student Organizations, shall be made automatically.

- l) In the event that a change to the PGSG Handbook is necessary to satisfy compliance, the Treasurer will make the change in the PGSG Finance Handbook and immediately notify the PGSS of the change.
 - m) Amendments to the PGSG Finance Handbook prior to the annual update that do reflect compliance must receive approval from the PGSS Executive Board.
 - n) Amendments to the application, rubrics, policies, and any other materials necessary for the administration of grants or allocation from lines in External PGSS Spending may not be implemented sooner than three (3) months following the amendment's approval.
- 5) Finance Reporting and Transparency
- a) The PGSS Annual Budget and any amendments approved by PGSS must be posted publicly on the PGSS website.
 - b) The PGSS Treasurer will provide updated committee and team spending reports at every Executive Board meeting and an updated Senate spending report at every Senate meeting.
 - c) The PGSS Treasurer will compile an annual spending report to be presented to the PGSS Executive Board and provided to the PGSS no later than the start of the following fall semester.
 - d) In the event that funds from the previous year were not spent, the PGSS Treasurer must present a bill to the PGSS to reallocate and amend the PGSS Annual Budget no later than the second PGSS meeting of the fall semester.

VI. Amendment of Bylaws

- 1) These bylaws may be amended at any regular meeting of the PGSS by a majority vote, provided the amendment has either:
 - a) Been introduced at a previous PGSS meeting and referred to the Legislative Review Committee for review no sooner than ten (10) days prior to the meeting at which the amendment is to be voted on.
 - b) Been introduced directly from the Legislative Review Committee.
- 2) Any amendment to the bylaws must be written as a bill.

Appendices

- 1) Forms to Nominate Senators to the PGSS
- 2) Template for PGSS Minutes and Reports
- 3) Committee or team Selection Form
- 4) Form for Committee or team Change Request
- 5) Template for Introducing a Bill
- 6) Template for Introducing a Resolution
- 7) Joint Resolution Template