

**The
CONSTITUTION AND BYLAWS
of the
Clemson University
Graduate Student Body**

PREAMBLE

The Graduate Student Government adopts this Constitution and Bylaws to supplement and further expand the Supreme Constitution of the Clemson University Student Governments. Clauses that are italicized are direct references to the Supreme Constitution and shall not be superseded or amended without executing the procedures to amend or suspend the Supreme Constitution.

ARTICLE I

Name

The name of this organization shall be the Graduate Student Government as outlined in the Preamble of the Supreme Constitution of the Clemson University Student Governments. Its assembly in formal meetings shall be the Graduate Student Senate.

ARTICLE II

Object

The Clemson University Graduate Student Government (CGSG) is the representative assembly of the graduate student body. The objectives of the Graduate Student Government are:

1. Involvement: to encourage graduate student participation in the University process;
2. Communication: to act as the liaison between the University and the graduate students with an emphasis on honest and open communication;
3. Collaboration: to combine the efforts of graduate students and the University into one united mission of making the Clemson experience one of quality education and reward; and
4. Development: to provide participatory learning experiences that allow for the enhancement of graduate students' academic, civic, social, and professional development.

The Graduate Student Government has the authority to establish the structure, composition, formation, membership requirements, and all other aspects of design with regard to the Graduate Legislative Branch in the Constitution of the Clemson University Graduate Student Body.¹

¹ Article I§2B, Supreme Constitution of the Clemson University Student Governments

The Legislative Branch of Graduate Student Government, [comprised of the Clemson University Graduate Student Senate, hereafter referred to as the Senate], shall have the right to enact legislation to, in any respect, impact the Graduate Student Body or Government.²

The primary powers and duties of the Senate are to:

1. adopt written resolutions to establish Senate committees;
2. establish Senate policies and procedures;
3. express the consensus of the Senate on any matter, remove, by an affirmative vote of the majority of the membership, any member of CGSG; and
4. enact written bills, including those to:
 - establish Satellite Councils;
 - appropriate funds for the benefit of the student body;
 - grant recognition to Graduate Student Organizations;
 - levy fees on the Graduate Student Body, subject to approval by the Board of Trustees; and
 - establish regulations governing membership and elections of CGSG.

ARTICLE III Membership

Section 1. Membership. The membership of CGSG shall include all elected and appointed officials in the body of the Senate, as well as any persons representing CGSG on university committees. Members of the CGSG shall be conferred the title, rights and privileges of “Senator”.

Section 2. Duties. The duties of each Senator shall be to:

1. represent their constituents, i.e. their colleagues within a program, on all matters relating to Senate or Graduate Student Government;
2. report GSG events and meeting outcomes to their constituents Solicit feedback on legislation where appropriate;
3. advocate for constituents on any matter related to Graduate Student Government, The Graduate School, or graduate student life at Clemson University;
4. draft and sponsor legislation when appropriate; and
5. actively participate in at least one other Senate or GSG activity, including but not limited to:
 - actively participating in a committee or task force;
 - chairing a committee or task force;
 - representing GSG on a college-wide committee;
 - holding a named GSG position or being a designated project lead (e.g. Webmaster, or GRADS program manager).

2.1 Failure to fulfill the duties and obligations of a senator will result in dismissal from senate.

Section 3. Membership Eligibility. Any member of the graduate student body may be eligible for membership in the Senate as a Senator.

² Article I§2A, Supreme Constitution of the Clemson University Student Governments

Section 4. Membership Admission. Each Graduate Program, as defined by the Graduate Student Body Constitution, shall be entitled to the representation of two (2) members in the Senate. For purposes of apportionment, graduate programs of the same name, irrespective of the degree types, shall be considered one program. The Senate and Satellite Councils may each provide for additional membership of their respective bodies by legislation.

- 4.1 The President Pro-Tempore will maintain a list of eligible graduate programs and their contact information to facilitate the appointment process.
- 4.2 The Senate rolls will be updated before the adjournment of the final meeting of the session.
- 4.3 The President shall solicit the coordinator of each graduate program for appointment to vacancies of the CGSG.
- 4.4 The new Senate shall be established upon declaration of the President prior to the first scheduled Senate meeting by the GSG Communications Director's certification of the official roll of the Senate.
- 4.5 An Oath (or Affirmation) of Office shall be administered to a graduate student upon entry to any position within CGSG.
 - 4.5.1 For the position of President, the Oath (or Affirmation) shall be administered by the outgoing President. All other Oaths (or Affirmations) shall be administered by the Vice President.
 - 4.5.2 The Oath (or Affirmation) of Office may be administered during a meeting of the Senate or privately in the presence of at least two (2) witnesses.
 - 4.5.3 The Oath (or Affirmation) of Office shall be: "I, [NAME], do solemnly swear (or affirm) that I will faithfully execute the Office of [TITLE], and will to the best of my ability, preserve, protect and defend the Constitution of the Graduate Student Body."

Section 5. Terms of Service. Terms of service of all members shall be from August 1st to July 31st of the following year. Departmental Senator term will conclude the week of the end of the regular Spring term. The President and Vice President, as well as other appointed roles, will be expected to perform their duties until a successor assumes their role.

Section 6. Dismissal. Dismissal of a Senator is defined as the removal of the title of Senator and all rights and privileges accompanying membership in the CGSG.

- 6.1 The President shall dismiss a Senator under the following conditions:
 1. accumulation of two (2) unexcused absences in a single academic semester;
 2. accumulation of a combination of three (3) excused and unexcused absences in a single academic semester;
 - Excused absence means an absence where the GSG Communications Director of the Senate has received notification prior to or forty-eight (48) hours after a Senate meeting.
 - Unexcused absence means an absence where the President did not receive notification prior to or forty-eight (48) hours after a Senate meeting.
 3. neglect of the duties described in Section 3; and/or
 - A committee or task force chair fulfills the role of direct supervisor. If the Senator is a chair or is not on a committee or task force, suspension is at the discretion of the President after consultation with the Steering Committee.
 4. failure to take assigned orientation training within 14 days of inauguration and after a grace period of 10 business days.

- 6.2** The GSG Communications Director shall revoke the membership of a dismissed Senator by removing the Senator's name from the Senate rolls
- 6.3** Reinstatement after Dismissal
- 6.3.1** A Senator can only be reinstated after dismissal by 2/3 vote during any regular session of the Senate or a successful appeal by the Senator to the Rules and Procedures Committee.
- 6.4** Dismissal Appeal
- 6.4.1** The Senator may appeal his or her dismissal by submitting a written request within 48 hours of dismissal to the Rules and Procedures Committee. The Rules and Procedures Committee will set up a hearing, within 5 days of receiving the Appeal, presided over by the Chair of the Rules and Procedures Committee in which the Committee Chair or Senate Officer must make his or her case that the dismissal was for lack of participation or lack of decorum. A board, with a minimum of 3 people, comprised of Rules and Procedures Committee members will then vote as to whether the evidence supports that the Senator should be dismissed.
- 6.4.2** If the dismissed Senator serves on the Rules and Procedures Committee, then the same procedure shall be followed in a different Committee that is selected by the President.
- 6.4.3** Senators cannot be dismissed for their voting records in Committee or the Senate or for their opinions as they are expressed while they vote to represent the views of their constituents and their conscience in accordance with the Rules of Order.
- 6.4.4** The Committee Chair or Senate Officer who proposes dismissal must prove with preponderance of evidence that the dismissal is for failure to participate and to participate with decorum in accordance with the Student Code of Conduct rather than dismissal simply because of dissent from the majority. Evidence may include and is not limited to attendance records of the Senator.

Section 7. Resignation from Membership. Resignation Letters are sent to the GSG Communications Director. Upon receipt of the letter, the GSG Communications Director will facilitate the graduate program's process of appointing an Alternate to complete the resigning member's term.

Section 8. Member Recall.

- 8.1** By the graduate program. The graduate student body of the graduate program submits a notice of recall signed by a majority of eligible graduate students to the GSG Communications Director. Upon receipt of the recall notice, the GSG Communications Director will facilitate the graduate program's process of appointing an Alternate to complete the resigning member's term.
- 8.2** By the Senate. A recall recommendation can be sent to the program coordinator with 2/3 of the Senate voting in favor of the recall. Upon receipt of the recommendation, the majority of eligible graduate students must vote in favor of the recall.

ARTICLE IV
Officers

Section 1. Officers and Duties. The officers of the Graduate Student Government will be, the President, Vice President as the two elected positions as well as their appointed, Chief-of-Staff,

Pro Tempore, and GSG Communications Director. These officers will perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Senate. In the event of a vacancy of the President or Vice President, a public call for candidates must be issued. In the event of a Chief-of-Staff, Pro Tempore, or GSG Communications Director opening, the President and Vice President shall appoint a successor.

1.1 President. The duties of the President are to: Serve as Presiding Officer of the Senate; Serve as a spokesperson for the Graduate Student Body; Provide vision and direction to the organization; Issue proclamations of a celebratory nature and recognize graduate student achievements and contributions to graduate student life; Represent the Graduate Student Body to the Board of Trustees and University administration; Make appointments to University committees on which CGSG is entitled to representation; Appoint, along with the Vice President, the 3 Senate officer positions of the executive board; Unilaterally remove any person in a position appointed by the President. Appoint Chairs of the standing committees of the CGSG. shall be an ex officio member of external committees but shall not be counted in determining the number required for a quorum or in determining whether a quorum is present. In the event the President is invited to attend a university meeting or event on behalf of the Graduate Student Body and is unable to, their attendance must be delegated to Vice President or another Senate leader (Chief of Staff, Pro Tempore, Chair or Director) as is topically relevant.

1.2 Vice President. The duties of the Vice President are to: Assist and advise the President in all of his/her responsibilities; Establish the date, time, and location of Senate meetings at least 10 days prior to the meeting date; Ensure the proper operation of Senate activities; Appoint, along with the President, the 3 Senate officer positions of the executive board; Unilaterally remove any person in a position appointed by the Vice President. The Vice President shall oversee setting up and break down of the physical location for the meeting. The Vice President shall maintain order in the Senate chambers during Senate meetings. shall be an ex officio member of Internal committees but shall not be counted in determining the number required for a quorum or in determining whether a quorum is present. The Vice President may attend the open Board of Trustees meetings.

1.3 Chief of Staff. The duties of the Chief of Staff are to: Assist and advise the President in regards to Senate committees that pertain to any outside business needing to be conducted by the Graduate Student Senate as stated in the Senate's Bylaws. The Chief of Staff shall be, by default, the Chair of the Graduate Student Life Committee, unless otherwise delegated by the President. The Chief of Staff is tasked with tracking external issues brought up by Senators and the student body in writing and coordinating with the external committee Directors to ensure that progress on a solution is made. The tracking document shall identify the issue, the date the issue is brought up to GSG, action items to alleviate the problems, and the person in charge of working on a solution. The Chief of Staff is expected to regularly report on the progress toward a solution for each problem to the President and the Senate. As needed, the Chief of Staff is expected to maximize the legislative power of the Senate via Bill(s) and Resolution(s) to unite the student body and to leverage such union while working with the university on the solutions.

While tracking and pursuing external issues, the Chief of Staff shall follow a bottom-up approach in staffing Senators in resolving issues. From the bottom, the responsibilities should start from within the committee first. Then, going up a level, the Chief of Staff must be notified by the Committee Chair to see if he or she can fill in. At this level, the Chief of Staff shall determine why the committee is unable to meet its responsibility. If the

Chief of Staff feels it is necessary to intervene at the committee level, the Chief of Staff should review the performance of the committee and committee chair to identify and address the performance weakness. If the Chief of Staff has completed the task improvement process and everybody is doing their job, the Chief of Staff needs to fill in and be present for GSG at the liaison committee with the university. If the process fails and GSG is willingly abdicating its duty to represent the graduate student body at a liaison university function, a Senate inquiry must be initiated to investigate the failure of the entire organization.

1.4 President Pro-Tempore. The duties of the President Pro-Tempore are to: Assist and advise the Vice President in regards to Senate committees that pertain to any of the inner workings of the Senate as agreed upon by the Senate's Bylaws, shall preside over any impeachment trial of the President, shall maintain the record of filed and issued subpoenas, shall perform other duties assigned by the Vice President, shall be responsible for setting up the meeting location and cleaning up after the meeting is over. The President Pro Tempore will serve as the Chair of the Rules and Procedures Committee unless otherwise delegated by the President. The President Pro Tempore is tasked with ensuring a successful operation of GSG internal functions such as advising the internal committees, annual awards, training Senators, and educating members on the legislative process.

When there is a staffing shortage for GSG internal activities, the President Pro Tempore shall follow a bottom-up approach in enlisting help from Senators. From the bottom, the responsibilities should start from within an internal committee first. Then, going up a level, the President Pro Tempore must be notified by the Committee Chair so they can begin an executive staffing process. At this level, the President Pro Tempore shall evaluate why the internal committee lacks enough Senators to fulfill its role. The evaluation can include documentation of the Chair reaching out to their committee members and their responses or a Committee roster showing a lack of Senators being in the committee. The Pro Tempore has the discretion to assign unoccupied Senators from other internal Committees to ensure that the GSG internal activity is operating successfully

1.5 GSG Communications Director. The duties of the GSG Communications Director are to: Keep the Bylaws up to date with new amendments and changes as they are approved, Perform all duties pertaining to the records of the Senate as assigned by the presiding officer. The GSG Communications Director shall receive approved legislation and amendments introduced by members of the Senate. The GSG Communications Director shall keep and maintain the Senate roll for every meeting. The GSG Communications Director shall record the minutes of each Senate meeting. The GSG Communications Director maintain all subpoenas. The GSG Communications Director will prepare the Senate Chamber in advance of the meeting by setting up presentations, projectors, and laptops. The GSG Communications Director will keep a record of all bills (PDF and word), resolutions (PDF and Word), and presentations. The GSG Communications Director will update the Bylaws to reflect passed legislation. The GSG Communications Director shall perform other duties pertaining to the records of the Senate as assigned by the presiding officer. . The mandate of the Communications Director is to handle all internal communications of the Graduate Student Senate, including the Graduate Student Government website, official emails, and social media accounts, and to aid the President and Vice-President with official Graduate Student Government external communications.

Section 2. Elections. Officer terms will begin upon swearing in at the final Senate meeting of the academic year and shall serve until the swearing in of the succeeding administration.

2.1 The Graduate Election Commission (GEC) shall independently manage Senate Officer elections

2.1.1 The President shall appoint one (1) Commissioner and two (2) members from the Clemson University Graduate Student Body to the GEC.

2.1.2 Appointees shall be confirmed by a majority of the Senate.

2.1.3 A Senator running for an office or serving as a Senator may not serve on the GEC.

2.1.4 The Commissioner shall lead and supervise the commission.

2.2 The GEC shall have the following powers and duties:

1. Determine and publish the dates for candidacy filings, candidate meetings, campaigning, and voting;
2. Verify the qualifications of each candidate within two (2) business days of said candidate's completed filing;
3. Ensure all Campaign Rules are followed and enact punishment when violations occur; and
4. File election reports and rulings with the Executive Branch no later than one (1) calendar day following the conclusion of the election.

2.3 Candidacy. The word "Candidate" shall mean a graduate student seeking election for an officer position in the Senate. A graduate student shall become a Candidate upon verification by the GEC that the student has met all of the candidacy requirements for the desired office. A Candidate may withdraw from the election by submitting a letter to the GEC at least seven (7) calendar days prior to the election date.

2.3.1 A graduate student may seek candidacy by completing the following steps:

1. File an intention to run for office with the Commissioner of the GEC;
2. Sign an Election Code compliance document;
3. Pay a non-refundable filing fee of twenty (20) dollars; and
4. Demonstrate Constitutional eligibility to hold the desired office;

2.3.2 A graduate student desiring to become a Candidate must satisfy the following criteria:

1. Complete at least one semester as a graduate student at Clemson University within two (2) years prior to the current election year.
2. Have, at the time of filing, a minimum 3.0 cumulative graduate grade point average.
3. Intend to be enrolled as a graduate student at Clemson University for the calendar year following their election.
4. Not be on disciplinary probation with Clemson University.
5. Not be disqualified from two (2) previous elections.
6. Not be a Candidate for more than one office at the same time.

2.3.3 A graduate student desiring to become a Candidate for the office of President or Vice President of the Graduate Student Body must also satisfy the additional following criteria:

2.3.3.1 Complete at least one (1) semester of service in the Senate or have equivalent experience with parliamentary procedure and Senate rules and policies as determined by the GEC.

2.4 Campaign Rules.

2.4.1 Candidate Meetings.

- 2.4.1.1** The GEC shall hold a mandatory candidate information meeting no earlier than February 10 and no later than February 15.
- 2.4.1.2** All Candidates are required to attend candidate meetings held by the GEC, unless given a specific exemption by the GEC.
- 2.4.1.3** The GEC may hold additional candidate meetings as needed.
- 2.4.2 Advertisements.** The term "advertisement" shall mean all written and verbal forms of promoting a Candidate.
- 2.4.2.1** All written and digital advertisements must be registered with the GEC within two business days of dissemination by providing either:
- A copy of the advertisement, either digital or physical; or
 - A photograph of the advertisement with all text clearly readable.
- 2.4.2.2** All advertisements must adhere to Clemson University policies, including Clemson University Facility Use Police, Appendix E.
- 2.4.2.3** Candidates shall only use advertisements registered with the GEC and, as appropriate, the University.
- 2.4.2.4** Advertisements shall not be placed in any Clemson University mailbox, nor will advertisements be placed on vehicles, or in any other location except as permitted by Clemson University Facility Use Policy, Appendix E.
- 2.4.2.5** All advertisements smaller than eleven (11) inches by seventeen (17) inches must be removed within forty-eight (48) hours of the conclusion of the election.
- 2.4.2.6** All advertisements eleven (11) inches by seventeen (17) inches or larger:
- shall not exceed the size of eight (8) square feet;
 - shall only be posted on campus within five (5) academic days of the election date;
 - shall be limited to six (6) advertisements per candidate; and
 - shall be removed within twenty-four (24) hours of the conclusion of the election.
- 2.4.3 Campaigning.** No campaigning may take place within 15 feet of a student in the act of voting. Campaigning and fundraising of any form shall not be permitted prior to February 15. If a complaint is filed with the Graduate Election Commission, it will be the discretion of the GEC to decide whether or not there was an intent to campaign by the candidate. Any intent to campaign by the candidate within 15 feet of a student in the act of voting will be considered a major infraction.

2.4 Campaign Rules Violations.

- 2.4.1 Minor Infraction.** The term "minor infraction" shall mean a violation which would likely not change the outcome of the election. The punishment for a minor infraction shall be a fine not exceeding fifteen (15) dollars.
- 2.4.2 Major Infraction.** The term "major infraction" shall mean a violation which would likely change the outcome of the election. The punishment for a major infraction shall be either or a combination of:
- A fine not exceeding thirty (30) dollars; and/ or
 - Disqualification from the election.
- 2.4.3** Unless otherwise stated in this Code, the GEC shall determine the classification of infractions for campaign rule violations.
- 2.4.4** A Candidate shall be disqualified upon any of the following conditions:
- The Candidate accumulates more than thirty (30) dollars in fines; or

- The Candidate accumulates three (3) minor or major infractions.
- 2.4.5** Fines must be paid to the GEC within three (3) academic days of issuance or further penalties may be assessed. An elected Candidate may not assume office until any and all fines are paid.
- 2.5 Candidate Forum.** A Candidate forum organized by the GEC shall be held at least three (3) calendar days before the election date. The forum shall be advertised to the Graduate Student Body and shall be open to the general public. All registered Candidates or their representatives for each office shall be allowed to speak about their platform and to answer questions from attendees.
- 2.5.1** The GEC shall facilitate the forum in an organized manner, giving each Candidate equal opportunity to speak.
- 2.6 Voting.**
- 2.6.1** Only currently enrolled graduate students shall be eligible to vote in elections for Senate Officers.
- 2.6.2** Elections shall be conducted online in cooperation with Clemson University, except in the following extenuating circumstances:
- 2.6.2.1** A failure of infrastructure which prevents electronic voting; and/or
 - 2.6.2.2** Conclusive evidence of voter fraud or tampering is found when an electronic vote is taken.
- 2.6.3** In the event of extenuating circumstance, elections shall be re-held either electronically if the issue causing the extenuating circumstance can be resolved or with paper ballots and polling stations.
- 2.6.4** The following guidelines shall be observed if paper ballots are to be used:
- 2.6.4.1** The GEC shall print ballots;
 - 2.6.4.2** The GEC shall advise the Graduate Student Body of the number and locations of polling places at least three (3) calendar days prior to the election, the day prior to the election, and the day of the election;
 - 2.6.4.3** Graduate students attending Clemson by distance education only or living more than fifty (50) miles from the nearest polling location shall be allowed to vote by email; and
 - 2.6.4.4** Campaign advertisements must be at a minimum one-hundred (100) feet from designated polling locations.
- 2.7 Election Results.**
- 2.7.1** For each office, the Candidate receiving a plurality of the total number of votes cast shall be the winner.
- 2.7.2** In the case of a tie, run-off elections for the tied office shall be conducted as quickly as possible, in the same manner as the general election, until a Candidate receives a plurality.
- 2.7.3** The Commissioner of the GEC shall notify the Graduate Student Body of the results of the election by noon (12:00 PM) of the day following the certification of the election results.
- 2.7.4** The Commissioner of the GEC shall provide a written certification of the election results to the CGSG Advisor within twenty-four (24) hours of the certification.
- 2.8 Neutrality.**
- 2.8.1** No member of CGSG in their official capacity shall endorse or support any Candidate.
- 2.8.2** No campaign advertisements shall be posted in spaces controlled by CGSG.

2.8.3 No materials pertaining to a Candidate's campaign shall be stored in spaces controlled by CGSG.

2.8.4 No resources belonging to or under the control of CGSG shall be used to support any Candidate.

Section 3. Succession. Any vacant elected office must be filled at the first Senate meeting following the vacancy.

3.1 If the office of President is vacated, the Vice President shall assume the office of President and vacate the office of Vice President.

3.2 In the event of an extenuating circumstance, the Senate may vest the Vice President with the powers of the President by a two-thirds vote.

Section 4. Office Holding Limitations. Candidates for election to office must be current members of the graduate student body and must maintain a minimum 3.0 cumulative graduate grade point ratio, not be on disciplinary probation with Clemson University, and maintain enrollment as a Clemson University graduate student to continue holding office.

Section 5. Removal from Office. Officers will be removed from position immediately if they fail to maintain the requirement listed in Article IV§4.

ARTICLE V

Meetings

Section 1. Regular Meetings.

1.1 The date, time, and location of the regular meetings of the Graduate Student Government will be published by the Student Body Vice President at least 10 business days prior to the meeting date.

1.2 The schedule of the meetings for the year will be announced no later than the first day of May through appropriate communications.

1.3 Except for executive sessions, all meetings of the Graduate Student Government will be open to any member of the public.

1.4 Any member of the graduate student body may present concerns to the Senate for the it's consideration, provided the graduate student notifies the President or designee at least 10 days prior to the Senate meeting.

1.5 Visitors may be invited by a member of the Executive Board to participate in any specific discussion.

1.6 No vote of the CGSG shall be taken in executive session or by secret ballot.

1.7 Members of the Senate shall exercise their best judgment and abstain from any vote which may present a conflict of interest or the appearance of a conflict of interest.

Section 2. Standing Order of Business.

1. Approval of Minutes
2. Guest Speakers (limited to 20 minutes)
3. Reports
 - a. President (limited to 5 minutes)
 - b. Vice-President (limited to 5 minutes)
 - c. Standing Committees (limited to 5 minutes)

- d. Special Committees (limited to 5 minutes)
- 4. Unfinished Business and Special Orders (debate limited to 10 minutes for each item of business)
- 5. New Business and General Orders (debate limited to 10 minutes for each item of business)
- 6. Announcements (1 minute each announcement)
- 7. Good of the Order (limited to 10 minutes total)

Section 3. Special Rules of Order.

- 3.1** A Senator may be granted the floor by the presiding officer in two ways:
- By having business such as Bill or Resolution on the agenda for the meeting; or
 - By raising his/her hand/placard when the floor is open and being recognized by the Presiding Officer.
- 3.2** A Senator may be recognized for five (5) minutes no more than twice for debate on any single motion or item of legislation.
- 3.3** A Senator recognized to speak during debate must directly address the presiding officer and confine all remarks to speaking clearly in favor of or in opposition to the pending legislation or motion.
- 3.4** A Senator wishing to ask a question pertaining to the question on the floor may do so by raising a 'Request for Information' or about procedure by raising a 'Parliamentary Inquiry'.
- 3.5** Guest speakers on the agenda shall have the right to address the Senate when recognized by the presiding officer.
- 3.6** Without objection, any nonmember may speak when recognized by the presiding officer. If an objection is heard, the presiding officer shall put the question to the Senate. A two-thirds (2/3) vote in the affirmative shall be required to allow the nonmember to speak.

Section 4. Special Meetings. Special meetings of the Senate may be called at any time by the President, or by written petition by at least one-third of the senate.

Section 5. Minutes.

- 5.1** The GSG Communications Director shall record the minutes of each Senate meeting and shall provide them to the President no more than three (3) days after the Senate meeting in which the minutes were taken.
- 5.2** The Webmaster shall ensure that public records related to Senate businesses are available to the public online on the GSG website.
- 5.3** The President shall publish the minutes no more than seven (7) days after the Senate meeting in which the minutes were taken.
- 5.4** The minutes shall contain, at minimum:
- A summary of each presentation and report;
 - Questions to a guest speaker and corresponding answers;
 - A summary of announcements;
 - A summary of points made during debate;
 - All motions and vote results;
 - A summary of discussions during open speech; and
 - The record of any vote on legislation taken by roll call, listing the vote of each member by name, shall be published as an appendix to the minutes.

Section 6. Legislative Process.

- 6.1** New legislation shall be presented to the Senate members at least one week prior to the vote on the legislation, unless waived by the President.
- 6.2** Any Senator may introduce an item of legislation for consideration by the Senate by submitting a bill to the Rules and Procedures Committee for review. All bills can be sent to gsgrules@clemsun.edu.
 - 6.2.1** The Rules and Procedures Committee shall perform an initial check to determine if the bill proposal is to move forward to gather Senators' comments or to return to the sponsors for edits.
- 6.3** The member who introduces the legislation shall be the Sponsor. Additional members may add their names to the legislation as co-sponsors.
- 6.4 Constitutional Amendments.** Legislation titled "A Bill to Amend the Constitution" shall be used to make changes to the Constitution and Bylaws of the Clemson University Graduate Student Body.
- 6.5 Bills.** Legislation titled "A Bill" shall be used to enact legislation of a general nature requiring the approval of the President. Such bills include, but are not limited to, Appropriations Bills, Approval Bills, Recognition Bills, and Special Funding Bills. The title of each bill shall be prefixed by "G.B." and a unique number.
- 6.6 Resolutions.** Legislation titled "A Resolution" shall be used to either perform Senate business not requiring the approval of the President or to state the opinion of the Senate. The title of each resolution shall be prefixed by "G.R." and a unique number.
- 6.7 Concurrent Resolutions.** Legislation titled "A Concurrent Resolution" shall be used to amend the Supreme Constitution of the Undergraduate and Graduate Student Body, perform joint business of the Undergraduate and Graduate Senates not requiring the approval of either the President, or to state a joint opinion of the Undergraduate and Graduate Senates. The title of each concurrent resolution shall be prefixed by "C.R." and a unique number.
- 6.8** The Chair of Rules and Procedures committee will coordinate with the GSG Communications Director to assign a number to all bills, resolutions, or concurrent resolutions.
- 6.9** After receiving Senators' comments, the sponsors may make further edits before re-submitting to the Rules and Procedures Committee for a final review. Upon final approval, the proposed bill will then be presented for final discussion and voting by the Senate as an item of New Business.
- 6.10** On the floor of the Senate, the sponsors shall provide their reasoning and summary for the proposed bill. The introduction shall be followed by a 10-minute debate. Finally, the bill shall be voted on by the Senate.
- 6.11** The GSG Communications Director or President may, with approval of the Rules and Procedure Committee and the Sponsor, alter the language of introduced legislation to remove ambiguity and apply stylistic consistency with prior legislation.
- 6.12** The Chair of the Rules and Procedures Committee, with the consent of a majority of the committee, can expedite legislation through the review process.
- 6.13** All legislation that appropriates funds shall be referred to the Finance Committee prior to consideration by the Senate.
- 6.14** All legislation pertaining to the recognition or derecognition of Graduate Student Organizations shall be referred to the Finance Committee prior to consideration by the Senate.

- 6.15** Legislation referred to a committee may be amended by that committee and must receive the committee's recommendation to be taken up in the Senate.
- 6.16** Legislation passed by the Senate shall be presented to the President, who may sign or veto the legislation.
- 6.16.1** If the legislation is not signed or vetoed within seven (7) calendar days of presentation, then the bill shall be considered passed.
- 6.16.2** The Senate shall have the right to overturn any veto by two-thirds (2/3) vote at its next meeting.
- 6.17** Bills which have been signed by the President or have received a veto override in the Senate shall become effective upon receiving the signature of the Clemson University Vice President for Student Affairs.
- 6.18** The Graduate Student Body shall have the right to enact or repeal any legislation by referendum, upon the written request of ten percent (10%) of enrolled graduate students.
- 6.19** The Senate shall have the right and duty to promulgate regulations governing referendum.

Section 7. Voting. All votes on items of legislation shall be taken by electronic roll call, verbal roll call, or unanimous consent.

Section 8. Quorum. 40 percent of the membership of the Senate physically present will be the quorum for the transaction of all business.

ARTICLE VI

Committees

Section 1. All standing committees shall submit a verbal and/or written report of committee business at each regular Senate meeting.

- 1.1** Additional standing committees may be added as an amendment to this Constitution and Bylaws.
- 1.2** Special committees may be established by the Senate by majority vote.
- 1.3** Membership on standing or special committees is limited to members of the Senate.
- 1.4** All committee meetings shall be held in open session. A committee may vote to enter executive session only for the purpose of confidential discussion. No votes or actions shall be taken in executive session, other than to adjourn or resume open session.
- 1.5** No more than one half (1/2) of any committee may be composed of members of any single recognized Graduate Student Organization or graduate degree program.
- 1.6** Committee Rules may not be suspended, nor may a committee suspend these Rules.
- 1.7** The minutes of each committee meeting shall be included in the committee's written report at the following Senate meeting and include at a minimum:
- Attendance of committee members;
 - Items of business considered; and
 - The results of votes.

Section 2. The Executive Board. The Executive Board includes the President, Vice-President, Chief of Staff, President Pro-Tempore, and GSG Communications Director.

- 2.1** The Executive Board shall be required to meet regularly to share and update information regarding the status of business being done both inside and outside of the senate.

- 2.2** The location and time of these meetings shall be agreed upon by all 5 members and should re-occur no less than every 2 weeks.
- 2.3** The Executive Board shall prepare a Transitional Report at the end of their term to assist the incoming Executive Board in accomplishing and continuing the missions of GSG. The President and the Chief of Staff are to set up the President-elect and their Chief of Staff for success. Such preparation may include the completion of the GSG Officer Transition Info Sheet, the list of accomplished tasks and the university contacts for those tasks, the list of lessons learned, and the list of unfinished tasks that need to be worked on for the President-elect. The Vice-President and the President Pro-Tempore are to be co-authors of the Report and to set up the Vice-President-elect and their President Pro-tempore for success. Such preparation may include goals of the committee, key university contacts, pertinent dates, etc.. The GSG Communications Director shall be the editor of the Transitional Report, ensuring that the report is succinct, effective, and of quality expected from a graduate student of Clemson University.

Section 3. Rules & Procedures Committee. The mandate of the Rules & Procedures Committee is to review and refine legislation, procedures, and rules of orders of the Senate, and to train senators on proper protocols in official Senate meetings. The membership of the Rules and Procedures Committee shall consist of no fewer than four (4) and no more than eight (8) members of the Senate, in addition to the Chair and ex officio members. The Rules & Procedures Committee shall have the power to oversee amendments to the official documents of the Senate. By a majority vote, the Rules and Procedures Committee may introduce legislation in the Senate. The date, time, and location of regular meetings shall be published at least 7 days in advance. The Chair of the Rules & Procedures Committee shall serve as Senate Parliamentary authority and President Pro-Tempore unless otherwise delegated by the Graduate Student Body President. The Chair will be either selected as someone with Parliamentary training or receive formal training as part of their role, to be conducted prior to the first meeting in the fall semester. The Chair is expected to consult with the University's Parliamentarian if their experience is insufficient to serve the role on their own.

Section 4. Finance Committee. The mandate of the Finance Committee is to oversee all Senate funding and spending, to review graduate student organization funding requests and appropriations legislation prior to consideration by the Senate, and to improve the financial processes of the Senate. Shall publish and maintain guidance and instructions for recognized Graduate Student Organizations seeking to request funds. The membership of the Finance Committee shall consist of no fewer than four (4) and no more than eight (8) members of the Senate, in addition to the Chair and ex officio members.

Section 5. Graduate Travel Grant (GTG) Committee. The mandate of the GTG Committee is to solicit and review travel grants, distribute and award funds across periods to qualifying applicants, and to plan workshops, offer support, and educate reviewers and applicants about the GTG process.

Section 6. Research Committee. The mandate of the Research Committee is to promote research among graduate students and to organize research events for graduate students such as Three Minute Thesis (3MT) and Graduate Research and Discovery Symposium (GRADS).

Section 7. Activities & Outreach Committee. The mandate of the Activities Committee is to plan and organize social and cultural events of interest to graduate students, and to coordinate community outreach events and initiatives among the graduate student body. The membership of the Activities Committee shall consist of no fewer than four (4) and no more than eight (8) members of the Senate, in addition to the Chair and ex officio members. The Activities Committee shall have independent discretion to spend any funds appropriated for activities by the Senate. Any activity with a total cost less than one thousand (\$1000.00) dollars may be approved at the discretion of the Chair, otherwise expenditures must be approved by a majority vote of the committee.

Section 8. Graduate Academic Affairs Committee. The mandate of this committee is to represent the Graduate Student Body on issues of academic integrity and grievance and to contribute input to policies on graduate student academics, including curriculum for graduate programs, certificates, and courses within Clemson University.

Section 9. Diversity & Inclusion Committee. The mandate of this committee is to promote diversity, inclusion, equity, awareness and unity among the Graduate Student Body and to report issues against these ideals to Clemson University.

Section 10. Health Service Committee. The mandate of this committee is to promote all matters regarding health, wellness, and nutrition of the Graduate Student Body and to contribute input to policies regarding graduate student health services.

Section 11. Transportation & Facilities Committee. The mandate of this committee is to promote all matters regarding parking, mass transportation, and safety of the Graduate Student Body and to contribute input to policies regarding parking, transportation, facilities, and Clemson University's sustainability efforts.

Section 12. University Services Committee. The mandate of this committee is to promote all matters regarding campus technology, libraries, and other University services among graduate students and to advocate for improved technological services to benefit the Graduate Student Body.

Section 13. Graduate Campus Life Committee. The mandate of this committee is to handle all other aspects of graduate student life on campus not overseen by other External Committees, including issues on University tuition and fees, University athletics and ticketing, and non-academic discipline and integrity. This committee will contain the following subcommittees:

13.1 Discipline & Integrity Subcommittee. This subcommittee shall represent the Graduate Student Body in matters of non-academic conduct and behavior.

13.2 Athletics & Ticketing Subcommittee. This subcommittee shall represent the Graduate Student Body in matters of intercollegiate and intramural athletics and recreation.

ARTICLE VII Satellite Councils

Section 1. Purpose. The purpose of Satellite Councils is to represent and promote the welfare of graduate students at campuses other than the one at which the Senate resides.

Section 2. Membership. Membership in Satellite Councils is subject to Article III§4.

Section 3. Powers. The powers of each Council shall include the power to: Adopt written resolutions to: establish Council committees, establish Council policies and procedures, express the sense of the Council on any matter; remove, by an affirmative vote of the majority of the membership, any member of the Council; enact written bills subject to legislation of the Senate, including those to: appropriate funds for the benefit of the students of the Council campus; levy fees on the students of the Council campus, subject to approval by the Board of Trustees; establish regulations governing membership and elections of the Council.

Section 4. Leadership. At the first meeting of the academic year, each Satellite Council shall elect a member to serve as chair of the council. The chair shall preside over their Council and appoint officers, including the Council Secretary.

Section 5. Legislation. Unless waived by the Council Chair, new legislation shall be presented to the Council members at least one week prior to the vote on the legislation. Resolutions shall become effective immediately upon certification of passage by the presiding officer. Bills passed by the Council shall be presented to the President, who may sign or veto the legislation. If the legislation is not signed or vetoed within seven (7) calendar days of presentation, then the bill shall be considered vetoed. The Council shall have the right to overturn any veto by two-thirds (2/3) vote at its next meeting. Bills which have been signed by the President or have received a veto override in the Council shall become effective upon receiving the signature of the Clemson University Vice President for Student Affairs.

Section 6. Quorum. Forty percent of Council membership shall constitute a quorum.

Section 7. Greenville Council. The Greenville Council shall be a satellite council representing graduate students enrolled in graduate programs housed on campuses within Greenville County, South Carolina.

7.1 At the beginning of each academic year or if the seat is vacant for any reason, the President shall appoint an Interim Chair of the Greenville Council, who shall preside until that body appoints a successor.

7.2 If the Council is dissolved, the Interim Chair shall solicit the selection of Councilors from Graduate Programs and shall convene the initial meeting of the Council.

ARTICLE VIII Finance

Section 1. Appropriations.

1.1 All general funds collected by the Senate must be spent in accordance with duly enacted legislation of the Senate.

1.2 The Finance Director is a presidential appointee but he or she has the oversight and fiduciary duty to safeguard the appropriated funds for the Senate. The Finance Director has the jurisdiction to challenge misuse of any appropriated fund, including the discretionary fund as stated under 1.6 below.

- 1.3 Funds shall be allocated and spent for the benefit of the Graduate Student Body. The nature of the benefit should be clear and obvious or else, be subjected to the challenge from the Finance Director and the Senate.
- 1.4 Funds shall be spent in accordance with the purchasing guidelines for South Carolina state agencies.
- 1.5 The budget for the following academic year must be presented as legislation and voted on before/on the last meeting of Senate before dissolution. The President-elect and Vice President-elect shall make the annual budget immediately following the election in consultation with the outgoing GSG Chairs and Directors of the Internal and External committees, especially the Finance Director.
- 1.6 For discretionary funds, GSG leaders may have the ability to use funds for a variety of purposes such as GSG related travel, professional development, and items for the betterment of the organization. Once discretionary funding is allocated in the annual budget, subsequent spending should be submitted via a written request to the Finance Chair and Finance Committee for review. The Finance Committee may present legislation to the Senate for review of a budgetary request. Spending of discretionary funds without prior approval may not be reimbursed.

Section 2. Revenue.

- 2.1 A Graduate Student Activity Fee shall be levied each fall and spring semester. The amount of the Graduate Student Activity Fee shall be:
 - Twenty (20) dollars per full-time graduate student, regardless of assistantship; or
 - Two (2) dollars per credit hour per part-time graduate student.

ARTICLE IX Student Organizations

Section 1. Recognition. Clemson University Graduate Student Government may recognize Graduate Student Organizations by enacting legislation. Organizations which are recognized shall be granted all the rights and responsibilities enumerated in this Code.

- 1.1 The Organizations Committee shall enforce these rights and responsibilities and notify organizations of any changes.
- 1.2 A Graduate Student Organization must meet the following requirements to obtain and maintain recognition by CGSG:
 1. Not be a recognized organization of the Clemson University Undergraduate Student Government;
 2. Have an advisor who is a full-time employee of Clemson University;
 3. Plan to hold at least two meetings each semester;
 4. Limit active membership to the students of Clemson University, with the exception of honorary, advisory, and associate members;
 5. Not deny membership on the basis of race, sex, creed, color, religion, sexual orientation, gender identity or national origin;
 6. Provide a confidential membership list of at least six (6) members or twenty (20) percent of graduate students in a program of study if the organization is sponsored by that program of study, whichever is fewer;
 7. Comply with national organization requirements if the organization is chartered by a national organization;

8. Provide a Constitution and/or By-Laws containing, at minimum, the following:
 - Name;
 - Purpose;
 - Requirements for membership;
 - A list of the official positions of the organization, their duties, the method of selection, and provisions for filling a vacancy; and
 - The method of selection of Faculty/Staff Advisor(s).
9. Meet the definition of at least one of the following categories:
 - **Service and Advocacy:** An organization with the primary purpose of providing philanthropic services which benefit the welfare of others, as by charitable events, activities, or aid. Provision of said services should not be performed for tangible, personal, or collective gain.
 - **Professional/Academic/Departmental:** An organization with the primary purpose of promoting future professional activity such as one's occupation or program of study.
 - **Cultural and International:** An organization designated to the purpose of providing social and cultural awareness to students along with helping acclimate students from foreign countries to the Clemson community.
 - **Honorary:** An organization with the primary function of conferring distinction for honorable achievement.
 - **Creative and Performing Arts:** An organization dedicated to the practice and encouragement of visual arts, literary arts, and performing arts such as music, theatre, dance, and film.
 - **Governing:** An organization whose primary purpose is to govern another body of individuals. These include groups such as Student Government.
 - **Special Interest and Activity:** An organization whose primary purpose is to provide an opportunity for individuals to discuss and share information regarding specific, non-academic related topics of interest and to participate in such activities.
- 1.3 The Senate may enact legislation to revoke the recognition of any Graduate Student Organization which violates the recognition requirements.
 - 1.3.1 Revocation of recognition shall invalidate all pending allocation of funds to the derecognized organization.
- 1.4 The Organizations Committee shall annually assess and renew, as appropriate, the recognition of each recognized Graduate Student Organization. This assessment shall occur at the beginning of each academic year and be completed no later than six (6) weeks after the start of classes.

Section 2. Rights

- 2.1 A recognized Graduate Student Organization shall have the right to determine its structure, provided that it does not conflict with any University policies, and to invite its own faculty or staff advisors.
- 2.2 A recognized Graduate Student Organization shall have the right to publish its organization picture in the Clemson University yearbook.
- 2.3 A recognized Graduate Student Organization shall have the right to utilize the CGSG contract with Campus Activities & Events to reserve University facilities, provided the organization agrees to meet the requirements for the use of the facility.

- 2.4 A recognized Graduate Student Organization shall have the right to be provided an organizational email and web account.
- 2.5 A recognized Graduate Student Organization shall have the right to sponsor a candidate for Miss Homecoming.
- 2.6 A recognized Graduate Student Organization shall have the right to request funding from the Senate.

Section 3. Responsibilities.

- 3.1 A recognized Graduate Student Organization shall have the responsibility to provide any organizational information to the Organizations Committee upon request.
- 3.2 A recognized Graduate Student Organization shall have the responsibility to participate in any mandatory meeting held by the Organizations Committee by sending at least two (2) members to the meeting.
- 3.3 A recognized Graduate Student Organization shall have the responsibility to spend any and all funds received from CGSG in accordance with University, State, and Federal guidelines.

Section 4. Funding.

- 4.1 All allocations of funds to recognized Graduate Student Organizations shall be made on the basis of funding requests for specific events.
- 4.2 All funding requests must include a line-item budget of the event.
- 4.3 Funds provided by the Senate to an Organization remain State funds and thus are subject to the purchasing guidelines of State agencies.
- 4.4 Funds provided by the Senate to an Organization shall be earmarked for specific use by the organization and shall not be reallocated for a different purpose.
- 4.5 Funds awarded to an Organization shall be disbursed upon production of receipts.

ARTICLE X Subpoenas

Section 1. Subpoena. The term “subpoena” as used in these Bylaws means a formal request for the submission of information or the appearance of a specific member of the Graduate Student Body.

- 1.1 The power to issue subpoenas shall be vested in the Pro-Tempore and the Chairs of all committees.
- 1.2 The Senate may compel the President Pro-Tempore to issue a subpoena.
- 1.3 A committee may compel the Chair to issue a subpoena.
- 1.4 Abuse of subpoena power may result in censure or impeachment.
- 1.5 A written subpoena shall be filed with the Senate Clerk, stating at minimum:
 - The person or committee submitting the subpoena;
 - The recipient of the subpoena;
 - The requested information or individual; and
 - The reason for the subpoena.
- 1.6 The GSG Communications Director shall maintain a record of all subpoenas issued and shall provide the Senate with a list of all newly issued subpoenas at each Senate meeting.
- 1.7 A subpoena is issued on behalf of the Senate in the care of the specified member or committee.

- 1.8** A subpoena must be filed with the GSG Communications Director before service.
Subpoenas shall be served by the Senate Sergeant-at-Arms.
- 1.9** A subpoena may be invalidated by the CGSG Advisor if the Advisor determines it violates University, State, or Federal privacy guidelines.
- 1.10** A subpoena cannot be ignored, and the recipient must respond or challenge within five (5) business days of issuance.
- 1.11** The recipient may challenge the subpoena by submitting a redress request to the Attorney General and the GSG Communications Director.
- 1.12** A recipient who fails to respond in a timely manner may be held in contempt of the Senate.

ARTICLE XI

Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* will govern the Graduate Student Government in all cases to which they are applicable and in which they are not inconsistent with this Constitution and bylaws and any special rules of order the assembly may adopt.