Rules of Order of the Clemson University Graduate Student Senate

Updated 8/29/2019
1 PREAMBLE

1.1 Purpose and Authority
   1.1.1 These Rules shall serve in conjunction with the parliamentary authority as the Manual of the Graduate Student Senate.
   1.1.2 Where these Rules and the parliamentary authority disagree, these Rules take precedence.

1.2 Continuity
   1.1.1 These Rules shall continue from one Senate to the next Senate.
2  ATTENDANCE

2.1  Definitions

2.1.1  Excused absence: The phrase "excused absence" as used in these Rules of Order means an absence where the Secretary of the Senate has received notification prior to or forty-eight (48) hours after a Senate meeting.

2.1.2  Unexcused absence: The phrase "unexcused absence" as used in these Rules means an absence where the President of the Senate did not receive notification prior to or forty-eight (48) hours after a Senate meeting.

2.2  Suspension

2.2.1  The President of the Senate shall suspend a Senator under the following conditions:

2.2.1.1  The Senator accumulates two (2) unexcused absences in a single academic semester.

2.2.1.2  The Senator accumulates three (3) excused absences in a single academic semester.

2.2.1.3  The Senator accumulates a total of three (3) absences whether they be excused or unexcused within a single academic semester.

2.2.1.4  The Senator neglects their duties as described in Section 6.4.3, determined by agreement between the President of the Senate and the senator’s direct supervisor. A committee or task force chair fulfills the role of direct supervisor.

2.2.1.5  If the Senator is a chair or is not currently serving on any committee or task force, then suspension is at the discretion of the President of the Senate after consultation with the Executive Board.

2.2.1.6  The Senator fails to complete assigned orientation training within 14 days of inauguration and after a grace period of 10 business days.

2.2.1.7  Officers of the Senate: President, (Greenville and Clemson) Vice President, Pro-Tempore, Chief of Staff, GTGS Reward Chair, GTGS Review Chair, Finance Director, (Deputy) Webmaster, (Deputy) Activities Director, Director of Rules and Procedures, Director of Communications & Social Media, Director of Research Initiatives, Deputy Director of Research Initiatives, Director of Activities, Deputy Director of Activities & Outreach, Graduate Academic Affairs Chair, Diversity & Inclusion Chair, Health & Human Services Chair, University Services Chair, Graduate Campus Life Chair, Transportation & Facilities Chair are also upheld to this standard; and that the Officers of the Senate (also known as Cabinet Officers), as Senators, are also considered Senators and must comply in accordance with Title 9, though they do not count against the two-Senator maximum for their corresponding program.
2.2.2 The Senate Secretary shall revoke the membership of a suspended Senator by removing the Senator's name from the Senate roll.

2.2.3 The membership of a suspended Senator may be restored by consent of the Senate in a 2/3rds vote.

2.2.4 Senators cannot be dismissed for their voting records within either Committee work, Senate meetings, 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.

2.2.5 The Supervisor 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.

2.2.6 The Senator may appeal his or her dismissal by submitting a written request within 48 hours of dismissal to the Senate's 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.

2.2.7 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.
3 OFFICERS

3.1 President

3.1.1 The President serves as the President of the Senate and as the presiding officer of the Senate.

3.1.1.1 The duties of presiding officer are as follows:

3.1.1.1.1 Use the Rules of Order to fairly and efficiently conduct the Senate’s business;

3.1.1.1.2 To open the Senate Meeting;

3.1.1.1.3 To recognize members entitled to the floor, and maintain a “speaker’s list” by which to proceed during debate;

3.1.1.1.4 To state and to put to vote all motions;

3.1.1.1.5 To enforce time limits of attendees and speakers per the Rules of Order;

3.1.1.1.6 To inform the assembly, when necessary, on a point of order;

3.1.1.1.7 To adjourns with proper procedure;

3.1.1.1.8 and, To maintain the general decorum and good functioning of the Senate.

3.1.2 The President may delegate the duties of presiding officer of the Senate to another Senate Officer.

3.1.3 Except for where it is otherwise stated, the President has all the duties and privileges of a Senator.

3.2 Vice President

3.2.1 The Vice President may serve as presiding officer if delegated by the President.

3.2.2 The Vice President assists the President in the running of Senate meetings as required.

3.2.3 The Vice President will publish the date, time, and location of Senate meetings, to Senators and the public, at least 10 business days prior to the meeting date.

3.2.3.1 The Vice President shall oversee setting up and breaking down of the physical location for the meeting.

3.2.4 The Vice President shall maintain order in the Senate chambers during Senate meetings.

3.3 President Pro-Tempore

3.3.1 Report on the business of the Internal Committees when called upon by the President.
3.3.2  The President Pro-Tempore shall assume the position of presiding officer at the request of President or Vice President.

3.3.3  The President Pro-Tempore shall preside over any impeachment trial of the President.

3.3.4  The President Pro-Tempore shall maintain a record of filed and issued subpoenas.

3.3.4.1  The President Pro-Tempore will work with the Secretary to make sure a copy of each subpoena is maintained.

3.3.5  The President Pro-Tempore shall perform other duties assigned by the Vice President.

3.3.6  The Pro-Tempore shall be responsible for setting up the meeting location and cleaning up after the meeting is over.

3.4  Secretary

3.4.1  The Secretary shall receive approved legislation and amendments introduced by members of the Senate.

3.4.2  The Secretary shall keep and maintain the Senate roll.

3.4.3  The Secretary shall record the minutes of each Senate meeting.

3.4.4  The Secretary shall maintain all subpoenas.

3.4.5  The Secretary will prepare the Senate Chamber in advance of the meeting by setting up presentations, projectors, and laptops.

3.4.6  The Secretary will keep a record of all bills (P

3.4.7  The Secretary shall perform other duties pertaining to the records of the Senate as assigned by the presiding officer.

3.5  Chief of Staff

3.5.1  Report on the business of the External Committees, when called upon by the President.
4 ORDER OF BUSINESS

4.1 Definitions

4.1.1 Attendee. The term “attendee” as used in these Rules means any member of the Senate or nonmember who is present during open session of the Senate.

4.2 Regular Senate Meeting

4.2.1 The roll shall be taken.

4.2.2 The Senate shall amend and approve the minutes from the previous meeting.

4.2.3 Guest speakers shall present and answer questions from attendees.

4.2.4 The President of the Graduate Student Body shall present a report to the Senate.

4.2.4.1 The Chief of Staff or External Committee Chairs may be asked by the President to give reports as needed.

4.2.5 The Vice President shall present a report to the Senate.

4.2.5.1 The President Pro-Tempore or Internal Committee Chairs may be asked by the Vice President to give reports as needed.

4.2.6 The Senate shall consider all unfinished business and Special Orders.

4.2.7 The Senate shall consider all new business and General Orders.

4.2.8 Attendees shall provide announcements of interest.

4.2.9 The Senate shall be provided an “for the good of the senate” to allow discussion on any topic without an accompanying motion.
5 PARTICIPATION AND PROCEEDINGS

5.1 Time Limits

5.1.1 Each guest speaker shall be limited to twenty (20) minutes of floor time.

5.1.2 Each executive, council, and committee report shall be limited to five (5) minutes.

5.1.3 Each announcement shall be limited to one (1) minute.

5.1.4 The entire length of the open speech session shall be limited to ten (10) minutes.

5.1.5 Debate on the floor of each item of old or new business is limited to ten (10) minutes unless extended by the Senate or the presiding officer.

5.2 Debate

5.2.1 A Senator may be granted the floor by the presiding officer in two ways:

5.2.1.1 By having business such as Bill or Resolution on the agenda for the meeting;

5.2.1.2 By raising his/her hand/placard when the floor is open and being recognized by the Presiding Officer.

5.2.2 A Senator may be recognized for five (5) minutes no more than twice for debate on any single motion or item of legislation.

5.2.3 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. A Senator wishing to ask a question may do so by raising a Request for Information or Parliamentary Inquiry.

5.3 Nonmembers

5.3.1 The President of the Graduate Student Body, members of the President’s cabinet, and guest speakers on the agenda shall have the right to address the Senate when recognized by the presiding officer.

5.3.2 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.
6 COMMITTEES

6.1 Internal Committees

6.1.1 Internal committees are standing committees of the Senate, and perform all internal operations required for the Graduate Student Senate to function properly.

6.1.2 The following committees shall be recognized as standing Internal Committees:

6.1.2.1 Rules & Procedures Committee: The mandate of the Rules & Procedures Committee is to review and refine legislation, procedures, and rules of orders of the Graduate Student Senate, and to train senators on proper protocols in official Graduate Student Senate meetings.

6.1.2.2 Finance Committee: The mandate of the Finance Committee is to oversee all Graduate Student 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 Graduate Student Senate.

6.1.2.3 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.

6.1.2.4 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).

6.1.2.5 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.

6.1.2.6 Communications Committee: The mandate of the Communications Committee 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.

6.1.3 All standing Internal Committees shall submit a verbal and/or written report of committee business at each regular Senate meeting.
6.2 **External Committees**

6.2.1 External Committees are standing committees of the Senate, and facilitate the representation of the Graduate Student Body within Clemson University. Members of each committee shall serve as a representative on a University-wide committee pertaining to that specific External Committee.

6.2.2 The following committees shall be recognized as standing External Committees:

6.2.2.1 **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.

6.2.2.2 **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.

6.2.2.3 **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.

6.2.2.4 **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.

6.2.2.5 **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.

6.2.2.6 **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:

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

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

6.2.3 The Senate may create additional External Committees by resolution, but only if such a committee can prove its ability to liaison with a counterpart university-wide committee.

6.3 **Functions and Composition**
6.3.1 If not otherwise specified in the Committee’s Rules of Order, the President of the Senate shall appoint the Chairs of Committees and members of all committees pursuant to these Rules and any adopted resolutions. The President of the Senate may ask for the members of a Committee to recommend the Chair for that committee.

6.3.2 Only members of the Senate may serve as members of Senate committees. However, committee chairs may enlist non-voting associates from the Graduate Student Body to assist with official duties.

6.3.3 The President of the Senate 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. A quorum is the minimum number of members in any committee that must be present at any of its meetings to make the proceedings of that meeting valid.

6.3.4 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.

6.3.5 The Vice President of the Senate is to assist the President in similar duties as stated in 3.1.1 through 3.1.4 but for the Internal Committees.
7 ETHICS

7.1 Terms

7.1.1 The Rules contained in this Title may not be suspended.

7.2 Integrity

7.2.1 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.

7.2.2 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.

7.3 Transparency

7.3.1 No vote of the Senate shall be taken in executive session or by secret ballot.
8 LEGISLATION

8.1 Introduction

8.1.1 Any member 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@clemson.edu.

8.1.2 The member who introduces the legislation shall be the Sponsor. Additional members may add their names to the legislation as co-sponsors.

8.1.3 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.

8.1.4 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 passed on to the cabinet to be presented for final discussion and voting on the Senate floor.

8.1.5 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 discussion. The discussion may be voted to be re-opened for an additional 5 minutes, only once. Finally, the bill shall be voted on by the Senate.

8.1.6 The Secretary or President may, with the 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.

8.1.7 The Chair of the Rules and Procedures Committee, with the consent of a majority of the committee, can expedite legislation through the review process.

8.2 Categories

8.2.1 Constitutional Amendments: Legislation titled "A Bill to Amend the Constitution" shall be used to make changes to the Constitution of the Clemson University Graduate Student Body.

8.2.2 Bills: Legislation titled "A Bill" shall be used to enact legislation of a general nature requiring the approval of the Executive Committee. Such bills include, but are not limited to, Appropriations Bills, Approval Bills, Recognition Bills, and Special Funding Bills.

8.2.3 Resolutions: Legislation titled "A Resolution" shall be used to either perform Senate business not requiring the approval of the Executive Committee or to state the opinion of the Senate.
8.2.4 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 Executive Committee, or to state a joint opinion of the Undergraduate and Graduate Senates.

8.3 **Titles**

8.3.1 The title of each bill shall be prefixed by "G.B." and a unique number.

8.3.2 The title of each resolution shall be prefixed by "G.R." and a unique number.

8.3.3 The title of each concurrent resolution shall be prefixed by "C.R." and a unique number.

8.3.4 The Chair of Rules and Procedures committee will coordinate with the Secretary to assign a number to all bills, resolutions, or concurrent resolutions.

8.4 **Committee Referral**

8.4.1 All legislation that appropriates funds shall be referred to the Finance Committee prior to consideration by the Senate.

8.4.2 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.

8.4.3 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.

8.5 **Amendments**

8.5.1 To guarantee consideration by the Senate, major amendments to a proposed item of legislation should be filed in writing with the Senate Secretary at least two (2) hours in advance of the meeting in which the legislation is to be considered.

8.5.2 The presiding officer may rule out-of-order any non-written amendment which cannot be stated clearly, concisely, and without delay.

8.6 **Votes**

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

8.7 **Signatories**

8.7.1 Following the passage of legislation, the presiding officer shall sign the legislation to certify its passage.
9 **Members**

9.1 **Senate**

9.1.1 At the start of each academic year, the Senate President shall convene a new Senate by soliciting the selection of members from each Graduate Program.

9.1.2 The new Senate shall be established upon declaration of the President prior to the first scheduled Senate meeting.

9.1.3 The Senate shall be dissolved on May 30 of each year or upon adjournment *sine die*.

9.1.4 Standing Committees may operate independently when the Senate is dissolved.

9.2 **Apportionment**

9.2.1 Each Graduate Program, as defined by the Graduate Student Body Constitution, shall be entitled to the representation of two (2) members in the Graduate Student Senate.

9.3 **Selection**

9.3.1 Each graduate degree program shall select its members by election, appointment, or other method, as determined by the program’s coordinator.

9.3.2 Upon selection, each member shall choose, at their own discretion, the role of Senator or Delegate by notifying the Secretary.

9.4 **Senators**

9.4.1 Senators shall have all the rights and responsibilities provided by these Rules and by the Parliamentary Authority.

9.4.2 A graduate student selected to be a Senator shall be granted membership upon the following conditions:

9.4.2.1 The coordinator of the student’s degree program sends an appropriate correspondence to the Senate President or Secretary indicating the name of the student to become a Senator.

9.4.2.2 The student is administered the Oath (or Affirmation) of Office by the President of the Senate and attend a senator orientation, administered during the first meeting in the fall of each academic year, unless otherwise arranged with the Senate President.
9.4.2.3 The Senate Secretary certifies the student’s membership in the official roll of the Senate.

9.4.3 The primary responsibilities of a senator are to:

9.4.3.1 Represent their constituents, i.e. their colleagues within a program, on all matters relating to Senate or Graduate Student Government by:

9.4.3.1.1 Reporting GSG events and meeting outcomes to their constituents.

9.4.3.1.2 Soliciting feedback on legislation where appropriate.

9.4.3.1.3 Advocating for constituents on any matter related to Graduate Student Government, The Graduate School, or graduate student life at Clemson University.

9.4.3.2 Draft and sponsor legislation when appropriate.

9.4.3.3 Actively participate in at least one other Senate or GSG activity, including but not limited to:

9.4.3.3.1 Actively participating in a committee or task force

9.4.3.3.2 Chairing a committee or task force

9.4.3.3.3 Representing GSG on a college-wide committee

9.4.3.3.4 Holding a named GSG position or being a designated project lead (e.g. Webmaster, or GRADS program manager)

9.4.3.4 ‘Active’ participation is verified via the attendance records of Senate and committee meetings, which are collected as mandated per Section 10.2.2.1. Attendance records can be used as evidence for suspension of a Senator by the Committee lead and/or the President, according to Section 2.2.

9.4.3.5 Failure to fulfill the duties and obligations of a senator will result in dismissal from senate. Dismissal shall follow Section 2.2

9.5 Delegates

9.5.1 The Delegate role is provided for members who may not be able to regularly attend senate meetings in person, due to geography or other barrier.

9.5.2 Delegates shall have the rights and responsibilities provided by these Rules and by the Parliamentary Authority with the following exceptions:

9.5.2.1 Delegates shall not have a vote in the Senate and shall not be subject to the Senate attendance requirements provided within these Rules.

9.5.2.2 Delegates shall not be counted toward the amount needed for a quorum of the Senate.

9.5.3 A graduate student selected to be a Delegate shall be granted membership upon the following condition:

9.5.3.1 The coordinator of the student’s degree program sends an appropriate correspondence to the Secretary indicating the name of the student to become a Delegate.

9.5.4 Delegates shall not be required to take an Oath (or Affirmation) of Office.
9.5.5 Delegates may serve as committee members, vote in committees, and introduce legislation and Special Orders of Business in the Senate.

9.5.6 Delegates shall be privy to all group communication sent to and from the Senate.
10 RECORDS

10.1 Senate Meetings

10.1.1 The Secretary shall record the minutes of each Senate meeting and shall provide them to the President of the Senate no more than three (3) days after the Senate meeting in which the minutes were taken.

10.1.1.1 The Webmaster shall ensure that public records related to Senate businesses are available to the public online on the GSG website.

10.1.2 The President shall publish the minutes no more than seven (7) days after the Senate meeting in which the minutes were taken.

10.1.3 The minutes shall contain, at minimum:

10.1.3.1 A summary of each presentation and report.

10.1.3.2 Questions to a guest speaker and corresponding answers.

10.1.3.3 A summary of announcements.

10.1.3.4 A summary of points made during debate.

10.1.3.5 All motions and vote results.

10.1.3.6 A summary of discussions during open speech.

10.1.3.7 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.

10.2 Committee Meetings

10.2.1 At each committee meeting, the Chair of the committee shall appoint a member to record the minutes.

10.2.2 The minutes shall contain, at minimum:

10.2.2.1 Attendance of committee members.

10.2.2.2 Items of business considered.

10.2.2.3 The results of votes.

10.2.3 The minutes of each committee meeting shall be included in the committee’s written report at the following Senate meeting.
11  SUSPENSION OF THE RULES

11.1  Terms

11.1.1  Unless otherwise noted, the Senate may suspend these Rules by two-thirds (2/3) vote.

11.1.2  Committee Rules may not be suspended, nor may a committee suspend these Rules.
12 AMENDMENT OF THE RULES

12.1 Terms

12.1.1 The Senate may adopt resolutions to amend these Rules by majority vote.

12.2 Notice

12.2.1 Resolutions to amend these Rules are subject to the requirement of notice as stated in the Graduate Student Body Constitution.
APPENDIX A: ACTIVITIES COMMITTEE RULES

13.1 Membership

13.1.1 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.

13.2 Powers

13.2.1 The Activities Committee shall have independent discretion to spend any funds allocated for activities by the Senate.

13.2.1.1 Any activity with a total cost less than one thousand ($1000.00) dollars may be approved by the Chair, without a vote of the committee.

13.2.1.2 Any activity with a total cost equal to or greater than one thousand ($1000.00) dollars must be approved by a majority vote of the committee.

13.3 Meetings

13.3.1 The Chair shall call meetings of the Committee as needed to approve proposed events.

13.3.2 The date, time, location, and agenda of meetings shall be published at least seven (7) days in advance.

13.3.3 Members of the Graduate Student Body shall be invited to attend meetings to give input and feedback on proposed events.

13.4 Activity Policies

13.4.1 All spending for activities shall be in compliance with purchasing guidelines for South Carolina state agencies, which include a prohibition on the purchase of alcohol.

13.4.2 The Chair shall obtain the permission of the CGSG Advisor before entering into a contract with a vendor not pre-approved by Clemson University.

13.4.3 Any entertainment group booked for an event must sign a contract with Clemson University at least two (2) weeks prior to the event.
# APPENDIX B: FINANCE COMMITTEE RULES

## Membership

14.1.1 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.

14.1.2 The Secretary of the Treasury shall be an ex officio member of the Finance Committee and shall be counted in determining a quorum.

## Powers

14.2.1 By a majority vote, the Finance Committee may recommend proposed appropriations legislation for consideration by the Senate.

14.2.2 By a majority vote, the Finance Committee may introduce legislation in the Senate for the allocation of funds in fulfillment of organization funding requests.

## Meetings

14.3.1 The Chair shall publish the dates of meetings for an academic semester at least two (2) weeks prior to the first meeting of the semester.

14.3.1.1 This schedule shall contain at least one (1) meeting per month for the duration of the academic semester, with the exception of May, August, and December.

14.3.1.2 The time and location of these meetings shall be published at least seven (7) days in advance.

14.3.1.3 The agenda of these meetings shall be published at least twenty-four (24) hours in advance.

14.3.2 The Chair may, at any time, call meetings to review appropriations legislation proposed in the Senate.

14.3.2.1 These meetings shall not include the consideration of organization funding requests.

14.3.2.2 The date, time, location, and agenda of these meetings shall be published at least three (3) days in advance.
14.4 **Funding Request Guidance**

14.4.1 The Finance Committee, in concert with the Organizations Committee, shall publish and maintain guidance and instructions for recognized Graduate Student Organizations seeking to request funds.

14.5 **Funding Request Procedure**

14.5.1 A recognized Graduate Student Organization shall complete and submit a request for funding in the manner prescribed by the Finance Committee.

14.5.2 The members of the Finance Committee shall review the funding request prior to the meeting in which the request is to be considered.

14.5.3 The Chair shall inform the requesting organization of the date, time, and location of the meeting in which the request is to be considered.

14.5.4 The requesting organization shall be permitted to address the Committee at the meeting to explain the funding request and answer questions posed by the Committee.

14.5.5 The Chair shall make or entertain a motion to recommend allocation of funds in fulfillment of the request.

14.5.5.1 The Committee may amend this motion, but no amendment shall increase the amount of funds greater than that which is requested.

14.5.6 The Committee shall vote upon the motion to recommend allocation of funds pursuant to these Rules.

14.5.7 If the motion is adopted, the Chair shall compose and introduce legislation in the Senate to allocate the funds as recommended by the Committee.

14.6 **Funding Request Evaluation Criteria**

14.6.1 The Finance Committee shall have the discretion to write, publish, and maintain the criteria by which funding requests shall be evaluated.

14.6.1.1 Changes to the evaluation criteria may only take effect during the months of May, August, and December.

14.6.2 The goals of evaluation criteria shall be twofold:

14.6.2.1 To ensure the fair and equitable distribution of funds to all recognized Graduate Student Organizations.

14.6.2.2 To ensure that the organizations budget is spent but not over-spent by the end of the fiscal year.

14.7 The Budget for the following academic year must be “tentatively” approved before/on the last meeting of Senate before dissolution by a majority vote.
APPENDIX C: ORGANIZATIONS COMMITTEE RULES

15.1 Membership

15.1.1 The membership of the Organizations 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.

15.2 Powers

15.2.1 The Organizations Committee shall have the power to oversee recognized Graduate Student Organizations and to enforce the rights and responsibilities enumerated in the Graduate Student Body Code.

15.2.2 By a majority vote, the Organizations Committee may introduce legislation in the Senate to recognize or derecognize a Graduate Student Organization.

15.3 Meetings

15.3.1 The Chair shall call meetings of the Committee as needed to consider business pertaining to Graduate Student Organizations.

15.3.2 The date, time, location, and agenda of meetings shall be published at least seven (7) days in advance.

15.3.3 If an organization is being considered for recognition or derecognition, members of the organization who attend the meeting shall be given an opportunity to argue their case for recognition or against derecognition.


16  APPENDIX D: GTG COMMITTEE RULES

16.1 Definitions

16.1.1 GTG. The term “GTG” as used in these Rules refers to a Graduate Travel Grant, a reimbursement-based grant that supports graduate student travel to conferences, workshops, and field experiences.

16.1.2 GTGS. The term “GTGS” as used in these Rules refers to the Graduate Travel Grant System, an online portal through which graduate students can apply for GTGs, review applications, and view the status of their applications.

16.2 Membership

16.2.1 The GTG Committee shall consist of two co-chairs, the Awards Chair and Applicant-Reviewer Chair. The co-chairs may optionally enlist members to assist with non-confidential duties.

16.3 Powers

16.3.1 The Applicant-Reviewer Chair and Awards Chair shall administer the GTGS system in conjunction with the CGSG Webmaster.

16.3.2 The Applicant-Reviewer Chair and Awards Chair shall administer the GTGS system in conjunction with the CGSG Webmaster.

16.3.3 The Applicant-Reviewer Chair and Awards Chair are responsible for all communications between the GTG Committee and users of GTGS.

16.4 Meetings

16.4.1 The GTG Committee shall hold at least one (1) open meeting per academic year to discuss and receive feedback from students concerning GTG policies and procedures.

16.4.2 The date, time, location, and agenda of meetings shall be published at least fourteen (14) days in advance.

16.4.3 In addition to formal meetings, the GTG Committee may hold informal training sessions to inform potential applicants and reviewers of GTG policies and procedures.

16.5 Roles

16.5.1 Awards Chair

16.5.1.1 The Awards Chair shall determine and publish the dates for application periods and review deadlines of funds in fulfillment thereof.

16.5.1.2 The Awards Chair shall ensure the fair and equitable distribution of GTG awards pursuant to these rules and policies.

16.5.2 Applicant-Reviewer Chair
16.5.2.1 The Applicant-Reviewer Chair shall educate and assist graduate students seeking to apply for GTGs.

16.5.2.2 The Applicant-Reviewer Chair shall maintain all published manuals, policies, procedures, and guidance pertaining to GTGs and GTGS.

16.5.3 CGSG Webmaster

16.5.3.1 The CGSG Webmaster will ensure that GTGS is running as intended and will fix any issues presented by the system to the best of their ability.

16.5.3.2 The CGSG Webmaster will, in their work with the system, ensure the fairness of the application, review, and awards processes.

16.5.3.3 The CGSG Webmaster will maintain honesty with GSG leadership in their knowledge of the system.”

16.6 Application Policies and Procedures

16.6.1 All currently enrolled Clemson University graduate students are eligible to apply for GTGs that will occur while they are still fully enrolled students.

16.6.2 Applications shall be accepted three times per year, preceding the following event periods:

16.6.2.1 September 1 – December 31 (Fall)

16.6.2.2 January 1 – May 14 (Spring)

16.6.2.3 May 15 – September 1 (Summer)

16.6.3 Applications for funding toward a particular event must be submitted in the application period immediately preceding the event period in which the event is to take place.

16.6.3.1 Events which span multiple event periods shall be considered to occur in the period during which the event ends.

16.6.4 An applicant may submit no more than three (3) applications per application period.

16.6.5 To qualify for an award, an applicant must perform the following for each application submitted:

16.6.5.1 Complete all application fields before the application period deadline application.

16.6.5.2 Peer review five (5) applications.

16.6.5.3 Provide an accompanying faculty attestation.

16.7 Award Policies and Procedures
16.7.1 Applications shall be evaluated by double-blind peer review according to a scoring rubric maintained by the GTGS committee.

16.7.1.1 The rubric may incorporate criteria such as, but not limited to: quality of funding justification essay, alignment of event to advancing career goals, and applicant’s benefit to Clemson University.

16.7.1.2 Reviewers shall write in additional feedback to be shared with the applicant. If feedback breaches policies or is deemed inappropriate by the GTG committee, the reviewer will be disqualified.

16.7.1.3 Any modifications to the rubric and/or scoring systems shall be decided jointly by the Awards Chair and Applicant-Reviewer Chair.

16.7.1.4 Modifications to rubric and/or scoring systems may not take effect during the time between the end of an application period and the corresponding announcement of awards.

16.7.2 The GTG Awards Chair shall decide the amount of award funds allocated to each GTG event period.

16.7.3 The Awards Chair shall independently grant awards based on evaluation scores.

16.7.4 The Awards Chair shall announce awards no more than seven (7) days after the close of the review period.

16.7.5 After awards are announced, applicants shall be able to view feedback on their application via GTGS.

16.7.6 Upon returning from the GTG-funded event, awardees must complete an exit review via GTGS and submit a reimbursement packet before receiving any award funds.

16.7.7 Award funds shall be distributed by reimbursement upon submission of receipts to the GTGS website.

16.7.7.1 Receipts must be produced no more than fourteen (14) days after the end of the event period.

16.8 GTG Committee Member Application and Award Policies

16.8.1 GTG Committee members who wish to apply for GTGs are bound by the same policies and procedures as all GTGS applicants. No favoritism or special treatment shall be tolerated.

16.8.2 A GTG Chair who submits an application via GTGS must send a copy of the application to the President of the Senate and Finance Committee Chair before the application deadline.
16.8.3 The President of the Senate and Finance Committee Chair shall analyze the reviews of the application to ensure that the reviews are consistent with the original application submitted. If any discrepancy indicating an ethical breach is found, the application shall be disqualified.

16.8.4 A GTG Chair who receives an award must obtain a signed letter from the President of the Senate and Finance Committee Chair indicating the award is authentic. This letter must be turned in with receipts along with the award letter generated by GTGS.

16.9 Award Fairness Policy

16.9.1 No applicant shall be awarded more than $1000 per application; if travel for the awarded event is within the contiguous United States, no applicant shall be awarded more than $750 plus taxes per application.

16.9.2 No application with an evaluation score below 70% shall receive an award.

16.9.3 The award funds for each event period shall be apportioned as follows:

16.9.3.1 Ten (10) percent shall be reserved for qualifying applicants in each College.

16.9.3.2 Thirty (30) percent plus unused funds from the reserved portions above shall be placed in a general fund, which may be used for qualifying applicants from any college, school, or program.

16.10 Confidentiality

16.10.1 All information submitted through GTGS shall be considered sensitive. Anonymized applications may be shared outside the GTG Committee only for the purpose of peer review.

16.11 Independence

16.11.1 The GTG Committee may disqualify any applicant who harasses or attempts to improperly influence members of the Committee in their official capacities.

16.12 Appeals

16.12.1 All award decisions are final once announced and are not able to be appealed.
17 APPENDIX E: RULES AND PROCEDURES COMMITTEE RULES

17.1 Membership

17.1.1 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.

17.2 Powers

17.2.1 The Rules and Procedures Committee shall have the power to oversee amendments to the official documents of the Graduate Student Senate.

17.2.2 By a majority vote, the Rules and Procedures Committee may introduce legislation in the Senate.

17.3 Meetings

17.3.1 The Chair shall call meetings of the Committee as needed to consider business pertaining to Rules and Procedures.

17.3.2 The date, time, and location shall be published at least (7) days in advance.
APPENDIX X: SENATE EXECUTIVE COMMITTEE

18.1.1 The president will hold executive meetings per Appendix [:alpha:]. The President is required to hold regular meetings with the ‘Senate Executive Board’ which includes the President, Vice President, President Pro-Tempore, Chief of Staff, and Senate Secretary.

18.1.2 Other members and appointed officers may be added to the Senate Executive Board at the call of the President or Vice President.

18.1.3 Meetings of the Senate Executive Board should be concerned with the functioning and goal-setting of the Senate.