

GRADUATE STUDENT SENATE BYLAWS*
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**Formerly the Graduate Student Association. As amended April 2009.*

ARTICLE I

Name

The name of this organization is The University of Southern Mississippi Graduate Student Senate.

ARTICLE II

Purpose

The purpose of the Graduate Student Senate is to advise the Dean of the Graduate School who serves as its official adviser. It is a voice for all graduate students and an advocate for their concerns and ideas concerning graduate education and graduate students at The University of Southern Mississippi.

ARTICLE III

Responsibilities

The Graduate Student Senate members' responsibilities include but are not limited to the following:

1. Making Recommendations. The Graduate Student Senate makes recommendations and provides advice regarding graduate student issues to the Dean of the Graduate School who in turn corresponds with the Provost.
2. Disseminating Information. The Graduate Student Senate disseminates information relating to activities and issues affecting graduate students including but not limited to the following:
 - a. Graduate Student Research Symposium.
 - b. Dissertation and Thesis research grants.
 - c. The Graduate Journal.
 - d. Special Forum meetings.
3. Assisting the Dean of the Graduate School as requested and needed.

ARTICLE IV

Members

Section 1. Voting Members

The voting membership of the Graduate Student Senate is composed of one representative from each degree granting academic department and one voting member from the Gulf Park campus.

Section 2. Non-Voting Ex-Officio Members

All graduate students who are enrolled in a graduate program are ex-officio, non-voting members.

Section 3. Election and Terms

- a. Graduate Student Senate voting members are elected or appointed in May by the graduate students who are enrolled in a department or school. The department chair or director of the school will send the name of the voting member to the Dean of the Graduate School by May of each year and no later than September 1st.
- b. Graduate Student Senate members normally serve two-year terms unless they graduate and are not able to serve a second year. New members' terms begin in September and end in May.
- c. If a Graduate Student Senate voting member's position is vacated for any reason or if a member misses four consecutive meetings, the President of the Graduate Student Senate must appoint a member from that department/school to serve out the rest of the term.

Section 4. Eligibility and Qualifications

Graduate students who are enrolled for fall and spring semesters are eligible to serve on the Graduate Student Senate. They must be willing and able to attend the regular meetings and to communicate regularly with other graduate students in their department or school.

Section 5. Responsibilities

Members are expected to attend all regularly scheduled meetings of the Graduate Student Senate, serve on committees if possible, and communicate the issues raised in Graduate Student Senate meetings to their colleges as well as communicating the concerns and opinions of their colleges back to Graduate Student Senate.

Section 6. Proxies

A member may appoint a proxy for a meeting. The proxy form must be submitted to the President of the Graduate Student Senate. The proxy forms are on the Graduate School web page. If a member misses or sends a proxy for four consecutive meetings, he or she will be replaced.

ARTICLE V Officers

Section 1. Officers

The officers of the Graduate Student Senate are the President, Vice President, Recorder, Graduate Student Research Symposium Committee Chair, and the Graduate Journal Committee Chair.

a. President

Any member of Graduate Student Senate is eligible to hold the office of President. The President is elected during the April meeting and serves for one year. The President's responsibilities include but are not limited to:

1. Chairing the meetings of the Graduate Student Senate.
2. Preparing the agenda for the Graduate Student Senate meetings having them posted on the web.
3. Chairing the Graduate Student Senate Executive Committee.
4. Appointing chairs and members of the various standing and ad hoc committees of the Graduate Student Senate.
5. Representing graduate students on various university committees and at commencement ceremonies

b. Vice President

Any member of the Graduate Student Senate is eligible to hold the office of Vice President. The Vice President is elected during the April meeting and serves for one year. The Vice President's responsibilities include but are not limited to:

1. Assisting the President with the Graduate Student Senate activities and responsibilities.
2. Representing the Graduate Student Senate when the President cannot do so.
3. Chairing the Graduate Student Senate meetings and preparing the agenda when the President cannot do so.
4. Chairing the Graduate Student Senate Executive Committee when the President cannot do so.
5. Becoming President of the Graduate Student Senate should the President's position become vacant. In this case, the Graduate Student Senate will elect a new Vice President at the next meeting.

c. Recorder

Any member of the Graduate Student Senate is eligible to hold the office of Recorder. The Recorder is elected at the April meeting and serves for one year. The Recorder's responsibilities include but are not limited to:

1. Processing all correspondence from the Graduate Student Senate.
2. Writing, sending to members, and posting minutes of all meetings on the web.
3. Chairing a meeting if the President and Vice President are both absent.

d. Graduate Student Research Symposium Chair

Any member of the Graduate Student Senate is eligible to hold the office of Graduate Student Research Symposium Chair. The Symposium chair is elected at the April meeting and serves for one year. The Symposium Chair's responsibilities include but are not limited to:

1. Preparing, distributing, and posting the Graduate Student Research Symposium participation materials on the web and around campus.
2. Preparing and proofing the Graduate Student Research Symposium program.
3. Assisting with the arrangements and logistics for the Symposium.
4. Participating in the Symposium presentations.

e. Graduate Journal Chair

Any member of the Graduate Student Senate is eligible to hold the office of Graduate Journal Chair. The Journal chair is elected at the April meeting and serves for one year. The Journal Chair's responsibilities include but are not limited to:

1. Preparing, distributing, and posting the Graduate Journal *Calls for Submission* on the web and around campus.
2. Preparing and proofing the Graduate Journal
3. Assisting with the arrangements and logistics for the Journal

f. Parliamentarian

The Dean of the Graduate School serves as the Parliamentarian. The Parliamentarian can chair a meeting if the President, Vice President, and Recorder are all absent.

ARTICLE VI
Meetings

Section 1. Regular Meetings

The Graduate Student Senate meets twice a month from September to April. The meetings are on the first and third Thursdays from 12:00 p.m. – 1:00 p.m. All meetings are open to all graduate students.

Section 2. Special Meetings

The President may call special meetings as needed. At least 5 working days notice should be given unless an emergency situation does not permit.

Section 3. Quorum

A simple majority of the voting members of the Graduate Student Senate constitutes a quorum.

Section 4: Standard Agenda

The Standard Agenda below is distributed to Graduate Student Senate members and posted on the web one week before the regular meeting. Items for the Agenda must be submitted to the President at least seven (7) working days before the regular monthly meetings.

Standard Agenda

- 1.0 Call to Order
- 2.0 Adoption of Agenda
- 3.0 Approval of Minutes
- 4.0 Officers' Reports
 - 4.1 President's Report
 - 4.2 Vice President's Report
 - 4.3 Recorder's Report
 - 4.4 Parliamentarian's Report
- 5.0 Standing Committee Reports
 - 5.1 Bylaws Committee
 - 5.2 Graduate Student Research Symposium Committee
 - 5.3 Graduate Journal Committee
- 6.0 Ad Hoc Committee Reports
- 7.0 Unfinished Business
- 8.0 New Business
- 9.0 Announcements
- 10.0 Adjournment

Section 5. Minutes

The minutes of the regular meetings are recorded by the Recorder and distributed to members and departments/schools no later than three weeks after the regular bi-monthly meetings. Committee reports are summarized in the minutes.

ARTICLE VII
Executive Committee

The purpose of the Graduate Student Senate Executive Committee is threefold: (1) to prepare the agenda for the bi-monthly meetings, (2) to develop long range plans for the Graduate Student Senate and (3) to assist the dean of the Graduate School when requested.

Section 1. Membership

The members of the Executive Committee are the President, Vice President, Recorder, Parliamentarian, and Standing Committee chairs.

Section 2. Meetings

The Executive Committee meets as needed but at least twice each semester: once at the beginning of each semester to set the overall agenda and once at the end of the semester.

Section 3. Duties and Responsibilities

The Executive Committee prepares the agenda, initiates action, and oversees planning for the Graduate Student Senate.

ARTICLE VIII
Committees

Section 1. Standing Committees

The Graduate Student Senate has Standing Committees that are composed of Senate members and other graduate students as appointed by the President for a one-year term. The committees and their purposes are:

- a. Bylaws Committee, whose purpose is to review and recommend revisions of the bylaws when needed.
- b. Graduate Student Research Symposium Committee whose purpose is to plan, coordinate, and run the Graduate Student Research Symposium.
- c. Graduate Journal Committee whose purpose is to plan and coordinate the publication of the Journal.

Section 2. Ad Hoc Committees

The President of the Graduate Student Senate may appoint ad hoc committees as deemed necessary and desirable to assist in carrying out the program for the year. Such appointments expire at the end of the year.

ARTICLE IX
Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Graduate Student Senate in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Council may adopt.

ARTICLE X
Amendment of Bylaws

These bylaws may be amended at any regular meeting of the Council by a two-thirds vote, provided the amendment has been submitted in writing at the previous regular meeting. Amendments to these bylaws must be approved by the Student-Faculty Committee on Student Organizations and the Dean of the Graduate School.

ARTICLE XI
Dissolution

The University of Southern Mississippi Graduate Student Senate may be dissolved only if two-thirds of its members recommend dissolution to the Dean of the Graduate School who must approve the recommendation.