

GRADUATE & PROFESSIONAL STUDENT SENATE AT YALE

BYLAWS



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Bylaws

Graduate & Professional Student Senate

Article I—Name, Definitions, and Graphic Identity

Section 1—Name

The name of this Corporation is the Graduate and Professional Student Senate at Yale. The official abbreviation within these Bylaws is GPSS or Senate. The name is registered with the Secretary of the State of Connecticut, as GPSS is incorporated in this state as a Nonstock Corporation (relevant statutes in Title 33, Section 602).

Section 2—Definitions

1. “GPSS”, “Senate”, or “Corporation” means this Corporation pursuant to Title 33, Section 602 of the Connecticut Code.
2. “Statutory Law” means Connecticut Statute Law for Nonstock Corporations, Title 33, Chapter 602.
3. “Senate Members” and “Senators” mean the voting members of GPSS. Senate Members constitute the Board of Directors of the Corporation defined by Statutory Law and shall be known as the “Senate.” Classes, eligibility, and terms, including the definition of “Student Members” and “Alumni/ae Members” are discussed in Article III.
4. “Officers” mean the President, Vice President, Treasurer, and Secretary along with the Chairs of the Public Relations Committee (“Public Relations Chair”), Funding Committee (or “Funding Chair”), Student Advocacy Committee (or “Advocacy Chair”), Professional Development & Alumni Affairs Committee (or “Professional Development Chair”), Diversity and Inclusion Committee (or “Diversity and Inclusion Chair”), and Community Service Committee (or “Community Service Chair”), along with the Co-Chairs of the Social Committee (or “Social co-Chairs”) and the Chairs of any Ad-hoc Committees.
5. “Executive Committee” means the Committee of the Officers as described in Article V. Positions and terms are discussed in Article IV.
6. “Standing Committees” or “Committees” means the permanent Standing Committees as defined and listed in Article V.
7. “Chair” means the chairperson of the Standing Committees or the chairperson of any Ad Hoc Committee.
8. “Senate Meeting” means the official regular and special meetings of Senate Members described in Article VII, Sections 3 and 4.
9. “Annual Meeting,” “Corporation Meeting,” or “Annual Corporation Meeting” means the meeting of the Corporation on an annual basis pursuant to Statutory Law and described by Article VIII.
10. “Yale,” “The University,” and “University” means Yale University of Connecticut; as an adjective, “of Yale University.”
11. “Schools” mean the graduate and professional schools of Yale.
12. “Graduate School” or “GSAS” mean the Graduate School of the Arts and Sciences of Yale University.
13. “Division” means, for the purposes of these Bylaws, the academic departments of the GSAS divided into four divisions paralleling the divisions of the Yale University

Faculty of Arts and Sciences: Biological Sciences, Humanities (including Cross-Divisional Studies), Physical Sciences and Engineering, and Social Sciences.

14. “Professional Schools” mean exclusively those twelve schools of Yale University: the School of Architecture, the School of Art, the Divinity School (including the Institute of Sacred Music), the School of Drama, the School of Engineering and Applied Science, the School of Forestry and Environmental Studies, the Law School, the School of Management, the School of Medicine (including the Physician Associate Program), the School of Music, the School of Nursing, and the School of Public Health. Abbreviated reference to an individual school may omit the words “School” or “the School of.”
15. “Constituents” and “Students” mean the students of the Schools.
16. “Alumni” and “alumnae” mean former graduate or professional students of Yale. A Student who receives a degree *en route* to a higher degree is not considered an alum until completion of the final degree or official termination of studies. Singular “alumnus” (masculine), “alumna” (feminine), or “alum” (anglicized, gender neutral).
17. “Bylaws” mean these bylaws.
18. “Internal” means concerning exclusively the business and internal affairs of the Senate; within the Senate.
19. “External” means concerning affairs or persons outside of the Senate, such as the affairs of Yale University or the people of the City of New Haven.
20. “GPSCY” means The Graduate and Professional Student Center at Yale located at 204 York Street, New Haven, Connecticut.
21. “Pub” means Gryphon’s Pub at GPSCY.
22. “Graduate and Professional Student Survey,” “Annual Survey,” or “The Survey” means the survey of the Students conducted annually or as frequently as possible or practical.
23. “Fall Term” or “First Semester” means the first academic term of Yale University.
24. “Spring Term” or “Second Semester” means the second academic term of Yale University.
25. “Senate Session” means the period of time from the beginning of the first Senate Meeting until the conclusion of the last Senate Meeting.
26. “Spring Recess” means the official period in the Spring Term when classes cease according to the academic calendar of the GSAS.
27. “Summer Vacation” means the period in between the Spring and Fall Terms.
28. “Mailing address” means GPSS, PO Box 209118, New Haven, CT 06520.
29. “Permittee” means the person whose name is filed with the State of Connecticut as the representative of the Graduate and Professional Student Senate, Inc. in regards to the club liquor license required to operate the Pub.

Section 3—Graphic Identity

The official logos of GPSS are the gryphon and the shield. The gryphon is a hybrid creature with the body of a lion and the head, wings, and talons of an eagle. The shield contains the open book in the Yale seal on the top with the gryphon in the lower portion. The current graphic designs depicting the GPSS gryphon (left) and GPSS shield (right) are shown below:



The simple majority of the Officers is required to approve or reject a new design to be utilized for the gryphon. Following the approval of the design by the Officers, a majority of quorum present at the Corporation Meeting is required to authorize the official change to a new gryphon design.

Article II—Purpose

It is the mission of the GPSS to:

- (1) foster interaction among students through the creation, promotion, funding, and sponsorship of community service and charitable events; social events; events of academic, intellectual, and professional interest; events or activities organized by official student organizations; events or activities of unofficial student groups (“small groups”);
- (2) influence the policy, culture, and views of the University through representation on official University Committees, by expressing views of the student body to the administration, by issuing statements of our position to the media and administration;
- (3) build relationships to external groups for the purposes of official business and social interaction, including but not limited to Yale student organizations, Yale Alumni and the Association of Yale Alumni (AYA), Yale undergraduate students and student organizations, Yale faculty, Yale staff, and the municipal administration and citizens of New Haven; and
- (4) to oversee the management and maintenance GPSCY and Gryphon’s Pub, and to maintain the liquor license of the Pub.

Article III—Membership

Section 1—Members of the GPSS

There are four classes of members of the GPSS: Student Members, Alumni/ae Members, Senate Members or Senators, and Senate Affiliates.

Section 2—Student Members

- A. Each student registered and in good standing at Yale University in the Graduate School or one of the Professional Schools is a Student Member unless he or she files a statement with the Secretary of the GPSS declining such membership. Failure on the part of any Student Member to maintain good standing, as determined by such Schools, automatically terminates his or her status as a Student Member.
- B. Student Members are entitled to attend Senate Meetings and upon request to and approval by the majority of a Committee, can serve on the Committee requested. Unless elected as Senators, Student Members are not entitled to receive notice of Senate Meetings or to vote at such meetings on matters where Statutory Law or these Bylaws require the vote of the GPSS.

Section 3—Alumni/ae Members

- A. A person who, because of the completion of his or her Graduate or Professional studies at Yale University, no longer qualifies to be a Student Member, may on expression of interest to the Senate, become an Alumni/ae Member, in a manner as set forth by the resolution of the Senate. For the purposes of these Bylaws, a person has completed his or her Graduate or Professional studies at Yale University if and only if the following two conditions are true: (1) he or she has been granted a Graduate or Professional degree by Yale University, and (2) he or she is no longer enrolled as a student at Yale University.
- B. Alumni/ae Members are entitled to attend Senate Meetings and to enjoy all franchise privileges enjoyed by Student Members.
- C. Emeritus Members and Officers of the Senate are automatically Alumni/ae Members.

Section 4—Senate Members

- A. Senate Members are Student Members who are elected to Senate Membership in accordance with these Bylaws and who are therefore known as Senators and Officers of the GPSS who are elected in accordance with these Bylaws.
- B. Senate Members are the only class of Members entitled to vote on each matter where the Nonstock Corporation Act of the State of Connecticut, the Certificate of Incorporation, or these Bylaws require the vote of the members of the Corporation.
- C. Senate Members have other duties, responsibilities, obligations and privileges as set forth in the Bylaws.

Section 5—Senate Affiliates

- A. “Senate Affiliate” is a title that may be given to individuals who volunteer in events, Committees, and activities run by Senate Members.
- B. All Student Members and Alumni/ae Members are eligible for the title Senate Affiliate. Eligible persons may petition the Senate for the position of Senate Affiliate. The petition shall be submitted in writing to the Secretary (electronic mail is valid).
- C. Senate Affiliates shall be appointed by the Executive Committee. Following the dissolution of a Senate session, a former Senate Affiliate may petition for renewal of his or her appointment. The process of appointment renewal shall be identical to that of the initial appointment.
- D. When reasonable Senate Affiliates are (1) held to the same responsibilities and expectations as Senators, and (2) enjoy any and all non-voting privileges of Senate Members. Senate Affiliates shall not be voting members of the Senate. Senate Affiliates shall be required to participate in at least one project or one Committee. Senate Affiliates shall be required to attend meetings when the Officer or Senator supervising their project or Committee activities deems such attendance necessary.
- E. The term of each Senate Affiliate shall be coextensive with the term of Senate at the time of appointment.
- F. If a Senate Affiliate abdicates his or her position, he or she will be relieved of all responsibilities toward the Senate and will no longer enjoy the privileges of the Senate.

Article IV—Senators

Section 1—Duties, Responsibilities, and Obligations

- A. Each Senator of each Professional School acts as a representative of the students of his or her respective School. Each Senator of the GSAS acts as a representative of the students of his or her respective Division.
- B. Senate Members will be responsible for relaying the views and feedback of Student Members in their Department, Program or School.
- C. All Senate Members shall serve on at least one permanent Standing Committee per Senate Session. All Officers however, are exempt from this requirement due to their already established roles as outlined in Article V, Section I of these Bylaws.
- D. In order to maintain active Senate membership, all Senate Members must attend at least three fifths (3/5) of the regular meetings held by The Senate per semester.
- E. Any Senate Member who fails to attend at least three fifths (3/5) of the regular meetings held by The Senate per semester, without justification, shall be deemed Not In Good Standing. Senate Members Not In Good standing will receive a notice by the Secretary notifying them of their status and shall lose voting rights until they attend one regular meeting.
- F. Senators who can demonstrate a semester-long conflict with Senate meetings are permitted to remain In Good Standing if they maintain active participation in at least one Committee's activities. Active participation is defined as attending over 3/5 of the Committee meetings and is subject to the discretion of the Committee Chair.
- G. Senate Members who miss three (3) consecutive regular meetings without proper notice or justification will be vacating their seat as outlined in Section 3 (B) of this article.
- H. Senate Members shall abide by the regulations set forth by Yale University. They are also expected to abide by local, state and federal law. Violations including but not limited to assault on, coercion, harassment, or intimidation of, any member of the University community, including harassment on the basis of race, religion, gender, ethnicity, or sexual orientation shall not be tolerated and will result in disciplinary action as determined by the policies of Yale University.

Section 2—Election of Senators

- A. The current official list of students and Schools, Programs, Divisions, and Departments compiled by the Office of the Secretary of the University is considered binding for the purpose of determining eligibility for Senate membership. If that list is not readily available, the most recently published counts from the Office of Institutional Research of the University shall be valid for the Professional Schools.
- B. The Executive Committee oversees all election procedures and has the final say in resolving disputes in situations in which the Bylaws and established procedures are not sufficiently clear.
- C. Students in the Professional Schools may organize their own elections. If they choose not to do so, the Executive Committee organizes the election and holds it at the beginning of the academic year. The Senate organizes the election for students in the GSAS at the beginning of the academic year.
- D. The students in each Professional School may elect the number of Senators that is the larger of (a) two (2) Senators; or, (b) one (1) Senator for every 150 students. In calculating the number of openings, round the number of students up to the nearest 150 (for example, 301 students would yield three openings).

- E. Students in the GSAS may elect one (1) Senator for every 150 students (calculated as shown above in Article IV, Section 2(D)). Students in the GSAS vote only for Senators within their Division (see Article IV, Section 1(A)). For each Division of GSAS, preference will be given to elect Senators from that Division; however, in the event that there are insufficient nominations from a Division of GSAS a student from another Division of the GSAS can run for that Senate position since they are students of the same school.
- F. Each Student Member who is enrolled in a double-degree program may be a candidate for Senator in either but not both of the Schools or Divisions in which he or she is enrolled.
- G. For every Professional School and every Division of the GSAS, the Executive Committee may restrict one seat to candidates who are first-year students.
- H. When the Executive Committee runs an election for the general membership:
 - (i) The Public Relations Chair makes public information regarding election procedures;
 - (ii) The Secretary receives nominations and statements by candidates via email or online form; and,
 - (iii) The Public Relations Chair posts on the GPSS website information regarding election procedures along with the list of nominees and statements by candidates.
 - (iv) Nominations must be submitted prior to the deadline for nominations set by the Executive Committee.
 - (v) Polls open on the date of opening and date of closing set by the Executive Committee (should be at least three (3) days). The elections GPSS runs are held before October 1st, while elections held by the Professional Schools should also be finished in a timely manner.
 - (vi) Each Student Member may cast only one ballot. Each Student Member of each Professional School may vote only for the candidates in the Professional School in which he or she is enrolled. Each Student Member of each GSAS Division may vote only for the candidates in the Division in which he or she is enrolled. Each Student Member who is enrolled in a double-degree program may cast a ballot in either but not both of the Schools or Divisions in which he or she is enrolled.
 - (vii) The Secretary and at least one other member of the Executive Committee are responsible for counting the votes. A third party from within the Senate may be invited to act as an auditor to check the tallies.
 - (viii) The Public Relations Chair announces the results of the election within one week after the deadline of acceptance and posts the results online.
- I. Elected Senators serve one Senate Session.

Section 3—Vacancies

- A. If following an election a School or Division has fewer than the allotted number of Senators, a Student may petition the President for the position of Senator. In advancing such a petition, the Student becomes a Senator At-Large Candidate. Preference for each position is given to Candidate(s) from the School or Division that has not filled the original Senate seat. Should there be no such Candidates, any interested Student may run for the seat as a Senator At-Large Candidate. The President or presiding officer shall present the Senator At-Large Candidate(s) to the Senate at the next Senate Meeting, and the Senator At-Large Candidate(s) must make

a statement at that time. The Senate shall vote following the presentation of statement(s) by the Senator At-Large Candidate(s). The Senator At-Large Candidate requires a plurality of votes of the Senate to become a Senator. If approved, the Senator shall be a general representative who does not advocate on behalf of a particular school. The Senator shall focus on the programming of the Committee(s) they choose to join.

- B. A vacancy among the Senate Members may exist when a School or Division is not represented at Senate meetings for two (2) consecutive regular meetings or a Senate Member is absent without justification for three (3) consecutive meetings. Any vacancy so designated by the Secretary may be filled by a Student Member of any School or Division with preference given to Students of the vacant position's School or Division. Election to the position occurs in the manner outlined in Article IV, Section 3(A). A Senator elected in such manner shall cease to hold Senate Membership upon election or petition and election of a Student Member of the vacant position's School or Division.
- C. If a Senator abdicates his or her position, Student Members may petition to fill the vacancy as described in Article IV, Section 3(B).

Article V—Officers

Section 1—Definitions and Duties

- A. The President shall be the chief Officer of GPSS and *ex officio* member of all Committees of the Senate; have general charge of the business, affairs, and property of GPSS and control over the Officers; preside at all meetings and perform the duties prescribed elsewhere in the Bylaws and as are usual of this office; serve as representative to external organizations, including the Administration and other Yale Student Governments; organize the Yale Forum; and, not contradict, veto, or otherwise undermine the resolutions of the Senate majority.
- B. The Vice President shall be second in command to the President; have the authority to act independently but according to the will of the President in the general charge of the business, affairs, and property of the GPSS and control over the Officers; oversee the activities that are initiatives of the Senate and GPSCY; monitor the physical plant, administer the office space, and be the liaison to the Pub of GPSCY; and, control the logistics, planning, and internal communications for the Senate, including the organization and control of the GPSS Google Drive and adherence to these Bylaws. The Vice President serves as chair of the GPSCY Supervisory Council. The Vice President is responsible for overseeing the projects of the Executive Committee Fellows.
- C. The Treasurer shall be responsible for the receipt and custody of all monies of the Corporation, the accurate accounting thereof, and the disbursement thereof as authorized by the Senate in accordance with the Senate Financial Guidelines (Article XI, Section 2); execute contracts and other instruments as authorized by the Senate; prepare and issue the budget and other financial statements and reports; report to the Senate on the finances of the Corporation at least twice per semester; raise funds for the Senate by such means as seeking out grants, donations, and sponsors; file the Corporation tax documents; and, submit his or her Annual Report to the incoming Treasurer.
- D. The Secretary shall be responsible for the day to day internal administration of the

Senate; draft, distribute, and file all official communications; maintain all GPSS Google Group accounts and calendars; issue notices of all meetings of the Senate Members; order food for meetings; in meetings record motions, total votes, the outcomes of votes, and the minutes, which the Secretary shall file and make publicly available; maintain the public records of the Corporation, including the Bylaws, lists of Members and Officers, and the Annual Report; submit annually the list of Officers and the Annual Report to the Secretary of State; maintain institutional memory of the organization to be distributed to all officers each year; and, be the lead officer in charge of coordinating and running the elections for Senate across the schools for which the GPSS operates elections.

- E. The Public Relations Committee Chair, Funding Committee Chair, Advocacy Committee Chair, Social Committee Co-Chairs, Community Service Committee Chair, and any other Chair of a Standing Committee, as defined in Article VII, Section 5, also serve as Officers and members of the Executive Committee and are elected in such manner as described in Section 2 of this Article. Chairs of Ad Hoc Committees are considered temporary Officers and are elected by Senate within two Senate sessions after establishment of the Ad Hoc Committee.
- H. Duties applicable to all Officers ranking below the President:
 - (i) The Officers shall be responsible to the President for the proper and faithful discharge of their duties and shall report to the President;
 - (ii) All Officers shall report at each regular meeting of the Senate. Officers with nothing to report at regular meetings must announce that there is nothing to report. Officers are encouraged to have a representative of the Committee give the report in place of the Officer.
 - (ii) In the event that an Officer cannot attend an Executive Committee meeting, they shall send a representative of the Committee to give the report at the Executive Committee meeting. This representative will not be able to vote on Executive Committee motions.

Section 2—Election of Officers

- A. Candidates for Officer positions must be nominated by the Senate Membership.
- B. Candidates for Officer positions must be part of the Senate Membership (also including current Officers) at the time of nomination.
- C. Each Senate Member may nominate himself or herself.
- D. The Executive Committee sets the opening and closing dates of the nominations period.
- E. The nominations period must begin no later than fourteen (14) days before the scheduled election of officers.
- F. Candidate statements are received during the nominations period. The Executive Committee may decide to receive candidate statements following the close of the nominations period. Candidate statements must be received in time to be published in the agenda preceding the election meeting. The Secretary sets the deadline for agenda submissions.
- G. A candidate can be nominated for multiple positions although they can only serve as an Officer in one position.
- H. The election is a secret ballot. Three (3) members of the Senate not running for office are appointed by the Executive Committee to receive and tally ballots.
- I. The results are announced after each tally.
- J. The newly elected Officers may be installed at the meeting of the election or at the

- beginning of the following meeting.
- K. If a Senator runs unopposed for an Officer position, then his or her name appears on the ballot and, barring irregularities in the election procedures, he or she shall be declared by the President or presiding officer to be elected by acclamation.
- L. Abdication
- (i) If an Officer abdicates his or her position in the period following the installment of the Executive Board, but before the end of the Senate Session, then the following procedure applies: the Senators are asked for nominations via email and again in a period of nominations to appear in the agenda of the following Senate meeting. Nominations close at the end of the period of nominations. If there is only one candidate, then he or she shall be declared by the President or presiding officer to be elected by acclamation following the Period of Nominations. If there are two or more candidates, the Senators vote on the candidate in the manner outlined in Article V, Section 2(H and I).
 - (ii) If an Officer abdicates his or her position in the period following the end of the Senate Session (that is, after the last Senate Meeting in the Spring Term), then the following procedure applies: The Students who were Senators in the most recently dissolved Senate are asked for nominations via email. Those Senators shall constitute the Senate in time of abdication. The Senate in time of abdication does not require a quorum to vote on a candidate running for the abdicated position. If there is only one candidate, then he or she shall be declared by the President or presiding officer to be elected by acclamation following the Period of Nominations. If there are two or more candidates, then the vote must be conducted in one of two ways: either (1) the secret ballot procedure as outlined above or (2) electronic means that ensures authentication of individual votes.

Section 3—Officer Absence or Disability

In the absence or the disability of the President, the Vice President shall assume the duties of that office. The President shall perform or cause to be performed the duties of the other Officers in the event of their absence or disability until a replacement or interim Officer can be elected. In the event of the absence or disability of the President and the Vice President to serve as President, an election will be called for the office of President.

Section 4—Removal

- A. A GPSS Officer may be removed from office at a regular or special meeting of the Senate by two-thirds of all the non-vacant Senate seats voting in the affirmative. Fifteen (15) affirmative votes shall be required for the removal of any Officer.
- B. If a GPSS officer fails to attend, without justification, two (2) consecutive Senate meetings and two (2) consecutive Executive Board meetings, for a total of four (4) consecutive meetings, this shall trigger an automatic vote in the Senate to determine whether or not the officer shall remain in their post.
- C. Officers may be removed in the Summer Session if two-thirds of all Summer Session members vote in the affirmative. If a GPSS Officer is removed in the Summer Session, the general Senate must elect a replacement within the first two Senate Sessions. If the removed GPSS Officer runs a Committee, the Senate may also vote to suspend the activities of that Committee for the remaining Senate year. Committee suspension requires two-thirds of all the non-vacant Senate seats voting

in the affirmative. Upon the removal of an officer, nominations will immediately open to fill the vacancy. An election to fill the seat will take place at the next scheduled Senate meeting. If the duties of the office must be executed in this time, the President may appoint an interim officer who shall serve until the election of a new officer.

- D. During the academic year, officers must not be absent from New Haven for time periods greater than four weeks. Should an officer be absent for this time period or longer, an interim chair shall be appointed by the President and approved by the Senate. To regain their office, the absent individual must be reinstated by an affirmative simple majority vote of the Senate.

Article VI—The Senate

Section 1—Responsibilities

The activities, property, and affairs of the Corporation shall be managed by the Senate.

Section 2—Composition

The Senate shall comprise all Senate Members as defined by these Bylaws.

Section 3—Regular Meetings of the Senate

The Senate shall hold at least four (4) regular meetings a semester at such time and place as it may direct. Notice of the place, day, and hour of each regular meeting shall be given to each Senate Member not less than five (5) days before the meeting.

Section 4—Special Meetings of the Senate

Special meetings of the Senate may be called by the President, and shall be called by the President upon written request of one-fifth of the Senate membership stating the purpose of such meeting. If the President shall not, within ten (10) days of the request, call such a meeting to be held within fifteen (15) days thereafter, such Senate Members may call the same. Notice of a special meeting shall state the place, day, and hour of the meeting and the purpose for which it is called.

Section 5—Summer Session

The Summer Session shall run from the conclusion of the last official Senate meeting of the Senate Session until the commencement of the first official meeting of the next Senate Session. During the Summer Session, the Senate shall be comprised of the Officers and three non-graduating Senators, who shall be called Summer Fellows and who shall be appointed by the Senate prior to the conclusion of the last meeting of the previous Senate Session. The Senate may also designate alternates to serve to as Summer Session Fellows. During the Summer Session the Senate cannot amend these Bylaws.

Any motions approved during the Summer Session must be presented to Senate by the third Senate Session.

Section 6—Quorum

The holders of one-third of the number of elected Senators of the current Senate Session (as listed in Article III, Section 4(A)) shall constitute a quorum for the transaction of all business by the Senate. The Senators present at a duly held meeting at which a quorum is present may not continue to do business if the withdrawal of Senator leaves less than a quorum present.

Section 7—Voting

The vote of a majority of the Senate Membership present at a meeting at which a quorum is present at the time of the act shall be the act of the Senate, unless the act of a greater number is required by the Nonstock Corporation Act of the State of Connecticut

or by the Bylaws. The President is an ex-officio member of the Senate, and as such does not participate in voting. In the case of a tie, the President shall serve as tie-breaker in accordance with Robert's Rules of Order. Voting may also occur between meetings using an online platform, such as Qualtrics. Calling for an online vote is at the discretion of the President and shall be approved by a majority vote of Senate.

Section 8—Dues and Assessments

The Senate may levy dues and assessments against Student Members and Alumni/ae Members, including Senate Members.

Section 9—Conduct Review Board

The Conduct Review Board is charged with reviewing cases of misconduct in Senate duties by either Senators or Officers and recommending consequences to the Senate.

- (i) The membership of the Conduct Review Board shall consist of the Vice President, serving as Chair, and two members of the Senate body elected by simple majority. Should a complaint be brought against the Vice President, the Secretary shall serve as Chair in a special session of the Conduct Review Board.
- (ii) Complaints of misconduct may be brought by any member of the Senate or Executive Committee, and shall be kept anonymous, except with the explicit written consent of the complainant.
- (iii) The Conduct Review Board shall abide by the Conduct Review Board Policies and Procedures, which shall be reviewed for the following academic year in the Spring Semester.
- (iv) Policies and Procedures governing the 2018-2019 academic year shall be drafted during the 2018 summer by a Committee of the Vice President and two Summer Fellows and presented to the Senate for approval by simple majority no later than the second Senate meeting of the academic year.
- (v) The Conduct Review Board shall process complaints within four weeks of the submission of the complaint. The Board must conduct a hearing at which the accused may present their case, and arrive at a decision by secret ballot with no abstentions allowed. Should the accused be found to be in sufficient violation to warrant removal from the Senate, the Board shall present their findings at the next Senate meeting and introduce a motion for the removal of the Senator or officer.

Article VII—Committees

Section 1—Membership

- A. Senate Members shall be divided among the Executive Committee, seven permanent Standing Committees, as defined in this Article, and any Ad Hoc Committees that might be created from time to time. Members who are not Senate Members may also serve on Standing or Ad Hoc Committees of the Senate.
- B. All Senate Members shall be part of at least one permanent Standing Committee as outlined in Article IV, Section 1 (C).

Section 2—Establishment

A Standing Committee is a permanent Committee of GPSS with duties as described in these Bylaws. As is such, the creation or dissolution of Standing Committees is completed by amendments to these Bylaws as described in Article XII. An Ad Hoc Committee is formed by the Executive Committee or by a majority vote of the Senate

for a specific task or objective, and is dissolved after the completion of the task or achievement of the objective.

Section 3—Duties

- A. Each Committee shall have an area of expertise as outlined in this Article, but every Committee may have any type of business assigned to it in addition to its regular functions. Except as provided, all official GPSS actions shall be taken by the full Senate.
- B. Permanent Standing Committee chairs shall hold at least two (2) meetings per semester with Senate Members affiliated with their Standing Committee.

Section 4—Executive Committee

- A. The GPSS Officers shall report to the President at regularly scheduled meetings of the Officers known as Executive Committee meetings. During the Senate Session the Executive Committee shall consist of the Officers, including the President, plus two (2) Senate Members appointed by the Senate for a term of one semester and shall be known as Fellows.
- B. Fellows shall be elected before the end of the third Senate Session each semester. If more than two Senate Members seek appointment to the Executive Committee (or more than five for the summer session), then an election shall be held.
- C. The Fellows shall have full voting authority on the Executive Committee, and may be appointed for consecutive terms of Executive Committee membership. Fellows shall be held to the same attendance and removal standards as the Officers, as described in Article V Section 4.
- D. Five Senate members appointed to the Executive Committee for the Summer Session shall serve the entirety of the Summer Session.
- E. Fellows shall work with the Executive Committee on one project during their term. These projects, which shall be overseen by the Vice President, may be in collaboration with one or several Standing or ad hoc Committees, and shall aim to forge new connections between Committees and/or improve the practices of the Senate. At the end of their term, Fellows are required to report their progress on these projects to the Senate.
- F. The Senate shall hold at least four (4) Executive Committee meetings a semester at such time and place as it may direct.
- G. Officers and Fellows shall be allowed one (1) unexcused absence to an Executive Committee meeting per semester. If an Officer misses more than one (1) Executive Committee Meeting per semester without proper notice or justification, the Officer will be deemed Not In Good Standing and will lose Executive Committee voting rights and privileges until he or she attends two (2) consecutive Executive Committee Meetings.
- H. A quorum of the Executive Committee shall be four (4) Officers. Executive Committee meetings are opened to any Senate Member, but such members shall not be entitled to vote at such meetings.
- I. At least once per year, all Officers shall be subject to a Performance Review, which shall survey Senators and other Officers. The goal of these Reviews shall be to provide feedback to the Officer and to alert the Executive Committee of any issues in the functioning of the Senate. These Reviews shall be administered in a manner chosen by the Executive Committee, and compiled by the Vice President.

Section 5—Standing Committees

- A. The Public Relations Committee shall, in the direction of the Public Relations Chair,

coordinate and disseminate information about GPSS and GPSCY to external parties, including the offices of the University administration, the schools and departments, student organizations, and the Association of Yale Alumni; release announcements of events initiated by the GPSS or, at the discretion of this Officer, events relevant and potentially of interest to the constituencies of the GPSS; promote a favorable image of GPSS and GPSCY; and, maintain and update the graphic identity of GPSCY from time to time, but alter the logo only in accordance to Article I, Section 3.

- B. The Funding Committee shall, in the direction of the Funding Committee Chair, uphold the Funding Guidelines; receive applications for funding; communicate with applicants during the application process; and, represent to the Senate the opinion of the Funding Committee. The Funding Guidelines can be revised by the Funding Committee at the end of Spring Semester each year for implementation in the next academic year, and should be presented to the general Senate for approval. The scope of the Funding Guidelines shall be restricted to those initiatives approved by the Funding Committee. An exception shall be made for the 18-19 academic year, in which case only, revised Funding Guidelines may be presented to the Senate at the beginning of Fall Semester.
- C. The Advocacy Committee, shall in the direction of the Advocacy Committee Chair, receive, record, and file student concerns brought to the Senate for regular review by the Executive Committee; review the policies of the University, Schools, and Departments as they relate to the life and well-being of students; produce petitions and surveys for the purpose of updating, evaluating, or changing University policy, including the principal GPSS Survey; produce and administer surveys of student opinion, including the Annual Survey; report student opinion to the Senate, sponsor relevant motions, and initiate other forms of action consistent with the bylaws of GPSS and the University; oversee and monitor the reports of Senators serving on University-Wide Committees; maintain documentation regarding the status of current projects and advocacy issues; and, maintain and publish online a document listing the grievance procedures of the University, the grievance procedures of the Schools, and other official proceedings treating disputes and advocacy. The Advocacy Committee Chair may appoint up to two Deputy Chairs to handle specific, issues consistent with the duties of the Chair and Committee mission. These Deputy Chairs must be approved by the general Senate; they shall report to the elected Committee Chair and shall not be members of the Executive Committee.
- D. The Social Committee, shall in the direction of the Social Committee Co-Chairs, plan and coordinate all social events on behalf of GPSS that aim to bring students from disparate schools together, improve the quality of life for constituents, their families, and friends, and/or continue social traditions of the Senate. The co-Chairs shall be the liaison to the Pub's social director and will be responsible for coordinating with the Pub all social events and/or other programming co-sponsored or planned by the Senate. The Co-Chairs, with the approval of their Committee, must provide to the President by the third regular Senate Meeting an outline of planned events for the year indicating an even assignment of events to the Co-Chair, an approximate week for the event, and a proposed budget.
- E. The Community Engagement Committee, shall in the direction of the Community Engagement Chair, develop and maintain partnerships with community service and development organizations (both within and outside Yale). The Committee shall

support the efforts of these organizations through a combination of funding, event collaboration, and information sharing.

- F. The Professional Development & Alumni/ae Affairs Committee, shall in the direction of the Professional Development Committee & Alumni/ae Affairs Chair, plan, implement, and facilitate programming that will enable and encourage interdisciplinary career development for students that will prepare them for professional settings and their careers. The Chair shall be the primary liaison with the Association of Yale Alumni (AYA) and serve as the GPSS representative to all AYA Board of Governor meetings during the academic year, specifically attending meetings of the AYA Graduate and Professional Student Committee, Careers, Life, and Yale Committee, and any other Committee meetings relevant to the G&P community. Regular communication shall be maintained between the Chair and their counterpart on the AYA Graduate and Professional Student Committee.
- G. The Diversity and Inclusion Committee shall, in the discretion of the Diversity and Inclusion Chair, broadly serve as the central liaison between students and the university administration on issues of diversity and inclusion; solicit student input regarding campus climate, including through the use of surveys and community forums; advocate for specific policies and initiatives, including through the use of Committee reports and memoranda; organize and sponsor events aimed at building student solidarity and promoting diverse backgrounds and inclusive communities; and, represent to the Senate the opinion of the Diversity and Inclusion Committee.
- H. The Inspiring Yale (“IY”) Committee shall be formed before the end of Fall semester each year. The IY Committee shall exist for the purpose of planning and executing the annual Inspiring Yale event, which hosts a speaker from each G&P school. The IY Committee may be chaired by an Officer(s) or Senator(s); in the case that the chair is a Senator, they will not become an Officer by virtue of becoming IY Chair. The IY Chair must report regularly to Senate and attend Executive Committee meetings at the request of the Executive Committee.

Section 6—Reporting Requirement

- A. Every Committee shall report at each regular meeting of the Senate. Committees with nothing to report at regular meetings must report that there is nothing to report. The Committee Chairs are responsible for either delivering the report or designating a Committee Member to deliver the report.
- B. Committee Chairs must submit a monthly written report to the President detailing activities and progress over the past month. This report shall be no fewer than 200 words and no longer than 2 pages and should aid the President in his/her meetings with Yale Administration and other external groups. The President may set the specific due dates for these reports in accordance with the meeting schedule.
- C. At the end of each Senate Session, each outgoing Committee Chair shall create a written document for the incoming Committee Chair detailing major issues, events, contacts, timelines, and other relevant information necessary to run the Committee. The outgoing and incoming Committee Chairs shall meet in person if possible to discuss the information in this document.
- D. Senators and Officers who represent GPSS in external meetings or on external Committees, including but not limited to University-Wide Committees, shall file a written report with the appropriate Committee Chair within seven (7) days of the meeting. The Vice President shall provide a template for these reports and maintain them.

Section 7—University-wide email policy

Communications from Senate to the broader student body are limited to the Public Relations Chair and to the President. The President and PR Chair should collectively develop communication guidelines describing what is appropriate for school-wide emails.

Article VIII—Data

Section 1: The GPSS Google Drive

- A. All data, reports, documentation, and accounts of GPSS business shall be stored and maintained in electronic form on the GPSS Resources Google Drive, managed by the Vice President.
- B. Each Committee Chair shall maintain a folder on the Drive that documents events, meetings, and projects of the Committee. Access to these folders shall be granted to all officers and Senators serving on the respective Committee. These folders shall be kept current throughout the year, and must be up to date by the time of Officer elections.
- C. The Executive Committee shall maintain a folder on the Drive that contains private GPSS information, including data from surveys and Administration contacts. Access to this folder shall be limited to the Executive Committee.

Section 2: Data Sharing

- A. Data generated by GPSS, including results from the Annual Survey and other surveys, is the property of GPSS and may not be shared or distributed in its raw form to any external body, including the Administration and other Student Governments, unless the survey documentation explicitly states that the data will be shared.
- B. Upon request, the Executive Committee may share aggregated data or reports generated from the data with external groups. The Executive Committee shall ensure, to the best of their abilities, that these reports reflect the results of the survey but do not include information that could lead to identification of survey participants or personal accounts provided by survey participants. If the Executive Committee determines that the request cannot be fulfilled without compromising these principles, the request shall be denied.

Article IX—Corporation Meetings

Section 1—Annual Corporation Meeting

The Annual Meeting of the members of the Corporation shall be held between April 1 and May 1 of each year at such time and place to be determined by the Senate. Written notice stating the place, day and hour of such meeting shall be given to each Senate Member not more than fifty (50) or less than seven (7) days before the meeting. Any matter relating to the affairs of the Corporation may be brought up which requires the vote of members pursuant to the Nonstock Corporation Act of the State of Connecticut. Eligibility to vote at the Annual Meeting shall be limited to Senate Members who are in good standing and who have attended one of the two Senate meetings immediately preceding the Annual Meeting.

Section 2—Special Corporation Meetings

Special Corporation Meetings of the members may be called by the President, by the

Senate, or upon a written request of one-fifth of the members of the Corporation directed to the President. The President shall call a Special Corporation Meeting for purposes specified in such a request and cause notice to be given thereof. If the President shall not within fifteen days of the receipt of the request so call such a meeting to be held within thirty days thereafter, such members may call the same. Notice of a Special Meeting shall state the place, day, and hour of the meeting and the general purposes for which it has been called. Such notice shall be given to each Senate Member not more than fifty (50) or less than seven (7) days before the meeting.

Section 3—Quorum

At the Annual Meeting and Special Corporation Meetings, the holders of one-third of the number of elected Senators of the current Senate Session (as listed in Article III, Section 4(A)) shall constitute a quorum for the transaction of all business by the Senate. The Senators present at a duly held meeting at which a quorum is present may not continue to do business if the withdrawal of Senator leaves less than a quorum present.

Section 4—Voting

Each Senate Member shall be entitled to one vote, in person and not by proxy. All matters shall be determined by a majority vote unless otherwise required by these Bylaws or by the Nonstock Corporation Act of the State of Connecticut.

Article X—Graduate-Professional Student Center

Section 1—Operation

The Graduate-Professional Student Center at Yale (GPSCY) shall be operated through the general oversight of the Senate by a Committee of the Senate called the GPSCY Supervisory Council.

Section 2—GPCSY Supervisory Council

- A. The GPSCY Supervisory Council is responsible for overseeing the operations and development of the Graduate-Professional Student Center at Yale at 204 York Street, New Haven, Connecticut. The Supervisory Council will maintain the relationship between the Senate and the Pub; ensure the legality and safety of the Pub; review the performance of GPSCY; administer the use of GPSCY; and provide strategic planning.
- B. The GPCSY Supervisory Council shall consist of the GPSS Vice President, the GPSS President, and the GPSS Treasurer, whose terms shall run from their elections to the end of the Senate Session; 1 Senator selected by the Senate whose term shall run one Senate Session; the Permittee of the Pub, whose term shall run the duration of the Permittee's contract with GPSS; the Director of GPSCY and the Pub accountant; and, three (3) Yale University Administrators appointed by the GPSS President whose terms shall run one (1) year from the date of the Officers election. The GPSS Vice President shall serve as chair of the GPSCY Supervisory Council. Additional Senators, Pub staff, student or alumni/ae members may attend as non-voting members on the council with permission of the Vice President and the Permittee. The Supervisory Council shall meet no less than once a semester to review all operations at the Graduate-Professional Student Center as defined in Article IX, Section 2, A.
- C. The Permittee, as defined in Article I, Section 2, serves as the liaison between the Pub staff and GPSS through communication with the Vice President and Supervisory Council.

D. The GPSCY Supervisory Council with the exclusion of the appointed Yale University Administrators shall be known as the Core Council. The Core Council will fulfill the functions given to the full Supervisory Council, as well as provide a regular intermediary between the Pub and GPSS for resolving incidentals related to building maintenance, liquor liability, and other shared concerns; for promoting institutional memory; and for administering the use of the space in GPSCY. The Core Council must meet at least once a semester before the Full Supervisory Council meetings, but may meet more often as needed, or at the request of the Chair or Permittee. Any significant changes to the use or administration of the space must be approved by the full GPSCY Supervisory Council.

Section 3—Membership

All individuals enrolled as a Graduate or Professional School students at Yale University are members of the Graduate-Professional Student Center at Yale. Admission policies and/or assessments shall be established periodically by the GPSCY Supervisory Council and approved by the Senate.

Article XI—Finance and Records

Section 1—Fiscal Year

The fiscal year of the Corporation shall end August 30 of each year.

Section 2—Budget

The annual budget of estimated income and expenditure of the Corporation shall be approved by the Senate. The budget for the following fiscal year shall be presented to the Senate for approval by the newly elected Treasurer by the third Senate Session. The budget shall be sent to Senate at least six (6) days prior to this meeting for consideration. A vote to amend the budget may be taken at the beginning of the next Senate Session. The GPSS Officers may redistribute up to \$500 per month between categories of the budget without consent of the Senate if each transfer comprising the redistribution is approved by a two-thirds majority of the Officers.

Any transfer(s) exceeding the \$500 monthly redistribution limit must be presented to the Senate by the proposing Officer and approved by a simple majority of the Senate. Additionally, within each category (i.e. Committee) of the budget, line items corresponding to key expenses must be articulated. The GPSS Officers may redistribute up to \$300 between line items without consulting the Senate. Any transfer(s) exceeding \$300 must be approved by a simple majority of the Senate. No expense shall be incurred in excess of total budgetary appropriations without prior approval of the Senate, unless the Executive Committee decides the expenditure must be made before an appropriate Senate meeting can be called. If such a non-budgeted expenditure is made before the next Senate meeting, it must be presented and explained by the Treasurer at the next Senate meeting.

Section 3—Financial Policies

All Senate monies shall be spent in accordance with the Financial Policies, as described below. The Financial Policies shall outline all budget processes not specified in the bylaws, including, but not limited to: prohibited expenses, procedures for reimbursement, and expense limits.

A. A Committee of the Treasurer and two members of the summer Executive Committee shall draft and present the comprehensive Financial Policies of the

Senate no later than the third Senate meeting of the 2018-2019 academic year, to be approved by a simple majority of the Senate.

- B. Thereafter, the Treasurer will present proposed changes to the Financial Policies at or before the Senate meeting in which the budget is approved for that academic year.
- C. Under extenuating circumstances, the Financial Policies may be suspended on an individual case basis by vote of the Senate. The Treasurer shall present the circumstance at a Senate meeting and the case specific suspension must be approved by a $\frac{2}{3}$ majority.

Section 3—Records

Before the Annual Meeting of the Senate, the Treasurer shall prepare or cause to be prepared a balance sheet showing the complete financial condition of the Corporation.

Section 4—Liability of Members

Any Student Member, Alumni/ae Member, or Senate Member who receives any distribution of income or assets from the Corporation in violation of the Nonstock Corporation Act of the State of Connecticut or the Certification of Incorporation, whether by dividend, in liquidation or otherwise, and who accepted or received such distribution knowing it was improper, shall be liable for the amount received to any creditors existing at the time of the distribution and to the Corporation.

Article XII—Parliamentary Procedure

Robert’s Rules of Order Newly Revised shall be the final parliamentary authority for all meetings of the Corporation.

Article XIII—Amendment to the Bylaws

These Bylaws may be amended, and new Bylaws not inconsistent with the Certificate of Incorporation or with any law may be adopted, at any Annual or Special Corporation Meeting of Senate, by a two-thirds majority of the Senate Members at such meeting at which a quorum is present at the time of the vote. Any notice of a meeting of members of the Senate at which Bylaws are to be adopted, amended, or repealed shall include notice of such proposed action. Pursuant to Article VI, Section 5, Bylaws are not to be adopted, amended, or repealed during the Summer Session.

History

Amended

February 23, 2012

May 3, 2012

October 25, 2013

March 7, 2013

April 6, 2015

April 20, 2017

May 13, 2017

April 19, 2018

Repealed

Article V, Section 7—Honoraria

Each semester during the Senate Session the Senate Members may vote to award the Officers honoraria. In both of these semesters an Officer Evaluation Committee shall be convened for the purpose of (1) determining the amount of honoraria each Officer shall receive, subject to prior budgetary allotments; (2) preparing a written report concerning their findings and presenting such report to the Senate; and, (3) presenting the Officers with written evaluations. This Committee shall include at least three (3) Senators who have served as an Executive Committee Observer during the semester for which honoraria are being awarded. In order to receive honoraria each Officer must fulfill the duties of his or her office as set forth in these Bylaws and must submit a written report at a time designated by the Officer Evaluation Committee. The Committee may also require Officers to participate in an interview with the Committee. *(Repealed March 4, 2010)*

Article IV, Section 5 – Emeritus Officers

At the discretion of two-thirds of the Senate, an Officer of the Graduate and Professional Student Senate may be voted into Emeritus Status. *(Repealed March 7, 2013)*

Article VIII, Section 4 – Voting

[...]provided, however, that with the approval of the Executive Committee any representative who for good cause is unable to attend a meeting may designate in writing a member of the Corporation from the same constituency as a substitute, who may attend and vote in his or her place. For the purposes of this section, constituency means that Student Members who are Senators can only proxy their votes to a Student Member from the same Department, Program or School and Officers may only proxy their vote to another Officer. Representation by proxy shall not be counted as attendance for purposes of maintaining active Senate membership. *(Repealed March 7, 2013)*