

UCONN

UNIVERSITY OF CONNECTICUT

GRADUATE STUDENT SENATE

BYLAWS

Updated December 2025

Graduate Student Senate
Student Union, Room 213 Storrs, Connecticut 06269-3008
gssuconn@gmail.com

BYLAW I: Scope

- 1) The Bylaws of the Graduate Student Senate “GSS” at the University of Connecticut shall not conflict with the Constitution of the GSS, University of Connecticut policies, or any applicable law. In the event that they do conflict, then they will defer to the aforementioned policies.

BYLAW II: Executive Committee

- 1) Membership.** The Executive Committee of the GSS shall be composed of the President, Vice President, Communications Director, Treasurer, Parliamentarian and Activities Director. The Board of Trustees Graduate Student Representative shall be considered an ex-officio member of the executive committee with no voting power.
- 2) Responsibilities.** As a coordinating and policy-recommending body for the Senate, the committee shall:
 - A.** Recommend a budget to the Senate.
 - B.** Prepare an agenda for Senate meetings.
 - C.** Appoint individuals to committees and posts outside of the GSS, subject to approval of the Senate when multiple members are nominated, and notification of the Senate only when one member is nominated.
 - D.** Facilitate communication among Senators and between Senators and their constituencies.
- 3) Authority.** According to its role as an executive body for the Senate, the committee may:
 - A.** Request reports from other Senate committees and appointees to outside committees or posts on their activities.
 - B.** Appropriate expenditures as necessary between Senate meetings, subject to a three-fifths majority vote, consistent with the Finance Policies and Procedures.
 - C.** Voice its opinion on motions before the Senate.
 - D.** Exercise jurisdictional authority over all disputes that cannot be settled at a lower level, including disputes between committees.
- 4) Executive Committee Meetings**
 - A.** The President shall prepare an agenda for and preside over all meetings.
 - B.** The Communications Director shall record and sign minutes of all meetings and shall communicate those minutes to the senate.
 - C.** Any vote taken by the Committee shall require a three-fifths majority for passage.
 - D.** Meetings shall occur at least 7 calendar days before GSS senate general meetings and additionally when deemed necessary.
 - E.** If circumstances preclude a meeting, the President may solicit an electronic vote from the members on issues that call for immediate action. At least five-sixths of the Executive Committee must participate in the vote, and its results shall be recorded in the minutes of the next Executive Committee meeting.
 - F.** The quorum shall consist of two-thirds of the Executive Committee.

- G. There shall be at least 1 executive committee meeting per month, including summer months.
- H. The executive committee meetings shall be public. The location and times for the meetings must be posted on the GSS website at least 7 calendar days prior to the meeting. In the event of hybrid or a virtual meeting, the link for said meeting shall be made public at least 7-days prior to said meeting.

5) Officer Duties

- A. Each officer shall be required to report to the Senate at each Senate meeting.
- B. Each officer shall be required to participate as a full Executive Committee member.
- C. Each officer shall attend the regular meetings of the Executive Committee and the Senate.
- D. All GSS officers shall not be officers of any other graduate student organization.

6) Officer Eligibility

- A. To be eligible to serve as an Officer of the Graduate Student Senate Board, a candidate must have completed at least one full academic year of service as a Senator, GSS office assistant, or as a member of an internal committee. The candidate must also have attended at least a majority (2/3) of their respective, required meetings for the academic year.
- B. If no eligible candidates are running for one or more officer positions in a particular election, the spot will become open to all activity-fee paying graduate students.

7) Election Procedures

- A. Only Senators are eligible to nominate candidates for the Graduate Student Senate Board.

8) Transition of Officers

- A. To ensure an effective transition of Executive Committee duties, each officer and officer- elect shall document that a comprehensive transition plan has been developed and agreed to by both the incumbent and the officer-elect. The plan will terminate when both parties have attested to the accomplishment of the goals set forth in the plan by way of their signatures.
- B. GSS Executive Committee members shall attend a transition meeting in which the previous and incoming board members meet regarding their roles and responsibilities for the upcoming academic year.

9) Board of Trustees Graduate Student Representative

- A.** To enable effective communication between the GSS and the Board of Trustees, the Graduate Student Trustee shall be a non-voting member of the Executive Committee *ex officio*.
- B.** The Executive Committee shall invite the Graduate Student Trustee to deliver a report on the past year's proceedings of the Board of Trustees to the GSS during the final meeting of the Senate in the Fall semester.
- C.** The Graduate Student Trustee may also be a Senator for a constituency or an at-large Senator if so elected.

BYLAW III: Apportionment of the Senate

1) Establishing Constituencies

- A. Departmental constituencies are based upon fields of study recognized by the Graduate School and/or academic departments of the University having graduate degree programs shall form the basis of the Senate.
- B. Non-Departmental constituencies will include all Tier-II organizations consisting of primarily graduate students that may be recognized by the Senate upon the recommendation of the Procedures Committee.

2) Apportionment of the Senate based upon Constituencies

- A. Before the beginning of the following Fall semester of alternate academic years, the Procedures Committee shall determine the constituencies to be represented in the Senate and the apportionment of seats among those constituencies, to take effect at the beginning of the Fall Semester of the next academic year.
- B. The apportionment of academic constituencies shall be based upon the enrollment figures found in the most recent Graduate School Enrollment Report.
- C. Apportionment shall meet the following conditions:
 - i. The minimum number of graduate students in any constituency is 1.
 - ii. All GSS recognized academic constituencies shall be entitled to at least 1 seat.
 - iii. The GSS officers shall not count as a Senator against their constituency's apportionment.
 - iv. Academic constituencies shall be apportioned at least three-fourths of the total number of seats apportioned, including at-large seats but not including the GSS officers.
 - v. Academic and non-academic constituencies shall be apportioned separately.
 - vi. No Senator can represent more than one constituency at a time.
- D. While the Procedures Committee shall have flexibility in apportioning seats in the Senate amongst the academic constituencies, the following guidelines should be used:
 - i. Each academic department will be allotted one senator per 40 graduate students.
 - ii. The number of senators will be rounded up. For example, if a department has less than 40 graduate students, they will be allotted 1 senator. But if a department has 41 senators, they will be allotted 2 senators.
 - iii. The parliamentarian and the procedures committee will determine the number of senators allotted to each department as per Bylaw III, Section 2(A).
- E. To be represented in the Senate, a non-departmental constituency:

- i. Will only have 1 seat.
- ii. Must have a membership that is not a subset of an academic constituency. Its members may belong to a diverse range of academic constituencies. These groups shall be formed around a non-academic identity (such as in a cultural identity).
- iii. Must demonstrate to the Procedures Committee a need for representation that is not being met by the existing constituencies.
- iv. Must send one representative at minimum per academic year to serve on any committee for GSS.

F. The Senate shall review the apportionment of the Senate.

G. Once the Senate has approved the apportionment, the representation of each constituency shall remain set, regardless of changes in enrollment, until the Senate approve a new apportionment.

H. The procedures for electing or appointing constituency Senators and setting their term lengths shall be at the individual discretion of the constituencies. In the event that more senator applications are submitted than there are apportioned senators, then GSS will facilitate an electronic election to determine the senators for the department.

I. Changes in Apportionment

- i. Should an unrecognized constituency emerge after apportionment and petition for representation, the Procedures Committee shall review the petition and recommend to the Senate how the apportionment of the Senate should be changed, if at all.
- ii. Should a recognized constituency petition for changes in its representation, the Procedures Committee shall review the petition and recommend to the Senate how the apportionment of the Senate should be changed, if at all.

3) At-Large Senators

- A.** For every 250 fee-paying graduate students there will be one allotted seat rounded up for At-Large senators. For example, if the total number of fee-paying graduate students is 3,020 in a given academic year, GSS will offer 13 At-Large senator seats (3,020/250 - rounded up). All graduate students who do not already represent a constituency in the Senate or serve as an officer shall be eligible to be an At-Large senator.
- B.** At-Large Senator terms shall end with the last day of the Spring Semester and begin on the following day.
- C.** At-Large Senator elections shall occur at the same time and following the same manner as the Executive Committee elections in the Spring semester.
- D.** If there is a vacancy in an at-large or tier II organization senate seat during a term:

- i. Candidates who wish to fill a vacant At-Large Senator seat must collect a petition with 25 verifiable signatures from graduate students supporting his or her candidacy. The Procedures Committee shall review and verify the petition.

- ii. If the Procedures Committee approves a candidate's petition to fill an At-Large Senator vacancy, a closed ballot vote of current senators shall be held. If a majority votes in favor of the candidate, that candidate is elected.

- iii. If a Tier II Organization has a seat vacancy for any reason during the semester, the organization will vote amongst themselves to provide its representative. The GSS Parliamentarian and Communications Director will be notified of the change, and the seat will be considered filled.

4) Attendance requirements

- A. Voting may only commence once quorum is met. The Parliamentarian (or executive board appointee) will announce to the Senate whether or not quorum is met once attendance is recorded during the first hour of the Senate meeting.

- B. Attendance requirements for senators representing constituency organizations receiving a budget are detailed in Financial Policies and Procedures (FPP) (2019) Section 4.1.4. As per these policies, a constituency may not miss more than one (1) meeting per semester. Repercussions for this are detailed in FPP (2019) Section 4.1.4.2.

- C. As per FPP (2019) Section 4.3: Attendance requirements for senators representing Tier II organizations from regional campuses are exempt from the attendance requirements. Therefore, regional senators (Avery Point, Hartford, Stamford, and Waterbury) do not have to attend Senate meetings in order for their organization to be eligible for funding.

- D. At the beginning of every school year, all new and returning GSS Members (including E-Board Members) must attend a mandatory Onboarding/Orientation meeting before the first GSS Meeting where votes and business will be taken. The meeting will establish a voting and meeting agenda system in compliance with Robert's Rules of Order. The meeting will focus on the responsibilities/structure of Tier III Organizations, membership expectations and responsibilities along with Diversity, Equity and Inclusion training.

BYLAW IV: Recall Procedure

- 1) Initiation of Recall Procedure.** A senator shall move to initiate recall procedures against officers, committee chairs and at-large senators for specific violations of Article VI, Section 4, Subsection A of the Constitution.
 - A. Senators may motion to add, remove, or change specific charges.
 - B. Debate shall be limited to the sufficient specificity of the charges and validity of those charges as a violation of Article VI, Section 4, Subsection B of the Constitution.
 - C. Initiation of recall and the reasons for the initiation must be sent to senators at least 72 hours in advance of the senate meeting where recall motion is to be proposed.
 - D. Recall motions can only be proposed at regularly scheduled GSS senate meetings.
 - E. Vote to initiate recall must be counted via closed-ballot votes, where both the senator who brings the charges, and the one against whom charges are being brought against will have the opportunity to review the number of votes.
- 2) Notification of Recall**
 - A. The individual charged must receive written notification of the specific charges outlined in the motion to initiate recall against said individual within one day of the motion and at least seven days prior to the meeting at which the hearing will take place.
 - B. All Senators and officers shall be notified at the same time as the accused.
- 3) Recall Hearing**
 - A. The Senate shall consider only those charges made in the initiation of the recall procedure.
 - B. The individual charged shall have the right to present a defense before the Senate.
 - C. The recall hearing will be held at the beginning of the regularly scheduled senate meeting that follows the senate meeting where the initiation of the motion was passed.
 - D. There must not be a time limit placed on the defendant, and the contents and manner of the defense will be decided by the defendant.
 - E. The recall defense procedure will be decided by the procedures committee, where both the senator bringing the charges, and the charged will have a vote.

BYLAW V: Short-Term Emergency Loan Fund

- 1) The GSS Short-Term Emergency Loan Fund, hereafter referred to as the Loan Fund, has been designed to meet the immediate financial obligations that may confront graduate students. Loans made through the Loan Fund are for emergency purposes only.
- 2) Standard operating procedures are designed to meet State statutes and University regulations.
- 3) Eligibility
 - A. Any graduate student, who is enrolled at the University of Connecticut and is a member of a recognized academic constituency shall be eligible for a loan from the Loan Fund, provided they have no University financial hold and satisfy all other eligibility requirements.
 - B. Eligibility for a Loan is limited to three per calendar year, as determined by the date of loan application.
 - C. Any student who is currently delinquent in his or her repayment of a past loan shall be ineligible to borrow additional funds, of any amount, until such time as the previous debt has been settled.
 - D. Any student who has had loan eligibility revoked by the Office of Student Services and Advocacy shall have Loan Fund eligibility revoked by the GSS.
- 4) The maximum amount one individual may borrow at any one time is \$2,000. The Administrative Assistant may, in consultation with the Executive Committee, lower this maximum if the loan fund is in danger of default.
- 5) For the duration of any national emergency as declared by the federal government of the United States of America, the maximum loan amount shall be set up to \$3000. The administrative Assistant may, in consultation with the Executive Committee, lower this maximum if the loan fund is in danger of default.
- 6) The period of each loan is 90 days. A loan may be extended once, for up to 30 additional days, upon application to the Senate Office and approval by the Administrative Assistant in consultation with the Executive Committee. Applications for extension must be submitted before the initial due date.
- 7) For the duration of any national emergency declared by the federal government of the United States of America, the clock on the 90 days countdown shall be frozen.
- 8) If a loan through the Loan Fund is approved, funds will be disbursed via check from the Office of the Bursar in accordance with the Bursar policies and procedures.
- 9) Loans not picked up within 30 days of the date of application will be automatically cancelled.
- 10) All loans made through the Loan Fund shall be interest free. However, late payment penalties may be applied by the Bursar's Office.

- 11) Repayment of a loan made through the Loan Fund is made at the Office of the Bursar.
- 12) Any loan not paid by the due date shall result in a hold being placed on the account of the person involved; therefore, restricting future enrollment, student benefits, and eligibility for academic transcripts from the University.
- 13) Any loan originally paid on time that is subsequently overdue as a result of financial aid being rescinded shall be given an automatic 30-day extension from the date funds are rescinded. Following this 30-day period, all penalties shall apply as normal.
- 14) The treatment of past due loans will be handled in accordance with the policies and procedures employed by the Bursar's Office pertaining to other, similar accounts receivable.
- 15) Standard Operating Procedures for the Loan Fund shall be outlined in the Short-Term Emergency Loan Fund Guidebook, which shall remain in the Senate Office at all times, with copies maintained by the Communications Director, Treasurer and Administrative Assistant.

BYLAW VI: Executive Board Allowance Funds

1) Allowance funds available to officers for the execution of duties as defined in the GSS Constitution and Bylaws shall be limited to the following totals for each office, regardless of the number of individuals serving in each office. These amounts will be available for the academic year and summer services

A. President

i. \$5,000/Academic Year

B. Vice President

i. \$1,500/Academic Year

C. Communications Director

i. \$3,000/Academic Year

D. Treasurer

i. \$5,000/Academic Year

E. Activities Director

i. \$3,000/Academic Year

F. Parliamentarian

i. \$1,500/Academic Year

2) The Senate shall vote at third meeting of the Fall semester to approve the annual allotted amount of the allowance fund for each respective officer. The allowance funds are meant to cover the academic year (from August to May, i.e. Fall Semester, Winter Break, and Spring Semester).

3) The Senate may approve funds in reimbursement of actual, documented expenses incurred by its officers, in recognition of their contributions to the GSS, to pursue professional development (e.g., conference attendance either in-person or virtual), research (e.g., for research funds for social science studies), educational opportunities (e.g., enrolling in classes off-campus), or educational supplies (e.g., textbooks, laptops) in line with the purposes of the GSS.; Alternatively, officers may choose for his/her allowance to be disbursed in the form of a fellowship at the end of each semester. Any unused funds will be disbursed at the end of the school year (in April). The officers should inform the Treasurer of their choice of reimbursement before the third senate meeting of the semester.

4) In case of officers receiving a fellowship, officers are required to fill a time record. The time record is conditional upon receiving the fellowship and will involve the tasks performed by the officer in the recorded time (different from husky time record).

5) To be eligible for the stipend officers must meet 75% attendance at both regularly scheduled GSS executive board senate meetings. This will be equal to attending 6 out of 8 senate meetings and 9 out of 12 executive committee meetings. 25% of absences will be considered excused.

When presented with valid reasons, the Senate by a 2/3 vote may choose to excuse absences in excess of 25% incurred by officers.

- 6) At any time, the Senate may propose a vote to deny such travel funding to an officer who is not appropriately performing, or has not appropriately performed, his or her duties. A simple majority vote will void the allocation of these funds.
- 7) In the case of travel reimbursements, no such reimbursements shall occur for travel that took place after an e-board member's term has ended, regardless of when the travel was completed.
- 8) After earning one's stipend, as stipulated by Bylaw VI:6, reimbursement may be applied retrospectively to travel taken after the start of the respective officer's term.
- 9) Summer Duties and Allowance Funds:
 - A. The Executive Committee shall play an active role over the summer, in performing regular tasks such as, coordinating summer events, overseeing GSS finances, and deliberating on graduate student issues.
 - B. The amount of Executive Committee Summer fellowship will be approved at the last meeting of the spring semester for the following summer for the following amounts:
 - i. **President**
 - \$2,500 / Summer
 - ii. **Vice President**
 - \$750 / Summer
 - iii. **Communications Director**
 - \$1,500 / Summer
 - iv. **Treasurer**
 - \$2,500 / Summer
 - v. **Activities Director**
 - \$1,500 / Summer
 - vi. **Parliamentarian**
 - \$750 / Summer
 - C. To be eligible for summer pay, Executive Committee Members must attend 100% of Executive Committee Meetings during the summer term in person, except for individuals who are currently enrolled on satellite campuses who can attend in a hybrid format.
 - D. The responsibilities for each of the positions are outlined in The Constitution Article IV. At the last meeting of the Spring semester, the newly elected Executive Committee members will outline their specific duties, before the Senate approves their

fellowships. Documentation is to be sent 72 hours in advance for the Senate to vote on.

- E. If a member of the Executive Committee does **not** meet the requirements for their summer responsibilities listed in BYLAW VI, Article 9 (C) and Article 9 (D), the Senate can vote to suspend their summer stipend in the first fall GSS meeting.
- F. If an Officer resigns during the summer session and prior to the first Senate meeting of the Fall semester, the Executive Committee may appoint a replacement to fill the vacant position for the duration of the summer session. This appointment shall be subject to approval by a two-thirds (2/3) vote of the Executive Committee. The replacement shall be from either the current executive committee or any previous executive member from the past that served through their entire academic year term.

10) After serving their full term, through the last Senate meeting in April of their respective academic year, all members of that term's Executive Committee shall be entitled to a fellowship at the market rate of a UConn Storrs garage pass for that academic year. To be eligible for the refund of parking passes, an officer must meet the attendance requirements as set forth in Bylaw VI, Article 5.

11) The individuals being considered for allowance funds shall abstain from voting on their own funds.

BYLAW VII: Procedures Committee

1) Responsibilities:

- A. The Procedures Committee shall oversee the membership and verify credentials of both the membership and other graduate student organizations.
- B. The Procedures Committee shall report any election and membership violations to the Senate for action.
- C. The Procedures Committee shall deliver a recommendation on disputes concerning the interpretation of the Constitution and its Bylaws.
- D. The Procedures Committee shall periodically review and recommend changes to the Constitution and Bylaws in light of operational exigencies of the Senate. The contents of this update shall be subject to approval of the Senate.

2) Committee Formation and Membership:

- A. Membership is determined on a first-come, first-served basis by contacting the Parliamentarian via email.
- B. The committee consists of five (5) voting members plus the Parliamentarian as a non-voting chair:
 - i. Vice President.
 - ii. At least one (1) Senator-At-Large (i.e., not representing a specific constituency).
 - iii. Additional members must be Senators (except as specified below).
 - iv. No more than one (1) non-Senator (i.e., fee-paying UConn graduate student) shall serve at a time.
- B. Quorum is a majority of total voting members (e.g., three (3) of five (5) members).
- C. If unavailable, members may designate an Alternate to attend.
- D. The Vice President shall serve as Chair if the Parliamentarian is absent.
- E. The Communications Director is an ex-officio member and a non-voting member of the committee.
- F. No more than one (1) voting member per constituency.
- G. The Parliamentarian may remove any member (except the Vice President) for failure to perform duties and obligations, subject to a two-thirds (2/3) vote of the Executive Committee. If the Vice President cannot perform their duties and obligations, either the President or the Secretary shall serve in their stead, subject to a two-thirds (2/3) vote by the Senate.

BYLAW VIII: Activities Committee

- 1) The Activities Committee shall be responsible for scheduling and carrying out events applicable to graduate student enrichment, subject to approval by the Senate.
- 2) The Activities Committee shall be responsible for the planning, scheduling, organizing, and advertising of GSS-sponsored events under the fiscal constraints imposed by the Senate and the Financial Policies and Procedures.

BYLAW IX: Student Life Committee

- 1) The Student Life Committee shall be responsible for addressing any major graduate student life issue that is brought to the attention of the Senate and is delegated to the Student Life Committee by the Executive Committee.
- 2) The Student Life Committee shall be responsible for identifying graduate student life issues. The Committee shall bring them to the focus of the Senate along with as much information as possible and shall be involved in as much of the communication on this problem as necessary.
- 3) The Student Life Committee shall be responsible for creating and organizing projects that will be directed towards or will improve graduate student life, especially those direct towards issues pertinent to graduate students.

BYLAW X: Public Relations Committee

- 1) The Public Relations Committee shall be responsible for promoting the GSS, Senate sponsored events, and any information that is pertinent to the graduate student body.
- 2) The Public Relations Committee shall be responsible for the maintenance and upkeep of the GSS website (<http://gss.uconn.edu>).

BYLAW XI: External Committee Representatives

- 1) External Committee Representative shall accurately represent to the best of their abilities the interests of the graduate student body with limited personal bias.
- 2) External Committee Representatives shall attend formal committee meetings and notify the Executive Committee if unable to attend committee meetings.
- 3) External Committee Representatives shall provide information concerning the organization, activity, and mandate of their committees.
- 4) External Committee Representatives shall provide oral reports of committee meetings at the next Senate meeting.
- 5) Members of the Executive Committee shall be required to serve on certain external committees:
 - A. The President shall serve as representative to:
 - i. University Senate
 - ii. University Senate Executive Committee
 - B. The Vice President shall serve as representative to:
 - i. University Senate
 - ii. Student Welfare Committee
 - iii. Student Union Partners
 - C. The Treasurer shall serve as representative to:
 - i. Student Fee Advisory Committee
 - ii. University Budget Committee
 - iii. Any External Committee whose principal aim concerns matters of finance or budget
 - D. The Communications Director shall serve as representative to:
 - i. Student Union Board of Governors
 - ii. Student Union Policy Council
 - iii. Any External Committee whose principal aim concerns the Student Union

iv. Public Relations Committee

E. The Parliamentarian shall serve as representative to:

- i. Graduate Faculty Council
- ii. Student Activities Joint Elections Committee
- iii. Student Trustee Election Committee
- iv. Any External Committee whose principal aim concerns elections or issues of procedure.

6) If scheduling concerns prevent a member of the Executive Committee from serving on a designated External Committee, the President may appoint another member of the Executive Committee to serve. If no member of the Executive Committee is available, the President may appoint a Senator. The Executive Committee will notify the Senate of these appointments.

BYLAW XII: Administrative Assistant

1) Eligibility

- A. The Administrative Assistant must be a graduate student at the University of Connecticut.
- B. The Administrative Assistant shall not be either a member of the Executive Committee or a Senator.

2) Application and Hiring

- A. The application process shall be designed and administered by the Executive Committee.
- B. The hiring decision shall be made by majority vote of the Executive Committee.

3) Responsibilities

- A. The Administrative Assistant shall manage the short-term emergency loan fund.
- B. The Administrative Assistant shall hold office hours in the Senate office at regularly scheduled and posted times.
- C. The Administrative Assistant shall complete any appropriate duties as assigned by the Executive Committee.

4) Compensation

- A. The Administrative Assistant shall receive equitable compensation for duties performed in accordance with the University of Connecticut's established guidelines and norms.

BYLAW XIII: Alcoholic Beverage Policy

- 1) Events sponsored by the GSS at which alcohol is to be served must encourage responsible consumption of alcohol in the publicity, promotion, and execution of the event. There is to be no reference or publicity regarding the amount of alcohol that is available.

BYLAW XIV: GSS Graduate Community Service Award

1) GSS shall institute the annual awarding of the GSS Graduate Community Service Award to honor a graduate student who, through his or her exemplary service, has made a significant contribution to the intellectual, cultural, and professional capital of the graduate student community at the University of Connecticut. The winner of the award will be awarded a one-time fellowship of \$750, while one runner-up will be awarded a one-time \$250 fellowship from GSS.

2) Eligibility

A. Eligible award candidates must:

- i. Be enrolled in a graduate-degree granting program at the University.
- ii. Be in good academic standing.
- iii. Have completed at least one full year of study at the University at the time of awarding.

B. Individuals ineligible to receive the award shall include:

- i. Current executive officers of the GSS.
- ii. Current Service Award Committee members.
- iii. The Graduate Student Representative to the Board of Trustees.
- iv. Past award recipients.

C. Preference for the award shall be given to:

- i. Past award recipients.

D. Nominees whose service to the graduate student community was primarily uncompensated and/or voluntary in nature.

3) Service Award Committee

A. Each year, the GSS shall form the Service Award Committee (hereafter, “the award committee”) to certify nominations and award the nominee who has demonstrated the most significant contribution to the graduate student community over the course of his or her graduate career at the University among those nominated.

B. Membership

- i. The award committee shall consist of five voting members.
- ii. The Communications Director shall serve as the chair of the award committee.

- iii. All committee members, including the chair, must represent different constituencies.
- iv. All other GSS officers shall not be members of the award committee.
- v. All other graduate students may be members of the award committee.
- vi. All committee members shall be appointed by the Senate.
- vii. Nominations for award committee membership shall be open at the beginning of the first spring semester meeting of the GSS.

4) Nominations

- A.** Nominations for the GSS Service Award shall open March 1st and close March 31st. The Communications Director shall announce this fact via the graduate student listserv, the faculty/staff daily digest, and the GSS website.
- B.** Nominations may be submitted by graduate students, faculty, or staff of the University.
- C.** Nominations shall be submitted to the Communications Director.
- D.** The award committee shall determine the method and procedure for accepting nominations.
- E.** Self-nominations shall not be considered by the award committee.

BYLAW XV: Service To The GSS Award

- 1)** The GSS shall institute the annual awarding of the Service to The GSS Award to honor a senator who, through his or her exemplary service, has made a significant contribution to the functioning of GSS. The winner of the award will be awarded a one-time fellowship of \$750, while one runner-up will be awarded a one-time \$250 fellowship from GSS.

2) Eligibility

- A.** Eligible award candidates must:

- i. Be enrolled in a graduate-degree granting program at the University.
 - ii. Be in good academic standing.
 - iii. Have completed at least one full year of study at the University at the time of awarding.
 - iv. Be an active senator of GSS in the year the awards are being considered.

- B.** Individuals ineligible to receive the award shall include:

- i. Current executive officers of the GSS.
 - ii. The Graduate Student Representative to the Board of Trustees.
 - iii. Past award recipients.

- C.** Preference for the award shall be given to:

- i. Senators who have served in more than one GSS committees.

3) Service Award Committee

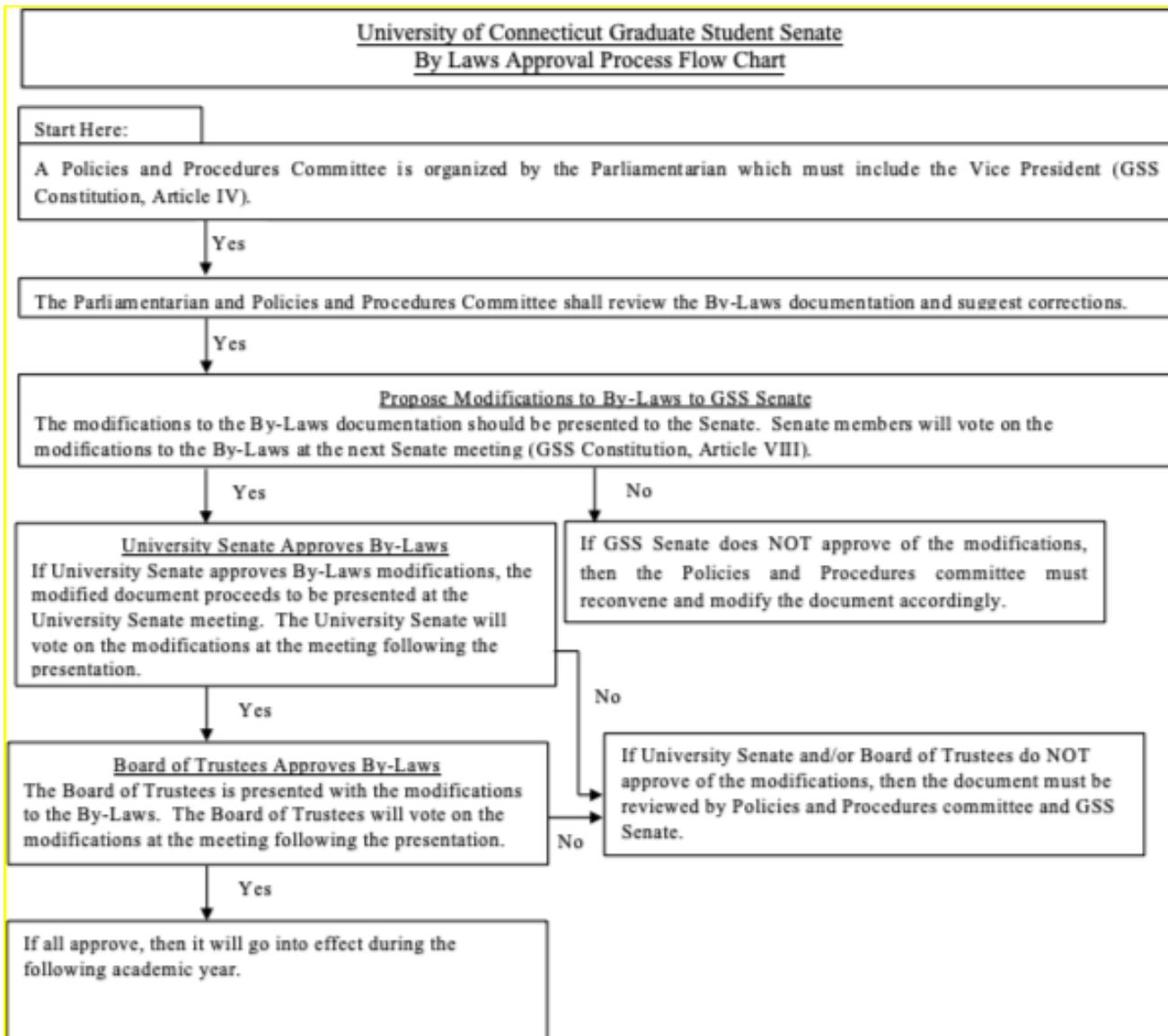
- A.** The winner and the runner-up of the service award will be decided by a majority of the GSS executive committee.
- B.** The parliamentarian will prepare ranked-choice ballots for the April executive committee meeting, where each executive committee member will be choosing a winner and a runner-up for the award. The candidates with the most votes will be awarded each of the awards accordingly. Multiple rounds of voting will commence if no clear winner is selected (i.e., each executive committee member chooses a different nominee) until there is a clear winner and a runner-up.

4) Nominations

- A.** Nominations for the GSS Service Award shall open March 1st and close March 31st. The parliamentarian shall announce this fact via email to all current and active senators.
- B.** Nominations may be submitted by other senators, current executive committee members, or graduate students.

C. Nominations shall be submitted to the parliamentarian.

GSS Constitution Approval Flow-Chart



University of Connecticut Graduate Student Senate
By Laws Approval Process Flow Chart

Start here:

A Policies and Procedures Committee is organized by the Parliamentarian which must include the Vice President (GSS Constitution, Article IV)

↓ Yes

The Parliamentarian and the Policies and Procedures Committee shall review the By-Laws documentation and suggest corrections.

↓ Yes

The modifications to the By-Laws shall be presented to the GSS Faculty/ Staff Advisor for reviewing the compliance with university policy and state code of ethics.

↓ Yes

The modifications to the By-Laws documentation should be presented to the Senate. Senate members will vote on the modifications to the By-Laws at the next Senate meeting (GSS Constitution, Article VIII)

↓ Yes

If 2/3rd of the active senators approve the changed documentation, then it will go into effect immediately.

↓ No

If the Graduate Student Senate does NOT approve of the modifications, then the document must be reviewed by the Policies and Procedures Committee and the Senate until an agreement is reached.