Introduction

These Bylaws outline the day-to-day operating procedures for the conduct of the PGSG's business, with respect to the Constitution and Parliamentary Authority for that organization. Definitions and abbreviations are the same as those outlined in the PGSG Constitution.

I. Derivation of Authority

The following document constitutes the Bylaws of the PGSG and the operational guidelines for PGSG and its subsets, as authorized in the Constitution.

II. Operations of the PGSS

II.A. Meetings

1. Order of Business at PGSS Meetings
   a. Call to Order
   b. Roll Call
   c. Approval of Minutes
   d. Officer Reports
      1. President
      2. Vice-President of External Affairs
      3. Vice-President of Internal Affairs
      4. Secretary
      5. Treasurer
      6. Webmaster
      7. Parliamentarian
   e. Committee Reports
      1. Standing Committees
      2. Ad Hoc Committees
   f. Other Reports at the Discretion of the Chair
   g. Old Business
   h. New Business
   i. Reports of University Committees and Boards
   j. Announcements
k. Adjournment

2. Agenda
   a. An agenda shall be established by the Chair and distributed prior to each meeting of the PGSS.
   b. The agenda shall follow the Order of Business established in the Bylaws.

3. Call to Order and Roll Call
   a. The meeting shall be called to order by the Chair.
   b. The Secretary will then call roll and record attendance, ensuring the presence of a quorum and informing the chair of any lack thereof.
   c. If a quorum is not present, no business may be conducted and the agenda is immediately and without objection amended to strike the approval of minutes, new business, and old business. The lack of a quorum shall be announced by the Chair.
   d. Once quorum has been verified, it shall be announced by the Chair.
   e. No other quorum call is necessary or permitted during the course of the meeting.

4. Minutes
   a. Minutes shall be taken of all PGSS meetings by the Secretary or, in the absence of the Secretary, the Senate Clerk.
   b. Minutes shall follow the template provided in the Appendix to this document.
   c. Minutes of the previous meeting shall be approved by a majority vote.
   d. Before the vote is taken, the minutes under consideration shall be read by the Secretary. If no member objects, the reading of the minutes may be waived. If objection is heard, a motion will be considered to waive the reading, which shall pass by a majority vote.
   e. Once read, the minutes may be amended or approved as read by a majority vote. Approval of the minutes as amended requires a majority vote and does not require that the minutes be reread.
   f. The minutes shall be made available to all members of the PGSS within a timely manner following the adjournment of the meeting.

5. Officer Reports
   a. Officer Reports shall follow the template provided in the Appendix to this document, which shall be submitted to the Secretary
   b. Officer Reports shall include the activities of the officers since the last meeting.
   c. Officer Reports shall be limited to three (3) minutes each, with the exception of the President’s report, which shall be limited to eight (8) minutes. Each report shall be followed by a period for questions of the officer. Questions must be pertinent to the Officer’s report and shall follow the general guidelines for the questions period of debate, as outlined later in this document. In the event that the questions period is ended by a majority vote of the Senate, the Chair shall announce that questions are closed and the Senate shall move on to the next report.
d. No motions beyond those necessary to conducting the questions shall be permitted during Officer Reports.

6. Committee Reports
   a. Prior to the start of each meeting, Committee Reports shall be filed with the Recorder and the Chair of the Senate by the Chair of the relevant committee.
   b. Committee Reports shall include the activities of the committee since the last meeting.
   c. The Recorder shall include all such reports in the meeting minutes.
   d. At the discretion of the Chair of the Senate, any or all such reports, or elements thereof, may be presented on the floor by the Chair of the relevant committee, or by the Vice-Chair in the absence of the Chair. Reports shall be limited to three (3) minutes each. Each report shall be followed by a period for questions of the committee chair. Questions must be pertinent to the Committee's report and shall follow the general guidelines for the questions period of debate, as outlined later in this document. In the event that the questions period is ended by a majority vote of the Senate, the Chair shall announce that questions are closed and the Senate shall move on to the next report.
   e. No motions beyond those necessary to conducting the questions shall be permitted during Committee Reports.

7. Old Business
   a. Old Business shall be any business pertaining to the PGSS or PGSG as a whole which was tabled or postponed from preceding meetings, activities, or events undertaken since the last meeting.
   b. The order of consideration of old business shall be determined by the Chair of the Senate and listed on the agenda.
   c. A motion may be made to amend the orders of consideration. The motion must be seconded. The Chair of the Senate and the author of the motion may comment on the motion at this time, each not to exceed one (1) minute; no other debate shall be allowed. This motion requires a majority to pass.
   d. Each item shall, according to the agenda, be taken from the table and discussed in turn. Motions to take up items from the table shall be taken without objection. If objection is heard, a majority vote will be required to take the item from the table.
   e. Those items requiring extensive, structured debate or a vote shall be handled in accordance with the procedures for consideration outlined in the Bylaws.
   f. Excepting incidental, privileged, and subsidiary motions, no new motions may be introduced at this time.

8. New Business
   a. New Business shall be any business brought up for the first time.
   b. The order of consideration of new business shall be determined by the Chair of the Senate and listed on the agenda, in so far as it may be known in advance.
   c. A motion may be made to amend the orders of consideration. The motion must be seconded. The Chair of the Senate and the author of the motion may comment
on the motion at this time, each not to exceed one (1) minute; no other debate shall be allowed. This motion requires a majority to pass.
d. Each item shall, according to the agenda, be addressed. Any items requiring an immediate vote or debate shall be handled in accordance with the procedures for consideration outlined in the Bylaws.
e. Any business which cannot be satisfactorily resolved within the time allotted may be tabled, to be reconsidered during old business at the next Senate meeting.

9. Reports of University Committees and Boards
a. Reports of University Committees and Boards shall be filed with the Recorder and the Chair prior to the start of each Senate meeting.
b. The recorder shall include all such reports in the meeting minutes.
c. At the discretion of the Chair, any or all such reports may be presented on the floor by the appropriate representative. Reports shall be limited to three (3) minutes each. Each report shall be followed by a period of questions of the representative. Questions must be pertinent to the representative’s report and shall follow the general guidelines for the questions period of debate, as outlined later in this document. In the event that the questions period is ended by a majority vote of the Senate, the Chair shall announce that questions are closed and the Senate shall move on to the next report.
d. No motions beyond those necessary to conducting the questions shall be permitted during Reports.

10. Announcements
a. Announcements shall be brief statements of upcoming activities, meetings, or other PGSG related events.
b. Announcements may be presented by any present member of the PGSG, at the discretion of the Chair.
c. Announcements shall be limited to three (3) minutes each. Each announcement shall be followed by a period for questions of the announcer, which shall not exceed two (2) minutes.

11. Adjournment
a. Upon completion of all other business, the Chair shall entertain a motion to adjourn.
b. The motion to adjourn shall be passed on a majority vote. Upon passage, the Chair will immediately announce the adjournment.

12. Speaking Privileges
a. All officers of the PGSG shall have full speaking privileges. These include:
   1. Senators and Alternates sitting as Senators
   2. Executive Board Members
   3. Non-voting Members of the Senate
b. All persons with business before the Senate shall have full speaking privileges during the consideration of that business. This includes but is not limited to guest speakers and appointees awaiting approval.
c. Speaking privileges do not include voting privileges. Voting privileges are granted only to Senators, Alternates acting as Senators, and, as defined in the Constitution, the Chair of the Senate only when his/her vote would affect the outcome of the vote.

d. Any member who has speaking privileges and who has been granted the floor may yield any or all of their allotted speaking time to any other person present, subject to the same limitations of debate outlined in these Bylaws.

II.B. Attendance and Disciplinary Actions

1. Meeting Attendance

a. Attendance shall be required of all Senators at all regular meetings of the PGSS. In the event that a Senator is unable to attend a regular meeting, the appointed Alternate may satisfy the attendance requirement. In the event that neither the Senator nor Alternate can attend, another graduate student from the same department may be requested to fulfill the duties of the Senator for the duration of that regular meeting.

b. Departure from the regular meeting prior to adjournment shall be counted as an unexcused absence, at the discretion of the Secretary. In the event that a Senator must leave early, the appointed Alternate may satisfy the attendance requirement for the duration of the regular meeting. If neither Senator nor Alternate is able to attend the full regular meeting, another graduate student from the same department may be requested to fulfill the duties of the Senator for the duration of the regular meeting.

c. The sitting Senator shall inform the Secretary and Chair of the Senate of his/her expected absence or early departure and provide the name of the Alternate or other graduate student who will be attending in their place. Such notice must be given prior to the start of the regular meeting from which the Senator will be absent.

d. Absences or early departures for medical or academic reasons shall be excused, at the discretion of the Secretary. All other absences shall be recorded as unexcused.

e. Failure to notify the Secretary and Chair of the Senate or failure of the appointed Alternate or proxy to attend on behalf of the Senator shall constitute an unexcused absence of the Senator.

2. Committee Attendance

a. Each Senator is required to serve on at least one (1) committee.

b. Attendance by the Senator is required at all meetings of the assigned committee(s).

c. Should a Senator be unable to attend a meeting of an assigned committee, it is the duty of the Senator to notify the appropriate Committee Chair as soon as possible but not later than the beginning of the meeting from which the Senator will be absent.

d. Absences for medical or academic reasons shall be excused, at the discretion of the Committee Chair. All other absences shall be recorded as unexcused.
e. If the Committee Chair does not feel the reason for the absence to be appropriate, he/she shall notify the Senator of the refusal within a reasonable timeframe. In such case, the absence will not be excused.
f. Failure to notify the Committee Chair of a planned absence or absence for an unexcused reason shall constitute an unexcused absence of the Senator.

3. Forgiveness of Unexcused Absences
a. Unexcused absences due to sudden illness, accident, or family emergency can be waived:
   1. At the discretion of the Executive Board, by a majority vote, in the case of absence from a meeting of the Senate.
   2. At the discretion of the appropriate committee chair in the case of an absence from a committee meeting.

b. If the Senator disagrees with the opinion of the Committee Chair or Secretary regarding an unexcused/excused absence, he/she may petition the Executive Board, who, at the next meeting of the Executive Board, shall hear brief statements from both the Senator and the Committee Chair or Secretary and then, by a majority vote, may either approve or reject the excuse.
c. If the Senator disagrees with the opinion of the Executive Board, he/she may file a petition with the Senate in the form of legislative action.

4. Disciplinary Actions
a. Senators accruing two (2) unexcused absences within their term of office shall be considered “not in good standing”.
b. Any Senator who is expelled from his/her assigned committee or who is denoted as not having served, as defined under Operations of Committees, is immediately placed on “not in good standing”.
c. It is the duty of the Secretary to inform the Vice-President of Internal Affairs and President in the event of a Senator’s placement on “not in good standing” status. It is the duty of the President to then notify the Senator in writing of his/her “not in good standing” status.
d. A Senator who is on “not in good standing” status is not properly representing the department and is ineligible for nomination to any higher office of the PGSS or PGSG.
e. A Senator who holds a position of leadership within the Senate or their Committee, as defined in the Constitution, shall, upon placement on “not in good standing” status, be immediately removed from that position.
f. A Senator “not in good standing” who accrues a third unexcused absence within the same term of office shall be automatically expelled from the Senate unless he or she successfully appeals any or all of the three unexcused absences to the Executive Board or Senate. The Vice President of Internal Affairs shall notify the Senator in writing of their pending expulsion following the third unexcused absence. The Senator shall then have one week following this notification to begin an appeal. If no appeal is brought within this time, the Senator is immediately and automatically expelled from the Senate. The Secretary shall inform the Senator
and Executive Board of the Senators expulsion and the Chair of the Senate shall announce the vacancy at the next meeting of the PGSS. The President shall notify the Senators constituency or Department Head, in writing, of the removal of the Senator from office and the department will be given the opportunity to select a new Senator.

II.C. Parliamentary Procedures

1. Introduction of Legislation

   a. All bills, as defined in the Constitution, must follow the Bill Template provided in the Appendix of this document.
   b. All resolutions, as defined in the Constitution, must follow the Resolution Template provided in the Appendix of this document.
   c. All bills and resolutions must be submitted in electronic form to the Chair of the Senate and the Secretary prior to introduction.
   d. All new legislation shall be distributed to all members present at the Senate meeting prior to introduction.
   e. All legislation must be sponsored by a voting member of the Senate. The Chair may not serve as a sponsor of legislation.
   f. Any new legislation shall be read aloud during New Business and seconded by a Senator who is not an author or sponsor of the legislation. A motion to waive the reading may be made and approved without objection or by a majority vote of the Senate.
   g. All new legislation must have been reviewed by the Legislative and Strategic Planning Committee prior to introduction, excepting legislation which is adopted as Emergency Legislation and thereby subject to the requirements and procedures listed in the relevant section of this document.
   h. Once read, the Chair of the Senate shall assign a number to each new piece of the legislation.

2. Introduction of Emergency Legislation

   a. Resolutions deemed emergency legislation must be of an extremely time sensitive nature and may be introduced as such only if the following conditions are met:
      1. A quorum of the Senate is present;
      2. The legislation includes a clause demonstrating the necessity for immediate consideration;
      3. The legislation has been submitted in electronic form to the Chair of the Senate and the Secretary prior to introduction;
      4. The legislation has been distributed to all members present at the Senate meeting prior to introduction.
   b. A motion shall be made during New Business to introduce the emergency legislation. The legislation shall be read in its entirety and seconded by a Senator who is not an author or sponsor of the legislation. A motion to waive the reading shall not be allowed.
c. Following a second, the Senate shall hold a procedural vote to consider the legislation as emergency legislation. There shall be no debate on this motion. Following approval by a majority vote, the Chair of the Senate shall assign the legislation a number and refer the legislation to the floor for consideration. Should the procedural vote fail, the legislation will be referred to the Legislative and Strategic Planning Committee for normal consideration.

3. Legislation Proposing Constitutional or Bylaws Amendments
   a. Legislation proposing Constitutional, Bylaws or Financial Code Amendments shall not be accepted as emergency legislation and must fulfill all requirements for such legislation as outlined in the Constitution and Bylaws.

4. Committee Consideration of Legislation
   a. Prior to introduction, all legislation, excepting Emergency Legislation, shall be discussed and voted on by members of the Legislative and Strategic Planning committee during at least one (1) committee meeting at which the author(s) or sponsor(s) of the legislation are present. If the author(s) or sponsor(s) are unable to attend a meeting of the committee, they may select another Senator to serve as an Alternate Sponsor of the legislation.
   b. The committee may, during the course of their discussions, amend the legislation by a majority vote.
   c. The committee shall rule on whether the legislation is Constitutional or Unconstitutional, where constitutionality refers to accordance with the PGSG Constitution, PGSG Bylaws, and overarching Purdue University policies.
   d. The Committee Chair shall provide a report summarizing the ruling on constitutionality of the committee, the outcome of any vote at the next Senate meeting, and any reservations of the committee, either during the Committee Report or after introduction of the legislation, as appropriate.
   e. The Committee Chair shall inform the Chair of the Senate of the committees ruling on constitutionality and the legislation shall be added to the agenda for consideration during the next meeting of the Senate.

5. Procedure for Consideration of Legislation and Business for Debate
   a. The Chair of the Senate shall announce which legislation or discussion item is up for consideration according to the agenda.
   b. In the case of legislation, the sponsor of the Legislation shall present a report no longer than three (3) minutes detailing an explanation of the legislation. The sponsor, at his/her discretion, may yield all or part of this report to another Senator, Committee Member, or Executive Officer.
   c. In the case of a non-legislative discussion item, the Chair of the relevant committee or the relevant Executive Officer (the “Presenter”) shall give the sponsor report. In the Presenter’s absence, another member informed on the issue may give this report. The Presenter, at his/her discretion, may yield all or part of this report to another PGSG member.
   d. Following the sponsor report, the Chair of the Legislative and Strategic Planning Committee shall present a report no longer than three (3) minutes detailing the
committees ruling on constitutionality and an explanation of the legislation, any amendments made in committee, reservations of the committee, as well as any other information deemed necessary by the committee chair.

e. Following the Committee report, the President shall present a report no longer than three (3) minutes, outlining any details which he/she deems pertinent to the discussion. Such details include historical action on similar issues, current University initiatives, or the results of any meetings with University administrators or other persons.

f. The speaker or any other member of the Senate may motion to allow more time for any of these reports, if deemed necessary. There shall be no debate on this motion and the motion shall be carried without objection or, if objection is heard, on a majority vote.

g. Once reports have concluded, the floor is opened to debate.

h. Any frivolous motions made during the course of the debate which are clearly intended to slow, stall, or otherwise confuse and undermine the principles of the debate, at the discretion of the Chair of the Senate, shall be declared as such by the Chair of the Senate and shall not be recognized.

i. Debate shall consist of a period of questions followed by a period of discussion.

j. Debate - Questions

1. The questions period shall be reserved for questions seeking further information on the topic under debate. Questions may be posed to any person present.

2. Discussion shall not be permitted during the questions period. Leading questions meant to provide a forum for discussion, at the discretion of the Chair, shall not be permitted.

3. All those with speaking privileges shall be allowed to speak, not to exceed two (2) minutes per instance. No member wishing to speak an additional time may do so until all members wishing to do so have spoken their turn. Speakers may signify their desire to speak by raising a hand or a placard to gain the attention of the Chair of the Senate.

4. Persons to whom a question has been posed shall be permitted to immediately respond to the question at hand, not to exceed three (3) minutes in their response. If the person feels that another present may be better able to answer the question, they may request that the question be redirected, which shall be granted at the discretion of the Chair. In the event that no person is named as the subject of the question, the Chair may choose to answer the question or redirect to whosoever may be best able to provide an answer.

5. Follow up questions seeking clarification from the answering party shall be granted at the discretion of the Chair.

6. The Chair shall maintain a list of speakers, with speaking order granted in the order in which they are noticed and recorded by the Chair. At the discretion of the Chair, Executive Officers may be granted speaking order priority, but will be limited to the same rules of debate as all other speakers.

7. The speaker may not begin their question until recognized by the Chair.
8. When there are no additional speakers on the speaker list, the Chair shall announce that questions are closed and the Senate shall move on to discussion.

9. Speakers wishing to end the questions period before exhausting the speaking list may, when recognized, motion to close questions. The motion shall require a second, shall not have debate, and shall be carried by a majority vote. Upon passage of the motion, the Chair shall announce that questions are closed and the Senate shall move on to discussion.

k. Debate - Discussion

1. All those with speaking privileges shall be allowed to speak, not to exceed two (2) minutes per instance. No member wishing to speak an additional time may do so until all members wishing to do so have spoken their turn. Speakers may signify their desire to speak by raising a hand or a placard to gain the attention of the Chair of the Senate.

2. The Chair shall maintain a list of speakers, with speaking order granted in the order in which they are noticed and recorded by the Chair. At the discretion of the Chair, Executive Officers may be granted speaking order priority, but will be limited to the same rules of debate as all other speakers.

3. The speaker may not begin their discussion until recognized by the Chair.

4. Speakers wishing to postpone further debate until the next meeting, and in doing so, end debate before exhausting the speaking list may, when recognized by the Chair, motion to table the current question until the next meeting. The motion shall require a second, shall not have debate, and shall be carried by a two-thirds majority vote. Upon passage of the motion, the Chair shall announce that the question has been tabled and it shall be added to the Old Business of the next meeting.

5. Speakers wishing to end the debate period before exhausting the speaking list may, when recognized by the Chair, motion to close debate. The motion shall require a second, shall not have debate, and shall be carried by a two-thirds majority vote. Upon passage of the motion, the Chair shall announce that debate has been closed and the Senate shall vote.

1. Once debate has been closed, the Senate shall be in line for a vote. The object and method of the vote shall be clearly stated by the Chair of the Senate.

6. Procedure for Consideration of Appointments

a. An appointee is encouraged but not required to be present at the meeting of the Senate for the Senate to consider their appointment.

b. The person responsible for the appointment will make a report detailing the nature of the appointment and the qualifications of the appointee, not to exceed two (2) minutes.

c. The appointee may then make a statement regarding their appointment, not to exceed two (2) minutes.

d. The floor will then be opened for debate.

e. Debate shall follow the structure for debate of motions and legislation, as discussed in the previous section, with the following change:
1. The questions period shall consist only of questions of the person responsible for the appointment and of the appointee under consideration.

7. Voting Procedures
   a. In general, voting shall be conducted by acclamation, where “Aye” shall signify support and “Nay” signify opposition.
   b. If deemed appropriate by the Chair, voting may be taken by consent. The Chair shall announce that the motion is to be carried without objection and shall allow a reasonable amount of time to pass before declaring the motion carried. If objection is heard, voting shall be taken by acclamation.
   c. If division is heard, the vote shall be retaken by a countable method (a rising vote, roll call, show of hands, or secret ballot) as deemed appropriate by the Chair. If any Senator opposes the method selected by the Chair, they may voice their objection to the decision and the vote shall be taken by roll call.
   d. Votes to amend or ratify the Constitution, Bylaws, or Financial Code shall be taken by electronic device, or in the absence of such, by ballot.
   e. The results of all roll call votes shall be recorded in the minutes.

8. There shall be no limits on debate beyond those outlined in these procedures or imposed by a motion and vote of the Senate. Any such limits imposed by action of the Senate shall be in effect only for the duration of the meeting, unless documented in st form and expressly stated as a standing rule of the Senate.

9. Procedure for Joint Resolutions with Purdue Student Government
   a. All legislation may be referred to PSG for action as a joint resolution. Such referral will be accompanied by appropriate language within the text of the resolution or legislation.
   b. Upon passage by the PGSG senate, all referred legislation shall be delivered to PSG by the Vice-President of Internal Affairs.
   c. Should disagreement occur between PSG and PGSG on referred legislation, the president of PGSG or appointed designees and appropriate PSG representatives shall meet to reconcile differences.
   d. The president of PGSG or appointed designees and appropriate PSG representatives shall propose reconciled language for final action in PGSG and PSG. The reconciled legislation is not amendable upon consideration.
   e. Upon approval by both PGSG and PSG, the legislation shall be formatted into the joint resolution template by the originating sponsor and submitted to the respective presidents for signature and action.
   f. This same procedure will be followed for legislation referred to PGSG by PSG. The Legislative and Strategic Planning Committee will be informed of all referred legislation.
III. Operations of Committees

III.A. Committee Structure and Leadership

1) Committees may be established or dissolved by a two-thirds (2/3) majority vote of the Senate for any legitimate reason.

2) Excepting the Executive Board and Elections Committee, whose membership is explicitly defined by this document, membership on all PGSG committees shall be open to all members of PGSG.

3) Each committee shall elect from amongst its members a Chair, Vice-Chair, and Recorder.
   a) The Chair shall preside over all meetings of the committee. The Chair shall also report on the actions of the committee at each meeting of the Executive Board and Senate.
   b) The Vice-Chair shall preside over the meetings of the committee in the absence of the Chair.
   c) The Recorder shall keep minutes of every meeting of the committee and submit them to the Secretary within one (1) week of each meeting. The minutes must follow the template for PGSS Minutes provided in the Appendix of this document.

4) All standing committees, designated as such upon their formation by the Senate, shall establish a Code of Operations to better define their purpose, structure, and internal operations.

5) All ad hoc committees shall have their purpose defined upon their formation by the Senate. The existence of all ad hoc committees and their stated purpose(s) shall be reviewed by the Senate at the last meeting of every semester.

6) Any decision or action of a committee may be reviewed, retracted, rescinded, or otherwise overturned by legislative action of the Senate.

7) Exceptions to these rules are the Executive Committee and Elections Committee, each of which follow a specific set of unique guidelines outlined in the Constitution and in these Bylaws.

8) Committee Assignments
   a) Senators may provide requests for committee assignment to the Vice-President of Internal Affairs within one (1) week after the first PGSS meeting of the academic year or, if taking office mid-year, within one (1) week of their installation. The Vice-President of Internal Affairs will then have one (1) week to appoint Senators to committees and submit an updated list of committee members to the appropriate Committee Chairs.
   b) Senators wishing to switch committee assignments may file a Change Committee Request, included in the Appendix of this document, with the Executive Board. It is highly encouraged, though not required, that the Senator attend the Executive Board meeting at which his/her request is to be heard. The Executive Board may approve the request by a majority vote and, if the Senator is not present at the meeting, shall report the decision to the Senator within three (3) days of the Executive Board meeting.
   c) A committee may, by a majority vote of its members, remove a committee member
from membership on the committee. In the event that a Senator is removed in this way, they shall not receive credit for having served on that committee and will be placed on “not in good standing”. The Senator must then contact the Vice-President of Internal Affairs for a new committee assignment no later than the next PGSS meeting.

9) Meetings
   a) Committees shall have one (1) regular meeting following each meeting of the PGSS but prior to the next Executive Board Meeting.
   b) All members are required to attend all meetings of their assigned committee(s), as detailed in Section II.B. - Attendance.
   c) The Committee Chair and Vice-Chair shall be responsible for setting and communicating the date of the next committee meeting at least seven (7) days in advance of the meeting. If the Chair or Vice-Chair fails to schedule the meeting, it shall be counted as an unexcused absence of the Chair or Vice-Chair, as detailed in Section II.B. - Attendance.
   d) If the Chair or Vice-Chair fail to schedule a meeting, the remaining committee members should contact and coordinate with the Vice-President of Internal Affairs to schedule a meeting. Failing to do so shall result in an unexcused absence for all members of the committee, as detailed in Section II.B. - Attendance.
   e) Any committee member who does not attend at least half (1/2) of the committee meetings during a given term shall be declared as not having served on that committee. Any Senator declared as such will be placed on “not in good standing”.

III.B. Standing Committees

1) Academic and Professional Development Committee
   a) The Academic and Professional Development Committee shall:
      1) Be committed to the continual professional growth of Purdue graduate students within and beyond the classroom;
      2) Raise awareness of professional development services and events already available to graduate students on campus;
      3) Assess the professional needs of graduate students;
      4) Design and implement programs and resources to address these professional needs;
      5) Develop continued relations with departments and organizations on campus that are committed to the academic and professional development of graduate students;
      6) Evaluate existing and new professional development opportunities.

2) Advancement and Engagement Committee
   a) The Advancement and Engagement Committee shall:
      1) Help engage the PGSG with the rest of Purdue University and the community at large;
2) Assist in the organization and execution of charitable, educational, or service-oriented activities;
3) Encourage and grow PGSG partnerships with local and national organizations and businesses.

3) Career Fair Committee
a) The Career Fair Committee shall:
   1) Be committed to the continual professional growth of Purdue graduate students as they complete their academic careers at Purdue University;
   2) Raise awareness of companies within their academic focus and assist them on finding careers;
   3) Provide the graduate students venues for both professional growth and networking with company representatives, including, but not limited to, a graduate student career fair;
   4) Be responsible for decisions regarding their events.

4) Grant Review and Allocation Committee
a) The Grant Review and Allocation Committee shall:
   1) Oversee and facilitate the awarding of all grant and grant-like awards which are administered by PGSG;
   2) Provide assistance and information to Purdue students and student groups seeking funding from any PGSG grant or grant-like award program;
   3) Notify the Treasurer, as necessary, of any grants or awards which are approved for distribution, providing any logistical information necessary for the processing of the award.

5) Legislative and Strategic Planning Committee
a) The Legislative and Strategic Planning Committee shall:
   1) Analyze and revise the Constitution, Bylaws, and Financial Code of the PGSG as necessary;
   2) Develop and encourage parliamentary expertise to assist in the smooth operation of the PGSS;
   3) Scrutinize and propose amendments to bills and resolutions referred to the committee from the Senate;
   4) Perform a formal review on the Constitution, Bylaws, and Financial Code every second year, which shall be reported to the Senate with recommendations;
   5) Assist in the resolution of questions pertaining to the scope of activities of the PGSG, PGSS, the Executive Board, and the various PGSG committees, as they are outlined in the Constitution, Bylaws, and Financial Code.

b) The Parliamentarian of the PGSG must be a member of the Legislative and Strategic Planning Committee. The Parliamentarian may not serve as Chair.

6) Public Information Committee
a) The Public Information Committee shall:
1) Promote and publicize PGSG and its events using all available and appropriate media of communication;
2) Strive for representation from every department on West Lafayette’s campus and the regional campuses by sending out a Senator recruitment mailing every spring semester;
3) Send out weekly emails summarizing PGSG meetings and events as well as other pertinent information for graduate students;
4) Keep a log of how events are publicized for future reference.

7) Social Committee
   a) The Social Committee shall:
      1) Encourage social interaction among the graduate student community through social, cultural, and sporting events;
      2) Encourage the building and maintaining of a strong graduate student community by bringing together different departments in a relaxed and friendly atmosphere.

8) Student Affairs Committee
   a) The Student Affairs Committee shall:
      1) Be committed to improving the quality of graduate life;
      2) Identify current needs of graduate students;
      3) Create a lobby and voice towards the meeting of these needs.

III.C. Special Committees

1) Executive Board
   a) The Executive Board exists as defined in the Constitution.
   b) Additionally, the Executive Board shall:
      1) Develop the annual budget for the entire PGSG organization, including the PGSS and all PGSG committees, as defined in the Financial Code of Operations, and present the budget to the Senate for ratification;
      2) Submit the proposed annual budget to the Graduate School for approval, as defined in the Financial Code of Operations;

2) Elections Committee
   a) The Elections Committee oversees the elections of PGSG Executive Officers, as defined in Section V: Expulsion and Election Procedures, and is defined in that same section.

IV. Expulsion and Election Procedures

IV.A. Expulsion Procedures
   1) Expulsion of Executive Officers
a) As defined in the Constitution, in the event that an Executive Officer is found to have exhibited malfeasance or misfeasance, he/she may be considered for expulsion by the PGSS.

b) Unexcused absence from two (2) consecutive PGSS meetings shall constitute immediate and automatic grounds for expulsion.

c) The President shall provide the accused with written notice of the charges at least two (2) weeks in advance of the Senate meeting in which the motion to impeach will be introduced, and the accused shall have the right to be heard before the Senate. In the event that it is the President who is being impeached, the notice will come from the Vice-President of Internal Affairs.

d) Succession of Duties

1) In the event that an Executive Office is removed from office or otherwise leaves office, their duties shall be temporarily assumed by another, as defined in the Constitution, until a Special Election or appointment hearing, as appropriate, can be held to select a replacement.

2) The Special Election or appointment hearing must be held no later than two (2) PGSS meetings after the office is vacated.

3) In the case of the Treasurer, the temporary successor shall be the Chair of the Legislative and Strategic Planning Committee. In the case of the Chair already assuming the duties of another Executive Officer or being otherwise unavailable, the duty shall fall to another member of the committee, elected by the committee by a majority vote.

4) In the event that one (1) person is eligible to assume multiple offices, they shall only assume the highest office for which they are eligible, with the hierarchy being President, Vice-President of External Affairs, Vice-President of Internal Affairs, Treasurer, Secretary, Parliamentarian, Webmaster. In the event that a position is thus left unfilled, an immediate election shall be held following the vacancy to select a temporary successor. The election shall follow the election procedures for Senate Officers, outlined below.

5) In the event that at least three (3) of the Executive Offices are vacated within the same one (1) month period, a Special Session of the Senate shall be called within two (2) weeks of the third vacation and a Special Election or appointment hearing held immediately to replace the outgoing officers. Notice of this Special Session must be provided at least two (2) weeks prior to the meeting, in accordance with the Constitution.

2) Expulsion of Senators and Alternates

a) In the event that a Senator or Alternate is found to have exhibited malfeasance or misfeasance, he/she may be considered for expulsion by the PGSS.

b) A third unexcused absence within the same term, while on “not in good standing” status, shall constitute immediate and automatic grounds for expulsion.

c) The Chair of the Senate shall provide the accused with written notice of the charges within a reasonable timeframe, and the accused shall have the right to be heard before the Senate.

3) Procedures for Impeachment Hearings
a) When an officer is accused of misfeasance or malfeasance, the accusor shall make a motion to impeach during New Business.
b) The motion shall be immediately tabled until such time as proper notice may be provided to the accused, as defined in the Constitution and Bylaws.
c) At the next possible Senate meeting following notification to the accused, the hearing will be brought from the table during Old Business.
d) The accusor shall give a report, not to exceed three (3) minutes, detailing the cause(s) for removal from office. The accused shall then give a rebuttal, not to exceed three (3) minutes, countering the charges.
e) The floor will be opened for questions of the accusor, the accused, and any other present who may be relevant to the charges raised.
   1. All with speaking privileges shall be permitted to ask questions, each question and each response not to exceed one (1) minute each. There shall be no limit to the total number of questions permitted.
   2. The Chair of the Senate shall maintain a list of speakers, with speaking order granted in the order in which they are noticed and recorded by the Chair. At the discretion of the Chair, Executive Officers may be granted speaking order priority.
   3. The speaker shall not begin their question until recognized by the Chair.
f) The floor will then be opened for discussion.
   1. All those with speaking privileges shall be allowed to speak twice, not to exceed two (2) minutes per instance. No member wishing to speak a second time may do so until all members wishing to do so have spoken at least once. Speakers may signify their desire to speak by raising a hand or a placard to gain the attention of the Chair of the Senate.
   2. The Chair shall maintain a list of speakers, with speaking order granted in the order in which they are noticed and recorded by the Chair. At the discretion of the Chair, Executive Officers may be granted speaking order priority, but will be limited to the same time and number of instances as all other speakers.
   3. The speaker shall not begin their discussion until recognized by the Chair.
   4. When there are no additional speakers on the speaker list or debate has been closed by a majority vote of the Senate, the Chair shall announce that discussion is closed and the Senate shall be in line for a vote.
g) The vote shall be taken by a roll call, passing by a majority vote.
h) In the event that the vote is passed, the accused shall be immediately removed from all offices, including positions within any committees on which the accused is serving. As it is a right of all members of PGSG, the accused may remain on any PGSG committees, excepting the Executive Board and any University Boards or Committees to which he/she may have been appointed.

IV.B. Election Procedures

1) Selection of Senators and Alternates

   a) Senators and Alternates shall be selected in accordance with the selection proce-
dures outlined in the Constitution.
b) Departments may select their representatives by, in order of priority:
   1) Circulation of a petition and obtaining the signatures of thirty (30) percent
      of the graduate students in the department, or forty (40) students, whichever
      is lower;
   2) Appointment by the Department Head;
   3) Nomination by the Graduate Student Organization of the department.
c) In the event that multiple Graduate Student Organizations exist within the same
   department and each presents a Senator or Alternate, the seat in question shall
   remain vacant until a Senator or Alternate is presented through a higher priority
   selection method.
d) Once the Senator or Alternate is selected, a Nomination Form, provided in the
   appendix of this document, shall be sent to the Secretary. The Secretary shall
   notify the Vice-President of Internal Affairs and the Chair of the Senate of the
   selection of a new Senator or Alternate. The selected Senator or Alternate shall
   not be recognized as such until the appropriate forms have been filed.
e) Forms for each of the aforementioned selection methods are provided in the appen-
dix of this document.
f) In the event that multiple Senators or Alternates are selected for the same seat,
   preference shall be given first to the highest priority selection method then to the
   time that the appropriate forms were filed. Among petitions, the highest priority
   is given to that which has the greatest number of signatures. If more recent forms
   for an equal or higher priority method are submitted for a seat which is already
   filled, the sitting Senator or Alternate shall be notified by the Vice-President of
   Internal Affairs. The sitting Senator or Alternate shall have one month from
   the date of notification to provide an equal or higher priority selection method
   than that provided by the challenger. If after one month the sitting Senator or
   Alternate has failed to provide an equal or higher priority selection method, that
   Senator or Alternate shall be removed from office immediately upon installation
   of the newly selected Senator or Alternate.
g) New Senators or Alternates shall be notified by the Chair of the Senate of the
   duties and requirements of their office and of the date, time, and location of the
   next meeting of the PGSS. New Senators shall be contacted by the Vice-President
   of Internal Affairs soliciting their committee assignment request.

2) Elections of Senate Officers
   a) The positions of President Pro Tempore and Clerk of the Senate shall be elected
      from among the Senate membership no later than the second meeting of the PGSS
      of each academic year.
b) All Senate Officers hold their office for a term of one (1) year, until such time as
   a replacement is elected.
c) In the event of a vacancy in any Senate Office, an election shall be held at the
   next PGSS meeting to elect a replacement.
d) Eligible candidates are all Senators not currently on “not in good standing” status.
   Current holders of the office are eligible to seek reelection for as many terms as
they are eligible to hold the office.

e) A candidate for an officer position must be nominated by a member of the Senate and may be nominated for multiple offices. Senators may nominate themselves. Such nominations shall be opened at the meeting prior to the April elections meeting, and shall remain open until the election of a particular position.

f) Each candidate for each position will have two (2) minutes to present their qualifications followed by no more than three (3) minutes of questions from the PGSS. When the question periods for all candidates have concluded, the candidates will be asked to leave the room, upon which time the PGSS will begin a general discussion of candidates lasting no more than three (3) minutes.

g) Offices will be elected one (1) at a time, beginning with President Pro Tempore, followed by Clerk. Election to any one (1) office immediately removes the candidate from consideration for any subsequent office.

h) Officers shall be elected by a majority vote. If no candidates receive a majority of the vote, a run-off shall be held between the two (2) candidates with the largest plurality of votes. No additional speaking time will be allowed. Run-offs shall be decided by a majority vote. Both votes shall be taken by show of hands and counted by the Chair of the Senate and the Secretary. If the counts are not in agreement the vote will be retaken.

i) The election of each officer must be approved by a majority vote of the Executive Board. The Executive Board must consider the election at the next meeting of the Board and shall inform the Chair of the Senate and the candidate of their decision. In the event that a candidate is not approved, another election shall be held at the next PGSS meeting to elect a new candidate for that office.

3) Elections of Executive Officers

a) The Elections for Executive Officers shall be held at a meeting of the PGSS during the first week of April and shall be presided over by the Election Coordinator.

b) Eligible candidates are all Senators not currently on “not in good standing” status and any member of PGSG who has served on a PGSG committee during the current academic year. Current holders of the office are eligible to seek reelection for as many terms as they are eligible to hold the office, excepting the President who is limited to two (2) terms.

c) A candidate for an officer position must be nominated by a member of the Senate and may be nominated for multiple offices. Senators may not nominate themselves.

d) Each candidate for each position will have five (5) minutes to present their qualifications followed by no more than five (5) minutes of questions from the PGSS. When the question periods for all candidates have concluded, the candidates will be asked to leave the room, upon which time PGSS will begin a general discussion of candidates lasting no more than five (5) minutes.

e) Offices will be elected one (1) at a time, beginning with President, followed by the Vice-President of External Affairs, Vice-President of Internal Affairs, Treasurer, and Secretary. Election to any one (1) office immediately removes the candidate from consideration for any subsequent office.
f) In all cases, officers shall be elected by a majority vote. If no candidates receive a majority of the vote, a run-off shall be held between the two (2) candidates with the largest plurality of votes. No additional speaking time will be allowed. Run-offs shall be decided by a majority vote. In both cases, votes shall be taken by secret ballot and counted by the members of the Election Committee.

4) Election Coordinator
   a) The Election Coordinator shall be a current or outgoing Executive Officer who is not a candidate in the election. In the event that no such Officer is available, the Election Coordinator shall be selected from among the members of the Executive Board. If all members of the Executive Board are seeking election, the Election Coordinator shall be selected from among the PGSS membership.
   b) The Election Coordinator shall be selected by a majority vote of the Executive Board at an Executive Board meeting prior to the elections.
   c) The Election Coordinator shall:
      1) Chair the Election Committee;
      2) Preside over the elections of Executive Officers;
      3) Announce the winner of all elections over which he/she presides;
      4) Conduct the selection of the Elections Committee, as defined in these Bylaws.

5) Election Committee
   a) The Election Committee shall be composed of the Election Coordinator and two (2) Senators chosen at the election meeting after candidates have been nominated but before speeches and questions of the candidates.
   b) The Election Coordinator shall chair the Election Committee.
   c) Members of the Election Committee retain their right to vote in the election.
   d) Selection of Election Committee Senators
      1) Senators shall be selected by random draw, conducted by the Election Coordinator.
      2) The random draw shall include all Senators who are in attendance, not on “not in good standing” status, and not candidates in the election.
   e) The Election Committee shall:
      1) Count all ballots cast in the election;
      2) Conduct a recount of the ballots in the event of an appeal.

6) Election Appeals
   a) Any candidate may appeal the election results after they have been announced by the Election Coordinator.
   b) A candidate who appeals the election results shall be entitled to an immediate recount.
   c) The recount shall be conducted by the election committee. All candidates in the appealed election shall be given opportunity to directly observe the entirety of the recount process.
   d) The winner of the recount shall be announced by the Election Coordinator.
e) The results of the recount shall be final and no additional appeals shall be permitted.

V. PGSG Business Code

1) The Executive Board shall develop and maintain procedures to govern all space acquired by PGSG. These procedures shall include but are not limited to:
   a) Space allocation.
   b) Personnel.
   c) Space scheduling.
   d) Emergency response.

2) Implementation and amendments shall be agreed to by a two-thirds (2/3) vote of the Executive Board.

VI. Amendment of Bylaws

1) These bylaws may be amended at any regular meeting of the PGSS by a majority vote, provided the amendment has either:
   a) Been introduced at a previous PGSS meeting and referred to the Legislative and Strategic Planning Committee for review no sooner than ten (10) days prior to the meeting at which the amendment is to be voted on;
   b) Been introduced directly from the Legislative and Strategic Planning Committee.

2) Any amendment to the bylaws must be written as a bill.

Appendices

1) Forms to Nominate Senators to the PGSS
2) Template for PGSG Minutes and Reports
3) Committee Selection Form
4) Form for Committee Change Request
5) Template for Introducing a Bill
6) Template for Introducing a Resolution
7) Joint Resolution Template