

I. The Graduate Student Senate

A. Executive Board

i. Executive Chair

- a. The Executive Chair shall preside over all Graduate Student Senate Meetings and items. Coordinating with the Information Services Chair, a detailed Agenda (§I-E) shall be created and distributed to all Senators prior to Session meetings. The Executive Chair shall also oversee the Executive Board and organize the monthly Grad Fest socials. At the discretion of the entire Executive Board, the Executive Chair shall also represent Kent State University on the Ohio Board of Graduate Students, Kent State University Faculty Senate, and other noteworthy committees. The Executive Chair will also assist all other Executive Board members as needed which includes but is not limited to the success of the Graduate Research Symposium.

ii. Executive Vice Chair

- a. The Executive Vice Chair shall be expected to organize and report on committees associated with the operations of the Graduate Student Senate. These may include temporary or permanent committees throughout the Kent State University campus and community. Coordination with these committees will reflect the purpose, goals, and ambitions of all graduate students at Kent State University. In addition, the Executive Vice Chair shall be charged with forming a committee, reviewing, and recognizing the International Travel award winners throughout the academic year in coordination with the Finance Chair of Graduate Student Senate. In addition, in the event that the Executive Chair cannot fulfill the outlined duties, the Executive Vice Chair shall fulfill the obligations of the Executive Chair.

iii. Finance Chair

- a. The Finance Chair shall oversee all budgetary affairs associated with the Graduate Student Senate. This duty works in association with the Division of Graduate Studies and Executive Board. In addition to creating an annual budget, the Finance Chair shall also oversee the Domestic Travel Award application process and all budgetary expenditures including but not limited to the International Travel and Research Awards.

iv. Information Services Chair

- a. The Information Services Chair shall take and disseminate accordingly all minutes for Executive and General Senate Meetings, maintain the Graduate Student Senate website as per university standards, maintain Graduate Student Senate social networking sites, maintain a formal list of current senators, alternative senators, graduate program coordinators, and department/unit business managers for communication purposes. The Information Services Chair shall also keep record of attendance at Senate Sessions and distribute pertinent information throughout the Graduate Student Senate body.

v. Advocacy Chair

- a. The Advocacy Chair is responsible finding and organizing philanthropic opportunities for the graduate student body, acting as the student advocate in matters of funding, professional development and support services, and keeping abreast of information from graduates and professional school

organizations. This person serves as a liaison between the community, other university organizations, and graduate students of Kent State University. The Advocacy Chair shall represent GSS in the National Association of Graduate and Professional Students (NAGPS), serve as an advocate for issues specific to teaching assistants, and be responsible for the publication of a Graduate Student Newsletter and for regular correspondence with the Daily Kent Stater. In addition, the Advocacy Chair shall be required to administer the Graduate Student Senate Research Award in coordination with the Finance Chair of Graduate Student Senate.

vi. Symposium Chair

- a. The Symposium Chair shall be required to organize, publicize, and attend the annual Graduate Research Symposium to be held each academic year. This responsibility includes the oversight, creation, and facilitation of the entire symposium: including the theme; the program; all communication with presenters, guest speakers, judges, the Kent Student Center, and community organizations; the awards process; all publication/advertisement related to the event; as well as coordination of all day-of event operations. The Symposium Chair must also remain in close contact and be willing or able to delegate tasks to the rest of the Executive Board throughout the planning of the Symposium.

vii. Administrative Assistant

- a. The Administrative Assistant Chair shall be in charge of clerical work associated with Graduate Student Senate. In addition to answering phones, and checking email and postage mail, the Administrative Assistant Chair shall assist the Finance Chair process money; obtain rooms for meetings, and other clerical duties at the discretion of the Executive Board. The position is unique in that the Administrative Assistant Chair shall be hired by the Executive Board. This process shall take place through a competitive application process at the discretion of the Division of Graduate Studies and Graduate Student Senate Executive Board.

viii. Note

- a. All positions are outlined but specific details may be altered at the discretion of the Executive Board. This is an attempt to better serve the Graduate Student Senate and all graduate students at Kent State University.

B. Graduate Student Senators

- i. In order to effectively communicate Graduate Student Senate's purpose and intent, each Senate member will be expected to attend meetings and disseminate meeting minutes to their respective colleagues and departments. They serve as department and unit representatives on behalf of the Graduate Student Senate, and are thus responsible for the representation of their department or unit. Each Senator may represent a single academic unit or department.
- ii. If a Graduate Student Senator misses 2 meetings in the Fall, the respective academic unit loses GSS funding eligibility for applications in the Spring and Summer semesters. Missing 2 meetings during the spring semester will cause department to lose Fall funding eligibility, as outlined in the Contract signed by each senator at the beginning of each fall semester. Academic Units can become re-eligible for summer funding if a Senator attends 3 of 4 meetings in the Spring. A Contract will be signed by each Senator, their Departmental Chair, Graduate Coordinator, and the GSS Advisor at the beginning of each semester. Academic Unit standing will be posted on the Graduate Student Senate website. This shall exclude summer Sessions as these are highly encouraged but not required.

C. Sessions

- i. The Executive Board shall meet twice per month, as needed, during the fall and spring semesters to handle the affairs of Graduate Student Senate.
  - ii. The Executive Chair shall preside at Executive Board meetings as well as Senate Sessions.
  - iii. The Executive Board members shall not represent the interests of their respective departments or organizations during Senate Sessions.
- D. General Senate Sessions
  - i. The Graduate Student Senate shall meet at least 3 times during each fall and spring semester. In addition, one general meeting shall be held during the summer.
  - ii. A majority vote shall be a vote of greater than 50% of those in attendance.
- E. Agenda
  - i. The Executive Board shall determine the dates, times, and locations of the Senate Sessions.
  - ii. The Executive Board shall have the power to call a Special Session of the Senate at any time on 48 hours' notice to each member of the Senate.
  - iii. The Senate shall have the power to call a Special Session, at any time, by a majority vote of the entire membership. Notice of the Session must be sent to each member at least 48 hours in advance of the Special Session.
  - iv. The business of the Graduate Senate shall be conducted according to *Robert's Rules of Order*.
  - v. Quorum
    - a. The Senate Session shall only be held when quorum is present. A quorum is defined by the charter and shall include 10 Senate members. At least one member of the Executive Board shall also be present.
    - b. A quorum shall be determined by a roll call of Senate members conducted at the discretion of the Executive Board by the Information Services Chair, or designee, at the beginning of each General Senate Session.
    - c. In the event that a quorum is not present during a General Senate Session, the General Senate Session will still proceed as scheduled, but decisions on funding or any other issues requiring a motion will be made by the Executive Board under the advisement of the Senators in attendance. A full report of the actions taken shall be made known to all Graduate Student Senators through meeting minutes and at the next regularly scheduled General Senate Session.
  - vi. Agenda items shall be prepared by the Executive Board for each General Senate Session.
  - vii. Agenda items shall be submitted to the Executive Board at least two weeks prior to the regularly scheduled General Senate Session. In case of a Special Session (§I-E-iii), agenda items must be submitted to the Executive Board at least seventy-two hours prior to the Special Session
  - viii. The Agenda may be appended by majority vote at the beginning of each General Senate Session.
  - ix. The Agenda shall include the following items in prescribed order:
    - Roll Call/Sign In
    - Approval of Minutes
    - Appending of Agenda
    - Executive Board Reports Committee Reports Unfinished Business
    - New Business and Discussion Items
    - Announcements
    - Adjournment
  - x. The Agenda shall be distributed to each member of the Senate at least one week prior to the regularly scheduled Senate Session by the Information Services Chair. In

case of a Special Session, the Agenda shall be distributed to each member of the Senate at least forty-eight hours prior to the Special Session.

#### F. Meeting Minutes

- i. The meeting minutes shall include all business presented before the Graduate Student Senate in accordance with the General Senate Session agenda and shall be approved by a majority vote at the next meeting.
- ii. The minutes shall be distributed to each Graduate Student Senator at least one week prior to the next regularly scheduled General Senate Session by the Information Services Chair. In the case of a Special Session, the minutes of the Session shall be distributed to each member of the Senate at least one week prior to the next regularly scheduled General Senate Session by the Information Services Chair.

### II. Election of Executive Board

#### A. Nominations

- i. All enrolled graduate students are eligible for nomination.
- ii. Written or emailed nominations must be received two weeks prior to the date of the election.
- iii. Copies of these written nominations will be sent to all Graduate Student Senators, along with the Agenda (§I-E-vii) for the General Senate Session at which elections will take place.
- iv. At the discretion of the Executive Board, nominations may be taken from the floor on the day of the election. Specifically, if a position is unopposed, the Senate may nominate on the day of the election. All nominees must be in attendance in order to be elected or a written statement may be read on their behalf.

#### B. Balloting

- i. Elections will take place under a secret, official ballot.
- ii. New Executive Board members shall be selected by a majority vote of those Graduate Student Senators in attendance.
- iii. Elections shall take place at the second to last meeting of the spring semester.
- iv. In the event of a tie, a second round of balloting will take place. Each individual will have an additional time to speak if desired.

#### C. Summer Transition

- i. Executive Board members will begin their terms in the summer semester following their election and remain in office throughout the subsequent academic year.
- ii. At the discretion of the new Executive Board, old Executive Board members shall remain on the board as transitional members for the purpose of training incumbent officers through the summer. This is contingent that the Executive Board member has adequately fulfilled the requirements of the position over the past year and the availability of the Executive Board members.

#### D. Office Forfeit

- i. In the event a sitting Executive Board member resigns, the Executive Board reserves the right to appoint a replacement within the remaining Executive Board. In this instance, a Special Election at the next General Senate Session for the remaining empty position will be held. Alternatively, the Executive Board reserves the right to hold a Special Election to elect a nominee directly to the vacated position.

### III. Representation

#### A. Academic Units

- i. Academic Units will be defined by the Graduate Student Senate and the Division of Graduate Studies as the following:

- a. Anthropology
- b. Applied Engineering, Sustainability, and Technology
- c. Architecture
- d. Art, which includes the following programs:
  - i. Art Education, Art History, Fine Arts, Crafts
- e. Biological Sciences, which includes the following programs:
  - i. Botany, Cell Biology, Ecology, Physiology
- f. Biomedical Sciences, which includes the following programs:
  - i. Biological Anthropology, Molecular Biology, Neuroscience, Pharmacology, Physiology
- g. Business Administration, which includes the following programs:
  - i. Financial Engineering, College of Business Ph.D., College of Business MBA
- h. Chemistry and Biochemistry
- i. Communication and Information, which includes the following programs:
  - i. Communication Studies, Information Arch/Knowledge Management, Journalism and Mass Communication, Library and Information Science, Visual Communication Design
- j. Computer Sciences
- k. Digital Science
- l. Economics
- m. English, which includes the following programs:
  - i. Creative Writing, English, Teaching English as a Second Language
- n. Foundations, Leadership, and Administration, which includes the following programs:
  - i. Sports and Recreation Management, Cultural Foundations, Hospitality and Tourism Management, Education Administration K-12, Education Administration – Higher Education, Higher Education & Student Personnel, Evaluation & Measurement
- o. Geography
- p. Geology, which includes the following programs:
  - i. Applied Geology, Geology
- q. Health Sciences, which includes the following programs:
  - i. Exercise Physiology, Nutrition, Health Education and Promotion, Audiology, Speech Language Pathology
- r. History
- s. Lifespan Development and Educational Sciences, which includes the following programs:
  - i. Special Education, Educational Psychology, Instructional Psychology, School Psychology, Clinical Mental Health Counseling, School Counseling, Counseling, Rehabilitation Counseling, Human Development and Family Studies
- t. Liquid Crystal Institute, which includes the following program:
  - i. Chemical Physics
- u. Mathematics, which includes the following programs:
  - i. Applied Mathematics, Math for Secondary Teachers, Pure Mathematics
- v. Modern and Classical Language Studies, which includes the following programs:
  - i. French, Latin, Translation, Spanish
- w. Music, which includes the following programs:
  - i. Conducting, Ethnomusicology, Music Composition, Composition,

Music Theory, Music Education, Performance

- x. Nursing, which includes the following programs:
  - i. Nursing, Pediatric Nurse Practitioner, Pediatric Nurse Specialist, Pediatric Nurse Specialist, Adult Health Clinical Nurse, Nursing Education, Women's Health, Primary Adult Nurse Practitioner, Acute Care Nurse Practitioner, Family Nurse Practitioner
- y. Philosophy
- z. Physics
- aa. Political Science, which includes the following programs:
  - i. Public Administration, Political Science
- bb. Psychological Sciences, which includes the following programs:
  - i. Clinical Psychology, Experimental Psychology
- cc. Public Health
- dd. Sociology
- ee. Teaching, Learning, and Curriculum, which includes the following programs:
  - i. Reading Specialization, Junior High/Middle School CI, Secondary Education, Early Childhood Education, Curriculum and Instruction, Technical Teacher Education, Secondary Education
- ff. Theater and Dance
- ii. Please see below (§III-B-iv) for the representation of Organizations.
- iii. Beginning in the Fall of 2019, each Senator or their designee will be required to sit on one committee per academic year. Such committees, which can be ad hoc or standing, can be either external or internal to the GSS. Proceedings of internal GSS committees will be reported by the Chairs of those committees. Proceedings of external committees will be reported by each Senator. All reports will be managed by the Vice Executive Chair (§I-A-ii-a).

#### B. Organizations

- i. A graduate student organization shall be defined as a student organization registered with the Kent State University Center for Student Involvement with a majority of those members being graduate students. As part of their responsibility to represent graduate students from their respective Academic Units, Senators will provide a census of active graduate students whom they represent. This count should be provided at the start of each semester and should be accurate to the best of the Senators' knowledge.
- ii. Organizations meeting above criteria must appeal to the Executive Board for official recognition. Appeals must be made annually, from the beginning of either the fall or spring semesters until two weeks following the semester's first General Senate Session.
- iii. As a point of clarification, organizations are encouraged to participate in discussions and debates. However, they are not classified as voting members (i.e. cannot motion, second, or vote) of the Graduate Student Senate as they are included within academic units (§III-A-i). Graduate Student Senators, acting on behalf of a single Academic Unit, may therefore represent multiple Organizations.
- iv. Organizations are to be represented by the Graduate Student Senators representing Academic Units outlined in section III-A-i.

#### IV. Budget

- A. The Executive Board shall devise an annual line-item fiscal budget during the summer semester of each academic year.
- B. The Finance Chair shall submit the proposed budget to the Graduate Student Senate for approval during the first General Senate Session of the fall.

- C. At the discretion of the Division of Graduate Studies and the Graduate Student Executive Board, funds may be transferred from one budget area to another budget area according to University policy.
- D. All funds generated will be placed in the Graduate Student Senate accounts and are subject to appropriate Kent State University, state, and federal guidelines.
- E. All funds brought forward from previous academic years will be allocated towards budget areas that fund directly to the pursuits of the Research and Travel Awards. Keeping in mind a desire for fiscal responsibility, all awards will be allocated based on the criteria outlined in Article V.

## V. Allocations and Funding

### A. Definitions

- i. Fall semester shall begin at 8:00AM the first day of fall classes and end at 7:59AM the first day of spring classes.
- ii. Spring semester shall begin at 8:00AM the first day of spring classes and end at 7:59AM the first day of summer intersession.
- iii. Summer semester shall begin at 8:00AM the first day of summer intersession and end at 7:59AM the first day of fall classes.
- iv. Academic year shall begin at the start of the fall semester and shall end the day before the start of the following fall semester.

### B. Classifications

- i. Individual shall be any person registered for one or more graduate credit hour(s) at any Kent State University campus.
- ii. Academic Departments shall be any graduate department as defined by the Graduate Student Senate and the Division of Graduate Studies.
- iii. Graduate Student Organization shall be any group meeting the guidelines for an organization recognized as prescribed by the Graduate Student Senate (§III-B).

### C. General Allocation Guidelines

- i. Funding is restricted to individuals presenting, performing, or participating at professional conferences, competitions, festivals, performance tours, competitions, or workshops related to their academic program. Funding is available for graduate students who are presenting, performing, or participating in events in their capacity as an employee of his or her academic unit as well as students representing their academic program in a non-employee capacity. Funds shall not include fees associated with course credit.
- ii. All expenses incurred by the traveler are the sole responsibility of the traveler; the Graduate Student Senate assumes no responsibility.
- iii. All allocations and use of student activity fees must be in accordance with these guidelines, applicable to University policies and procedures, and any legal requirements of the State of Ohio, and guidelines under federal law. In the event of a conflict between these guidelines and any applicable federal, state, local, or University policy, the latter will prevail.
- iv. In order to use funds for a different purpose than that for which they were specifically allocated, the individual, academic unit, or organization must submit a request in writing to the Executive Board of the Graduate Student Senate explaining the reasons. Approval of changes will be made by a majority vote of the Executive Board pending approval of the Division of Graduate Studies.
- v. No advance payments will be made. Funds will be paid by the Finance Chair only upon receiving original receipts in accordance with these Bylaws and University guidelines. Only student-incurred expenses will be considered valid expenditures.
- vi. The Graduate Student Senate will not be responsible for payments in excess of the

amounts previously approved with these Bylaws and University guidelines.

D. Restrictions on Funding

- i. The following organizations and activities are ineligible for funding:
    - a. Religious activities (in accordance with federal, state, and local laws and institutional policies which specifically prohibit the use of student activity fees for religious activities)
    - b. Charitable organizations
    - c. Organizations or activities that support or influence the voting on any issue or candidate on any local, state, or national ballot.
    - d. Any organization that discriminates against race, religion, age, gender, sexual orientation, handicap, national origin, identity, or other.
  - ii. No funds will be allocated to an academic unit or organization to be used for the exclusive personal gain of any of its members.
  - iii. An individual is eligible to receive funding for one International Travel Award and one Research Award per academic year. Individuals may receive more than one Domestic Travel Award per academic year in accordance with the rules described below (§VIII-A). If multiple awards are received, they shall not be utilized for the same purposes (e.g., a single project or conference).
  - iv. If an Academic Unit is no longer in good standing with the Graduate Student Senate (§I-B-ii) all individuals within that Academic Unit are restricted from funding.
- E. Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval from the University is required prior to eligibility for all Award funding.
- F. Misrepresentation of information in the Graduate Student Senate funding request process is considered a serious breach of professional ethics as well as a violation of University policy. Any individual(s) knowingly providing inaccurate information or misrepresenting information for the purpose of fraud in funding requests or in the expense reporting process may lose all eligibility for future funding by the Graduate Student Senate. Any allegation of misrepresentation of funding information shall be investigated by the Graduate Student Senate Executive Board and Division of Graduate Studies. The Executive Board shall, after investigation and consultation with the Graduate Student Senate advisor, submit recommendations to the full Senate for action. Such action may include prosecution in conjunction with the Office of Student Conduct.

VI. Funding Application Procedures

- A. The Executive Board is responsible for the establishment of Funding Forms and for providing a method for these forms to be distributed to the Kent State University graduate community.
- B. If duplicate Funding Forms are submitted, Graduate Student Senate reserves the right to deny any prior funding approval. Additionally, misrepresenting information on the GSS Funding Form will forfeit all rights to GSS funds.
- C. All funding requests must be submitted in the proper form to Graduate Student Senate office for review. Requests must be submitted to the Graduate Student Senate by the applicant.
- D. All requests must be submitted by the appropriate deadlines established and published by the Executive Board members through the guidelines established within these Bylaws.
- E. The Executive Board is responsible for establishing a procedure to track efficiently a request submission through the funding process.
- F. The Executive Board shall evaluate and approve all funding requests based upon the established guidelines and criteria.
- G. The Finance Chair shall notify the applicant in the event that the request fails to conform to Senate guidelines. Resubmission with appropriate modifications, prior to the established deadline, will be accepted and considered as a new request.

- H. Requests that must be presented before the Graduate Student Senate shall appear on the Agenda (§I-E) for the appropriate Session date.
- I. Any individual, academic unit or organization requesting funds must be prepared to give an accounting of all allocated funds made to them by the Graduate Student Senate during the past calendar year

## VII. Expense Restrictions

- A. Food, lodging, and transportation costs shall be considered valid expenditures.
  - i. Food expenses will be reimbursed according to federal minimum per diem. Food receipts are not required, but an overnight stay is required to qualify for per diem food expenses. The Executive Board reserves the right to investigate expenses that seem extraordinary.
  - ii. Only student-incurred expenses will be considered valid expenditures.
  - iii. Registration and related fees shall be considered valid expenditures.
  - iv. Phone calls, alcoholic beverages, and gratuities are not valid expenditures. The minimum university per diem rate for meals will be applied for all food expenditures. Rental cars are not eligible for Graduate Student Senate monies. Gas receipts may be included as acceptable travel expenses.
- B. Expense Reporting Procedures
  - i. Funding recipients have 14 calendar days following the allocated event to submit a properly completed Funding Form (§VI-A), original receipts, and (if applicable) proof of presentation or attendance to the Graduate Student Senate Office. The GSS Funding Form shall not be considered complete if it does not follow the guidelines associated with the form. Failure to abide by these guidelines shall forfeit the allocation; these unused funds will remain in the Graduate Student Senate treasury.
  - ii. Due to extenuating circumstances, should the event not be held on the specified date on the application, the event must be held within two weeks of originally scheduled date or a new application must be submitted. Extenuating circumstances such as fire, inclement weather, and catastrophic event are subject to approval by the Executive Board.
  - iii. In the event of illness or injury, special consideration may be made at the discretion of the Executive Board.

## VIII. Funding Categories

- A. Domestic Travel Award
  - i. A priority-based funding deadline shall be established at the beginning of each academic semester regarding the Domestic Travel Award. An online application must be completed prior to this deadline to be considered.
  - ii. Priority will be given to students based on availability of funds, completion of application, and status of previous Domestic Travel Award applications. If the number of complete Domestic Travel Award applications exceeds the maximum number allotted, the awards shall be decided by a randomized lottery. This lottery will give all applicants equal weight unless there are applicants who have received a previous Domestic Travel Award in the immediately previous semester.
  - iii. The award requires travel to make a presentation (poster or oral) at a domestic conference.
  - iv. An individual student is eligible to receive one Domestic Travel Award per semester. Any applicants who have already received a Domestic Travel Award in a previous semester in the same academic year will be chosen in a second round of selection, following the same randomized, lottery-style protocol as the first round

(§VIII-A-ii).

- v. Domestic travel is constrained to travel within the continental United States and the following Canadian Provinces adjacent to the continental US: British Columbia, Alberta, Manitoba, Saskatchewan, Ontario, Quebec, and New Brunswick.
  - vi. Award will be a flat rate of \$300 processed through the Office of Financial Aid and through the student's Bursar account.
  - vii. Misrepresentation of any Funding Forms will result in forfeit of this award.
  - viii. See sections VI and VII for application process and expense policies.
  - ix. A third person from the Executive Board will review applications submitted by the Finance and Administrative Chairs. The Executive Chair would be preferably the third review person.
- B. International Travel Award (travel to destinations outside of those outlined in §VII-A-v)
- i. An online application deadline shall be established each semester regarding the International Travel Award. Funding will be decided by a blinded committee that shall be headed by the Executive Vice Chair. Late applications shall not be accepted.
  - ii. Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval from the University is required prior to eligibility for all Award funding.
  - iii. An individual student is eligible to receive funding for one International Travel Award per academic year (§V-D-iii).
  - iv. The maximum allotment for International Travel Award will be up to \$1,500 toward a student's eligible incurred travel expenses. The actual award amount is determined by the International Travel Award Committee as part of the application approval process.
  - v. All International Travel Award winners are required to present at the annual Graduate Research Symposium.
  - vi. Misrepresentation of any Funding Forms will result in forfeit of this award.
  - vii. See sections VI and VII for application process and expense policies.
- C. Research Award
- i. An online application deadline shall be established each fall and spring semester regarding the Research Award. Funding will be decided by a blinded committee that shall be headed by the Executive Vice Chair. Late applications shall not be accepted.
  - ii. Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval from the University is required prior to eligibility for all Award funding.
  - iii. An individual student is eligible to receive one Research Award per academic year (§V-D-iii).
  - iv. The maximum allotment for Research Award will be up to \$2,000 toward a student's eligible, incurred research expenses. The actual award amount is determined by the Research Award Committee as part of the application approval process.
  - v. All Research Award winners are required to present at the annual Graduate Research Symposium.
  - vi. Misrepresentation of any Funding Forms will result in forfeit of this award.
  - vii. See sections VI and VII for application process and expense policies.
- D. Academic Departments and Organization Funding
- i. Policies
    - a. Attendance at an event/speaker must be open to all graduate students and advertised on the Graduate Student Senate online calendar.
    - b. If the event is advertised, the sponsoring Academic Unit or Organization must advertise the event and recognize the funding by the Graduate Student Senate within the advertisement.
    - c. The event must be held on a Kent State University campus.

- d. Honorariums shall not be paid to people directly affiliated with Kent State University.
  - e. Alcoholic beverages shall not be eligible for funding.
  - f. Funding requests must be submitted with original receipts within fourteen calendar days of the event. Duplicate receipts will not be accepted and expense reports not fulfilling the established guidelines shall result in a cancellation of funding.
- ii. Funding Requirements and Application
    - a. One request per semester per academic department or organization with a maximum of two requests per year.
    - b. Procedures
      - i. Requests cannot be submitted earlier than eight weeks or later than two weeks prior to the date of the schedule event. Special requests may be made through written request at the discretion of the Executive Board.
      - ii. Funding is given on a first-come-first-served basis.
      - iii. The Executive Board is responsible for all approval of department and organization requests. Approvals must be made by a majority vote of the Graduate Student Senate.
      - iv. Based on a reimbursement process, an individual is responsible for inquiring the costs, completing the application, and filing the reimbursement receipts.
- E. Special Contingency Award
    - i. Funding requests will be made through online application at least three weeks prior to any Graduate Student Senate meeting and prior to travel dates.
    - ii. Priority will be given to students based on availability of funds, completion of application, and review by the Special Contingency Award Review Committee.
    - iii. The award will fund costs associated with the active dissemination of one's primary graduate work while the costs are impractical or ill-suited funded by other GSS awards (Domestic Travel Award, International Travel Award, and Research Award). Missing the deadlines of other awards (Domestic Award, International Travel Award, and Research Award) should not be the only reason for application. The award can only fund expenses that occur after the GSS General Meeting.
    - iv. An individual student is eligible to receive one Special Contingency Award during their graduate career.
    - v. Awards will be up to \$1,500 and will be determined by Special Contingency Award Review Committee.
    - vi. Misrepresentation of any Funding Forms will result in forfeit of this award.
    - vii. See sections VI and VII for application process and expense policies.

## IX. Appeals and Bylaws Review

- A. Any and all appeals to the Graduate Student Senate actions may be presented first before the Executive Board and, if necessary, to the Senate body.
- B. Appeals
  - i. The Executive Chair will state the pertinent policies from the Charter or Bylaws concerning the appeal.
  - ii. The appellant(s) or representative(s) will state pertinent facts regarding mitigating circumstances.
  - iii. In case of a final Appeal presented before the Senate body, the Senate will be permitted the opportunity for discussion.
  - iv. The appellant(s) must notify the Executive Board a minimum of 20 days prior to

presenting their appeal before the Senate body. The Appeal must be on a General Senate Session general meeting agenda.

- v. A majority vote of the Graduate Student Senate representatives will decide the outcome of the appeal.
- vi. All decisions by the Senate body are final.

#### X. Bylaws Revisions

- A. Any review of the Graduate Student Senate Bylaws may be initiated by the Executive Board at any time. Graduate Student Senators may also request a review of the Graduate Student Senate Bylaws at any time.
- B. All proposed changes must be presented to the Graduate Student Senate during a regularly scheduled General Senate Session. Proposed changes will be available to representatives via email at least one week prior to the scheduled Senate Session at which they will be voted upon.
- C. A majority vote of the Graduate Student Senate is required to alter these bylaws.
- D. All revisions must be approved by the Dean, or appointed designee, of the Division of Graduate Studies.
- E. All proposed revisions shall take effect immediately following their approval. This excludes funding specifications which will take effect the semester following the approval.
- F. Grammar and spelling changes will be approved by the Information Services Chair.