# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Pg #</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSS Mission Statement</td>
<td>1</td>
</tr>
<tr>
<td>GSS Organizational Structure</td>
<td>1</td>
</tr>
<tr>
<td>Why Become a Senator</td>
<td>1</td>
</tr>
<tr>
<td>How To Become a Senator</td>
<td>2</td>
</tr>
<tr>
<td>Senator Responsibilities and Fall Meeting Schedule</td>
<td>2</td>
</tr>
<tr>
<td>List of Committees, Councils and Boards</td>
<td>2</td>
</tr>
<tr>
<td>GSS Constitution</td>
<td>4</td>
</tr>
<tr>
<td>GSS Bylaws</td>
<td>7</td>
</tr>
<tr>
<td>Wellman Document</td>
<td>15</td>
</tr>
<tr>
<td>Robert's Rules Cheat Sheet</td>
<td>21</td>
</tr>
</tbody>
</table>
What is GSS? What do we do?
The Graduate Student Senate (GSS) is the legal governing body of graduate students at UMass Amherst.

The GSS serves as the graduate students' representative body, working and communicating with the University administration, the Board of Trustees, and other governance bodies to present the views, advocate for, and protect the interests of UMass graduate students. It pursues policies and objectives that serve to advance the social, cultural, material, and academic needs of the graduate community.

Organizational Structure of GSS:
GSS has three officers who are elected each spring for a one year term (June 1 - May 31). Additional staff members are hired according to the needs of the GSS. GSS officers and staff are guided by the Senate. Senators are elected by their academic departments and serve for one academic year.

The University consists of three recognized governing bodies: The Faculty Senate, The Student Government Association, and The Graduate Student Senate. The governing bodies participate in university governance through committees and councils. A list of committees and councils can be found at http://www.umass.edu/senate/ (look to the right hand margin) or on page 3. You may contact the GSS President if you are interested in sitting on a council or committee. Graduate student committee members report to the Senate during its monthly meetings.

UMass Amherst is part of the UMass system. The UMass system is governed by a single Board of Trustees composed of 19 members, the President of the UMass system and five Chancellors. For more information about the governance structure of the UMass system and UMass Amherst visit http://www.massachusetts.edu/system/about.html and http://www.umass.edu/oapa/publications/organization/organization_chart.pdf, respectively.

Why Become A Senator
1. Represent the interests of grad students in your department. Senators are crucial liaisons between the GSS and each academic department.
2. Senators shape the discourse concerning many important issues.
3. As a senator you are part of making decisions and have the right to vote at GSS Senate meetings.
4. Because of Senate involvement you have a better chance of being appointed for positions in various GSS committees, both GSS and University level:
   a.) GSS: These committees make important decisions including but not limited to finance, childcare, and hiring
   b.) University: Committee members are involved at the University level by infusing graduate student concerns into the conversations and relaying this information back to the Senate.
5. It connects you with graduate students in other departments by fostering interdepartmental dialogue.
6. It looks good on your CV.
How to Become a Senator
Elections should be held in each department by the beginning of each Fall. If you are interested
in becoming a Senator, talk with your fellow grad students about having an election in a grad
student meeting or online. It should be held by secret ballot and determined by simple
majority. Contact GSS for more info about online election process.

If you are already an elected senator, please inform us of the election date, your department,
name and email address. Let us know of the results by sending it to the President: gss-
pres@grad.umass.edu

Senator Responsibilities
1. Bring the concerns, needs, and wishes of their constituents to the GSS and soliciting input
   from graduate students in GSS business and activities.
2. Regularly attend all meetings of the GSS and meetings of its committees to which s/he has
   been appointed, or arranging for alternate representation in the event of his/her absence.
3. Disseminate information regarding GSS business, university-wide events, and issues that
   affect graduate students to the students of his/her department, division, center, or program.
4. Be familiar with the GSS Constitution, Bylaws, and procedures, as well as Robert’s Rules of
   Order.
5. Have one (1) vote at GSS meetings.

Fall 2012 GSS Senate Meeting Schedule:
September 20 (Thursday) 12:00 – 1:30 pm, Campus Center 917
October 4 (Thursday) 12:00 – 1:30 pm, Campus Center 917
November 8 (Thursday) 12:00 – 1:30 pm, Campus Center 917
December 6 (Thursday) 12:00 – 1:30 pm, Campus Center 917

List of Committees, Councils, and Boards

GSS Committees
   Executive Committee
   Childcare Committee
   Finance Committee
   Health Care Committee
   Elections Committee

Other Committees
   Academic Priorities Council
   Athletic Council
   ALANA Subcommittee
   Campus Physical Planning Committee
   General Education Council
   Graduate Council
   Graduate Council Travel Committee
   Health Council
   Program and Budget Council
   Research Council
   Research Library Council
   Service Departments Committee
   Student Health Insurance Plan steering committee
   Status of Diversity Council
Status of Women Council  
Student Affairs and University Life Council  
University Computer and Electronic Communications Committee  
University Relations and Advancement Council  

Academic Honesty board  
Academic Grievance hearing panel  
Hearing Board for Code of Student Conduct  
University Appeals Board  
Parking and Transportation Advisory Board  
Graduate Housing Task Force
GRADUATE STUDENT SENATE, UMASS AMHERST

Graduate Student Senate
University of Massachusetts Amherst

Constitution

PREAMBLE
Recognizing the necessity of organizing in order to attain the just, cooperative society which alone can be in the absolute interests of graduate students, and further recognizing the necessity for immediate and ongoing action to effectuate cooperation and participation among graduate students, the graduate students of this campus hereby establish a Graduate Student Senate for the University of Massachusetts Amherst (hereinafter referred to as the GSS).

ARTICLE I. Authority

ARTICLE II. Purpose

ARTICLE III. Graduate Student Senate Tax

ARTICLE IV. Composition

ARTICLE V. Procedures

ARTICLE VI. General Meetings of Graduate Students

ARTICLE VII. Amending procedure

ARTICLE VIII. Bylaws Amendment Procedures

ARTICLE IX. Ratification

ARTICLE I. Authority
A. This constitution shall supersede any other previously existing system of campus wide governance for the University graduate population.
B. The GSS derives its authority from actions by the Board of Trustees approving this Constitution, as provided in Section 3, Chapter 75 of the General Laws of the Commonwealth.
C. The GSS, in its responsibilities and relationships with other governing components of the University, shall be governed by the Board of Trustees’ Statement on University Governance (Trustee Document T73-098, as amended).
D. All bylaws, acts, procedures and all other actions of the GSS, shall be consistent with this Constitution and Trustee Document T73-098.

ARTICLE II. Purpose
A. To ensure the representation of all degree-seeking graduate student members of the campus community in the governance of the Amherst campus and the University as a whole;
B. To discuss and recommend policies affecting the campus and the University as a whole;
C. To promote graduate student participation in the development of policies and procedures within the various colleges, schools, faculties, and departments of the University of Massachusetts Amherst;
D. To review and make recommendations regarding the Graduate Student Senate Tax.
E. To enact, amend and repeal Bylaws for its internal functioning.

ARTICLE III. Graduate Student Senate Tax
A. All regular degree-seeking graduate students charged the curriculum fee shall be assessed the full GSS tax.
   i. Regular degree-seeking graduate students charged but exempt from paying the curriculum fee will be assessed the GSS tax.
B. All regular degree-seeking graduate students charged the Continuous Enrollment Fee (Program Fee) shall be assessed the GSS tax at 50% of the current rate.
C. CPE students will not be assessed the tax.
D. A recommended increase in the Senate Tax of over 7.5% shall require a two-thirds (2/3) vote of the Senate membership in attendance at a scheduled meeting, and an affirmative vote of the GSS membership through an Action Referendum.

ARTICLE IV. Composition
A. The GSS consists of the elected senators from the departments or programs laid out in the Bylaws. Representation shall be proportional to the number of graduate students in each department or program. The proportion of senators to graduate students shall be determined by the Bylaws.
B. The officers of GSS shall consist of the President, the Vice President and the Treasurer, who shall be elected according to the GSS Bylaws. The GSS officers shall perform such duties as are specified in the bylaws. An officer may be recalled according to the provisions set forth in the GSS Bylaws.
C. The Executive Committee of the GSS shall consist of the President, the Vice President, the Treasurer, and two representatives elected from the Senate.
D. The GSS shall also establish other standing and ad hoc committees in accordance with the Bylaws. The GSS shall require regular reports from the standing committees and special reports from its ad hoc committees.

ARTICLE V. Senate Meeting
A. The GSS shall hold at least one regular meeting each month while in session during the academic year.
B. A special meeting may be called by:
   i. the GSS President, at the request of any member of the graduate student body or any representative of the University Administration;
   ii. twenty percent of the Senate by petition to the Executive Committee;
   iii. ten percent of fee paying graduate students, by petition to the Executive Committee.
C. Agendas for regular meetings shall be developed by the President under the advice of the Executive Committee, and shall be made available to the membership twenty-four hours in advance of the meeting.
D. A quorum of the Senate for the purposes of a regular meeting shall consist of twenty-five percent of the Senators in good standing as defined in the Bylaws.

ARTICLE VI. General Meetings of Graduate Students
A. General Meetings of the Graduate Students may be called in one of the following ways:
   1. The GSS President, at the request of any member of the graduate student body;
   2. The Senate may call a meeting by a motion duly passed; or
   3. The Executive Committee, upon receiving a written petition signed by one hundred and fifty fee paying graduate students, shall call a general meeting within two weeks.
B. A quorum of the graduate students for the purposes of a general meeting shall consist of ten percent of fee paying graduate students including Senators.
C. Any action of the GSS may be overruled by a majority vote of those present and voting at a General Meeting of Graduate Students. Rules for voting at such a meeting shall be outlined in the Bylaws.
D. Agendas for general meetings shall be developed by the President under the advice of the Executive Committee, and shall be made available to the membership twenty-four hours in advance of the meeting. Any matters mentioned in the petition shall appear on the provisional agenda for the meeting, as also shall any motion for recall of a Senate officer. The finalized agenda for each meeting shall include (a) those items mentioned in the provisional agenda and (b) further items added by petition of twenty graduate students received at least five days before the general meeting.

ARTICLE VII. Amendment Procedures
A. Amendment to this Constitution may be proposed:
   1. By a three-fifths (3/5) vote of those present and voting at a Regular or Special Meeting of the GSS provided that the proposed change shall have been presented at a previous Regular or Special Meeting. The vote shall be by written ballot, unless the Senate rules otherwise by a two-thirds (2/3) majority; or
   2. By petition of ten percent or more graduate students provided that it contains at least five signatories drawn from each of the colleges or schools.

B. Ratification of amendments to this Constitution shall be by the general graduate student members and shall be by a majority of those voting by written or electric ballot. Voting eligibility shall be as specified in the Bylaws. The ballot shall be prepared and distributed by the President, under the supervision of the Executive Committee, setting out the proposed amendment in full. Accompanying the written or electric ballot shall be excerpts from the Senate Minutes containing the debate by the Senate on the proposed amendment and the exact vote by which it carried. The ballot shall also include the date, providing for a voting period of at least 14 but not more than 21 days, by which time votes must be received by the GSS Office. Votes shall be counted by the Executive Committee.

C. Amendments to this Constitution shall be effective only after approval by the Board of Trustees.

ARTICLE VIII. Bylaws Amendment Procedures
The Bylaws of the GSS may be adopted, amended, or repealed in accordance with the Bylaws by a two-thirds (2/3) vote of those present and voting at a Regular or Special Senate Meeting of the GSS; or by a majority vote of the fee paying members present and voting at a General Meeting of Graduate Students. The procedures for such acts shall be specified in the Bylaws.

ARTICLE IX. Ratification
This Constitution shall be ratified upon approval of the Board of Trustees and shall be effective as of that date.
Graduate Student Senate
University of Massachusetts Amherst

Bylaws

Table of Contents

Article I. Representation
Article II. Senators
Article III. Officers
Article IV. Committees
Article V. Meetings
Article VI. Amendment Procedure
Article VII. Grievance Procedure
Article VIII. Appendices

Article I. Representation
A. The Graduate Student Senate for the University of Massachusetts Amherst (hereinafter referred to as the GSS) shall represent all graduate students of the University of Massachusetts Amherst.
B. All graduate students who pay the Senate Tax (hereinafter referred to as fee-paying graduate students) have the right to vote at GSS general meetings and elections.
C. Constituencies shall be comprised of departments or programs as defined by the Graduate School Bulletin and represented by senators.
D. Representation of graduate students to the Senate shall be as follows:
   One (1) senator from each department or program;
   One (1) additional senator from any department or program whose total graduate student enrollment exceeds one hundred full or part-time students.
   Senators shall be elected by the procedures in accordance with their academic departments and programs.
   Election procedures must meet the minimum requirements as outlined in Article II Section C on election guidelines.

Article II. Senators
A. Senators shall be elected for one year term from September 1 to August 31.
B. Candidates for senators should be full time graduate students in each constituency.
C. Election Guidelines:
   1. Senators shall be elected by their respective constituencies, but must follow these minimum guidelines
      a. Elections shall have a minimum one week nomination period, and a minimum one week election period.
      b. The election process must not exceed four weeks.
      c. The winner is determined by simple majority.
      d. Elections must have 5% or 5 grad students, which ever is more, voting in the election.
e. Constituencies shall notify the GSS Election Committee of the election results within 2 working days.

2. The Elections Committee reserves the right to review the nomination and election procedures of any constituency. If said procedure fails to follow the minimum required guidelines, the Committee may require the constituency to hold a new election that fulfills minimum requirements.

3. Senators shall take office in September of each year. A term of office shall run for no more than one year, but a Senator may serve for more than one year if duly elected.

4. Special elections of senators shall be held to fill vacancies in a timely manner.

D. Rights and Responsibilities:

1. Bring the concerns, needs, and wishes of their constituents to the GSS and soliciting input from graduate students in GSS business and activities.

2. Regularly attend all meetings of the GSS and meetings of its committees to which s/he has been appointed, or arranging for alternate representation in the event of his/her absence.

3. Disseminate information regarding GSS business, university-wide events, and issues that affect graduate students to the students of his/her department, division, center, or program.

4. Be familiar with the GSS Constitution, Bylaws, and procedures, as well as Robert’s Rules of Order.

5. Have one (1) vote at GSS meetings.

E. Alternate Senators

1. Constituencies may additionally elect one alternate for each Senate seat to which they are entitled, who shall hold all of the privileges normally held by the senator in that senator’s absence.

2. The Alternate Senator succeeds the Senator in the event of the Senator’s inability to serve in office for the remainder of the Senator’s term.

3. An alternate may not cast a vote unless acting on behalf of his/her sitting Senator.

F. Termination of Senators

1. Any constituency represented in the GSS may recall its representative(s) at any time by simple majority vote of 5% of said constituency or at least 5 people, whichever is greater; upon which notice shall be given to the GSS within 48 hours. Re-election shall follow the guidelines as specified in the Bylaws Article II, Section C.

2. Senators who miss two consecutive meetings shall be notified by the Executive Committee. In order to remain in good standing Senators must:
   a. Respond to notification within 10 working days;
   b. Attend the meeting following notification.

3. Senators who fail to attend a third consecutive meeting shall be terminated and be replaced by the alternate senator. If the department does not have an alternate senator, a replacement senator should be elected as per Election Guidelines under GSS Bylaws Article II, Section C.

4. Terminated senators forfeit their positions on all GSS committees.
Article III. Officers

E. Elections
1. All full time graduate students at UMass Amherst who have paid the Senate Tax for the current semester are eligible to run for GSS Officer positions.
2. Nominations shall begin 6 weeks before the end of the Spring semester, and shall be open for two weeks.
3. Elections shall be held no less than one week and no more than two weeks after the close of nominations.
4. Elections shall be determined by simple majority vote. A minimum of 5% of fee paying graduate students must vote in the election to be valid.
5. There shall be at least one regularly scheduled Senate meeting between the close of elections and the end of the academic year.
6. There shall be one official open forum for candidate introductions prior to voting.

F. Terms and Payment
1. The term of all officers shall be from June 1 to May 31 of the following year.
2. The officers shall serve as full-time equivalent staff for the academic year and shall receive a stipend equal to the minimum hourly rate of full-time equivalent graduate employees as determined by the Graduate School Assistantship Office.
3. All officers shall serve 10 hours per week as paid staff during the summer at the minimum hourly rate of full-time equivalent graduate employees. Officers may work up to 20 hours per week as needed, and if allowable by budgetary constraints.

G. Rights and Responsibilities
1. President: Responsibilities will include but are not limited to:
   a) Serves as chief administrative officer of the GSS.
   b) Supervises GSS staff and moderates staff meetings.
   c) Maintains regular office hours.
   d) Oversees graduate student representation on committees and commissions within the GSS and the Faculty Senate.
   e) Chairs Senate meetings and general meetings of graduate students.
   f) Serves as liaison with the university administration.
   g) Serves on committees including but not limited to:
      1. Executive Committee as chair
      2. Hiring Committee as chair
      3. Finance Committee
2. Vice President: Responsibilities will include but are not limited to:
   a) Serves as President in the absence of the President.
   b) Serves on editorial board of the Graduate Voice newspaper.
   c) Attends all Executive committee and Senate meetings.
   d) Maintains regular office hours.
   e) Serves on committees including but not limited to:
      1. Childcare Committee as chair
      2. Election Committee as chair
3. Finance Committee as vice-chair
4. Executive Committee
5. Hiring Committee

3. Treasurer: Responsibilities will include but are not limited to:
   a) Serves as chief financial officer of the Senate.
   b) Manages the Graduate Student Senate Trust Fund in conjunction with
      the Finance Committee and at the direction of the Senate.
   c) Controls purchasing and expenditure of funds.
   d) Oversees distribution of Line Item and Ad Hoc funding.
   e) Develops the budget with the finance committee and Student Affairs.
   f) Maintains regular office hours.
   g) Acts as Liaison with the Business Manager of the Graduate School.
   h) Attends all Executive committee and Senate meetings.
   i) Oversees Graduate Student Organizations (GSOs): registration, re-
      registration, and other events related to GSOs.
   j) Serves on committees including but not limited to:
      1) Finance Committee as chair
      2) Childcare Committee as vice-chair
      3) Executive Committee
      4) Hiring Committee

H. Discipline and Resignation
1. Discipline of Officer:
   a) Upon the substantial failure of an officer to perform the duties assigned
      to that office, the senate, by simple majority vote, may open a
      disciplinary or recall procedure by issuing a formal written warning to
      the offending officer. A motion for opening the disciplinary recall
      procedure shall be added to the meeting agenda either upon submission
      of a letter written by the Executive Committee, or a petition signed by
      no fewer than ten (10) senators in good standing.
   b) If the offending officer fails to correct the mistakes or improve his/her
      performance, the Senate may vote to either censure or recall the officer
      by a two-thirds vote of the Senate in the subsequent meeting.
   c) Officers may also be recalled or censured by a simple majority vote in a
      general meeting. Refer to Constitution Article VII for requirements for a
      general meeting of graduate students.
   d) A censured officer may be recalled by two-thirds (2/3) vote at any
      subsequent senate or general meeting.

2. The President shall receive the resignations of other officers. The President shall
   resign to the Vice-President.

3. In the event of resignation, recall of the President, the Vice President shall
   assume the office of the President. In the event of resignation or recall of any
   other officer, the Senate shall elect at the next regularly scheduled Senate
   meeting an officer pro tem who shall act as that officer.
4. An officer pro tem shall be entitled to the appropriate proportion of the salary allocated for the post. A recalled officer shall not receive any payment from the Senate subsequent to the date of the recall vote.

5. The Discipline or Recall procedure is subject to the just cause provision of the Graduate Employee Organization Contract.

I. Extended absence or disability

1. In the event of the extended absence or disability, or upon the resignation of the President, the Vice President shall assume the office of the President. The Senate shall then elect a new Vice President.

2. In event of a vacancy in any other office, the Senate shall then elect a replacement pursuant to Article III Section A.

Article IV. Committees

E. The Senate shall have the power to establish and/or appoint standing and ad hoc committees to the Senate as are deemed necessary for the successful conduct of its business.

1. Committees shall function collectively according to principles of maximum participation of the membership.

2. All committee members shall recuse him/herself from committee actions that may present a conflict of interest.

3. Committees shall keep accurate written minutes of their meetings.

4. The election of senators to standing committees shall be on the agenda of the first Senate meeting of the academic year.

5. The Senate shall have the right to recall its representatives on any Senate committee by two-thirds (2/3) vote.

F. Standing Committees

1. Executive Committee

a) Membership of the Executive committee shall consist of the President as chair, Vice President, Treasurer and two elected Senators in good standing. The senators shall be elected to seats on the Committee at the regular or special meeting of the Senate in September of each year, or whenever vacancies arise, and shall serve until the close of the academic year. Such elections must have been previously included as agenda items for those meetings.

b) Meetings of the Executive Committee shall be called by the President as required for the conduct of necessary business. A quorum for all business shall be three members of the Committee. Meetings shall be open to all who wish to attend except during closed session.

c) The Committee shall be charged with the following tasks:

1. To fulfill those functions required of it under the Constitution and By-Laws.

2. To discuss and approve GSS priorities, plans, policies, and actions, and proposing and recommending such to the Senate for approval.
3. To review motions submitted for inclusion on the agenda of a regular or special meeting of the Senate. No such motion submitted may be omitted from the agenda.

4. To organize and to execute efficient day-to-day functioning of GSS. Such duties may include but are not limited to purchase of necessary materials, maintenance of files and archives, disbursement of wages and issuance of Senate documents.

5. To hire and evaluate staff in accordance with the GSS Hiring Policy.

6. To ensure an accurate and current record of income and expenditure of Senate funds, which shall be open to inspection by any graduate student during advertised office hours.

7. To act in full, on behalf of the Senate, in such areas and for such terms as the Senate may determine (e.g., Intersession, Summer Vacation).

d) All actions of the Executive Committee shall be strictly subject to review and amendment or repeal by a regular or special meeting of the Senate, or by a general meeting of graduate students.

2. Finance Committee

a) Membership of the Finance Committee shall consist of the Treasurer as chair, the Vice-President as vice chair, and three elected Senators in good standing. The senators shall be elected to seats on the Committee at the regular or special meeting of the Senate in September of each year, or whenever vacancies arise, and shall serve until the close of the academic year. Such elections must have been previously included as agenda items for those meetings.

b) Committee meetings shall be called as required for the conduct of necessary business. A quorum for all business shall be three members. Meetings shall be open to all those who wish to attend.

c) The Committee shall be charged with the following tasks:

1. To propose an annual budget for the following academic year to the Senate for approval. With approval of the Senate, the Finance Committee may approve revisions to the annual budget at any time during the year.

2. To review requests to the Senate for funds submitted by any organization.

3. To advise all petitioners for funds on the budgets they have submitted and their supporting documentation, clarifying where possible problems in funding requests, according to guidelines laid out in the GSS Funding Policy.

4. To recommend to the Senate for approval such regulations, policies and documents as shall be considered necessary to the efficient conduct of their charge.
d) The Graduate Student Senate shall reserve the power to investigate evidence or accusations of malfeasance or misconduct by groups funded by the GSS. This may result in the suspension of payments or assignments of money to said group until the accusations are investigated and their credence established. This investigation is to be carried out by an ad hoc committee convened for that purpose. If such accusations are found to be true no further funding will be forthcoming until such time as the Senate is satisfied that it will be well spent. The Senate also reserves the right to demand the return of misspent funds.

3. Childcare Committee
   a) Membership of the Childcare Committee shall consist of the Vice President as chair, the Treasurer as vice chair, one representative from the Graduate Employee Organization, and two graduate students appointed by the Vice President.
   b) A quorum for business shall be three members.
   c) The Committee shall be charged with the following tasks:
      1. Create and process applications for childcare funds.
      2. Determine the allocation of the Childcare fund among applicants according to Childcare Assistance Program Distribution Policy.

4. Elections Committee
   a) Membership shall consist of five members including the Vice President as Chair. If the Vice President is running for Office then the committee shall elect a new Chair person.
   b) Candidates running for office may not stand on the elections committee.
   c) A quorum for all business shall be three members.
   d) The Committee shall be charged with the following tasks:
      1. Conducting elections of executive officers according to the GSS Election Guidelines,
      2. Reviewing, if necessary, the senator election procedures of each constituency as stated in these By laws under Article II, Section C.

G. Ad Hoc Committees
   1. The senate and Executive Committee shall have the power to establish ad hoc committees for specific purposes as the needs of the GSS require. The ad hoc committees shall be responsible for electing their own chairpersons as required.
   2. The ad hoc committee shall exist until fulfillment of the purpose for which it is established or until otherwise dissolved by the Executive Committee.
   3. An ad hoc committee may become a standing committee upon the passage of an Amendment to these bylaws, as outlined in the constitution, establishing it as such.

Article V. Meetings
D. All regular senate meeting dates shall be set within the first two weeks of each semester.
1. Meeting times and locations shall be determined by the executive committee and published at least 48 hours in advance.

E. The President shall preside over a regular or general meeting. In absence of the President, or if the agenda includes a motion to recall the President, the Vice President shall preside.

F. Meeting minutes shall be recorded by a member of GSS staff.

G. All meetings shall be conducted according to Robert’s Rules of Order, unless superseded by these Bylaws.

H. The president shall appoint a parliamentarian to provide advice on conducting the meeting and respond to points of order.

I. All motions presented to the Senate must be given to the parliamentarian in writing upon presentation. As a courtesy, motions shall also be made available to senators at the earliest possible opportunity, if it has not been possible to include them on the published agenda.

J. All meetings are open unless the Senate votes to continue the meeting in executive session. Executive session as defined by The Commonwealth of Massachusetts on Open Meeting Law, M.G.L. c. 30A, §§ 18-25

Article VI. Amendment Procedures
A. Any voting member of the Graduate Student Senate may propose an amendment to these Bylaws.
   1. The proposal for an amendment shall be submitted to the President at least two weeks before the meeting where it will be considered. Amendment proposals shall include:
      a. Original article (if applicable)
      b. Proposed amendment
      c. Reason for proposed amendment

B. The proposed amendments shall have been presented at one previous meeting of the body concerned; and

C. The final vote on all Bylaw amendments shall be by written ballot unless those present rule otherwise by a two-thirds (2/3) majority.

Article VII. Grievance Procedure
A. In the event of officer recall/removal or staff dismissal the individual shall follow official Graduate Employee Organization guidelines and procedures.

Article VIII. Appendix
A. The Senate shall additionally treat the following documents as Senate Bylaws, and when amending these documents shall follow strictly the amendment procedures of the Bylaws as proposed in Article VI:
   1. GSS Funding Policy; and
   2. GSS Elections Guidelines
BOARD OF TRUSTEES STATEMENT OF UNIVERSITY GOVERNANCE UMASS AMHERST, UMASS BOSTON, UMASS WORCESTER

I. TRUSTEE POLICY ON UNIVERSITY GOVERNANCE

A. ENDORSEMENT OF AAUP STATEMENTS ON GOVERNANCE

1. The Board of Trustees has all authority, responsibility, rights, privileges, powers and duties of organization and government of the University of Massachusetts as provided in Chapter 75 of the General Laws of the Commonwealth. Nothing in the following statement shall be taken as contravening that authority or any applicable federal or state law or regulation; anything contravening such authority, law or regulation is void.

2. Nevertheless, as an established university discharges its obligations and responsibilities to society by the advancement and dissemination of knowledge, the variety and complexity of its tasks require and ensure the interdependence of the governing board, the administration, the faculty, and the students, as well as other groups. The Board of Trustees has long recognized this interdependence, both among campuses within the system and among the various components within a campus, and now formally adopts the principle of joint effort in governing the University.

3. Joint effort in University governance will take a variety of forms depending on the issue and the situation. The administrative officers or the Board may in some instances propose recommendations for the consideration of the faculty and/or students before taking final action. The faculty and/or students may in other instances propose recommendations subject only to the endorsement of the administration and the Board. In all instances, however, the principle of joint effort requires that components within the University remain sensitive to the interests of other components.

4. The Board of Trustees therefore endorses in principle the 1966 Statement on Government of Colleges and Universities adopted by the American Association of University Professors, the American Council of Education, and the Association of Governing Boards of Universities and Colleges and the 1970 statement on Student Participation in College and University Government formulated by the three aforementioned organizations, insofar as both are consistent with this Trustees’ Statement on University Governance. In endorsing these two statements, the Board, while retaining its ultimate legal authority in governing the University, recognizes that the faculty, the students, and other groups within the University have the right, the responsibility, and the privilege of advising on policies affecting the University. The Board will ensure these rights, responsibilities, and privileges through the various governing bodies--both representative bodies such as senates and assemblies, and administrative bodies such as departments, school, and colleges--established by its bylaws and other actions.
B. PRIMARY RESPONSIBILITIES IN GOVERNANCE

1. The Board of Trustees recognizes that while it must exercise general authority over the University, certain components of the University, such as the President’s Office, the campus administrations, and the representative and administrative governing bodies of the faculty and the students have, by virtue of interest, training, and experience, a special concern and competence in certain areas. Subject to precedents established by components on each campus and/or the restraints and procedures specified in their constitutions, these components shall have primary responsibility in their areas of special competence and concern. Whenever the phrase “primary responsibility” appears in this statement, it shall mean the capacity to initiate recommendations, after appropriate consultation, in accordance with the procedures specified in section II. D below. Such recommendations will be overruled only by written reasons stated in detail. While it in no way is intended to contravene the authority and participation of the Board of Trustees in governance, the following is a general statement of primary responsibility in the major areas of University life.

2. ACADEMIC MATTERS: By virtue of its professional preparation and its central concern with learning and teaching the faculty will exercise primary responsibility in such academic matters as curriculum, subject matter and methods of instruction, research, admissions, libraries, and other aspects of University life which directly relate to the educational process. Students share this concern and they will be assured the opportunity of participating in developing academic policies and in evaluating degrees, programs, and courses.

3. FACULTY STATUS: The faculty will have primary responsibility for matters of faculty status, such as appointments, reappointments, promotions, tenure, and salary adjustments. Students will also be assured the opportunity of participating in the evaluation of a faculty member’s effectiveness.

4. STUDENT AFFAIRS: Students will have primary responsibility for services and activities which are designed primarily to serve students or those which are financed primarily by students, managing student political affairs and organizational matters, and setting standards for student behavior, conduct, and discipline.

5. PLANNING, DEVELOPMENT AND BUDGET: The President is responsible for exerting educational leadership in the planning and development of the University, both before the Board of Trustees and on the various campuses. He/she shall coordinate the planning and development on the separate campuses, keep current a University master plan, and ensure that all appropriate components of the University have the opportunity to make recommendations before planning and development decisions are rendered. The President is also responsible for coordinating, preparing, and presenting to the Board of Trustees the University’s annual budget request. He/she shall represent the budget request approved by the Board to the Governor and the General Court. The Chancellors are responsible for coordinating, preparing, and presenting to the President budget requests from the campuses. The President is responsible for continually improving the budget process and developing a calendar which allows adequate time for consultation and study by all interested components of the University.

Consistent with Chapter 15A and pursuant to Chapter 75 of the General Laws of the Commonwealth, the Board of Trustees may establish general policies governing the University. The authority of the Board shall include, but is not limited to, the following specific powers:

A. BOARD OF TRUSTEES

1. The Trustees will consider, upon the recommendation of the appropriate faculty and student governing bodies and/or other appropriate groups, the academic plans, personnel policies, and admissions policies of each campus and of the University as a whole; plans for the establishment of new campuses, schools, institutes, and colleges, and plans for the closing of already established units and programs.

2. The Trustees will consider, upon the recommendation of the appropriate governing body(s), the establishment of degrees.

3. The Trustees will consider the budget requests of the University and the capital outlay budget requests and major amendments thereto. In addition, they will consider new student housing and other loan construction programs, accept gifts, and approve service agreements, rental agreements, and leases. Further, they will consider policies governing the solicitation of grants and research contracts.

4. The Trustees will appoint the President, the Chancellors, the Treasurer, and the Secretary of the University, set their salaries, and periodically evaluate their performance. When appointing the President, the Board will seek nominations from a broadly representative search committee appointed by the Board. The Board will determine the charge to and composition of the search committee after seeking the recommendations of the appropriate campus governing body(s) and, when appropriate, other components of the University. The Board will appoint faculty and student representatives to the search committee upon nomination by the appropriate governing body(s). When appointing a Chancellor, the Board will seek nominations from a broadly representative search committee appointed by the Chair of the Trustees in consultation with the President. The Chair will determine the charge to and composition of the search committee after seeking the recommendations of the appropriate campus governing body(s) and, when appropriate, other components of the University. The Board will appoint faculty and student representatives to the search committee upon nomination by the appropriate governing body(s). The President will recommend two or more candidates to the Board.

5. The Trustees will consider long-range development and design plans for each campus in relation to long-range academic plans and any major amendments to these plans. They will approve consulting architects, landscape architects, executive architects, and the designs for major campuses, consistent with the authority vested in the Department of Capital Planning and Operations.

6. The Trustees will consider all policies concerning the University’s relationship with local, state, and federal governments and all policies concerning public information. In this regard the Board will consider policies concerning the University relationship with other segments of higher education.

7. The Trustees will make the final selection of all honorary degree recipients and will name all buildings and facilities.
B. PRESIDENT OF THE UNIVERSITY

1. The President is the principal academic and executive officer of the University. He/she will exercise executive authority over the campuses comprising the University subject to the direction of the Board of Trustees. He/she will serve as chief spokesman and interpreter of the University and represent it to the general public and its representatives.

2. The President will be responsible for presenting policy recommendations to the Board of Trustees and ensuring that the campuses develop ways of implementing Trustees’ policy. He/She will develop, coordinate, and keep current a master plan of the University. He/She will be responsible for the coordination and preparation of the annual budget request and its presentation to the Board of Trustees and to the Governor and the General Court. He/she will also be responsible for the allocation of the appropriated budget and all other funds.

3. The President will appoint, promote and grant salary adjustments to personnel in the President’s Office. He/She will supervise the operations of the officers and staff in the President’s Office.

4. The President will appoint the Vice Presidents with the concurrence of the Board of Trustees.

5. The President will appoint members of the faculty to tenure with the concurrence of the Board of Trustees.

6. The President will coordinate the work of all campuses of the University and promote the general welfare of the university as a whole in its several parts. He/she will ensure as much campus autonomy as possible commensurate with achieving the central purposes of the University or fulfilling his/her duties as specified herein. The President will establish and maintain an effective communications system with the University that allows for the prompt identification of needs and problems and their analysis. In particular, the President, in concert with the Chancellors, will ensure that all appropriate components of the University have the opportunity to make recommendations prior to the establishment of policy.

7. The President may refer for investigation and report any matter of institutional concern to administrative staff, governing bodies, faculty, or students. The channel for official communications between the President and the various campus groups in such matter will be through the Chancellor.

C. CAMPUS CHANCELLOR

1. The Chancellor is the chief academic and executive officer of the campus. He/she will exercise executive authority over the campus subject to the direction of the President. He/she will be responsible to the President for administering the various schools, colleges, divisions, departments, and other units on the campus.

2. In the formulation of policy the Chancellor will represent his/her campus to the President and the Board of Trustees, and upon the adoption of policy he/she will ensure its implementation on campus. He/she will develop, coordinate, and present to the President immediate and long-range plans for the campus. The Chancellor will also coordinate, prepare, and present to the President the annual budget request of the campus and oversee campus expenditures.

3. The Chancellor will appoint the Vice Chancellors, the Provosts, and the Deans of the campus upon delegation by the President, set their salaries, and periodically evaluate their performance. When appointing a Vice Chancellor with line responsibilities, a Provost, or a Dean, the Chancellor will seek nominations from a broadly representative search committee. The Chancellor and the appropriate governing body(s), representative and/or administrative, will mutually agree upon the composition and the
charge of the search committee. The Chancellor will appoint faculty and student representatives to the search committee upon nomination by the appropriate governing body(s).

4. The Chancellor will appoint, promote, and grant salary adjustments to professional and nonprofessional personnel on campus.

5. The Chancellor will coordinate the work of the various units of the campus and promote the general welfare of the campus as a whole and in its several parts. He/she will ensure as much autonomy as possible to the various units of the campus commensurate with achieving the central purposes of the campus and the University as a whole or fulfilling his/her duties as specified herein. He/she will assist the President in maintaining an effective communications system within the campus that allows for the prompt identification of needs and problems and their analysis. In particular, the Chancellor will assist the President in ensuring that all appropriate components of the campus have the opportunity to make recommendations prior to the establishment of policy.

6. The Chancellor may refer for investigation and report any matter of institutional concern to administrative staff, governing bodies, faculty and students.

D. CAMPUS GOVERNING BODIES

1. Faculty and students may be organized into governing bodies, such as senates and assemblies, departments, schools, and colleges. The constitutions of the major governing bodies must be approved by the Board of Trustees.

2. When appropriate, governing bodies shall have the privilege of recommending policies and procedures affecting the campus and the University as a whole, including, among others matters, academic matters, matters of faculty status, and student affairs. Also when appropriate, governing bodies will have the privilege of contributing to long-range planning, the preparation of the annual budget request, and the allocation of available resources.

3. The Chancellor, the President, and the Board of Trustees may approve recommendations from the campus representative governing bodies at any time. Subject to precedents established by components of each campus and/or the restraints and procedures specified in their constitutions, and in accordance with the preceding statements of primary responsibility (Section I. B of this statement), recommendations adopted by the campus representative governing bodies will become policy unless (1) disapproved or sent back for reconsideration by the Chancellor within twenty working days of receipt of notification from the governing body; (2) disapproved, sent back for reconsideration, or deferred by the President within twenty working days of receipt of notification of the Chancellor’s approval or within twenty working days following the expiration of the twenty working-day period for the Chancellor’s consideration; (3) disapproved by the President during a special thirty-working-deferral period (if the President chooses to defer his/her decision he/she will notify the governing body; the deferral period will begin at the end of the President’s initial twenty-working-day period of consideration); (4) disapproved by the Board of Trustees within these specified time limitations. The governing bodies will notify the Chancellor, the President, and the Board of Trustees of their actions as soon as possible after their adoption. Any matter not acted upon within seventy-working-days of receipt of notification by the Chancellor of an action by a governing body will be taken as approved by the Board of Trustees. When a recommendation is disapproved, the governing body will receive written reasons in detail for the adverse decision.
III. IMPLEMENTATION
Provision for implementing the foregoing policies and procedures of University governance shall be subject to the approval of the Board of Trustees

IV. APPROVAL AND EVALUATION
The Board of Trustees reserves the right to alter, amend or revoke the foregoing Statement on University Governance, in part or whole, at any time. The Board of Trustees will review the foregoing policies and procedures every five years.
Robert's Rules of Order Motions Chart

Part 1, Main Motions.

These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

<table>
<thead>
<tr>
<th>§</th>
<th>PURPOSE</th>
<th>YOU SAY</th>
<th>INTERRUPT</th>
<th>2ND</th>
<th>DEBATE</th>
<th>AMEND</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>21</td>
<td>Close meeting</td>
<td>I move to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>20</td>
<td>Take break</td>
<td>I move to recess for ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>19</td>
<td>Register complaint</td>
<td>I rise to a question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>18</td>
<td>Make follow agenda</td>
<td>I call for the orders of the day</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>17</td>
<td>Lay aside temporarily</td>
<td>I move to lay the question on the table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>16</td>
<td>Close debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>15</td>
<td>Limit or extend debate</td>
<td>I move that debate be limited to ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>14</td>
<td>Postpone to a certain time</td>
<td>I move to postpone the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>13</td>
<td>Refer to committee</td>
<td>I move to refer the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>12</td>
<td>Modify wording of motion</td>
<td>I move to amend the motion by ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>11</td>
<td>Kill main motion</td>
<td>I move that the motion be postponed indefinitely</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>10</td>
<td>Bring business before assembly (a main motion)</td>
<td>I move that [or “to”] ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>
Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

<table>
<thead>
<tr>
<th>§</th>
<th>PURPOSE:</th>
<th>YOU SAY:</th>
<th>INTERRUPT</th>
<th>2ND</th>
<th>DEBATE</th>
<th>AMEND</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>Enforce rules</td>
<td>Point of Order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>24</td>
<td>Submit matter to assembly</td>
<td>I appeal from the decision of the chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>25</td>
<td>Suspend rules</td>
<td>I move to suspend the rules</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>26</td>
<td>Avoid main motion altogether</td>
<td>I object to the consideration of the question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>27</td>
<td>Divide motion</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>29</td>
<td>Demand a rising vote</td>
<td>I move for a rising vote</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>33</td>
<td>Parliamentary law question</td>
<td>Parliamentary inquiry</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>33</td>
<td>Request for information</td>
<td>Point of information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
</tbody>
</table>

Part 3, Motions That Bring a Question Again Before the Assembly.
No order of precedence. Introduce only when nothing else is pending.

<table>
<thead>
<tr>
<th>§</th>
<th>PURPOSE</th>
<th>YOU SAY:</th>
<th>INTERRUPT</th>
<th>2ND</th>
<th>DEBATE</th>
<th>AMEND</th>
<th>VOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>34</td>
<td>Take matter from table</td>
<td>I move to take from the table ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>35</td>
<td>Cancel previous action</td>
<td>I move to rescind ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3 or Majority with notice</td>
</tr>
<tr>
<td>37</td>
<td>Reconsider motion</td>
<td>I move to reconsider ...</td>
<td>No</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>