Article I. Selection of GSS Senators

A. Qualifications, Election, and Term of Senators
   Each senator shall:
   1. Be an enrolled full or part-time graduate student in the department, division, center, or program which he or she represents;
   2. Be elected or appointed by the graduate students of their department, division, center, or program, in a manner determined by the students of that department, division, center or program; and
   3. Serve a term twelve (12) months in duration, beginning August 1st and ending the following July 31st.
   4. Terms of Senators elected or appointed after August 1st shall expire on July 31st.

B. Alternate Senators
   An alternate for each senator shall:
   1. Be an enrolled full or part-time graduate student in the department, division, center, or program which he or she represents;
   2. Be elected or appointed by the graduate students of their department, division, center, or program, in a manner determined by the students of that department, division, center or program;
   3. Serve a term twelve (12) months in duration, beginning August 1st and ending the following July 31st;
   4. Assume all duties and responsibilities of the senator in the senator's absence; and
   5. Succeed the senator in the event of the senator's inability to serve in office, for the remainder of the senator's term.
   6. Alternates may not cast votes unless acting on behalf of their sitting Senator
   7. Alternates are permitted to serve as voting members of Senate and/or University committees.
   8. The department, division, center, or program may designate as many alternates as they wish.

C. All newly elected senators shall immediately inform the Recording Secretary of their election/appointment.

D. Failure to Select a Senator
1. Any department, division, center or program failing to select a representative to the GSS by September 15th shall be sent notice by the Corresponding Secretary.

**Article II. Duties of Senators**

A. Duties and Responsibilities of Senators

   Senators shall be responsible for:

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

2. Regularly attending all meetings of the GSS and meetings of its committees on which he or she has been appointed, or arranging for alternate representation in the event of his or her absence.

3. Assuring the election or appointment of their successor

4. Disseminating information regarding Senate business, university-wide events and issues that affect graduate students to the students of his or her department, division, center, or program;

5. Being familiar with the GSS Constitution, Bylaws and procedures outlined in the Senators' Handbook, including Robert's Rules of Order;

6. Having one (1) vote at GSS meetings which may be cast in person or by proxy; and

7. Obtaining a campus electronic mail (e-mail) account and registering their email address with the Corresponding Secretary.

B. Termination of a Senator:

1. If a senator is terminated under Article VIII, Section B of these bylaws they must immediately relinquish their position on any university committee to which they were appointed by the senate and the alternate senator for that department shall become the replacement senator.

2. If the alternate Senator is unable to replace the terminated Senator in his or her full duties to the GSS, the department which the terminated senator represented may select a replacement senator.

3. A replacement senator shall assume all duties and responsibilities of the terminated senator with the exception of committee chairmanships for the remainder of that Senator's term.

**Article III. Officers**

A. The GSS will elect from its embers the following officers, by a simple majority vote at the last regular meeting held prior to May 20th: President, Vice-President, Corresponding Secretary, Recording Secretary and Treasurer. These officers shall take office August 1st and serve until the following July 31st.

1. In the event an officer resigns or is removed under Article III, section H then the Executive Committee may appoint an interim replacement until the next general
Senate meeting at which time a replacement will be elected by simple majority vote to serve any unfinished remainder of that officer’s term.

B. General Duties of the Officers

All of the GSS officers shall be responsible for the following:

1. Setting GSS goals and implementing specific actions based on the directives of the Senate and Executive Committee;
2. Communicating these directives, goals and actions to the graduate student body, university administrators, faculty and the community at large;
3. Making reports to the Executive Committee and Senate on progress made toward achieving these directives. A year-end summary report shall be presented to the Senate, and a written report shall be filed in the GSS records.
4. Briefing their successor about their duties and responsibilities in order to insure continuity.

C. Duties of the President

1. The general role of the President shall be to act as the official spokesperson for GSS.
2. Specific duties of the President shall be to:
   a. Call, establish the agenda for, and preside over meetings of the Senate and Executive Committee, voting only in the event of a tie;
   b. Serve as a non-voting, ex-officio member of all GSS committees, unless otherwise stated in these bylaws;
   c. Serve on the following standing committees and other committees as needed: GSS Executive Committee and University Faculty Senate;
   d. Maintain final authority on issues until they can be brought to the attention of the Executive Committee or Senate. When immediate action is necessary, the President shall solicit assistance from the other officers;
   e. Ensure that action is taken on resolutions of the GSS.

D. Duties of the Vice-President

1. The general role of the Vice-President shall be to oversee graduate student representation on university committees and to assist the President in his or her duties.
2. Specific duties of the Vice-President shall be to:
   a. Discharge the duties of the President in the President's absence and assume the duties of the President in the event that the President vacates office;
   b. Serve on the following standing committees and other committees as needed: GSS Executive Committee and Activities Committee;
   c. Serve as the official parliamentarian of the GSS when Robert's Rules of Order are invoked.
E. Duties of the Corresponding Secretary

1. General duties of the Corresponding Secretary shall be to facilitate GSS correspondence internally, as well as with organizations outside the GSS.

2. Specific duties of the Corresponding Secretary shall be to:
   a. Advertise meetings and arrange for meeting facilities;
   b. Prepare and distribute meeting agendas and proxy forms;
   c. Distribute announcements and information to senators;
   d. Assist the GSS with newsletters and other GSS publications when needed;
   e. Post committee reports and other relevant Senate information on the GSS Web Page;
   f. Serve on the following committees as needed: Executive Committee and Student Organizations and Allocations Committee.

F. Duties of the Recording Secretary

1. General duties of the Recording Secretary shall be to maintain accurate records of business conducted by the GSS.

2. Specific duties of the Recording Secretary shall be to:
   a. Maintain current Senate membership lists and attendance records at regular meetings;
   b. Prepare and distribute regular GSS and Executive Committee meeting minutes;
   c. Collect proxy and meeting votes and distribute vote tallies;
   d. Collect and distribute committee opinions and recommendations;
   e. Maintain files of GSS
   f. Serve on the following committees and other committees as needed: Executive Committee.

G. Duties of the Treasurer

1. General duties of the Treasurer shall be to administer the GSS budget.

2. Specific duties of the Treasurer shall be to:
   a. Maintain the Senate's financial records and provide a written report on the GSS financial status to the Senate on a regular basis;
   b. Arrange for the disbursement of GSS funds;
   c. Ensure that funds are not encumbered, in any budget category or overall, beyond that which was approved by the Senate;
   d. Serve on the following committees and other committees as needed: Executive Committee.

H. Termination of GSS Officers:

1. An officer may be terminated if he or she has:
a. Failed to fulfill the duties specified in these bylaws;
b. A conflict of interest due to outside employment or academic commitment;
c. Failed to maintain registered status;
d. been involved in illegal activity in the conduct of their position, or;
e. Violated the standards outlined in the University Policies and Regulations.

2. Any declaration of termination requires a three-fourths (3/4) majority vote of eligible Executive Committee members.

3. The concerned officer may appeal the Executive Committee's declaration to the Senate. The declaration shall be upheld by a simple majority of all senators.

4. GSS officers may be recalled according to the provisions set forth in Article VIII of these bylaws.

5. The interim replacement for a terminated officer shall be appointed according to the provisions set forth by Article III, Section A of these bylaws.

Article IV. Committees of the Senate

A. Executive Committee

1. Membership and Election

   a. The voting membership of the Executive Committee shall be composed of: the five (5) Graduate Student Senate Officers, one Graduate Student Senate member from each of the six (6) cost centers, and three (3) at-large members for a total of fourteen (14).

   b. At the first general meeting of the academic year the members present from each of the six cost centers will caucus as a cost center and elect one member from their caucus by simple majority to serve on the Executive Committee. Only voting members of the Senate may vote in caucus. The cost centers shall be broken down in the following way:

      i. Social Sciences - including the Graduate School programs based in the departments of: Anthropology, Communications Sciences, Political Science, Psychology, Religion, and Sociology.

      ii. Arts and Humanities – including the Graduate School programs based in the departments of: Art History & Art, Art Education, Classics, English, History, Modern Languages and Literature, Music, Philosophy, Theater Arts, and Dance.

      iii. Math and Natural Sciences – including the Graduate School programs based in the departments of: Astronomy, Biology, Chemistry, Geological Sciences, Mathematics, Physics, and Statistics.

      iv. Engineering – including all of the Graduate School programs based in the Case School of Engineering.
v. Medical Sciences – including all of the Graduate School programs based in the School of Medicine, the Francis Payne Bolton School of Nursing, and Dentistry.

vi. Professional Programs – including all of the Graduate School programs based in the Weatherhead School of Management, the Mandel School of Applied Social Science, and the School of Law.

c. Three at-large members will be members of the Senate elected by simple majority of those voting members present in person or by proxy at the first general meeting of the academic year.

d. All members of the Executive Committee will serve one year terms starting as soon as they are elected and ending on July 31st.

e. Vacancies on the Executive Committee after the first Senate meeting of the academic year will go unfilled for the duration of that term.

   i. Any replacement officer elected to serve the remainder of a term for a vacated office under Article III, Section A will take over the seat and term of the officer they are replacing on the Executive Committee.

f. The President shall exercise his or her vote only in the event of a tie vote by the remainder of the committee.

2. The duties, powers and responsibilities of Executive Committee shall be to:

   a. Discuss and approve GSS priorities, plans, policies, and actions, and proposing and recommending such to the GSS for approval;

   b. Appoint and replace officers, pending ratification by the GSS, should any elected official become unable to serve as an officer;

   c. Disburse GSS funds not already allocated in the budget not exceeding the amount of $400 per Executive Committee meeting;

   d. Adopt an annual budget for the year in which it will take effect and submit the annual budget to the Senate for approval at the first regular meeting following the adoption of the budget. With approval of the Senate, the Executive Committee may approve revisions to the annual budget at any time during the year; and

   e. Act on behalf of the GSS between regular GSS meetings.

3. Meetings

   a. The Executive Committee shall meet at least once a month, Fall and Spring semester, and all available members shall meet at least once during the summer.

   b. The chair, with the approval of a majority of the members present, may call an Executive Committee meeting into closed session in which only voting members shall be present in the meeting room. The purpose of a closed session is to deal with confidential matters.

B. Activities Committee
1. Membership and Election
   a. The committee shall be composed of the GSS Vice-President and at least two (2) other at-large senators.
   b. Committee members shall be nominated from the floor at the first GSS meeting of the academic year and elected by a simple majority vote of those senators present, in person or by proxy.
   c. The committee shall appoint, from among its members, a chairperson responsible for completing and filing written committee report forms and for making regular reports to the GSS. The GSS Vice-President shall not be the chair of the committee.
   d. The GSS Vice-President shall be responsible for making regular reports from the Activities Committee to the Executive Committee.

2. The duties, powers and responsibilities of the Activities Committee shall be to:
   a. Plan, organize and supervise GSS-sponsored activities;
   b. Arrange for adequate publicity of such activities;
   c. Seek out competitive prices for items such as food, beverages and bands provided at GSS activities;
   d. Compose and submit to the GSS detailed requests for the funding of activities, to be voted on by the GSS membership; and
   e. Keep the GSS informed of activities sponsored by professional schools and other members of the CWRU community which may be of interest to graduate students.

C. Diekhoff Award Committee

1. Membership and Election
   a. The President shall appoint a chairperson who is responsible for completing and filing written committee reports to the President and Recording Secretary and for making regular reports to the GSS on the committee’s activities.
   b. The committee shall be composed of at least at least six (6) senators from the cost centers that are NOT eligible for the award that year.
   c. Committee members, aside from the chairperson, shall be nominated and elected by a simple majority vote by the first GSS general meeting of the Spring semester.

2. The duties, powers and responsibilities of the Diekhoff Committee shall be to:
   a. Review nominations, interview and select the annual Diekhoff Award for Excellence in Graduate Teaching winners;
   b. Publicize and distribute information to graduate students pertaining to the Diekhoff Award selection in a timely and efficient manner;
c. Adopt a schedule of specific dates and deadlines for the nominations, interviews and selection of Diekhoff Award winners, to be submitted to the GSS President.

D. Student Organizations and Allocations Committee

1. Membership and Election
   a. At the first GSS meeting of the academic year, at least three (3) at-large senators shall be nominated from the floor and elected by a simple majority of senators present, in person or by proxy.
   b. The committee shall appoint, from among its members, a chairperson responsible for completing and filing written committee report forms and for making regular reports to the GSS.

2. The duties, powers, and responsibilities of the Student Organizations and Allocations Committee with respect to recognition and funding of graduate student organizations shall be to:
   a. Oversee the procedures and criteria for the recognition of student organizations, as set forth in Article VI of these bylaws;
   b. Receive and review petitions for recognition of student organizations;
   c. Receive and review requests for funding by student organizations; and
   d. Forward recommendations to the GSS regarding the above.

3. The duties, powers, and responsibilities of the Student Organizations and Allocations Committee with respect to the administrations of the V-Fund shall be to:
   a. Designate a sub-committee to manage the V-Fund endowment including:
      i. Providing for its growth and ensuring that the Graduate Student Senate adopts a budget that allows sufficient funds for the continued operation of the V-Fund
      ii. Managing on-going fund raising to continue the growth of the V-Fund endowment.
   b. Processing and verifying all applications by graduate students for V-Fund awards including:
      i. Providing for the disbursement of the awarded funds through the Graduate Student Senate Treasurer
      ii. Ensuring the dutiful discharge of the rules enumerated in Article XI of the Graduate Student Senate Bylaws
      iii. Ensuring adequate publicity with regard to the availability of the V-Fund and application deadlines.

E. Standing and Ad Hoc Committees

1. Standing Committees shall be ongoing committees designed to perform specific functions identified by the Senate.
2. The creation and dissolution of additional standing committees other than those set forth in these bylaws shall require approval at a Senate meeting by two-thirds (2/3) of those senators present, in person or by proxy.

3. Ad hoc committees shall be temporary committees designed to deal with special problems identified by the Senate, and given responsibilities consistent with the purpose of the GSS.
   a. All ad hoc committees will be dissolved upon completion of their charge
   b. A report must be filed with the Recording Secretary prior to the dissolution of the committee.

4. The creation and dissolution of ad hoc committees shall require approval at a Senate meeting by a simple majority of those senators present, in person or by proxy.

F. University Committees
   1. The GSS shall appoint from among its membership, representatives to University Committees and other organizations requiring graduate student representation.
   2. Representatives to committees external to the GSS shall be responsible for reporting in writing to the Recording Secretary of the GSS the activities and decisions of those committees.

G. General Conduct of Committees
   1. Committees shall have the right to submit proposals or resolutions to the GSS for action, but at no time shall a committee act on behalf of the GSS without the Executive Committee's expressed approval.
   2. Proxies shall not be allowed at any GSS standing or ad hoc committee meetings.
   3. All GSS standing and ad hoc committees shall operate in accordance with the procedures set forth in Robert's Rules of Order.

Article V. Meetings and Conduct of Business

A. Regular Meetings
   1. It is intended that a regular GSS meeting shall be held each month of the academic semester, but no fewer than three meetings shall be held each semester.
   2. The Corresponding Secretary shall send written notice to all members of the time and place of each regular meeting at least ten (10) days prior to the meeting and display announcement of the meeting in such University publications as deemed appropriate.
   3. The Corresponding Secretary shall send a reminder to all members of the time and place of each regular meeting approximately twenty-four hours in advance of each meeting.

B. Special Meetings
   1. The President shall call special GSS meetings when requested by the Executive Committee or by a written petition from one-third (1/3) of all Senators, or as he or
she deems necessary. The President shall designate the time and place of such meetings.

2. The Corresponding Secretary shall notify all members at least forty-eight (48) hours in advance of the time, place and reason for the meeting.

C. Quorum

1. A Senate general or committee meeting shall not be called to order unless and until a minimum of one-fourth (1/4) of all voting members are present in person.

2. No business shall be voted upon unless a minimum of one-fourth (1/4) of all voting members are present in person or by proxy, as set forth in Article V, Section E of these bylaws.

3. A simple majority is defined as one half (1/2), plus one (1) of those voting members present, in person or by proxy.

D. Voting

1. Regular motions presented at a Senate or Executive Committee meeting shall require for passage an affirmative vote by a simple majority of those voting members present, in person or by proxy.

2. Amendments to the GSS Bylaws shall require approval at a Senate meeting by a two-thirds (2/3) majority of those voting members present, in person or by proxy.

3. Amendments to the GSS Constitution shall require approval at a Senate meeting by a two-thirds (2/3) majority vote of all voting members.

E. Proxies

1. Senators who cannot attend all or part of a Senate meeting in person and cannot send an alternate are permitted to vote by proxy.

2. Proxies shall be in writing, following the format provided by the Recording Secretary.

3. Receipt and Counting of Proxies
   Proxy votes shall count toward a majority at a Senate meeting when:
   a. The proxy is assigned to another member who is attending the meeting in person, or
   b. The proxy is received by the Recording Secretary no later than the beginning of the meeting at which the vote is to take place.

F. Visitors

1. Meetings of the GSS, Executive Committee and other internal committees are open to all graduate students.

2. Graduate students or other interested persons wishing to be placed on the agenda at a Senate or Executive Committee meeting may:
   a. Submit the nature and estimated length of their address in writing to the Corresponding Secretary no later than two (2) weeks in advance of the meeting at which they wish to be heard, or
b. Be heard during Any Other Business and limit their address to no more than three (3) minutes.

G. Conduct of Meetings
   1. Meetings of the GSS general or Executive Committee shall be chaired by the GSS President or Vice-President or their designee.
   2. Meetings shall be conducted in accordance with Robert's Rules of Order.

H. Introduction of Main Motions or Resolutions:
   1. This section shall not apply to special meetings.
   2. Main motions and resolutions shall be submitted to the Corresponding Secretary at least one week in advance of the regular GSS meeting at which they are to be considered.
   3. The Corresponding Secretary, with the consent of the person(s) submitting the main motion or resolutions, may rewrite the document so as to include non-substantive stylistic changes. The Corresponding Secretary shall distribute copies of the motion or resolution, with changes, to all senators at least three (3) days prior to the regular meeting.
   4. A main motion or resolution not conforming to Article V, Section H, Clauses 2 and 3 of these bylaws may be acted upon at a regular meeting if a majority of the senators present vote to suspend said subsection in order to consider said main motion or resolution.

Article VI. Graduate Student Activity Fee
   A. Each full-time graduate student shall be assessed a Graduate Student Activity Fee of eight (8) dollars each semester. These funds shall constitute the budget of the GSS.
   B. Increases of the Graduate Student Activity Fee shall require approval at a Senate meeting by a two-thirds (2/3) majority vote of all voting members present in person or by proxy.

Article VII. Recognition of Student Organizations
   A. Recognition and all other business pertaining to graduate student organizations shall be reviewed by the GSS Student Organizations & Allocations Committee.
   B. Benefits of Recognition The benefits to a student organization of obtaining GSS recognition shall be:
      1. The right to reserve and use University facilities, services, resources, and protections for meetings and events sponsored by the organization,
      2. The right to be affiliated with the University by name,
      3. The right to use the campus mail service for distribution of materials related to the purpose of that organization,
      4. The right to use the University copy centers and audio-visual equipment available through the Educational Media Center at University rates,
      5. The opportunity to use the program planning resources of the Thwing Activities Office, and
6. The right to request funding from the GSS as set forth in Article VII, Section G of these bylaws.

C. Rights and Responsibilities

1. The GSS upholds the University's Student Rights and Responsibilities policy and requires that all recognized student organizations adhere to the policy as set forth in the General Bulletin and Student Services Guide.

2. Recognized student organizations shall be held accountable to the Student Rights and Responsibilities policy, through their leadership, for the entire academic year in which they have received recognition.

D. Criteria for Recognition

1. The membership of a recognized organization must consist primarily of full-time or part-time CWRU students, at least 50% of which must be graduate students. The organization must have at least one advisor who is a member of the CWRU faculty.

2. No organization shall be recognized if it has any restrictions on its membership or participation in the group’s activities on the basis of handicap, race, sex, sexual preference, age, religion, national or ethnic origin, political affiliation, or status as a veteran in complete accordance with the CWRU anti-discrimination policy.

E. Petition for Recognition:

1. All petitions for recognition must be received by the Chairperson of the Student Organizations & Allocations Committee no earlier than September 1st and no later than September 30th of the academic year for which recognition is desired. Petitions received before or after that time shall not be considered. A new petition for recognition must be submitted each year.

2. The petition must include a charter of the organization, supplying the Constitution and/or bylaws, a statement of purpose, the operational procedures, the requirements for membership in the organization, the eligibility requirements and election procedures of its officers, and a declaration of affiliation with any other organizations at the campus, local, state, national or international level.

3. The names, addresses, and phone numbers (campus and home) of all officers and faculty advisors, as well as current membership figures listing total number of members, CWRU students and CWRU graduate students must be provided along with the petition.

4. All information supplied to the GSS and its Student Organizations & Allocations Committee must be truthful and complete. The petition of recognition must provide all the required information before the recognition process can begin. A copy of all recognition information will be kept in the GSS files and shall be available for public inspection.

F. Recognition and Review

1. Upon receipt of a complete petition for recognition, the Student Organizations & Allocations Committee shall review the information and forward its recommendation to the GSS. Recognition requires for approval at a general
meeting, a majority vote of those senators present, in person or by proxy. Notice of approval or denial of recognition shall be forwarded to the student organization and the CWRU Activities Office.

2. Once recognition is granted, it shall be in effect for the remainder of the academic year as long as the organization continues to adhere to the provisions set forth in **Article VII, Sections C and D** of these bylaws.

3. Failure to comply with any of the restrictions and requirements for recognition, both of the University or the GSS, may result in revocation of recognition and concomitant privileges.

G. Funding

1. Recognition of a student organization does not necessarily entitle that organization to funding from the GSS.

2. Requests for funding must be submitted to and received by the Student Organizations & Allocations Chairperson no earlier than September 1st and no later than November 1st of the current academic year to be considered for that year. Requests received before or after that time shall not be considered, even if recognition to the organization is granted. Requests for funding may be submitted at the same time as the organization's petition for recognition, but shall only be considered at such a time as recognition is granted.

3. The Student Organizations & Allocations Committee shall review the application for funding and forward its recommendation to the GSS for approval at a general meeting by a majority of those senators present, in person or by proxy.

4. Any activity funded by a grant from the GSS must be: open to all graduate students and advertised in the graduate student newsletter.

5. The GSS shall only consider requests for funding of up to $250 by a recognized organization in any given academic year. The GSS may approve a lesser amount than the amount requested.

6. The GSS shall disburse the funds for approved requests in a timely and efficient manner.

**Article VIII. Recall Procedures**

A. If a GSS officer or Executive Committee senator fails to fulfill the duties specified in these bylaws, it shall be the right of any senator to initiate recall procedures.

B. Recall procedures shall be as follows:

1. The Executive Committee members shall be presented with a petition listing the reasons for the recall and containing signatures representing one-fifth (1/5) of the senators.

2. The individual concerned shall be notified of the grievances filed against him or her.

3. The GSS shall be notified of the grievances filed against the individual and the individual shall have the opportunity to defend him or herself in the same notification.
4. A recall election shall be conducted at a special GSS meeting, provided that ten (10) days notice is given to the senators. The individual shall have the right to defend him or herself at this meeting.

5. If a two-thirds (2/3) majority of the senators present favors, then the office shall be declared vacant and a new election shall be held to fill the vacancy; and

6. The officer or Executive Committee member who is the subject of the recall shall be excluded from the above Executive Committee member duties.

Article IX. Other Administrative Positions

A. The GSS may have such other non-elected, paid administrative positions as recommended annually by the President in consultation with the other GSS officers and approved by a simple majority vote of Executive Committee, and approved at a Senate meeting by a simple majority vote of those voting members present, in person or by proxy. In consultation with the other officers, the President shall hire for these purposes.

B. All administrative staff members shall be registered graduate students.

C. Since the elected officers of The Senate provide a valuable service to the Graduate Students of Case Western Reserve University, the full Senate may decide by simple majority to compensate its elected officers with paid honoraria.

1. Any honorarium paid to the officers must be a line item in the GSS budget and subject to all the same procedures used to approve other portions of the GSS budget.

2. All honoraria paid to elected officers must be the same size. No elected officer may be paid an honorarium that is below or exceeds that paid to any other elected officer that academic year.

3. The total value of any honorarium paid to an elected officer over a single term of office may not exceed two hundred dollars ($200).

4. Honoraria may NOT be paid to past elected officers retroactively.

Article X. Amendment of Bylaws

A. Any senator may propose an amendment to these bylaws.

1. The proposed amendment shall be submitted to the Corresponding Secretary at least two (2) weeks before it can be considered.

2. The Corresponding Secretary shall distribute copies of the proposed amendment to the GSS within one (1) week of its receipt.

B. Any amendment to these Bylaws shall require approval at a Senate meeting by a two-thirds (2/3) majority vote of those voting members present, in person or by proxy.

C. Any amendment which receives approval shall become effective immediately after adjournment of the meeting at which it is adopted, unless the motion to amend specifies a time that the amendment shall take affect.

Article XI. V-Fund Administration
A. Eligibility for Award from the V-Fund
   1. Eligibility is defined as a boolean to be determined by the committee for each submitted application. All applications meeting the terms of eligibility will be entered in a lottery to determine award recipients.
   2. Graduate Students meeting these requirements will be eligible for award from the V-Fund:
      a. Enrollment in the School of Graduate Studies as a full or part-time, degree-seeking student for the semester of application.
      b. Completed at least 12 credit hours of graduate level course work by the application date.
      c. Not having applied more than once to the V-Fund for award in a single semester.
      d. Not having a lifetime total of awards from the V-Fund exceeding $150.
   3. A student applying for an award from the V-Fund is responsible for proving their eligibility.
   4. Eligible uses of V-Fund awards shall be:
      a. Presentation at a professional conference, not to exceed the amount of $100.
      b. Thesis/Dissertation Binding for an amount not to exceed $50.
      c. Other uses deemed worthy by the committee, excluding:
         i. Payments toward tuition, fees, fines, or professional society memberships.
         ii. Attending a conference without presenting a paper/poster.

B. Distribution of V-Fund Awards
   1. Announcement of availability to be made at the beginning of each fall and spring semester by the committee.
   2. Except in unusual circumstances of immediate need, all grants are approved on a reimbursement basis with the student receiving the award providing the original receipt of expenses incurred.
      a. Unusual circumstances must be approve unanimously by the committee.
   3. Application deadlines for the grants will be Nov 1, March 1, and Sept 1 of each academic year.
      a. The committee may move an application deadline by a period of time not exceeding one week by unanimous vote.
   4. The money awarded must be used during the semester of application.
   5. Applicants will submit a one page application form confirming eligibility by the appropriate deadline for the semester.
a. The committee will be responsible for specifying the content of the application at least one month prior to the application deadline.

6. The student will request the amount of money needed for the event, according to the guidelines and maximum allowed.
   a. The committee has the right by majority vote to award fewer dollars than requested.

7. All eligible applicants will be placed in a lottery and the committee will draw applications and distribute approved funding until the allotted money is used.

Article XII. Formal Relationship with Graduate Studies

A. The Graduate Student Senate acknowledges the Deans of Graduate Studies as our independent partners in concern for the welfare of graduate students and graduate education at Case Western Reserve University.

B. The Dean of Graduate Studies will be listed as the faculty/staff advisor for the Senate as required.

C. The Dean of Graduate Studies or their designate are encouraged to attend GSS meetings in order to maintain a working relationship with the Senate and act as an advisor on request.

D. The elected officers of the Senate are encouraged to maintain close cordial relationships with the Graduate Studies Deans to help further the causes championed by the Senate on behalf of the graduate student body.