

Bylaws of the Michigan Technological University Graduate Student Council

D) Representatives

i) Election and Removal

- (a) The voting membership of the Graduate Student Council (GSC) shall consist of duly elected departmental or school representatives. Such representatives shall be called Voting Representatives.
- (b) Any enrolled graduate student in residence not elected by their department or school as a Voting Representative may join the Council as nonvoting members and shall be referred to as graduate student at large.
- (c) The constituency of each department and allowable number of Voting Representatives shall be based on fall semester enrollment figures:
 1. Determined by the Council Secretary through collaboration with the Graduate School.
 2. Each department and school with graduate students is entitled to at least one voting representative.
 3. Each department and school with graduate programs shall be entitled to one Voting Representative per forty enrolled Graduate Students or increment thereof (e.g. a department with forty students has one representative, whereas a department with forty-one students has two representatives).
- (d) The Secretary shall obtain and distribute enrollment figures to the Council from the Graduate School prior to the second meeting of the fall semester and update them as necessary.
- (e) Each department and school is required to conduct regular elections in order to fill their number of allotted Voting Representative positions.
 1. These elections must consist of an announcement to the department's or school's enrolled students calling for nominations followed by a majority voting procedure.
 2. Departments and schools may conduct elections over email.
 3. It is not necessary for departmental candidates to run opposed for the election process to be valid.
 4. Departments and schools are expected to uphold the spirit of democratic elections that is the basis for any representative governing structure.
- (f) Representative terms shall last from May to May or September to May.
 1. Representative elections will be held in April for a term to be served May to May.
 2. Remaining vacancies will be filled with elections in August and the term of service for these representatives will be September to May.

3. Vacancies occurring during the semester:
 - i. Will not require elections.
 - ii. Nominees to fill the vacancy must be approved by:
 - a) Majority of current department or school representatives.
 - b) GSC Executive Board.
- (g) Departments and schools shall be advised that there shall be no discrimination on the basis of race, religion, physical ability, national origin, age, gender, sexual orientation, or marital status. The GSC is committed to the policy of nondiscrimination.
 1. Duties
 - i. Voting Representatives
 - a) Attend scheduled GSC meetings to represent the interests of their constituents.
 - b) Serve on a standing committee, unless as exempted by these Bylaws.
 - c) Bring to the Council or Board any issues, concerns, and problems encountered by colleagues that the Council might help resolve.
 - d) Report GSC's activities within departments or schools in a timely manner, including transmitting of GSC minutes, flyers and announcements, surveys and newsletters, as well as polling constituents about proposed issues and decisions.
 - e) Encourage graduate students to participate in GSC activities.
 - f) Consult their constituency regularly on issues being discussed by the GSC or reported to the GSC by the Graduate Dean.
 - g) Ensure that all department Voting Representative positions are filled.
 - h) Assist graduate students in submitting GSC Travel Grant Award Applications and Discretionary Funding Applications.
 - ii. Alternate Representatives and Graduate Students At-large
 - a) Alternate Representatives shall have all privileges of Voting Representatives except where exempted in these Bylaws.
 - b) Alternate Representatives and Graduate Students At-large may attend, but are not required to do so, any scheduled Council meetings and participate in discussions if desired; serve on any of the standing committees; and/or serve as a liaison.
 - c) Alternate Representatives and Graduate Students At-large may not serve on the Executive Board.

2. Absences

- i. An Excused Absence shall be any absence from a Council meeting or a Committee meeting for which the Voting Representative or their alternate has notified the Secretary or President, respectively, in writing via email or hard copy prior to the meeting.
- ii. An Unexcused Absence shall be any absence from a Council meeting or a Committee meeting for which the Voting Representative or their alternate has not notified the appropriate person in writing via email or hard copy prior to the meeting.
- iii. Leave of Absence may be granted by the Board to any Voting Representative if a request is submitted by the absentee in writing. Such requests shall state the length of the absence, dates of departure and return, general reason for request and how the Representative's position will be filled during his/her absence.
- iv. If, at any time, a Voting Representative has two (2) consecutive unexcused absences at a Council Meeting, the Secretary shall notify the Representative in writing of his/her absences. An unexcused absence at the next scheduled Council meeting shall result in the automatic removal of that Voting Representative from the Council and notification of the appropriate department's or school's graduate coordinator by the Council Secretary.
- v. In the event of automatic removal of a Voting Representative for nonattendance, as outlined above, that individual may not be reelected as a Voting Representative by his/her home department or school for one academic year following the year of removal, and the position should be filled as soon as possible.
- vi. A Voting Representative who has two (2) unexcused absences from committee meetings shall be notified in writing of this dereliction of responsibilities by the Secretary. Should the Voting Representative not attend the next scheduled committee meeting, the issue shall be brought before the Board who shall attempt to resolve the issue. Failing to do so, the Board may refer the issue to the Council for disposition.

II) Committees

- i) Standing Committees
 - (a) Composition

1. Shall consist of any graduate student interested in serving on the committee.
2. Committees will be headed by a chair who is elected according to the procedures set forth in these Bylaws.

3. Voting Representatives will be evenly distributed throughout the Standing Committees except as noted in these Bylaws.
 4. Graduate students at-large may serve on any committee(s) as they wish.
- ii) Established Committees
- (a) Academic
1. Charge – Oversee the development and running of programs aimed at providing academic and professional development knowledge and skills for graduate students.
 2. Duties
 - i. Report to the Vice President.
 - ii. Investigate and develop recommendations for the Council on academic issues.
 - iii. Organize the annual campus-wide Research Colloquium.
 - iv. Organize and run a minimum of three (3) Lunch-n-Learn Seminar Series per Fall and Spring semesters.
 - v. Administer faculty and graduate student recognition awards.
 - vi. Hold a minimum of two (2) office hours per week in the Fall and Spring semesters, with the exception of university breaks.
 - vii. Train incoming Academic Chair prior to vacating position.
- (b) Social
1. Charge - Generate a sense of community amongst graduate students in general, as well as the Council itself.
 2. Duties
 - i. Report to Vice President.
 - ii. Organize a minimum of three (3) social events each Fall and Spring semester.
 - iii. Work with Vice President to organize a special orientation social event at the beginning of the Fall semester – this orientation social cannot count toward the three social event minimum as stated above.
 - iv. Plan social elements of Council meetings, including providing food and drink for the meetings.
 - v. Assist other committees, as requested, with the social aspects of workshops such as food ordering and room scheduling.
 - vi. Hold a minimum of two (2) office hours per week in the Fall and Spring semesters, with the exception of university breaks.
 - vii. Train incoming Social Chair prior to vacating position.

(c) Public Relations

1. Charge – Promote awareness of GSC amongst the university community.
2. Duties
 - i. Report to Vice President.
 - ii. Update and maintain the GSC website – including announcements of dissertation/theses defenses, special projects being conducted by graduate students, any upcoming social events that GSC is sponsoring/supporting, and adding the minutes to the website within ten (10) days of their approval by the Council.
 - iii. Maintain online archive of GSC procedural documents and multimedia resources.
 - iv. Assist GSC as needed with publicity materials.
 - v. Holds a minimum of two (2) office hours per week in the Fall and Spring semesters, with the exception of university breaks.
 - vi. Train incoming Public Relations Chair prior to vacating position.

iii) Ad Hoc Committees

- (a) The President may designate special ad-hoc committees as necessary to address specific issues that concern the quality of graduate student life.
- (b) All ad hoc committees must have a specified timeline and goals; a committee chair will be appointed to lead the group for the life of the committee.

III) Principal Officers, Committee Chairs, and Advisors

i) Election and Removal

- (a) Eligibility - The pool of nominees shall consist of current GSC Representatives who have been duly elected by their department or school as Voting Representatives for that current year.
- (b) Nominations
 1. The Secretary shall announce the dates of the Call for Nominations and of the Election of Executive Board members no later than the fifth week of the Spring semester. Such announcement may be by electronic mail to the gscouncil-l list.
 2. The Secretary shall call for nominations at general Council meetings as follows: Principal Officers and Advisors: seventh week of spring semester; Committee Chairs: Ninth week of spring semester.
 3. Nominations shall be closed at the beginning of the regularly scheduled GSC meeting immediately following the meeting of the call for nominations.
 4. The Secretary shall publish the slate of nominees by electronic mail.

5. Nominees are encouraged to submit up to a one-page synopsis detailing qualifications and their ability to be an effective Principal Officer, or Committee Chair.
6. A synopsis of any received nominee statements shall be distributed to the Voting Representatives by the Secretary.

(c) Elections

1. The Secretary shall announce the dates of elections to all Council Representatives no later than the seventh week of spring semester. Such announcement may be by electronic mail.
2. Elections shall be held at general Council meetings as follows: Principal Officers: Ninth week of spring semester; Committee Chairs: eleventh week of spring semester.
3. Principal Officers and Committee Chairs shall be elected by blind ballot.
4. A simple majority vote in the presence of quorum is sufficient for election.
5. Newly elected Principal Officers and Committee Chairs do not have to run for election as department Representatives and:
 - i. Are automatically Voting Representatives on the Council, except for the President
 - ii. Do not count towards the number of allotted Voting Representatives from the department they are enrolled in.
6. The newly elected Executive Board will assume its duties at the first meeting during the summer semester.

(d) Filling Vacancies

1. Should the President be unable to fulfill his/her duties, the Vice President shall succeed to the Presidency and the Vice President position filled as outlined below.
2. Should any Principal Officer or Committee Chair position be vacated during the Fall or Spring semesters for a period less than two (2) months, the Board may appoint from among eligible Voting Representatives a replacement for a period not to exceed two (2) months.
3. Should the vacancy be longer than two (2) months, the Council must elect from among the existing voting membership a new officer to fill the vacancy following the election procedures outlined above.
4. Should permanent vacancy occur during the Summer session, the Board may appoint a Voting Representative to fill the position's duties for the summer. This person may serve only until the end of the academic year (i.e. August) unless elected by the Council to permanently fill the position during the fall term.

- (e) Dereliction of Duties shall be construed to be actions or inactions that prevent the completion of Council responsibilities as a Voting Representative, Principal Officer, Committee Chair or Advisor, including any of the following:
 - 1. Failure to represent the best interests of the Graduate Student Council.
 - 2. Failure to perform those duties outlined in the bylaws.
 - 3. Any Principal Officer or Committee Chair suggested to be in dereliction of duties by either the Board or the Council shall be notified of this dereliction by the Board at a Board meeting. Failure to actively resume duties of their office may result in removal of the Principal Officer or Committee Chair by a simple majority vote in the presence of a quorum at a regularly scheduled Council meeting.
- ii) Duties of Principal Officers
 - (a) By virtue of being elected as an officer, Principal Officers may be involved with any of the current issues or responsibilities of the Standing Committees as desired.
 - (b) Each Principal Officer shall have the executive duties as described below:
 - 1. President:
 - i. Calls meetings of the Council and the Board.
 - ii. Prepares and distributes agendas for General Council Meetings.
 - iii. Prepares agenda for Executive Board meetings.
 - iv. Presides at all Council and Board meetings.
 - v. Coordinates Executive Board training and yearly planning meeting in the summer semester or as necessary.
 - vi. Serves as Liaison to Dean of Graduate School and MICHIGAN TECH administration.
 - vii. Shall have access to the treasury in the absence of the Treasurer.
 - viii. Is the Council's representative to the Graduate Faculty Council, Board of Control, and any other University standing committees requiring representation of the Graduate Student Council President.
 - ix. Will represent GSC as their representative, or assign an appropriate delegate, on University search committees.
 - x. Presents formal reports to the Board of Control as necessary.
 - xi. Is not required to serve on any Standing Committees.
 - xii. Supervises any paid GSC office assistants.
 - xiii. Maintains the GSC computer system, including purchase and installation of software.

- xiv. Oversees the health, work-related needs, and development of the graduate student community.
- xv. Monitors and investigates the Graduate Student Health Insurance program to ensure maximum benefits possible and the greatest flexibility of options available to graduate students, including developing recommendations for the GSC.
- xvi. Periodically polls the Council's constituency regarding perceived benefit needs and questions regarding existing benefits.
- xvii. Investigates issues brought to the Council by graduate students.
- xviii. Identifies and distributes items of interest or use to the MICHIGAN TECH graduate student community as a whole.
- xix. Completes less than or equal to 20 hours per week of work for GSC during the academic year.
- xx. Assists executive officers and chairs as needed in the summer semester.
- xxi. Holds a minimum of five (5) office hours in the Fall and Spring semesters, with the exception of university breaks.
- xxii. Trains incoming President prior to vacating position.

2. Vice President:

- i. Succeeds the President should the Presidency become vacant.
- ii. Reports to the President.
- iii. Assumes the duties of the President in his/her absence.
- iv. Assumes any projects delegated by the President that do not fall under the duties of a Standing Committee.
- v. Is not required to serve on any Standing Committees.
- vi. Serves as liaison to the Standing Committee Chairs to assist them in completing their duties.
- vii. Organizes or appoints a person to run intradepartmental sports leagues (i.e. volleyball, softball, bowling).
- viii. Acts as liaison with graduate student Councils associated with other universities.
- ix. Is responsible for assisting other committees to obtain needed information from other universities.
- x. Shall be the administrator of the First Contact Program in Fall and Spring semesters.
- xi. Coordinates Orientation with Graduate School for Fall and Spring semesters.

- xii. Holds a minimum of five (5) office hours in the Fall and Spring semesters, with the exception of university breaks.
- xiii. Trains incoming Vice President prior to vacating position.

3. Secretary:

- i. Reports to the President.
- ii. Attends and takes accurate minutes at Council and Board meetings.
- iii. Keeps accurate records of excused and unexcused absences from Council and Board meetings and applies those guidelines for those who have too many unexcused absences as outlined in these Bylaws.
- iv. Insures that minutes of all Council meetings are sent to Council representatives, advisors, and liaisons to the Graduate School within seven (7) business days of the adjournment.
- v. Keeps current the Constitution and Bylaws, including any amendments or other changes, and is familiar with the Constitution and Bylaws to settle any disputes.
- vi. Maintains a file of any and all correspondence, Council and Board minutes, and any other records, excluding Treasurer's Reports, as shall be deemed necessary to the conduct of Council business.
- vii. Solicits volunteers from amongst current Council representatives to fill any liaison vacancies on boards, Councils, committees external to the Graduate Student Council.
- viii. Maintains current phone lists, e-mail lists, and committee assignments of Council Representatives.
- ix. Maintains the GSC email lists.
- x. Maintains a listing of Council liaisons serving on any university committees, Councils or boards external to the GSC.
- xi. Maintains a list of topics or projects currently assigned to each of the Standing Committees, as well as any ad hoc committees.
- xii. Maintains the GSC yearly internal calendar of upcoming events, planning schedules for such events, and Council and Board meetings.
- xiii. Coordinates and distributes requests made through general GSC email account.
- xiv. Coordinates GSC poster board rental.
- xv. Submits a summary of board meeting minutes at each Council meeting.
- xvi. Oversees annual GSC Elections.

- xvii. Conducts Principal officer elections in accordance with the Bylaws.
- xviii. Conducts Committee Chair elections in accordance with the Bylaws.
- xix. Assists in running department and school representative elections and help Voting Representatives solicit to fill vacancies as necessary. (Departments and schools with current representatives must request in writing (i.e. memo, email) for assistance.)
- xx. In cases where departments or schools have no current representative, the Secretary will work with departments to fill vacancies.
- xxi. Resolves conflicts or protests in department and school elections or GSC Spring Executive Board Elections.
- xxii. Holds a minimum of five (5) office hours per week in the Fall and Spring semesters, with the exception of university breaks.
- xxiii. Is not required to serve on a Standing Committee.
- xxiv. Trains incoming Secretary prior to vacating position.

4. Treasurer:

- i. Reports to President.
- ii. Maintains all income, disbursements, and financial records.
- iii. Attends all Council and Board meetings.
- iv. Maintains current, computerized budget and account transaction information for each budget expenditure category, reconciling any discrepancies between GSC records and MICHIGAN TECH accounting records.
- v. Maintains current GSC checking account records and reconciles any discrepancies in a timely manner.
- vi. Provides monthly update reports regarding Graduate Student Council's financial status on all accounts to the Board and Council and is prepared to provide information on potential financial problems and benefits, if requested.
- vii. Establishes a procedure for committee Chairs to report expenditures related to committee projects in a timely manner and provides monthly reports to each committee Chair regarding their financial status.
- viii. Administers the GSC Travel Grants Award Program, including assisting applicants, overseeing selection of winners, and handling any correspondence necessary in conjunction with such awards.

- ix. Oversees discretionary funds requests.
 - x. Oversees surplus funds requests.
 - xi. Plans the next year's budget in conjunction with the Board and submits annual proposed budget to the Council for approval.
 - xii. Is not required to serve on a Standing Committee.
 - xiii. Holds a minimum of 5 office hours in the Fall and Spring semesters.
 - xiv. Trains incoming Treasurer prior to vacating position.
- iii) Duties of Committee Chairs
- (a) Attend Executive Board meetings and present a report on the committee's accomplishments and plans.
 - (b) Organize committee members into working groups to accomplish committee goals, delegating where necessary.
 - (c) Determine necessary committee activities and time needed to accomplish goals and submit to the President by the end of fifth week of Fall Term a schedule of planning, implementing and completion dates.
 - (d) Maintain regular contact and meetings with committee members, involve all in committee activities, delegate duties and tasks to committee members where suitable, and notify the Secretary of any unexcused absences of more than two meetings.
 - (e) Create and maintain a manual detailing procedures used by the committee to accomplish recurring activities and providing samples of produced materials.

IV) Liaisons

- i) Distinction - Graduate students that have volunteered to serve on a committee, Council or board external to the GSC to represent graduate student interests.
 - (a) At-large graduate students must be approved by the Executive Board.
 - (b) At-large graduate students must meet attendance requirements of Voting Representatives.
- ii) Selection
 - (a) Selection of liaisons shall be conducted by the Secretary as outlined in the bylaws.
 - (b) Liaisons shall be selected on a first-respondent, first-selected basis either through an e-mail announcement or through a verbal call for volunteers at a Council meeting.
 - (c) Should two or more volunteer and precedence cannot be established, an election of the liaison shall be held during a regularly scheduled Council meeting.
- iii) Reports
 - (a) Liaisons shall report to the Council on any matters of concern or interest to the Council or to graduate students as necessary but at a

minimum they shall provide one report for every attended meeting or event.

- (b) Each month, Liaisons shall submit to the Secretary a brief written statement of the activities of their committee, Council or board for inclusion in the GSC minutes.

V) Meetings

- i) Meetings will be conducted by consensus of the Graduate Student Council elected representatives.
- ii) Robert's Rules of Order may be followed when requested by any Voting Representative at any time during a meeting or when preferred by the President.
- iii) All meetings shall be open to the public.
- iv) Quorum
 - (a) Fall enrollment figures shall be the basis of determining the total number of Voting Representatives for each department and school for the academic year. At the second fall meeting, the Secretary shall inform the Council of the number of Voting Representatives for each constituency.
 - (b) At the second fall meeting, the Secretary shall inform the Council of the number required for a quorum during the fall and spring semesters.
 - (c) During the summer semester, a quorum shall be defined as one quarter of the Voting Representatives (as determined by fall enrollments) inclusive of two (2) principal officers. In no case shall fewer than six (6) Voting Representatives and two (2) principal officers (defined in the constitution) constitute a quorum.
- v) Only elected Voting Representatives of the GSC are allowed to vote except as provided within these bylaws.
- vi) Regular meetings of the Council shall be held every other Monday starting the first Monday of the semester.
- vii) Only the Executive Board or the President may schedule a meeting of the graduate Student Council.
- viii) Any Voting Representative may approach the President or Board to request a special meeting of the Graduate Student Council. The President and the Board will act on the request in a period not to exceed five (5) business days.
- ix) The Executive Board is required to meet a minimum of once per month. These meetings may be closed to the public at the discretion of the board.
- x) All representatives and advisors shall be notified in writing of unscheduled Graduate Student Council meetings not less than four (4) days prior.

VI) Financial Disbursements

- i) General Budget
 - (a) By seventh week of Spring Term, the Council shall approve a detailed budget for the upcoming year.
 - (b) Expenditure of approved budgeted items do not require re-approval by the Council.

- (c) Each year, in accompaniment to the proposed budget for the next academic year, the executive board shall present to the Council the proposed budget that includes fellowship amounts.
 - 1. These fellowships shall be awarded to the position holders at the end of each semester.
 - 2. In the case of an executive board member voluntarily vacating his/her position, the dispersal of the fellowship will be at the discretion of the council.
 - (d) Unbudgeted expenditures by the Board in excess of \$100.00 shall require approval of the Council.
 - (e) Withdrawals or checks from any GSC account will require the signatures of the Treasure and/or the President.
- ii) Travel Grants
- (a) Eligibility - For any graduate student to be eligible to receive a travel grant s/he must satisfy the following requirements:
 - 1. Applicant's home department must have satisfied the GSC representative attendance requirement as stated below.
 - 2. \$300 grant applicants must provide copies of acceptance letters with no exceptions made unless determined by the board in extreme circumstances.
 - 3. Students must not have received a travel grant in either of two previous Semester drawings.
 - 4. Applications must be on time, no exceptions.
 - 5. Travel grants are for reimbursement of approved travel expenses only.
 - 6. For Summer and Fall eligibility, any given department or school must have at least one voting representative present at all but two general Council sessions the previous spring.
 - 7. For Spring eligibility, any given department must have at least one voting representative present at all but two general Council sessions the previous fall.
 - 8. Students may apply for a Travel Grant for the previous, current, or next semester only.
 - (b) Procedures
 - 1. Travel grant applications will be due on the Friday of 6th week in the fall and spring semesters with drawings to be held the following Monday of 7th week.
 - 2. Travel grant applications will be due on the Friday of 9th week in the summer semester with the drawing to be held the following Monday of 10th week.
 - 3. A total of 11 presenting and 2 attending grants are available in summer.
 - 4. A total of 23 presenting and 2 attending grants are available in each of the fall and spring semesters.
 - 5. Travel grant drawings must be held at either a General Council meeting or an Executive Board meeting to which all

representatives must be invited to attend. At either venue, a minimum of 8 GSC members must be in attendance, 4 of which must be E-board members.

6. Travel Grant drawing procedure will be performed in accordance with GSC Resolution 05-05 (see <http://gsc.students.mtu.edu/publications/GSC0505.pdf> for details).
7. In such case where extra grants are available in one category they may be transferred to the other to use all funds provided.

iii) Graduate Student Activity Fee Dispersal

(a) Graduate Student Council Budget

1. Each year, in accompaniment to the proposed budget for the next academic year, the executive board shall present to the Council the proposed budget.
2. This amount must be approved in accordance with these bylaws, by a simple majority, in the presence of a quorum of Voting Representatives.

(b) Discretionary Funds (support for external groups and events)

1. Requests for Discretionary Funds

- i. All funding requests for unbudgeted items or extended use of GSC facilities or personnel must be submitted in writing by the requestor (e.g., graduate student in a university group) to the Council President.
- ii. The written request should be submitted four weeks prior to the date when funds are required and should include a rationale for the funds, a proposed budget, and a schedule for the expenditure of the requested funds.
- iii. Requests may be accepted until the budgeted discretionary funds have been exhausted for the budgetary year.

2. Decisions Regarding Discretionary Funding Requests

- i. The Treasurer should direct requests to an ad hoc committee to examine any such proposal. The committee will investigate potential costs and benefits in time, money, and personnel.
- ii. A standing committee may elect to fund the request, at the discretion of the chair, if the request fits within the programming and budget of that committee. In other cases, it is the responsibility of the committee to prepare a written recommendation regarding the request, including any adjustments to the amount of funding.
- iii. The proposal along with the recommendation is then sent to the Council for a final decision.

3. Distribution of Discretionary Funds for External Groups and Events
 - i. Priority for discretionary funding will be given to newly formed organizations that lack adequate start up funds, events that are open to all graduate students and organizations that have graduate student participation. Other organizations/events are eligible for discretionary funds at the discretion of the Council.
 - ii. Requests that come before the Council require approval by a simple majority of Voting Representatives in the presence of quorum. This vote will be held at the regularly scheduled Council meeting following the initial funding request.
 - iii. In a situation where a decision needs to be made immediately, the Council may elect to move on the request during the same meeting in which the request was presented. In such a case, a two-thirds affirmative vote is required for approval.
4. Other Distribution
 - i. Understanding the availability of unspent money from past budgetary years, the Council may elect to spend up to the amount of the budgeted discretionary funds on emergency expenditures and programs intended to improve graduate student life. Such an expenditure requires:
 - a) The current account balance, as well as any pertinent breakouts, be presented along with the proposal and
 - b) 2/3 approval of all voting members present.

(c) Changes to graduate student fees

1. The GSC may recommend a change in any graduate student fee to the university administration under the following conditions:
 - i. Such a recommendation must be proposed during a regularly scheduled meeting of the Council by a Voting or Alternate Representative.
 - ii. If the recommendation is approved by 2/3 affirmative vote in the presence of a quorum of voting and alternate representatives.
 - iii. A simple majority of 20% of the on-campus graduate student body must vote to approve any increase of fees.
 - iv. Voting on proposed increases shall be open no shorter than 3 months.
 - v. After 3 months if 20% of graduate students have not voted, the vote will remain open until the 20% mark has been met.

iv) Amendments

- (a) Amendments to the Bylaws of this constitution may be proposed by any Voting Representative of the Council.
- (b) All proposed amendments will be published in the minutes of the Council meeting at which the amendment was proposed.
- (c) The Council may adopt the amendment by a two-thirds affirmative vote in the presence of a quorum of Voting Representatives at the meeting following the publication of the minutes of the proposed amendment, and with approval from the Graduate Dean.