



Rules of Order  
of the  
Clemson University  
Graduate Student Senate

# **1 PREAMBLE**

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## **1.1 Purpose and Authority**

1.1.1 These Rules shall serve in conjunction with the parliamentary authority as the Manual of the Graduate Student Senate.

1.1.2 Where these Rules and the parliamentary authority disagree, these Rules take precedence.

## **1.2 Continuity**

1.2.1 These Rules shall continue from one Senate to the next Senate.

## **2 ATTENDANCE**

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### **2.1 Definitions**

- 2.1.1 Excused absence: The phrase "excused absence" as used in these Rules means an absence where the President of the Senate received notification prior to or forty-eight (48) hours after a Senate meeting.
- 2.1.2 Unexcused absence: The phrase "unexcused absence" as used in these Rules means an absence where the President of the Senate did not receive notification prior to or forty-eight (48) hours after a Senate meeting.

### **2.2 Suspension**

- 2.2.1 The President of the Senate shall suspend a Senator under the following conditions:
  - 2.2.1.1 The Senator accumulates three (3) unexcused absences in a single academic semester.
  - 2.2.1.2 The Senator accumulates a combination of four (4) excused and unexcused absences in a single academic semester.
- 2.2.2 The Senate Secretary shall revoke the membership of a suspended Senator by removing the Senator's name from the Senate roll.
- 2.2.3 The membership of a suspended Senator may be restored by consent of the Senate.

## 3 COMMITTEES

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### 3.1 Makeup and Function

- 3.1.1 The President of the Senate shall appoint the Chairs and members of all committees pursuant to these Rules and any adopted resolutions.
- 3.1.2 Only members of the Senate may serve as members of Senate committees. However, committee chairs may enlist non-voting associates from the Graduate Student Body to assist with official duties.
- 3.1.3 The President of the Senate shall be an *ex officio* member of all committees but shall not be counted in determining the number required for a quorum or in determining whether a quorum is present.
- 3.1.4 All committee meetings shall be held in open session. A committee may vote to enter executive session only for the purpose of confidential discussion. No votes or actions shall be taken in executive session, other than to adjourn or resume open session.

### 3.2 Standing Committees

- 3.2.1 The standing committees of the Senate are:
  - 3.2.1.1 Activities Committee. The mandate of the Activities Committee is to plan and organize social and cultural events for the Graduate Student Body.
  - 3.2.1.2 Finance Committee. The mandate of the Finance Committee is to review organization funding requests and appropriations legislation prior to consideration by the Senate.
  - 3.2.1.3 Organizations Committee. The mandate of the Organizations Committee is to maintain recognition and oversight of Graduate Student Organizations.
  - 3.2.1.4 Professional Enrichment Grant Application System Committee (“PEGAS Committee”). The mandate of the PEGAS Committee is to award Professional Enrichment Grants to Clemson University Graduate Students.
- 3.2.2 All standing committees shall submit a verbal and/or written report of committee business at each regular Senate meeting.

### 3.3 Special Committees

- 3.3.1 The Senate may create special committees by resolution, which shall specify the mandate of the committee, the parameters of membership, and the date of termination.

## **4 ETHICS**

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### **4.1 Terms**

4.1.1 The Rules contained in this Title may not be suspended.

### **4.2 Integrity**

4.2.1 Members of the Senate shall exercise their best judgment and abstain from any vote which may present a conflict of interest or the appearance of a conflict of interest.

4.2.2 No more than one half (1/2) of any committee may be composed of members of any single recognized Graduate Student Organization or graduate degree program.

### **4.3 Transparency**

4.3.1 No vote of the Senate shall be taken in executive session or by secret ballot.

# 5 LEGISLATION

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## 5.1 Introduction

- 5.1.1 A member may introduce an item of legislation for consideration by the Senate by filing with the Senate Clerk in a manner prescribed by the President of the Senate.
- 5.1.2 The member who introduces the legislation shall be the Sponsor. Additional members may add their names to the legislation as co-sponsors.
- 5.1.3 The Senate Clerk or President may, with approval of the Sponsor, alter the language of introduced legislation to remove ambiguity and apply stylistic consistency with prior legislation.

## 5.2 Categories

- 5.2.1 Constitutional Amendments. Legislation titled "A Bill to Amend the Constitution" shall be used to make changes to the Constitution of the Clemson University Graduate Student Body.
- 5.2.2 Bills. Legislation titled "A Bill" shall be used to enact legislation of a general nature requiring the approval of the Executive Branch. Such bills include, but are not limited to, Appropriations Bills, Approval Bills, Recognition Bills, and Special Funding Bills.
- 5.2.3 Resolutions. Legislation titled "A Resolution" shall be used to either perform Senate business not requiring the approval of the Executive Branch or to state the opinion of the Senate.
- 5.2.4 Concurrent Resolutions. Legislation titled "A Concurrent Resolution" shall be used to amend the Supreme Constitution of the Undergraduate and Graduate Student Body, perform joint business of the Undergraduate and Graduate Senates not requiring the approval of either Executive Branch, or to state a joint opinion of the Undergraduate and Graduate Senates.

## 5.3 Titles

- 5.3.1 The title of each bill shall be prefixed by "G.B." and a unique number.
- 5.3.2 The title of each resolution shall be prefixed by "G.R." and a unique number.
- 5.3.3 The title of each concurrent resolution shall be prefixed by "C.R." and a unique number.

## **5.4 Committee Referral**

- 5.4.1 All legislation that appropriates funds shall be referred to the Finance Committee prior to consideration by the Senate.
- 5.4.2 All legislation pertaining to the recognition or derecognition of Graduate Student Organizations shall be referred to the Organizations Committee prior to consideration by the Senate.
- 5.4.3 Legislation referred to a committee may be amended by that committee and must receive the committee's recommendation to be taken up in the Senate.

## **5.5 Amendments**

- 5.5.1 To guarantee consideration by the Senate, amendments to a proposed item of legislation should be filed in writing with the Senate Clerk at least two (2) hours in advance of the meeting in which the legislation is to be considered.
- 5.5.2 The presiding officer may rule out of order any non-written amendment which cannot be stated clearly, concisely, and without delay.

## **5.6 Votes**

- 5.6.1 All votes on items of legislation shall be taken by electronic roll call, verbal roll call, or unanimous consent.

## **5.7 Signatories**

- 5.7.1 Following the passage of legislation, the presiding officer shall sign the legislation to certify its passage.

## **6 MEMBERS**

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### **6.1 Senate**

- 6.1.1 At the start of each academic year, the Senate President shall convene a new Senate by soliciting the selection of members from each Graduate Program.
- 6.1.2 The new Senate shall be established upon declaration of the Senate President prior to the first scheduled Senate meeting.
- 6.1.3 The Senate shall be dissolved on May 30 of each year or upon adjournment *sine die*.
- 6.1.4 Standing Committees may operate independently when the Senate is dissolved.

### **6.2 Apportionment**

- 6.2.1 Each Graduate Program, as defined by the Graduate Student Body Constitution, shall be entitled to the representation of two (2) members in the Graduate Student Senate.

### **6.3 Selection**

- 6.3.1 Each graduate degree program shall select its members by election, appointment, or other method, as determined by the program's coordinator.
- 6.3.2 Upon selection, each member shall choose, at their own discretion, the role of Senator or Delegate by notifying the Senate President or Secretary.

### **6.4 Senators**

- 6.4.1 Senators shall have all the rights and responsibilities provided by these Rules and by the Parliamentary Authority.
- 6.4.2 A graduate student selected to be a Senator shall be granted membership upon the following conditions:
  - 6.4.2.1 The coordinator of the student's degree program sends an appropriate correspondence to the Senate President or Secretary indicating the name of the student to become a Senator.
  - 6.4.2.2 The student is administered the Oath (or Affirmation) of Office by the President of the Senate.
  - 6.4.2.3 The Senate Secretary certifies the student's membership in the official roll of the Senate.



## **6.5 Delegates**

- 6.5.1 The Delegate role is provided for members who may not be able to regularly attend senate meetings in person, due to geography or other barrier.
- 6.5.2 Delegates shall have the rights and responsibilities provided by these Rules and by the Parliamentary Authority with the following exceptions:
  - 6.5.2.1 Delegates shall not have a vote in the Senate and shall not be subject to the Senate attendance requirements provided within these Rules.
  - 6.5.2.2 Delegates shall not be counted toward the amount needed for a quorum of the Senate.
- 6.5.3 A graduate student selected to be a Delegate shall be granted membership upon the following condition:
  - 6.5.3.1 The coordinator of the student's degree program sends an appropriate correspondence to the Senate President or Secretary indicating the name of the student to become a Delegate.
- 6.5.4 Delegates shall not be required to take an Oath (or Affirmation) of Office.
- 6.5.5 Delegates may serve as committee members, vote in committees, and introduce legislation and Special Orders of Business in the Senate.
- 6.5.6 Delegates shall be privy to all group communication sent to and from the Senate.

## **7 OFFICERS**

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### **7.1 President Pro-Tempore**

- 7.1.1 The President Pro-Tempore shall assume the position of presiding officer in the absence or at the request of the President of the Senate.
- 7.1.2 The President Pro-Tempore shall preside over any impeachment trial of the President of the Senate.
- 7.1.3 The President Pro-Tempore shall perform other duties assigned by the President of the Senate.

### **7.2 Clerk**

- 7.2.1 The Clerk shall receive all legislation and amendments introduced by members of the Senate.
- 7.2.2 The Clerk shall maintain the record of filed and issued subpoenas.
- 7.2.3 The Clerk shall perform other duties pertaining to the legislative business of the Senate as assigned by the presiding officer.

### **7.3 Secretary**

- 7.3.1 The Secretary shall keep and maintain the Senate roll.
- 7.3.2 The Secretary shall record the minutes of each Senate meeting.
- 7.3.3 The Secretary shall perform other duties pertaining to the records of the Senate as assigned by the presiding officer.

### **7.4 Sergeant-at-Arms**

- 7.4.1 The Sergeant-at-Arms shall prepare the Senate chambers before meetings and restore the chambers after meetings.
- 7.4.2 The Sergeant-at-Arms shall maintain order in the Senate chambers during Senate meetings.
- 7.4.3 The Sergeant-at-Arms shall perform duties pertaining to the Senate chambers as assigned by the presiding officer.

## **8 ORDER OF BUSINESS**

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### **8.1 Definitions**

8.1.1 Attendee. The term “attendee” as used in these Rules means any member of the Senate or nonmember who is present during open session of the Senate.

### **8.2 Regular Senate Meeting**

8.2.1 The roll shall be taken.

8.2.2 The Senate shall amend and approve the minutes from the previous meeting.

8.2.3 Guest speakers shall present and answer questions from attendees.

8.2.4 The President of the Graduate Student Body shall present a report to the Senate.

8.2.5 The chairs of satellite councils shall present reports to the Senate.

8.2.6 Members of the President's cabinet shall present reports to the Senate.

8.2.7 Standing committees shall present reports to the Senate.

8.2.8 Special committees shall present reports to the Senate.

8.2.9 Attendees shall provide announcements of interest.

8.2.10 The Senate shall consider all unfinished business and Special Orders.

8.2.11 The Senate shall consider all new business and General Orders.

8.2.12 The Senate shall be provided an “open speech session” to allow discussion on any topic without an accompanying motion.

## **9 PARTICIPATION AND PROCEEDINGS**

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### **9.1 Time Limits**

- 9.1.1 Each guest speaker shall be limited to twenty (20) minutes of floor time.
- 9.1.2 Each executive, council, and committee report shall be limited to five (5) minutes.
- 9.1.3 Each announcement shall be limited to one (1) minute.
- 9.1.4 The entire length of the open speech session shall be limited to ten (10) minutes.

### **9.2 Debate**

- 9.2.1 A Senator may be recognized for five (5) minutes no more than twice for debate on any single motion or item of legislation.
- 9.2.2 A Senator recognized to speak during debate must directly address the presiding officer and confine all remarks to speaking clearly in favor of or in opposition to the pending legislation or motion. A Senator wishing to ask a question may do so by raising a Request for Information or Parliamentary Inquiry.

### **9.3 Nonmembers**

- 9.3.1 The President of the Graduate Student Body, members of the President's cabinet, and guest speakers on the agenda shall have the right to address the Senate when recognized by the presiding officer.
- 9.3.2 Without objection, any nonmember may speak when recognized by the presiding officer. If an objection is heard, the presiding officer shall put the question to the Senate. A two-thirds (2/3) vote in the affirmative shall be required to allow the nonmember to speak.

# 10 RECORDS

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## 10.1 Senate Meetings

- 10.1.1 The Secretary shall record the minutes of each Senate meeting and shall provide them to the President of the Senate no more than three (3) days after the Senate meeting in which the minutes were taken.
- 10.1.2 The President of the Senate shall publish the minutes no more than seven (7) days after the Senate meeting in which the minutes were taken.
- 10.1.3 The minutes shall contain, at minimum:
  - 10.1.3.1 A summary of each presentation and report.
  - 10.1.3.2 Questions to a guest speaker and corresponding answers.
  - 10.1.3.3 A summary of announcements.
  - 10.1.3.4 A summary of points made during debate.
  - 10.1.3.5 All motions and vote results.
  - 10.1.3.6 A summary of discussions during open speech.
  - 10.1.3.7 The record of any vote on legislation taken by roll call, listing the vote of each member by name, shall be published as an appendix to the minutes.

## 10.2 Committee Meetings

- 10.2.1 At each committee meeting, the Chair of the committee shall appoint a member to record the minutes.
- 10.2.2 The minutes shall contain, at minimum:
  - 10.2.2.1 Attendance of committee members.
  - 10.2.2.2 Items of business considered.
  - 10.2.2.3 The results of votes.
- 10.2.3 The minutes of each committee meeting shall be included in the committee's written report at the following Senate meeting.

# 11 SUSPENSION OF THE RULES

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## 11.1 Terms

11.1.1 Unless otherwise noted, the Senate may suspend these Rules by two-thirds (2/3) vote.

11.1.2 Committee Rules may not be suspended, nor may a committee suspend these Rules.

## **12 AMENDMENT OF THE RULES**

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### **12.1 Terms**

12.1.1 The Senate may adopt resolutions to amend these Rules by majority vote.

### **12.2 Notice**

12.2.1 Resolutions to amend these Rules are subject to the requirement of notice as stated in the Graduate Student Body Constitution.

# 13 APPENDIX A: ACTIVITIES COMMITTEE RULES

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## 13.1 Membership

13.1.1 The membership of the Activities Committee shall consist of no fewer than four (4) and no more than eight (8) members of the Senate, in addition to the Chair and ex officio members.

## 13.2 Powers

13.2.1 The Activities Committee shall have independent discretion to spend any funds allocated for activities by the Senate.

13.2.1.1 Any activity with a total cost less than one thousand (1000) dollars may be approved by the Chair, without a vote of the committee.

13.2.1.2 Any activity with a total cost equal to or greater than one thousand (1000) dollars must be approved by a majority vote of the committee.

## 13.3 Meetings

13.3.1 The Chair shall call meetings of the Committee as needed to approve proposed events.

13.3.2 The date, time, location, and agenda of meetings shall be published at least seven (7) days in advance.

13.3.3 Members of the Graduate Student Body shall be invited to attend meetings to give input and feedback on proposed events.

## 13.4 Activity Policies

13.4.1 All spending for activities shall be in compliance with purchasing guidelines for South Carolina state agencies, which include a prohibition on the purchase of alcohol.

13.4.2 The Chair shall obtain the permission of the CGSG Advisor before entering into a contract with a vendor not pre-approved by Clemson University.

13.4.3 Any entertainment group booked for an event must sign a contract with Clemson University at least two (2) weeks prior to the event.



# 14 APPENDIX B: FINANCE COMMITTEE RULES

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## 14.1 Membership

- 14.1.1 The membership of the Finance Committee shall consist of no fewer than four (4) and no more than eight (8) members of the Senate, in addition to the Chair and ex officio members.
- 14.1.2 The Secretary of the Treasury shall be an ex officio member of the Finance Committee and shall be counted in determining a quorum.

## 14.2 Powers

- 14.2.1 By a majority vote, the Finance Committee may recommend proposed appropriations legislation for consideration by the Senate.
- 14.2.2 By a majority vote, the Finance Committee may introduce legislation in the Senate for the allocation of funds in fulfillment of organization funding requests.

## 14.3 Meetings

- 14.3.1 The Chair shall publish the dates of meetings for an academic semester at least two (2) weeks prior to the first meeting of the semester.
  - 14.3.1.1 This schedule shall contain at least one (1) meeting per month for the duration of the academic semester, with the exception of May, August, and December.
  - 14.3.1.2 The time and location of these meetings shall be published at least seven (7) days in advance.
  - 14.3.1.3 The agenda of these meetings shall be published at least twenty-four (24) hours in advance.
- 14.3.2 The Chair may, at any time, call meetings to review appropriations legislation proposed in the Senate.
  - 14.3.2.1 These meetings shall not include the consideration of organization funding requests.
  - 14.3.2.2 The date, time, location, and agenda of these meetings shall be published at least three (3) days in advance.

#### **14.4 Funding Request Guidance**

- 14.4.1 The Finance Committee, in concert with the Organizations Committee, shall publish and maintain guidance and instructions for recognized Graduate Student Organizations seeking to request funds.

#### **14.5 Funding Request Procedure**

- 14.5.1 A recognized Graduate Student Organization shall complete and submit a request for funding in the manner prescribed by the Finance Committee.
- 14.5.2 The members of the Finance Committee shall review the funding request prior to the meeting in which the request is to be considered.
- 14.5.3 The Chair shall inform the requesting organization of the date, time, and location of the meeting in which the request is to be considered.
- 14.5.4 The requesting organization shall be permitted to address the Committee at the meeting to explain the funding request and answer questions posed by the Committee.
- 14.5.5 The Chair shall make or entertain a motion to recommend allocation of funds in fulfillment of the request.
  - 14.5.5.1 The Committee may amend this motion, but no amendment shall increase the amount of funds greater than that which is requested.
- 14.5.6 The Committee shall vote upon the motion to recommend allocation of funds pursuant to these Rules.
- 14.5.7 If the motion is adopted, the Chair shall compose and introduce legislation in the Senate to allocate the funds as recommended by the Committee.

#### **14.6 Funding Request Evaluation Criteria**

- 14.6.1 The Finance Committee shall have the discretion to write, publish, and maintain the criteria by which funding requests shall be evaluated.
  - 14.6.1.1 Changes to the evaluation criteria may only take effect during the months of May, August, and December.
- 14.6.2 The goals of evaluation criteria shall be twofold:
  - 14.6.2.1 To ensure the fair and equitable distribution of funds to all recognized Graduate Student Organizations.
  - 14.6.2.2 To ensure that the organizations budget is spent but not over-spent by the end of the fiscal year.

# 15 APPENDIX C: ORGANIZATIONS COMMITTEE RULES

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## 15.1 Membership

15.1.1 The membership of the Organizations Committee shall consist of no fewer than four (4) and no more than eight (8) members of the Senate, in addition to the Chair and ex officio members.

## 15.2 Powers

15.2.1 The Organizations Committee shall have the power to oversee recognized Graduate Student Organizations and to enforce the rights and responsibilities enumerated in the Graduate Student Body Code.

15.2.2 By a majority vote, the Organizations Committee may introduce legislation in the Senate to recognize or derecognize a Graduate Student Organization.

## 15.3 Meetings

15.3.1 The Chair shall call meetings of the Committee as needed to consider business pertaining to Graduate Student Organizations.

15.3.2 The date, time, location, and agenda of meetings shall be published at least seven (7) days in advance.

15.3.3 If an organization is being considered for recognition or derecognition, members of the organization who attend the meeting shall be given an opportunity to argue their case for recognition or against derecognition.

## **16 APPENDIX D: PEGAS COMMITTEE RULES**

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### **16.1 Definitions**

- 16.1.1 PEG. The term “PEG” as used in these Rules refers to a Professional Enrichment Grant, a reimbursement-based grant that supports graduate student travel to conferences and field experiences.
- 16.1.2 PEGAS. The term “PEGAS” as used in these Rules refers to the Professional Enrichment Grant Application System, an online portal through which graduate students can apply for PEGs, review applications, and view the status of their applications.

### **16.2 Membership**

- 16.2.1 The PEGAS Committee shall consist of two co-chairs, the Awards Chair and Applicant-Reviewer Chair. The co-chairs may optionally enlist members to assist with non-confidential duties.

### **16.3 Powers**

- 16.3.1 The PEGAS Committee shall have the power to independently authorize the disbursement of funds from the PEGAS budget.
  - 16.3.1.1 This power shall be vested in the Awards Chair alone. No vote of the committee shall be required.

### **16.4 Meetings**

- 16.4.1 The PEGAS Committee shall hold at least one (1) open meeting per academic year to discuss and receive feedback from students concerning PEGAS policies and procedures.
- 16.4.2 The date, time, location, and agenda of meetings shall be published at least fourteen (14) days in advance.
- 16.4.3 In addition to formal meetings, the PEGAS Committee may hold informal training sessions to inform potential applicants and reviewers of PEGAS policies and procedures.

### **16.5 Roles**

- 16.5.1 Awards Chair
  - 16.5.1.1 The Awards Chair shall determine and publish the dates for application periods and review deadlines.

- 16.5.1.2 The Awards Chair shall grant PEG awards and authorize the disbursement of funds in fulfillment thereof.
- 16.5.1.3 The Awards Chair shall administer the PEGAS system in conjunction with the CGSG Webmaster.
- 16.5.1.4 The Awards Chair shall ensure the fair and equitable distribution of PEG awards pursuant to these rules and policies.
- 16.5.2 Applicant-Reviewer Chair
  - 16.5.2.1 The Applicant-Reviewer Chair shall educate and assist graduate students seeking to apply for PEGs.
  - 16.5.2.2 The Applicant-Reviewer Chair shall maintain all published manuals, policies, procedures, and guidance pertaining to PEGs and PEGAS.
  - 16.5.2.3 The Applicant-Reviewer Chair shall conduct all communication between the committee and users of PEGAS.

## **16.6 Application Policies and Procedures**

- 16.6.1 All currently enrolled Clemson University graduate students are eligible to apply for PEGs.
- 16.6.2 Applications shall be accepted three times per year, preceding the following event periods:
  - 16.6.2.1 September 1 – December 31 (Fall)
  - 16.6.2.2 January 1 – April 30 (Spring)
  - 16.6.2.3 May 1 – August 31 (Summer)
- 16.6.3 Applications for funding toward a particular event must be submitted in the application period immediately preceding the event period in which the event is to take place.
  - 16.6.3.1 Events which span multiple event periods shall be considered to occur in the period during which the event ends.
- 16.6.4 An applicant may submit no more than three (3) applications per academic year.
- 16.6.5 To qualify for an award, an applicant must perform the following for each application submitted:
  - 16.6.5.1 Complete all application fields before the application period deadline.

- 16.6.5.2 Exclude personally identifying information from all written sections of the application.
- 16.6.5.3 Peer review five (5) applications.
- 16.6.5.4 Provide an accompanying faculty attestation.

## **16.7 Award Policies and Procedures**

- 16.7.1 Applications shall be evaluated numerically by peer review and undisclosed algorithm.
  - 16.7.1.1 Scores shall be assigned for experience in leadership, service, career training/professional development, and the value of the event.
  - 16.7.1.2 The funding justification essay shall be evaluated by double-blind peer review.
- 16.7.2 The PEGAS Committee shall decide the amount of award funds allocated to each PEG event period.
- 16.7.3 The Awards Chair shall independently grant awards based on evaluation scores.
- 16.7.4 The Awards Chair shall announce awards no more than seven (7) days after the close of the review period.
- 16.7.5 After awards are announced, applicants shall be able view feedback on their application via PEGAS.
- 16.7.6 Upon returning from the PEG-funded event, awardees must complete an exit review via PEGAS before receiving any award funds.
- 16.7.7 Award funds shall be distributed by reimbursement upon submission of receipts.
  - 16.7.7.1 Receipts must be produced no more than fourteen (14) days after the end of the event period.

## **16.8 Committee Member Application and Award Policies**

- 16.8.1 Members of the PEGAS Committee who wish to apply for PEGs are bound by the same policies and procedures as all PEGAS applicants. No favoritism or special treatment shall be tolerated.
- 16.8.2 A Committee member who submits an application via PEGAS must send a copy of the application to the President of the Senate and Finance Committee Chair before the application deadline.

- 16.8.3 After the standard peer review and evaluation process, the President of the Senate and Finance Committee Chair shall analyze the reviews of the application to ensure that the reviews are consistent with the original application submitted. If any discrepancy indicating an ethical breach is found, the application shall be disqualified.
- 16.8.4 A Committee member who receives an award must obtain a signed letter from the President of the Senate and Finance Committee Chair indicating the award is authentic. This letter must be turned in with receipts along with the award letter generated by PEGAS.

## **16.9 Award Fairness Policy**

- 16.9.1 No applicant shall be awarded more than \$1000 per application; if travel for the awarded event is within the contiguous United States, no applicant shall be awarded more than \$750 plus taxes per application.
- 16.9.2 No application with an evaluation score below 70% shall receive an award.
- 16.9.3 The award funds for each event period shall be apportioned as follows:
  - 16.9.3.1 Ten (10) percent shall be reserved for qualifying applicants in the College of Architecture, Arts and Humanities.
  - 16.9.3.2 Ten (10) percent shall be reserved for qualifying applicants in the College of Agriculture, Forestry and Life Sciences.
  - 16.9.3.3 Ten (10) percent shall be reserved for qualifying applicants in the College of Business and Behavioral Science or Interdisciplinary Programs.
  - 16.9.3.4 Ten (10) percent shall be reserved for qualifying applicants in the College of Engineering and Science.
  - 16.9.3.5 Ten (10) percent shall be reserved for qualifying applicants in the College of Health, Education and Human Development, including the Eugene T. Moore School of Education.
  - 16.9.3.6 Fifty (50) percent plus unused funds from the reserved portions above shall be placed in a general fund, which may be used for qualifying applicants from any college, school, or program.
- 16.9.4 Applications with the highest scores which did not earn an award shall be placed on a waitlist. Award funds remaining from an event period after the receipt deadline shall be offered to waitlisted applicants and disbursed upon production of receipts.

## **16.10 Confidentiality**

16.10.1 All information submitted through PEGAS shall be considered sensitive. Anonymized applications may be shared outside the PEGAS Committee only for the purpose of peer review.

16.10.2 To ensure the integrity of the award process, the algorithms and formulae used in determining awards shall be considered confidential and shall not be shared with anyone other than the Awards Chair, Applicant-Reviewer Chair, President of the Senate, and CGSG Webmaster.

16.10.2.1 Any modifications to these confidential algorithms and formulae shall be decided jointly by the Awards Chair and Applicant-Reviewer Chair.

16.10.2.2 Modifications may not take effect during the time between the end of an application period and the corresponding announcement of awards.

## **16.11 Independence**

16.11.1 The PEGAS Committee may disqualify any applicant who harasses or attempts to improperly influence members of the Committee in their official capacities.

## **16.12 Appeals**

16.12.1 All award decisions are final once announced and are not able to be appealed.