



**Graduate and Professional
Student Government**

**UNIVERSITY OF IOWA
GRADUATE AND PROFESSIONAL STUDENT GOVERNMENT**

**CONSTITUTION AND BYLAWS REVIEW AND AMENDMENTS (CoBRA)
COMMITTEE**

CHARTER & BYLAWS

Last Amended March 2025

Contents	
Article I – Name.....	2
Article II –Object	2
Section 1. Mission Statement	2
Section 2. Authority and Responsibilities	2
Article III – Members	3
Section 1. Membership and Selection Procedure	3
Section 2. Ex-Officio Members.....	3
Section 3. Officers	3
Section 4. Voting Members	4
Section 5. Term of Office and Removal	4
Article IV – Meetings	4
Section 1. Activity	4
Section 2. Regular Meetings	5
Section 3. Special Meetings	5
Section 3. Quorum.....	5
Section 4. Voting	5
Section 5. Approving Recommendations.....	5
Article IV – Amendments to CoBRA Charter & Bylaws	6

Article I – Name

The name of this committee shall be the GPSG Constitution and Bylaws Review and Amendments Committee. This committee may also be referred to as the CoBRA Committee.

Article II –Object

Section 1. Mission Statement

The object of this committee is to aggregate proposed amendments to the Governing Documents of the University of Iowa Graduate and Professional Student Government, to discuss the proposed amendments, and to recommend proposals for adoption to the full GPSG Delegate body.

Section 2. Authority and Responsibilities

In fulfilling this responsibility, the committee will:

- Conduct periodic reviews of the GPSG Governing Documents

- Discuss aggregated amendments and vote to approve and recommend to full GPSG meeting.
- Implement changes to GPSG Governing Documents and provide the GPSG Communications Director with the revised documents for distribution following GPSG Delegate body approval

Article III – Members

Section 1. Membership and Selection Procedure

Any current GPSG delegate or director shall be eligible for membership on the committee. At the beginning of a reviewing administration, the Cabinet Director shall solicit interest in the committee and fill seats throughout the summer. All committee seats shall be filled and announced at the GPSG meeting in August. Seats will be filled for the duration of the administration.

Membership shall be comprised of the following individuals:

- GPSG Cabinet Director (Co-Chair, ex-officio)
- GPSG Vice President (Co-Chair, ex-officio)
- Four (4) GPSG Delegates not to be from the same member government
- Three (3) GPSG Directors not to be from the same member government
- Two (2) additional ex-officio members as outlined in Art. 1 Section 2

Delegates and Directors will serve as voting members on this committee.

Section 2. Ex-Officio Members

The GPSG President, Vice President, Cabinet Director, and Communications Director shall also serve as ex-officio members.

Section 3. Officers

The CoBRA Committee will have three officers – two co-chairs and a notetaker. The officers shall perform the duties outlined in these bylaws.

The Co-Chairs shall be the GPSG Cabinet Director and the GPSG Vice President. The notetaker shall be the GPSG Communications Director. The co-chairs will schedule meetings, determine the committee's working timeline, and present findings to the delegate council.

Section 5 of Article III below outlines the replacement process should a chair or notetaker vacate their position.

Section 4. Voting Members

All seven member governments should be represented across the seven voting seats. No one member government should have more than one director or delegate on the committee, with the exception of ex-officio members.

Delegates who serve on the CoBRA Committee will do so in addition to their required GPSG committee.

Section 5. Term of Office and Removal

The Committee Officers and Voting Members shall hold their committee positions for the duration of their role within the GPSG Administration.

In the event that the Committee Officers resign or are removed from their GPSG Executive Team roles, the following actions will be taken. In the event that one of the Co-Chairs resigns or is removed from their GPSG Office, the other Co-Chair will serve as a standalone chair for the remainder of the year. In the event that the Notetaker (Communications Director) resigns or is removed from their GPSG Office, one of the Co-Chairs will assume the responsibility of being the notetaker for the remainder of the year. In the event that both the Co-Chairs resign or are removed from their GPSG Offices, the GPSG President will serve as a standalone chair for the remainder of the year.

In the event that the Co-Chairs and Notetaker all resign or are all removed from their GPSG Offices, the GPSG President will serve as the standalone Chairperson for the remainder of the year. The GPSG President can assume the responsibility of the notetaker or can appoint another director not already serving on the committee to fill this role for the remainder of the year.

In the event that a Voting Member (delegate or director) needs to resign from the committee or is removed, the member government they represent shall be responsible for appointing a replacement of the same office (i.e. replacing a director with another director) within 2 weeks.

If the representative was a director and no other directors are from that member government, a delegate from the member government may fill the role for the remainder of the administration.

Article IV – Meetings

Section 1. Activity

The CoBRA Committee will be active at a minimum of every two academic years. An administration which has an active CoBRA Committee will be referred to as a “reviewing year” or “reviewing administration” throughout this document.

The CoBRA Committee shall be active on opposite years as the GER Committee.

The GPSG Executive Core may decide to assemble the committee outside of a reviewing year if changes need to be made.

Section 2. Regular Meetings

During a reviewing administration, the CoBRA committee regular meetings shall occur no less frequently than monthly. The Co-Chairs will establish an agenda for each meeting. The agenda, together with additional materials, will be distributed to all committee members at least 24 hours before the regular meetings. Meeting minutes shall be drafted by the notetaker. Committee members can request amendments to minutes with a simple majority vote at the next meeting.

Section 3. Special Meetings

The CoBRA committee may hold special meetings at the discretion of the Co-Chairs. Special meetings may be called to address urgent issues for which a regular meeting would not fulfill. They may also be called upon the written request of at least two members of the committee membership.

Section 3. Quorum

A simple majority of Voting Members (4) shall constitute a quorum. Official representatives may be removed at the discretion of the Co-Chairs following two successive absences from regular meetings. Alternatively, the GPSG Delegate body may vote to remove Voting Members with a simple majority vote without cause. Removed members will not count towards quorum requirements.

Section 4. Voting

Each member of the committee, excluding all Ex-Officio members, shall be entitled to one vote on each matter presented before the Committee.

In the event that an even number voting members are present and there is a tie, the Co-Chairs shall be entitled to cast a singular tiebreaking vote. Should the Co-Chairs not agree on the tiebreaking vote, the vote will be tabled until the next committee meeting.

Section 5. Approving Recommendations

All recommendations to the full GPSG must be first passed by a simple majority within the committee. Any approved recommendations will be proposed to the GPSG delegate body by the Co-Chairs through legislation.

Legislation must be presented to the delegates no later than the January GPSG meeting to be voted on at the February Meeting. As outlined in the GPSG Charter, amendments require a three-fourths (3/4) majority to approve. Amendments to the Constitution and Bylaws require a two-thirds (2/3) majority to approve.

In the event that the CoBRA Committee has failed to meet for two consecutive active years, the Cabinet Director shall conduct an independent review of the Governing Documents and present them to the delegates for a vote.

Article V – Amendments to CoBRA Charter & Bylaws

This committee shall be reviewed and evaluated by the GPSG Executive Leadership team and the CoBRA committee at least every two academic years. Any proposed changes shall be submitted to the GPSG Delegates for approval. Any amendments to the charter and bylaws must pass with a two-thirds (2/3) majority vote of GPSG delegates.