Constitution

ARTICLE I. OBJECTS AND PURPOSES

Section 1
The objects and purposes to which the Graduate Student Council ("GSC" or "Council") is dedicated are as follows:

- To serve as the official representative body of the students of the Graduate School of Arts and Sciences (GSAS) at Harvard University.
- To provide a forum for discussion of issues internal and external of concern to graduate students.
- To represent graduate student interests before the Harvard faculty and administration.
- To organize, promote, and conduct activities beneficial to graduate student life.
- To disseminate information of interest to students in the Graduate School of Arts and Sciences.
- To provide support and assistance to Graduate Student Organizations.
- To own and manage property and accounts which will assist in securing the above objectives.
- To select graduate students for appointment to faculty and university committees.
- To provide a common association among graduate students in all divisions and departments of the Graduate School of Arts and Sciences.

ARTICLE II. MEMBERSHIP

Section 1
Membership in the GSC is open to all registered GSAS students who have paid their annual GSC fee.

Section 2: Students in Degree Programs
Students in advanced degree programs will automatically be members of the GSC and must pay the annual GSC fee - unless demonstrating financial hardship.

Section 3: Special Students
Special students are not automatically members, but may petition for membership through the GSAS Special Students Office.

Section 4: Traveling Scholars
Traveling scholars are not automatically members, but may petition for membership through the GSAS Student Affairs Office.
ARTICLE III. REPRESENTATIVES

Section 1: Composition
The GSC shall consist of those students of the Graduate School of Arts and Sciences elected or appointed as representatives to the Council by their respective division, department, committee, program, or officially recognized student group.

Section 2: Representation
Each division, department, or committee associated with the Graduate School of Arts and Sciences (as listed in the GSAS Handbook) is entitled to direct representation on the GSC. There shall be no more than three representatives per department. The number of representatives accorded to any division, department, or committee shall be dependent upon its total number of students registered within the Graduate School of Arts and Sciences; programs with 1-35 students are entitled to submit one representative; 36-70 students, two representatives; more than 70 students, three representatives. Student organization representatives are nonvoting members unless they are also departmental representatives in any vote made following parliamentary procedures.

Section 3: Duties
Departmental representatives shall serve as voting members of the GSC. Each departmental representative shall receive a single vote in the Council session. All departmental representatives shall represent the concerns of their constituencies before the Council and communicate the proceedings of the Council to their constituencies. Although departmental representatives bear particular responsibilities to the graduate students of their division, they shall also represent the interest of students in the Graduate School of Arts and Sciences at-large.

Section 4: Proxies
If a departmental representative is unable to attend a meeting of the Council, he or she shall appoint a graduate student of that department as proxy, and shall provide the proxy with a signed statement of acknowledgment to that effect. Following the acceptance of the statement by the Chair, the proxy shall assume all duties and privileges of the representative for the duration of the meeting.

Section 5: Census
The President, and at his or her discretion the Elections Committee chaired by the Parliamentarian, shall conduct a census of the registered GSAS students in each department or program and communicate to that department the number of representatives to which they are entitled as described in Section 2 no later than a week before the first meeting of the GSC of the academic year. This information will also be made available electronically on the website of the GSC.
Section 6: Elections
Each division, department, committee, or officially-recognized student organization shall be responsible for coordinating its own procedures for selecting representatives. The Elections Committee shall inform all divisions, departments, and committees not currently represented on the Council of the opening of nominations. Selection procedures shall be as determined by the graduate students of the division, department, committee, or student organization.

Section 7: Term of Office
Representatives shall serve a term of office concurrent with the academic year. New representatives shall take office at the first meeting of the fall term and remain in office until the beginning of the next fall term.

Section 8:
The President, and at his or her discretion the Elections Committee chaired by the Parliamentarian, shall compile a list of official department representatives no later than the October meeting of the GSC. This information will also be made available electronically on the website of the GSC.

ARTICLE IV. MEETINGS

Section 1: Schedule
Meetings of the GSC shall be held once a month while courses are in session. Meetings may be scheduled, rescheduled, or cancelled by vote of the Council or at the discretion of the President.

Section 2: Procedure
Meetings will follow parliamentary procedure as defined in the By Laws. A motion may be proposed by any member of the Council, with the exception of the Chair. A motion may be seconded by any member of the council, with the exception of the Chair and the member proposing the action. Any duly seconded motion shall be passed upon receiving the affirmation of a majority of the members present, and shall be otherwise defeated.

Section 3: Suffrage
Each representative, as defined by Article III, may cast one vote. Each elected Executive Committee member, except the President who only votes in the case that his or her vote would determine whether a vote passes or fails, carries one vote. No individual may cast more than one vote.”
ARTICLE V. OFFICERS

Section 1
The elected officers of the GSC shall be the President, Vice President, Secretary, and Treasurer, who shall serve as official representatives of the Council.

Section 2: Duties of the President
The President shall serve as Chair of the GSC and shall preside at all of its meetings. He or she shall sit as a member of the Committee on Graduate Education, ex-officio. He or she shall serve as the official representative of the Council, and shall have ultimate responsibility for the proper observance of all responsibilities delegated to members of the GSC or of any committee thereof. The President shall also serve as the Chair of the Mini-Course Selection Committee.

Section 3: Duties of the Vice President
The Vice President shall serve as acting chair of the GSC in the absence of the President, and during such time assume all the duties of that office. He or she shall assist the President in the proper observance of all responsibilities delegated to the members of the GSC or any committee thereof. The Vice President shall have the responsibility for regular Council responsibilities including chairing the committees for GSAS Commencement Marshalls and Mentoring Awards. Along with the Secretary, the Vice President also co-chairs the committees for conference and summer research grants.

Section 4: Duties of the Secretary
The Secretary shall keep a record of the proceeding of all meetings of the Council, and shall distribute copies of that record to all representatives before the next meeting of the Council. He or she shall be responsible for all other correspondence of the Council. He or she shall maintain a current file of all minutes of the meetings of the council, together with any additional documentation of interest to the Council. The Secretary shall keep a current list of the membership of the GSC and its representatives to all internal and external committees, and shall inform the chairs of such bodies following selection of those representatives. Along with the Vice President, the Secretary also co-chairs the committees for conference and summer research grants.

Section 5: Duties of the Treasurer
The Treasurer shall serve as Chair of the Funding Committee. He or she shall keep a full account of money expended and received, and shall make a report of such account at such time as the Council may desire. He or she will coordinate University-administered receipts and all expenditures and financial responsibilities of the Council. He or she shall have charge of all accounts managed by the Council.
ARTICLE VI. EXECUTIVE COMMITTEE

Section 1: Composition
The Executive Committee of the GSC shall consist of the Officers of the Council, the seven at-large representatives, and the Advisor to the Council as voting members. Appointed coordinators shall serve as nonvoting members of the Executive Committee.

Section 2: At Large Representatives
One representative from each of the three divisions of the Graduate School (Humanities, Natural Sciences, Social Sciences), one representative from the Longwood Medical Area shall be elected to serve as members of the Executive Committee, one representative for Interdisciplinary programs, one for School of Engineering and Applied Sciences (SEAS), one for terminal Masters degree students, and one for international students. Election of at large representatives will follow the same procedure as the election of officers (Article VIII).

Section 3: Advisor to the Council
Upon the request of the President, the Advisor to the Council will help maintain continuity of the GSC's agenda between administrations. Any previously elected officer (President, Vice President, Secretary, Treasurer) may run for the position of Advisor to the Council. Election of the Advisor to the Council will follow the same procedure as the election of officers (Article VIII). This position may remain vacant if a suitable candidate is not found.

Section 4: Responsibilities
Members of the Executive Committee shall carry out the wishes of the Council between regular Council meetings and pursue the agenda approved by the Council. The Executive Committee shall meet regularly with the GSAS Administration and other University officials. The Executive Committee shall have the authority to fill vacancies in any position of the Council as stipulated in the Constitution. Notice of missing a meeting should be given in writing to either the chair of the meeting or the secretary of the meeting prior to the meeting. It is expected that Executive Committee members should miss no more than 25% of the Executive Committee, Open, and Dean’s Meetings in a semester, barring exceptional circumstances, which shall be determined on a case-by-case basis by the Officers of the GSC. Failure to do so may result in removal from office through a two-thirds vote of the Executive Committee.

Section 5: Internal Procedure
The Executive Committee will be chaired by the President of the Council, who shall only vote in the case of a tie. The Executive Committee may meet both in person or by electronic mail. At least one half of the Executive Committee must be present for a quorum. A majority of the voting members must approve a motion of the Executive Committee for it to be passed. Except as noted, the Executive Committee will follow the same rules and procedures as the Council as a whole.
ARTICLE VII. APPOINTED POSITIONS

Section 1: Parliamentarian/Ombuds Coordinator
The Parliamentarian/Ombuds Coordinator shall be appointed by the President and approved by the Executive Committee to be sure that the Council Constitution and By Laws are upheld. He or she shall also assure that the legislation approved by the Council is carried out by the officers and Executive Committee.

Section 2: Publicity Manager
The Publicity Manager shall be appointed by the President and approved by the Executive Committee. He or she shall be responsible for the information exchange and publicity of the Council, including the Council world wide web pages, electronic mailing list, electronic mail aliases, etc. The Publicity Manager chairs the delegation to the IT committee.

Section 3: Additional Positions
Additional appointed positions may be created by vote of the Council and insertion into the By Laws (i.e., Constitutional amendments are not required).

Section 4: Vacancies
If, for any reason, a vacancy occurs in an appointed position, nominations for that position shall be opened immediately by the President, and the vacancy shall be filled at any time by majority vote of the Executive Committee.

Section 5: Officer Assistants
Each officer of the Council may, at his or her discretion, appoint a staff to assist in the performance of his or her duties. Staff members shall not be required to be Council representatives.

Section 6: Removal
Individuals serving in appointed positions may be removed from office for dereliction of duties or abuse of power by majority vote of the Executive Committee.

ARTICLE VIII. ELECTION OF OFFICERS

Section 1: Elections Committee
The Elections Committee shall be chaired by the Parliamentarian/Ombuds Coordinator and shall have the responsibility of overseeing the election of officers and committee representatives.

Section 2: Nominations
Nominations for officers of the council shall be opened on March 1. All members (i.e., not only elected representatives) are eligible for nomination to any office of the Council. All nominations shall be delivered to the Elections Committee.
Section 3: Term of Office
The term of office for Council officers shall run from the day after Commencement to Commencement. All officers shall assume office on the day after the Commencement following the election, with the exception of officers elected to fill vacancies existing on or after Commencement, who will assume office immediately.

Section 4: Term Limits
No member may serve as President of the Council for more than two consecutive terms.

Section 5: Procedure
Election of officers for the following year shall take place at the April meeting as the first item of business.
Each representative (as defined in Article III, Section 2) currently in office and in attendance shall be entitled to cast one vote. To be elected, a candidate must receive a majority of the votes cast. In the event that a candidate should seek a position unopposed, that candidate may be elected by hand count. In the event that two or more candidates should seek a single position, the election shall be conducted by secret ballot.
In the event that three or more candidates should seek a single position, the election shall be conducted by Instant Runoff Vote: all voters shall rank the candidates in order of preference, and each ballot shall be credited toward its first choice candidate. If no candidate should receive a majority of votes, the last place candidate shall be eliminated and ballots credited to that candidate redistributed to their respective next eligible choices. This procedure continues until one candidate receives a majority. In case of a tie for last place at any point in the count, that candidate shall be eliminated who was most recently behind in previous counts; if the tie dates back to the original count, it shall be decided randomly.

Section 6: Vacancies in the Office of President
If, for any reason (including change in student status), a vacancy occurs in the office of President, the Vice President shall become the President and the office of Vice President shall be considered vacant. If the office of Vice President is also vacant, the line of succession shall follow in the order of positions as listed in Article V.

Section 7: Vacancies in Other Elected Offices
If, for any reason (including change in student status), a vacancy occurs in an elected office other than President, the President shall inform the representatives and members of the vacancy and nominations for that office shall be opened immediately. If such a vacancy would cause hardship on the Council, the Executive Committee may select an interim officer until the next Council meeting.
ARTICLE IX. REMOVAL FROM OFFICE

Section 1
An officer can be removed from office for abuse of power or dereliction of duties.

Section 2: Initiation of Recall Procedures
Any member of the Council shall be able to initiate recall procedures by providing a petition signed by at least one-fifth of current representatives to the Parliamentarian/Ombuds Coordinator, who shall verify the signatures. Such a petition must specify the reasons for the recall.

Section 3: Response
The subject of the recall shall have the opportunity to be notified of the charges and have the right to defend him/herself before the Council. He/she may further include a written defense to accompany the validated recall petition when it is distributed to the representatives.

Section 4: Recall Vote
At the next meeting of the Council, the petition will be presented by those initiating it (or their designate(s)) and the subject of the recall given the opportunity to defend him/herself. After a period of questions, the Elections Committee shall hold a recall election in which each representative present is afforded one vote. If two-thirds of those representatives present vote for recall, the office will be declared vacant.

Section 5: Exclusion
The subject of a recall shall lose their vote in the Executive Committee while the recall procedures are pending. If the President is the subject, he or she shall pass the role of Chair of the Council and Executive Committee to the Vice President while the recall procedures are pending.

ARTICLE X. COMMITTEES OF THE COUNCIL

Section 1: Standing Committees
The GSC shall have several standing committees:
• Funding Committee: 5 members plus Treasurer, as ex officio chair and having the responsibility for awarding funds for student organizations and for proposing and overseeing the annual budget of the Council. The voting members of the Funding Committee cannot be executives of the student organizations that are asking for money. All candidates for election to the Funding Committee must declare any affiliations to student groups at the time of their election to said committee.

• Conference Grant Selection Committee: Consists of the Vice President, Secretary, and one other member of the GSC. Awards grants for travel to conferences and for summer research to graduate students.
• Constitutional/By Laws Committee: unlimited membership, chaired by the Parliamentarian/Ombuds Coordinator and having the responsibility for overseeing Council procedure and recommending any structural changes to enhance the efficiency of the Council

• Election Committee: 5 members, chaired by the Parliamentarian/Ombuds Coordinator and having the responsibility for overseeing the elections of the Council

• Graduate Student Health Advisory Committee: unlimited membership and with the responsibility for addressing the health concerns of GSAS students and communicating with University Health Services or other University officials in this regard

• Social Committee: unlimited membership and having the responsibility for planning and organizing the social activities of the Council in communication with the staff of Dudley House

• Mini Course Committee: unlimited membership and having the responsibility of selecting J-term mini courses to be funded by the GSC. Students who have applied for funding may not sit on this committee.

• GSC Excellence in Mentoring Award Committee: comprised of the At-Large Representatives and the Secretary and chaired by the Vice President and having the responsibility of overseeing the GSC Everett Mendelsohn Excellence in Mentoring Awards program.

• Commencement Marshals Committee: comprised of At-Large Representatives and the Secretary, and chaired by the Vice President and having the responsibility of overseeing the marshal selection process.

**Section 2: Ad Hoc Committees**
The Council may establish ad hoc committees at any time by majority vote of the Council or of the Executive Committee. Ad Hoc committees shall have the same legitimacy of standing committees, but may be disbanded by majority vote of the Council or of the Executive Committee or upon completion of duties.

**ARTICLE XI. SELECTION OF COMMITTEE REPRESENTATIVES**

**Section 1: Eligibility**
All members (i.e., not only elected representatives) are eligible to serve on internal and external committees.

**Section 2: Election**
Members must communicate their interest in serving on an internal GSC or external Faculty and University committee when nominations are opened and/or a vacancy occurs. Committee representatives will be elected by a majority vote of the GSC. Interim committee
representatives may be approved by the Executive Committee under the recommendation of the President pending approval of the GSC.

Section 3: Responsibilities
Representatives to committees shall report to the Council on the activities of their committee and represent the concerns of GSAS students to that committee. Representatives must attend all meetings of their committee. All absences must be reported to and approved in advance by the President of the Council.

Section 4: Removal from Office
Representatives who do not uphold their duties are subject to recall by majority vote of the Council or Executive Committee.

ARTICLE XII. FINANCES
Section 1: Preparation of Budget
The Treasurer, and at his or her discretion a Budget Committee, shall be responsible for preparing the budget for all GSC activities preceding the academic year in which the budget shall take effect. It will be reviewed by the President and presented for review to the Administrative Advisor to the GSC and the Assistant Dean of Finances for GSAS. It must then be presented to and approved by the GSC with a majority vote. All proposed budgets must be balanced, meaning that there will not be a deficit.

Section 2: Financial Records
The Treasurer shall keep a record of all receipts and expenditures of the Council over the course of the year and report on finances to the Council each month.

Section 3
The Funding Committee shall be further charged with providing support for the basic operating and programming expenses of GSAS student organizations.

Section 4: Staff
The Executive Committee or Council may approve the creation of paid staff positions where appropriate and as enumerated in the By Laws.

ARTICLE XIII. BY LAWS

Section 1: Existence of By Laws
The Council shall have an accompanying statement of By Laws which shall serve as the operational document of the Council.

Section 2: Approval
The By Laws shall be adopted by a majority vote of the representatives present.
Section 3: Amendments
The By Laws may be amended in the following manner. An amendment may be proposed by any representative to the Council as a duly seconded motion. If the motion is passed by the vote of the majority of the Council members present, the secretary shall then submit a text of the proposed amendment to all the members of the Council. Ratification by one-half of the representatives in attendance shall be required for adoption. Ratification shall be in writing, and shall be completed at the next meeting of the Council. The date on which amendments come into effect must be decided at the time of the ratification of the amendment.

Section 4: Suspension
Individual statements of the By Laws may be temporarily suspended by a vote of two-thirds of the representatives of the Council in attendance at a meeting. This suspension shall only be in effect until the beginning of the next meeting of the Council.

Section 5
Upon the election of a new President, a copy of the By-Laws of the GSC will be printed and archived by the Secretary.

Section 6
The By-Laws of the GSC will be reviewed by the Constitutional/By-Laws Committee and amendments presented to the GSC for ratification upon the election of a new President and a copy of the revised document will be printed and archived by the Secretary. This copy will be considered the official version of the By-Laws.

ARTICLE XIV. AMENDMENTS

Section 1
This Constitution may be amended in the following manner. An amendment may be proposed by any representative to the Council as a duly seconded motion. If the motion is passed by the vote of the majority of the Council members present, the secretary shall then submit a text of the proposed amendment to all the members of the Council. Ratification by two-thirds of the representatives in attendance shall be required for adoption. Ratification shall be in writing, and shall be completed by the second Council meeting after the proposal of the amendment. The date on which amendments come into effect must be decided at the time of the ratification of the amendment.

Section 2
Upon the election of a new President, a copy of the Constitution of the GSC will be printed and archived by the Secretary.
Section 3
The Constitution of the GSC will be reviewed by the Constitutional/By-Laws Committee and amendments presented to the GSC for ratification upon the election of a new President and a copy of the revised document will be printed and archived by the Secretary. This copy will be considered the official version of the Constitution.

ARTICLE XV. ADOPTION

Section 1
This Constitution shall be effective immediately upon passage.