By Laws

ARTICLE I: Meetings

Section 1. Graduate Student Council (hereafter “GSC” or “Council”) meetings shall be held monthly during the time when classes are meeting (October-December and February-May).

Section 2. Meetings shall be publicized by posters in the GSAS Residence Halls, Dudley House, and departments, as well as announced in the GSAS Bulletin and on the GSC mailing list.

Section 3. Meetings shall follow the procedures of the latest edition of Robert's Rules of Order at the discretion of the Parliamentarian. That is, meetings shall be informal without objection.

Section 4: All persons eligible for GSC membership under Article II Section 1 of the Constitution shall have speaking rights at the open meetings. Additional speaking rights to be provided at the discretion of the Executive Committee or by majority vote of the GSC.

ARTICLE II: Attendance

Section 1. The Secretary shall keep the records of attendance of departmental representatives and student organization representatives.

Section 2. The list of those graduate programs attending or not attending each meeting shall be included in the monthly minutes.

Section 3. To receive credit for meeting attendance, a member must sign in on the attendance sheet at each meeting, which shall serve as the official list of members present. Failure to properly sign in may result in an absence.

ARTICLE III: Committee Representatives

Section 1. The GSC shall select representatives to various external committees of the Faculty of Arts and Sciences and University, including the Committee on Graduate Education (CGE), FAS Library Committee, IT Committee, and Advisory Committee on Shareholder Responsibility (on a rotating basis with the other graduate schools).

Section 2. The Council shall select representatives to the Harvard Graduate Council (HGC) to represent the interests of GSAS students with students from the other graduate schools.

Section 3. The Council shall appoint liaisons to the Undergraduate Council (UC), the Graduate Dormitory Council (GDC) and Dudley House.
Section 4: Committee representatives shall be elected following the procedures outlined in Article X of the Constitution.

Section 5: Liaisons shall be appointed following the procedures outlined in Article VII of the Constitution.
ARTICLE IV: Council Office

Section 1. The GSC shall maintain an office for Council business to be located in Dudley House. Keys to the office shall be available to officers of the Executive Committee and must be returned upon completion of those offices or duties.

Section 2. The Council may employ a paid office assistant for administrative and routine tasks subject to budget.

Section 3. Misuse of the office shall be considered abuse of power and be grounds for removal from office.

ARTICLE V: Electronic Resources

Section 1. The Council shall maintain a world wide web site, overseen by the Publicity Manager, for distribution and publicity of Council information.

Section 2. The Council shall maintain a moderated electronic mailing list for distribution of Council information and news of interest to GSC students, overseen by the Publicity Manager. This list shall be available for subscription by any interested parties.

Section 3. The Council shall maintain an electronic mail address at which it can be contacted.

Section 4. The Publicity Manager is responsible for maintaining the Council’s social media.

ARTICLE VI: Council Affiliations

Section 1. The Council shall have the right to affiliate with other organizations as appropriate upon the majority vote of representatives or the Executive Committee.

Section 2. The GSC is a GSAS student group and as such is bound by the Handbook for Student Groups.

ARTICLE VII: GSC Fee

Section 1. The GSC shall receive income from an annual fee of $25 assessed on all resident GSAS students on August term bills.

Section 2. The level of the fee may be changed by vote of the Council in amending the appropriate By Law. As stipulated in the Constitution, prior notice and a majority vote of the representatives present is required for amendment.
ARTICLE VIII: Computer Facilities

Section 1. The GSC shall operate computing facilities for the benefit of GSAS students in Dudley House.

Section 2. These facilities shall be free of charge to all those who have paid the annual GSC Fee and are primarily to be used for affairs related to the GSC or GSC-sponsored student organizations.

Section 3. The Council may employ a Computer Manager to administer GSC computing facilities, install new equipment, maintain all facilities, and respond to technical problems.

Section 4. In consultation with the Dudley House Undergraduate Office, the Council may extend GSC computing privileges to the Dudley House undergraduate community.

ARTICLE IX: Conference and Research Grants

Section 1. Conference Grants are designed to support GSAS students attending conferences in their field of study, and are awarded in October ("Fall"), January ("Winter"), and May ("Spring"). Grants authorized after September 1, 2009 may cover up to $750 of total allowable expenses and are intended to help defray some of the expenses incurred while attending conferences. Students may not be reimbursed for a total amount larger than that requested in their grant application. Applications may be submitted in advance of conference or retroactively before the next Conference Grant deadline (although the Fall Round will only consider retroactive applications for conferences occurring after July 1).

Section 2. Summer research grants of a maximum of $1000 are available for students doing research during the summer vacation period and are awarded in May. Summer research grants are given as a stipend and do not require receipts.

Section 3. The money to be distributed at each round will be determined by the Treasurer, based upon the number of applications received or expected.

Section 4. In order to be eligible to receive a GSC Conference or Research Grant, an applicant must be a GSC member (i.e., the applicant must have paid the annual GSC Fee) and be enrolled full-time in a degree-granting program which has been represented at at least half of the regular monthly GSC meetings in the previous semester.

Section 5. Accountable expenses for Conference Grants include transportation (by the most economical means available), lodging (excluding food), registration fees, and expenses related to presenting a paper (photocopying, etc.). Personal expenses (including food) and costs related to personal advancement, such as copying and distribution of resumes, are not accountable expenses.

Section 6. Any research expense which is related to a degree requirement is an allowable expense for Summer Research Grant applicants. This includes language training which is unavailable at Harvard but which is critical to the student's research.
Section 7. No more than three students from a single graduate program may receive GSC Conference or Summer Research Grants during an academic year.

Section 8. A complete Conference or Summer Research Grant application will include a letter of recommendation from a faculty member which refers specifically to the relevance of the conference or research project for the applicant's academic progress and career and a completed application form. The application form will include a description of participation in the conference or of the importance of the summer research project and a detailed budget of expenses anticipated and/or incurred, including other sources of funding and support, if any.

Section 9. The Selection Committee for Conference and Summer Research Grants will consist of the GSC Vice President, the GSC Secretary, two GSAS Deans, one faculty member, and one student member of the GSC at large.

Section 10. Students from departments represented on the executive council at the time of the grant application are considered eligible for summer research and conference grants regardless of the attendance of additional department representatives, provided that the executive council member from their department regularly attends executive council meetings.

ARTICLE X: Student Group Funding

Section 1. Student organizations include both student groups and departmental students groups. Departmental student groups are defined as student groups specific to individual departments.

Section 2. Eligibility

Sub-section 2.1 The GSC provides funding for officially registered GSAS student organizations for operational expenses and special events.

Sub-section 2.2 Student organizations seeking GSC support must submit the appropriate funding request forms by the date and time specified for the appropriate funding round as posted on the website.

Sub-section 2.3 Any student organization seeking funding from the GSC must send a representative to the Council meeting wherein their funding is considered by the full Council. If a representative of the student organization does not attend, the student organization will not receive funding at that meeting.

Section 3. Allocation of Funding to Student Organizations

Sub-section 3.1 Funding requests will be considered by the Funding Committee which will make a recommendation for approval to the full Council at the next GSC meeting.

Sub-section 3.2 Funding decisions will be based upon the appeal of the funded event or organization to a cross section of the GSAS student body. In general, events should appeal to students in more than
one academic program. Attempts to seek alternative sources of funding are strongly encouraged and will result in more favorable consideration of funding requests.
Sub-section 3.3 Funding decisions will be sent to the parties designated below at least one week prior to the full Council vote. This information will be sent to the student contacts listed on the funding application form for each student organization that applies for funding in a given round. Each student organization will have up until, but not including the day of the open Council meeting, to contact the Treasurer for clarification on funding decisions and to make appeals. The Treasurer will confer with the Funding Committee on all appeals made.

Section 4. Responsibilities of Student Organizations Upon Award of Funding

Sub-section 4.1 Financial support from the Council does not represent GSC responsibility for the funded event of organization, nor does it represent support in any other capacity.

Sub-section 4.2. Student organizations receiving GSC funding must acknowledge this support on all publicity for the event or organization.

Sub-section 4.3. Student organizations receiving GSC support are expect to take advantage of all available means of publicity to GSAS students, including -- but not limited to -- posters in Dudley House and the GSAS Residence Halls, announcement in the GSAS Bulletin, and publicity by relevant departments and organizations.

Sub-section 4.4 Events being supported by GSC funding are required to be posted on the GSC on-line Calendar.

ARTICLE XI: **GSAS Student Survival Guide**

Section 1. The GSC shall publish an annual guide to graduate student life at Harvard (GSAS Student Survival Guide or Survival Guide), listing resources and offering suggestions in a student-accessible format.

Section 2. This guide shall be distributed to incoming GSAS students at GSAS Orientation each fall. Copies will also be available to continuing students and appropriate administrative and academic offices.

Section 3. The Council may employ an editor for the guide each year, to be sure all information is correct and up-to-date. Further, the editor will continue refine the coverage of the guide so that it best meets the needs of the GSAS student body. Compensation for the editor will be determined by the Funding Committee.

ARTICLE XII: **Selection of GSAS Marshals**

Section 1. The GSC shall be responsible for the selection of GSAS Commencement Marshals each year. The duties and responsibilities of the marshals shall be determined by the Office of the University Marshal and the GSAS Office of Alumni Affairs.
Section 2. A standing committee for selection of marshals, to be chaired by the Vice President of the Council, shall convene each spring and oversee the marshal selection process. At-large representatives shall sit on this committee.
Section 3. The committee shall solicit nominations for marshals from academic departments, divisions, and committees for those students receiving advanced degrees (Ph.D., A.M., S.M. of M.F.S) who will be attending the Commencement exercises. A completed nomination shall include a curriculum vitae (or similar) from the student nominee and a letter of support from a faculty member or administrator. Students who wish to be considered for nomination should make their interest known to their department administrator.

Section 4. In determining which students to select, the marshal selection committee should look for service to their community, especially within their department, the Graduate School, or the University. GSAS marshals are not meant to reward academic performance or excellence in scholarship.

Section 5. No student who will be nominated to be a marshal shall serve on the selection committee. If the Vice President of the Council will be nominated, another officer shall chair the committee. If all officers will be nominated, a committee chair shall be chosen by the Council.

ARTICLE XIII: **GSC Everett Mendelsohn Excellence in Mentoring Awards**

Section 1. The GSC shall recognize one or more faculty members each year for excellence in mentoring of GSAS students.

Section 2. The GSC Excellence in Mentoring Awards Committee shall oversee the awards program. The Vice President shall chair this committee, comprised of the At-Large Representatives.

Section 3. Nominations shall be solicited from GSAS students and kept in confidence. The Awards Committee shall publicize the awards throughout the GSAS student body.

Section 4. The Awards Committee shall select one or more faculty members each year to receive the award. The Committee will endeavor to distribute the awards throughout graduate programs, but will select only the most deserving faculty members.

Section 5. Recipients of the GSC Excellence in Mentoring Award will be honored by an annual reception and have their name inscribed on a plaque to remain in the graduate student center. In addition, the Council may offer a memento to award recipients in recognition of their award. The Committee will also publicize the names of the winners for appropriate recognition among the Faculty and across the University.

Section 6. A faculty member may not receive the award in multiple years from the nomination of the same student. However, a faculty member may receive multiple awards based upon the nominations of different students. There is no limit upon the number of years in which a student may nominate the same -- or multiple -- mentors.

ARTICLE XIV: **GSC Mini-Courses Committee**
Section 1: Mini-Courses are designed to provide opportunities for GSAS students to teach a course in a subject in which they have expertise during January@GSAS.”

Section 2: The total amount of money to be allocated to January@GSAS will be determined by the Treasurer in the annual budget.
Section 3: In order to be eligible to teach a GSC Mini-Course, an applicant must be a GSC member as defined in Article II of the Constitution.

Section 4: The committee for selection of Mini-Courses shall be chaired by the President of the Council. All At-Large Representatives shall sit on this committee. Membership is open to all GSC members. Anyone who has applied to teach a mini course may not sit on the committee.

Section 5: The standing committee for selection of Mini-Courses shall be convened each Fall term and oversee the Mini-Course selection process.”

ARTICLE III: Representation of Student Voice

Section 1: Establishment and maintenance of procedures to represent graduate student opinion

Sub-section 1.1: A discussion and vote on any issue within the purview of the GSC, as dictated by Article 1, Section 1 of the Constitution, may be called at any time by a majority vote of the Council.

Section 2: Resolutions of the Council

Sub-section 2.1: A proposed resolution of the council may be presented by any GSC member via a duly-seconded motion at an open meeting. If approved for consideration by a majority of those present, it shall be distributed to students for consultation and discussion, to be led by the appropriate departmental/program representatives.

Sub-section 2.1: The resolution must be discussed and voted on at the open meeting following the one in which it was introduced, unless a majority vote of that meeting stipulates otherwise. Ratification of the resolution is achieved by a two-thirds majority in a recorded vote of the representatives and other voting members at an open meeting.

Section 3: Resolutions of the Student Body

Sub-section 3.1 A proposed resolution of the student body may be presented by any GSC member via a duly seconded motion at an open meeting. GSAS students may also petition the GSC to carry out a referendum on a resolution by submitting a list of student signatories in support of its consideration.

Sub-section 3.2 A question will be published on a referendum ballot via approval of a majority of the Council at an open meeting, or the presentation of signatures of at least ten percent (10%) of the GSAS student body. The only exception to this rule may be made in cases where it is judged by a majority of the Council that the passage of the question would constitute a violation of law; a contravention of Harvard University policy; a violation of contractual, financial or other obligations undertaken by the GSC; or would otherwise pose a significant threat to the best interests of the GSC or the student body.

Sub-section 3.3 The final wording of all referendum questions shall be subject to the approval of the
Council, so long as it does not fundamentally change the substance of the motion originally submitted.
Sub-section 3.4 Up to one “yes” and one “no” campaign may be registered with the GSC on a single referendum question on a first-come-first-served basis. Campaigns shall register by completing and returning a registration confirmation form to the Elections Committee. Only registered campaigns shall be reimbursed for campaign expenses, up to a maximum of $50.00. By registering, the campaign agrees to abide by all rules and regulations of the referendum process and adhere to any decisions of the Committee.

Sub-section 3.5 Each registered GSAS student, regardless of his or her membership of the GSC, is eligible to vote in a referendum on a resolution of the student body.

Sub-section 3.6 A vote on the referendum question shall be conducted via online secret ballot, with a procedure that ensures the eligibility and anonymity of each voter. Voting shall be open for a minimum of 24 hours and a maximum of one week. A resolution of the student body is ratified if at least twenty percent (20%) of GSAS students participate in the referendum, and a majority vote in favor is achieved.

Sub-section 3.7 Referenda decisions concerning the workings of the Graduate Student Council shall bind GSC policy. The GSC shall facilitate implementation of the result of any referendum, though chief responsibility for implementation of resolutions not directly concerning the workings of the GSC shall fall on those who initiated the referendum process.

Section 4: Publication of resolutions passed

Sub-section 4.1 A resolution ratified as per the procedures in this Article must be published on the GSC website and presented to the GSAS Deans at the monthly meeting following its ratification. Publication of the resolution should include the total size of the voting body (number of students or representatives, as appropriate), the total number who voted, and the number of votes in favor, against, and (where appropriate) in abstention. Publication of voting records on resolutions of the Council must include the outcome by department.