



GSAS Student Council (GSC)  
Graduate School of Arts and Sciences (GSAS)  
Harvard University

**Governing Documents of the GSAS  
Student Council of Harvard  
University**



# Table of Contents

## [Constitution of the GSAS Student Council of Harvard University](#)

### [ARTICLE I. OBJECTS AND PURPOSES](#)

#### [Section 1:](#)

### [ARTICLE II: MEMBERSHIP](#)

#### [Section 1: Membership](#)

#### [Section 2: Students in Degree Programs](#)

#### [Section 3: Special Students](#)

#### [Section 4: Traveling Scholars](#)

### [ARTICLE III: REPRESENTATIVES](#)

#### [Section 1: Composition](#)

#### [Section 2: Representation](#)

#### [Section 3: Duties](#)

#### [Section 4: Proxies](#)

#### [Section 5: Census](#)

#### [Section 6: Elections](#)

#### [Section 7: Term of Office](#)

### [ARTICLE IV: MEETINGS](#)

#### [Section 1: Schedule](#)

#### [Section 2: Procedure](#)

#### [Section 3: Suffrage](#)

### [ARTICLE V: OFFICERS](#)

#### [Section 1: Officers](#)

#### [Section 2: Duties of the President](#)

#### [Section 3: Duties of the Vice President](#)

#### [Section 4: Duties of the Secretary](#)

#### [Section 5: Duties of the Treasurer](#)

### [ARTICLE VI: EXECUTIVE COMMITTEE](#)

#### [Section 1: Composition](#)

#### [Section 2: At-large Representatives](#)

#### [Section 3: Advisor to the Council](#)

#### [Section 4: Responsibilities](#)

#### [Section 5: Internal Procedure](#)

### [ARTICLE VII: APPOINTED POSITIONS](#)

#### [Section 1: Parliamentarian/Ombuds Coordinator](#)

#### [Section 2: Social Media Coordinator](#)

#### [Section 3: Additional Positions](#)

#### [Section 4: Vacancies](#)

#### [Section 5: Officer Assistants](#)

#### [Section 6: Removal](#)

### [ARTICLE VIII: ELECTION OF OFFICERS](#)



- [Section 1: Elections Committee](#)
- [Section 2: Nominations](#)
- [Section 3: Term of Office](#)
- [Section 4: Term Limits](#)
- [Section 5: Procedure](#)
- [Section 6: Vacancies in the Office of President](#)
- [Section 7: Vacancies in Other Elected Offices](#)

#### [ARTICLE IX: REMOVAL FROM OFFICE](#)

- [Section 1:](#)
- [Section 2: Initiation of Recall Procedures](#)
- [Section 3: Response](#)
- [Section 4: Recall Vote](#)
- [Section 5: Exclusion](#)

#### [ARTICLE X: COMMITTEES OF THE COUNCIL](#)

- [Section 1: Standing Committees](#)
- [Section 2: Ad Hoc Committees](#)

#### [ARTICLE XI: SELECTION OF COMMITTEE REPRESENTATIVES](#)

- [Section 1: Eligibility](#)
- [Section 2: Election](#)
- [Section 3: Responsibilities](#)
- [Section 4: Removal from Office](#)

#### [ARTICLE XII: FINANCES](#)

- [Section 1: Preparation of Budget](#)
- [Section 2: Financial Records](#)
- [Section 3:](#)
- [Section 4: Staff](#)

#### [ARTICLE XIII: BY-LAWS](#)

- [Section 1: Existence of By-laws](#)
- [Section 2: Approval](#)
- [Section 3: Amendments](#)
- [Section 4: Suspension](#)
- [Section 5:](#)
- [Section 6:](#)

#### [ARTICLE XIV: AMENDMENTS](#)

- [Section 1:](#)
- [Section 2:](#)
- [Section 3:](#)

#### [ARTICLE XV: ADOPTION](#)

### [By-laws of the GSAS Student Council of Harvard University](#)

- [ARTICLE I: Meetings](#)
- [ARTICLE II: Attendance](#)
- [ARTICLE III: Committee Representatives](#)



[ARTICLE IV: Council Office](#)

[ARTICLE V: Electronic Resources](#)

[ARTICLE VI: Council Affiliations](#)

[ARTICLE VII: GSC Fee](#)

[ARTICLE VIII: Computer Facilities](#)

[ARTICLE IX: GSC Conference and GSC Summer Research Grants](#)

[ARTICLE X: Student Group Funding](#)

[ARTICLE XI: GSAS Student Survival Guide](#)

[ARTICLE XII: Selection of GSAS Marshals](#)

[ARTICLE XIII: GSC Everett Mendelsohn Excellence in Mentoring Awards](#)

[ARTICLE XIV: GSC Mini-Courses Committee](#)

[ARTICLE XV: Representation of Student Voices](#)



# Constitution of the GSAS Student Council of Harvard University

## ARTICLE I. OBJECTS AND PURPOSES

### Section 1:

The objects and purposes to which the Graduate School of Arts and Sciences (GSAS) 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 in all matters except those exclusively related to their status as student employees.
- 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 Groups (GSGs) and Departmental Graduate Student Organizations (DGSOs).
- 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

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 non-voting 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, they 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. In lieu of a signed statement, the proxy may also indicate that they are serving as a proxy when checking in digitally for the meeting.

### Section 5: Census

The President, and at his or her discretion the Secretary, 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. The President, and at their discretion the Secretary, 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.

### Section 6: Elections

Each division, department, committee, or officially-recognized student organization shall be responsible for coordinating its own procedures for selecting representatives. The Secretary 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.

## ARTICLE IV: MEETINGS

### Section 1: Schedule

Scheduled 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: Officers

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. They shall sit as a member of the Committee on Graduate Education, *ex officio*. They 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. They 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 GSC Conference and Summer Research Grants.

### Section 4: Duties of the Secretary

The Secretary shall keep a record of the proceedings of all meetings of the Council, and shall distribute copies of that record to all representatives before the next meeting of the Council. They shall be responsible for all other correspondence of the Council. They 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 GSC Conference and Summer Research Grants.



## Section 5: Duties of the Treasurer

The Treasurer shall serve as Chair of the Funding Committee. They 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. They will coordinate University- administered receipts and all expenditures and financial responsibilities of the Council. They 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 non-voting 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 Master's 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~~ President or the Secretary 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. They shall also assure that the legislation approved by the Council is carried out by the Officers and Executive Committee.

### Section 2: Social Media Coordinator

The Social Media Coordinator shall be appointed by the President and approved by the Executive Committee. They 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 Social Media Coordinator chairs the delegation to the IT Committee.

### Section 3: Additional Positions

Additional appointed positions may be created by a 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 a 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 mount a defense. 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, they 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 the GSAS Student Center.
- **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 a 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/or 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 their 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 GSAS Student Center Executive Director and the GSAS Finance team. 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 a majority vote 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 a majority vote 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.



# By-laws of the GSAS Student Council of Harvard University

## ARTICLE I: Meetings

Section 1: Graduate School of Arts and Sciences (GSAS) 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, the GSAS Student Center, 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.

Section 4: All persons eligible for GSC membership under Article II Section 1 of the Constitution shall have speaking rights at the open meetings. Non-GSC members may be afforded speaking rights 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. The Council shall appoint a representative to the External Action Committee (EAC) of the HGC.

Section 3. The Council shall appoint liaisons to the Undergraduate Council (UC), the Graduate Residence Hall Council (GRHC), the GSAS Student Center, and the Harvard Graduate Student Union-United Auto Workers (HGSU-UAW).

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 the GSAS Student Center. 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 and/or purchase services to facilitate for administrative and routine tasks subject to budget.

Section 3. Misuse of the office shall be considered an 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 Social Media Coordinator, 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 Social Media Coordinator 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 the GSAS Student Center.

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.

## ARTICLE IX: GSC Conference and GSC Summer Research Grants

Section 1. GSC 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.

Section 2. GSC 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 Summer 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

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 GSC 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 GSC 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 GSC 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.

## ARTICLE X: Student Group Funding



Section 1. Student organizations include both Graduate Student Groups (GSGs) and Departmental Graduate Student Organizations (DGSOs). DGSOs 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 or 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 expected to take advantage of all available means of publicity available to GSAS students, including -- but not limited to -- posters in the GSAS Student Center 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 may 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. or 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 GSAS 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 AtLarge 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 XV: Representation of Student Voices

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 GSAS 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(s) 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.

