ARTICLE I. REPRESENTATIVES

Section 1: Departmental representatives shall act on behalf of the interests of the graduate students within their respective departments as well as on behalf of the general graduate student population.

Section 2: Departmental representatives shall be responsible for notifying the graduate students in their respective departments of all information disseminated from the GSC either at GSC meetings or by the GSC Board.

Section 3: Departmental representatives shall be expected to attend all meetings of the GSC, and they shall sign in at meetings to indicate their attendance.

Section 4: If a representative is unable to attend a GSC meeting, he or she shall appoint a proxy from the graduate students in his or her department.

Section 5: At the December GSC meeting, departmental representatives shall be notified of any changes to representation, which would result from a change in the number of graduate students enrolled in that department. Any such changes shall become effective at the February meeting.

Section 6: If a department fails to select a representative, any graduate student from that department who expresses a desire for the position to the GSC Secretary at a GSC meeting shall be recognized as a representative of that department and voting member. If more than one student in attendance desires the same position, the GSC shall recognize the departmental representative by a majority vote of the voting members present.

Section 7: A department is considered in good standing with the GSC if it has sent at least one representative or their proxy to at least 3 of the preceding 4 meetings.

ARTICLE II. MEETINGS

Section 1: The GSC shall meet the first Wednesday of the month at 7pm in the Graduate Student Lounge. Meetings shall take place in September, October, November, December, February, March, April, and May.

Section 2: The GSC shall meet during the summer on an ad hoc basis.

Section 3: In case of an emergency, representatives shall be notified of any changes to the time or place of monthly meetings at least 24 hours in advance.
Section 4: The order of business at each meeting shall be determined at the discretion of the GSC Board.

Section 5: The agenda for each meeting shall be distributed to representatives at least 5 days prior to the upcoming meeting.

Section 6: Whether a quorum is met shall be determined by counting the number of representatives who have signed in. A GSC meeting may begin before quorum is met, though no vote shall be official until representation from 1/2 of the current representatives is present.

Section 7: The meetings shall run in an informal manner based loosely on Robert’s Rules of Order.

Section 8: Upon request of a majority of the representatives present, the meeting shall be run in strict accordance with Robert’s Rules of Order. Once approved this motion may be reversed by approval of a majority of the representatives present.

Section 9: Any decision the President makes concerning the running of the meeting may be reversed by approval of a majority of the voting members present.

Section 10: The GSC Board shall generally meet on the fourth Wednesday of a month in the academic year.

Section 11: The GSC internal committees shall generally meet on the third Wednesday of a month in the academic year.

ARTICLE III. THE OFFICE OF PRESIDENT

Section 1: The President shall have the ability to create standing committees and ad hoc committees to facilitate the functioning of the GSC.

Section 2: The President shall ensure that the GSC officers are fulfilling their duties to their best capability.

Section 3: The President shall be responsible for facilitating and maintaining communication with the University Administration, especially the Graduate School Deans, the Student Activities Office, the Faculty Executive Committee, and the Vice President for Campus Life and Student Services.

Section 4: The President shall serve on the Brown University Community Council and represent the graduate student community at Corporation meetings, ex officio.

Section 5: The President shall present the Wilson-DeBlois Award certificate at the Graduation ceremony in May.
Section 6: The President shall co-chair the GSC finance internal committee with the Vice-President Treasurers.

ARTICLE IV. THE OFFICE OF VICE PRESIDENT OF REPRESENTATION AND ADVOCACY

Section 1: The Vice President of Representation and Advocacy shall be responsible for communicating with chairs of external committees concerning vacancies and changes in representation.

Section 2: The Vice President of Representation and Advocacy shall be responsible for maintaining a list of all external committees on which there is graduate student representation as well as the names of the graduate representatives.

Section 3: The Vice President of Representation and Advocacy shall notify the departmental representatives of any vacancies on external committees and seek nominations to fill those positions as described in Article VII of the Constitution and Article XVIII of these By Laws.

Section 4: The Vice President of Representation and Advocacy shall oversee the process of graduate student group recognition as detailed in Article XX of these By Laws.

Section 5: The Vice President of Representation and Advocacy shall oversee the selection of the Wilson-DeBlois Award recipient(s) and the Graduate Speaker.

Section 6: The Vice President of Representation and Advocacy shall co-chair the GSC nominations internal committee with the Master’s Student Advocate.

Section 7: The Vice President of Representation and Advocacy shall work in close contact with the President, including attending meetings with the President as necessary and working with the President to advocate student issues to the administration, in order to effectively deputize for the President as required by the Constitution.

ARTICLE V. THE OFFICE OF VICE PRESIDENTS OF SOCIAL EVENTS

Section 1: The Vice Presidents of Social Events shall be responsible for coordinating and confirming the location, support, food, and beverages for all social events with necessary offices, such as Facilities Management, the Student Activities Office, Dining Services, Graduate Center Bar, and outside vendors.

Section 2: The Vice Presidents of Social Events shall maintain a calendar of events held in the Lounge and manage requests for events to be held in the Lounge.

Section 3: The Vice Presidents of Social Events shall spearhead at least one community service project each semester.
Section 4: The Vice Presidents of Social Events shall co-chair the GSC social internal committee.

ARTICLE VI. THE OFFICES OF VICE PRESIDENT TREASURER AND VICE TREASURER (SOCIAL)

Section 1: The Vice-President Treasurer shall be responsible for overseeing the assets of the GSC, including but not limited to the Graduate Student Lounge and all items therein, the GSC's mailbox, and the GSC's office in Faunce House.

Section 2: The Vice-President Treasurer shall oversee funding and grant requests and disseminate all relevant information to the representatives at least 5 days before the GSC internal finance committee meeting at which such motions will be heard.

Section 3: The Vice Treasurer (Social) shall assist the Vice President Treasurer with oversight of finances concerning GSC Social Events.

Section 4: The Vice-President Treasurer shall submit all Check Requests and Interdepartmental Invoices pertaining to approved event funding, grants, or departmental rebates. The Vice Treasurer (Social) shall assist the Vice President Treasurer with the processing of Check Requests, Interdepartmental Invoices and Internal Purchase Requests for all GSC social activities, and with other tasks relating to GSC finances as required.

Section 5: The Vice-President Treasurer shall maintain records of proposed and executed budgets, funding and grant requests made and approved, and requests for departmental rebates made and approved, with assistance from the Vice Treasurer (Social) as required in relation to GSC Social Expenses.

Section 6: The Vice-President Treasurer shall co-chair the GSC finance internal committee with the President; Vice Treasurer (Social) shall be a member the GSC social internal committee.

Section 7: The Vice Treasurer (Social) shall work in concert with the Vice President Treasurer, The Vice President of Social Events, the GSC Finance and Social Committees as necessary to ensure that financial aspects of social events are suitably coordinated and conducted on budget, and that refunds are processed in a timely manner. The Vice Treasurer (Social) shall also coordinate GSC activity in developing new Graduate Student/Social Life initiatives.

ARTICLE VII. THE OFFICE OF SECRETARY

Section 1: The Secretary shall be responsible for creating and disseminating the agenda for upcoming GSC meetings in accordance with Article II, Sections 4 and 5 of these By Laws.
Section 2: The Secretary shall keep a record of attendance at GSC meetings and notifying the President when quorum is met.

Section 3: The Secretary shall include in the minutes a list of representatives present and motions voted upon.

Section 4: Within a week after each GSC meeting, the Secretary shall disseminate the minutes of that meeting to the representatives and the graduate community at large.

Section 5: The Secretary shall guide the GSC internal communications committee in contacting departments who have no representation on the GSC and encouraging their participation.

Section 6: The Secretary shall keep a record of departments currently in good standing with the GSC, and inform new representatives of the standing policy as described in Article I, Section 7. The Secretary shall have the ability to declare a department in good standing regardless of its attendance record under extraordinary circumstances, at a representative's request. The representative may appeal this decision before the GSC.

Section 7: The Secretary shall co-chair the GSC communications internal committee, with the Technology Officer.

Section 8: The Secretary shall keep a record of former officers of the GSC.

Section 9: The Secretary shall be responsible for notifying the Graduate School before April 15th of the names of former GSC officers who are graduating so that their service may be recognized in the Commencement Bulletin.

ARTICLE VIII. THE OFFICE OF TECHNOLOGY OFFICER

Section 1: The Technology Officer shall be responsible for ensuring that the website contains the GSC Constitution and By Laws, a record of the minutes of GSC meetings, a current list of departmental representatives, a current list of graduate student representation on external committees, and a calendar of GSC events.

Section 2: The Technology Officer shall be responsible for updating the GSC website when necessary and ensuring its proper functioning.

Section 3: The Technology Officer shall be responsible for maintaining listserves internal to GSC, specifically those for the officers and for the representatives.

Section 4: The Technology Officer shall be responsible for maintaining the listserves of the graduate student community external to GSC and overseeing all issues related to subscription and unsubscription of members.
Section 5: The Technology Officer shall manage the moderated listserves often enough to enable a lively discussion.

Section 6: The Technology Officer shall co-chair the GSC communications internal committee, with the Secretary.

ARTICLE IX. THE OFFICE OF MASTER'S STUDENT ADVOCATE

Section 1: The Master’s Student Advocate shall co-chair the GSC nominations internal committee, with the Vice President of Administration.

ARTICLE X. ELECTIONS

Section 1:
a) Elections for GSC Officer positions
   i) Shall take place at the November meeting of the GSC, except the Master's Advocate, who is elected at the first meeting of each semester.
   ii) New officers shall begin their term in the January following the November election
b) Elections for Internal Committee members shall take place at the May GSC general body monthly meeting, or at the meeting immediately following vacancies.

Section 2: Nominations shall be opened at the October meeting and shall be heard until the election takes place.

Section 3: All those running for office shall be made aware of the general responsibilities of that office before accepting their nomination.

Section 4: Nominations for GSC internal committee positions shall be opened at the April meeting and shall be heard until the election takes place.

ARTICLE XI. BUDGET

Section 1: The budget shall include the amount of money allocated to each section and sub-section for the current fiscal year and any changes from the previous year.

Section 2: A statement shall be presented with the budget explaining the purpose and meaning of each section and sub-section, enabling the GSC representatives to understand the budget before voting.

Section 3: The budget shall be distributed to all representatives at least 1 week before the first GSC general body meeting of each fiscal year.
**Section 4:** At the first meeting, the GSC departmental representatives may amend the amount of money allocated to each section and sub-section.

**Section 5:** Each section of the budget shall then be approved by a vote of the majority of the representatives present.

**ARTICLE XII. DEPARTMENTAL REBATE**

**Section 1:** The Vice-President Treasurer shall budget an appropriate amount for Departmental Rebates (That amount needs to be approved by the GSC representatives as in Article XI Section 5). The amount given as a Departmental Rebate should depend on the currently enrolled graduate student count.

**Section 2:** Departmental Rebates will only be awarded to the departments that are in good standing for GSC Attendance (see Article I Section 7). The GSC Secretary shall present a Good Standing report to GSC members twice annually, ordinarily at the February and October GSC General Meetings.

**Section 3:** To receive the Departmental Rebate, a GSC representative of a department in good standing (see Article I Section 7) must submit to the Vice-President Treasurer the departmental account number into which the funds will be transferred.

**Section 4:** A Departmental Rebate can be requested only once per fiscal year.

**ARTICLE XIII. EVENT FUNDING**

**Section 1:** The maximum funding that may be requested from the GSC for any one event or activity shall be $400, or half of the total budget for the event or activity, whichever amount is less.

**Section 2:** The event or activity must be adequately advertised, explicitly stating that the GSC has partially or fully funded the event or activity.

**Section 3:** Funding requests shall be submitted to the Vice-President Treasurer at least 1 week prior to a GSC internal finance committee meeting in order to be considered at that meeting. The funding request shall include:

a) The amount of funding being petitioned for from the GSC, either the maximum amount of $400, or some lesser amount

b) The Brown University Account number to receive the funds, if available

c) A copy of the event or activity's complete budget
d) The approximate number of graduate students expected to be in attendance

e) If the event is being organized by or for graduate students from a specific department or departments, the department(s) should be identified in the application

f) A list of all other sources of support, which have agreed to sponsor or have been petitioned to sponsor the event or activity.

Section 4: The individual or a representative of the organization requesting funds from the GSC must be a currently enrolled graduate student and make a brief presentation at a GSC finance internal committee meeting detailing their funding request.

Section 5: If in the judgment of the GSC finance internal committee the funding application under consideration is being organized by or for graduate students from a specific department or departments, then the department(s) in question must be in good standing for GSC Attendance (see Article I Section 7) in order for the application to be approved.

Section 6: The Vice-President Treasurer shall notify the GSC representatives of all pertinent information about the funding request at least 5 days before the GSC finance internal committee meeting at which voting will take place.

Section 7: If the funding request is denied, the individual or organization may attempt to alter their funding request or advertising campaign and re-petition for sponsorship at a later GSC finance internal committee meeting. Only one additional petition shall be allowed per fiscal year.

ARTICLE XIV. MINIMUM RESERVE

The GSC shall maintain an adequate reserve balance, the level of which to be evaluated by the GSC Finance Internal Committee.

ARTICLE XV. GRANT FUNDING

Section 1: Grants may be requested for projects or equipment that will have a lasting impact on Brown University graduate student body at large.

Section 2: Grant requests shall be submitted to the Vice-President Treasurer of Administration at least 1 week prior to a GSC internal finance committee meeting to be considered at that meeting. The grant request shall include:

a) The amount of funds being petitioned for from the GSC

b) A proposal describing the lasting impact of the project or equipment

c) A complete budget
d) The Brown University Account number to receive the funds, if available.

**Section 3:** The individual or a representative of the organization requesting a grant from the GSC must be a currently enrolled graduate student and make a brief presentation at a meeting of the GSC finance internal committee regarding their grant request.

**Section 4:** Voting on a grant request shall take place at the next GSC finance internal committee meeting following the one at which the initial proposal was heard. The individual or a representative of the organization requesting the grant shall return at that meeting to answer questions before voting takes place.

**Section 5:** If the grant request is denied, the individual or organization may alter their grant request and re-petition the GSC finance internal committee at a later meeting. Only one additional grant request or funding request shall be allowed per fiscal year.

**Section 6:** If any of the GSC approved funding goes unused, the Vice-President Treasurer of Administration must be contacted immediately to return the funds.

**Section 7:** Once the equipment has been purchased or the project is underway, the individual or a representative of the organization who requested the grant shall return to give a brief status report at a subsequent GSC finance internal committee meeting.

**ARTICLE XVI. GRADUATE STUDENT LOUNGE**

**Section 1:** The Graduate Student Lounge, hereafter referred to as the "Lounge," shall be maintained under the auspices of the GSC social internal committee, including custodial arrangements and fire safety regulations.

**Section 2:** The Lounge shall be open to all graduate students in good standing as an informal gathering space, unless it is otherwise reserved.

**Section 3:** All those utilizing the Lounge shall be responsible for ensuring the security of Lounge property and ensuring its cleanliness.

**Section 4:** For any gathering taking place in the Lounge, a majority of those participating must be Brown graduate students.

**Section 5:** All those in violation of the responsibilities stated in Section 3 of this Article may be charged for the cost of property damaged or for cleaning fees in an amount up to $200. In addition, their access to the Lounge may be revoked.
Section 6: The Lounge may be reserved for group gatherings, such as social events, dance classes, private gatherings, and small theatrical productions, based on the approval of the Vice President for Social Events.

Section 7: Priority for reserving the Lounge shall be given to GSC sponsored events. For all other events, reservations shall be made on a first come first served basis.

ARTICLE XVII. INTERNAL COMMITTEES

Section 1: Any standing committee or ad hoc committee of the GSC, henceforth referred to as an "internal committee," shall meet at the discretion of the members of that committee.

Section 2: Ad hoc internal committees may be formed either at the discretion of the President or following a majority vote by GSC voting members attending a GSC general meeting. Any ad hoc internal committee may be disbanded by majority vote of the members of the committee or at the discretion of the President.

Section 3: The GSC shall have the following internal committees:
(i) The finance internal committee shall vote on all expenditures and related manners, including those specified in bylaws articles 11, 13, 15 and 25. It will be co-chaired by the GSC President and Vice-President Treasurers.
(ii) The Nominations internal committee shall vote on group membership, awards and graduate student groups, as in bylaws articles 18, 20 and 21. It will be co-chaired by the GSC Vice President of Administration and Master’s Student Advocate.
(iii) The Social internal committee shall assist the Vice Presidents of Social Events in organizing, planning and executing social events, as in bylaw article 19. It will be co-chaired by the GSC Vice Presidents of Social Events.
(iv) The communications internal committee shall ensure that the GSC’s communications stay current, including but not limited to the GSC website and GSC event advertising.
(v) Other ad hoc committees may be created and disbanded in accordance with Section 2 above.
(vi) If a vote is undertaken, the internal committees must submit a summary of each meeting to the GSC secretary, who will distribute the summaries to the GSC main body at least one week before a GSC general meeting.
(vii) At a GSC general meeting, any representative may motion for the GSC main body to consider any order of business voted on by any internal committee in the previous meeting. In this case, the decision of the GSC main body will replace the decision of the internal committee.

ARTICLE XVIII. EXTERNAL COMMITTEES

Section 1: In the event of a vacancy on an external committee, the Vice President of Administration shall send a call for a representative within one week from the notice of the vacancies or within five days before the following GSC nominations internal committee meeting, whichever is sooner.
Section 2: Once a representative has been chosen, the Vice President of Administration shall inform the contact person of the committee and the graduate community as soon as possible.

Section 3: When an external committee carries out activity that impacts the graduate student community, the representative(s) of the committee shall report such activity at the next GSC nominations internal committee meeting in writing or orally.

Section 4: If there is any complaint about an external committee representative, the Vice President of Administration shall present such complaints anonymously in the GSC nominations internal committee meeting and make a motion of no confidence.

Section 5: If a motion of no confidence for an external committee representative is passed, and the representative is duly removed from office, an election shall be held at the same GSC nominations internal committee meeting to fill the vacant position.

ARTICLE XIX. SOCIAL EVENTS

Section 1: The GSC shall host regular social events whose time, date, location, and food and beverage selection shall be determined by the Vice Presidents of Social Events in accordance with the annual budget.

Section 2: The GSC shall host at least one special event each semester. The Vice Presidents of Social Events shall determine the location as well as food and beverage selection for the events.

Section 3: For GSC events held on campus, the GSC shall uphold the University's guidelines for social events.

ARTICLE XX. GRADUATE STUDENT GROUPS

Section 1: The GSC shall have the power to recognize official graduate student groups by approval of a majority of representatives present at a GSC nominations internal committee meeting.

Section 2: A graduate student group shall meet the following criteria:

a) That it has at least 10 members

b) That a majority of its membership be graduate students, faculty, or staff at Brown University

c) That it has at least one officer who is a graduate student
d) That it does not duplicate the stated purpose of an existing graduate student group.

e) That it should seek recognition from both Graduate Student Council nominations internal committee and Office of the Chaplains and Religious Life if the graduate student group concerns mainly religious activities.

Section 3: Any group meeting the above criteria in Section 2 and seeking recognition by the GSC shall submit an application for recognition to the GSC Vice President of Administration at least 1 week prior to a GSC nominations internal committee meeting. The recognition application shall include:

a) The name of the group

b) The purpose of the group

c) The proposed activities of the group

d) A list of members, including the Banner ID numbers for the graduate students

e) A list of officers

f) A list of at least 2 contact names.

Section 4: The GSC Vice President for Administration shall notify the GSC nominations internal committee representatives of all pertinent information about the recognition application at least 5 days before the GSC nominations internal committee meeting at which voting will take place.

Section 5: A graduate student representative of the group seeking recognition, preferably an officer, shall make a brief presentation applying for GSC group recognition at the GSC nominations internal committee meeting, after which the vote shall take place.

Section 6: Groups recognized by the GSC shall be entitled to all the rights and privileges of an official student group of Brown University, including:

a) Access to University mail services and material distribution

b) Ability to reserve rooms and promotional space on campus

c) Ability to petition the Student Activities Advisory Board for office or storage space

d) A financial account through the Student Activities Office

e) Ability to create University e-mail accounts, websites, and listserves for their organization
f) Ability to participate in activity fairs.

**Section 7:** Groups recognized by the GSC shall adhere to the responsibilities of an official student group of Brown University, specifically:

a) That they must exist within the confines of University policy and that their activities must be consistent with such policy

b) That they must maintain a current list of leadership and contact information with the GSC and the Student Activities Office.

**Section 8:** Each officially recognized graduate student group must renew its recognition each year by the December meeting of the GSC by submitting a current membership and officer list to the GSC Vice President for Administration. Group recognition shall be renewed, subject to the approval of the Nominations Committee, if the group continues to meet the criteria set out in Section 2 of this Article and has submitted their annual report.

**Section 9:** A graduate student group's recognition shall be rescinded for any of the following reasons:

a) If it is unable to maintain the criteria for application stated in Section 2.

b) If it does not renew its recognition as prescribed in Section 8.

c) If the group has not contacted the GSC Vice President for Administration for renewal by the September meeting.

d) If a majority of the representatives present at a GSC nominations internal committee meeting vote to rescind their recognition.

**Section 10:** Graduate student groups that are unable to fulfill the requirements to renew their recognition because a majority of their members are undergraduates may petition the Undergraduate Council of Students (UCS) for recognition in accordance with procedures determined by the UCS.

**Section 11:** Annual Report Guidelines: The purpose of this report is to explain all activities of the group, including issues pertaining to governance, finances, administration, and membership.

1. The annual reports should use the template available from the GSC Representation Hub website and should be submitted to the GSC’s VP Admin as a PDF by the end of the academic year.
2. The font should be 12pts and either Calibri or Times New Roman.
3. The annual report should address the following sections:
   a) Activities
b) Governance/Administration
c) Finances
d) Membership

ARTICLE XXI. AWARDS AND HONORS

Section 1: The GSC shall be entitled to present the Wilson-DeBlois Award to an individual or individuals who have made outstanding contributions to the graduate student community throughout the academic year.

Section 2: The GSC shall be entitled to select the Graduate Speaker from among those students who are graduating in that term with Masters or Doctorate degrees from Brown University.

Section 3: Nominations for both honors shall be opened during the February GSC nominations internal committee meeting and shall be valid in written or oral form upon receiving a second.

Section 4: Nominees for Graduate Speaker shall present an excerpt of their full speech at the April GSC nominations internal committee meeting before the vote is taken, unless another selection process is specified.

Section 5: Voting for both honors shall take place at the April GSC nominations internal committee meeting, and the winner shall be decided upon approval by a plurality of representatives present at that meeting.

Section 6: After the selection processes are complete, the Vice President of Administration shall be responsible for notifying the awardees, the administration, and the community within one week.

ARTICLE XXII. OUTSIDE AFFILIATIONS

Section 1: The GSC shall pay for all graduate students to be members of the Graduate Center Bar (GCB).

ARTICLE XXIII. SUSPENSION OF THESE BY LAWS

A section or article of these By Laws may be suspended at a meeting of the GSC by approval of a majority of the representatives present.

ARTICLE XXIV. AMENDMENT

Section 1: A written record of any amendments to the Constitution or these By Laws shall be kept by the Secretary.
Section 2: Any amendments made to the Constitution or these By Laws shall be formally added and disseminated to the representatives and the graduate community at large by the end of the semester in which they are passed.

ARTICLE XXV. CONFERENCE FUNDING

Section 1: In light of the prohibitive cost of conferences, individuals who are ineligible for financial support from the Graduate School of Brown University may request conference funding from the GSC.

Section 2: Requests for funding must be made 1 week prior to a GSC finance internal committee meeting to be considered at that meeting. The grant request shall include:

1. Amount of money requested
2. Description of conference and how your participation advances your education at Brown
3. A complete budget

Section 3: The individual requesting money from the GSC must be a currently enrolled graduate student and make a brief presentation at a meeting of the GSC finance internal committee regarding their request.

Section 4: Voting on a funding request shall take place at the GSC finance internal committee meeting at which the initial proposal was heard. The individual making the request shall be present at that meeting to answer questions before voting takes place.

Section 5: If the funding request is denied, the individual may not repetition the GSC finance internal committee until the next school year.

Section 6: If the funding request is approved, the individual shall submit a “Travel Expense Report” to the Vice-President Treasurer of Administration with appropriate documentation for expenses for reimbursement.

Section 7: Individuals may make one funding request per school year for up to $200.

Section 8: Money for conference funding shall come from the approved budget for “Group and Event Funding.”

Section 9: Money allocated for conference funding shall be distributed proportionally among students in the humanities, social sciences, life sciences, and physical sciences. These amounts shall be based upon the percentage of graduate students enrolled in each area, according to records kept by the Graduate School.

Section 10: Applicants may only request funding for prospective conferences.