

Constitution of the Graduate Student Advisory Committee, Department of Spanish & Portuguese, Indiana University

Language adopted from Graduate Student Advisory Committee, Department of English, Indiana University

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Preamble

The Graduate Student Advisory Committee (GSAC) of the Department of Spanish and Portuguese was founded at Indiana University to act as a liaison between graduate students in Spanish & Portuguese at Indiana University, the administration of the Department of Spanish & Portuguese, and the administration of Indiana University. This Constitution and the accompanying Bylaws establish the organizational identity for GSAC. The Bylaws authorize GSAC to affiliate for specific purposes with graduate students in Spanish & Portuguese, the Department of Spanish & Portuguese, and Indiana University.

Article I: Name

Section 1

This organization will be called the Graduate Student Advisory Committee and shall hereafter be referred to as GSAC.

Article II: Organization Statement of Purpose

Section 1

The Graduate Student Advisory Committee (GSAC) is a committee comprised of graduate students in the Department of Spanish & Portuguese, who are elected to the positions by their fellow graduate students in the department to serve a one-year position. The organization's primary purposes are to:

1. Listen to the needs of graduate students in the Department of Spanish & Portuguese.
2. Advise the chair of the Department of Spanish & Portuguese, the Director of Graduate Studies, and other Department heads on matters concerning graduate students and the Department.
3. Act as a liaison between Department of Spanish & Portuguese graduate students, faculty, and administration.
4. Organize the annual *Diálogos* research conference.
5. Organize semesterly general meetings with all graduate students.
6. Organize various graduate student, faculty, and staff parties as a means to facilitate communication between graduate students, faculty, and staff.

Article III: Members

Section 1

The GSAC shall consist of seven elected members, each of whom shall act in an officer position: co-chair (2), treasurer, secretary, social chair, communications officer, and GPSG representative. The duties of said officers shall be delineated in Article IV.

Section 2

The members of GSAC shall be elected annually by currently enrolled graduate students in the department of Spanish & Portuguese to serve a one-year term. Three members will come from the Hispanic Linguistics program; three members will come from the Hispanic Literatures program; and one member will come from the Portuguese program.

Section 3

Each year, up to two first-year GSAC members may elect to serve a second term.

Article IV: Officer Duties

Section 1

Co-Chairs shall be responsible for the following:

1. Arranging meetings with both the governing body of GSAC and the eligible voting membership.
2. Arranging meetings with both the chair of the department and the director of graduate studies on a semester basis.
3. Arranging and implementing agendas for GSAC as a whole.
4. Attending departmental faculty meetings.
5. Informing departmental graduate students of matters of concern discussed in GSAC or faculty meetings.
6. Ensuring that the GSAC governing body, to the best of its abilities, fulfills the items and issues contained within GSAC's "Organization Statement of Purpose."

Section 2

The treasurer of GSAC shall be responsible for the following:

1. Adhering to all financial rules and regulations as defined by the administration of Indiana University.
2. Maintaining financial records for the organization.
3. Reporting annually the financial gains and losses of the organization.
4. Reimbursing for all organizational costs.
5. Finding creative and effective funding solutions for the organization.

6. Working closely with the student funding offices to maintain accurate financial records.

Section 3

The secretary of GSAC shall be responsible for the following:

1. Maintaining all GSAC and constituent meeting agendas and minutes.
2. Updating the Constitution of the organization as necessary.
3. Facilitating the annual elections process for GSAC.

Section 4

The GPSG Representative of GSAC shall be responsible for the following:

- Maintaining good standing by attending the biweekly meetings of the Graduate and Professional Student Government (GPSG).
- Participating on a GPSG subcommittee.
- Acting as an additional liaison between the graduate students in Spanish & Portuguese and GSAC with the GPSG.

Section 5

The Communications Officer of GSAC shall be responsible for the following:

1. Advertising any and all open GSAC meetings.
2. Distributing, in conjunction with the GSAC Secretary, any and all information concerning graduate education to graduate students in the department.
3. Distributing information regarding the annual *Diálogos* conference, social events, fundraisers, and elections.

Section 6

The Social Chair of GSAC shall be responsible for the following:

1. Matching incoming graduate students with current graduate students as part of the mentor program.
2. Organizing the department's annual fall picnic.
3. Organizing monthly social events for graduate students.
4. Maintaining GSAC's social media outlets.

Section 7

The newly elected members of GSAC shall mutually agree upon officer positions during the annual transition meeting. In the event that internal elections for any position should be held, only incoming members of GSAC may vote.

Article V: Membership

Section 1

The eligible voting membership of the GSAC constituency shall consist of all graduate students who are enrolled as candidates for the M.A. or Ph.D. in the Department of Spanish & Portuguese, in accordance with and as defined by Indiana University and Indiana University Department of Spanish & Portuguese policy.

Article VI: Meetings and Communication

Section 1

Students are welcome to communicate concerns, ideas, and questions about the department with GSAC members. This can be done through email, personal communication, phone conversations, etc. Should the student request it, effort will be made to keep communications confidential.

Section 2

The governing body of GSAC shall meet at least monthly, or more often as deemed necessary by the GSAC governing body.

Section 3

GSAC shall hold open forums for all graduate students in Spanish & Portuguese at least twice a year: one in the Spring semester and one in the Fall semester. GSAC shall advertise these forums at least two (2) weeks in advance and solicit contributions from its constituency for agendas.

Section 4

GSAC shall meet at least once a semester with the chair of the department, and at least once a semester with the director of graduate studies.

Article VII: Elections

Section 1

The GSAC Secretary shall organize elections in the Spring semester of each year.

Section 2

The number of seats up for election will depend upon how many members (up to two) decide to serve a second year-long term; the final number of GSAC members will always be seven.

Section 3

To begin the first round of the elections, the Communications Chair will send an open-response survey in order to solicit nominations. Self-nominations are accepted. The nomination period will be open for at least one week.

Section 4

Once the nomination period has closed, the Secretary shall compile a ballot for each of the three programs represented by GSAC. These ballots will be distributed by the Communications Officer. All members of the department will be eligible to vote on all ballots. These ballots will be open for at least one week.

Section 5

The Secretary shall be responsible for tallying the votes of the elections and contacting elected members individually. Once these elected members accept their appointment, the Communications Chair will communicate the results to the entire departmental body.

Section 6

In the case that an area of the Department of Spanish and Portuguese is not represented in the GSAC positions available during the election process, the Secretary will contact the next person with the highest number of votes in any area to cover the vacancy. Specifically, this means that in case nominees in areas with less students in the department such as Portuguese and Catalan do not accept a nomination and/or there are no nominees in these areas, leading to lack of representation in said areas in GSAC elections, then the next person in line with the highest number of votes will be included in the election process regardless of area of representation.

Article VIII: Statements of Compliance

Section 1

This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

Section 2

Hazing is strictly prohibited. Hazing shall be defined as any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

Section 3

This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits

the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

Section 4

Participation in this organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

Section 5

There are instances in which GSAC holds annual raffles or lotteries to distribute funds raised by GSAC itself to be used to cover travel grants for graduate students in the Department of Spanish and Portuguese. Current members of GSAC can participate in said raffles or lotteries as long as the GSAC member drawing the award selection is not submitting their name in the raffle or lottery itself.

Section 6

At the beginning of each academic year, it is customary for the current GSAC to organize the distribution of one Faculty Mentor Award to a professor in the Department of Spanish and Portuguese. Current GSAC members can nominate a faculty member for the mentor award by submitting a letter of support to GSAC as long as nominators are not deciding the outcome of the award. This means that a GSAC member who nominates a faculty member cannot serve on the committee that decides who will receive the award.

Article IX: Amending the Constitution

Section 1

Upon adding new language to, removing current language from or rearranging the language of the GSAC Constitution, a motion must be made by a current GSAC member and said motion must be approved by all seven members of the current GSAC.

Section 2

Prior to making a motion, a member must draft the amendment to the GSAC Constitution and acquire the approval of both co-chairs. Once approved, the member shall provide the amendment to the GSAC Constitution in writing to all members of the GSAC.

Section 3

After providing a written form of the amendment to the GSAC Constitution, the author of the amendment must make the motion.

Section 4

If all members agree to approve the changes, a final updated version of the GSAC Constitution with the approved changes will be kept in writing by the secretary on the GSAC Canvas page. The Secretary will also communicate these changes to the Department staff so the website can be updated.