



**General Assembly  
Handbook  
2015 - 2016**

August 7, 2015

General Assembly Members:

Congratulations and welcome to the General Assembly of the Graduate & Professional Student Council ("GPSC") here at Duke. On behalf of the GPSC executive committee, I would like to thank you for committing your time to improving the lives of your fellow students.

Recently, GPSC has seen a dramatic increase in action fueled by the incredible work of the General Assembly. Last year we restructured our meetings to allow for small groups, known as caucuses, to tackle issues across campus that were important to them. The successes of these groups include new bird collision prevention measures, continued free after-hours parking for students and a wildly popular alumni mixer. Many other issues, such as housing, insurance and student fees, will require continued monitoring and advocacy to ensure positive student experiences.

This year it is your turn to help change our community for the better. Ways to participate include planning football tailgates, organizing community outreach events or tackling an issue we haven't thought of yet. Once you have found something you are passionate about, the GPSC executive committee can help you find funding, meet with Duke administration and, if necessary, create legislation. GPSC is your organization and you, the General Assembly, can ensure that we are focused on the issues important to this community.

Ultimately, changing Duke for the better will require your hard work. This will include attending our meetings, sitting on a committee, communicating with your constituents and enjoying the occasional General Assembly mixer! With your help, we can come together as GPSC and make a lasting difference in the Duke community.

Best Regards,

Abigail LaBella,  
President of GPSC 2015-16

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## 1. Introduction

### 1.1. Welcome

The Graduate & Professional Student Council (“GPSC”) is an integral and influential part of the Duke University community. It serves as the umbrella organization for all nine graduate and professional schools at Duke. In many ways, GPSC’s role in student government is akin to that of the U.S. federal government, and the various student governments at the other schools are similar to state governments. Therefore, the issues concerning GPSC are Duke-wide and impact all students in all programs. To address these concerns GPSC acts as a liaison between students and the Board of Trustees, the President, the Provost, and other top-level administrators and leaders at Duke.

All graduate and professional students are members of the Council and can attend meetings, sit on committees and propose legislation. To represent council members at meetings, all programs elect or appoint Representatives (“Reps) to the General Assembly (“GA”) who vote on measures such as budgets, Young Trustee elections and resolutions. In addition to the GA, GPSC has an Executive Council (“Exec.”) The Executive Council is elected annually in the spring by the GA members. The Exec acts as administrators of the mission of GPSC, have no voting power, and function as the GA during the summer.

GPSC also contains multiple internal committees. The largest of these committees is the Basketball Committee which oversees the annual basketball ticket campout and basketball game admission. Other important internal committees include the Judicial Committee, the Finance Committee, the Young Trustee Screening Committee, the Veterans Advisory Committee and the Diversity Committee. Each of these committees is essential to the continued success of GPSC.

### 1.2. Responsibilities as defined by the Articles of Governance

As graduate and professional students at Duke, everyone is a member of the Graduate and Professional Student Council. As such, everyone has a right to attend all open meetings of GPSC as well as to view all open records, and the final authority of GPSC lies with all graduate and professional students at Duke. You are part of a smaller representative group, chosen by your constituents, to serve as their representative(s) in the General Assembly, the legislative body of GPSC. As representatives, you are given a vote to represent your constituents’ concerns and interests to the Assembly, as well as communicating the activities of GPSC to your constituencies.

Because of the importance of voicing opinions and concerns to the proper functioning of GPSC, attendance to the meetings is encouraged. As elected representatives, you have the right to vote on various legislation including, but not limited to, motions, resolutions, elections for the Young Trustee and positions on various Board of Trustees advisement committees, the GPSC budget (Article III § 2). Your vote is important (Article IV)! In

addition to meeting quorum so that votes cast are actionable and being informed of GPSC's activities, your right to vote is partially dependent on your attendance record. Should you be unable to attend, make sure to find a proxy to send in your stead so that you receive a pardoned absence as well as not breaking your constituents' representation in the General Assembly (Article VII §§ 6,7).

While your primary responsibility is towards your electing constituency, you are also taking a role of representing all Duke graduate and professional students. This will be most evident in the role you will take on the internal committees and the caucuses you also have a responsibility to serve on as representatives (Article VII §§ 6B), but also through your informed votes on resolutions passed by the General Assembly. In doing so, you will aid GPSC in fulfilling its purpose (Article II) whilst also improving the Duke experience of all graduate and professional students at Duke.

### 1.3. Overall Goals for the GA

The GA serves as a conduit between “big Duke” and each school. To ensure efficient communication of information, each Rep should make it their personal goal to regularly interface with the leadership and constituents within their particular program. It should be the goal of every Rep to consistently be informed of issues facing the school, present new concerns and considerations to the entire council and each school, and finally execute sound, reasonable, and honest judgment.

## 2. Meetings

General Assembly meetings are held approximately bi-weekly during both the fall and spring semesters. These meetings are when we conduct our business, including hearing from invited speakers, getting updates from various committees, voting on motions and resolutions, and holding elections. In order for you to adequately perform your responsibilities as a GA rep, you must attend the GA meetings. For more details about meetings, please see Article V of the bylaws.

### 2.1. Attendance

Attendance is required for all reps at every GA meeting. Upon arrival at each meeting, check in with the Executive Secretary. To expedite check-in, bring your Duke ID. If voting or elections are to be held during the meeting and ballots are required, you will receive them at that time. If you miss several meetings and don't respond to inquiries from the Executive Secretary, your Director of Graduate Studies or other program administrator will be notified. Continued absence may cause you to be replaced with a new rep in your program.

### 2.2. Proxies

If you cannot personally attend a meeting, you must designate a proxy to attend for you. This person must be in your department or program, and you must notify the Executive Secretary at least two hours before the meeting. Your proxy is still required to check in at the meeting. If you have a proxy attend a meeting for you, make sure you get a full update from them so you can stay informed about what is going on in the meetings and inform your constituents accordingly.

### 2.3. Agenda

The Vice President sets the agenda for each meeting and sends it to the GA electronically prior to the meeting. If there is an issue you would like to bring to the floor during a meeting, please contact the Vice President at least five days before the meeting date. The typical order of meetings is as follows: **call to order, welcome, approval of previous minutes, executive board updates, announcements, unfinished/old business, new business, caucus meeting, and adjournment.**

Please arrive fifteen minutes prior to the scheduled meeting start time so you can get dinner and avoid disrupting the meeting to check in.

### 2.4. Robert's Rules of Order

GA meetings will observe Robert's Rules of Order for parliamentary procedure. The purpose of using Robert's Rules is to efficiently conduct business fairly and transparently, ensuring majority rule while also protecting the rights of individuals and those with minority opinions. While the chair of the meeting (typically the Vice President) presides over the meeting, Robert's Rules ensure that all members have equal rights, privileges, and obligations as we conduct our meetings. For a summarized version of the Rules, go here: <http://www.robertsrules.org/> and for a handy cheat sheet and a script for how to make motions, go here: <http://www.robertsrules.org/motions.html>. Here are some key points to know:

- To obtain the floor (the right to speak) during a meeting, raise your hand and wait for the Chair to call on you. Before making your statement, say your name and department/program.
- Remarks must be directed to the Chair and not to other members of the assembly. Make sure your remarks are courteous and do not refer to others by name or assumed motive.
- If you disagree or have concerns, voice them! Critical input and concerns are necessary for GPSC to be a representative and productive organization.
- Motions are generally passed in the following manner: a GA member makes a motion, and usually requires a second from another GA member. The Chair will restate the motion and will open the floor to the mover to speak for the motion, thus beginning debate on the motion. During this time, amendments to the motion may be made. Once debate has ended, the Chair will restate the final

motion and call for a vote, and will announce the results of the vote and subsequent actions to be taken based on the motion.

- During a meeting or a discussion, motions may be made to: bring new business to the assembly; amend, postpone or dispose a motion; ask for information; progress the meeting; or to make changes to items. A point of privilege may be used to interrupt a discussion (only if necessary!) due personal discomfort; a parliamentary inquiry is used to find out what the correct motion on the floor currently is; a point of information is made to ask a question; and a point of order is made to cite an infraction of the rules. Please see the above links for more information!
- If you are uncertain about phrasing a motion, the chair of the meeting can assist you in formulating the motion, so do not hesitate!

## 2.5. Presenting at meetings

As previously stated, GA members may present to the assembly at meetings. The Vice President must be notified at least five days prior to the meeting. In the beginning of your presentation, you must clearly state to the assembly the topic of your presentation and intended goals (pass a resolution, form a committee, executive action, etc.). Presentations must be no longer than five minutes. Please discuss with the Vice President if you require more than five minutes.

## 3. Representing your constituents

### 3.1. Reports of the GA meetings

Part of your responsibility as a GA member is to keep your constituents informed as to what is going in the meetings. Since students are busy and may not read GPSC News or other large email blasts, you may be their only link to life outside your respective academic program! Between GA meetings, send your constituents a quick note about what happened in the meeting and if there are any upcoming events they should be aware of (Young Trustee applications, Executive Committee elections, social or sporting events, etc.). You can wait until the draft meeting minutes are sent out (by the executive secretary) if your constituents want to read them, but it may be better to send your update soon after the meeting while it is fresh in your mind. Don't forget to remind them to read GPSC News and join the various Facebook groups (currently [Student Life](#), and [Campout/Basketball](#)).

### 3.2. Bringing concerns to the GA

When you update your constituents about GA meetings, make sure you also remind them that they can go to you with any issues they have that may be of concern to the GA. Before bringing an issue to the Vice President for discussion during a meeting, talk to your Director of Graduate Studies or other program administrator to see if they can help

you. If you don't get the assistance you need, and the issue may be a problem for students outside your program, notify the Vice President and prepare a presentation for the next GA meeting.

### 3.3. Advice on e-mailing your constituents

Most departments and programs have email listservs that can be used to email all graduate/professional students in your program. Some departments allow any student to email this list, others have a separate listserv that students can email freely, and others have neither. Talk to your program administrator to find out which is the case for you. If there is no student-accessible list, we suggest that you kindly ask your program admin to either grant you access to the list while you are a GA rep or to forward updates you send them to the students in your program.

## 4. Committees

The Graduate and Professional Student Council works to represent the interests of Graduate and Professional students to the University administration by placing representatives of the student body onto committees. These committees discuss issues of relevance to the campus community as a whole. General Assembly representatives are required to serve on at least one University-wide or GPSC-internal committee during their tenure. This service represents a vital portion of the work that GA representatives perform as it gives voice to the student body in university discussion. Attendance at assigned university committee meetings is therefore considered mandatory.

GPSC working caucuses are formed based partially on the committee assignments of GA representatives, and partially on representative interest and passion. Caucus work focuses on the development of policies and the completion of larger scale projects aimed at progressing the cause of the graduate and professional community at Duke.

### 4.1. Committee descriptions

For complete descriptions of the committees on which members of the graduate student body serve please see Appendix B.

### 4.2. GA Responsibilities

GA representatives are required to serve on at least one University-wide or GPSC-internal committee while they are a member of the GA. There is a wide range of responsibility associated with service on various committees. Descriptions of the committees, the time required to serve on committees, and the qualifications desired in representatives to committees are included in Appendix B. Generally, committee representatives are required to attend all meetings called of the committee on which they serve when

reasonably possible. If attendance at meetings is difficult or impossible they must inform the GPSC Director of University Affairs who will work with them to resolve conflicts precluding their attendance or assign a new representative to service on the committee. Committee representatives act as the messenger of information between their committee and the GA/GPSC executive committee. Representatives will express, when relevant, the opinions of the graduate student body on issues under committee discussion and will communicate the details of discussions to their the GA and the GPSC executive committee. Committee representatives will endeavor at all times to represent themselves and the graduate community in whose name they serve with all due professionalism and in this way elevate the standing of the graduate student body in the eyes of the university administrators. GPSC representatives on university committees should remember that they are the voice of the entire graduate and professional student population. Pushing of individual agendas that do not align with the greater graduate and professional student voice is ill advised. If you feel that you have a conflict of interest with the committee you are placed on or personal beliefs that prevent you from representing the graduate population as a whole, contact the Director of University Affairs to have your committee assignment switched.

#### 4.3. Staffing process

Committee representatives are staffed under the supervision of the GPSC Director of University Affairs in collaboration with the GPSC executive committee. Briefly, members of the General Assembly and the graduate student body as a whole are provided with an application for service and are asked to preference the committees on which they would like to serve, as well as provide reasoning for their desire to serve on selected committees. The GPSC Director of University Affairs then produces a slate of committee staffing to be approved by the GPSC executive committee and the General Assembly. GA members may be selected to serve on multiple committees if they indicate that they would be willing to faithfully carry out the responsibilities required of service on all committees and they are deemed to be the most qualified candidate for service on selected committees. All assembly members will be slated for service on at least one committee. If an assembly member is not selected for service on the committees that they have listed as a preference, they will be contacted by the GPSC Director of University Affairs to preference additional committees.

The Judicial Affairs Committee and the Young Trustees Screening Committee are staffed by nomination of members from the GA and by majority vote of the General Assembly during a regularly scheduled GPSC meeting.

#### 4.4. Reporting

GA committee representatives or representatives selected from the general graduate student body are asked to report on the activities of the committees on which they serve at each GA meeting. Reporting will be performed and recorded in caucus working groups.

#### 4.5. Caucuses

The Caucuses are working groups within the GPSC formed in order to take action toward addressing the broader needs of the graduate student community as related to a particular theme. For example, the committee representatives to the Athletic Council, REC and PE Leadership Council, and the Recreational Facilities Liaison form a caucus with goals of addressing the widespread and policy level needs of graduate students as relates to all matters of athletics and recreation on campus. A complete list of caucus assignments is available in Appendix B.

Each caucus is overseen by a member of the executive board, however, the work of caucus groups will be largely carried out by GA caucus members in order that the broadest group of representatives are involved in shaping GA policy and action. The first caucus meeting will be designated time during the GA meeting with the goal of setting caucus priorities for the work that they would like to complete during the upcoming year. Each caucus will identify one or more projects that they would like to work towards completing over the course of the academic year. Caucus groups may gain ideas for work from discussion of issues brought up in committee meetings that representatives have been part of. Representatives should be prepared to present to their working groups the issues discussed at the committee meetings that they have attended since the last caucus meeting. In turn, caucus working groups will periodically present their work to the GA or lead discussions about questions that their group is addressing. The ultimate goal of caucus work is to address broad, policy level issues that are of interest to a large number of graduate and professional students. In the future, we hope that these ideas will come from the general population.

Caucus groups will meet briefly as part of each GA meeting in order to ensure that forward progress is made toward their defined goals. Periodic GA meetings will be wholly dedicated to work in caucus groups. Each caucus group should nominate one member of the working group to act as secretary in compiling a record of the meetings and work of the caucus group. At the close of the academic year, caucus groups will produce a summary report detailing the work that the caucus undertook during the academic year and including recommendations for strategic planning to provided to the newly formed caucus group to continue work in the subsequent academic year. In this way, caucus groups and the work they produce, will serve as the framework for the development of an overarching GPSC strategic plan.

Details of specific actions and products required of caucus working groups will be provided throughout the academic year and as work is required. The work of the

caucuses is supervised by the Director of University Affairs and the Executive Vice President in collaboration with the GPSC executive committee.

## 5. Legislation

### 5.1. Goals of GPSC Legislation

GPSC Specific - Internal GPSC legislation deals with the practices and structure of the General Assembly

Duke Community - Legislation can also be crafted to call the greater University, administrators, students or other groups to action or raise awareness of a particular issue or concern.

### 5.2. Jargon

*Motion* - formal step to introduce written legislation or verbally address a concern in front of the General Assembly. A motion that will be voted upon must contain a decision-making rule and voting method

*Legislation* - a written proposal to be brought to the General Assembly during a motion. Legislation includes bylaw changes, graduate student community governance and resolutions.

*Resolution* - legislation that may be written **by any member of the Council** but must be brought to motion by a member of the General Assembly. The main purpose of a resolution is to call a group to action or make a statement of support.

### 5.3. Resolution 101

Why write a resolution?

Resolutions give the General Assembly action items on which to focus their energy. Resolutions are a written record of the important issues and concerns of the greater post-grad student population. Resolutions can be easily shared with administrators, The Chronicle and other groups.

Creating a resolution

There is no specific format required by the GPSC bylaws for resolutions, though the Executive board strongly suggests using UN resolution guidelines. This helps ensure that all the resolutions have a similar format and are easy to read.

When crafting a resolution keep in mind whether you are trying to obtain the formal support of the General Assembly or if you are attempting to call a group to action. Use the services of the Attorney General in your writing/editing process to ensure that the resolutions we present are the

### Approving a resolution

A resolution must be submitted to both the Attorney General and the Executive Secretary no less than **three days before the General Assembly** meeting during which the resolution will be discussed.

A member of the general assembly must motion to discuss and ultimately vote on the resolution. This requires the GA to have reached quorum.

## 6. Voting

### 6.1. Reasons to vote

As representatives of the various Graduate and Professional Schools across Duke University, it is your duty and obligation to ensure your constituents' voices are being heard and their interests are taken into consideration in the issues brought to the GA. Your vote is also important in selecting candidates you feel will best represent you, your constituents and the Duke graduate and professional communities.

### 6.2. Voting Eligibility

Election Process - Those members meeting all requirements of active membership as set forth in Article VII § 6C will be eligible to vote.

1. All officers of the Exec shall be elected by a majority vote during the Spring Elections. All elections will be held by the first GA meeting in April of each academic year.
2. Nominated candidates will then be given an opportunity to present their platform and to answer questions from the General Assembly.
3. All voting shall be done by secret ballot to be collected and tabulated by the Attorney General and the Executive Secretary.
4. Newly elected officers will assume office on June 1<sup>st</sup>, except in the case of mid-term elections. Officers elected midterm will assume office immediately after their election.

Removal - Any officer found in violation of GPSC's purpose or constitution may be removed from office by the following process for the failure of performing their duties.

1. A written request by a Representative or a member of the Executive committee must be submitted to the Attorney General and the Judicial Committee.
2. The Judicial Committee will investigate the charges, and in the process allow the accused to defend themselves as well as provide access to all information gathered by the Committee.
3. The Committee will present their findings to the General Assembly, and the accused will have an opportunity to address the charges.
4. A two-thirds (2/3) majority is necessary to remove the officer.

Replacement - Should an officer resign or be removed, the President may appoint a person to fill the vacancy, and may call an election as means of appointment.

## 7. Executive Committee

### 7.1. Purpose

The Executive Committee acts as administrators of GPSC by carrying out its day-to-day mission. It is difficult for the GA to constantly attend to every concern that is brought to GPSC's attention. Each member of the Exec, therefore, is given specific responsibilities that require them to periodically represent GPSC and the greater graduate and professional community. Each Exec member's responsibilities are outlined in Article VIII § 7. During the summer the Executive Committee also serves as the acting General Assembly, and will have the powers and responsibilities of the GA excluding legislative approval and confirmation for appointments. Whereas minutes to the GA meetings are made publicly available, minutes to Exec. meetings are closed. **Information about Exec meetings can be requested by GA members and distributed at the discretion of the committee.**

In practice, the Exec. typically avoids making decisions that generally best comport with powers bestowed to the GA--even during the summer session. However, from time to time, the Exec. may be forced to make a decision that is traditionally delegated to the GA due to urgency, sensitivity, or impact. Under these circumstances, the Exec. will issue an Executive Memorandum that will be made publicly available to all members of the Duke community.

The roles of the exec are outlined in Article VIII § 7.

### 7.2. Get involved

Involvement in the Exec. falls into formal and informal categories. Formally one can become involved by being elected, or by serving on one of the many internal committees (e.g., Student Life, Finance, etc.). Informally, the Exec. consistently looks for assistance and support in a variety of capacities. Should a Rep. possess a unique skill and a capacity

to increase one's level of responsibility, one can simply contact the respective Exec. member.

## Appendix A: Executive Board Contact Information

<b>Position</b>	<b>Name</b>	<b>Program/School</b>	<b>Email</b>
President	Abigail LaBella	Genetics and Genomics	abigail.labella@duke.edu
Executive Vice President	Connie Chai	MBA	connie.chai@duke.edu
Attorney General	Abhishek Chhetri	Biochemistry	abhishek.chhetri@duke.edu
Executive Secretary	Stephanie Reist	Romance Studies	stephanie.reist@duke.edu
Director of Finance	Malcolm Bonner	Economics	malcolm.bonner@duke.edu
Director of University Affairs	Allison Roder	Molecular Genetics and Microbiology	allison.roder@duke.edu
Director of Operations	Hants Williams	Nursing	hants.williams@duke.edu
Director of Advocacy	Andrew George	Biology	andrew.nathen.george@duke.edu
Director of Student Life	Rachel Rothendler	Law & Romance Studies	rachel.rothendler@duke.edu
Director of Student Life	Jon Wright	Engineering Management	jonathon.wright@duke.edu
Director of Community Outreach	Sasha Makohon-Moore	Biology	sasha.makohon.moore@duke.edu
Director of Academic Programming	Vijeth Iyengar	Psychology and Neuroscience	vijeth.iyengar@duke.edu
Director of Communications	Yuqian Shi	Biochemistry	yuqian.shi@duke.edu

## Appendix B: List of Caucuses and Committees

For descriptions of committees, see below.

Caucus/ Committee Name	# of representatives	Brief Description of Caucus:
<b>Finance Caucus</b>	<b>9</b>	Discusses broader issues of finance and resource allocation both for the campus community as a whole and for GPSC specifically.
Advisory Committee on Investment Responsibility	2	The Advisory Committee on Investment Responsibility (ACIR) is a presidential committee which, upon the request of the President's Special Committee (PSC), investigates issues regarding investment responsibility concerns.
Annual Fund Executive Committee	1	Provides the staff of the Annual Fund with advice on fundraising and alumni relations in order to increase revenues of the annual fund toward the improvement of campus funding structures
GPSC Finance Committee	6	Deals with action items relating to finance and resource allocation both for the campus community and GPSC specifically
<b>Campus Engagement Caucus</b>	<b>13</b>	Coordinate the social integration of graduate students from all programs into the Duke experience.
Athletic Council	2	Provides oversight of the athletic budget, promotes academic standards among athletes, promotes intercollegiate athletics and wellness programming, monitor Title IX compliance, makes recommendations for awards of financial assistance for athletics.
Recreation Facilities Liaison	1	Works with the Recreational Facilities administration on graduate student concerns with these facilities

REC and PE leadership Council	5	Supports the Duke Community in the promotion of their recreation pursuits, discusses recreational affairs, encourages the growth of the recreation activities on campus to a broad and diverse audience, recommends changes in the interpretation of rules and policies governing specific recreational program, advises of needed additions/improvements to recreational facilities.
Duke University Union Board	1	Manages the DUU which provides a range of cultural, intellectual, educational, recreational, and social programming in close collaboration with staff of the University Center Activities & Events.
GPSC Student Life Committee	4 or more	Assists the Directors of Student Life in planning and carrying out all GPSC social events, such as football/basketball tailgates, trivia nights, Winter Formal, etc.
Basketball Committee	?	Members of the basketball committee are selected by an alternate process. If you are a member of the basketball committee, that may satisfy your committee requirement.
<b>Facilities Caucus</b>	<b>13</b>	Works to develop enjoyable and accessible facilities for graduate students and the Duke community
Campus Sustainability Committee	2	Guides development and implementation of the Duke Climate Action Plan (CAP) toward the target date for carbon neutrality in 2024.
Committee on Facilities and Environment	1	Reviews all projects destined for consideration by the Board of Trustees' Facilities & Environment Committee
Duke Forest Committee	1	Responsible for planning for the future of the Duke Forest.
President's Art Advisory Council	1	Review all proposals for outdoor public sculpture on campus, both proposed gifts and potential commissions, to ensure

		that the university encourages the development of an exciting and stimulating visual environment that will enhance Duke's architecture and physical setting. All units contemplating the installation of public sculpture will submit their plans to this committee, and the committee's recommendations will in turn be submitted to the Committee on Facilities and Environment for ratification.
GPSC Operations Committee	4 or more	Manage the GPSC house working with groups using the house for events. Document events which occur at the GPSC house, administer surveys to groups using the house. Assist Director of Operations with any other activities regarding GA meetings or the GPSC house.
West Union Advisory Project Committee	GPSC President Only	
<b>Transportation Caucus</b>	<b>8</b>	Improve transportation of all forms to, from, and around the Duke Campus.
Traffic Appealing Committee	2	Meets biweekly to review appeals to parking violations submitted for on campus parking violations.
Duke Transportation Advisory Committee	5	Identify improvements to existing services, and needs for new services, in campus parking, transit and bicycle programs; review and provide recommendations for parking policies, parking permit fees, parking violations fines, transit service levels and amenities and bicycle amenities; and provide ongoing communication about transportation plans and services to the University's academic and medical community.
<b>Internal Action Caucus</b>	<b>10</b>	Discusses overarching issues facing the graduate body. Interfaces with leading administrators.

Academic Council	1+ GPSC President	Liaison to faculty governance through the Academic Council. Time Commitment: 10+ hours per month.
Academic Programs Committee	2	Advises the Provost on university-wide academic issues and provides advice to the Provost on the creation, termination, or contraction of academic units. The APC is tasked with communicating its recommendation to the Academic Council as well as to the Provost. Time Commitment: 10+ hours per month.
Executive Committee of Graduate Faculty	1	Works on the creation of policy related to graduate study at the university. Time Commitment: 10+ hours per month.
University Priorities Committee	1+ GPSC President	Assesses university and academic priorities, ensuring that the University's annual and long-term budgets reflect these priorities. Time Commitment: 10+ hours per month.
University Schedule Committee	1	Discuss a broad range of issues relevant to the University calendar and recommend policy changes to the Provost. Submits a University calendar "one year out" for approval.
<b>Diversity Caucus</b>	10 (or more)	Works to enhance Duke's overall commitment to Diversity and broad policy level changes that will ensure fair treatment and safety for all students.
Diversity Committee	5	In charge of GPSC's response to any issues of diversity that arise on campus.
President's Council on Black Affairs	2 + GPSC President	Insures that the University pursues its goals of increasing the diversity of the faculty and student body and guaranteeing an excellent experience to students. Shares information about events and activities on campus that are relevant to African-American members of the community.
Global Priorities Committee	1	Reviews and refines Duke's global strategy assessing university and academic programs and activities

		operating globally, both when they are being created and in monitoring ongoing performance.
<b>Campus Integrity Caucus</b>	<b>14</b>	Development and maintenance of an honest, open, unbiased, and upstanding campus community at all levels.
Duke Police Advisory Committee	3	Works with the Duke Police Department to improve communications to students about safety and security.
Harassment Grievance Board	4	Interprets the Duke harassment policy and sets guidelines for appropriate sanctions. Pool from which individuals are randomly selected to serve on five-member panels to hear specific harassment cases, adjudicate cases, decide whether a violation of the policy has occurred, and recommends actions for resolving complaints.
Academic Integrity Council	1	Promotes academic integrity by facilitating information sharing, coordinating efforts, conducting assessment activities, and serving as consultants. Analyzes the results of the 2011 Academic Integrity Survey, foster collaborative research and planning, and make recommendations for policy changes as needed.
Authorship Dispute Board	1	Hears matters of authorship dispute that cannot be resolved at the local level by the authors themselves or in consultation with the laboratory chief, chair or head of department(s), or dean, as appropriate.
GPSC Judicial Committee	4	Handles any issues that arise within GPSC regarding the judicial process or in relation to the GPSC bylaws. Works in conjunction with the Attorney General.
Sexual Misconduct Task Force	3	Campus wide task force focused on refining how Duke responds to sexual misconduct and assessing the current campus culture around sexual misconduct.

<b>Academics/Alumni Caucus</b>	<b>10</b>	Collaborates with Alumni organizations to increase connections between students past and present. Works to improve the prospects of current students/future alumni and thereby the greater standing of Duke. Also deals with greater issues of academic nature, including grad classes, grading etc.
Duke University Alumni Board	2 or 3	Work with the Alumni board that represents Duke Alumni in planning activities around alumni relations for the university.
Alumni Affairs Student Alumni Board	1	Facilitate connections between undergraduate and graduate students to the Duke University Alumni Association (DAA) community and to provide an undergraduate/graduate voice to the work of the Association. Time Commitment: 10+ hours monthly.
Career Center Advisory Committee	6	Discuss services offered to graduate students and potential collaborations in order to provide services to students in the graduate school.
Graduate and Professional Student Affairs Directors Committees	GPSC President Only	
<b>External Action Caucus</b>	<b>8</b>	Increasing service to the Durham community and creating a Duke presence in national/state conversations about issues of importance.
GPSC Community Outreach Committee	4 or more	Aids the Director of Community Outreach in planning and carrying out any and all outreach events
GPSC Advocacy Committee	4 or more	Aids the Director of Advocacy in planning and carrying out all Advocacy related events.

<b>University Services Caucus</b>	<b>14</b>	Improve the provision of services to duke graduate students improving overall experience
Student Health Advisory Committee	6 or 7	Provides feedback, support, and information regarding graduate and professional students' needs and concerns as related to both preventative and clinical health care provided by The Student Health Center. Examines benefits, premiums, and bids for student insurance plan. Actively support any suggestions, campaigns or new ideas which may result from the interaction of the committee and would benefit graduate and professional students as a whole.
Information Technology Advisory Council	2	Define the overall information technology architecture for the University, review project proposals to ensure that they are in keeping with the technical direction of the University, and help resolve technical issues at Duke.
Liason to Duke Student Government Fix My Campus	2	Works with undergraduate representative to increase graduate and professional student involvement on Fix My Campus
GPSC Communications Committee	4	Helps the Director of Communications with the GPSC website, GPSC printed materials and the newsletter as well as with any other necessary advertising.
<b>GPSC Relations Caucus</b>	<b>11</b>	Works on providing avenues for increased student voice within GPSC and spreading GPSC's influence within the graduate and professional community.
Council for the Arts	1	Advise the Provost on policy and resource issues in the arts, to promote collaborative activity and programming among professional, academic, and student arts organizations at Duke and in the Durham community, to provide a forum for the exchange of information between arts organizations at Duke, to

		promote interdisciplinary projects in the arts, to select the recipient of the Sudler Award in the Arts, and to report annually to the Provost on the state of the arts at Duke and progress toward goals and objectives.
Bass Connections Advisory Council	1	Advise the Provost and Vice Provost for Interdisciplinary Studies. Make recommendations to the Provost and Vice Provost for Interdisciplinary Studies on development of the Bass Connections initiative. Members serve as ambassadors and faculty and student representatives of Bass Connections.
Library Council	2 or 3	Advises the University Librarian and the Provost on general policy. Acts as a sounding board for proposed major changes and serves as a communication link between the library and the faculty.
International House Liaison	1	Communicate with the International house staff to improve programming
Veterans Advisory Committee	2	Meets to discuss matters dealing with veterans affairs in higher education and to draft policy recommendations that address the unique administrative needs of Duke graduate and professional students who are or have family members or friends that are former or current members of the US Armed Forces.
Postdoctoral Association Liaison	1	Act as liaison to the Postdoctoral associate, attend meetings of the association and connect postdoctoral associates to the graduate student community

**Caucus Group Facilitators:**

Finance: Malcolm Bonner (Director of Finance)

Campus Engagement: Rachel Rothendler, Jon Wright (Directors of Student Life)

Sustainable Facilities: Hants Williams (Director of Operations)

Transportation Caucus: TBD

Internal Action: Stephanie Reist (Executive Secretary)

Diversity Caucus: Andrew George (Director of Advocacy)

Campus Integrity: Abhishek Chhetri (Attorney General)

Academics/Alumni Relations: Vijeth Iyengar (Director of Academic Programming)  
External Action: Sasha Makohon-Moore (Director of Community Outreach),  
University Services: Yuqian Shi (Director of Communications)  
GPSC Relations: Connie Chai (Vice President)

**Board of Trustees Committees Representatives:**

Academic Affairs: Colleen McClean and Betty Jiang  
Medical Center Affairs: Tanmay Gokhale  
Institutional Advancement: Abbe LaBella and Amol Yadav  
Undergraduate Student Affairs: Chris Rowland  
Business & Finance: Ben Shellhorn and Joshua Rose  
Facilities & Environment: Liz Bloomhardt Duran and Kevin Anderson

## **Appendix C: Guidelines for Committee Assignment**

### Guidelines for Assigning Committees:

- 1) Members of the General Assembly are required to serve on one university or internal committee.
- 2) Only in exceptional circumstances, for example if a new committee must be staffed half way through the academic year or if more committee seats are available than there are GA members, will members serve on more than one committee.
- 3) GPSC executive members who have their own committees are considered to serve on those committees and therefore will not be considered, except under exceptional circumstances, for service on other committees.
- 4) GPSC executive members who do not have their own committee are not required to serve on a committee. If they wish to serve they must follow the same protocols for application that GA members follow. Preference for service on committees will be given to GA members, except where the good of GPSC is concerned as in the seating of Board of Trustees (BOT) representatives.
- 5) Representatives of the GPSC serving on BOT committees will serve on the University Committee most aligned with the goals of the BOT committee on which they serve in order to provide continuity and increase involvement of GPSC BOT members.
- 6) All parties interested in service on a university or internal committee must submit an application for service to be reviewed by the Director of University Affairs in assigning committees.

### Preference of Assignment:

- 1) Committees of strategic importance to the mission of GPSC will be staffed first. These include the presidential and provost committees.
- 2) Committee assignments will be made based on the preferences of GA members and on their aptitude for service on various committees.

## **Appendix D : Application to Committees**

**Committee application can be found at the following link: <http://goo.gl/forms/ZYhqRq8tCY>**

**If you have trouble completing this form or feel you need to submit additional materials to supplement your application, you may email [allison.roder@duke.edu](mailto:allison.roder@duke.edu).**

**THE DEADLINE FOR COMMITTEE APPLICATIONS IS SUNDAY, SEPTEMBER 6TH AT 11:59PM**

## Appendix E: Useful links

GPSC Website:	<a href="http://gpsc.duke.edu">gpsc.duke.edu</a>
Duke Student Survival Guide:	<a href="http://tinyurl.com/DukeSurvivalGuide">tinyurl.com/DukeSurvivalGuide</a>
GPSC Events Calendar:	<a href="http://tinyurl.com/GPSCEvents">tinyurl.com/GPSCEvents</a>
Student Life Facebook page:	<a href="https://facebook.com/groups/DukeGPSCStudentLife">facebook.com/groups/DukeGPSCStudentLife</a>
Basketball Committee/Campout page:	<a href="http://sites.google.com/site/gpscbasketball/">sites.google.com/site/gpscbasketball/</a>
Duke Student Affairs:	<a href="http://studentaffairs.duke.edu">studentaffairs.duke.edu</a>