



Duke Graduate &
Professional Student Council
(GPSC)

General Assembly
Handbook

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August 15, 2018

General Assembly Members,

Congratulations and welcome to the General Assembly of the Graduate & Professional Student Council (GPSC) here at Duke University. 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.

GPSC is starting the 2018-2019 academic year with a strong foundation. Last year, we got our budget under control which has allowed us to provide more funds for student initiatives and activities. What's more, the other 13 members of the Executive team, here to support your efforts, are brilliant and passionate individuals. So, we have all the ingredients for a great year, the most important being: you and your fellow representatives collectively raised your hands and volunteered your service. For that, I am truly grateful.

We will tackle many pressing issues this year, not least of which is the future of Central Campus, if and how we should expand our resource offerings, and what we can do to advocate for the needs of our peers. Our success as an organization will hinge on our ability to think creatively, debate respectfully, and be the conduit between the Assembly and the constituents we represent. If you have questions: ask them. If you spot problems: speak up. And please – send me a note or grab me after an Assembly meeting and let me know what you are working on and how I can help.

I am sincerely honored we get to work together this year. Thank you for choosing to serve.



Travis Dauwalter
GPSC President, 2018-2019

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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, and the Young Trustee Screening 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, and 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 or external committee(s) 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. 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. 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, and Adjournment.

Please arrive thirty 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 (call it "Motion A"), which 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. At any point during debate, a GA member may move to end debate and proceed to a vote on Motion A; this new motion ("Motion B") is known as "calling the question." If Motion B is seconded, the GA will vote immediately on Motion B. If Motion B fails, then debate on Motion A will continue as long as time permits. If Motion B passes, on the other hand, then the GA will proceed to vote on Motion A. The Chair will announce the results of this vote and subsequent actions to be taken based on Motion A. Some motions do

not require debate and are immediately voted on; these include motions to call the question, motions to approve meeting minutes, and motions to adjourn.

- 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 General Assembly (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 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 Recommendations for 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. 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.

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 are a wide range of responsibilities 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 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, elevating 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.

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.

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 an 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 consistent with our bylaws and appropriate to the GA.

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 the day following the final day of exams for the spring semester (variable each year), 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 Executive Committee, therefore, is given specific responsibilities that require them to periodically represent GPSC and the greater graduate and professional community. Each Executive Committee 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 Executive Committee meetings are closed. Information about Exec meetings can be requested by GA members and distributed at the discretion of the Executive Committee.

In practice, the Executive Committee 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 Executive Committee may be forced to make a decision that is traditionally delegated to the GA due to urgency, sensitivity, or impact. Under these circumstances, the Executive Committee 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 Executive Committee falls into formal and informal categories. Formally one may become involved by being elected, or by serving on one of the many internal committees (e.g., Student Life, Finance, etc.). Informally, the Executive Committee consistently looks for assistance and support in a variety of capacities. Should a GA Representative possess a unique skill and a capacity to increase one's level of responsibility, one may simply contact the respective Executive Committee member.

Appendix A: Executive Board Contact Information

Position	Name	Program/School	Email
President	Travis Dauwalter	PhD – Public Policy	travis.dauwalter@duke.edu
Vice President	Emily Philips Longley	PhD - Physics	elp25@duke.edu
Executive Secretary	Anthony Monroe	MBA/PhD (Immunology)	anthony.monroe@duke.edu
Attorney General	Max Ramage	PhD – Music	maxwell.ramage@duke.edu
Director of Finance	Joyce Zhang	PhD – Immunology	joyce.zhang@duke.edu
Director of University Affairs	Shinee Wei	PhD – Physical Therapy	shinee.wei@duke.edu
Director of Operations	Nicole Stantial	PhD – Molecular Genetics and Microbiology	nicole.stantial@duke.edu
Director of Advocacy	Abigail Leinroth	PhD – Cell Biology	apl18@duke.edu
Co-Director of Student Life	Amy King	PhD – Mechanical Engineering	amy.king@duke.edu
Co-Director of Student Life	Sarah Alkilany	MD – School of Medicine	sarah.alkilany@duke.edu
Director of Community Outreach	Hannah McMillan	PhD - Molecular Genetics and Microbiology	hannah.mcmillan@duke.edu
Co-Director of Academic Programming	Angel Chen	Master's – Biostatistics and Bioinformatics	angel.chen.chen@duke.edu
Co-Director of Academic Programming	Shaoqing Ge	PhD – Nursing	shaoqing.ge@duke.edu
Director of Communications	Niba Nirmal	PhD – Genetics and Genomics	nan14@duke.edu
Faculty Advisor	Jessie Stellini	Assistant Director of Programs – UCAE	jessie.stellini@duke.edu

Appendix B: List of Committees

For descriptions of committees, see below.

Committee Name	# of Representatives	Brief Description
Finance Related Committees		
Advisory Committee on Investment Responsibility	2 (2 Year Term is Required)	<p>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.</p> <p><u>Time Commitment:</u> Varies</p>
GPSC Finance Committee	6	<p>Deals with action items relating to finance and resource allocation both for the campus community and GPSC specifically. Reviews Student Group fund allocation details and overall GPSC budget.</p> <p><u>Time Commitment:</u> High number of hours during student group funding allocation and budget overview.</p>
Campus Engagement Related Committees		
Athletic Council	3	<p>Provides oversight of the athletic budget, promotes academic standards among athletes, promotes intercollegiate athletics and wellness programming, monitor Title IX compliance, and makes recommendations for awards of financial assistance for athletics.</p> <p><u>Time Commitment:</u> Meets 1 or 2 times during entire academic year.</p>
Recreation Facilities Liaison	1	<p>Works with the Recreational Facilities administration on graduate student concerns with these facilities.</p> <p><u>Time Commitment:</u> Varies</p>
REC and PE leadership Council	1-2	<p>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.</p>

Committee Name	# of Representatives	Brief Description
		<u>Time Commitment:</u> Varies
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. <u>Time Commitment:</u> Varies
GPSC Student Life Committee	8-12+	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. <u>Time Commitment:</u> Varies but usually event specific.
Basketball Committee	Variable	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. <u>Time Commitment:</u> Varies
Duke University Union Partnership Committee	1-4	Monitoring graduate and professional student participation in DUU events and helping to ensure equitable sharing of responsibilities. <u>Time Commitment:</u> Varies
LDOC Committee	1	Help with the preparation of and follow-through of LDOC (Last Day of Classes) celebration.
Facilities Related Committees		
Campus Sustainability Committee	2	Guides development and implementation of the Duke Climate Action Plan (CAP) toward the target date for carbon neutrality in 2024. <u>Time Commitment:</u> Meets quarterly (4 times a year)
Committee on Facilities and Environment	1	Reviews all projects destined for consideration by the Board of Trustees' Facilities & Environment Committee <u>Time Commitment:</u> Meets twice a month
Duke Forest Committee	1	Responsible for planning for the future of the Duke Forest. <u>Time Commitment:</u> Varies

Committee Name	# of Representatives	Brief Description
President's Art Advisory Council	1	<p>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.</p> <p><u>Time Commitment:</u> Meets as needed</p>
GPSC Operations Committee	6	<p>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.</p> <p><u>Time Commitment:</u> Varies but is usually dependent on activities being completed at GPSC House.</p>
Transportation Related Committees		
Duke Transportation Advisory Committee	5	<p>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.</p> <p><u>Time Commitment:</u> Monthly meetings</p>
Duke Internal Action Related Committees		
Academic Council	1+ GPSC President	<p>Liaison to faculty governance through the Academic Council.</p> <p><u>Time Commitment:</u> 10+ hours per month.</p>

Committee Name	# of Representatives	Brief Description
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. <u>Time Commitment:</u> 10+ hours per month.
Executive Committee of Graduate Faculty	1	Works on the creation of policy related to graduate study at the university. <u>Time Commitment:</u> 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. <u>Time Commitment:</u> 10+ hours per month.
Diversity Related Committees		
Diversity Committee	5	In charge of GPSC’s response to any issues of diversity that arise on campus. <u>Time Commitment:</u> Varies depending on issues presented.
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. <u>Time Commitment:</u> Meets 1 or 2 times a semester.
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. <u>Time Commitment:</u> Meetings once a month.
Campus Integrity Related Committees		
Duke Police Advisory Committee	1-4	Works with the Duke Police Department to improve communications to students about safety and security.

Committee Name	# of Representatives	Brief Description
		<u>Time Commitment:</u> Meets once a month.
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. <u>Time Commitment:</u> Meets 1 or 2 times per year.
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. <u>Time Commitment:</u> As needed per case.
GPSC Judicial Committee	1-4	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. <u>Time Commitment:</u> As needed.
Sexual Misconduct Task Force	4-6	Campus wide task force focused on refining how Duke responds to sexual misconduct and assessing the current campus culture around sexual misconduct. <u>Time Commitment:</u> Varies
Academics/Alumni Related Committees		
GPSC Academic Programming Committee	4	Work on academic related programs that may affect or contribute to the global graduate student population, including career and environment related topics. Lead by the Directors for Academic Programming. <u>Time Commitment:</u> As needed, event based.
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. <u>Time Commitment:</u> Varies
Community Outreach and Engagement Related Committees		

Committee Name	# of Representatives	Brief Description
GPSC Community Outreach Committee	6-8	Aids the Director of Community Outreach in planning and carrying out any and all outreach events <u>Time Commitment:</u> Varies, usually based on events.
GPSC Advocacy Committee	4+	Aids the Director of Advocacy in planning and carrying out all Advocacy related events. <u>Time Commitment:</u> Varies, usually based on events.
Community Pantry Operations	5	Help with the endeavor of the Community Pantry, which aims to serve the graduate community by providing non-perishable goods to graduate students and their families. <u>Time Commitment:</u> Management of pantry every week.
University Services Related Committees		
Student Health Advisory Committee	5-6	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. <u>Time Commitment:</u> Meet only during the Spring semester.
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. <u>Time Commitment:</u> Meet 2 times a month.
Liaison to Duke Student Government Fix My Campus	1	Works with undergraduate representative to increase graduate and professional student involvement on Fix My Campus. <u>Time Commitment:</u> As needed.
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. <u>Time Commitment:</u> As needed.

Committee Name	# of Representatives	Brief Description
GPSC Relations Related Committees		
Council for the Arts	1	<p>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.</p> <p><u>Time Commitment:</u> Varies</p>
Bass Connections Advisory Council	1	<p>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.</p> <p><u>Time Commitment:</u> Meets 2-3 times a semester.</p>
Library Council	1	<p>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.</p> <p><u>Time Commitment:</u> Varies</p>
International House Liaison	1	<p>Communicate with the International house staff to improve programming.</p> <p><u>Time Commitment:</u> Meets once a month.</p>
Postdoctoral Association Liaison	1	<p>Act as liaison to the Postdoctoral associate, attend meetings of the association and connect postdoctoral associates to the graduate student community.</p> <p><u>Time Commitment:</u> Meets once a month.</p>

Board of Trustees Committees Representatives:

External Engagement: Rashmi Joglekar

Graduate and Professional Education and Research: Shaoqing Ge and Andrew Barbour

Resources: Ryan Huang

Activating the Global Network Task Force: Edgar Virgues and Kameron townshend

Advancing Science and Technology Task Force: Grace Beggs and Dionna Gamble

Future of Central Campus Task Force: Jason Long and Nathan Bullock

Next Generation Living and Learning Task Force: Eric Juarez and Madison Barnes

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 Committee 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 Committee 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 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: **PLEASE UPDATE!!!!**

If you have trouble completing this form or feel you need to submit additional materials to supplement your application, you may contact shinee.wei@duke.edu

THE DEADLINE FOR COMMITTEE APPLICATIONS IS SUNDAY, SEPTEMBER 9TH AT 11:59PM.

Appendix E: Useful Links

GPSC Website:	sites.duke.edu/gpsc/
Duke Student Survival Guide:	
GPSC Events Calendar:	tinyurl.com/GPSCEvents
Student Life Facebook page:	facebook.com/groups/DukeGPSCStudentLife
Basketball Committee/Campout page:	
Duke Student Affairs:	studentaffairs.duke.edu