Welcome to Graduate Student Government!

~ Important Resources for Representatives ~

2018 - 2019
# Table of Contents

I. President’s Note .................................................. 2  
II. Contact List .................................................... 3  
III. General Body Meeting Schedule 2018-2019 ............. 4  
IV. Responsibilities of GSG Representatives .................. 5  
V. Guide to General Body Meetings ............................ 7  
VI. Guide to Missing a Meeting ................................ 8  
VII. Meet & Greet Event Guide .................................. 10  
VIII. Resources .................................................... 13
Dear Colleague,

I am pleased to welcome you to Graduate Student Government!! You have joined a student organization that plays an important role in shaping the graduate experience at Michigan Tech. GSG serves as a liaison between the administration and graduate students, advocating on students’ behalf for the intellectual, social, and professional lives of graduate students. We serve graduate students in several important ways and focus to provide opportunities for the personal and professional growth of graduate students.

You have been selected by your peers to be their voice and represent graduate students at Michigan Tech, which is no small feat! Please challenge yourself this year to think about ways in which you can make a positive impact during your time on GSG. I look forward to working with you over the next year to improve the graduate student experience at Michigan Tech.

I truly believe that listening to students’ voices is an integral part of the success of GSG. I greatly value diversity of opinions, ideas and thoughts and shall always strive to maintain an environment where you feel comfortable and free to share yours. If we have not had the opportunity to meet yet, please feel free to contact me to set up a meeting. I would love get to know you better and to know your thoughts on how the GSG can serve our fellow graduate students better. If you have any suggestions or comments, please do not hesitate to contact me at any time!

Best regards,

Apurva Baruah

President, Graduate Student Government (2018-2019)
# GSG Contact List

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Apurva Baruah</td>
<td><a href="mailto:baruah@mtu.edu">baruah@mtu.edu</a></td>
</tr>
<tr>
<td>Vice President</td>
<td>Prathamesh Deshpande</td>
<td><a href="mailto:ppdeshpa@mtu.edu">ppdeshpa@mtu.edu</a></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Sharath Ankathi</td>
<td><a href="mailto:skankath@mtu.edu">skankath@mtu.edu</a></td>
</tr>
<tr>
<td>Secretary</td>
<td>Jamie Berger</td>
<td><a href="mailto:jlberger@mtu.edu">jlberger@mtu.edu</a></td>
</tr>
<tr>
<td>Academic Chair</td>
<td>Jacob Blazejewski</td>
<td><a href="mailto:jblazeje@mtu.edu">jblazeje@mtu.edu</a></td>
</tr>
<tr>
<td>Social Chair</td>
<td>Ninad Mohale</td>
<td><a href="mailto:nrmohale@mtu.edu">nrmohale@mtu.edu</a></td>
</tr>
<tr>
<td>Public Relations Chair</td>
<td>Prasad Soman</td>
<td><a href="mailto:ppsoman@mtu.edu">ppsoman@mtu.edu</a></td>
</tr>
</tbody>
</table>

The list of Representatives changes frequently. You can find the most up-to-date contact list at [http://gsg.mtu.edu/representatives/](http://gsg.mtu.edu/representatives/)
General Body Meeting Schedule 2018-2019

All meetings are on the following **Tuesdays at 5:15 PM.**

<table>
<thead>
<tr>
<th>Summer 2018</th>
<th>Fall 2018</th>
<th>Spring 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 15, 2018</td>
<td>September 4, 2018</td>
<td>January 22, 2019</td>
</tr>
<tr>
<td>June 12, 2018</td>
<td>September 18, 2018</td>
<td>February 5, 2019</td>
</tr>
<tr>
<td>July 17, 2018</td>
<td>October 2, 2018</td>
<td>February 19, 2019</td>
</tr>
<tr>
<td>August 7, 2018</td>
<td>October 16, 2018</td>
<td>March 5, 2019</td>
</tr>
<tr>
<td>August 21, 2018</td>
<td>October 30, 2018</td>
<td>March 26, 2019</td>
</tr>
<tr>
<td></td>
<td>November 13, 2018</td>
<td>April 9, 2019</td>
</tr>
<tr>
<td></td>
<td>November 27, 2018</td>
<td>April 23, 2019</td>
</tr>
<tr>
<td></td>
<td>December 11, 2018</td>
<td></td>
</tr>
</tbody>
</table>

**All GSG members are required to attend these meetings and all graduate students are invited to attend as members at large.**
Responsibilities of GSG Representatives

Attend and Participate in General Body Meetings

Representatives are required to attend meetings to actively represent the interests of the graduate students in their department through discussion and voting. Another purpose of meetings is to obtain necessary information to pass on to other graduate students in their department.

Participate on a GSG Committee or as a GSG Liaison

For GSG to function efficiently, each member must take an active role in promoting the organization. By participating on a GSG Committee or acting as a GSG Liaison, each representative helps to ensure that graduate students are properly served. Below is a description of the 4 committees and the liaison positions.

1. Academic Committee
   1.1. The Academic Committee investigates and develops recommendations on academic issues that pertain to graduate students. The committee also organizes the Graduate Research Colloquium, 3 Minute Thesis Competition, the Merit Awards Program, and more.

2. Social Committee
   2.1. The Social Committee plans social events, develops new ways of building a sense of community among graduate students, and organizes special events during graduate orientation. This committee is also responsible for providing food and beverage for all of our meetings.

3. Public Relations Committee
   3.1. The Public Relations Committee leads the development of professional publications and media outreach campaigns to inform graduate students on campus. This committee maintains the GSG website and prepares posters and flyers for special GSG events on campus.
4. Ways & Means Committee
   4.1. The Ways & Means Committee helps the Treasurer review all of the discretionary and surplus funding requests to ensure they conform to the requirements set forth in the Bylaws and in the published Discretionary Funding Guidelines. This committee also presents these requests and the committee’s recommendations to the GSG.

5. Liaison Position
   5.1. Liaisons represent GSG at the meetings of other organizations and report back to the GSG on information that affects graduate students. Some liaisons also serve on GSG committees. Positions that are standard for every year include, University Senate, Undergraduate Student Government, IT Governance Group, Diversity Council, Student Activities Committee, Housing Committee, and more. If you’re interested in being a liaison or would like to know all of the positions, please speak with the GSG President.

**Share Important Information with Graduate Students in your Department**

One of the most important roles of a Representative is a communicator. Representatives are required to share important information with graduate students in their respective department. This helps to ensure that each graduate student has access to information critical to their success; including but not limited to tuition, fees, stipends, degree requirements, and more. Without this information, graduate students may miss deadlines and opportunities that affect their financial support or graduation date. Representatives are also expected to communicate how graduate students in their department feel about issues on campus to the GSG. This helps each student have a voice in framing policies and decisions that affect their academic career at Michigan Tech.

**Host Meet & Greet Events**

Meet & Greet events are an essential way for GSG to communicate with graduate students in their respective departments. Since Meet & Greet events are so important, GSG created a guide to help you plan and host your department Meet & Greet event(s). For more information, please see pages 8 through 11 in this packet.
Guide to General Body Meetings

GSG General Body Meetings operate on a modified version of Robert’s Rules of Order. This can be confusing for new and experienced Representatives. The following guide has been developed to answer some of the frequently asked questions.

I. When is it okay to speak? You are welcome to contribute at any time. Please raise your hand and wait to be acknowledged prior to talking. This helps to ensure that only one person is speaking at a time.

II. If I’m new, can I vote? Yes!! All GSG members are required to vote. Only members-at-large and advisors can not vote.

III. Do I vote based on my opinion or how I believe students in my department would vote? You should always vote how you believe students in your department would vote. This is part of your duty as a representative.

IV. During voting, what does it mean to abstain? An abstention allows an individual to vote neither yes or no. Abstentions are for circumstances where you may have a conflict of interest or if you do not have enough information to make an informed decision.

V. How do I bring something up to vote? If you would like a vote on something, then make a motion. To make a motion, raise your hand and say, “I move to...” or “I would like to make a motion to vote for...”.

VI. What is the appropriate way to show that I agree with an opinion that someone else has stated? GSG has a tradition of knocking, or tapping knuckles, on the table. This may seem odd, but it saves time and creates efficiency by preventing multiple people from voicing identical opinions.

VII. How do we limit discussion time? If a discussion has become too long, then make a motion to limit the discussion with a given duration. For example, “I move to limit this discussion to 3 minutes”. The motion must be seconded and approved by vote to take effect. Please be courteous when making a motion to limit discussion time.
Guide to Missing a Meeting

Attendance at general board meetings is important for every GSG member. If you need to miss a meeting, the following guide will tell you how to proceed. This guide also lists the consequences of missed meetings.

Email the Secretary Prior to Absence

If you must be absent from a meeting, please try to email the Secretary before the meeting to excuse your absence. This ensures that meetings run smoothly and everyone is held accountable. You will receive a friendly reminder about absences if you do not email the Secretary before an absence.

Consider an Alternate

If you can not attend a General Body Meeting, then ask a graduate student in your department to attend for you. By appointing an alternate, you get a “free” absence.

If you can not find an alternate, then it is important to catch up with a Representative who was present. A lot of information discussed during meetings should be conveyed to graduate students in your department. This information ensures that they have updated information regarding things like tuition, stipends, and degree requirements.

Keep Track of the Number of Absences you Accrue Each Semester

It’s inevitable that each of us will have to miss a meeting here or there throughout the year. It’s okay!! To ensure that graduate students across campus are still getting the important information they need, we have to limit the number of allowable absences.

GSG members are allowed up to 4 absences each fall and spring semester (8 absences total). Each semester, we are each offered 2 excused and 2 unexcused absences:

**Excused absences**: Up to 2 absences for which the Representative emailed the Secretary ahead of time.

**Unexcused absences**: Absences for which the Secretary was not emailed ahead of time or any normally excused absence in excess of the 2nd excused absence.

Consequences of Missed Meetings

Uh-oh!! If you miss too many meetings (more than 4 in a single semester), you will be asked to leave GSG because you don’t have enough time.

This impacts every graduate student in your department. Due to missed meetings, your department could lose their Good Standing.
**Good Standing:** a way to assess each academic department on campus with representation within GSG. Good standing is attained by having at least 1 Representative that has fulfilled all of their duties and remains in good standing without excess absences for the fall and spring semesters.

**Loss of Good Standing:** If an academic department on campus loses their good standing status, no graduate students in that department will be eligible for GSG travel grants until good standing is attained. Good standing can be attained by electing a new Representative from the department who fulfills all of their duties without accruing excess absences.

Special attendance considerations are given for individuals with extenuating circumstances, so if you have a concern please don’t hesitate to email the Secretary (page 3)!
Meet & Greet Event Guide

Meet & Greets are events sponsored by Graduate Student Government Representatives within their departments. The goal of the event is to check in with graduate students to see if they have any questions or concerns about any subject related to Michigan Tech. This may include housing, transportation, Graduate School policies, healthcare, and more. **Meet & Greet Events are an essential way that GSG communicates with graduate students across campus.** They are critical to obtaining feedback so we may serve the interests of the graduate community.

1 Meet & Greet a Year *Required

Representatives are required to hold a departmental Meet & Greet at least once a year. This means that sometime between the Fall and Spring semesters, you must hold at least one meeting with your constituents. However, it is highly suggested that each department host a Meet & Greet during both the Fall and Spring semester resulting in 2 events. This will ensure a continuous flow of information between GSG and the graduate students.

**Meet & Greet Invitation List**

Invite all graduate students in your department to this meeting. Also try to invite a member of the GSG Executive Board present to help answer difficult questions. Lastly, you may want to invite your graduate program director and department chair. Although this is not a requirement, these individuals may have important insight regarding some issues and may be able to directly solve them.

**Meet & Greet Set-Up**

- **Time** - Meal times are often popular
- **Location** - That every graduate student has access to
- **Email Invitations** - Use your department listserv to email your constituents, and send separate invitations to the graduate program director, department chair, and a GSG executive board member.
- **Snacks** - Buy snacks !! You can not buy alcohol, apparel, or free giveaway items.
- **List of Discussion Items** - Review the GSG Meeting Minutes on the GSG website (page 13) for a reminder of important discussions, and view (page 12) for some important bullets.
Representative Meet & Greet Budget

Departments can spend up to $50 on each hosted Meet & Greet Event, a semester. If only one event is hosted during the academic year, then the allocated funds may be combined for a total of $100 on the event. Similarly, departments with 3 or more representatives can spend up to $100 on each hosted event, or $200 on a single event for the academic year.

How to Pay for Meet & Greet Event

1. Reimbursement
   1.1. You can order pizza, sandwiches, or other items for your event. However, you must personally pay for these items up-front. GSG has tax exempt cards available for you to check out that will make your purchases with local vendors tax free. Tax exempt cards can not be used at Walmart. Save your receipts, and give them to the Treasurer (page 3) so they can reimburse you (may take several weeks). Write your full name, M number, and department name on the receipt.

2. Econo Card
   2.1. These cards work like debit cards and can only be used at Econo Foods in Houghton. When you make a purchase, the funds are taken directly from your Representative budget, and you are not personally charged for the purchase. Please sign-out a card with the Treasurer in Admin 405, and sign-in when you bring it back. Save your receipt. Write your full name, M number, and department name on the receipt.

3. Departmental Assistance
   3.1. Your graduate program director or department chair may have some available funds to sponsor a larger event. You have the option to discuss this with them, but it is not a requirement.
List of Meet & Greet Discussion Items

According to the Bylaws, you should announce GSG activities, share current discussions from meetings, and solicit questions and concerns. Here is a list of example questions typical of Meet & Greet Events.

➢ What changes would you make on campus, if possible?
➢ What don’t you want to change on campus?
➢ How do you feel about healthcare offered by Michigan Tech?
➢ How is your experience with parking and/or shuttle services?
➢ How are the living conditions at Daniell Heights?
➢ Do you know about the Apartments Residence Council?
➢ Would you like to change any policies with in the graduate department?
➢ Are you happy with the amount of courses available to graduate students in your department?
➢ Do you have any computer problems?

Post - Meet & Greet

❏ Organize all of the feedback from your constituents and send it to the GSG Secretary using the online form: https://goo.gl/forms/Z36uvYjalPjcotj12. The executive board evaluates all of the forms and works to find solutions to the issues stated. If you feel that concerns from graduate students in your department are not properly address, please contact an executive board member (page 3) to discuss the issue.

❏ Be prepared to share some feedback from your constituents at the next General Body Meeting.

❏ If you have any receipts, please turn them into the Treasurer with your full name, M number, and department name.

❏ Continue to keep your constituents updated on information shared at the General Body Meetings.
Resources

The GSG Website has all updated information about GSG, including this packet. The links below are the most helpful to Representatives.

GSG website:  http://gsg.mtu.edu/
GSG Resources for Representatives:  http://gsg.mtu.edu/resources/for-representatives/
GSG Governing Documents:  http://gsg.mtu.edu/home/about-gsg/governance/

GSG Social Media is used as a casual form of communication. It is frequently used to direct graduate students to information on our website.

GSG Facebook:  Graduate Student Government
GSG Instagram:  @gsg.mtu
GSG Twitter:  @GSG_MTU

Please do not hesitate to contact a member of the Executive Board (page 3) if you have any questions or concerns.