The Constitution of the
Graduate Student Association of

William & Mary
Graduate Arts & Sciences

revised: October 19, 2020
 Adopted: November 16, 2020
Note for the Amendment:

The main goal of this amendment is to grant GSAB Student Representatives (Article VIII) the title of member to the GSA Executive Council and to create the standing committee of the Dean’s Advisory Committee. The motivation for adding GSAB Student Representatives as members of the GSA Executive Council is twofold, it gives these individuals voting rights for a responsibility that is consistent with already established members of the GSA Executive Council. This revision makes changes so that Articles III and IV properly reflect the inclusion of the GSAB Student Representatives as members of the GSA Executive Council, while also considering an aspect of minimalism since GSAB Representatives were already established in Article VIII of the previous version. The motivation for the Dean’s Advisory Committee is its actual creation by the most recent Dean of Arts & Sciences: Dr. Maria J. Donoghue Velleca. This revision creates Article XI and ensures that the Dean’s Advisory Committee continues in the future. Subsidiary alterations include: general typos and aesthetic formatting for the entire document, clarification for Executive Council vacancies (Article III, Section B., Subsection 6.), permitting nominees from underrepresented departments/programs the ability to serve dually as a member of the Executive Council and Department Representative (Article VII, Section C., Subsection 1., Subsubsection j.), reference to a Parliamentary Authority (Article XII), and for completeness the already established Appendices to this document have been included in one document.

Ezekiel Wertz, Parliamentarian AY 20-21
Article I. Mission Statement

The organization described herein shall be called the Graduate Student Association of Arts & Sciences of William & Mary (hereafter GSA). Its purpose shall be:
A. To advance the academic and social interests of graduate students of the college.
B. To assist in governing matters of honor violations within the graduate school.
C. To select eligible graduate students for college committees in which graduate representation is necessary.
D. To advance the recognition and integration of graduate students at the college.
E. To provide a forum for the dissemination of information and ideas to the college and the community.

Article II. Membership

Membership in the GSA shall be open to any person enrolled as a graduate or unclassified (post-baccalaureate) student under the Faculty of Arts & Sciences (A&S). As the primary governing body of the graduate students in Arts and Sciences, it is assumed that all graduate students in A&S are members by default.

Article III. Governance and Bylaws

A. The GSA shall be governed by the Graduate Student Association General Council (GC).

1. The General Council shall consist of one representative elected or appointed from each graduate department or program under the Faculty of Arts & Sciences, and the nine elected officers: President, Vice-President, Secretary, Treasurer, Student Assembly Representative, Parliamentarian, Social Chair, two Graduate Studies Advisory Board (GSAB) Student Representatives.

   a. Each department or program shall elect a representative to the General Council within two weeks after the beginning of the Fall semester. This representative shall serve for the academic year. Subsequent vacancies will be filled by election or appointment by the chair of the department as necessary by the units involved during the academic year.
b. The General Council will meet no later than the fourth week of the Fall semester,
   i. To organize standing committees.
   ii. To set meeting dates of council for the academic year just beginning, which shall include at least six meetings. The President may call additional meetings if deemed necessary as outlined in their powers.

c. GSA Council meetings are open to all GSA members, though only General Council members may vote, each having one vote with a two-thirds majority needed to carry any resolution except for Constitutional amendment, which are provided for under Article V.

d. To conduct business, a quorum of $\frac{2}{3}$ of the General Council must be present.

B. The Executive Council shall comprise of the elected officers: President, Vice-President, Secretary, Treasurer, Student Assembly Representative, Parliamentarian, Social Chair, and GSAB Student Representatives.

1. The Executive Council may meet in an executive session, open to all members of the GSA, to propose resolutions for future meetings. Resolutions are not binding unless voted on during GSA General Council meetings.

2. Executive Council Officer elections will be held in March in conjunction with the Student Assembly elections as described in Section IV of the Student Assembly Constitution. Except the GSAB Student Representatives, which shall follow the election procedure described in Article VIII, Section C. of the GSA Constitution.

3. Executive Council Officer terms begin on the last Monday of April of the year of the election. Except the GSAB Student Representatives, which shall follow the term limits described in Article VIII, Section B. of the GSA Constitution.

4. An Executive Council member cannot concurrently serve as Department Representative.

5. No more than three officer positions may be filled by the same department or program.

6. In the case of an Executive Council officer vacancy, the position will be filled from among the current GSA department representatives and approved by a vote of the
General Council. Except in the case of the President, which the current Vice-President shall assume the role of President and then that subsequent officer vacancy shall be filled as described above.

C. The purposes of the GSA General Council shall be:

1. To act as a forum for discussion and organization of GSA activities, i.e. academic and social projects.
2. To respond to concerns raised by the Student Assembly via the GSA Representative to the Student Senate.
3. To assist in the preparation of the GSA budget for the coming academic year.
4. To represent the interests and concerns of Arts & Sciences graduate students to the Administration, the Graduate Council, the Student Assembly, and other college-wide policy organizations through the Executive Council Officers or their delegates, and through any appointed committee representatives.

Article IV. Duties of the Officers and Representatives

A. The duties of the President shall be:

1. To preside over all meetings of the GSA General and Executive Council.
2. To appoint a representative body of GSA students, to be confirmed by the General Council, that will serve as an honor council to investigate and try cases involving GSA students.
3. To call special meetings of the General Council as deemed necessary.
4. To serve as the first representative to the Graduate Council from the GSA.
   i. The President may resign this duty if they choose, in which case the replacement Graduate Council representative will be appointed by the President and approved by the General Council.
5. To appear with the Treasurer before the budget hearings of the Finance Committee to submit and defend the budget of the GSA.
6. To appoint a Representative to the Student Assembly, to be confirmed by the General Council, in the event that position is vacant (see Article IV, Section E).
7. To appoint representatives to college-wide committees where Arts & Sciences graduate students have a seat, to be confirmed by the General Council.
8. To appoint the Chief Justice and Associate Chief Justice of the Honor Council.
9. To appoint Graduate Council representatives to be approved by the General Council in the event that the President and/or Parliamentarian resign their place on the Graduate Council.

B. The duties of the Vice-President shall be:
   1. To perform the duties of the President in the case of their absence.
   2. To coordinate the services offered by the GSA to outside organizations.
   3. To serve as Elections Coordinator on the election committee in early March in accordance with Section IV of the Student Assembly constitution (see Article VII, Section A).
   4. To oversee the Graduate Portfolio Project and encourage full participation amongst all departments and programs.

C. The duties of the Secretary shall be:
   1. To maintain the GSA website and to handle necessary GSA correspondence.
   2. To obtain a list of graduate students’ names and contacts from the OGSR at the beginning of the year.
   3. To keep minutes of the meetings of the GSA Council and to assure their publication on the website within 72 hours of the GSA Council meetings.
   4. To publish an agenda the week before the regularly scheduled meetings and publish it on the website.

D. The duties of the Treasurer shall be:
   1. To allocate funds for the GSA functions in accordance with the current college policies and to ensure that adequate funds are available to sponsor in part or whole the Graduate Research Symposium (GRS).
   2. To provide a statement on finances to each meeting of the General Council.
   3. To prepare, in consultation with the Executive Council, the GSA budget for the upcoming academic year.
   4. To submit receipts of charges to the Student Activities Accountant for payment or reimbursement.
   5. To attend, with the President, the budget hearings of the Finance Committee to present and defend the GSA budget.

E. The duties of the Student Assembly Representative(s) shall be:
1. To attend meetings of the Student Senate of the Student Assembly and represent GSA interests there.

2. To inform GSA members of procedures for applying for Student Assembly standing committees, especially finance and college-wide committees.

F. The duties of the Parliamentarian shall be:

1. To attend all meetings of the Graduate Council and to serve as the Second Representative to the Graduate Council from the GSA.
   i. The Parliamentarian may resign this duty if they choose, in which case the replacement Graduate Council representative will be appointed by the President and approved by the General Council.

2. To report at General Council meetings on issues calling for graduate student involvement or movement.

3. To initiate procedures, debates, and motions; to carry resolutions; and responsible for collecting and tallying votes on all issues decided on in the GSA General Council and Executive Council meetings.

4. To draft all proposed constitutional amendments and disseminate copies to all members of the GSA Executive Council in a timely manner.

5. To update appendices as needed and to notify incoming members of their existence.

G. The duties of the Social Chair shall be:

1. To organize and direct social functions of the GSA, including convening the Social Committee, whose duties shall include publicizing, planning, maintaining, and supervising all GSA social functions.

2. To ensure that graduate students are informed of any GSA function or project.

3. To consult with the Treasurer on events that involve monetary transactions with the GSA.

H. The duties of the Department/Program Representative shall be:

1. To attend all meetings of the GSA Council and represent the interests of their respective department or program.

2. To inform and encourage participation of graduate students in college-wide events, especially those sponsored by the GSA.

3. To assist in the organization and execution of GSA events.
4. To represent the interests of their respective departments to the planning committee of the GRS and assist in its fruition.

I. The duties of the GSAB Student Representatives are described in Article VIII, Section D of the GSA Constitution.

**Article V. Amendments**

This constitution may be amended or revised by a two-thirds vote of the General Council. Amendments may be proposed by any member of the GSA and must be submitted in writing to the President, Secretary, and Parliamentarian at least 72 hours prior to the next GSA Council meeting.

**Article VI. Distribution of Funds**

A. Funds budgeted for the use of the several departments will not be appropriated if the Department Representative does not regularly attend the scheduled GSA meetings.

B. The transfer of monies from one budget line to another, use of colloquia funds, and the distribution of the GSA Supplemental Conference Fund require a vote from the GSA General Council.

**Article VII. Election Procedure**

A. The Vice-President shall serve as the Elections Coordinator. If the Vice-President is a candidate for election, the President will appoint a new Elections Coordinator from the Graduate Student Association General Council to perform these duties.

B. An Associate Chief Justice of the Graduate Arts and Sciences Honor Council will serve as Deputy Elections Coordinator. The Deputy Elections Coordinator will observe the administration of the election to ensure fairness and impartiality.

C. The election procedure shall be as follows:

1. Nominations:
   a. A call for nominations will be distributed to all graduate students and departments within the College of Arts & Sciences by January 31st. Nominations announcements will be made in the Did You Know That? electronic newsletter of the Office of Graduate Studies and Research for at least two successive weeks before the close of nominations.
   b. The deadline to submit nominations is the Thursday before spring break.
c. Any graduate student in the College of Arts & Sciences can nominate any graduate student in the College of Arts & Sciences, including self-nominations, for any position.

d. No more than three people from any given department may serve as Officers.
   i. If more than three nominees from the same department are elected, then nominees must deliberate and select from amongst themselves to determine who will step down in order to comply with the above stipulation.

e. The President and Vice-President shall not be from the same department.
   i. If the President and Vice-President are elected from the same department, nominees must deliberate and select from amongst themselves to determine who will step down in order to comply with the above stipulation.

f. If, after two weeks following an announcement of a Fall election, the applicant pool contains only students from an overrepresented school, the General Council may vote to allow an exception to the cap for one term before the ballots are opened to the Arts & Sciences graduate student body at large.

g. Dual degree students are encouraged to run for election, however they must choose to represent one and only one program during their entire tenure on the Council. If their chosen program is already overrepresented, the same procedure from Article VII, Section C, Subsection 1., Subsubsection d. should be followed.

h. Any vacancies created by the above stipulations shall be filled by the candidate from a different department receiving the highest number of votes for the position which has been vacated. In the event that no other candidate ran for the position, it shall be treated as a vacancy and filled according to the provisions of Article VII, Section C., Subsection d. and Article VII, Section C., Subsection e. of the GSA Constitution.

i. A nomination must be made in writing (either hardcopy or electronically via email) to the Elections Coordinator prior to the deadline.

j. If a nominated student is from an underrepresented department/program, defined as a department/program in which the department’s graduate population encompasses less than or equal to 5% of the Arts & Sciences graduate population,
and is seeking a position of the Executive Council other than that of Treasurer, then if properly elected the nominated student may serve in both capacities as a member of the Executive Council and Department Representative. Under the condition that said individual is only entitled to one count of voting, in all matters.

2. Candidate presentations, questioning, and discussion:
   a. Candidates will be required to submit written statements no more than 750 words to be posted on the GSA elections website no later than February 20th.
   b. Candidate presentations, questioning, and discussion may be held at the March GSA Council meeting preceding elections. Alternatively, the Executive Council may set a separate candidate presentation meeting no later than the March GSA meeting. All graduate students from the College of Arts & Sciences will be notified of this meeting at least one week prior to the chosen date.
   c. Presentations will begin with candidates for the office of President. Each presidential candidate will make their presentation in alphabetical order. Presentations will follow in a similar fashion for each of the other officers in the following order: Vice-President, Treasurer, Secretary, Student Assembly Representative, Parliamentarian, and Social Chair.
   d. Each candidate will make a speech of no more than 3 minutes in length. If a candidate is unable to present during the election process, they shall submit a written statement to the Elections Coordinator to be read aloud during the meeting.
   e. After speaking, the candidate shall answer questions relevant to their speech and qualifications posed by attending members for up to 3 minutes. The Election Coordinator reserves the right to determine whether or not a question is relevant and appropriate.
   f. The presentations and question period shall continue until all candidates have presented and answered questions.

3. Voting Procedure:
   a. Every student enrolled as a graduate student in the College of Arts & Sciences may cast one electronic ballot in each race for which they are eligible to vote.
   b. Elections will take place online using the College’s online voting system ap-
proved to be fair and honest by the Dean of Graduate Arts & Sciences.
c. Voters have the choice of voting for any of the candidates or abstaining from voting.
d. In the event that only one candidate is running for a position, voters can either vote for the candidate or have the option of abstaining.
e. A simple majority of votes is needed to win an election. In the event that a simple majority is not reached because there are more than two candidates, there will be a run-off election between the two candidates with the most votes.
f. All graduate students in the College of Arts & Sciences will be notified of the date of the election at least one week prior to the opening of the electronic poll.
g. Elections will last 24 hours, from 12:01 am to 11:59 pm, and must take place on a weekday from Monday to Thursday in the month of March.
h. The Election Coordinator shall verify the election results, in accordance with the IT liaison and Deputy Elections Coordinator

4. Newly elected officers will be installed during the April meeting of the GSA and hold their office from April of the year in which they are elected until the day before the April meeting of the GSA the following year. Except the GSAB Student Representatives, which will follow term limits in accordance with Article VIII, Section B. of the GSA Constitution.

5. Appointment of Officers:
   a. Any vacancies not filled by the spring elections process will be subject to a similar elections process in the fall and will be approved by a majority vote of the incoming GSA Executive Council no later than the September meeting.
   b. Any vacancies that may arise during the term of an Officer will be filled from among the current GSA Department Representatives and confirmed by the General Council.
Article VIII. Graduate Studies Advisory Board Student Representative

A. The A&S graduate student body will elect two representatives, one from Arts and one from Sciences, to serve in the A&S Graduate Studies Advisory Board (GSAB) who will be full voting members of the board but will not be required to make any donations to the Board.

B. The GSAB representatives will serve 2 year terms with one representative being elected every Fall to replace the departing representative from the respective department (Arts or Sciences).

C. Nomination and Election Procedure:
   1. At the beginning of each Fall semester (in the 1st or 2nd week of classes), the GSA President will send an email to all enrolled A&S graduate students to solicit nominations for the student Graduate Studies Advisory Board member positions. This will ensure that there is enough time to hold the election and to train new student board members before the October Graduate Studies Advisory Board meetings (during Homecoming weekend).
   2. Nomination is open to all actively enrolled A&S graduate students, excluding already elected GSA General Council members. Students can nominate others or themselves. Nomination is open until two days before the first GSA meeting. Nominated students must attend the first GSA meeting in order to learn about the position and to be included on the final ballot.
   3. All actively enrolled A&S graduate students are eligible to vote for the Graduate Studies Advisory Board student members.
   4. After the first GSA meeting of the Fall semester, an online ballot will be created with the supervision of the GSA president with all attending nominees and emailed to all actively enrolled A&S graduate students.
   5. In case of emergency vacancy of a student board member position, the GSA President will nominate a substitute, which must be approved by 2/3 vote of the GSA council.

D. Duties and Representatives:
   1. The student Graduate Studies Advisory Board members are required to attend all Graduate Studies Advisory Board meetings. The Graduate Studies Advisory Board meets twice a year in Williamsburg, on the Sunday afternoon and evening of and Monday morning following Homecoming weekend in October and the Sat-urday afternoon,
evening, and Sunday morning of the Graduate Research Symposium in March. There
are also two teleconferences via Skype: one in January and one in June.
2. The student board members will be responsible for reporting to and soliciting
feedback from the GSA and are members of the Executive Council as described in
Article III, Section A., Subsection 1.
3. The student board members will be required to present a written report to the Graduate
Studies Advisory Board meetings summarizing the needs and concerns of A&S graduate
students.
4. The student board members will be required to present a written report to the GSA
summarizing the topics discussed in the Graduate Studies Advisory Board meetings. 5.
Halfway through a student board member’s 2 year term, they will be required to train and
brief the incoming student board member before the new member’s first meeting with the
Graduate Studies Advisory Board.

Article IX. Alternate Representatives to Graduate Council
If the President feels that they cannot adequately perform their duties while also main-
taining their position on Graduate Council, the President may appoint an alternate representative from
GSA to permanently serve in this role in their stead.

Article X. Finance Committee
A. The Graduate Student Association will establish a Finance Committee in Spring 2016.
B. The Finance Committee will disburse student activity fee funds among the graduate
schools.
   1. The Finance Committee will follow all guidelines established in Appendix 1 to
   the Constitution.
      i. Changes to Appendix 1 of the Constitution shall require a unanimous vote
      of approval by the members of the finance committee; OR
      ii. A two-thirds vote of approval by the members of the Graduate Student
      Association General Council.
C. The Finance Committee shall comprise five members, no three of which attend the
   same program in William & Mary’s school of Arts & Sciences.
1. The Graduate Student Association President shall appoint new Graduate Student Association members to the Finance Committee at the beginning of each Fall semester and as needed to fill vacancies.

2. The Treasurer of the Graduate Student Association Executive Council shall serve as the chair of the Finance Committee, or the President shall designate a member of the Finance Committee as the Chair as needed to fill vacancies.

D. The Finance Committee will meet as necessary to consider funding applications.

**Article XI. Dean’s Advisory Committee**

A. The Arts & Sciences Graduate Student Association will establish the standing committee of the Dean’s Advisory Committee beginning with the Fall 2020 semester. The purpose of the Dean’s Advisory Committee will be to meet on a regular basis with the Dean of Arts & Sciences and provide input on matters related to Arts & Sciences graduate students at William & Mary.

B. The members of the Dean’s Advisory Committee shall have one year terms and be appointed at the first GSA meeting of the Fall semester.

C. Membership:

1. The Dean’s Advisory Committee shall be composed of at least 1 individual from the following: Master of Art program, Master of Science program, Ph.D. of Art program, Ph.D. of Science program. The GSA should strive to find committee members such that no 2 members are from the same academic department and to balance the number of representatives from Arts programs and Sciences programs. A member of this committee shall be one of GSA Executive Council members, fulfilling one of the program categories described, appointed by the GSA President and approved by a majority vote of the GSA General Council. This committee member shall provide regular reports and recommendations to the General Council based on the consensus of the entire committee.

2. The Dean’s Advisory Committee maximum member limit will be determined annually by the Dean of Arts & Sciences and the GSA President (or delegated capacity).

D. Nomination and Appointment Procedure:

1. Prior to seeking nominations for membership the GSA President shall contact the Dean of Arts & Sciences about the maximum member limit.
2. At the beginning of each Fall semester (in the 1st or 2nd week of classes), the GSA President will send an email to all enrolled A&S graduate students to solicit nominations for the Dean’s Advisory Committee member positions.

3. Nomination is open to all actively enrolled A&S graduate students. Students can nominate others or themselves. Nomination is open until two days before the first GSA meeting of the Fall semester. Nominated students shall provide a short written response describing their interest for membership to this committee and any relevant previous experience. Nominated students must attend the first GSA meeting in order to learn about the position and to coordinate contact information.

4. For the second meeting of the Fall semester, the GSA President shall create a motion appointing members to the Dean’s Advisory Committee and shall require a majority approval vote of the General Council.

5. The GSA should strive to fulfill this committee membership with individuals who do not already serve as members of the GSA General Council. If there are not sufficient nominations to fulfill the minimum committee membership requirement, then with a majority approval vote of the GSA General Council the committee membership can be filled from GSA General Council members.

6. In the event that an individual from one of the membership program categories is not nominated, then the President shall instead appoint from the nominated candidates preserving the minimum requirement of 2 individuals from Arts programs and 2 individuals from Sciences programs.

7. The Dean of Arts & Sciences has the final statement on membership to this committee and is permitted to accept or alter GSA’s approved recommendation of membership.

**Article XII. Parliamentary Authority**

For parliamentary and procedural matters not explicitly described in this document, the GSA General Council shall consider the most current edition of *Robert’s Rules of Order Newly Revised*.

**Appendices:**

**Appendix 1. Finance Committee Guidelines**

A. The Finance Committee will draft an annual budget approving perennial expenses and events.
1. The annual budget must be approved by the Graduate Student Association General Council by a two-thirds vote.

B. The Graduate Student Association Finance Committee will follow state law in its funding decisions:
   1. Alcohol cannot be funded.
   2. No gifts, awards, or honoraria shall be funded.
   3. No person shall be paid for their time or labor for any event, except pursuant to a contract duly approved by the appropriate College administration authorities.

C. No fundraising events, philanthropic or otherwise, shall be funded.

D. Requests exceeding $500:
   1. must be approved by the Finance Committee; AND
   2. must be approved by the Graduate Student Association General Council by a two-thirds vote.

E. The total contribution toward any event shall be $8 per person or less.
   1. Exceptions to this rule must be approved by the Graduate Student Association General Council by a two-thirds vote.
   2. The GSA meets only once per month, so any such requests should be submitted well in advance.

F. Food and drinks shall not be funded unless they are integral to the event.
   1. This prohibition may be waived for events approved as part of the annual budget.

G. Speakers’ travel and expenses shall be funded as follows:
   1. Airplane and train tickets may be reimbursed at cost.
   2. Vehicle travel shall be reimbursed at $0.25 per mile.
   3. Food and lodging shall be reimbursed at $89 per speaker per day.
   4. Requests for airfare reimbursement within Virginia, Maryland, North Carolina, West Virginia, Pennsylvania, and the District of Columbia must be justified as to why the visitor could not drive instead.

H. Making misrepresentations to the GSA concerning funding requests shall result in inability to request funding for the following year, and may be grounds for disciplinary action, including Honor Council hearings and disbandment of the student organization.
I. All funds must be claimed by submitting receipts for reimbursement, unless the Office of Graduate Studies pre-approves alternative methods.

J. All requests should be submitted to the Chair of the Finance Committee.
   1. The Chair may recommend changes to the request in order to meet funding guidelines, but shall submit the request to the Committee at their next meeting.
   2. The Committee shall either approve the request, deny the request, or give conditional approval to the request, specifying the conditions to be met.
      a. Failing to meet specified conditions shall cause the organization to forfeit the granted funds and return them to the GSA within 48 hours.
   3. The Chair shall report all decisions of the Committee back to the submitting organization within one week of their meeting. If the request is denied or conditionally approved, a written explanation of the reasons shall be attached.

K. The Chair shall be available to answer questions from submitters and the student public concerning the funding process.

L. Decisions of the Committee may be appealed to the Graduate Student Association General Council. Appeals should be submitted to the Chair, who shall pass them onto the GSA President with a recommendation. Appeals shall only be heard at the President’s sole discretion. Appeals decided by the Graduate Student Association General Council are not appealable further. The President’s decision to hear or deny an appeal is also not appealable.

Appendix 2. Journal Club

A. Journal Club (JC) is open to all William and Mary Arts & Sciences graduate students, faculty, and staff. Every eligible member is also allowed to bring a guest. Exceptions are up to the discretion of the Journal Club Executives.

B. Journal Club will be governed by one or two JC Executives, one of which is a member of the GSA General Council. It is the responsibilities of both officers:
   1. To schedule all talks and ensure that JC runs smoothly.
   2. That all Campus requirements for events with alcohol are met.
   3. To interface with the university administration for all purposes in JC.
   4. To recruit assistants for the various team positions to allow JC to run smoothly.
   5. To present the budget and a semesterly summary at the last regular meeting of GSA each semester.
C. The team positions are the prerogative of the two executives; however trial and error have
determined that the following positions allow for smooth operation:

1. The Beer Baron(ess): Picks up and transports the beer order from Alewerks shortly
   before the JC meetings. Use of a car is required.
2. Professor Pizza: Picks up and delivers the pizza order shortly before the JC meetings.
   Use of a car is required.
3. The Sultan(ah) of Snack: Picks up and delivers snacks and other essentials from a
grocery store so there are sufficient for JC meetings.
4. Benevolent Bartenders: Pours drinks and helps out at JC meetings. Must be W&M
   Events with alcohol trained.
5. Eco-Emperor: Rules over all things green! Assists in managing JC's footprint by
   helping sort and send compost, recycling, and trash to the correct disposal areas.
   Additionally, the Eco-Emperor assists in generating new ideas to reduce environmental
   impact such as incentives for bringing personal cups and plates, looking into new
   "greener" materials for JC use, and related sustainability goals. Preferably someone with
   some experience in waste reduction, or at least enthusiasm for it!

Appendix 3. Discretionary Funds

A. The discretionary funds will be based on the previous year’s number of graduate students
   1. These funds will be allocated at the last GSA meeting of the Spring semester.
B. These funds will be allocated through department representatives
   1. Should a department representative miss more than one GSA meeting out of an
      academic semester during their term as representative without a reasonable explanation,
      and in their absence, does not send another representative in their place, discretionary
      funds will not be allocated to that department.
   2. If a department representative volunteers to be on a GSA committee and does not
      fulfill his or her responsibilities on that committee without a reasonable explanation,
      discretionary funds will not be allocated to that representative’s department.
   3. If there are no volunteers for a committee, the President shall randomly select
      volunteers.
   4. Department representatives can be reinstated by a majority vote of the GSA General
      Council.
C. Only Graduate Student Association department representatives, or a designated replacement, are permitted to submit receipts for reimbursal of discretionary funds for their departments.