

Graduate Student Association (GSA) Handbook

**Medical College of Wisconsin
School of Graduate Studies**

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BYLAWS
Graduate Student Association
School of Graduate Studies, Medical College of Wisconsin
Last Revised: June 2026

Name

Section I.1. Official Name

The name of this organization shall be the Graduate Student Association of the Medical College of Wisconsin's School of Graduate Studies.

Section I.2. Assumed Name

For purposes of advertising and promotion, the organization may at times utilize the assumed name of "GSA". Additionally, the Representative Council of the Graduate Student Association may assume the name "GRC".

Purpose

The purposes of this organization are:

1. To provide a democratic form of self-government by and for the graduate students of the School of Graduate Studies.
2. To provide a mechanism for voicing collective graduate student opinions to the faculty and administration of the School of Graduate Studies.
3. To aid in disseminating information to graduate students.
4. To promote and encourage fellowship among graduate students.

Authority

This organization is a recognized student organization at The Medical College of Wisconsin.

This organization will establish bylaws to govern administrative and procedural matters. Bylaws may be adopted, amended, or temporarily suspended by a 2/3rds majority vote of the Representative Council.

This organization will establish supplemental policies to govern subgroup-level administrative and procedural matters. Supplemental Policies may be adopted, amended, or temporarily suspended by a majority vote of the governing subgroup.

The rules contained in the most recent version of Robert's Rules of Order, Newly Revised shall be the parliamentary authority for this organization and shall govern in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the organization may adopt.

Membership

Membership of the Graduate Student Association shall be open to all degree-seeking students in programs administered by the School of Graduate Studies.

Governance

Section I.3. Officers

Officers are members elected by the Graduate Student Association to govern the Graduate Student Association.

Executive Officers of the Graduate Student Association shall be composed of:

- A. President
- B. Vice President
- C. Treasurer
- D. Secretary
- E. Public Relations

Representative Officers of the Graduate Student Association shall be composed of the representative of each department and program of the School of Graduate Studies.

- A. Departments are defined as degree-granting academic units.
- B. Programs are defined as lab rotation-based umbrella units that place students within departments (i.e., Interdisciplinary Doctoral Program, Neuroscience Doctoral Program, Medical Scientist Training Program).

Section I.4. Advisory Board

The Advisory Board of the Graduate Student Association shall be composed of:

- A. One Faculty Advisor Elected by the Representative Council (“Elected Faculty Advisor”)
- B. One Faculty Advisor appointed by the Graduate Studies Council of the School of Graduate Studies (“Appointed Faculty Advisor”)
- C. The Director of Enrollment of the School of Graduate Studies (“Enrollment Advisor”)
- D. One Administrative Staff Member of the School of Graduate Studies (“Staff Advisor”)
- E. One Past Representative Council Member (“Past Council Advisor”)
- F. Any other advisors elected by vote of the Representative Council

Section I.5. Executive Council

The Executive Council shall be composed of the Executive Officers as voting members and the Elected Faculty Advisor, Staff Advisor, and Past Council Advisor as non-voting members.

Section I.6. Representative Council

The Representative Council shall be composed of the Executive and Representative Officers serving as voting members. The Advisory Board and Pharmacy School Representative serve as non-voting members.

Section I.7. Powers and Duties of Voting Members

All officers are expected to attend all meetings for which their position serves as a graduate student representative, as listed below. Notice of absence from any meeting must be given to the meeting organizer as far in advance as possible; the President and Secretary must be included on the notice.

Officers are allowed two unexcused absences from regularly scheduled Representative Council Meetings before automatic initiation of the Impeachment Process. If an officer will not be present at a Representative Council meeting, the following steps must be taken to the excuse their absence:

1. The absentee must notify the President and Secretary of expected absence at least 48 hours prior to the meeting.
2. If the absentee is an Executive Officer, the absentee must share updates to another Executive Officer at least 48 hours prior to the meeting.
3. If the absentee is a Representative Officer, the absentee must name an Alternative Representative from their department/program to attend the meeting in their place.

All terms are for one academic year (June 1st – May 31st) unless otherwise stated below.

A. The **President** Officer shall:

1. act as a liaison between the organization and the Medical College of Wisconsin's administration and faculty.
2. serve as the chief executive officer of the organization.
3. prepare and disperse the agenda for the Executive Council, Representative Council, and other ad hoc Graduate Student Association Meetings.
4. preside at all meetings of the organization.
5. approve all standing and ad hoc committees and committee chairs.
6. create ad hoc committees of the organization and approve their chairs.
7. co-maintain the organization email with the Secretary and Public Relations Officers.
8. serve as a graduate student representative to and attend meetings for:
 - a. Graduate Student Association Executive Council (voting member)
 - b. Graduate Student Association Representative Council (voting member)
 - c. Graduate Studies Council of the School of Graduate Studies
 - d. Medical College of Wisconsin Commencement Committee
 - e. Medical College of Wisconsin Assessment Oversight Committee
 - f. Medical College of Wisconsin Faculty Council
9. have other powers and duties as may be prescribed by the organization.

B. The **Vice President** Officer shall:

1. fulfill the President's responsibilities in the President's absence or as requested by the President.

2. serve as a co-President of the Student Leadership Collective (“SLC”).
3. serve as a graduate student representative to and attend meetings for:
 - a. Graduate Student Association Executive Council (voting member)
 - b. Graduate Student Association Representative Council (voting member)
 - c. Medical College of Wisconsin Student Leadership Collective
 - d. Graduate Studies Council of the School of Graduate Studies
 - e. Medical College of Wisconsin Commencement Committee
4. have other powers and duties as may be prescribed by the organization.

C. The **Treasurer** Officer shall:

1. serve a two year term, unless otherwise negotiated at time of election.
2. act as liaison between the Representative Council and the Business Manager of the School of Graduate Studies.
3. keep record of financial transactions and present a written financial status report of Graduate Student Association accounts at each meeting of the Representative Council.
4. serve as a graduate student representative to and attend meetings for:
 - a. Graduate Student Association Executive Council (voting member)
 - b. Graduate Student Association Representative Council (voting member)
 - c. Medical College of Wisconsin Student Leadership Collective Professionalism & Institutional Relations Committee
 - d. at least one other standing committee affiliated with the Graduate Student Association, Student Leadership Collective, Graduate Studies Council, or Faculty Council
5. have other powers and duties as may be prescribed by the organization.

D. The **Secretary** Officer shall:

1. record and disperse the minutes for the Executive Council, Representative Council, and other ad hoc Graduate Student Association Meetings.
2. track attendance of Officers for the Executive Council, Representative Council, and other ad hoc Graduate Student Association Meetings.
3. manage the Representatives Council email distribution list.
4. manage the organization Teams group (or equivalent platform) including membership and privileges for the General and Committee channels.
5. initiate and facilitate review of the organization Handbook in the Spring – any updates should be presented before the final meeting of the Representative Council of the academic year and voted on prior to officer turnover.
6. co-maintain the organization email with the President and Public Relations Officers.
7. serve as a graduate student representative to and attend meetings for:

- a. Graduate Student Association Executive Council (voting member)
 - b. Graduate Student Association Representative Council (voting member)
 - c. Medical College of Wisconsin Student Leadership Collective Alumni Relations Committee (voting member)
 - d. Alumni Association's Board of Directors' quarterly meetings
 - e. at least one other standing committee affiliated with the Graduate Student Association, Student Leadership Collective, Graduate Studies Council, or Faculty Council
8. have other powers and duties as may be prescribed by the organization.

E. The **Public Relations** Officer shall:

- 1. help plan, advertise, and document Graduate Student Association events.
- 2. work with the Graduate School to:
 - a. generate the monthly graduate school newsletter.
 - b. update the GSA's website as needed.
- 3. manage and post to the organization's social media pages.
- 4. keep record of financial transactions and present a written financial status report of Graduate Student Association accounts at each meeting of the Representative Council.
- 5. co-maintain the organization email with the Secretary and Public Relations Officers.
- 6. serve as a graduate student representative to and attend meetings for:
 - a. Graduate Student Association Executive Council (voting member)
 - b. Graduate Student Association Representative Council (voting member)
 - c. Graduate Student Association Social Committee (voting member)
 - d. at least one other standing committee affiliated with the Graduate Student Association, Student Leadership Collective, Graduate Studies Council, or Faculty Council
- 7. have other powers and duties as may be prescribed by the organization.

F. The **Department, Interdisciplinary Doctoral Program, and Neuroscience Doctoral Program Representative** Officers shall:

- 1. represent their respective programs' interests to the Representative Council.
- 2. distribute important updates to their respective department/program on a monthly basis.
- 3. serve as a graduate student representative to and attend meetings for:
 - a. Graduate Student Association Representative Council (voting member)
 - b. at least two other standing committees affiliated with the Graduate Student Association, Student Leadership Collective, Graduate Studies Council, or Faculty Council
- 4. have other powers and duties as may be prescribed by the organization.

G. The **Medical Scientist Training Program Representative** Officer shall:

1. represent their respective programs' interests to the Representative Council.
2. distribute important updates to their respective program on a monthly basis.
3. serve as a graduate student representative to and attend meetings for:
 - a. Graduate Student Association Representative Council (voting member)
 - b. Medical School Assembly
 - c. at least one other standing committee affiliated with the Graduate Student Association, Student Leadership Collective, Graduate Studies Council, or Faculty Council
4. have other powers and duties as may be prescribed by the organization.

Section I.8. Duties of Non-Voting Members

A. The School of Pharmacy Liaison shall:

1. be elected by the School of Pharmacy.
2. provide the viewpoint of the faculty of the School of Pharmacy.
3. serve as an liaison to and attend meetings for:
 - a. Graduate Student Association Representative Council

B. The Elected Faculty Advisor shall:

1. serve a two year term, unless otherwise negotiated at time of election.
2. be elected by the Representative Council.
3. provide the viewpoint of the faculty of the School of Graduate Studies.
4. serve as an advisor to and attend meetings for:
 - a. Graduate Student Association Executive Council
 - b. Graduate Student Association Representative Council

C. The Appointed Faculty Advisor shall:

1. be appointed by the Graduate Studies Council of the School of Graduate Studies.
2. provide the viewpoint of the Graduate Studies Council.
3. serve as an advisor to and attend meetings for:
 - a. Graduate Student Association Representative Council

D. The Enrollment Advisor shall:

1. be Director of Enrollment of the School of Graduate Studies.
2. provide the history and policy of the School of Graduate Studies.
3. serve as an advisor to and attend meetings for:
 - a. Graduate Student Association Representative Council

E. The Staff Advisor shall:

1. be an Administrative Staff Member of the School of Graduate Studies.

2. assist the organization with disseminating information, scheduling meetings, and planning events.
3. serve as an advisor to and attend meetings for:
 - a. Graduate Student Association Executive Council
 - b. Graduate Student Association Representative Council

F. The **Past Council** Advisor shall:

1. be a previous member of the Representative Council.
2. provide the history of the Graduate Student Association.
3. serve as an advisor to and attend meetings for:
 - a. Graduate Student Association Executive Council
 - b. Graduate Student Association Representative Council

Section I.9. Powers and Duties of Graduate Student Association Committee Chairs

Committee chairs must:

1. be approved by the President.
2. organize monthly meetings of the committee.
3. prepare and disperse the agenda for the committee meetings.
4. preside at all committee meetings.
5. delegate responsibilities within the committee.
6. give committee updates at each Representative Council Meeting.
7. communicate any events, outreach, or advertisements to the Public Relations Officer and Staff Advisor.
8. communicate any budgetary requests to the Treasurer Officer and Staff Advisor.

If an committee chair will not be present at a Representative Council meeting, the following steps must be taken:

1. The absentee must notify the President and Secretary of expected absence at least 48 hours prior to the meeting.
2. The absentee must name an Alternative Representative from their committee to attend the meeting in their place and share their updates to the alternate at least 48 hours prior to the meeting.

Meetings

Section I.10. Executive Council

Meetings of the Executive Council are to be called monthly, or more often as necessary. Any Officer or Advisor of the Executive Council may request additional meetings to be held.

Section I.11. Representative Council

Meetings of the Representative Council are to be called monthly, or more often as necessary. These meetings are open for any member of the Graduate Student Association to attend. Any member of the Graduate Student Association may request additional meetings to be held through an elected Officer. Any Officer of the Representative Council may request ad hoc meetings to be held. These meetings are not required to be open for any member of the Graduate Student Association to attend.

The first meeting of each academic year is to include an overview of the procedures of the Representative Council by an Executive Officer.

Section I.12. Graduate Student Association Committees

Meetings of the Graduate Student Association Committees are called monthly, or more often as necessary. These meetings are open for any member of the Graduate Student Association to attend. Any member of the Graduate Student Association may request additional meetings to be held through the chair of the committee.

Section I.13. Voting

Any member of the Representative Council may bring a motion before the rest of the Representative Council as long as the motion does conflict with the bylaws, standing rules, or resolutions of the Representative Council.

The motion must be seconded by a voting member of the Representative Council prior to opening the room for discussion. Upon completion of discussion, a vote will be held.

For in-person voting, a 2/3rds quorum of all voting members in the Representative Council must be present to hold a vote on a motion.

For virtual voting, a 2/3rds quorum of all voting members in the Representative Council must submit a virtual ballot for a virtual vote to be valid.

Any Representative Council voting member may abstain from voting and cannot be compelled to vote. This abstention counts towards the quorum total.

A simple majority vote is needed for a motion to pass.

Selection of Governance

This Selection of Governance process is held in the spring semester each academic year. The selection is handled in the following order:

1. Nomination of Executive Officers. Any nominations received will verify acceptance of nomination by nominee.
2. Voting of Executive Officers.
3. Nomination of Representative Officers. Any nominations received will verify acceptance of nomination by nominee.
4. Voting of Representative Officers.
5. Nomination of Advisory Members (only for necessary years). Any nominations received will verify acceptance of nomination by nominee.

6. Voting of Advisory Members (only for necessary years).

Section I.14. Terms

A year of service is defined as the June 1st to May 31st.

The term for Treasurer Officer and Elected Faculty Advisor is two years, unless otherwise negotiated at time of election. All other Officer, Advisor, and Liaison positions serve a term of one year.

The Elected Faculty Advisor may not serve consecutive terms. There are no term limits on any other Officer, Advisor, and Liaison positions.

Section I.15. Nominations

A. Executive Officers

1. Any members of the Graduate Student Association can self-nominate or nominate their peers for the Executive Officer positions.
2. For a one-week duration, nominations require that the nominee has previously served on the Representative Council to be eligible for any Executive Officer positions. Any nominations received at this time will verify acceptance of nomination by nominee. If nomination is accepted by the nominee, their name will be added to the Executive Ballot.
3. If no nominations are accepted during this time, a second one-week duration of nominations will open without this requirement. Any nominations received at this time will verify acceptance of nomination by nominee. All nominations accepted during this round are moved to the Executive Ballot, regardless of previous service on the Representative Council.
4. If no nominations are accepted during this additional round, the non-requirement nomination duration may be extended for another week.
5. If more than three weeks elapse without accepted nominations, nominations may be submitted by any member of the School of Graduate Studies. If nomination is accepted by the nominee, their name will be added to the Executive Ballot.

B. Representatives Officers

1. Any members of the Graduate Student Association can self-nominate or nominate their peers for the their specific department/program Representative Officer position.
2. Nominations are open for a one-week duration, meeting the specific department/program eligibility requirements stated below. Any nominations received at this time will verify acceptance of nomination by nominee. If nomination is accepted by the nominee, their name will be added to the Representative Ballot.
 - a. Any degree-seeking graduate students in a department without doctoral programs are eligible for nomination as Department Representative.

- b. Any degree-seeking graduate students in a department with doctoral programs who have completed at least one year in their department are eligible for nomination as Department Representative.
 - c. Any Medical Scientist Training Program student in their Graduate School Phase are eligible for nomination as Program Representative.
 - d. Any degree-seeking graduate students currently enrolled in Interdisciplinary Doctoral Program or Neuroscience Doctoral Program curriculum are eligible for nomination as their respective Program Representative.
3. If more than two weeks elapse without accepted nominations, nominations may be submitted by the position's respective department chair(s) and/or program director(s). If nomination is accepted by the nominee, their name will be added to the Representative Ballot.

C. Elected Faculty Advisor

1. Any member of the Representative Council may nominate a faculty member for the position of Elected Faculty Advisor.
2. Any faculty member with an appointment in a degree-granting department of the MCW School of Graduate Studies and who did not serve during the most recent term are eligible for nomination as the Elected Faculty Advisor.
3. Nominations are open for a one-week duration. Any nominations received at this time will verify acceptance of nomination by nominee. If accepted, nominations are moved to the Faculty Advisor Ballot.

D. Past Council Advisor

1. Any member of the Representative Council may nominate a previous Officer the position of Past Council Advisor
2. For a one-week duration, nominations require that the nominee has previously served on the Executive Council to be eligible. Any nominations received at this time will verify acceptance of nomination by nominee. If accepted, nominations are moved to the Past Council Advisor Ballot.
3. If no nominations are accepted during this time, a second one-week duration of nominations will open with the requirement that the nominee has previously served on the Representative Council to be eligible. Any nominations received at this time will verify acceptance of nomination by nominee. All nominations accepted during this round are moved to the Past Council Advisor Ballot, regardless of previous service on the Executive Council.
4. If no nominations are accepted during this additional round, the nomination duration may be extended.

Section I.16. Elections

A. Executive Officers

1. The Executive Ballot is distributed to all members of the Graduate Student Association to vote.
2. The new Executive Officers are the top-vote recipients for each position. Should this person decline the position, the position shall be offered to the next highest vote recipient of the remaining nominees until the position is filled.
3. If there is only one nomination, a vote is held for confirmation of position appointment.
4. If more than one week elapses without any student voting, Executive Officers are elected by majority vote among the outgoing Representative Council.

B. Representatives Officers

1. The Representative Ballot is distributed to all Graduate Student Association members of the respective department/program to vote.
2. The new Representative Officers are the top-vote recipients for each position. Should this person decline the position, the position shall be offered to the next highest vote recipient of the remaining nominees until the position is filled.
3. If there is only one nomination, a vote is held for confirmation of position appointment.
4. If more than one week elapses without any student voting, Representative Officers are elected by the position's respective department chair(s) and/or program director(s).

C. Elected Faculty Advisor and Past Council Advisor

1. The Faculty Advisor Ballot and Past Council Advisor Ballot is distributed to the Executive Officers to vote.
2. The new Advisor(s) are the top-vote recipients for each position. Should this person decline the position, the position shall be offered to the next highest vote recipient of the remaining nominees until the position is filled.
3. If there is only one nomination, a vote is held for confirmation of position appointment

Section I.17. Special Consideration for Medical Scientist Training Program students

Students in the Medical Scientist Training Program have both a Program and Department Representative Officer. Therefore, these students may nominate/vote for both Representative Officer positions and are eligible for either Representative Officer position.

Section I.18. Appointment of Additional Advisory Board Members

- A. The Appointed Faculty Advisor is appointed by the Graduate Studies Council.
- B. The Enrollment Advisor is appointed by the School of Graduate Studies.
- C. The Staff Advisor is appointed by the School of Graduate Studies.

Impeachment, Resignation, and Replacement

Section I.19. Impeachment

A. Motion for Impeachment

1. Impeachment of an Executive Officer may be initiated by a voting member of the Representative Council.
2. Impeachment of an Representative Officer may be initiated by a voting member of the Representative Council or a degree-seeking students in that Representative's department/program.
3. Impeachment for exceeding the allowed number of excused absences should be initiated by the Secretary.
4. A motion must be made at a Representative Council Meeting.

B. Discussion

1. Reason for motion for impeachment is presented and material evidence is shown.
2. If more time is need to collect all material evidence, a deadline shall be decided.

C. Voting

1. The vote on impeachment will take place no sooner than one week after the call for impeachment but no later than the time needed to collect all material evidence after the call for impeachment
2. If the motion was initiated by a voting member, that member must abstain from voting. All other voting members of the Representative Council must vote.
3. If a 2/3rds majority is reached in the vote for impeachment, the action is immediate and the impeached Officer will turn over all the material related to their former position. If a 2/3rds majority is not reached, the matter is to be dropped.

Section I.20. Resignation

Should a member of the Representative Council need to resign their position, they should provide written notice as such to the President and Appointed Faculty Advisor. The President shall announce the resignation at the next monthly meeting after notice is provided.

Section I.21. Replacement

If an Executive Officer position is vacated for any reason during a term, this position will be filled by a Representative Officer who is elected by the voting members of the Representative Council.

If a Representative Officer is vacated for any reason during a term, including replacing a vacated Executive Officer position, this position will be filled by a new Representative Officer who is elected by the graduate students of the respective department or program.

Newly elected Officers will fulfill all obligations of their new position until that position comes up for re-election.

Graduate Student Association Committees

The organization shall have the following standing committees: Social, Symposium, Travel Award Policy.

The President shall have the authority to establish ad hoc committees as may be necessary from time to time to carry out the work of the organization.

The President shall approve the chairs of all committees.

Section I.22. Social Committee

This committee organizes most of the social events that are sponsored by the Graduate Student Association throughout the year, including working with the Fundraising Committee for coordinating fundraising events. Members of this committee will work closely with the Graduate Student Association Public Relations and Treasurer, the Graduate School Office, and the MCW Business Manager to coordinate activities and arrange finances. At least three Representative Council members shall serve on this committee.

Section I.23. Symposium Committee

This committee will plan and coordinate the Annual Graduate Student Association Symposium, which takes place in the Spring, with support from the Graduate School Office. At least three Representative Council members shall serve on this committee.

Section I.24. Travel Award Policy Committee

This committee will review and modify all travel award policies and applications to serve graduate students better and more fairly. Members of this committee will also be responsible for helping organize any requirements related to the Graduate Student Association travel awards (*i.e.*, volunteer opportunities or presentations). This committee will consist of the Treasurer, an Awards Committee representative, and any other Representative Council member interested in this committee.

Amendments

Section I.25. Amendments to Bylaws

Any Graduate Student Association member may propose an amendment to the Graduate Student Association Bylaws.

Any proposed amendment must be submitted in writing at least one week in advance of the next Representative Council meeting and be distributed to the Representative Council at its next meeting. Public posting by Representatives will be made of the current Bylaws and proposed amendment in their degree-granting department/program within the School of Graduate Studies, and the President will send an email to the Graduate Student Association.

The Representative Council must vote on a proposed amendment no sooner than 21 days and no later than 60 days following distribution at the Representative Council meeting.

All voting members of the Representative Council must cast a vote and a 2/3rds majority vote is needed for ratification of an amendment.

Section I.26. Amendments to Supplemental Policies

Changes to Supplemental Policies do not constitute an amendment to the Bylaws and therefore do not require a vote from the whole Representative Council.

Amendments to Supplemental Policies must be presented to the managing body and approved by majority vote.

SUPPLEMENTAL POLICIES
Graduate Student Association
School of Graduate Studies, Medical College of Wisconsin

Article XI. Graduate Studies Council Committees

The Graduate Studies Council Committees are governed by the Graduate Studies Council.

Article XII. Faculty Council Committees

The Faculty Council Committees are governed by the Faculty Council.

Article XIII. Student Leadership Collective Committees

The Student Leadership Collective Committees are governed by the Student Leadership Collective.

Article XIV. Graduate Student Association Awards

The Graduate Student Association Awards are governed by the Travel Award Policy Committee of the Graduate Student Association.

Article XV. Graduate Student Association Club Sponsorship Policy

The Graduate Student Association Club Sponsorship Policy are governed by the Social Committee of the Graduate Student Association.

Article XVI. Graduate Student Association Timelines

The Graduate Student Association Timelines are governed by the Executive Council of the Graduate Student Association.

Graduate Studies Council Committees

Section I.27. Academic Standing & Welfare

This committee shall make recommendations to the Graduate Studies Council on matters concerning student welfare and shall guide students on academic probation. This committee shall be comprised of two faculty members elected by the Graduate Faculty (3-year term), two faculty members appointed by the Dean of the School of Graduate Studies (3-year term), and one graduate student member identified by the Representative Council (1-year term). This committee meets as needed.

Section I.28. Assessment Oversight

This committee is organized to ensure the Medical College of Wisconsin meets the requirements for upcoming accreditation evaluations. This committee is comprised of the President and all the Deans of the Medical College of Wisconsin. The Graduate Student Association President serves as the graduate student representative.

Section I.29. Awards

This committee organizes the annual Teacher and Mentor of the Year awards of the Graduate Student Association. Additionally, this committee delegates the review and approval of graduate student applications for travel awards to an Education Program Coordinator in the office of Student Services. This committee shall also review and award monies for poster submissions at the Annual Poster Session. This committee shall be comprised of three faculty members elected by the Graduate Faculty (3-year term), three faculty members appointed by the Dean of the School of Graduate Studies (3-year term), and one graduate student member identified by the Representative Council (1-year term). This committee communicates as needed via email.

Section I.30. Commencement

This committee is organized and run by the President of the Medical College of Wisconsin's Office and meets regularly in person. This committee is responsible for the selection of honorary degree recipients, keynote speakers, and arrangements for ceremonial proceedings for the graduate and medical school commencement ceremonies. The Graduate Student Association President and Vice President serve as the graduate student representative on this committee.

Section I.31. Course Evaluation

This committee is organized and run by the Graduate Studies Council and meets a minimum of three times per year. Officers or Representatives in this committee are required to participate in the evaluation process. This committee shall review course evaluations completed by graduate students at the end of each term. Courses receiving low scores from course evaluations will be further reviewed, and new courses are reviewed by default. This committee is also responsible for triennial course reviews. This committee shall be comprised of four faculty members elected by the Graduate Faculty (3-year term), three faculty members appointed by the Dean of the School of Graduate Studies (3-year term), and one graduate student member identified by the Representative Council (1-year term).

Section I.32. Curriculum & Program

This committee shall review all newly proposed courses and programs (including certificate programs) or major revisions of courses and programs of MCW's School of Graduate Studies. This committee shall recommend to the Graduate Studies Council acceptance, modification, or rejection of proposed courses or programs. Approval by this committee shall be the first step toward accreditation of new courses or programs. This committee shall be comprised of three faculty members elected by the Graduate Faculty (3-year term), three faculty members appointed by the Dean of the School of Graduate Studies (3-year term), and one graduate student member identified by the Representative Council (1-year term). This committee communicates as needed via email.

Section I.33. Graduate Outreach and Recruitment Program (GORP)

Through this recruitment program, graduate students volunteer to visit local undergraduate institutions (i.e., their Alma Mater) and assist with recruitment events at MCW to discuss their research and advertise/promote the School of Graduate Studies. Travel, food, lodging, and registration, if necessary, are covered by the Graduate School after the student's participation in a recruiting event has been established/confirmed with the Director of Student Recruitment. At least two Representative Council members shall serve on this committee, and they will assist in planning visits and recruiting graduate student volunteers.

Section I.34. Graduate Studies Council (GSC)

This committee is composed of the Program and Recruitment Directors from each program within the School of Graduate Studies, the Dean of the School of Graduate Studies, and other members appointed by the Dean. This committee meets at noon on the first Monday of each month. The Graduate Student Association President and Vice President serve as the graduate student representatives.

Section I.35. Program Evaluation

This committee shall review appropriate criteria and metrics of program evaluation and shall periodically evaluate all programs of the School of Graduate Studies. The chair of this committee will report the results of each review to the Dean of the School of Graduate Studies and to the Graduate Studies Council. This committee shall be comprised of three faculty members elected by the Graduate Faculty (3-year term), three faculty members appointed by the Dean of the School of Graduate Studies (3-year term), and one graduate student member identified by the Representative Council (1-year term). This committee meets as needed.

Section I.36. Spotlight on Science (SOS)

This committee is funded by the School of Graduate Studies and is led by the Assistant Dean of Postdoctoral Education. This committee meets as needed to choose topics and speakers for the Spotlight on Science seminar series, including the biannual Responsible Conduct of Research Refreshers. Three Representative Council members typically serve on this committee.

Faculty Council Committees

Section I.37. Faculty Council

The Faculty Council is the representative governing body of the faculty at the Medical College of Wisconsin. Membership is comprised of a representative from each department and institute, the chairperson of each of the Council's standing committees, the Dean of each academic school, a representative from the Women's Faculty Council, and a representative from the Society of Teaching Scholars. The Faculty Council is charged with improving communication between the faculty and administration at the Medical College of Wisconsin, advising the administration of issues and concerns among the faculty, and, conversely, communicating all administrative directives to the faculty.

Section I.38. Faculty IT

This committee provides central leadership and a forum for discussion of global IT issues and IT planning so that all MCW IT constituencies can participate and/or be informed in this process. When this committee deems it appropriate, the recommendation(s) shall contain an analysis of the implications to assist the Faculty Council, the Executive Committee of the Faculty and the Dean in their deliberations. Meetings of this committee are held the fourth Monday of every month at 7:30am. One Representative Council member shall serve on this committee.

Section I.39. Library

This committee functions to serve as a liaison between the library staff, MCW Administration, and the faculty and students of MCW. This committee advises on budget development and implementation, library policies, library computer services, implementation of plans developed by the Strategic Library Council, and promotion of library use to faculty, students, patients, and community members. This committee meets six times per year. One Representative Council member, who also serves on the Student Leadership Collective's Facilities subcommittee shall serve on this committee.

Section I.40. Research Affairs

This committee conducts scientific peer review of research proposals for Faculty Institutional Grants. This committee helps organize and evaluate basic science and clinical research for presentation at the annual Research Day. This committee serves as a review and advisory board on matters concerning research ethics and scientific conduct and helps formulate policy and guidelines on research matters. Meetings are held as needed based on the grant deadlines in April/October. One Representative Council member serves on this committee. While the Representative is not allowed to vote on the internal grants reviewed, they may provide comments and suggestions as a member of this committee.

Student Leadership Collective Committees

Section I.41. Alumni Relations

Responsible for the relationship between MCW's academic schools and programs and the Office of Alumni Affairs. Also responsible for organizing the Hoops for Hunger event every year and can support the MCW Commencement committee.

Section I.42. Diversity, Inclusion & Equity

Promotes cultural awareness among the student body, faculty, and administration and works on surveys and projects that strive to increase the diversity of students at MCW. Represents the student voice in inclusion and diversity efforts aimed at creating an environment where all MCW students feel like they belong. Assists in the implementation of educational programs that promote cultural awareness in a professional context.

Section I.43. Facilities

Responsible for the maintenance and evolution of shared campus facilities. One Representative must also serve on the Faculty Council Library Committee.

Section I.44. Professionalism & Institutional Relations

Maintain SLC documents (e.g., bylaws, handbook, etc.). Ensure they are updated and complete for all sections not specifically the responsibility of another standing committee. Contribute and maintain a professional culture at MCW and the management of professionalism issues that may arise.

Section I.45. Programming (Student Program Board)

Responsible for the innovation, design and execution of MCW-wide events impacting all students.

Section I.46. Student Wellness

Responsible for innovation, design, and execution of MCW wellness initiatives.

Section I.47. Title IX

This committee provides a student voice, as needed, in Title IX cases which do not include accessing sensitive information about student cases. Specific goals and activities for the year to be discussed and determined by the Title IX sub-committee.

Graduate Student Association Awards

Section I.48. Kayoko Ishizuka Award for Presentation at International Conferences

Purpose: This award was created in memory of Kayoko “Kay” Ishizuka, a 2010 graduate from the Biochemistry department at the Medical College of Wisconsin. Kay, a citizen of Japan, was the GSA Biochemistry department representative for several years while she earned her Ph.D. She then began her postdoctoral research at the University of South Florida. Unfortunately, Kay was the victim of a fatal hit and run accident one night after leaving the lab. In recognition of her participation in the GSA, this award will be available to all current graduate students who have earned the opportunity to travel to and present at an international conference. An international conference is defined as a conference held and located outside the continental United States.

Who Should Apply: Any currently enrolled full-time MCW graduate student who will be attending an international conference to present their work.

Application Deadline: One semester before the conference date(s) – apply by June 30th at 11:59pm CST for the Fall semester (July 1 – December 31), and by December 31st at 11:59pm CST for the Spring semester (January 1 – June 30).

Award Amount: One \$1,000 award will be allocated from the GSA budget each semester. Donations may allow for more awards.

Award Stipulations:

1. There is no limit to the number of applications that will be accepted for review.
2. Any full-time MCW graduate student who is the presenting, first author and traveling internationally to a conference is eligible for this award.
3. Students are allowed to concurrently receive both this award **and** the GSA Travel Fund.
4. Students may only receive the Kay Award once in their academic career.
5. Awards will be fully disbursed to students, regardless of whether they spend the full amount.
6. Any awards not given out will roll over to the next semester, with a maximum of two awards held in reserve.

Application Criteria:

1. The student must be in good standing with the MCW School of Graduate Studies.
2. The student must be enrolled full-time at MCW for the majority of the semester for which they are planning to travel.
3. The student must be the first author on the research to be presented.
4. The student must provide evidence that the research was accepted for either a poster or oral presentation at an international meeting. If this is not available by the deadline, a signed letter of intent with signatures from the student’s PI and department chair will be accepted in its place. Proof of abstract acceptance must be provided prior to award disbursement.
5. The student completes and submits the application.
6. All completed applications are due to the Graduate School (gradschool@mcw.edu) by the June 30th (Fall conference) or December 31st (Spring conference) deadlines listed above.

Section I.49. Guy Berst Memorial Training Award for Advancing Scientific Training

Purpose: Guy Berst worked at MCW for 15 years as Associate Director of Recruitment and Marketing. Guy was a strong advocate for all students and thoroughly enjoyed watching students' careers flourish into lifelong scientific careers. Guy loved listening to students' research projects and how their training was progressing. In memory of Guy's support and advocacy, the GSA sponsors a training award to support students' travels to further their scientific training. Eligible training experiences include scientific workshops and/or travel to another lab to learn/improve a technique within the continental United States.

Who Should Apply: Any currently enrolled full-time MCW graduate student who will be attending a workshop or technical training experience within the United States. These opportunities, henceforth called "Off-Site Training", must be conducted outside of MCW and include attending an accredited workshop/class (in-person or online) or traveling to another laboratory to further one's graduate technical training.

Application Deadline: One semester before the workshop/training date(s) – apply by June 30th at 11:59pm CST for training in the Fall semester (July 1 – December 31), and by December 31st at 11:59pm CST for training in the Spring semester (January 1 – June 30).

Award Amount: One \$500 award will be allocated from the GSA budget each semester. Donations may allow for more awards.

Award Stipulations:

1. There is no limit to the number of applications that will be accepted for review.
2. Any full-time MCW graduate student traveling for Off-Site Training is eligible for this award.
3. Conference attendance does not meet this stipulation unless there is an Off-Site Training integral to the experience. For these events, preference will be given to students presenting at the conference.
4. Recipients of the Guy Berst Award cannot concurrently receive the Ravi Misra Award, but they may still apply for both. Students are allowed to concurrently receive both this award **and** the GSA Travel Fund.
5. Students may only receive the Guy Berst Award once in their academic career.
6. Awards will be fully disbursed to students, regardless of whether they spend the full amount.
7. Any awards not given out will roll over to the next semester, with a maximum of one award held in reserve.

Application Criteria:

1. The student must be in good standing with the MCW School of Graduate Studies.
2. The student must be enrolled full-time at MCW for the majority of the semester for which they are planning to travel.
3. The student must provide evidence of acceptance to an Off-Site Training. If this is not available by the deadline, a signed letter of intent with signatures from the student's PI and department chair will be accepted in its place.
4. The student completes and submits the application.
5. All completed applications must be submitted to the Graduate School (gradschool@mcw.edu) by the June 30th (Fall training) or December 31st (Spring training) deadlines listed above.

Section I.50. Ravi Misra, PhD, Graduate Student Training Award

Purpose: Ravi Misra, PhD, a distinguished biochemistry professor, served as the Dean of the MCW School of Graduate Studies from 2010 to 2024. His leadership was characterized by a dedication to student welfare and academic excellence. Recognized for his visionary and thoughtful decision-making, he broadened opportunities, instituted awards, and cultivated a culture of student well-being. Beyond his role as Dean, Dr. Misra is an approachable and empathetic leader, empowering students to thrive, and leaving a legacy that has shaped MCW's future. The Ravi Misra, PhD, Graduate Student Training Award aims to support the scientific and professional development of graduate students at the Medical College of Wisconsin. Providing financial assistance for impactful workshops or training experiences, this award enhances recipients' educational journeys and contributes to their overall growth as early career researchers by supporting the gaining of technical knowledge. Eligible training experiences include scientific workshops and/or travel to another lab to learn/improve a technique within the continental United States.

Who Should Apply: Any currently enrolled full-time MCW graduate student who will be attending a workshop or technical training experience within the United States. These opportunities, henceforth called “Off-Site Training”, must be conducted outside of MCW and include attending an accredited workshop/class (in-person or online) or traveling to another laboratory to further one’s graduate technical training.

Application Deadline: One semester before the workshop/training date(s) – apply by June 30th at 11:59pm CST for training in the Fall semester (July 1 – December 31), and by December 31st at 11:59pm CST for training in the Spring semester (January 1 – June 30).

Award Amount: One \$500 award will be allocated from the GSA budget each semester. Donations may allow for more awards.

Award Stipulations:

1. There is no limit to the number of applications that will be accepted for review.
2. Any full-time MCW graduate student traveling for Off-Site Training is eligible for this award.
3. Conference attendance does not meet this stipulation unless there is an Off-Site Training integral to the experience. For these events, preference will be given to students presenting at the conference.
4. Recipients of the Ravi Misra Award cannot concurrently receive the Guy Berst Award, but they may still apply for both. Students are allowed to concurrently receive both this award **and** the GSA Travel Fund.
5. Students may only receive the Ravi Misra Award once in their academic career.
6. Awards will be fully disbursed to students, regardless of whether they spend the full amount.
7. Any awards not given out will roll over to the next semester, with a maximum of one award held in reserve.

Application Criteria:

1. The student must be in good standing with the MCW School of Graduate Studies.
2. The student must be enrolled full-time at MCW for the majority of the semester for which they are planning to travel.
3. The student must provide evidence of acceptance to an Off-Site Training. If this is not available by the deadline, a signed letter of intent with signatures from the student’s PI and department chair will be accepted in its place.
4. The student completes and submits the application.
5. All completed applications are due to the Graduate School (gradschool@mcw.edu) by the June 30th (Fall training) or December 31st (Spring training) deadlines listed above.

Section I.51. Teacher of the Year Award

Purpose: Teacher of the Year is awarded to an instructor who demonstrated exceptional teaching qualities by creating strong connections with students and conveying/imparting knowledge in a meaningful way.

Process: The School of Graduate Studies will send an email to all students with nomination information every March. Nominations will be deidentified by a staff member of the Graduate School and voted on by the Travel Award Policy Committee of the Graduate Student Association. The Award will be presented by at the annual Graduate Student Association All Student meeting. Awardees will be added to the “Graduate School Teacher Award” plaques displayed on the 3rd floor of the HRC building.

Nomination Criteria:

1. The winner of Teacher of the Year Award the previous academic year cannot be nominated. The winner of Mentor of the Year Award the previous academic year may be nominated.
2. All degree-seeking graduate students are eligible to nominate candidates for this award. Nominating students must have taken a class taught by the nominated faculty member during the current academic year.

Nomination Application: Application reviewers will be blinded to the name of mentor and mentee. Please do your best to avoid the teacher’s name or department in your written responses.

Please write a description (300 words or less) explaining why the candidate is deserving of the award. Some characteristics of an effective teacher include, but are not limited to, ability to form relationships with students, adapt to the needs of learners, dedicated to engaging students in learning, sufficient knowledge and preparedness, strong communication skills, and displays a positive attitude, empathy, and patience.

Section I.52. Mentor of the Year Award

Purpose: Mentor of the Year is awarded to a mentor who has provided a learning environment throughout a graduate student's academic career that has driven them to reach their goals in a constructive and supportive way.

Process: The School of Graduate Studies will send an email to all students with nomination information every March. Nominations will be deidentified by a staff member of the Graduate School and voted on by the Travel Award Policy Committee of the Graduate Student Association. The Award will be presented by at the annual Graduate Student Association All Student meeting. Awardees will be added to the "Graduate School Mentor Award" plaques displayed on the 3rd floor of the HRC building.

Nomination Criteria:

1. The winner of Mentor of the Year Award the previous academic year cannot be nominated. The winner of Teacher of the Year Award the previous academic year may be nominated.
2. All degree-seeking graduate students are eligible to nominate candidates for this award. Nominating students must have been mentored directly by the nominated faculty member for at least 6 months before being able to make the nomination.

Nomination Application: Application reviewers will be blinded to the name of mentor and mentee. Please do your best to avoid the mentor's name or department in your written responses.

Listed here are 10 traits of strong graduate student mentorship. Please pick five and describe how the nominee has displayed these traits 150 words or less each).

1. Aligning Expectations
2. Addressing Equity and Inclusion
3. Articulating Your Mentoring Philosophy and Plan
4. Assessing Understanding
5. Cultivating Ethical Behavior
6. Enhancing Work-Life Integration
7. Fostering Independence
8. Maintaining Effective Communication
9. Promoting Mentee Research Self-Efficacy
10. Promoting Professional Development

Graduate Student Association Club Sponsorship Policy

Last Updated: October 10th, 2022

The Medical College of Wisconsin's Graduate Student Association (GSA) has a Social Committee which will assist in the establishment and maintenance GSA-sponsored student organizations. The following guidelines were created to ensure proper group organization and activities. Clubs/Group/Organizations, hereinafter referred to as "Clubs", must follow these guidelines in order to become recognized graduate student clubs/organizations.

Formation:

- The Club must follow the MCW Student Organizations Policies and Guidelines.
- The Club **must** elect a Leader:
 - The Leader **must** provide contact information.
 - The Leader will be responsible for ensuring that the Club maintains the integrity of the mission of the Medical College of Wisconsin.
 - The Leader will be responsible for maintaining communication between the Club, GSA Representative Council (GRC), and GSA Social Committee.
 - The Leader will be responsible for ensuring all the appropriate information is submitted to the GRC and GSA Social Committee.
- The Club **must** have at least one (1) faculty or staff advisor(s)

Applying for GSA-Sponsorship:

- **At least** five (5) MCW graduate students are required to be members.
- The Club **must** meet with the GSA Social Committee to discuss the new Club. The Club should be able to answer the following questions:
 - What student need will this Club address and how?
 - Could this Club be folded into an existing student organization?
- The Club **must** submit the following information in writing to the GRC and GSA Social Committee:
 - The name of the Club
 - A statement of purpose
 - A definition of membership
 - A definition of the graduate student audience served by the Club
 - A list of Club members and designation of MCW school (i.e., graduate, medical, pharmacy)
 - Name(s) of faculty or staff advisor(s)
 - Name and contact information of the elected Club Leader
 - An outline of activities and projects the Club intends to hold
 - A preliminary budget and fundraising plan if applicable
 - A signature of the Club Leader confirming that the Leader has read and understands these guidelines
- The GRC will review and discuss the Club's application and report back to the Club Leader within one (1) month.

Advertising Requirements:

- Clubs may request to be included in the GSA webpage for advertisement.
- All events **must** be advertised to the entire MCW Graduate Student body.
- All events **must** be advertised **at least** three (3) weeks before the event date.
- An email containing event details **must** be sent to the GSA. On behalf of the Club, the GSA will send a mass email out to the entire MCW Graduate Student body.

Requesting GSA Funding:

- Funding is available to GSA-sponsored Clubs through the GSA.

- Allowed to request up to \$500 per event*

- Max allowed per academic year: \$1,000*

*in the case of wanting to request for additional funds, must provide detailed explanation and present to the GSA and GSA Social Committee

- Funding can be used to pay for:

- Club registration
- Club uniforms
- Club equipment
- Guest speakers
- Food and/or beverages
- Club supplies
- Others (as approved)

- Funding cannot be used to pay for:

- Club event prizes

- Clubs **must** complete and submit a written funding request to the GSA Social Committee **at least** four (4) weeks before the event date for funding approval.

- The funding request must include an itemized list of anticipated costs
- In the case of events hosted with another student organization, the request must indicate which organization will cover each listed cost

Disclaimers:

- It is the Club's responsibility to follow all MCW policies, including but not limited to alcohol, room user, and event policies.
- Any property damaged by a Club during an event **must** be repaired or replaced by the Club.
- The GSA Social Committee serves the right to modify or append these guidelines at any time.

Graduate Student Association Timelines

Section I.53. Representative Council Officer and Representatives Election Timeline

Week 1*	The President or Vice President will send out descriptions of Officer positions and a nomination survey to the Graduate Student Association. **A Qualtrics survey will be created by the Graduate School Office. Nominations are due the following Sunday no later than 11:59pm.
Week 2	The President or Vice President will send out a survey to the Graduate Student Association to vote for next year's Officers. **A Qualtrics survey will be created by the Graduate School Office. Voting will conclude the following Sunday at 11:59pm.
Week 3	The current Officers will notify the new Officers that they have won the vote and asked to attend the All Student Meeting when their position will be announced. The President or Vice President will send out descriptions of Department / Program Representative positions and a nomination survey to the Graduate Student Association. **A Qualtrics survey will be created by the Graduate School Office. Nominations are due the following Sunday no later than 11:59pm.
Week 4	The President or Vice President will send out a survey to the Graduate Student Association to vote for next year's Department / Program Representative. **A Qualtrics survey will be created by the Graduate School Office. Voting will conclude the following Sunday at 11:59pm.
Week 5 Onward	New Department / Program Representatives are notified that they have won the vote and are asked to attend the All Student Meeting when their position will be announced. <u>All Student Meeting is held.</u>

***Week 1 begins the last Monday of March**

Section I.54. Graduate Student Association Timeline of Events

<u>Month</u>	<u>Planning/Events</u>	<u>Email Reminders</u>
June	New committee assignments	- June & July Socials - Kay and Guy Berst Travel Award applications due June 30th
July	- Discuss/plan Brewers game - Discuss/plan All Student Picnic - Review Kay and Guy Berst Travel Award applications - Kay and Guy Berst Travel Award applications	- July & August Socials - Welcome new students - Representatives introduce themselves to their program/department
August	- Budget Planning meeting - Social Committee outlines social events for the academic year - Fundraising Committee outlines fundraising events for the year - Set date for Chess Tournament Fundraiser	- August & September Socials - Welcome new students
September	- Discuss/plan fall-themed event - GSA Brewers game - Begin planning GSA Symposium	- September & October Socials - Research Poster Day
October	- Fall-themed event - Initiate Travel Fund policy review	- October & November Socials - Flu Shots
November	- Discuss/plan winter-themed event - Vote on Travel Fund Policy for upcoming calendar year	- November & December Socials - Announce Travel Fund Policy changes - Research Poster Day
December	Winter-themed event	December & January Socials
January	Discuss late winter all student event	January & February Socials
February	Late winter event	February & March Socials
March	- Teacher/Mentor of the Year nominations - GSA elections (Officers, then Representatives)	- March & April Socials - Teacher/Mentor of the Year - GSA Elections
April	- Announce GSA election winners - GSA Symposium	- April & May Socials - Teacher/Mentor of the Year - GSA Elections - All-Student Meeting
May	All Student Meeting (current and new officers/representatives)	May & June Socials