

# Policies, Recognized Groups, and Executive Board Positions of the Graduate Representative Organization for the 2009/2010 Academic Year

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## **Part I. Policies.**

### **Article 1. Procedures for General Council Meetings.**

#### **Section 1.1. Agendas.**

- (a) As stated in the GRO Constitution (Section 6.1):
  - (i) Any GRO member — that is, any graduate student — is permitted to submit items to the Chair for inclusion in the agenda of the next General Council meeting. Anyone in the wider Hopkins or Baltimore community may submit items to be included at the discretion of the Chair.
  - (ii) The first item of every General Council agenda shall be the approval of the minutes of the previous meeting.
  - (iii) The second item of every General Council agenda shall be a brief report from the Executive Board, to be given by the Chair or Co-Chair. This report will include any and all expenditures made by the Executive Board since the last General Council meeting.
  - (iv) The third and fourth items of every General Council agenda shall be unfinished and new business, respectively.
  - (v) The order of any agenda may be changed by motion, a second, and two-thirds approval.
- (b) As a courtesy to guests, group recognition and funding requests shall be placed at the front of new business.

#### **Section 1.2. Quorum.**

- (a) As stated in the GRO Constitution (Section 6.2), for all General Council meetings a valid quorum requires the presence of one more than half the complete membership of the General Council.
- (b) If a quorum is not present, the chair of the meeting may proclaim a recess until one is present or adjourn the meeting.
- (c) If members leave an ongoing meeting, such that more than half the complete membership of the General Council is no longer present, there is no longer a quorum.
- (d) No business of any kind may be conducted without a quorum.

#### **Section 1.3. Order and Discussion.**

- (a) No member may speak until called on by the presiding chair of the meeting.
- (b) Members wishing to speak will indicate so by the raising of hands.

- (c) Members must speak in turn. Only one member may hold the floor at a time.
- (d) The chair of the meeting should not allow a member to speak twice on an issue until every member has had an opportunity to speak once.
- (e) The chair of the meeting should attempt to ensure that members with differing viewpoints be allowed to speak before opening the floor to motions.
- (f) The chair should not open the table to motions while members not yet having an opportunity to speak and wanting to remain.
- (g) Members may request a summary of the discussion from the secretary at any time.

#### **Section 1.4. Motions.**

As stated in the GRO Constitution (Section 6.5):

- (a) Motions are not permitted until the chair of the meeting opens the floor to motions, after an appropriate period of discussion.
- (b) The chair of the meeting may not make motions.
- (c) Any other General Council member, Alternate, or Assistant may make a motion or second a motion once the floor is open.
- (d) Each motion must be seconded before being brought to discussion or a vote.
- (e) All motions must be considered independently in the order in which they are seconded.

#### **Section 1.5. Special Motions.**

Special motions include, but are not limited to, the following:

- (a) Motions may be made to refer an issue to a committee.
- (b) Motions may be made to postpone, or table, an issue to a later time. A tabled motion not discussed later in the same meeting must carry over to the unfinished business of the agenda of the next meeting.
- (c) A member is permitted to motion to close debate or limit discussion to a certain time limit.
  - (i) Such a motion can be made before the floor is formally open to motions.
  - (ii) A motion to close debate or limit discussion to a time limit must be seconded and is only carried by two-thirds vote.

#### **Section 1.6. General Voting Rules.**

As stated in the GRO Constitution (Section 6.3):

- (a) A motion is considered carried if it garners over one half of the votes of those present (except in the special cases outlined in the Constitution in Sections 7.3, 7.4, 7.5, and 14.2).
- (b) With the exception of impeachments and elections, voting is by show of hands.

### **Section 1.7. Further Voting Rules.**

- (a) The chair should repeat any motion for clarity before putting it to vote. The chair may also wish to remind the members that alternative motions may be presented if the motion is voted down.
- (b) Any member may motion for a ballot vote if the issue is considered sensitive or controversial. If seconded, this motion requires a majority vote.
- (c) If any member suspects that the vote has been miscalled, he or she may motion for a vote count. If seconded, this motion does not require a vote.

### **Section 1.8. Amendments to Carried Motions.**

- (a) After a motion is carried by majority vote, any member may motion to amend that motion.
- (b) Motions to amend a carried motions are seconded and voted on in the same manner as main motions.

### **Section 1.9. Reconsideration of a Carried Motion.**

- (a) Only if a member voted in favor of a given motion may he or she motion to reconsider a carried motion.
- (b) If seconded and passed by majority vote, the council shall return to a discussion on the matter, beginning with the one making the motion to reconsider.
- (c) The chair will call for a vote on the reconsidered motion only after discussion has ended.
- (d) A motion may only be reconsidered one time.

### **Section 1.10. Renewal of Motions.**

Motions defeated in a previous meeting are permitted to be renewed at another meeting but not in the same meeting.

### **Section 1.11. Points of Order and Appeals.**

- (a) If any member feels that the policies or procedures of the GRO have been breached in the meeting, he or she may call out "point of order."
- (b) When recognized by the chair of the meeting, the member will explain how the policies or procedures have not been followed.
- (c) The chair shall make a judgment on the course of action to be taken.
- (d) A member not raising the point of order may appeal the chair's decision.
- (e) If the appeal is seconded, the chair's decision is overturned by majority vote.

### **Section 1.12. Adjourning a Meeting.**

- (a) Any member, including the presiding chair, may motion to adjourn the meeting provided that either all the new business on the agenda has been discussed or the meeting has been in session for the planned time, usually one hour.

- (b) Any business not discussed in the meeting must carry over to the unfinished business of the agenda of the next meeting.

## **Article 2. Group Recognition.**

### **Section 2.1. Benefits Granted by GRO Recognition.**

As stated in the GRO Constitution (Section 5.3):

- (a) Recognition by the GRO allows a group:
  - (i) To reserve rooms on campus.
  - (ii) To borrow University vans.
  - (iii) To send e-mail communications to all graduate students through the GRO e-mail list server.
  - (iv) To advertise in *The Grad News*.
- (b) Recognition by the GRO is not required for nor a guarantee of event funding.
- (c) In recognizing a group, the GRO does not endorse any of the group's positions, policies, or actions.

### **Section 2.2. Eligibility.**

The criteria for being recognized as a group are as follows:

- (a) The group must provide a benefit or service to graduate students of the Homewood Divisions.
- (b) The group must be registered with and abide by all the regulations and policies of Johns Hopkins University. This includes but is not limited to the following:
  - (i) The head of the group must be a graduate student of the Homewood Divisions.
  - (ii) Religious groups must first have approval from the InterFaith Center.
  - (iii) A group must be original.
  - (iv) A group must maintain a minimum of five members who are affiliated with Johns Hopkins University.
  - (v) A group must be non-profit.
  - (vi) A group must be open to all Homewood graduate students regardless of race, religion, nationality, gender, age, marital status, etc.
- (c) Every year, the group must submit to the GRO updated contact information for the group's officers.
  - (i) The deadline for this submission of contact information will be one week after the first General Council meeting of the academic year.
  - (ii) The Secretary of the GRO shall be responsible for sending an e-mail reminder to submit information to the head of each group.
  - (iii) The GRO may terminate the recognition of any group not submitting contact information by the deadline.

### **Section 2.3. Approval Process.**

- (a)** To apply for recognition as a GRO group, a graduate student representative from the group should write and submit a brief, one-to-two-paragraph description of the group to the GRO.
- (b)** They are required to send a representative or representative(s) to the General Council meeting in which their recognition will be decided.
- (c)** A representative may not also be a member of the General Council or Executive Board of the GRO.
- (d)** After a brief (about two minutes) description of the group, the representative(s) will be asked questions by members of the General Council.
- (e)** The representative(s) should not be present for the actual voting procedure.
- (f)** Only one group may be considered for recognition at a time.
- (g)** The group shall be notified by e-mail of the decision after the meeting.

### **Section 2.4. Currently Recognized Groups.**

- Art History Lecture Series
- Ashtanga Yoga Student Group
- Black Graduate Student Association (BGSA)
- Association for India's Development
- JHU Cricket Club
- Mentoring to Inspire Diversity in Science (MInDS)
- Shab-e-She'r
- Squash Club
- JHU Chinese Salon
- The Incentive Mentoring Program
- Graduate Christian Fellowship Group (GCF)
- Taiwanese Student Association (TSA)
- Turkish Graduate Student Association
- Chinese Students and Scholars Organization, JHU
- Tarang
- Chess Club
- Graduate Environmental Network (GrEN)
- Graduate Tennis Club
- History Graduate Students Association
- Hopkins Biotech Network
- Hopkins Dance
- Indian Graduate Students Association
- The Johns Hopkins Business and Consulting Club (JHBCC)
- The Johns Hopkins University Karate Club
- GLBTQ Grad Student Association
- Women of Whiting (WoW)

## **Article 3. Funding.**

### **Section 3.1. Event Funding Requests.**

#### **(a) Eligibility.**

- (i)** As stated in the GRO Constitution (Article 12), to be eligible for funding from the GRO, the event must be:
  - a)** Cross-departmental.
  - b)** Open to all graduate students.
- (ii)** If an event is funded by the GRO, all publicity must name the GRO as a sponsor.
  - a)** Publicity must include the Homewood campus.
  - b)** All publicity must be at least in English.
- (iii)** Any presentations as part of a funded event must be given in English or have an English language interpreter, unless it is determined that everyone present is more comfortable with an alternate language.
- (iv)** A group's event will not be funded by the GRO if they failed to submit evaluation forms or itemized receipts within a month for a previous event held that academic year.
- (v)** Recognition by the GRO is not required for nor a guarantee of event funding.

#### **(b) Limits.**

- (i)** The GRO may fund academic events up to \$500 per event and non-academic events up to \$750 per event.
- (ii)** The GRO will only fund up to 75% of an event's total cost.
- (iii)** The amount of funding spent on food must not exceed \$12 per person.
- (iv)** There are no limits to how many times a single group may request or be granted funding. Each event will be considered on a case-by-case basis.
- (v)** The GRO is not permitted to reimburse money spent on alcoholic beverages.
- (vi)** The GRO is not permitted to reimburse for sales tax.
- (vii)** The GRO will not approve funding for events that have already occurred.

#### **(c) Approval Process.**

- (i)** Funding requests should be made in the following manner:
  - a)** Each official request form must be received by the GRO at least two weeks prior to the event.

- i) *If applying for \$250 or less, the group should submit 10 copies of the request, which will be decided by the Executive Board of the GRO.*
- ii) *If applying for more than \$250, the group should submit 25 copies of the request, which will be decided by the General Council of the GRO.*
- b) The request shall detail the type of event, the time, and the location.
- c) The budget for the event, detailing all costs and all other sources of funding, must be included.
- d) The anticipated size of the audience must be indicated, as well as the predicted percentage of graduate student attendees.
- e) Large funding requests should demonstrate appeal for a broad cross-section of the graduate student community.
- f) For requests over \$250, a representative or representatives from the group must be present at the General Council meeting at which their funding request is considered. They should be prepared to provide information and answer questions on how the event will be promoted, why the event is of interest, and what other funding sources have been or will be contacted.
  - i) *A representative may not also be a member of the General Council or Executive Board of the GRO.*
  - ii) *After a brief (about two minutes) description of the event, the representative(s) will be asked questions by members of the General Council.*
  - iii) *The representative(s) should not be present for the actual voting procedure.*
  - iv) *Only one event may be considered for funding at a time.*
  - v) *The group shall be notified by e-mail of the decision after the meeting.*
- (ii) Funding requests will come before the Executive Board or General Council at the next scheduled meeting. Organizers should contact the GRO office for the time and location of the next meeting when their request will be heard.

**(d) Reimbursement and Evaluation.**

- (i) Unless the organizer or organization sponsoring the event has a separate university account, no money can be transferred before the event is held.
- (ii) Only documented expenses can be reimbursed. Any unspent funds must be reported.
- (iii) Groups receiving funding must submit evaluation forms and itemized receipts within one month after their event.
- (iv) Anything submitted with the event evaluation form may be published in future issues of *The Grad News*.
- (v) Failure to submit completed evaluation forms within one month of the event and/or to report unspent funds will result in re-tasking of funds and disqualification of the group from receiving GRO funds for the remainder of the academic year.

## **Section 3.2. Emergency Event Funding.**

### **(a) Definition.**

The GRO may at times be asked to provide funding for events, memorials, or fundraisers as the result of unforeseen incidences, such as natural disasters or acts of terrorism.

### **(b) Limits.**

- (i) There is no limit on the funding of emergency events.
- (ii) The GRO may fund up to 100% of an emergency event's total cost.

### **(c) Approval Process.**

- (i) Funding requests for emergency events should be made in the following manner:
  - a) Emergency requests for funding must be submitted within one week of the related incident.
  - b) The request shall detail the type of event, the time, and the location.
  - c) The budget for the event, detailing all costs and all other sources of funding, must be included.
  - d) A representative or representatives from the group holding the event must be present at the General Council or Executive Board meeting at which the request is considered. They should be prepared to provide information and answer questions on how the event will be promoted, why the event is of interest, and what other funding sources have been or will be contacted.
    - i) *A representative may not also be a member of the General Council or Executive Board of the GRO.*
    - ii) *After a brief (about two minutes) description of the event, the representative(s) will be asked questions by members of the General Council.*
    - iii) *The representative(s) should not be present for the actual voting procedure.*
    - iv) *The group shall be notified by e-mail of the decision after the meeting.*
- (ii) Funding requests will come before either the Executive Board or General Council, whichever is sooner, at the next scheduled meeting. Organizers should contact the GRO office for the time and location of the next meeting when their request will be heard.

### **(d) Reimbursement and Evaluation.**

Policies for reimbursement and evaluation of an emergency funding request shall be the same as for any other event as outlined above in Section 2.1 (d).

## **Section 3.3. Travel Grants.**

### **(a) Purpose.**

The purpose of the Travel Grant Committee is to award grants to assist graduate students in presenting their work at academic conferences. Graduate students apply for an award, and then receive funds in the form of a reimbursement after eligible expenses have been incurred and properly documented.



**(b) Travel Grant Committee Membership.**

- (i) The Committee shall consist of five Homewood graduate students, two from WSE and three from KSAS (one from humanities, one from natural sciences, and one from social sciences).
- (ii) Members may serve in two-year terms, staggered so as to maintain continuity.
- (iii) Members in their second year may serve as Chair.

**(c) Eligibility.**

- (i) As stated in the GRO Constitution, to be eligible to receive grant money, the applicant must belong to a department whose Departmental Representative or Alternate has attended at least half of the General Council meetings of the semester previous to the beginning of the application period.
- (ii) The GRO website shall maintain an up-to-date list of eligible departments.
- (iii) Members of the Travel Grant Committee may not apply for grants while serving on the Committee.
- (iv) Members should disclose to the Committee any conflicts of interest in relation to any application and, if deemed necessary, reclude themselves from the discussion.

**(d) Applications.**

- (i) In reviewing applications, the Committee will consider the following criteria:
  - a) The applicant's year in his or her graduate program, with preference generally given to more advanced students.
  - b) Type of conference participation.
  - c) Academic merit.
  - d) Advisor's recommendation.
  - e) Relevance of conference participation to scholarly and professional goals, especially relevance to the applicant's dissertation or entry into the academic job market.
  - f) Other travel funding sources.
  - g) Prior applications for and awards of GRO Travel Grants.
- (ii) No single criterion above automatically qualifies or disqualifies an application, except that no graduate student may receive more than one travel grant per academic year (defined for these purposes as consecutive Fall and Spring application periods).
- (iii) The first part of the application will ask for:
  - a) The graduate student's name, department, year in program, and contact information.
  - b) The name and contact information for their advisor and department administrator.
  - c) The name, date, and location of the conference.
  - d) An abstract of the applicant's paper, poster, or other participation.

- e) The conference program, if available, or invitation from the conference.
  - f) The nature of the applicant's participation in the conference (paper, poster, roundtable, *etc.*) and the title of their work.
  - g) Information about past GRO Travel Grant applications and awards.
  - h) The specific relevance of the applicant's conference participation to his or her academic and career goals.
  - i) Estimated or already incurred eligible expenses.
  - j) All other sources of conference travel funding, both tentative and confirmed, from the applicant's department, advisor, or research group, disciplinary organization, *etc.*
- (iv) Applicants are strongly encouraged to check with their advisor and department administrator about travel funding available to them before applying for a GRO Travel Grant.
- (v) The second part of the application will ask for the graduate student's advisor to comment on the specific importance and relevance of the graduate student's conference participation and to confirm the available funds (if any) available to their student. The applicant is responsible for collecting the second part of the application and submitting it to the Committee and therefore does not waive right of access to the advisor's recommendation.

**(e) Grant Amounts.**

- (i) The GRO website shall maintain an up-to-date announcement of the number and maximum amount of awards available for the current application cycle.
- (ii) Eligible expenses are transportation, lodging, registration fees, and production expenses related to scholarly participation in the conference (photocopying, posters, *etc.*).
- (iii) There is no provision for food or other *per diem* costs.
- (iv) Applicants cannot be reimbursed for expenses relating to job applications or job interviews.
- (v) Applicants must provide receipts for all eligible expenses in order to be reimbursed. Eligible expenses not documented with a receipt cannot be reimbursed.
- (vi) Awardees must submit receipts and any other supporting documents promptly after attending the conference in a time and manner outlined in the application form.
- (vii) Recipients of awards may be asked to volunteer up to five hours of their time to the GRO in the following year or to write for the *Grad News*. Declining these invitations will disqualify the recipient from future awards.

**(f) Scheduling.**

- (i) There are two application periods, based on the dates of the conference, during which graduate students may apply for grants and during which the Committee will award them: Spring (January 1–June 30) and Fall (July 1–December 31).
- (ii) When conference dates spread over two periods, applicants should apply for the earlier period.

- (iii) For the Fall period, applications will be due by November 1, and the Committee will notify applicants of its decision no later than November 15.
- (iv) For the Spring period, applications will be due by May 1, and the Committee will notify applicants of its decision no later than May 15.
- (v) The Chair of the Travel Grant Committee shall report to the Executive Board the list of awardees.
- (vi) In the event that an applicant is invited to participate in a conference occurring in an application period but after that period's application deadline, they should apply in the following application period and they should provide documentation of when they received their invitation to participate in the conference.

#### **Article 4. Awards**

The GRO may bestow awards to recipients each year as it sees fit.

##### **Section 4.1. The GRO MVP Award**

The GRO MVP Award shall be bestowed to a member of the GRO who has performed outstanding service on behalf of Homewood graduate students.

##### **Section 4.2. The Rachel S. Core Award**

- (a) The Rachel S. Core Award shall be bestowed to an individual who has shown outstanding service on behalf of Homewood graduate students.
- (b) The awardee may not be a member of the GRO Executive Board.
- (c) The cash value of the award shall be \$200.00.

#### **Article 5. Post-Doctoral Fellows.**

Post-doctoral fellows based on Homewood campus are welcome at all GRO social events.

## **Part II. Executive Board Positions.**

### **Article 6. Policies for New Positions.**

#### **Section 6.1. Hours.**

The default maximum amount of hours for which any new position may be paid is 25 hours per academic year.

#### **Section 6.2. Pay.**

The standard pay for an Executive Board position shall be \$10.00 per hour.

### **Article 7. Positions.**

#### **Section 7.1. Chair.**

Outlined in the constitution in Section 8.1.

#### **Section 7.2. Co-Chair.**

Outlined in the constitution in Section 8.1.

#### **Section 7.3. Secretary.**

Outlined in the constitution in Section 8.2.

#### **Section 7.4. Treasurer.**

Outlined in the constitution in Section 8.3.

#### **Section 7.5. Social Chair.**

The Social Chair of the GRO shall:

- (a) Be responsible for the encouragement of interdepartmental community through coordination of all aspects of the GRO's social programming. This includes, but is not restricted to, the Orientation BBQ, Coffee Hours, Happy Hours, bus trips, and wine tastings.
- (b) Have a budget within which to work.
- (c) Be paid for no more than 100 hours per academic year.

#### **Section 7.6. *The Grad News* Editor.**

The Editor of *The Grad News* shall:

- (a) Be responsible for the communication of the GRO to the greater graduate student body through the publication of *The Grad News* once a month per academic year. This includes coordinating and collecting articles, editing, working with the printer, and delivering the finished product to the General Council meetings.
- (b) Be paid out of the *Grad News* budget.

#### **Section 7.7. *The GRO Guide To Living in Baltimore* Chair.**

*The GRO Guide* Chair shall:

- (a) Be responsible for the oversight and managing of the editing and production of the *GRO Guide To Living in Baltimore*, which shall be updated and published in alternating years.

- (b) Be paid out of the *GRO Guide* budget.

### **Section 7.8. Student Financial Concerns Chair.**

The Student Financial Concerns Chair shall:

- (a) Be responsible for the coordination of the GRO Stipend Survey, gathering information about grants and funding available to grads, and arranging tax seminars.
- (b) Be paid for no more than 25 hours per academic year.

### **Section 7.9. Alumni & Development Chair.**

The Alumni and Development Chair shall:

- (a) Be responsible for maintaining relations with former graduate students at JHU and with the Alumni Association.
- (b) Be responsible for the oversight of the GRO endowment.
- (c) Organize an annual Alumni-Grad Student event in coordination with the Alumni Association.
- (d) Advise or serve in the JHU Society of Homewood Graduate Alumni.
- (e) Be paid for no more than 25 hours per academic year.

### **Section 7.10. Communications Chair.**

The Communications Chair shall:

- (a) Be responsible for the compilation and dissemination of General Council minutes to the graduate student body.
- (b) Be responsible for the upkeep of information regarding the GRO through facilitating the maintenance of the GRO website and other online sources of information.
- (c) Oversee the JHU Portal website.
- (d) Be paid for no more than 25 hours per academic year.

### **Section 7.11. Diversity Chair.**

The Diversity Chair shall:

- (a) Be responsible for sitting on University committees regarding diversity, raising awareness about issues surrounding diversity and discrimination, and generally promoting and encouraging the appreciation of diversity amongst graduate students.
- (b) Serve as the liaison between the GRO and Campus Ministries.
- (c) Be paid for no more than 25 hours per academic year.

### **Section 7.12. Environmental Concerns Chair.**

The Environmental Concerns Chair shall:

- (a) Be responsible for the handling of environmental concerns that affect graduate students.
- (b) Attend meetings with the JHU Sustainability Coordinator and Green Labs.
- (c) Advise or serve in the Graduate Environmental Network.

- (d) Be paid for no more than 25 hours per academic year.

**Section 7.13. Housing Chair.**

The Housing Chair shall:

- (a) Be responsible for addressing issues pertaining to housing for current and future graduate students at Johns Hopkins.
- (b) Be paid for no more than 25 hours per academic year.

**Section 7.14. Health Concerns Chair.**

The Health Concerns Chair shall:

- (a) Be responsible to act as the graduate student representative on both the University Student Health Insurance Committee and the Student Health Advisor Committee.
- (b) Report on changes in the plan to the Executive Board and General Council, solicit opinions from the GRO on the health insurance plan, and act as a resource for students with questions regarding the health plan.
- (c) Be paid for no more than 25 hours per academic year.

**Section 7.15. Legislative Chair.**

The Legislative Chair shall:

- (a) Serve as the GRO's liaison to the National Association of Graduate and Professional Students (NAGPS).
- (b) Attend the annual NAGPS conference and the annual "Legislative Day" in Washington, DC.
- (c) Assist in the planning of Graduate and Professional Student Appreciation Week.
- (d) Be paid for no more than 25 hours per academic year.

**Section 7.16. Security Chair.**

The Security Chair shall:

- (a) Be responsible for presenting graduate students' security concerns to the University's administration by acting as liaison between the GRO and the Security Office.
- (b) Be paid for no more than 25 hours per academic year.