

307.1 GRADUATE STUDENT ADVISORY COMMITTEE. The department recognizes the value of the cooperation of the graduate students in matters affecting their education. Such cooperation shall be organized through the Graduate Student Advisory Committee (GSAC).

307.2 MEMBERSHIP AND ELECTIONS. The GSAC shall consist of seven currently enrolled graduate students in the department. Members shall proportionally represent the graduate student body of the three main programs of the department (i.e. 45% representation in Spanish linguistics, 45% representation in Spanish literature and 10% representation in Portuguese literature). The proportions of the student body may change from year to year, and in such case the constitution shall be amended to reflect the new proportions. Members will be selected during the spring semester each year to serve for the following academic year. The terms of up to two of the current GSAC members will be renewed for a second year via GSAC vote. Nominations for the non-renewed positions will be open for one week approximately one month before the end of the spring semester. The entire graduate student body will be notified in writing of the dates of nomination and instructions on how to proceed in nominating candidates for GSAC membership. Self-nominations will be accepted. Nominations for the non-renewed positions will be open for one week approximately one month before the end of the spring semester. The entire graduate- student body will be notified in writing of the dates of nomination. Self-nominations will be accepted. If nominations exceed proportional representation (i.e. four or more nominees from Spanish linguistics, four or more nominees from Spanish literature, and/or two or more nominees from Portuguese literature), elections will be held immediately following nominations by written ballot. The written ballot shall specify the program from which the candidates are being elected. The candidates with the most votes from each program (i.e. the top three in Spanish linguistics, the top three in Spanish literature, and the top one in Portuguese literature) will be declared winners. There will be one alternate from the remaining nominees of each of the three programs. Alternates may act as designated temporary substitutes for an elected member upon request of at least three members of GSAC. Any vacancies occurring shall be filled by an alternate. In the case that there are not enough nominations to meet proportional representation, the entire election process shall be reinitiated for the underrepresented program or programs.

307.3 ATTENDANCE. GSAC will hold regular meetings at least once a month during the fall and spring semesters of the academic year. Regular meetings will be scheduled at the beginning of each semester at a time that is agreed upon by all members. Additional meetings may be called by the GSAC co-chairs if needed. Attendance at meetings is required of all members or a designated alternate. Any committee member who is absent from more than three regular meetings during the academic year will be considered negligent of his/her duties and will be asked to resign. Attendance at regular meetings is limited to committee members and alternates.

307.4 FUNCTIONS OF THE GSAC. (1) To listen to the needs of graduate students; (2) to serve as a liaison between the graduate students and the faculty; (3) to coordinate various activities within the department.

307.5 DUTIES OF THE GSAC. (1) to elect two committee co-chairs; (2) to designate one or more students from the GSAC to represent the full membership before the Chair of the department and the Director of Graduate Studies. This representative or these representatives

may be a GSAC co-chair or a committee selected by the co-chair; (3) to send a committee member to attend departmental faculty meetings when invited by the department Chair; (4) to send a representative to the IU Graduate and Professional Student Government (GPSG); (5) to assist in assigning graduate students to Department committees when asked by the Department Chair; (6) to communicate with new and prospective graduate students; (7) to organize the Works-in-Progress Lecture Series; (8) to submit pertinent information to the Director of Graduate Studies; (9) to plan social activities such as the coffee hour; (10) to post an agenda one week before regular meetings; (11) to hold a general graduate student meeting at the start of the academic year, ideally during the first week of classes; and (12) to organize the luncheon for examinees taking the Master's Exam during the fall and/or spring semester(s).

307.6 MEMBERS OF THE GSAC. GSAC membership shall consist of two co-chairs, one secretary, one treasurer, one communications chair, one social chair, and a Graduate Professional Student Government (GPSG) representative. Incumbent members who wish to stay for an additional year must newly partake in the election process to maintain their role. During the transitional meeting between the current members and the newly elected members, an internal election shall be held in two sessions. During the first session, current and newly elected members will nominate two members to assume the roles of co-chairs for the following year. If more than two members are nominated as co-chairs for the following year, then an election by written ballot must take place. Both current and newly elected members shall vote. Votes shall remain anonymous. Once the co-chairs have been elected, the meeting will proceed to the second session of elections. During the second session, the following roles and duties must also be fulfilled: (a) the secretary will take notes during the meeting and keep record of the minutes on the GSAC Canvas page; (b) the treasurer will administer the GSAC's monetary funds; (c) the communications chair will be in charge of maintaining the majordomo lists of the GSAC (see 307.7), which are open to graduate students only: spangrad (official announcements) and espanspam (unofficial announcements); (d) the social chair will be in charge of organizing the GSAC's events such as social gatherings, fundraisers, as well as managing GSAC's social media outlets (e.g. Facebook page, Instagram, among others); (e) the GPSG representative will be responsible for attending and participating at monthly assembly meetings of the GPSG and fulfilling the duties of a GPSG representative as detailed by the GPSG. This session may proceed in the same manner as the first session or at the discretion of the newly elected co-chairs. At the discretion of the co-chairs of the GSAC, any role and duty may be shared by more than one member, or assigned to a different member from one semester to the next.

307.7 E-MAIL LISTS OF THE GSAC. The owners of spangrad and espanspam will update the list of subscribed members and inform the latter of the intended purpose of these lists at the beginning of the fall semester. Other lists created by graduate students in the Department, whose interests may not be served by the GSAC's lists, will be the exclusive responsibility of their respective owners.

307.8 STATEMENT OF UNIVERSITY COMPLIANCE. This organization shall comply with all Indiana University regulations, and local, state, and federal laws.

307.9 ANTI-HAZING POLICY. Hazing is strictly prohibited. Hazing shall be defined as

any conduct which subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent.

307.10 PERSONAL GAIN CLAUSE. This organization, if raising funds, shall ethically raise and distribute profits from organizational functions to either the organization or to members who provide a service that directly benefits the organization. Individual members may not receive compensation directly from for-profit companies if acting as a representative of a student organization.

307.11 STATEMENT OF NON-DISCRIMINATION. Participation in the proposed organization must be without regard to arbitrary consideration of such characteristics as age, color, disability, ethnicity, gender, marital status, national origin, race, religion, sexual orientation, or veteran status.

307.12 AMENDING THE CONSTITUTION. Upon adding new language to, removing current language from or rearranging the language of the GSAC Constitution, a motion must be made by a current GSAC member and said motion must be approved by all seven members of the current GSAC. Prior to making a motion, a member must draft the amendment to the GSAC Constitution and acquire the approval of both co-chairs. Once approved, the member shall provide the amendment to the GSAC Constitution in writing to all members of the GSAC. After providing a written form of the amendment to the GSAC Constitution, the author of the amendment must make the motion. If all members agree to approve the changes, a final updated version of the GSAC Constitution with the approved changes will be kept in writing by the secretary in the GSAC Canvas page.