

## Medieval Studies Institute Graduate Student Advisory Committee Governance Document

### 1. Statement of Purpose

- The MEST GSAC exists for the purpose of promoting the professional, scholarly, and personal development of graduate medievalists at Indiana University. It will accomplish these goals through the development and dissemination of community resources and through organizing and sponsoring events that foster collaboration and conversation across disciplines

### 2. Functions of the GSAC

#### a. Meeting Structure

- i. The acting MEST President will arrange to hold a meeting at a time that is convenient for most GSAC representatives and the Executive Committee Liaison each semester during the first month of classes
- ii. At these meetings all decisions about the activities of the GSAC will be decided by the vote of the assembled department representatives (one vote per department)

#### b. Communication with MEST Executive Committee

- i. All decisions of the MEST GSAC will be communicated to the MEST Executive Committee by the GSAC President
  1. This should be done within one week of the meeting

#### c. Events

- i. The following events will take place every year and be spearheaded by the appropriate GSAC officer (see below)
  1. Spring Symposium
    - a. During the spring semester
  2. Fundraising events
    - a. During the fall and spring semesters
  3. Social events
    - a. Throughout the year
  4. Professionalization workshops
    - a. During the fall and spring semesters

#### d. GSAC Governance Document

- i. The MEST GSAC as a collective body is responsible for updating the statutes of its governing document as needed
  1. An amendment can be brought forward by any GSAC representative during any official GSAC meeting
  2. Each proposed amendment requires a constitutional majority with each department counting as one vote, regardless of how many representatives from a said department are present. Absent departments do not receive a vote

### 3. GSAC Representatives

#### a. Membership

- i. Is open to all interested parties in any department affiliated with the GSAC
- ii. More than one member from each department will be allowed to serve, though each department will receive only one vote

#### b. Responsibilities

- i. Will attend all meetings for the GSAC
  - ii. If unable to attend will attempt to find a replacement
  - iii. Will vote on behalf of home department(s)
  - iv. Will communicate decisions of the GSAC to home department(s)
  - v. Will help advertise GSAC events by forwarding the information to any appropriate departmental listservs
  - vi. Will recruit graduate students to participation in MEST and MEST GSAC events through classroom interactions and announcements (with instructor permission)
- c. Voting
  - i. Each department, NOT each GSAC member, gets one vote at the GSAC meetings
    - 1. If there is more than one representative, the representatives should discuss and decide how the department will vote
  - ii. President/Vice-President
    - 1. At each fall meeting the GSAC President will ask for nominations for candidates to serve as GSAC Vice-President for the upcoming year
    - 2. The President will then hold a vote and announce the results
    - 3. The Vice-President will serve in that official capacity until the beginning of the next fall semester
    - 4. At the commencement of the next fall semester the Vice-President will become President
    - 5. The Vice-President must be prepared to serve, in the following year, as President
  - iii. Other elected offices
    - 1. At each fall meeting the acting GSAC President will ask for nominations for candidates to serve as IMGCR Representative, Public Outreach Officer, and Fundraising Coordinator for the upcoming year
    - 2. The President will then hold a vote for each post and then announce the results
- 4. GSAC President
  - a. Term
    - i. The term of the President begins with the commencement of the fall semester of the year following their Vice-Presidency
    - ii. The term of the President concludes at the beginning of the following fall semester when the sitting Vice-President takes over the office of President
    - iii. The President may not run for the Vice-Presidency in the same year that their presidency ends
  - b. President is responsible for
    - i. Meeting Responsibilities
      - 1. Scheduling, preparing for, and leading meetings.
        - a. This will include composing an agenda for each meeting and soliciting input for the meeting agenda

2. Finding a volunteer to act as a secretary and record meeting minutes before the meeting
3. Organizing elections each fall of new officers including: Vice-President, Public Outreach Officer, Fundraising Coordinator, IMGIC Representative
4. Circulating the minutes of the meeting to MEST GSAC for approval by the representatives following the meeting
  - a. This should be done within two weeks of the meeting
- ii. Symposium Responsibilities
  1. Acting as Conference Coordinator for the MEST Spring Symposium, including:
    - a. Forming conference subcommittees that will organize and run the annual MEST conference
    - b. Calling symposium planning meetings throughout the year
    - c. Facilitating call for papers (in cooperation with the Program Committee and Special Projects Assistant)
    - d. Ensuring that the symposium is adequately publicized, both on campus and to universities around the country (in cooperation with the Publicity committee, the Special Projects Assistant, and the Public Outreach Officer)
- iii. Other Responsibilities
  1. Compiling and maintaining a list of e-mail addresses of MEST GSAC representatives
  2. Distributing this list to the Vice-President and other GSAC elected officials
  3. Consulting with the MEST GSAC faculty advisor and/or MEST director as needed
  4. Handling any e-mails relevant to the administrative function of MEST GSAC
  5. Ensuring that all elected officials are fulfilling their duties in a timely fashion and re-delegating duties should the need arise
- c. President is not responsible for
  - i. Fulfilling the responsibilities of other elected officers
  - ii. Any duties more appropriately accomplished by either the Assistant to the Director or the Special Projects Assistant, including but not limited to room reservations and contract negotiation
5. GSAC Vice-President
  - a. Term
    - i. The term of the Vice-President begins upon his/her election
    - ii. The term of the Vice-President concludes at the commencement of the fall semester when (s)he takes up the post of President
  - b. Vice-President is responsible for
    - i. Meeting Responsibilities
      1. Working to acquire representation from as many relevant departments as possible before the spring meeting
    - ii. Professionalization Workshop Responsibilities

1. Soliciting ideas from other GSAC representatives for topics for the professionalization workshops
2. Organizing, planning, and running (in conjunction with the Special Projects Assistant) one professionalization workshop during the fall semester and one professionalization workshop during the spring semester
- iii. Outreach Responsibilities
  1. Handling any e-mails relevant to the social function of MEST GSAC
  2. Organizing several events throughout the year, including but not limited to:
    - a. Fall potluck/social event
    - b. Happy hours or other regular social events
    - c. Pre-symposium welcome social (for non IU presenters at the Spring Symposium)
    - d. Spring potluck/social event
- c. Vice-President is not responsible for
  - i. Fulfilling the responsibilities of other elected officers
    1. Communicating with the MEST executive committee instead of the President
  - ii. Any duties more appropriately accomplished by either the Assistant to the Director or the Special Projects Assistant, including but not limited to room reservations and contract negotiation
6. Other elected offices
  - a. IMGC Representative
    - i. Will be elected every year at the Fall GSAC meeting and will serve in this post until the end of the following spring semester
    - ii. Will serve for the Fall and Spring semester of the year in which (s)he is elected
    - iii. Will be allowed to serve in consecutive years if (s)he wishes
    - iv. Will be added as a list owner<sup>1</sup> to the IMGC listserv and will respond to all official emails from other schools' IMGC representatives, forwarding relevant action items to the MEST community or the MEST office as appropriate.
    - v. Will be responsible for recruiting IU students to join the listserv and adding their email addresses to the list.
    - vi. Will be responsible for communicating with the rest of the GSAC and the MEST office the formal communications (s)he has had with other members of the IMGC at least once per semester.
    - vii. Will be responsible for promoting the IMGC conference and, when that conference is not at IU, planning transportation to the conference, soliciting abstracts from IU students, advertising the conference on the IU campus, and communicating with the IMGC about IU's involvement in the conference (including, e.g. the formation of panels)

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<sup>1</sup> [IMGC-l@list.indiana.edu](mailto:IMGC-l@list.indiana.edu), accessible via <https://list.indiana.edu/sympa>

- viii. Will be the point person for the IMGC conference when it is held at IU
  - ix. Will represent IU at any meetings called by the IMGC and vote on behalf of the GSAC
  - x. Will not commit to any financial arrangements without prior approval from the MEST Director
  - xi. Will not fulfill the responsibilities of other elected officers
  - b. Public Outreach Officer
    - i. Will be elected every year at the Fall GSAC meeting and will serve in this post until the end of the following spring semester
    - ii. Will maintain and update social media sites run by the GSAC
    - iii. Will work with other GSAC officials to advertise events including the Professionalization workshops and the Spring Symposium
    - iv. Will not fulfill the responsibilities of other elected officers
    - v. Will not commit to any financial arrangements without prior approval from the MEST Director
  - c. Fundraising Coordinator
    - i. Will be elected every year at the Fall GSAC meeting and will serve in this post until the end of the following spring semester
    - ii. Will help to schedule, prepare for, and lead at least one fundraising event each semester
    - iii. Will coordinate all financial activities with the Assistant to the Director
    - iv. Will not fulfill the responsibilities of other elected officers
    - v. Will not commit to any financial arrangements without prior approval from the MEST Director
7. Interaction with MEST Office
- a. Assistant to the Director
    - i. Any expenses should be pre-approved with the Assistant to the Director, or, if expenses approved directly by the MEST director, the Assistant should be notified at least one week in advance of needed expenditure
    - ii. Must handle all Hospitality requests and EHS requests (necessary when paying for food)
    - iii. Should be regularly consulted by the finance committee during symposium planning (if not already serving on said committee in a significant way)
    - iv. Should receive any invoices and receipts (CC and itemized) of purchases made with MEST funding or approved for reimbursement by MEST
    - v. Should be informed and consulted regarding the keynote speaker's honorarium payment and travel and lodging arrangements.
    - vi. Should be in charge of any transfers of funds
    - vii. Should sign all credit card receipts made for pre-approved purchases with the MEST purchase card (Special Projects Assistant and Director can also sign)
  - b. Special Projects Assistant
    - i. Should be regularly consulted by the publicity committee during symposium planning (if not already serving on said committee in a significant way)

- ii. Should be given any information intended for announcing community and/or public events no less than two weeks prior to the event(s) in question so as to have a reasonable amount of time to prepare publicity flyers and other materials for general distribution and posting at
- 8. MEST GSAC finances:
  - a. GSAC is partially funded by the Medieval Studies Institute (MEST). Each year the Director of MEST determines how much money to allocate from their annual budget for GSAC in support of the spring symposium, and the Assistant to the Director aids GSAC in using these funds to pay vendors, ensuring that GSAC's and MEST's finances are separate.
  - b. The GSAC President, Vice President, and the finance committee for the symposium work together to determine how to best spend the funds, and the Assistant to the Director of MEST advises the organization on the university's procedures and regulations and disburses payment to vendors.
  - c. GSAC may hold fundraisers, and the Fundraising Coordinator, working in conjunction with the Assistant to the Director, must submit a hospitality request for these events. Any funds raised are submitted to the Assistant to the Director who will ensure that they are allocated for GSAC events.
- 9. Student Organization Constitution:
  - a. Statement of University Compliance: This organization shall comply with all Indiana University regulations, and local, state, and federal laws.
  - b. 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.
  - c. 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.
  - d. Statement of Non-Discrimination: The MEST GSAC allows any interested student to participate in, become a member of, and seek leadership positions in the organization 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\*
    - i. \* Under 20 U.S.C. 1681(a)(6)(A), social fraternities and sororities are exempt from Title IX discrimination prohibitions on the basis of sex with respect to their membership practices. The law recognizes that differentiated treatment based on sex for purposes of membership in a social fraternity or sorority is not arbitrary or unlawful. Organizations in this category may remove "gender" from the non-discrimination statement in their constitution.