OPERATING PROCEDURES OF THE PUBLICITY AND PUBLICATIONS BOARD

1. Purpose and responsibilities of the Board
The Publications and Publicity (P&P) Board is responsible for coordinating the dissemination to the general student body and providing a forum for discussion of important issues within the graduate student community. The Board shall publish any official publications of the Graduate Student Council (GSC). Other activities may include general announcements via the web page, e-mail lists, the Infinite Corridor bulletin board, and poster routes, as well as publications support for special projects.

2. Chairperson of the Board
The Board is headed by the Secretary of the GSC who is ex-officio Chairperson of the Board. The Secretary of the GSC is elected in a manner specified in the Constitution and/or the Bylaws and can only be removed from their position as Secretary in a manner specified in the Constitution and/or the Bylaws. The Chairperson of the Board is the sole person responsible for setting the publicity policy of the GSC and may consult the members and employees of the Board in doing so. The Chairperson of the Board may, at his or her discretion delegate part of his or her power and/or responsibilities to any number of persons for any amount of time and may at any point withdraw such delegation of powers and/or responsibilities without notice.

3. Membership
Any graduate student may join the P&P Board, subject to the approval of the Chairperson. The Chairperson may, at his or her sole discretion, assign specific duties and responsibilities to the members as part of their membership to the P&P Board. Each member gets one vote in any applicable decision-making processes.

4. Employees
The Chairperson may, at his or her sole discretion, employ people to work for P&P in order to perform duties set by the Chairperson. The Chairperson will also set the level of Employees’ monetary compensation (if any), provided that funds for such monetary compensation are available. The above shall be subject to any limitations set by the funding status of the P&P Board and/or the GSC, any applicable MIT policies and any other limiting factors. Employees will report directly to the Chairperson. Employees may be dismissed if the Chairperson finds that they are not fulfilling their duties satisfactorily. Employees do not get votes in any applicable decision-making processes.

5. Decision-making
All decisions on the affairs of the Board are made by the Chairperson of the Board and, assuming that they do not conflict with any MIT and/or GSC policies, may not be appealed. The Chairman of the Board may elect to have a course of action on any non-fiscal affair be decided by a vote. Such a votes will be held during a Board Meeting, and will require the majority of members present for any decision to be made. In case of a tie, the Chairperson will cast the deciding vote. There are no quorum requirements.

6. Effect
These Operating Procedures have immediate effect.