What does the GSC do?
The GSC exists to enhance the overall graduate experience at MIT. We promote the general welfare and concerns of the graduate student body, create new programs and initiatives to provide opportunities for growth and interaction, and communicate with the MIT Administration and Faculty on behalf of all graduate students on issues from stipend recommendations to operation of the Muddy Charles Pub, and everything in between.
While the on-campus visibility of the GSC may start at the center of this graphic (officers, committee chairs), the power in this organization starts at the bottom of the graphic and works upward; the graduate student body at large is the most important part in making this organization work. GSC Council Representatives—you!—fall into the large “GSC General Council” box, but many of you also serve on various boards and committees that do more targeted work.
Role of Council Representatives

Council Representatives represent the interests of their academic departments or graduate student dorms, depending on their exact role. Graduate dorms and departments with independent departmental student governments elect their GSC Council Representatives each year according to their own leadership calendars. Departments without student governments receive Council Representatives by having students within those departments deliver to the GSC VP a petition signed by 20% of the department or 20 students (whichever is less). At-large positions on the Council (which are targeted at specific constituencies such as women, off-campus students, and minority communities) are filled in the same petitioning process.

Ideally Council Representatives will participate in the following ways:

Attendance at all General Council Meetings (GCMs)
- There are typically eleven GCMs in a given year (no GCM in January)
- Additional GCMs may be called to consider special items of business by the President, two members of the Executive Committee, four General Council Members, or a petition of any ten graduate students
- If a Council Representative cannot attend a GCM, they are required to submit a proxy representative from the same constituency to act and vote in their place

Programming within their Constituencies
- Each year, a GSC budget line item is established to provide Council Representatives with funding ($150/cycle, with the two cycles starting August 15 and February 15) to put on programs or events within their own constituencies
• An additional $100/cycle is available to any Council Representative who is additionally involved in GSC activities above merely attending GCMs (see below for ideas)
• Planning an event with another department makes you eligible for double the funding ($300/cycle) to contribute to that event.

Communication of Crucial Information to their Constituencies
• On the order of once a month, Council Representatives should pass crucial GSC information onto their constituents
• These announcements will come from the GSC Officers after each GCM

Bringing Up Issues at the GCMs
• Council Representatives should be able to raise issues lodged by their constituents to the GSC General Council at GCMs
• Council Representatives should also direct specific questions and inquiries regarding the GSC to the Officer team, who can generally answer questions and direct students to appropriate Institute offices

How to Get Involved
All areas of the GSC are always looking for graduate students—especially Council Representatives—to get involved. If there is something you would like to see get done, the GSC will do whatever it can to empower you to do so! Remember, Council Representatives receive an additional $100/cycle in funding if they are “additionally involved” in the GSC.

Join a GSC Committee or Subcommittee
• Except for committees with designated membership (Excomm), all GSC committees and subcommittees are always looking for more members
- Monthly times and locations of Committee and Subcommittee meetings are listed in each GCM Agenda
- More information can be provided by the chair(s) of the committees and subcommittees (the 2016-2017 email contact sheet attached at the end of this document, and most of these GSC emails should remain the same from year to year)

Join an Institute Committee
- During the summer, the bulk of Institute Committee appointments are made by Nominations Board
- New Institute Committees or those without a full membership will seek additional members throughout the year on a rolling basis (announced at each GCM)

Help Coordinate a Short-Term GSC Project
- At GCMs, committees or officers may announce a short-term project that will need volunteers
- Recurring projects include the Fall Career Fair, trips to the National Association of Graduate-Professional Students and Ivy+ summits, Legislative Action Days trips coordinated by the Legislative Action Subcommittee (LASC), and many more

Run for a Leadership Position!
- Most committee co-chairs and officers were once Council Representatives
- If you want to make an enormous positive impact on the entire MIT graduate student body, you should help run the representative body of all graduate students
- Elections occur in April, but you can always reach out to the current leaders holding any position that interests you

GSC Structure
According to the GSC Constitution, the purposes of the Graduate Student Council shall include the following four items:

- To represent the graduate students on all matters pertaining to their general welfare as graduate students
- To provide for and promote graduate student extra-curricular activities
- To provide for the welcoming and orientation of new graduate students
- To provide a formal means of communication among graduate students

The GSC represents the graduate student body in general, and the GSC leadership ultimately answers to the Council Representatives (as representatives of all graduate students) in all decisions. These relationships are discussed in the GSC Constitution and Bylaws.

The duties and powers of each committee and board are outlined in the GSC Governing Documents (the Constitution, which requires a general vote by all graduate students to amend, and the Bylaws, which require a vote by the GSC General Council to amend). Below is a summary of the various functions of roles within the GSC:

**Officers**

- **President**
  - Presiding officer at meetings of the General Council (GCM) and Executive Committee (Excomm)
  - Broadly, “overseeing operations and activities of the Council and its committees”
  - Submits a year-end report of the council at the May GCM
Officers
gsc-officers@mit.edu

President
Arolyn Conwill
Executive Committee
gsc-president@mit.edu

Vice-President
Angela Crews
Nominations Board
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Secretary
Orpheus Chatzivasileiou
Publications & Publicity Board
gsc-secretary@mit.edu

Treasurer
Lisa Guay
Funding Board
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Committees
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Activities (AC)
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External Affairs (EAB)
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Housing & Community Affairs (HCA)
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Sarah Shapiro
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Muddy Charles Pub
Zsigmond Varga
gsc-muddy-chair@mit.edu

Orientation (OC)
Sarah Goodman
James Kaczmarek
gsc-oc@mit.edu

Staff

- Unofficially, serves as the liaison between the GSC and MIT internal/external partners

Vice-President
- Performs duties of the President in absence of the President
- Conducts and chairs all GSC elections
- Chair of the Nominations Board and Funding Appeals Board
- Maintains records of attendance and activity of GSC Council Representatives
- Collects year-end reports by Institute Representatives

Secretary
- Records, posts, and files all minutes of Council meetings
- Maintains files and archives of the Council
- Chairs the Publications and Publicity board and coordinates communications
- Prepares the weekly GSC announcement (“Anno”) email

Treasurer
- Receives, disburses, and accounts for all funds of the Council
- Coordinates budget and financial decisions, including preparing the draft budget for the next year
- Chairs the Funding Board, which reviews funding requests from student groups
- Coordinates with the Association of Student Activities to review student group funding guidelines

Committees and Boards (Chaired by Officers or Committee Chairs)
In general, committees and boards are treated equally as “standing committees” unless otherwise explained in the GSC Bylaws or internal committee operating guidelines. The chair or chairs are elected in April by the membership of each committee (except Excomm and Boards, whose memberships are defined in the GSC Bylaws). Committees and Boards may create and disband subcommittees at the discretion of the chair(s).

Executive Committee (Excomm, chaired by GSC President)
- Manages the day-to-day operations of the GSC
- Supervises the affairs of the council including finances and budgets not assigned to a committee
- Prepares an agenda for each GCM
Must convene at the call of the President or two members of the General Council

Nominations Board (Chaired by GSC VP)
- Nominates graduate student representatives to all Presidential, Faculty, and ad-hoc Institute Committees
- These committees are responsible for many of the decisions that affect the way MIT operates on a day to day basis, and graduate student representation on the committees provides a crucial mechanism for graduate students to provide input and feedback.
- Formed by the GSC VP, two GSC Officers, and three at-large graduate student members
- Solicits applications for Institute Committee positions through publicity and announcements
- Coordinates with Institute Committee chairs to update membership needs and priorities

Funding Board (Chaired by GSC Treasurer)
- Distributes over $300,000 to students and student groups each years, and is the primary funding source for many campus graduate student groups
- Formed by the GSC Treasurer, the GSC President, a member of the GSC Activities Committee, the Association of Student Activities (ASA) Treasurer, the ASA graduate student member-at-large, and one additional at-large graduate student
- Funding decisions must be made by a majority, with decisions being made before each funding cycle
- Funding Appeals are heard by the Appeals Board, which consists of the GSC Treasurer, GSC VP (chair), and the ASA graduate student member-at-large

Publications and Publicity Board (P&P, Chaired by GSC Secretary)
- Coordinates dissemination of information to the general student body
- Consists of the GSC Treasurer, editors of P&P content, the webmaster, and up to three other students (one chosen by the President, two chosen by the P&P Board)
- Creates general announcements on the GSC website, social media, email lists, bulletin boards, and publications support for special projects
Association of Student Activities (ASA, a joint committee with the Undergraduate Association)

- Communicates the needs and interests of student groups to the GSC and UA
- Recognizes and de-recognizes student groups, stores group info in the ASA database
- Convenes a General Body Meeting (GBM) each year for all student groups
- Oversight and appeals processes coordinated by GSC and UA, depending on the situation at hand

Activities Committee (AC, two co-chairs)

- The Activities Committee is the “fun” committee of the GSC, with a focus on organizing socials, outings, art and cultural events.
- Purpose is to provide avenues for students to relax, promote interaction across cultures and departments, and foster a sense of community.
- Subcommittees include Ski Trip, Grad Gala, Grad Rat, Arts, and Coffee Hour

Committee on Academics, Research, and Careers (ARC, two co-chairs)

- Organize and facilitate professional development events for students in all schools and departments
- Advocate for improved academic and research policy at the institute
- Responsible for travel grant and professional development grant programs
- Subcommittees include GWAMIT (Graduate Women at MIT) and Advising

Committee on Housing and Community Affairs (HCA, two co-chairs)

- Concerned with on- and off-campus housing, community affairs at MIT and in Cambridge, safety, health, welfare, transportation, and related matters
- Membership is of interested students and representatives from each graduate dorm
- Negotiates annual graduate student stipend increases and advocates for graduate student family issues
Subcommittees include Family, Off-campus, Sustainability, and Transportation

**External Affairs Board (EAB, Chair and Vice-Chair)**
- Responsible for GSC engagement with all organizations outside MIT, including all levels of government
- Advocates for solutions to policy problems that affect MIT’s graduate student body
- Research policy developments, prepare letters and position statements, and maintain a policy platform for the GSC
- Collaborates with other universities on advocacy projects such as Ivy+ Association and National Association of Graduate-Professional Students (NAGPS)

![The MIT GSC Delegation with Senator Elizabeth Warren in March 2016](image)

**Muddy Charles Board of Governors (Muddy Board)**
- Oversees and directs operations of the Muddy Charles Pub, which is the primary social gathering place for graduate students at the Institute
- Membership is mixed: graduate students (at least ½ of membership), alumni, staff, and faculty
- GSC President is an *ex officio* member
- Subcommittees include Muddy Activities and Muddy Finance
Graduate Student Council
of the Massachusetts Institute of Technology

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Orientation (OC)
Sarah Goodman
James Kaczmarek
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Staff

Orientation Committee (OC, two co-chairs)
- Organizes and oversees over 20 orientation events in order to help new graduate students familiarize themselves with MIT and resources and build community
- Largest fully-student-run graduate student orientation in the country

Ad Hoc task forces and committees (as needed)
- Generally formed by the President or General Council to investigate a particular issue or to serve a specific purpose
- Once that purpose has been achieved, the ad hoc task force is dissolved

Institute Partners
The GSC works to make the graduate student experience at MIT better, alongside many partners in the MIT administration, including:

- The Office of the Dean for Graduate Education, which provides funding and staff support for the GSC Operations in addition to personal student support
- The Division of Student Life, which provides programming, funding to student groups and initiatives, and services to students living in graduate housing
- The Office of the President (and other upper administration), which is advised by the GSC Officers and the Presidential Advisory Cabinet (PAC, with four graduate student members)
- The MIT Corporation, which is advised by the three graduate student members on the Corporation Joint Advisory Committee on Institute-Wide Affairs (CJAC, with the GSC President serving in an ex officio capacity)
- MIT Faculty members and School Deans, who partner with the GSC on academic issues pertaining to graduate students, including research and advising

Final Thoughts
The GSC only works because each member of the organization works (often very hard!) to improve the graduate student experience at MIT.

Thank you for being a part of this mission, and from each and every member of the GSC leadership, we hope to keep working with you for many years to come.