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<http://gsc.mit.edu>**MASSACHUSETTS INSTITUTE OF TECHNOLOGY  
GRADUATE STUDENT COUNCIL****General Council Meeting  
October 1<sup>st</sup>, 2008****Agenda:**

1. Short Primer on Voting / Robert's Rules
2. Approval of August GCM Minutes
3. Old Business
 

55.gsc.4.1	Bylaw Housekeeping
55.gsc.4.2	Bylaw Amendment on Appointment of GSC Representatives
55.gsc.4.3	Reserve Fund
4. New Business
 

55.gsc.5.1	Stabilization Fund Bylaw Amendment
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5. Presentation on MIT Excellence Awards, Kande Culver
6. GSC Committee Updates
7. Open Floor

**Upcoming Meetings / Events:**

Academics, Research & Careers	6:30 pm, Tuesday, Oct 7 <sup>th</sup>
Activities / HCA On-campus	6:00 pm, Tuesday, Oct 28 <sup>th</sup>
Executive	6:00 pm, Wednesday, Oct 29 <sup>th</sup>
General Council	5:30 pm, Wednesday, Nov 5 <sup>th</sup>
Graduate Student News	TBA
Housing & Community Affairs	6:00 pm, Wednesday, Oct 8 <sup>th</sup>
Off-campus	6:00 pm, Thursday, Oct 2 <sup>nd</sup>
Task Force on Housing	6:30 pm, Tuesday, Sep 30 <sup>th</sup>
Task Force on Alumni Relations	5:00pm, Wednesday, Oct 8 <sup>th</sup> and 5:00pm, Wednesday, Oct 22 <sup>nd</sup>
Two Dollar Tuesday	6:00pm, Tuesday, Oct 21 <sup>st</sup>

Meetings are in the GSC office and include appropriate sustenance.

**Help Wanted – Get Involved with the GSC:**

Alumni Relations Task Force – [gsc-officers@mit.edu](mailto:gsc-officers@mit.edu)

Housing Task Force – [gsc-officers@mit.edu](mailto:gsc-officers@mit.edu)

Write / take photos for the GSN – [gsn-editor@mit.edu](mailto:gsn-editor@mit.edu)

All committees looking for new members – [gsc-excomm@mit.edu](mailto:gsc-excomm@mit.edu)

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## MASSACHUSETTS INSTITUTE OF TECHNOLOGY GRADUATE STUDENT COUNCIL

### **General Council Meeting August 6<sup>th</sup>, 2008**

Meeting began 5:44pm. Quorum achieved.

#### **Agenda:**

- 1. Approval of July GCM Minutes**  
Minutes approved by white ballot.
- 2. New Business**  
Next GCM in 2 months that has business to be voted upon. Next GCM is just for orientation.

#### **55.gsc.4.1 Bylaw Housekeeping**

##### Overview

Oaz we want to correct inaccuracies in bylaws.

Nothing major

Oaz: Factual error-Want to remove Green Hall for representatives list since it will no longer exist

Nominations duties moved to nominations board

Clarify aspects of nominations board

Updating G.S. News distribution schedule

Remove specification for funding board meeting minimum.

##### Comments/Discussion

Maybe change committees section title by adding "&Boards"

Change GSN publishing to "at least quarterly" rather than removing

#### **55.gsc.4.2 Bylaw Amendment on Appointment of GSC Representatives**

##### Overview

Some departments have student groups that nominate representatives to the GSC. The amendment would remove the requirement that these appointees gather 20 signatures (or 20% of their constituency, whichever is less) from members of their constituency. This is designed to intended some of the 'red tape' around the nominations process.

##### Comments/Discussion

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Making potential Reps get the signatures ensures that they know or at least have met 20 people from their department.

What if a department has multiple student groups?

Would the GSC need to create a process to officially recognize departmental groups?

### **55.gsc.4.3 Reserve Fund**

#### Overview

More than half of GSC budgetary inflows come from Career Fair revenue. However, Career Fair revenue is highly variable and depends on the state of the economy as well as the effectiveness of the Career Fair Directors.

The proposed reserve fund would introduce a stabilization mechanism where the current year's Career Fair revenue would be compared to the three year average of past Career Fair takes. If the current year's revenue exceeds the average, then a portion of the excess would need to be deposited in the fund. If it is less than the average, then half the difference could be withdrawn (as long as this difference does not exceed the current reserve).

#### Comments/Discussion

Comments on mechanism.

There should be a cap on the fund.

Inflation should be taken into consideration.

If the Career Fair does better year after year, then money will be deposited but never withdrawn from the fund.

Will this be an interest-bearing account?

Will the fund be seeded with initial capital?

Could there be provisions for exceptions to the rules specified in the resolution, i.e. exceptional cases where money could be withdrawn.

Comments on impact on GSC bargaining power with administration.

MIT might be less likely to provide funds to the GSC if we have money in reserve.

Comments on lack of historical data



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**GRADUATE STUDENT COUNCIL**

Career Fair revenue data is only available for several years. Hard to know what future scenarios for revenue might be. Comments on influencing future GSCs.

Would it make more sense to make this a bylaw amendment so that it would be permanent, and not just a resolution that could expire at the end of this administration? On the other hand, is it right for this year's GSC to say how future years' GSCs should manage their money?

**3. Committee Updates**

Not recorded, see individual web pages for Committee activity and updates.

**4. Open Floor**

Reiterate calls to volunteer for Orientation. Meeting adjourned.

**Upcoming Meetings / Events:**

Academics, Research & Careers	6:00 pm, Tuesday, Aug 12 <sup>th</sup>
Activities / HCA On-campus	6:00 pm, Tuesday, Aug 26 <sup>th</sup>
Executive	6:00 pm, Wednesday, Aug 30 <sup>th</sup>
General Council	5:30 pm, Wednesday, Sep 3 <sup>rd</sup>
Graduate Student News	TBA
Housing & Community Affairs	6:00 pm, Wednesday, Aug 13 <sup>th</sup>
Orientation	TBA
Task Force on Housing	TBA
Task Force on Alumni Relations	4:30pm, Tuesday, Aug 12 <sup>th</sup>

Meetings are in the GSC office and include appropriate sustenance.

**Help Wanted – Get Involved with the GSC:**

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- Housing Task Force – [gsc-officers@mit.edu](mailto:gsc-officers@mit.edu)
- Write / take photos for the GSN – [gsn-editor@mit.edu](mailto:gsn-editor@mit.edu)
- All committees looking for new members – [gsc-excomm@mit.edu](mailto:gsc-excomm@mit.edu)

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## MASSACHUSETTS INSTITUTE OF TECHNOLOGY GRADUATE STUDENT COUNCIL

### General Council Meeting October 1<sup>st</sup>, 2008

#### 55gsc.4.1

#### Bylaw Housekeeping

(VOTED UPON AT THIS MEETING)

Sponsors: Nan Gu, Oaz Nir

Whereas, there are a number of minor inconsistencies in the GSC bylaws;  
and

Whereas, there are several factual errors in the GSC bylaws; and

Be it resolved, by the Graduate Student Council:

That the following changes be made to the GSC bylaws:

1. Article I, Section 2, add “and Institute Representatives” to the end of the description of duties.
2. Article II, Section 4, make the following changes, where highlighted red text is to be deleted, and highlighted yellow text represents a change.

The following committees will be established:

1. *Executive Committee*

The Executive Committee shall consist of the officers of the Council, chairpersons of standing committees and other persons appointed (and removable) by the Council. The Executive Committee shall have general supervision of the affairs of the Council, have overall coordination of **nominations**, finances, and budgets not delegated to other committees, prepare an agenda for each Council meeting, and may deal with all matters pertinent to the Council. All decisions on **nominations**, finances and budget must be made after open hearings and be approved by the Council. The Executive Committee shall convene at the call of the President, or at the request of two members of the Council. Any graduate student may attend an Executive Committee meeting.

2. *Nominations Board*

The Nominations **Board** is a **standing committee** concerned with nominating graduate student representatives to all presidential and faculty appointed Institute Committees **as well as the Corporation Joint Advisory Committee on Institute-Wide Affairs**. The Nominations Committee shall be called by the Vice President a minimum of **one** sessions per academic year (**one each in September and April**) and three committee members shall constitute a quorum. If the Nominations Committee chooses to recommend more than one individual for a committee seat, the recommendations may be listed in order of preference. The Nominations Committee may delegate to other

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Council committees the nomination of representatives involving similar issues.

3. Article II, Section 4, Subpoint 4, delete the word “quarterly”.

4. Article II, Section 4, Subpoint 6, make the following changes:

#### *Activities Committee*

The Activities Committee is a standing committee concerned with the sponsorship, advocacy, financing, and organization of social activities for graduate students. **The committee will convene at least once a semester with groups receiving funding from the GSC Funding Board in order to promote communication between graduate student groups and the GSC.**

The Graduate Student Council has established the Horton Fellowship Award in honor of Edward L. Horton, a graduate student in Physics, who greatly contributed to graduate student life at the Institute until his untimely death in 1982. The Horton Award is presented to any student or group in the Institute community that fosters fellowship within the graduate student body. The Activities Committee will decide the award recipient. Any person or group in the Institute community will be eligible, and nominations will be publicly solicited, though in any year the Activities Committee may decide to give no award.

5. Article II, Section 4, Subpoint 10, make the following changes:

#### *Committee on Housing and Community Affairs*

The Committee on Housing and Community Affairs is a standing committee concerned with on- and off-campus housing, community affairs both at MIT and in Cambridge safety, health, welfare, and related matters. Members of the committee shall be all those interested in these activities, including representatives from the graduate living groups as well as relevant Institute Committees. **The chairperson shall be elected by the committee.** The committee shall handle relations with the Institute officials and committees in its areas of responsibility; coordinate the activities of the Council, representatives, and living groups in these areas; make recommendations to the Council for funding in these areas; and make recommendations for nominations to relevant Institute Committees.

6. Article II, Section 4, Subpoint 12, Sub-Subpoint 3, make the following addition:

#### Functions of the Board

The Board, **in conjunction with the Thirsty Ear Pub and MIT Campus Dining,** shall hire a paid manager to run the day-to-day operations of the Pub and oversee the manager. The Board is ultimately responsible for ensuring that all relevant laws and license regulations affecting the Pub are observed and for keeping appropriate documentation of the operation of the Pub. The Board shall be responsible for overseeing the finances of the Pub. Compensation may be authorized by a two-thirds vote of the entire Board for individual contracting projects. The Board shall determine all other policies as appropriate and maintain these in its operating procedures. The operating procedures can be approved and amended by a two-thirds vote of

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the Board.

- 7. Article III, Section 2, remove "Green Hall".

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**GRADUATE STUDENT COUNCIL****General Council Meeting**  
**October 1<sup>st</sup>, 2008****55gsc.4.2****Bylaw Amendment on Appointment of GSC Representatives**

(VOTED UPON AT THIS MEETING)

Sponsors: Nan Gu, Oaz Nir

Whereas, a number of departments and living groups have vibrant student organizations; and

Whereas, these student groups often have fair means for electing representatives of that department or living group to the Graduate Student Council;

Be it resolved, by the Graduate Student Council:

That the following changes be made to the GSC bylaws:

**Article III. Election of Council Representatives****1. Designation of Housing Representatives**

Each of the following on-campus graduate living groups shall have one representative: Ashdown House, Eastgate, Edgerton House, The Warehouse, Sidney-Pacific, Tang Hall, and Westgate.

**2. Election of Council Representatives**

1. If a department or a living group has a student organization that represents its entire constituency, the election process for department or living group representatives of that department or living group shall be ceded to that student organization. New representatives elected this way will be named by the president of the corresponding student organization to the GSC Vice-President in writing. Representatives shall be members of their constituency.
2. For election processes not ceded to other student organizations
  - Nominations for membership shall open on September 1, and shall close on September 30. The GSC Vice-President shall be responsible for ensuring that all students are made aware of the opening of nominations for Council representatives and all relevant related information by September 10. Nominees shall submit signatures from twenty members, or 20% (which ever is less), of their constituency, to the Vice-President.

1. If there are more nominees on October 1 than places available under Article III of the Constitution elections shall be held among members of that constituency. The GSC Officers shall be responsible for ensuring the fairness and validity of these elections. The Officers may receive assistance in conducting the elections from departmental student groups, departmental administrators, or other



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**GRADUATE STUDENT COUNCIL**

individuals or groups deemed by the Officers to be sufficiently neutral. Elections shall be completed by October 15, and the results of the elections shall take effect on the first Council meeting on or after October 15.

2. For off-campus and at-large nominees, if there are more nominees on October 1 than places available under Article III of the GSC Constitution, member selection shall be by equal chance lottery to be held by the GSC Officers.
  3. Members of a constituency may nominate for unfilled positions representing that constituency after October 1st. Those positions shall be filled in the order in which applications are received.
3. Recall of Council Representatives  
 Members shall be recalled automatically if they fail to attend three consecutive meetings without giving sufficient reason or submitting a proxy in writing to the Vice-President or their designate. Any summer meetings in June, July, or August will be discounted from this rule.

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**General Council Meeting**  
**October 1<sup>st</sup>, 2008**

**55gsc.4.3**  
**Reserve Fund**

(VOTED UPON AT THIS MEETING)

Sponsors: Kevin McComber, Nan Gu, Oaz Nir

Whereas, the GSC's revenue from the Career Fair varies from year to year and is fairly difficult to predict for the upcoming year when drafting the budget; and

Whereas, past years' Career Fairs have provided revenues in excess of the predictions; and

Whereas, these excess revenues have been spent to the fullest extent possible; and

Whereas, it is highly possible that future career fairs will not draw the revenue seen in past years; and

Whereas, a decline in revenue will surely mean that some GSC programs will not receive as much funding as they have grown accustomed to in past years,

Be it resolved, by the Graduate Student Council:

That, starting with the 2008 Career Fair, the GSC adopt a Reserve Fund that receives funds when the Career Fair provides revenue in excess of the average from the trailing three years and provides funds when the Career Fair provides revenue less than the average from the trailing three years. The maximum amount that may be withdrawn from the fund is half the difference between the past three years' average revenue and the current year's revenue, or half the fund's balance, whichever is less. In a year in which the Career Fair provides revenue in excess of the average from the trailing three years, the fund would receive 50% of that excess.

-----

Example: In year 1, CF revenue is \$120k, in year 2 it is \$190k, and in year 3 it is \$215k. The average of these three years' revenues is \$175k. In year 4, the CF takes in \$225k; thus, \$25k (half of the difference between \$225k and \$175k) is put into the reserve fund, and the GSC gets

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to use the remaining \$200k. In year 5, the CF pulls in \$180k. The average of the past three years is \$210k, so the GSC can pull out at most \$12.5k from the fund (half the fund's value, since this is less than half the difference between the current year's CF revenue and the average of the past three years). In year 6, the CF makes \$230k, so the fund receives at least \$11.7k (half the difference between average of years 3-5 and year 6) to save for the next rainy day.

How is this beneficial?

If there were no reserve fund, the GSC would have had \$225k in year 4, \$180k in year 5, and \$230k in year 6. This has an average of \$211.7k per year with a standard deviation of \$22.5k. With the reserve fund, the GSC would have had \$200k in year 4, \$192.5k in year 5, and \$218.3k in year 6. This has an average of \$203.6k with a standard deviation of \$10.8k. The standard deviation of the three years has been cut in half but the average revenue the GSC can use has only been cut by ~4%. This makes budgeting much easier from year to year as it greatly reduces the guesswork.

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## MASSACHUSETTS INSTITUTE OF TECHNOLOGY GRADUATE STUDENT COUNCIL

### General Council Meeting October 1<sup>st</sup>, 2008

#### 55gsc.5.1

#### Stabilization Fund Bylaw Amendment

(INITIAL PRESENTATION AT THIS MEETING)

Sponsors: Kevin McComber, Nan Gu, David Opolon, Oaz Nir

Whereas, the GSC's revenue from the Career Fair varies from year to year and is fairly difficult to predict for the upcoming year when drafting the budget; and

Whereas, past years' Career Fairs have provided revenues in excess of the predictions; and

Whereas, these excess revenues have been spent to the fullest extent possible; and

Whereas, it is highly possible that future career fairs will not draw the revenue seen in past years; and

Whereas, a decline in revenue will surely mean that some GSC programs will not receive as much funding as they have grown accustomed to in past years, Be it resolved, by the Graduate Student Council, that the following changes be made to the GSC bylaws:

#### Article VI. Finances

##### 1. Financial Structure

The official financial structure of the Council is described by the Budget, which covers a single Institute fiscal year. Institute accounting is on a cash basis, and thus the Budget consists of the following:

1. A beginning-of-year reserve
2. Cash inflows
3. Cash outflows
4. An end-of-year reserve

The end-of-year reserve is equal to the beginning-of-year reserve plus inflows minus outflows, and must not be negative. Outflows are subdivided into line items, with the line items grouped by committee. For each committee, the "committee subtotal" is the sum of all line items grouped into that committee.

##### 2. Budget Validity

A Budget is valid if it has been passed by the Council and covers the current fiscal year. If there is no valid Budget, then funds may be disbursed only if all of the following hold:

1. The funds can be assigned to a line item in the Budget that was most recently valid (the "previous Budget")

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2. The disbursement is not opposed by any member of the Executive Committee, after having received reasonable notice
  3. The total of all funds disbursed in this manner in a given fiscal year does not exceed 1% of the total expenditures in the previous Budget
3. **Financial Procedure**  
 Except as provided in the preceding section, all funds disbursed must be assigned to a line item in a valid Budget. The line item must accurately describe the purpose of the disbursement, and the disbursement must be authorized by a chair of the relevant committee. In general funds disbursed to a given line item must not exceed that line item. The Treasurer may, however, authorize disbursements to a line item exceeding the line item by up to 10% of the committee subtotal, and the Executive Committee may authorize disbursements exceeding the line item by any amount. Under no circumstances, however, may the committee subtotal be exceeded.
  4. **Legislative Process**  
 The first Council meeting of the fiscal year is the Budget Meeting, unless, at the Treasurer's request, the President has designated an earlier meeting as the Budget Meeting instead. The Budget is subject to the legislative process described in Article V, Section C, and thus must be first presented at the meeting preceding the Budget Meeting. At the Budget Meeting, the Budget is the first item on the agenda, and the presiding officer shall not be the President or the Treasurer. The Budget is passed in the following manner:
    1. Revenue and the beginning-of-year reserve represent the professional opinion of the Treasurer, and are not voted upon
    2. Each representative is given an opportunity to object to any number of line items. If no objection is raised regarding a given line item, it is approved automatically without a vote
    3. The remaining line items are approved either individually, or in groups of any size. The following rules apply:
      - a) Line items may be approved at the original amount or at a lower amount, but not at a higher amount
      - b) A majority vote is required to approve a line item individually, while a two-thirds vote is required to approve a group of line items
    4. The end-of-year reserve is set to the appropriate amount without a vote

After the Budget is passed, it may be modified by legislation, provided that the modified Budget still meets the criteria established in Section A, above.

5. **Reserve Fund**

*The Council maintains a dedicated Reserve Fund, separate from the other accounts used for the day-to-day operations of the Council. Its purpose is to smooth excessive variation in cash inflows from outside the Institute.*

*The Reserve Fund is governed by the following mechanism:*

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1. *The Reserve Fund balance shall never exceed 15% of the “Previous Budget” cash outflows.*
2. *Between September 30 and November 30, the GSC Treasurer obtains a written confirmation from the Career Fair Treasurer the dollar amount of the GSC’s share in the proceeds that the Career Fair has generated in the current year.*

*This amount is noted as  $PCF_t$ , where  $t$  designates the calendar year in which the current legislature began.*

*The average of Career Fair proceeds to the GSC for the past three years ( $PCFAVG_t$ ) is calculated and adjusted for inflation by the Consumer Price Index for All Urban Consumers (CPI-U), using the following formula:*

*$CPI_t = CPI_t$  is the CPI-U for June of the current calendar year, as determined by the Bureau of Labor Statistics.*

*2005: 195.4; 2006: 202.5; 2007: 207.949; 2008: 216.632*

$$PCFAVG_t = CPI_t * (PCF_{t-1}/CPI_{t-1} + PCF_{t-2}/CPI_{t-2} + PCF_{t-3}/CPI_{t-3})/3$$

3. *Depending on the proceeds that the Career Fair has generated in the current year, two situations can arise:*

1. *The proceeds ( $PCF_t$ ) exceed or equal the average of Career Fair proceeds to the GSC for the past three years, adjusted for inflation by the Consumer Price Index ( $PCFAVG_t$ ).*

*In this case, the Treasurer must transfer the following sum to the Reserve Fund, by March 31 at the latest:*

$$50\% * (PCF_t - PCFAVG_t),$$

*or 15%\*(“Previous Budget” cash outflows) - current Reserve Fund balance,*

*whichever is less.*

2. *The proceeds ( $PCF_t$ ) are below the average of Career Fair proceeds to the GSC for the past three years, adjusted for inflation by the Consumer Price Index ( $PCFAVG_t$ ).*

*In this case, the Treasurer can withdraw up to:*

$$50\% * (PCFAVG_t - PCF_t),$$

*or the current Reserve Fund balance, whichever is less.*

*The funds withdrawn can only be used towards approved Budget items.*

4. *Special disbursement:*

*If the Executive Committee wishes to withdraw funds from the Reserve Fund outside or in excess of the provisions of Article VI.5.3, and only after those provisions have been met, a special Council Meeting must be called and a*

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*resolution for funds withdrawal shall be approved by a 1/2 vote of the full Council.*

*To be valid, the resolution should be publicized at least two weeks prior to the Council meeting and contain:*

- a) The current balance of the Reserve Fund,*
- b) The total amount to be withdrawn, which shall not exceed 5% of the "Previous Budget" cash outflows, or the current balance of the Reserve Fund, whichever is less.*
- c) The approved Budget line item(s) towards which the funds will be used, and the rationale as to why these cannot be funded through normal inflows.*

*This special disbursement can only take place at most once per annual term of the GSC.*