Minutes of 3/15/08 Senator Meeting

Date: 3/15 (Sat.)
Time: 10:00-11:00am
Location: Simon Hall, Room 104
Organizer: Sridharan, Balaji

Attendance:

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>Present</th>
<th>Senator Committee</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mou, Xiaochnun (Joanna)</td>
<td>Yes</td>
<td>Dauti, Marsela</td>
<td>No</td>
</tr>
<tr>
<td>Zhang Chi (Steven)</td>
<td>Yes</td>
<td>Ding, Yifei</td>
<td>No</td>
</tr>
<tr>
<td>Li, Cong (Lucy)</td>
<td>Yes</td>
<td>Li, Cong (Lucy)</td>
<td>Yes</td>
</tr>
<tr>
<td>Shi, Peichang</td>
<td>Yes</td>
<td>Shi, Yunfei</td>
<td>Yes</td>
</tr>
<tr>
<td>Sridharan, Balaji</td>
<td>Yes</td>
<td>Xie, Yanjiao</td>
<td>No</td>
</tr>
</tbody>
</table>

Agenda:

1. recognition of "shop at mills" and "kick-off party"
   
   Goal: Recognize the activities:
   
   Results: The committee unanimously recognizes these activities

2. Discussion: Revising the constitution
   
   Goals: Revise the constitution.
   
   Results: see the attachment I

3. Discussion: FAQ's
   
   Goals: FAQ's to pass through senate committee.
   
   Results: see the attachment II

4. Election Procedure:
   
   Goals: Constitute the election procedure
   
   Results: Joanna will revise the advertisement part and simplify the mode of voting. We will discuss the final procedure in the next meeting.

5. Operations Procedure:
   
   Goals: Operation Procedure to be finalized
   
   Results: see attachment III. In addition, senator meeting schedules to be discussed after election. Try and schedule meetings in the afternoon. Efficient way required to monitor efficiency and activity of the senators. (An agenda item for the next meeting)
6. International Students and Scholars Album:
   • Activity to be postponed and discussed after the April election.

7. Next Senator meeting: March 22nd night after the ball room party. (1 hour)

Attachment I : revision of constitution

International Graduate-Professional Students Professional Development Association Constitution (Trial Version)

(The trial version of the Constitution will be tested during the first year of IGSPDA 2008-2009. The executive committee and the senator committee will collect feedback form IGSPDA members and revise the Constitution accordingly.)

Introduction

The prestige of Washington University has attracted many international students and scholars from around the world. They are top intellectuals in their original countries, and they will be in leading positions in the future global economy. However, as non-native speakers, they may need additional opportunities to learn how to organize activities in an English-speaking and multicultural environment. The purpose of this association is to create a comfortable environment for them and to make this learning process easy, creative and a lot of fun.

Benefits of Membership:

- Get advice and information about the job market from successful American or international professional by lectures and workshops
- Improve your communication skills by surrounding yourself in an English-speaking and multicultural environment
- Build your network by interacting with more international students university-wide
- Learn leadership by getting involved in project management according to your time and interests
Possible activities:

- Lectures and workshops from successful American or international professionals
- International Cultural Activities (Talent Show, Art Exhibition, Workshops of varied cultures e.g. Chinese Martial Arts, Italian Opera, Russian Icon Painting, South African Handicrafts, American Tap Dance)
- Activities assisting new international students (driving, shopping, cooking, learning English, etc.)
- Activities for socializing and network building (ballroom dancing, BBQ, table tennis, basketball, swimming, golf, karaoke, yoga, debating, band, drama, field trip etc.)

Article I. Mission and Impact

The primary mission of International Graduate-Professional Students Professional Development Association (IGSPDA) is to help international graduate-professional students (especially those who finished their pre-undergraduate study outside the United States and are not familiar with American culture) to improve communication skills, build networks, and learn leadership skills by working on group projects with other members in an English-speaking and multicultural environment, thereby enhance individual member’s professional development and job marketability. American graduate-professional students, who are interested in enhancing their international experiences and sharing American culture with international students, are also welcome.

Article II. Membership

Washington University graduate-professional students currently enrolled in a full time program and postdocs are eligible for voting membership.

People affiliated with voting members (spouses, partners etc.) are eligible for non-voting membership.
At least 80% of current members must be Washington University graduate-professional students. Members from any one school shall not exceed 40% of total members.

Article III. Leadership

The leadership of IGSPDA is structured especially to accommodate its goal. IGSPDA is composed of an Executive Committee, a Senator Committee, and Activity Committees. The Executive Committee and the Senator Committee share their power in conducting organization business concerning the whole group. Activity Committees are responsible to organize (a) specific activity(ies). Members are encouraged to participate on a committee, to learn to work with a team, and to plan a project. An Advisory Committee from Washington University will advise these processes.

Executive Committee

*Officers:*

The executive committee shall consist of a president, a vice-president for finance. The president retains the right to recruit a vice-president for communication, a vice-president for external relationship, and additional executive officers as needed.

*Duty:*

The executive committee: shall function as supporting staff by maintaining the infrastructure, conducting organization business, and mediating controversial issues between IGSPDA members.

President: be responsible for the overall coordination of IGSPDA.

Vice-president for finance: oversee the usage of IGSPDA funding as well as assist the President if available

Vice-president for communication: take care the group mail of IGSPDA as well as assist the President if available
Vice-president for external relationship: take care the webpage of IGSPDA as well as assist the President if available

Senator Committee

Officer:

The senator committee shall consist of a chairperson and senators.

Duty:

Chairperson: organize senator meetings and represent the Senator Committee to communicate with the Executive Committee as well as the regular duty as a senator.

Senators: represent and advocate the interests of IGSPDA members by participating in organization business according to the feedback they collect from IGSPDA members, and by mediating controversial issues between IGSPDA members.

Activity Committees

Officer:

Each activity committee shall have a chairperson. The chairperson retains the right to recruit additional activity officers and / or volunteers as needed.

Duty:

Each activity committee shall be responsible to organize an activity or series related activities successfully within a certain period. The activity committee shall be dismissed after the activit(y)(ies) unless someone renews the registration. IGSPDA shall try its best to support the continued growth of each activity committee. However, it is acceptable for an activity committee to seek its own independence if it thinks it has reached maturity in the incubator.

Advisory Committee
Officers:

The advisory committee consists of at least three advisors from the Professional and Graduate Student Coordinating Committee (ProGradS), the Office for International Students and Scholars (OISS), and the Career Center at Washington University separately. The advisory committee can invite Washington University faculty as needed.

Duty:

The advisory committee shall advise IGSPDA activities by meeting at least once a year to discuss progress and development, oversee the election process, offer related workshops, and mediate controversial issues between IGSPDA members and committee officers if needed.

Article IV. Succession Plan

IGSPDA officers shall be selected through election, recognition, or recruitment.

Election

Elected officers:

The president, the vice-president for finance, chairperson of the senator committee and senators

Eligibility:

- The president, the chairperson of the senator committee shall be voting members of IGSPDA and shall be expecting to remain full time student status in the next academic year; vice-president for finance and senators shall be members of IGSPDA.
- The president, vice-president for finance, and the chairperson of the senator committee shall not serve in the same position for more than two years. The senator shall not serve for more than four years. Senators who failed to attend half of the senator meetings in the previous year are not eligible to seek re-election.
**Time:**

The election shall be conducted in early April every year at the general election meeting. The date of the election meeting and information about the process for nomination of candidates will be announced and e-mailed to all members in advance of each annual election.

**Procedure:**

- The **executive committee shall invite the advisory committee and student representatives to** form a neutral election committee and oversee the election process. Potential candidates can NOT serve on the election committee.
- All voting members are eligible to vote. The voting must be conducted by anonymous ballot to protect voters’ identities. A minimum of 15 voters is required for the election to be legitimate.
- The president, the vice-president for finance, the chairperson of the senator committee shall win a simple majority vote or be declared unanimous if no competition.
- Senators shall win a simple majority vote with 10% elimination or be declared unanimous if the ratio of voters per senator candidate in that year is more that ratio in previous year or the total voting members who vote in that year reach 50% of total voting members who registered in the group mail in that year.
- In order to encourage the participation of competition, losing non-senator candidates who end up in the second place will be offered senator positions. If candidates for the president and the chairperson of the senator committee agree to apply both positions at the same time, the first runner shall become the president; the second runner shall become the chairperson of the senator committee.
- If the president, vice-president for finance, or the chairperson of the senator committee decides to resign or can not finish his/her term for some reason, the executive committee and the senator committee shall have a joint meeting to decide whether to hold an internal election or an open recall election. **Impeachment of any elected officers or addition of any elected officers outside the election season shall only be passed by obtaining two thirds vote in a joint meeting.**
Recognition

**Recognized officers:**

The chairperson of an activity committee

**Eligibility:**

- The chairperson shall be a member of IGSPDA.
- The president can NOT become chairpersons of any activity committees during his/her term, so as to ensure his/her neutral status. If it becomes indispensable for the present to be the chairperson of a specific activity committee, the president shall submit a written request to the senator committee and gain their approval in advance, and then go through the regular procedure of the registration of an activity committee.

**Time:**

Anytime

**Procedure:**

- The chairperson shall register a specific activity or series related activities with the executive committee or be selected by the executive committee for a specific activity or series related activities.
- The chairperson shall be responsible to organize the specific activit(y)(ies) successfully within a certain period.
- The chairperson shall receive the recognition from the executive committee once his/her activit(y)(ies) meets the minimum requirements after examination.

Recruitment

**Recruited officers:**

Vice-president for communication, vice-president for external relationship, other executive officers of the executive committee, activity officers of the activity committee, senators

**Eligibility:**
They shall be members of IGSPDA.

Time:

Case by case

Procedure:

- The vice-president for communication, vice-president for external relationship shall be recruited by the president of the executive committee.
- The creation of the position of an additional executive officer shall be approved by the senator committee first, and then the executive officer shall be recruited by the president of the executive committee.
- The activity officers shall be recruited by the chairperson of an activity committee.
- At the beginning of the fall semester, any new entering students who have time and interests to attend senator meetings can be recruited as senators.

Article V. Operation Processes

Meetings

There will be at least one general business meeting in the fall and one general election meeting in the spring. The date(s) for general business meeting(s) shall be decided by the executive committee upon consultation with the senator committee and announced to membership.

Organization business

Some organization business needs to be decided by the executive committee solely for the reason of feasibility, such as the maintenance of the webpage. Some organization business needs to be decided by the executive committee upon consultation with the senator committee, such as what the minimum requirements for a successful activity are or which activities should receive funding. Some organization business may fall into the grey area, such as the
registration of activity committees. For those business in the grey area, the executive committee and the senator committee shall work together to decide how to share their duties, or consult with the advisory committee if necessary, so as to achieve an optimized balance between efficiency and fairness at that time. Each administration can have its own style and bylaws in conducting organization business within the range of the constitution during its term.

Controversial Issues

If any controversial issues arise, we encourage you to communicate with this person first. If this discussion is ineffective, please send your concerns to the executive committee; if you are not satisfied with their mediation, please send your concern to the senator committee; if you are still not satisfied with their mediation, please send your concern to the advisory committee.

Article VI. Amendments

An amendment to the constitution shall be released for public discussion via IGSPDA group mail one month before a general business meeting or the general election. If the voting is conducted in a general business meeting, a minimum number of voters no less 80% of the last election is required for the voting to be legitimate. A two-thirds vote of total voting members who voted at that time is required for the amendment to be effective. The advisory committee shall mediate the executive committee and the senator committee to reach a common agreement on the interpretation of the constitution.

Attachment II: FAQ

Frequently Asked Questions

A. IGSPDA
   A1. Who are we?
   A2. What do we do?
A3. What’s our mission and impact?
A4. Why should I join your group?
A5. How to join the group?

B. The leadership
B1. What leadership positions do you have in IGSPDA?
B2. How to become a student leader in IGSPDA?
B3. How will the election be organized?
B4. Why do you place a senator committee in the leadership structure?

C. Activities
C1. Can I attend your activities if I am not a registered member?
C2. Does every registered member have to organize an activity?
C3. If I want to organize an activity, what should I do?
C4. What are the minimum requirements for a successful activity?
C5. If I organize an activity, can I get financial support from IGSPDA?
C6. How can I get reimbursement after the activity?
C7. Where and how can I put the webpage of my activity on IGSPDA website?
C8. Are there any specific requirements for making flyer and a summary webpage of an activity?

D. The membership
D1. I want to be a member of your group, but I don’t want to receive email from your group. What should I do?
D2. I want to receive messages from your group, but I don’t want to receive flooding of emails everyday. What should I do?
D3. Why should I join your group mail when I can receive the advertisement of your group activity through GPC?
D4. How can I change my membership setting of receiving messages from the group?
D5. Can I post personal advertisements on the group mail?
D6. I am a registered member, and I can receive email from your group. But when I tried to post a message, it kept saying I don’t have permission to post message on this group. What’s wrong?
D7. Can I unsubscribe from the group mail and how?
D8. Can I use non-Wash. U. email to subscribe the group mail?
D9. I want to raise some concerns and suggestions about IGSPDA policy and management, but I don’t want to expose my identity. What should I do?
D10. Can I use the group mail to expose the controversial issues of a specific activity?
D11. What are the right channels I can use, if I want to raise some of my concern about a specific activity?

A. IGSPDA

A1. Who are we?
International Graduate-Professional Students Professional Development Association (IGSPDA) is a new university-wide graduate student group registered through GPC and ProGradS at Washington University in St. Louis. It is designed to help international students improve communication skills, build networks, and learn leadership skills by working on group projects with other members in an English-speaking and multicultural environment, thereby enhancing individual member’s professional development and job marketability. This group also welcomes English-speaking U.S. students who are interested in enhancing their international experience and sharing American cultural with international students. Learning how to develop careers and organize activities in an English-speaking and multicultural environment is a hard process. IGSPDA will create a comfortable environment, provide more opportunities, and to make this learning process easy, creative and a lot of fun.

A2. What do we do?
Possible activities:
- Lectures and workshops from successful American or international professionals
- International Cultural Activities (Talent Show, Art Exhibition, Workshops of varied cultures e.g. Chinese Martial Arts, Italian Opera, Russian Icon Painting, South African Handicrafts, American Tap Dance)
- Activities assisting new international students (driving, shopping, cooking, learning English, etc.)
- Activities for socializing and network building (ballroom dancing, BBQ, table tennis, basket ball, swimming, golf, karaoke, yoga, debating, band, drama, field trip etc.)

A3. What’s our mission and impact?
The primary mission of International Graduate-Professional Students Professional Development Association (IGSPDA) is to help international graduate-professional students (especially those who finished their pre-undergraduate study outside the United States and are not familiar with American culture) to improve communication skills, build networks, and learn leadership skills by working on group projects with other members in an English-speaking and multicultural environment, thereby enhance individual member’s professional development and job marketability. American graduate-professional students, who are interested in enhancing their international experiences and sharing American culture with international students, are also welcome.

A4. Why should I join your group?
- Get advice and more information about the job market from successful American or international professionals
- Improve your communication skills by surrounding yourself in an English-speaking and multicultural environment
- Build your network by interacting with more international students university-wide
- Learn leadership by getting involved in project management according to your time and interests
- Become a student leader in our association
• Enrich your résumé, enhance your confidence in job hunting
• Build your own stage and demonstrate your varied talents and much, much more.

A5. How to join the group?
You can join the group by registering as a member in our group mail (if you just want to do registration without receiving email from us, check question D1). More detailed instruction is available here http://igspda.grad.wustl.edu/join.htm

B. The leadership

B1. What leadership positions do you have in IGSPDA?
We have varied leadership positions in three levels. You may find one that can fit your time and interests. Level one is activity officers/volunteers in an activity committee, which requires less time and reasonability. Level two is chairpersons of activity committees, which requires certain interests and commitment to a specific activity. Level three are officers in the Executive committee (President, Vice-presidents) and the Senator Committee (Chairperson and senators), which requires more advanced managing and communication skills concerning the whole group.

B2. How to become a student leader in IGSPDA?
To become an activity officer / volunteer, you can contact with the chairperson of the activity committee directly, or watch their recruiting messages.
To become the Vice-president for communication, the Vice-president for external relationship or other Executive officers, you can to contact with the President directly or watch his/her recruiting messages.
To become a chairperson of an activity, you need to registered a specific activity in the executive committee or be recruited by the executive committee for a specific activity. You will receive the recognition from the executive committee once your activity meets the minimum requirements after examination.
To become the President, the Vice-president for finance, the Chairperson of the senator committee or Senators, you need to win through the general election, which is held once a year in early April. Addition of elected officers outside the election season needs to gain two thirds vote in the joint meeting of the Executive Committee and the Senator Committee. At the beginning of the fall semester, any new entering students who have time and interests to attend senator meetings can be recruited as senators.

B3. How will the election be organized?
Detailed procedure may change, but a general outline can be found here.

B4. Why do you place a senator committee in the leadership structure?
A: Because this is a multicultural student group. The executive committee needs to respect and really communicate with its members. We hope a senator committee can represent and advocate the interests of IGSPDA members more efficiently.

C. Activities
C1. Can I attend your activities if I am not a registered member?
Yes, you are welcome. But certain benefits may be limited to registered members.

C2. Does every registered member have to organize an activity?
A: No. Some members just want to receive information from us, or improve their communication skills, or get to know more friends. Some members may be more active and want to learn leadership. Individual member can decide whether he/she wants to involve and how much he/she wants to involve according to his/her time and interests.

C3. If I want to organize an activity, what should I do?
A: It is very easy to register an activity in IGSPDA, please check more details in the bylaw about “the registration and recognition of an activity committee”. Sample registration form, sample flyer and sample summary of webpage are also available here (http://igspda.grad.wustl.edu/bylaw.htm)

C4. What are the minimum requirements for a successful activity?
A: The minimum requirements are decided by the executive committee upon consultation with the senator committee (check the bylaw about “the registration and recognition of an activity committee”). Each administration may have varied settings. IGSPDA member can make recommendation to senators, thereby influencing the detailed settings of the minimum requirements at that time.

C5. If I organize an activity, can I get financial support from IGSPDA?
A: We usually have funding from ProGradS and GPC for some popular activities. If you are interested in these activities, you can apply to be a chairperson for these activities. If your activity is unique, we can help you apply funding from possible sources as a group. Another way to get financial support is collecting money from participants. Feel free to consult with the Executive committee and/or the Senator committee for specific idea.

C6. How can I get reimbursement after the activity?
A: Before you buy anything, please contact the Vice-president for finance. He/she will send you the most updated instruction about how to get reimbursement after the activity.

C7. Where and how can I put the webpage of my activity on IGSPDA website?
A: The webpage of each upcoming activity is build and maintained by its Activity Committee, and its link will be placed on the webpage of IGSPDA under “Upcoming Activities”. The webpage of each past activity, which is made by its Activity Committee, will be added onto the webpage of IGSPDA under “Past Activities”

C8. Are there any specific requirements for making flyer and a summary webpage of an activity?
No specific requirement, it totally depends on how much time you want to spend on that. Sample flyer and summary webpage are available here http://igspda.grad.wustl.edu/bylaw.htm
D. The membership

D1. I want to be a member of your group, but I don’t want to receive email from your group. What should I do?
You can choose “No Email” in your membership setting. That means you can post your message to our group, but you won’t receive any message from us unless you log in our group to read messages on the web.

D2. I want to receive messages from your group, but I don’t want to receive flooding of emails everyday. What should I do?
The Google group mail also offers “Abridged Email” (Get a summary of new activity each day) and “Digest Email” (Get up to 25 full new messages bundled into a single email) as alternative choices, besides “No Email” and “Email”. Hopefully one of these choices is comfortable for you.

D3. Why should I join your group mail when I can receive the advertisement of your group activity through GPC?
We only advertise through GPC when the activity is attractive to both international and domestic students. If the activities is mainly designed for international students (shopping, cooking, learning English), we only advertise it through our group mail. And as an international student group, we may receive news and information that is specific for international students. For these news and information, we could only post them on our group mail, not on GPC calendar or ListServ.

D4. How can I change my membership setting of receiving messages from the group?
It is very easy, just log in our Google group (http://groups.google.com/group/igspda?hl=en), click “Edit my membership”, and then choose a comfortable way of accessing group messages. Or send email to igspda@grad.wustl.edu, we will change it for you.

D5. Can I post personal advertisements on the group mail?
Yes, you can.

D6. I am a registered member, and I can receive email from your group. But when I tried to post a message, it kept saying I don’t have permission to post message on this group. What’s wrong?
Most likely, you haven’t finished all the steps required for subscription. Check detailed instruction for first time user here (http://igspda.grad.wustl.edu/joinus.htm), follow the instruction step by step. If you still have problem, please contact us and tell us which step you are blocked and we will help you out.

D7. Can I unsubscribe from the group mail and how?
You can unsubscribe from the group mail at any time. No question will be asked. It is very easy, just log in our Google group (http://groups.google.com/group/igspda?hl=en),
click “Edit my membership”, and then click “unsubscribe”. Or send email to igspda@grad.wustl.edu, we will do it for you.

D8. Can I use non-Wash. U. email to subscribe the group mail?
Subscription from non-Wash. U. email address is generally unacceptable, unless:

- an IGSPDA member sends a written request through his/her Wash. U. email to indicate an affiliation (spouse or partner) with this non-Wash. U. email address and the basic information of this person (Last name, First name, Occupation, Country or region).
- a graduating / transferring IGSPDA member sends a written request through his/her Wash. U. email to indicate his/her desire to stay in the group after graduation / transfer.
- special approval by the Senator Committee (e.g. other friendly organizations)

D9. I want to raise some concerns and suggestions about IGSPDA policy and management, but I don’t want to expose my identity. What should I do?
We have a guest account in the group mail, which can be used to raise concerns and suggestions anonymously. We are unable to track the identity of the person who sends messages through the guest account. To find the username and password of the guest account is very easy: just log in our Google group (http://groups.google.com/group/igspda?hl=en), click “File”, download and open “guest account.doc”.

D10. Can I use the group mail to expose the controversial issues of a specific activity?
No. The Group Mail shall not be used for exposing controversial issues of an Activity Committee before or during the mediation. First, it will generate preconception of biased information for mediation. Second, most of the IGSPDA officers are inexperienced volunteers. It is inevitable that some mistakes will be made during their activities. As part of the learning, it is more constructive to give these volunteers a chance to correct their mistakes in private than to expose their problems in public.

D11. What are the right channels I can use, if I want to raise some of my concern about a specific activity?
If any controversial issues arise, we encourage you to communicate with this person first. If this discussion is ineffective, please send your concerns to the Executive Committee; if you are not satisfied with their mediation, please send your concern to the Senator Committee; if you are not satisfied with their mediation, please send your concern to the Advisory Committee. After the mediation, both sides may post one final statement. No follow up argument will be allowed for the same issue.
Attachment III: Operation Process of IGSPDA

IGSPDA bylaw: Operation Process of IGSPDA

**Duty sharing:** Ideally, every decision of the Executive Committee shall be made upon consultation with the Senator Committee. However, it is unrealistic. Here are a few issues that are discussed and settled between the Executive Committee and the Senator Committee for this time.

- Along with the operation of IGSPDA, we will shape our managing style gradually. In general, important issues (e.g. funding distribution, drafting and revision of bylaw) have to go through the physical meetings of Senator Committee; minor issues or more urgent issues can go through the on-line meetings of Senator Committee; administrative issues (e.g. maintenance of webpage, approval of membership) can be decided by the Executive Committee alone. We will make a clear list in the future and keep revising it as the developing of the group.

- The frequency of the physical meeting will be decided by senators at the beginning of each semester and summer / winter break. Currently, the physical meeting of the Senator Committee will be conducted every 2 weeks. All related materials must be submitted to the Senator Committee at least 24 hours before the meeting.

- The on-line meeting of Senator Committee will be conducted on the Group Mail set for IGSPDA leaders 2008-2009. The shortest responding time for on-line meeting is 3 days.

- If the Executive Committee pre-approves a case (e.g. a registration of an Activity Committee) and forwards this case to the on-line meeting of Senator Committee for consultation, but the Senator Committee fails to respond or fails to reach a conclusion for this case after the shortest responding time, the Executive Committee can go ahead to issue the final approval.

- If an urgent case arises, the President needs to first make judgment whether this case involving personal interests. If personal interests are involved (e.g. IGSPDA receives some free tickets of a popular concert in the next day; or IGSPDA needs a student representative to attend an international conference and the deadline is earlier than the shortest responding time of the Senator Committee), the President shall try his/her best to reach and consult with the Chairperson of the Senator Committee first, and then make his/her own decision with a written notification to the Senator Committee soon afterwards. If NO personal interests is involved (e.g. a boy just broke up with his girl friend, and posted an inappropriate message / image on our Group Mail), the President can make his/her own decision with just a written notification to the Senator Committee.

- If an unusual case or situation arises (e.g. confidential issues), the Executive Committee should consult with the Speaker of the Senator Committee and the Advisory Committee, and then decide how to treat it.
Operation procedure

- The applicant submits application with supporting materials to the Executive Committee.
  
  A. Application submission.

- The President may contact the applicant for more questions or supporting materials. An initial decision will be made by the Executive Committee within one week. The application can be:
  B. pre-approved and forwarded to the on-line meeting of Senator Committee;
  C. pending and forwarded to the next physical meeting of Senator Committee;
  D. or returned to the applicant with recommended changes.

- If the application is returned, the applicant can:
  E. either revise the application and then, reapply;
  F. or forward the unchanged application to the next physical meeting of Senator Committee directly.

- If a pre-approved application is forwarded to the on-line meeting, Senators may:
  G. agree with the pre-approval;
  H. forward the application to the next physical meeting;
  I. or fail to respond or fails to make a decision within 3 days. In this case, the President can go ahead and issue the final approval.

- If an application is submitted to the physical meeting of Senator Committee, Senators may contact the applicant for more questions or supporting materials. Thus early submission would certainly enhance the application. A decision will be made at the end of the physical meeting:
  J. approval;
  K. pending until more supporting materials;
  L. return with recommendation.