Minutes of 2/2/08 Senator Meeting

Date: 2/2 (Sat.)
Time: 10:00-11:00am
Location: Simon Hall room #103
Organizer: Li, Cong (Lucy)

Attendance:

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mou, Xiaochun (Joanna)</td>
<td>Yes</td>
</tr>
<tr>
<td>Zhang Chi (Steven)</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senator Committee</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dauti, Marsela</td>
<td>Yes</td>
</tr>
<tr>
<td>Ding, Yifei</td>
<td>Yes</td>
</tr>
<tr>
<td>Li, Cong (Lucy)</td>
<td>Yes</td>
</tr>
<tr>
<td>Qin, Lei</td>
<td>Yes</td>
</tr>
<tr>
<td>Shi, Peichang</td>
<td>Yes</td>
</tr>
<tr>
<td>Shi, Yunfei</td>
<td>Yes</td>
</tr>
<tr>
<td>Sridharan, Balaji</td>
<td>Yes</td>
</tr>
<tr>
<td>Xie, Yanjiao</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Agenda:

1. **Constitution revision on whether the president, vice president and treasurer could be the chairperson for any activities.**
   Goal: Give more flexibility on this issue to compromise reality.
   Results:
   a. The vice president and the treasurer, like other senators, are allowed to be chairpersons for any activity committee;
   b. During application, the president needs to gain the approval from the senator committee in advance.
   
   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.

2. **Approve three chairpersons for three proposed activities.**
   Goal: Prepare for the proposed activities.
   Results:
   a. **Kick off Party:**
      Chair: Yanjiao Xie
      Vice Chair: Marsela Dauti, Yifei Ding
   b. **Workshop:**
      Chair: Lucy Li.
      Vice Chair: Balaji Sridharan.
   c. **Ballroom Dancing:**
      Chair: Lei Qin.
Vice Chair: Peichang Shi, Yunfei Shi, Steven Zhang.

3. **Discuss the initial bylaw on "The registration and recognition of activity committee".**

   Goal: Pass the bylaw.

   Results: We discussed and passed "the registration and recognition of activity committee" (See details in “Attachment I”)

4. **(Unstarted) Discuss the initial bylaw on “The regulation of the group mail and webpage”.**

   We ran out of time. So “the regulation of the group mail and webpage” will be moved to the next meeting.

**Action Plan for the Next Senator Meeting:**

1. Discuss the initial bylaw on “The regulation of the group mail and webpage”
2. Revision of the constitution

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Attachment I

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**IGSPDA Bylaw: Registration of An Activity Committee**

Any IGSPDA member who is interested in registering an Activity Committee can follow the following procedure:

  If the above link doesn’t work, go to the website of ProGradS [http://www.prograds.wustl.edu/](http://www.prograds.wustl.edu/)
  Find “Graduate Student Organization Handbook” at the left side of navigation bar.
  You can skip the first two sections about group registration, start from section III (page 11). This handbook will get you familiarize with university policies and procedures and how to seek advice and support from designated university offices and group advisors.

- Fill out the registration form of IGSPDA Activity Committee and send it to igspda@grad.wustl.edu. A confirmation email will be delivered to the applicant within 1-2 business day(s).
• The Executive Committee and the Senator Committee may contact the applicant for more questions or supporting materials. A decision will be made no later that the next physical meeting of the Senator Committee.
• In order to protect the reputation of IGSPDA, the Senator Committee will contact the applicant to validate a reasonable progress of the activity until completion

**IGSPDA Bylaw: Recognition of An Activity Committee**

To gain recognition from the IGSPDA, the activity needs to meet the following minimum requirements:

1. The contents and procedures are consistent with its registration in IGSPDA, or have reasonable changes with well explanation.
2. The activity is open to all IGSPDA members or Graduate-professional students in Wash. U., and has tried its best to make advertisement.
3. Please attach a webpage to summarize the activity (introduction, report, pictures, future direction, acknowledgement etc.)
4. Please attach a final budget & expenditures statement, including a list of all sources of funding and itemized expenditures (if applicable).
5. No controversial issue or big controversial issues are resolved after mediation.
6. No violation of University policies and State and Federal Laws.

The chairperson of the Activity Committee shall prepare all related materials and submit them to the physical meeting of Senator Committee. Senators may contact the chairperson for more questions or supporting materials. Thus, early submission would certainly enhance its recognition.

**IGSPDA Activity Committee Registration Form**

**Name of the Activity Committee:** ________________________________

**Chairperson:** ________________________________

**School Affiliation:** ________________________________

**Entering Year to Wash. U.:** ________________

**Email:** ________________________________

**Phone:** ________________________________

**Description of the activity(ies):**
Goal of the activity(ies):

Contribution to the mission and impact of IGSPDA:

Advertising method:

Anticipated time of the activity(ies):

Anticipated location of the activity(ies):

Anticipated size of participants:

How will the support of IGSPDA be recognized?

Will money be involved in the activity(ies)? If the answer is “Yes”, please finish the remaining questions.

What’s the budget plan? Please list all itemized expenditures for planned activity(ies).

Where the money will come from? Please list all sources of income and amounts.

Will fee be collected from actual participants? When, where and how?
If the activity fails, how to return the money to participants?

If the actual participants are less than expected, who and how to cover the difference?

How to deal with unexpected expenditure?

How to make sure potential participants understand and agree with the expected payment?

Are there any special concern or comments need to be addressed?