Minutes of 2/17/08 Senator Meeting

Date: 2/17 (Sun.)
Time: 10:00-11:00am
Location: Goldfarb Hall
Organizer: Li, Cong (Lucy)

Attendance:

<table>
<thead>
<tr>
<th>Executive Committee</th>
<th>Present</th>
<th>Senator Committee</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mou, Xiaochun</td>
<td>Yes</td>
<td>Dauti, Marsela</td>
<td>Yes</td>
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<tr>
<td>(Joanna)</td>
<td></td>
<td>Ding, Yifei</td>
<td>Yes</td>
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<tr>
<td>Zhang Chi (Steven)</td>
<td>Yes</td>
<td>Li, Cong (Lucy)</td>
<td>Yes</td>
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<td></td>
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<td>Qin, Lei</td>
<td>Yes</td>
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<td></td>
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<td>Shi, Peichang</td>
<td>Yes</td>
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<td>Shi, Yunfei</td>
<td>Yes</td>
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<td>Sridharan, Balaji</td>
<td>Yes</td>
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<td>Xie, Yanjiao</td>
<td>Yes</td>
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Agenda:
1. **Discuss the initial bylaw on “The regulation of the group mail and webpage”**.  
   Goal: Pass the webpage regulation bylaw.  
   Results: We passed an initial bylaw (see detailed information in “Attachment I”). And we decided to be cautious about the personal advertisements. So we will give one month trial for personal advertisement on our group mail to see what happen. Senators will collect feedback from members and then vote again.

2. **Revision of the constitution**.  
   Goal: Improve the constitution.  
   Results: see detailed information in “Attachment II”

Action Plan for the Next Senator Meeting:
1. Plan the kick-off party.  
2. Revision of the constitution
Attachment I

IGSPDA Bylaw: the Regulation of the Webpage

- The webpage of IGSPDA is build and maintained by the Executive committee.
- 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”

IGSPDA Bylaw: the Regulation of the Group Mail

Content Policy

- The Group Mail of IGSPDA is set up for the purpose of communicating group events, programs, announcements and information of interest related to group purpose.
- 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.
  Thus, 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.
- The message sent by the guest account is under moderation. If the executive committee thinks the message is appropriate, it can release the message to the group mail. If the executive thinks the message is not appropriate, it should forward the message to the senator committee for final decision. The executive committee has NO right to delete the message by itself.
- Endless political or religious debates are not welcome in our Group Mail.
- Google Group Policies, University Policies, State and Federal Laws are also applied to the Group Mail.

Management

- If any member thinks any message/file is violating the Content Policy, he/she shall send his/her concern to the Senator Committee. The Senator Committee will suggest the Executive Committee how to deal with it.
- In emergent situation, the Executive Committee may delete the message/file temporarily. But a copy of deleted message/file shall be sent to the Senator Committee for final decision.
Membership approval
Subscription from Wash. U. email address, including complete information of (Last name, First name; Title; School affiliation; Entering Year; Country or region), will be approved soon.
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 indication 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)

Attachment II

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, basket ball, 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.

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**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.

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**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 group mail, a vice-president for webpage 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

**Vice-president for group mail:** take care the group mail of IGSPDA

**Vice-president for webpage:** take care the webpage of IGSPDA

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Senator Committee

**Officers:**

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.

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Activity Committees

**Officers:**

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 renew(s) 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 advisory committee shall 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 than the ratio in the previous year or the total voting members who vote in that year reach 50% of total voting members 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.

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.
Recruited officers:

| Vice-president for group mail, vice-president for webpage, other executive officers of the executive committee, activity officers of the activity committee |

Eligibility:

They shall be members of IGSPDA.

Time:

Anytime

Procedure:

- The vice-president for group mail, vice-president for webpage 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.

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.

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**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.

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**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.

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