I. Call to Order
   A. Roll Call
   B. Approval of Feb. 6 Minutes
      i. motion
      ii. seconded
      iii. passed
   C. Approval of Feb 20 Agenda
      i. motion
      ii. seconded
      iii. passed
   D. motion to adjourn no later than 9:30
      seconded
      passed

II. Invocation

III. Officer Reports
   A. Academic Senators – Peter Furlong and Michael Stell: Nothing to report
   B. Secretary – Emily Butler: nothing to report
   C. Treasurer- Vernice Grajeda (presented by Joe):
      i. Budget report: ideas for events to use the events budget; lecutres—same; conferences—a lot unused; PR initiative to make grad students aware of grad funding available; PR unused budget
      ii. we are getting an extra $16k for unallocated funds; motion next time on the allocation of these funds
   D. Vice President – Daiva MacKenzie
      i. revised format for newsletter
      ii. Need committee chairs
      iii. women’s history month events
      iv. philanthropy: Relay for Life Team, goal of $1,000; organizing fundraiser at Uno Pizza;
      v. Phon-a-Thon in March
      vi. Housing committee: meeting about residence hall near Opus; Joe advocated for graduate student housing on campus; need to confirm Michelle as chair and also the housing committee
vii. Black history month event on Saturday from 12-3:30
viii. Interdisciplinary Conference
1. Nellie is co-chair of conference: half panel focused on academic jobs and other half focused on non-profits, NGOs, high school, etc.
2. Inviting alumni, faculty, people in the area
3. every panel designed around a meal or drinks event
4. 15 events at conference: need one person to take on each event—complete part of PR work and fill the seats
5. Determine which depts. would benefit most from which panels/times/etc.
ix. Sign-up for panels:
1. “What is a Dissertation?” panel: Brian Rice
2. “Digital Humanities”:
3. “Academic Job Search”: Rebecca Vacarro
4. “Colloquium on Beauty”: Joshua Gonnerman
5. “Publishing”:
6. “Interview”:
7. “Salary Negotiation, etc.”: Elizabeth Greely
8. “Writing Center”: Rebecca Vacarro (volunteering colleague)
9. “PhD-Level Jobs in Policy”: Sherkhan Khan
10. “University Administration”: Peter Furlong and Michelle Roth
11. “Teaching High School”: Michelle Morrison
12. Registration table: Sean Doughty and Emmaris Soto
13. Social Media help: Thaddeus Winker

E. President- Joe Forte
- New office space policy (Pryz 105 a and b): One-day access for Senators doing GSA business, to be requested 24hrs in advance. Changed from unlimited access, requested at any time because of full roster of officers, and resulting increased use.

IV. Committee Reports
A. Events Chair- Ryan Vilbig
B. Conferences Chair- Amanda Bono
   - To be given after 9PM (class conflict)
   - no denial of requests other than procedural issues
C. Lectures Chair- John Meinert
   i. Wrote new lecture approval guidelines: How to get approved, explanation of by-laws; more transparent
D. Parliamentarian- John Mickey
   i. new legislation and by-laws have been put up
E. Public Relations Chair- Kristen Wright
   i. recently revamped our newsletter system. Replacing it with three very specific emails (one for events, one for ad hoc committees, for example) and then one mass email a week after that.
V. **Senator Reports**  
Ad Hoc Committee Chair Reports: nothing to report

VI. **Unfinished Business**  
A. Discuss remainder of conferences issue from previous meeting; part 4, 4 of conference legislation (see below)  
   i. Motion to discuss this with Amanda present  
   ii. seconded  
   iii. passed  
B. Officer Duties and GSA Org Chart (see below)  
   i. officer duties need to be clearly laid out to ensure consistency and self-sufficiency of officers  
      1. Motion to pass by-law “6” in Officer Duties (see below)  
      2. seconded  
      3. In favor: 20  Opposed: 0 Abstentions: 1  
      4. Passes  
   ii. Discussion about PR as elected position—position represents student body and has interaction with them  
      1. Academic senator position—redundant to have two positions; only ten meetings a year and attendance is their only duty; up the hourly to 5 hours for the position that is left and that position will be in charge of filling in empty chairs and taking on extra duties as they come up throughout the year.  
      2. Eliminating the academic senator position makes sense, according to Furlong. Need to specify the exact duties in the by-law of the senator. Also an impression among student body that GSA is a bit of a mystery and permits space for an x-factor.  
      3. More that duties are shared, more competitive the president position will be  
   iii. **Motion that constitutional amendment 1,2,3, and 4 be placed as constitutional amendments before the students as referenda**  
      1. Seconded; passes unan.  
      2. Kristin needs to put this as a referendum  
   iv. Motion that bylaws 1-12 (except 6) be passed (see below)  
      1. Seconded; Passes unan.  
   v. Motion to change language in bylaw 12 to “The Parliamentarian assists with training new GSA Officers”  
      1. Seconded; Passes unan.  
   vi. Motion to change language in bylaw 11 to say “three or more events scheduled for September and October”  
      1. Seconded; Passes unan.  
   vii. Motion to change language in bylaw 11 to say “scheduled to occur between the start of the fall term and October 31”  
      1. Seconded; Passes unan.
viii. Motion to pass By-laws 1-12 including new language
   1. Seconded; Passes unan.

VII. New Business

A. Swearing in of Clement and Emmaris Soto
B. motion to create GSA Housing Committee
   i. Seconded; In favor: 19  Opposed: 0 Abstentions: 1
   ii. Passes; We’ve created GSA Housing Committee
C. Motion to vote as chair of Housing Committee Michelle Roth
   i. Seconded; passes unan.
D. Specification in the relevant by-laws that the President, Vice President, Treasurer, Events Chair, and Conferences Chair are expected to carry out GSA duties throughout intercessions and breaks. (we’ve had big problems with officers disappearing for most or all of the summer)
Motion to table officer duties until next meeting
   1. Seconded; all in favor: 19 opposed:1 abstentions: 1
   2. Tabled
E. “Conference Banquets and Taxi Fare”
   i. Danger with gas reimbursement because the university must follow the tax law regarding per mile reimbursement; problem with dishonesty in reimbursing gas
   ii. Breakdown of depts. that use conference funding; those that use it more, students could car pool; question is hazing regarding personal auto issue; perhaps table it until we have specific information
   iii. Motion to include taxi and banquet as eligible expenses
       1. Seconded; passes unan.
F. Modify language in conference guidelines to be more inclusive. Perhaps add that whenever the conference chair adds any new equivalent to presenting or attending (music or other fields).
   i. Move to add: . Any new equivalents to academic conferences shall be announced by the Conferences Chair at the soonest possible Senate meeting. If the Conference Chair is unfamiliar with the field, they shall be in consultation with relevant Senators in order to make the most informed decision. to “5a”
   ii. Motion to pass “5 a” with new wording
       1. Seconded; passes Unan.
   iii. Motion to specify in “5 b” that: Specify that Canon Law graduate students participating in their field’s conference at the highest level possible for graduate students, or any graduate student attending a conference at which they are scheduled to interview for a job in their field of study, are eligible for double the amount of funding typically awarded for conference attendance. (by-law C i a 1)
iv. Motion to add to “5b”: Specify that Canon Law graduate students participating in their field’s conference at the highest level possible for graduate students, or any graduate student attending a conference at which they are scheduled to interview for a job in their field of study, are eligible for double the amount of funding typically awarded for conference attendance. *(by-law C i a 1)*

v. Motion to add “scheduled interview”
   1. Seconded; In favor: 14 Abstentions: 1
   2. Passes

vi. Motion to pass bylaw “5b”
   1. seconded; passes unan.

vii. Motion to postpone adjournment 5 minutes
   1. Seconded In favor: 9 opposed: 8 abstentions: 1
   2. Passes

**VIII.** Adjournment
   A. Motion to adjourn
   B. Seconded
   C. Passes Unan.

Respectfully yours,

Emily Butler

2. Specification in the relevant by-laws that the Executive Committee and Executive Council are to be reachable by e-mail at all times, meaning that they are expected to reply to e-mails, when asked, within a time period specified by the President. This period shall be no shorter than 48 hours and no longer than one week. If officers must be unreachable for a period of time beyond that previously-mentioned, this must be approved by the President in advance. If not, it amounts to a failure to execute duties. *(once again, we've had big problems with officers being MIA--not on the current EC though)*

3. Specification in the lectures by-laws that no CUA graduate student may receive compensation by the GSA for sharing their expertise in the form of a lecture or panel discussion.

4. Proposed bylaw regarding "advocacy" resolutions:

   A motion before the GSA Senate shall be considered to be an advocacy motion if it asks that a message be transmitted (publicly or privately) to the President of Catholic University, or to the administration
of Catholic University or any of its Schools or Departments, or to any political official of any nation, or to any minister of any religious body, requesting that the recipient take some action or make a statement or advocate for some position. An advocacy motion can be passed by the GSA Senate only if fourteen days advance notice has been given to the Senators, if a quorum is present at the time of its passage, and if at least three-fourths (3/4) of the Senators present vote "yes" on the motion.

5. Proposed bylaw regarding confidentiality:

Because each GSA Senator represents the students of a Department or School, and because this representation requires the free flow of communication, neither the GSA Senate nor any GSA executives have the authority to bind any Senator to secrecy regarding the proceedings of any Senate meeting. Moreover, no Senator is to be censured or otherwise punished for revealing facts about the proceedings of any Senate meeting.

6. Proposed bylaw regarding attendance of certain officers:

Anyone serving as Conferences Chair, Events Chair, Lectures Chair, or Parliamentarian is required to attend at least half of the GSA Senate meetings during each semester in which they serve (or, if serving for only a portion of some semester, half of the meetings that take place during their tenure in that semester). This rule takes effect after the end of the Spring 2013 semester.

7. Proposed bylaw defining "attendance":

Senators and officers are considered to have "attended" a Senate meeting if they arrive within 15 minutes of the meeting's starting time, and depart no earlier than 15 minutes before the scheduled end time. However, if the officers and senators have not been informed of the date and time of a certain Senate meeting (either via the website or via email) at least seven days in advance, neither attendance nor non-attendance at that meeting will be counted for purposes of any rule requiring a certain number of attendances per semester.

IX. Closing Announcements

X. Adjournment
I. Call to Order
A. Roll Call
B. Approval of Jan 23rd Minutes
   i. Seconded, Motion passes unan.
C. Approval of Feb 6th Agenda
   i. Seconded, unan. passes

II. Invocation- Fr. Joseph Newton

III. Murphy’s Pub Initiative Discussion
   -Led by Alan Yost, Director of Special Projects, Office of Advancement

Vision to reintroduce old Rathskeller as an informal gathering place, pub, but also more than that. Fundraising has produced over $100,000. Location: current bookstore at university.

Monroe street market will open the Barnes and Noble and open the two-floor space in the Pryz for the new pub, Murphy’s. Everything tentative. Hopefully in 2-3 weeks we’ll have drawings.

Upstairs: coffee-room, casual atmosphere. Below: pub space. Later hours than Pryz. Fits in strategic plan for more social space, perhaps open for 24 hrs. as a gather space for students.

Time frame: As early as Jan. 2014 the bookstore will have moved and construction can start spring 2014. Need to raise $650k.
This project lends itself to the graduate student community. Fits a grad student’s, part- or full-time, lifestyle—informal gatherings, study-groups, networking, etc. Undergrads have these types of spaces, but grads don’t.

Need to send the message to large donors that this is something that’s important to all students. GSA contributing would make a statement.

This would be a legacy gift. 40 years later we’re talking about the Rath, will people be talking of Murphy’s the same way 40 years from now?

Questions: can under 21 enter pub space? As of now, anyone can enter, only 21+ can drink.

Will it be open all year or just school session? Tentatively, all year. Still undecided.

Most likely, Aramark will carryout the food product of the pub.

Naming opportunities for funds? Room divisions, bar, tap, engraved mugs, etc. Everything tentative.

IV. Officer Reports

A. Academic Senators- Mike Stell and Peter Furlong
   i. Nothing to report

B. Secretary
   -Report by Mike Stell, acting Secretary, about library survey
   i. Questions of survey meant to determine: Desire to reserve space by grad students? Would that increase use? 34 students took survey, 1.5% of grad student population. Working at sending the link out again to get more results.

C. Treasurer- Vernice Grajeda
   i. Rebates: they have been approved and submitted; waiting for payroll to send it to respective depts. by end of the week.

D. Vice President
   i. Interdisciplinary conference: April 11-12, working on confirming speakers and space on campus
   ii. Philanthropy committee: vacant chair. Contact Daiva
   iv. Team for Relay for Life on March 22nd; Team name “GSA for a Cure;” scheduling fundraisers
   v. Black History month event on Feb. 23; 12-3:30; MLK memorial, Lincoln Memorial, American History Museum theatrical events. RSVP by Feb. 20th.
   vi. Working on two events in honor of Women’s History Month in March.
vii. Getting Enrollment Services and the registrar involved in getting MSPS students involved in GSA. Once MSPS students know what resources and opportunities are there for them, they’ll probably opt in.

viii. If anyone is interested in being a chair of any of the ad-hoc committees that lack a chair, sign up.

E. President- Joe Forte
- Interdisciplinary Conference- Committee members needed
  Nominate a colleague, get them interested in GSA; good line on a C.V., meet people, learn.
- Library meeting- Do we need more reserveable space?
  No need to elaborate at this point.
- The role of a Senator
  John Mickey presented last time. Today, Joe will comment on role of senator. Senator needs to have estab. lines of communication with colleagues and fellow students. The information presented at meetings needs to go beyond just the senators.

  Senate reports at end of semester to post on the website. How you used your funds, etc. We will have extra funds to put toward Murphy’s. It would send a message if a portion of that donation were from the senate funds.

V. Committee Reports
A. Events Chair- Ryan Vilbig, given by Joe Forte
  - Upcoming events to spread the word about Caps game, DC United game, Happy Hour at Fire Station 1—concerns: happy hour started too early, perhaps talk to pub about that. Museum excursion—went well.
B. Conferences Chair- Amanda Bono, given by Joe Forte
  - Budget report: very little change since last time. Not many requests, despite the announcement that the cap has gone out. Perhaps not enough readership of GSA newsletter.
C. Lectures Chair- John Meinert—Nothing to report
  - Budget report
  - Document about funding requests approved and denied
D. Parliamentarian- John Mickey—nothing to report
E. Public Relations Chair- Kristen Wright—nothing to report

VI. Senator Reports—nothing to report
Ad Hoc Committee Chair Reports
-Jufang Tseng, Chair, GSA International Students Committee

  Presenting on what has and has not been done in the past year:
Sept. sat down with director of International student office about possibilities for GSA to help int’l graduate students. Set goals of committee to help them with their basic needs—housing, language, cultural, study issues. They all come from diff. backgrounds and some tend to be more introverted and stay within their own ethnic group. Tseng sent emails and asks them one-by one about their needs. Tseng wants to create mutual relationships between international and American students in order to help the internationals merge into the culture. Their graduate years are a good chance to help them. Needs people for the committee or ideas. Cultural connections that can work to the benefit of both the Americans and the international students.

Committee member would help correspond with international grad students and aid them in their basic needs. Perhaps need a new chair in the summer as Tseng will probably be graduating in the spring.

Email Tseng if interested: 65tseng@cardinalmail.cua.edu

VII. **Unfinished Business**

- Conferences legislation —see below for where we left off, and new suggestions
  i. Lag in conference funding being used. Joe suggests that we pass something to make effective immediately to get conference requests coming in now.
  ii. Amanda reported that 75% is a good idea and will not have a negative effect on budget. Right now grad students are eligible to have 65% of their conference expenditure reimbursed. Proposing to have 75% reimbursed now. Right now: cap for one conference and entire year is $500. Motion passed that this NOT be the total amount per student.

Motions need to be made regarding the issue. Joe has spoken with Amanda about it.

Discussion to include “presentation” and go to “75%” and move the total cap to $600, and a cap of $150 for attending, and banquets (up to cap of $50, included in the $600 total) and taxi-fare be applicable for refund.

**Motion** to cap banquet refund at $50: one opposed; one abstention;

In favor: 18

**Motion passes**

**Motion to table “4 and 5”**

4. Begin reimbursing for official conference banquets and taxi fare (as long as there are receipts for each). (Note: Since it is very difficult to calculate reimbursement for
auto travel that is non-rental, I suggest we table this. It seems likely that Accounts Payable will not allow it.) (By-law c i b 1)

5. Take the following measure to ensure that more schools and departments can access their fair share of conference funding (see the above minutes for notes on this):

a. Modify by-law C i a to cover academic conferences, or the equivalent, e.g. a music festival for the professional development of music graduate students, or an architecture project for the professional development of architecture graduate students. The Conferences Chair shall have the power to determine funding eligibility for requests that are not actually academic conferences, but rather, the equivalent, and which are not similar to the examples provided above.

b. Specify that Canon Law graduate students participating in their field’s conference at the highest level possible for graduate students are eligible for double the amount of funding typically awarded for conference attendance. (by-law C i a 1)
Passes unan.

**Motion Seconded**

Motion to add 75% language to the attendance cap of $150

Seconded

Passes unan.

Motion to pass items 1,2, and 3 as changes to GSA bi laws:

1. Modify xviii above to specify conference “presentation.” Modify xix above to specify that by-law C i a 2 read “75%” instead of “65%”

2. Change the total amount a student may be awarded per academic year. I suggest going no higher than $600 for presentations and attendances combined. (By-law C i a 1)

3. Begin reimbursing for conference attendance at a cap of $150. (By-law C i a 1)

Passes unan.

Motion to table business for next week until more data about conferences is available.

To-Do item for Amanda to look into specific schools and depts. and how much they use for conference funding. Ask her to run these numbers. Have Amanda see if there were denials for such funds toward music festivals or architecture conferences. This could help gauge what the influx will be of applicants.

Motion to table remainder of conference matter:

Passes unan.

**VIII. New Business**

A. Confirmation hearing on Secretary appointee, Emily Butler

   **Motion** to confirm Emily Butler
   Seconded
   Passes Unan.

   Officer sworn in
B. Officer Duties and GSA Org Chart: Discuss at next meeting—lack of clear accountability and supervision. Effort to professionalize us.

Motion to table discussion about officer duties and responsibilities

Seconded

Passes unan.

IX. Closing Announcements
New and old Senators, please be sure Kristen Wright has your photo for the website

X. Adjournment

Motion to adjourn

seconded

passes unan.
**Suggested Revisions to Officer Duties and Responsibilities**
(to take effect at the start of next fiscal year, when AY 13-14 officer terms begin)

-I, Joe Forte, suggest we make the following modifications in order to (1) ensure all necessary duties are covered in the constitution, (2) ensure that officer pay and GSA leaders’ rank is commensurate with level of responsibility, (3) eliminate redundancy, and (4) ensure that officers who represent the graduate student body to administrators and university-wide committees are elected, not appointed.

-Note: It is important to do this ahead of election season, which begins in March and ends in April.

The suggested motions below ought to result in the following

**GSA organizational chart (all proposed changes are in red, lines indicate direct supervision):**

GSA Executive Committee (Elected, # of hours paid/wk in parentheses):

- President (10)
- Vice President (8)
- Treasurer (6)
- Secretary (5), 1 Academic Senator (5), Public Relations Director (5)

GSA Executive Council (Appointed, paid hourly):

- Parliamentarian (4), Events Chair (4), Conferences Chair (4), Lectures Chair (4)

GSA Senate (approximately 30, all unpaid):

- Ad Hoc Committee Chairs (5 total, who are not necessarily Senators, but who are part of the Senate)
  - Elections, Women’s Issues, Philanthropy, Child Care, International Students, Housing) (All unpaid)

School and Departmental Senators

GSA Members (approximately 2000)
Suggested amendments to constitution (2/3 vote of Senate needed):
1. Change Article III, Section 1 to the following wording: “The Executive Committee shall be elected, and shall consist of the offices of President, Vice President, Treasurer, Secretary, Academic Senator, and Public Relations Director.”
2. Change Article III, Section, part A to the following wording: “consists of the Parliamentarian, Events Coordinator (or Events Chair), Lectures Coordinator/Chair, and Conferences Coordinator/Chair.”
3. Change Article V, Section 2 B from “senators” to “senator”
4. Article IV, Section 2: Specify that the Elections Committee may be chaired by a non-Senator, provided that that chair is either the Public Relations Director or a GSA member appointed in place of said officer.

Suggested changes to by-laws:
1. Change the definition of the Executive Council to exclude the Public Relations Director
2. Change compensation of officers: 1 Academic Senator gets paid for 5 hrs, Public Relations Director gets paid for 5 hrs, and the Parliamentarian gets paid for 4 hours. Change “Social Coordinator” to “Events Chair/Events Coordinator”
3. Article 1 A iv: Alter so that Public Relations Director and 1 Academic Senator are subject to recall and impeachment, and so that the Treasurer becomes President in the absent of President and VP, rather than Secretary. Also, add that the President has the power to appoint a Public Relations Director, who must be confirmed by the Senate, should the position become vacant.

4. Add to President’s duties: The President shall directly supervise the Vice President, Treasurer, Secretary, Academic Senator, and Public Relations Director. The President shall serve as graduate student representative to the Faculty Senate, in addition to the Academic Senator. If the Academic Senator is unable to deliver a report on the Faculty Senate meeting to the GSA Senate, the President, or whomever he/she appoints, shall do so. If the President elects not to serve on a university committee, or is unable to do so, he/she may appoint either the Vice President, Academic Senator, or Public Relations Director to do so. Remove the line specifying that the President may select a GSA member to serve on a committee if he is unable to do so.
Add: The President, with the aid of the Vice President and Parliamentarian, shall facilitate training for all officers when the officers’ terms begin. This training shall include a session designed to familiarize all officers with the GSA Constitution and by-laws.

5. Add to Vice President’s duties: The Vice President shall directly supervise the Parliamentarian and all ad hoc Committee Chairs. The Vice President, alongside the President and Academic Senator, shall share responsibility for all necessary GSA duties that do not fall under the job descriptions of the other officers currently serving. The Vice President shall assist the President in training all officers.
6. Add to Treasurer’s duties: The Treasurer shall directly supervise the Events Chair, Conferences Chair, and Lectures Chair. Add to Treasurer’s duties: In the absence of a President and Vice President, the Treasurer shall immediately assume the office of the President.

7. Add to Secretary’s duties: The Secretary shall maintain the organization of GSA office space, including the ongoing maintenance of an accurate inventory. The Secretary shall use the inventory to inform the President and Treasurer about office supplies needing to be purchased, and after having consulted said officers, the Secretary shall purchase needed supplies in a timely fashion, using the relevant GSA account.

8. Academic Senator duties: Change from “Senators” to “Senator.” Add to duties: The Academic Senator shall share responsibility, with the President and Vice President, for all necessary GSA duties that do not fall under the job descriptions of the other officers currently serving.

9. Move Public Relations Director duties to section vi of Executive Committee duties. Add to duties: The Public Relations Director, along with the President and Academic Senator, serves on university committees, as determined by the President. The Public Relations Director shall assist the President with all PR matters, including but not limited to delivering reports about meetings with university administrators. Also add: The Public Relations Director shall be responsible for the maintenance of GSA social networking, including but not limited to the GSA Facebook, Twitter, and LinkedIn accounts. The Public Relations Director shall serve as Chair of the GSA Elections Committee, and shall publicize all relevant elections information, unless the PR Director is seeking election, in which case, the President shall appoint an Elections Chair. All advertised positions are to be posted alongside the relevant description of duties in the GSA by-laws.

10. Add to Lectures Chair/ Lectures Coordinator duties: The Lectures Coordinator shall have the power to allocate lecture fees, travel funds, and reception funds in the manner best suited to each approved request, as long as the total amount allocated does not exceed the total amount prescribed for an event of that size according to the approved table of guidelines.

11. It shall be the duty of the Events Coordinator to ensure that three or more events, scheduled to occur between the start of the fall term and October, are planned and communicated to the PR Director before fall orientation for new graduate students.

12. Add to Parliamentarian’s duties: The Parliamentarian shall deliver a presentation on Robert’s Rules of Order to the GSA Senate at the first Senate meeting of each semester. This presentation should focus on the specific rules that are key for smoothly-functioning Senate meetings. The Parliamentarian assists with training new GSA Officers.

13. Change to Senate duties: Meeting attendance does not count for those who either arrive more than 15 minutes late or who depart more than 15 minutes before the scheduled end time.