

Bylaws and Charter for the Graduate Liaison Committee

Preamble: In order to secure the rights, responsibilities, and duties of its members, and to promote effective and fair communication between faculty, staff, and graduate students, as well as among graduate students, we hereby establish the Graduate Liaison Committee (GLC) as the official representative body of the graduate students in the Department of History at the University of Washington.

Section 1: Duties and Responsibilities of the GLC

As the constituent representative body for the graduate students in the Department of History at the University of Washington, the GLC has the following enumerated rights and responsibilities. This list does not preclude or limit other duties that the GLC might undertake provided that these actions do not violate the charter, bylaws, or general mission of the organization and its constituents.

- A. To advocate for graduate students (individually and collectively), upon request, regarding disciplinary actions, grievances and other concerns in the departmental workplace
- B. To ensure that student representatives participate in faculty meetings, faculty search committees, and other department activities that directly affect the education and professional well-being of the graduate students
- C. To facilitate communication between the department administration, staff, and graduate students, and to inform the department of graduate student concerns; and to seek actively graduate student opinion before taking positions on issues that directly affect graduate student affairs in the department and at the University
- D. To organize and administer elections and referenda concerning graduate student affairs and well-being, and to recruit and maintain student participation on the GLC and the Graduate and Professional School Senate (GPSS)
- E. To promote and sustain graduate student community through professional development, social functions, and mentoring

Section 2: Organization

- A. The GLC shall consist of three (3) members, elected annually from the currently enrolled students within the department
- B. The GLC representatives should be chosen from the three categories: One M.A. or Ph.D. student, one Ph.D. candidate, and one student employee to represent department student workers
- C. Graduate and Professional School Senators (2) and former GLC committee members will serve as ex officio members of the standing GLC
- D. The lead teaching assistant shall also serve as an ex officio member of the GLC
- E. Ex officio members of the GLC may speak at meetings, but do not have voting privileges
- F. All graduate students may speak at meetings and propose motions and items from the floor

G. Responsibility for organizing and chairing GLC meetings will rotate on a quarterly basis between the three official members

Section 3: Elections

A. All three official representatives are elected in the Spring Quarter before their projected term for the following academic year

B. All graduate students currently enrolled in the department may vote in GLC elections

C. Students may vote for a slate of candidates or individual officers. All students will vote on all candidates, regardless of their designated representative position

D. Representatives will be elected by a simple majority of the currently enrolled graduate students voting in the annual election

E. Elections should be conducted by the standing GLC

F. Balloting may be conducted by written ballot or electronically, at the discretion of the standing GLC

G. In the event that a GLC position becomes vacant, the remaining members should solicit candidates and hold a special election under the conditions specified above

H. In the event that an academic year begins with the GLC inactive or its posts unfilled, any graduate student may call for elections to reconstitute it

Section 4: Meetings: organization and conduct

A. The GLC should meet a minimum of once a quarter, no later than the fifth week of that quarter

B. The current chair of the GLC for the quarter will convene the meeting, advertising the date, time, and location in advance to the graduate student community

C. Meetings will be open to faculty, staff, and undergraduate students from the department unless a majority of GLC voting members present vote to close the meeting

D. The current chair will appoint another GLC member to serve as secretary for the meeting

E. Notes of all meetings will be kept in a folder in 315 Smith, and will be posted electronically within one week of the meeting

F. Notes for all meetings should reflect majority and minority opinions of both GLC members and graduate students in attendance

G. All three sitting GLC members must be present for voting on binding decisions; two GLC members will constitute a quorum

H. Changes to the GLC bylaws and charter must pass by a majority of currently-registered students polled

I. Meetings shall be conducted in a respectful and orderly manner, following the general guidelines of Robert's Rules of Order or parliamentary procedure

Section 5: Ratification of the GLC Charter

A. This charter will be approved and the GLC instituted with the votes of a simple majority of currently registered graduate students in the History Department

B. A vote for the ratification of this charter will take place no later than the sixth week of the Spring 1998 Quarter; upon ratification of this charter, candidates for the first GLC offices should communicate their candidacy to the graduate student body, and elections will be held by the end of the ninth week of the Spring 1998 Quarter.