



INDIANA UNIVERSITY

GRADUATE & PROFESSIONAL
STUDENT ORGANIZATION

GPSO Representative Handbook

2011-2012

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Vice President
Treasurer
Liaison
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Communications Coordinator
Operations Coordinator
Awards Officer
Benefits Officer
Sustainability Officer
GPSO Ombudsperson

Fall and Spring

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Anna Saraceno
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Table of Contents

Representative Agreement	2
GPSO History	3-7
Our Mission	8-9
Populations Served by the GPSO	10
Connecting with Graduate & Professional Students	10
Committee Descriptions	11
Awards	12-14
GPSO Budget Outline	15
GPSO Constitution	16-24
GPSO Bylaws	25-37



GPSO Representative Agreement

I understand that there are certain responsibilities associated with representing my graduate department in the Graduate Student Organization. As a GPSO Representative, I agree to do the following:

- Attend monthly Representatives meetings
- Forward pertinent e-mail and correspondence to my department
- Volunteer at GPSO activities
- Actively solicit opinions of graduate students in my department and accurately represent their consensus view to the GPSO
- Participate in a GPSO Committee and attend monthly Committee meetings
- Participate in the Fall Orientation for new GPSO Representatives

Please check our website for meeting times and locations, GPSO news and events, and other important GPSO Representative information.

<http://www.indiana.edu/~gpso>

Committee I am most interested in: _____

Name: _____ Department: _____

Email: _____ Phone: _____

Signature

Date

GPSO History

For almost twenty-five years, some form of the Indiana University Graduate and Professional Student Organization (GPSO) has represented graduate and professional students at IU-Bloomington to the University administration, faculty, staff, and other student organizations.

In 1979, ten graduate students were appointed to advise Graduate School Dean Leo Solt as an ad-hoc committee each month during the academic year. During these meetings, the students raised issues important to graduate and professional students and they received information from the Graduate School that affected the graduate and professional student population. From 1979 to 1983, the ad-hoc committee (known formally as the Graduate Student Advisory Committee) also worked closely with the Graduate Student Advisory Council – composed of faculty, administrators, and two graduate students – to discuss and recommend changes to policies affecting graduate and professional students. The issues debated by both groups remain relevant today (e.g. AI training, stipends, fee remissions and working conditions; grants for conference travel and research; health care and insurance, etc.).

Sensing a need for broader graduate student representation in the University's governance, the Graduate School Dean authorized the creation of the Graduate Student Organization (GSO) in 1983. Like a student government, all graduate and professional students were members, and departmental representatives, elected or appointed, conveyed their interests. Special Assistant to the Graduate School Dean Sheila Cooper first advised the GSO. The purpose of the organization was to not only hear what graduate and professional students had to say but also to introduce them to colleagues in other departments who shared similar concerns and interests. The GSO's Executive Committee replaced the Graduate Student Advisory Council (GSAC) as the advisory committee to the Graduate School Dean. In the meantime, the Graduate Student Advisory Council changed its name to be the Graduate Council (GC), which continued to have two graduate students as members.

The three organizations together – the GSO, the GSAC, and the GC – all played a role in changing University policies regarding the extension of the library materials renewal period for graduate students and curtailing noise in the stacks while students were studying. The groups also began a conversation with University administration about providing better health care and health insurance for graduate students who worked for the University as teachers or researchers.

During the 1985-86 academic year, the U.S. Congress proposed to eliminate the federal tax exemption on fee remissions and stipends. The University's policy during the school year was to continue as it had and not withhold taxes in the hope the new tax reform act would again include the exemption. The large potential tax burden caught the attention of many graduate students who, through the leadership of the Graduate Employees' Association (a union of graduate student employees which was affiliated with the American Federation of Teachers, the AFT), presented to the University administration a petition with 800 graduate student signatures. The petition demanded the Administration reimburse the students for the additional taxes they could have to pay if the exemption was rescinded. Fortunately, the GSO, the Graduate Employee's Union, and the University joined with many others to keep the fee remission and stipend exemption. The exemption was added to the 1986 Tax Reform Act and the issue faded away.

A result of the controversy was the creation of G901 for the 1987-88 school year; a course designed for doctoral students who would have normally received fee remissions once their coursework was complete. Doctoral students are eligible to enroll in the course six times, receiving six credits in return each semester for a \$100 tuition payment. The GSO, along with the Graduate Employees' Association, lobbied the University hard for this benefit. Also, the GSO helped the University lobby Congress to retain the student tax exemption on fee remissions though stipends did become taxable income.

The GSO met with the University administrators about a host of issues (the most important being the proposed technology and health center fee increases). Finally, the GSO and GEA were successful in persuading the Bloomington Faculty Council to mandate subsidized health insurance protection for student academic appointees – which included associate instructors and teaching and research assistants – to begin no later than the fall semester of 1990.

The Graduate School merged with the University's Office of Research and Graduate Development in 1989, creating Research and the University Graduate School (RUGS), now led by Vice-President and Dean George Walker. The GSO remained a part of the Graduate School. Early in the 1990-91 academic year, the GSO, the Graduate Employee's Association, and the Family Student Council cosponsored a "teach-in" to enhance University awareness about graduate student issues. The topics included presentations about the economics of being a graduate student, the importance of graduate students at IU, and the responsiveness of the University administration to graduate student concerns. The GSO also continued to fight against increases in the Student Technology and Health Fees, claiming these fee increases placed an unfair burden on graduate students. In addition, RUGS began to consider a physical location for the GSO offices, as the organization had no place to conduct business on the campus.

At the beginning of the 1991-92 school year, Special Assistant to the Graduate School Dean Sheila Cooper was assigned to be an Associate Dean of RUGS at IUPUI. Taking her place as GSO Advisor was Laura VerMeulen, an administrative assistant in RUGS for fellowships and merit awards. During the year, the GSO received office space from the Graduate School in a University owned house located at 1105 E. Atwater. The location of the Graduate House was later changed to 803 E. 8th Street because the cost of renovating the Atwater Street property was too high. The house was considered to be a temporary office space for RUGS offices until Kirkwood Hall was renovated as part of the Crescent Project. The GSO was also very active concerning the reestablishment of the Bloomington Delivery Service by the IU Library and the adoption of fair employment guidelines for SAA's by the Bloomington Faculty Council. This was also the first year the GSO belonged to the National Association of Graduate and Professional Students (NAGPS). Finally, the Graduate School added fellowship holders to the mandatory SAA health insurance plan.

During the 1992-93 academic year, one of the major accomplishments of the GSO was its advocacy for a change in student health insurance providers from Accordia (a part of Blue Cross/Blue Shield) to Mega Life and Health Insurance Company which is a specialist in student health insurance coverage. The students received better coverage at a lower price with better service. Also, the GSO reorganized itself. Since 1986, the organization had functioned with a five-member Executive Committee who had few formal responsibilities. In 1992-93, the GSO representatives approved a reorganization which gave it a constitution and bylaws for the first time.

In 1993-94, Ross Peterson-Veatch was named the first Modertor (now known as President) of the reconstituted GSO. Assistant Dean of RUGS Cathi Eagan replaced Laura VerMeulen as the GSO Advisor in January 1994. The organization's focus during the year was gaining legitimacy with the IU administrators, faculty, the Trustees, and its own constituency; made more difficult by the search for a new IU President and no real budget for the GSO to pursue its agenda. There was little change during the 1994-95 school year; although, the GSO received its first budget (~\$7,000) from RUGS and the GSO became better known to the University community and its own constituency – primarily through social events and open-forum meetings on graduate student issues. Rebekah Brown succeeded Ross Peterson-Veatch as Moderator in January 1995.

Rebekah Brown's tenure during 1995 saw additional and positive changes for the GSO. During this period, the organization received its seat on the Bloomington Faculty Council (BFC) and was very active on BFC and University committees. For example, GSO representatives were able to secure a more rigid educational record access policy. Also, the GSO was involved with the design of IU President Brand's Strategic Directions Charter program. Finally, the GSO developed its first webpage.

Marguerite Rippy succeeded Rebekah Brown in January 1996. Marguerite's tenure was marked by major events, which fundamentally changed the GSO's organization and operations. In January, the GSO had its first opportunity to meet with the IU Board of Trustees; during which several student representatives told the Trustees about the issues concerning them. At the meeting, a report was produced for the Trustees entitled "Graduate Students and the University." The Trustees heard the students, and University administrators responded to the report at a subsequent Trustees meeting in May. The greatest Trustee response to the student's presentation was an idea to create a faculty fellow program for advanced doctoral students, who would fill-in for faculty at the regional IU campuses who were on sabbaticals or other approved leaves. This idea became a RUGS program in 1997-98. In April, the GSO organized the first Graduate and Professional Student Appreciation Week which consisted of receptions in departments and school across the campus, a proclamation from Governor Bayh, and the first Grad Garden Party.

Also in April, the GSO submitted to the Mandatory Activity Fee Review Board a request for funds. After much effort, the Board was convinced the GSO is an important organization, which deserved a portion of the fee – 35 cents per student per semester – or about \$25,000 per year. This amount, combined with RUGS funds, gave the GSO its first substantial funding ever. The organization moved to use the money for a graduate assistant staff member and programming which aids graduate and professional students while not forgetting the importance of serving everyone on campus. In September, Kevin Condit was named the organization's first permanent staff member.

During June, the organization's negotiators were able to effect a major change in the way the University funded its mandatory health insurance plan. Instead of paying a premium to MEGA Life and Health Insurance, IU would instead self-insure the students and use the MEGA Life and Health Insurance Company as its medical claims processor. This action could have potentially saved the University approximately \$1.5 million per year; however, the University decided to purchase loss protection from large claims. The insurance coverage was also adjusted to be more preventative than catastrophic for the students needing minor medical attention.

In November, the GSO proposed the addition of a new staff member to aid it in broadening its reach to other student groups through a Strategic Directions Center grant. A \$15,000 stipend grant was received in April 1997 and a student was hired in August. New computer equipment was also purchased with the grant funds.

In December 1996, John Clancy replaced Marguerite Rippy as the GSO Moderator. The year 1997 was marked by additional GSO growth. The GSO produced a quarterly newsletter, revamped its website, placed more students on IU committees, and began to pressure the University about its new Marketing plan. The GSO also significantly updated its Constitution and Bylaws and hired Greg Raisman (Coordinator) and Linda Anderson (Communications Coordinator) to work with Kevin Condit, who would train the students. In January 1998, Assistant Dean Cathi Eagan resigned as GSO advisor and Yolanda Zepeda (Interim Assistant Dean) was named her replacement. In May 1998, Kevin Condit retired from the GSO and left the two remaining staff members to coordinate the organization's work during the 1998-99 academic year.

There aren't any noted institutional activities or changes between 1999 and 2002. It is a missing segmenting GPSO history, but 2002 was a year of significant changes. A majority of the Spring semester was spent pursuing departmental ratification of the new constitution. Our "magic number" of necessary departments was hit on the last day of the semester, April 27. Soon afterwards, we received letters from Chancellor Sharon Stephens Brehm and President Myles Brand officially recognizing the GPSO as the sole governing body of the graduate and professional students at IU-Bloomington. During the Spring semester we also launched the new Travel Grant, and, with very little advertisement, we received over 160 applications. Additionally, the GPSO worked with several upper level administrators to prevent the revocation of GA & RA parking and to make sure that the doctoral hooding ceremony did not occur at a time when graduate students and their advisors could not attend. Finally, the GPSO was able to sponsor and host several very well-attended social events such as happy hours and the Garden Party. At the Garden Party, the GPSO awarded its first annual Faculty Mentor Award to Professor

William Yarber of the School of Health, Physical Education and Recreation. In the Spring, the GPSO hired two new staff members, Drew Yoder (School of Law and SPEA) as the Office Coordinator and Erika Biga (School of Journalism) as the Director of Public Relations. Erika immediately redesigned the GPSO website to the immediate acclimation of the whole group.

The Summer of 2002 was spent principally in organization mode for the fourth annual Graduate School Orientation. Held at the new Neal-Marshall Center, Orientation had an attendance rate almost double from the previous year. By the end of the semester, the GPSO had hosted several more social events, placed students on many high-level committees (including the Provost Search Committee, the Strategic Planning Committee, and the Student Trustee Search and Screen Committee). Additionally, the GPSO executive committee spent a significant amount of time during the fall semester preparing the Fee Review documents for this bi-annual process. In October, the GPSO presented its documents to the Fee Review Committee; GPSO was interviewed by the committee in November. The last order of business for the year 2002 was to elect the executive committee for 2003: Matt Hottell (School of Informatics) – Moderator, Richard Stein (Education – IST) – Assistant Moderator, Matt Dreup (SPEA) – Treasurer John Johnson (History & Philosophy of Science) – Secretary.

In 2004, the GPSO sought to continue its organizational growth especially as it related to three critical objectives: to be a stronger representative and advocate voice for graduate and professional students, to promote a greater number and variety of social opportunities for graduate and professional students, and to increase graduate and professional student involvement in the GPSO. John Slattery, who became Dean of the Graduate School in November, 2003, worked directly with the GPSO leadership on many initiatives. Assistant Dean Yolanda Treviño continued as the GPSO's advisor and ombudsperson to the University Graduate School.

The GPSO participated in the President's Task Force on Graduate Education, President's Task Force on a Proposed Athletics Fee, Student Advisory Committee, BFC General Assembly, BFC Standing Committees, and SAA Health Insurance Committee. In December, GPSO leader met with Dean McKaig to express concerns about the process and procedures for the review of the mandatory student activity fee (MSAF), of which 42 cents per student goes to fund the GPSO. The health care coverage for graduate and professional students was improved. A new policy was purchased with a subsidiary of the Aetna network providing a larger network of physicians; the new plan represented a considerable improvement in coverage for graduate and professional students at IUPUI. The GPSO provided the administration with comparative data on dental insurance at other Big 10 Universities and encouraged IU to adopt a dental insurance plan for student academic appointees.

The GPSO made a concerted effort to increase the number of departments with active GPSO representatives. Attendance at GPSO General Assembly meetings remained consistent at around 35 individuals. The standing committees were productive with an active nucleus of involved individuals but attendance at committee meetings averaged about 15 individuals. With hopes of increasing activity, the GPSO repeatedly contacted department and program administrators and support staff. GPSO also contacted graduate and professional students via email and flyers, and met with other graduate and professional student groups (including Black Graduate Student Association (BGSA), Latino Graduate Student Association (LGSA), and Asian Cultural Center).

In Spring 2006, IU sought to reduce the number of C parking slots and permits. GPSO, at the initiative of the Moderator, Paul Rohwer, spoke up on the issue, and the number of C parking spots was not reduced. Spring 2006 was the first time GPSO participated in the Relay for Life event; GPSO increased the graduate student presence and support for such community outreach initiatives. In March 2006, GPSO initiated a meeting of graduate student governments from several universities. Joe Link coordinated this event that took place at IUPUI. Representatives of student governments from Notre Dame, IUPUI and Bloomington were present.

In Fall 2006 the GPSO rented the GradPad to provide a permanent meeting, study, and presentation site for graduate students. The Location in the IMU ensures access of all students. GPSO gathered data and information

from other schools regarding their family leave policy and used this information to support a similar policy implementation at IU. The policy was eventually implemented by COAS.

During Fall 2006 the GPSO intervened on the behalf of individual students to solve issues of tuition remission credit from the College of Arts and Sciences (COAS) being accepted to cover credit hours in the School of Education. One particular student was invited to teach a language class outside of the school of education but then was unable to use the tuition remission in her school.

The Breaking and Entering - Peer Mentoring Program for new students was also started during the fall 2006 semester. Over 100 new students signed up, 30 became actively involved and about 15 remained through the end of the semester. The focus of the mentoring program was to familiarize students with professors and peers outside their department. The program had mixed success: some students enjoyed learning more about other departments but some others wished to network more within their own departments and the program could not offer that benefit very efficiently.

Fall 2007 saw one of the highest attended GPSO Assembly Meetings as the Moderator Paul Rohwer was impeached. Ultimately, he retained his position in office, and the GPSO Executive Committee continued business as usual. GPSO representatives served on numerous campus and BFC Committees; though, by the Spring of 2008, most of those positions were filled by Paul himself. The GPSO continued to have very successful social events including a Valentines Dance in the IMU with a jazz band and a Grad Bash in the IMU with another live band (the Grad Bash was held instead of a Garden Party). Graduate Appreciation week was in April and had several events geared toward Graduate and Professional students; though, attendance has gone down since individual departments have begun to host similar events. Small stipends were added to reward the hard work of the various executive committee members, and the GPSO also resumed the Graduate Student Newsletter. In the Spring of 2008, Dean Wimbush of the University Graduate School announced that the SAA health insurance plan would begin to include dental coverage; this was something that GPSO had advocated for years and which Dean Wimbush brought to fruition.

Our Mission

The Graduate and Professional Student Organization (GPSO) serves the graduate and professional students on the IU Bloomington (IUB) campus in four core ways: Academic Support, Community Building, Advocacy, and Graduate Resources. GPSO has been formally recognized as the government of the graduate and professional students at IUB. The GPSO functions as a united voice to express the concerns of our constituents to the administration, student body, and the Bloomington community; the GPSO works in conjunction with the Indiana University Student Association (IUSA) which represents all students at IUB. Indiana University relies on graduate and professional students to provide the undergraduate population with enthusiastic, talented instructors and help make IU a first class Research-One institution.

The GPSO is composed of elected departmental representatives who serve as liaisons between the GPSO and their peers by disseminating information, briefing the administration on graduate/professional student issues, and creating opportunities for mentoring and professional networking.

Academic Support

The GPSO offers several awards to support graduate and professional student development. Individual awards of this kind benefit not only the student who receives the award but also the faculty, departments, and the university.

- Travel Awards
- GPSO Conference Funds
- GPSO Research Funds
- Faculty Mentor Award
- Pari Prerana (The Essence of Inspiration) Award
- GPSO Book Award

See the awards section below for more information on these programs.

Community Building

Need to get out of the lab or classroom? The GPSO maintains an active calendar of events throughout the year to bring graduate students together outside of the academic environment. We plan a variety of events, including social networking opportunities, discussions, informational presentations, and family friendly events, to serve the diverse interests of our constituents. Community projects involve graduate students in annual Bloomington charity and community traditions. Community building events include:

- Get Oriented! Graduate Student Orientation
- Graduate Survival Week
- Bimonthly Social Networking Hours
- Bloomington Lotus Bazaar
- IU Relay for Life
- Multicultural Halloween Fair
- Graduate Appreciation Weekend

Advocacy

The GPSO strives to create and maintain productive communication channels with other major constituents of the university. We not only provide a voice for graduate and professional students in IU's administration and around the Bloomington community, but also opportunities for networking and involvement outside students' home departments.

- Graduate/Professional Students: Departmental representatives, regular meetings, workshops and presentations, our popular website, newsletters, and e-mail correspondence
- Undergraduate Students: IUSA graduate representative and collaboration
- Faculty: Faculty Mentorship Award and Bloomington Faculty Council representation
- Administration: Appointments to university-wide committees concerning student fees, health care, graduate employment and grievance procedures, parking, and various search committees

Graduate Resources

Graduate student life is certainly busy. The GPSO strives to help graduate and professional students manage their daily lives, in and out of school, by providing programs and services to aid in personal and professional development. The GradPad located in IMU served as a space designated for quiet study or graduate student gatherings from 2006-2009?. The GPSO is currently working with the Wells Library staff and architects to create a new graduate student space for this purpose. The GPSO website serves as an access point for information on topics like:

- GPSO Housing Board
- Funding Opportunities and Finance Management
- New Graduate Student Checklist
- Child Care
- Health and Dental Insurance

Populations Served by the GPSO

GPSO represents 8,500 (based on Fall 2009 enrollment) graduate and professional students at IUB. Graduate and professional students come to IU to pursue higher degrees; some stay in Bloomington for only a few years while others stay for much longer. Graduate and professional students have concerns and interests that are distinct from undergraduate concerns. Some of the concerns that GPSO addresses of graduate and professional students include: stipend levels for graduate employment positions (SAAs including but not limited to AIs, RAs, GAs); AI training and mentoring; opportunities for professional development; health insurance and coverage; off campus housing.

The GPSO is committed to serving graduate and professional student needs through representation, direct engagement with the administration, and advocacy.

Additionally, the GPSO directly serves undergraduate students and faculty through several programs.

Connecting with Graduate & Professional Students

GPSO Announcements List-Serve - anyone can subscribe and receive announcements about GPSO events, awards, funding opportunities or important information

GPSO Student Leader List-Serve – this list is comprised of GPSO Assembly members and the graduate student leaders elected or appointed in each department (sometimes they are also the Assembly members). We automatically add Assembly members to this list and also solicit the names and contact information of the departmental student leaders from Assembly members and graduate secretaries. We use this list-serve very rarely to distribute the most critical information that we want to ensure reaches the entire student body or to better mobilize the individual departments.

GPSO Graduate Secretaries List-Serve - comprised of the graduate secretaries at IU and only used on rare occasion when we do not have a full Assembly or need to quickly get information out to the department or solicit help in organizing an event.

GPSO Assembly E-Mail List - comprised of GPSO Assembly members, this is the regular mechanism for communication with the GPSO Assembly.

Facebook - we use the GPSO Facebook page and GPSO Friends list to create our own events listings and our own groups to communicate with graduate and professional students.

The GPSO Website and regular Press Releases also serve to connect us with the wider IU campus, as well as the Bloomington and Indiana communities.

Finally, we often have contact with individual graduate students through the e-mail accounts of the GPSO Executive Committee.

GPSO Committee Descriptions

Awards

Chair: Kevin Guidry/Email GPSO awards questions to: gpsofnds@indiana.edu

This committee organizes and distributes several different funding awards throughout the year including travel grants, the faculty mentor and the Pari Prerana awards. In addition, this committee sends representatives to research-related university functions.

Diversity Council

Contact: Edwin Jimenez/Email questions to gpsolink@indiana.edu

This committee addresses issues of diversity in the graduate student community. It facilitates dialogue among groups and compiles information for addressing discrimination and harassment. In addition, this committee encourages and assists in the recruitment and retention of a diverse graduate student body, and plans and executes initiatives aimed at making the Bloomington campus a welcoming place for all graduate students.

Grad Benefits

Contact: Eric Schmidbauer/E-mail healthcare questions to: gpsobene@indiana.edu

This committee works to improve the health insurance plan offered by the university to graduate students. They also deal with working hours, compensation and the working conditions of graduate students who work for the university as AIs, RAs, GAs, fellows and hourly employees.

Programming

Contact: Jennylynn Vidas/Email programming questions to gpsopr@indiana.edu

This committee gives GPSO visibility to its constituents and encourages graduate student involvement with the GPSO and the University. The committee is also in charge of organizing several social events during the academic year, including Happy Hours, the annual Graduate Student Survival Week and Graduate Student Appreciation Week.

Sustainability Committee

Contact: Jacob Bower-Bir/Email questions to gpsosus@indiana.edu

This committee aims to address issues related to sustainability within the GPSO and campus communities. Examples of issues addressed are recycling, transportation, carbon emissions and sustainable growth.

Awards

GPSO Travel Award

The GPSO Travel Award is an award of either \$250 or \$500 for graduate and professional students at IUB to help support travel expenses to conferences at which the student's work will be presented (orally or by poster) or to help support travel to workshops/special training/auditions/competitions that will benefit the student professionally. Funds may be used for registration fees, presentation materials, transportation, and lodging/food associated with the conference/workshop. This award is not intended to fund research.

Two rounds of Travel Awards are given each year. Fall Travel Grants are given for travel occurring between July and December. Spring Travel Awards are given for travel occurring between January and June. Priority will be given to conference travel outside the Midwest region.

How To Apply

Applicants must complete the online application form and submit a comprehensive CV by email to gpsofnds@indiana.edu.

For more details and updates, please see:

<http://www.indiana.edu/~gpso/travel-award.php>

GPSO Research Award

The GPSO research award is offered through a competitive process for graduate and professional students at Indiana University-Bloomington. It is given to help support research expenses incurred in connection with academic research, such as travel costs related to field, archival or laboratories research, payment for research related services, and purchase of research related supplies. Expenses that are not supported include typing and duplicating of dissertations, normal living expenses, and travel costs for conferences or workshops.

How To Apply

Complete the on-line application form. You will automatically receive a confirmation on the website after the successful submission of the form.

Email a .PDF or .DOC of your comprehensive CV and a timeline of your research to gpsofnds@indiana.edu. Please put "Research Award CV and timeline" in the subject line. Note that there is a difference between a resume and a CV.

For more details and updates, please see:

<http://www.indiana.edu/~gpso/Research-Grants.php>

Pari Prerana (The Essence of Inspiration) Award

The Pari Prerana (Essence of Inspiration) Award at Indiana University was established through the support of sponsors from the Indian subcontinent. The award strives to recognize and honor students who have overcome a severe physical, cognitive or other health related challenge/s and have demonstrated academic excellence.

The objective of this award forum is to provide university and community wide recognition to such students and their narratives (life stories and experiences) through various local media outlets. The award's goal is to contribute to building the self-esteem, courage and competitive spirit among graduate students with challenges and to further Indiana University's mission.

All advisors, graduate students, faculty and professors at Indiana University, Bloomington, are invited to nominate those students that they feel deserve special recognition for exemplary courage and determination under adverse and challenging conditions.

For more details or to submit a nomination, please see
<http://www.indiana.edu/~gps0/pari-prerana-award.php>

GPSO Conference Funding

The GPSO is pleased to offer the IU Bloomington academic community conference support for local events benefiting graduate and professional students on campus. The award amount per event is based on need (maximum of \$250). The purpose of this service is to provide academic support and professional development for graduate and professional students on the IUB campus.

We encourage all IUB academic departments to consider applying for this award when planning their next graduate-student oriented academic conference or event.

Applications are done through an online application form, available at <http://www.indiana.edu/~gpso/docs/conferenceapp.docx>

For more details or to apply, please see

<http://www.indiana.edu/~gpso/conference-support.php>

Faculty Mentor Award

All graduate and professional students are invited to recognize faculty members that they feel deserve special recognition for outstanding mentorship.

Nominations should be in the form of a letter, and letters may be emailed to gpso@indiana.edu by the annual deadline announced on the GPSO website. All nominees, graduate and professional students, and faculty as well as the award recipient, will be invited to attend the University Graduate School Spring Awards Reception.

For more details or to nominate a faculty mentor, please see

<http://www.indiana.edu/~gpso/faculty-mentor-award.php>

Previous Award Winners

	Faculty Mentor Award	Pari Prerana Award
2010-11	Jason Baird Jackson, Folklore and Ethnomusicology	Jaclyn Tabor
2009-10	James A. Pershing, School of Education	
2008-09	Andrea Walton, Education and Philanthropic Studies	
2007-08	Colin Allen, History and Philosophy of Science	Jenelle Dörner
2006-07	Michael Reece, HPER	
2005-06	Randall Bramley, Computer Science	
2004-05	Pheadra Pezzullo, Communication and Culture	
2003-04	Laura Stachowski, Education	
2002-03	Susan Gubar, English & the late Leonard Hokanson, Music (piano performance)	
2001-02	William Yarber, HPER	

GPSO Budget Outline

The GPSO receives the bulk of its operating budget from the university’s Mandatory Student Activity Fees. These funds are deposited into the GPSO’s general operating account.

The approximate annual expenses for the GPSO’s general operating budget break down as follows:

Staff* and Executive Committee expenses	\$57,200
General expenses	\$3,720
Events	\$9,100
Academic support	\$30,750
<hr/> TOTAL	<hr/> \$100,770

* The GPSO staff positions are the President, Communications Coordinator, and Operations Coordinator. The Executive Committee positions receive small disbursements as well.

GPSO Constitution

Preamble:

We, the graduate and professional students of the Bloomington campus of Indiana University, in order to represent our interests, concerns and unique perspectives to the university community and to participate in that degree of governance proper to our role within the university, do ordain this Constitution for the Graduate and Professional Student Organization and thereby establish a government for graduate and professional students.

Article I Section 1: Name.

The name of this organization shall be the Graduate and Professional Student Organization (GPSO).

Article I Section 2: Mission Statement.

The objectives of this organization shall be:

1. To act as the sole official representative of all members of the Indiana University-Bloomington (IUB) graduate and professional student population before the administration, faculty and student governance bodies;
2. To appoint graduate and professional student representatives to administrative, faculty, student and community committees, and other such venues in which graduate seats currently, or in the future, will exist; and
3. To address matters pertaining to the general academic, professional and social climate of IUB and the City of Bloomington as they affect the life and well-being of the graduate and professional student population.

Article I Section 3: Authority and Powers.

The GPSO can take any legal means to carry out its mission and advance the general welfare of the graduate and professional students of IUB. However, the GPSO and its members shall always comply with the Code of Student Rights, Responsibilities and Conduct and any other laws, rules and regulations governing Indiana University and its students.

Article II Section 1: Eligibility for Membership.

All graduate, professional and other post-baccalaureate students enrolled at IUB are members of the GPSO.

Article II Section 2: Non-Discrimination Statement.

No graduate or professional student at IUB shall be denied the benefits of membership in the GPSO on account of race, ethnicity, religion, gender, age, disability, marital status or sexual orientation. The use of gendered pronouns in this document shall not imply that the provision in question does not apply to a member of another gender.

Article II Section 3: Hazing Prohibition.

The GPSO shall not in any way endanger the mental, emotional or physical health or safety of any student for the purpose of initiation or admission into the organization.

Article III Section 1: Composition of Assembly, Eligibility and Term of Office.

The Graduate and Professional Student Assembly (the "Assembly") shall be the legislative body of the GPSO. The Assembly shall be composed of voting and non-voting Representatives. Voting Representatives must be either graduate or professional students enrolled in a degree-granting program at IUB during their entire term of office. Non-voting representatives must be a graduate or professional students enrolled at IUB during their entire term of office. That term of office shall be one year, beginning, at the discretion of the department, on the first day of the fall or spring semester. Representatives may serve an unlimited number of terms.

Article III Section 2: Distribution of Seats.

Part 1: Each department shall be entitled to one voting representative for each 200 students or fraction thereof. Departments may elect co-Representatives to any seat they are entitled, but all co-Representatives assigned to any particular seat shall have only one vote between them.

Part 2: These seats will be based on enrollment numbers secured through the University Graduate School, the Office of the Registrar or the Recorder within each school.

Part 3: The Graduate Diversity Council and the International Center will each be allocated 5 voting seats on the Assembly. The same method of election will apply to these seats as the seats for each department.

Part 4: Non-voting seats may be provided for: 1) non-degree granting programs; or 2) interest groups that are primarily composed of graduate or professional students.

Part 5: One voting seat may be provided for a single voting caucus comprised of qualifying special interest groups that are at least partly composed of graduate or professional students. In order to qualify for participation in the voting caucus, the following criteria must be fulfilled: 1) the special interest group must be registered and in good standing with the Indiana University Student Activities Office; 2) any individual speaking on behalf of a registered student organization in the voting caucus must be eligible for membership in the GPSO as stipulated in Article II Section 1 above; 3) any individual speaking on behalf of a registered student organization in the voting caucus must be recognized by the Student Activities Office as a legitimately elected officer of that organization; and 4) representatives of special interest organizations wishing to participate in this voting caucus must alert the Executive Committee 48 hours in advance of a representative assembly meeting or election in order to allow the Executive Committee to verify legitimacy of the student as an organizational officer with the Student Activities Office.

Part 6: The term of office for each Assembly seat shall be one full year. Each department, program or organization should have a representative selected by the first Assembly meeting of the fall semester.

Article III Section 3: Method of Election.

Each department and its graduate or professional students are responsible for conducting an annual election for their representatives or otherwise selecting them for service in the Assembly. If a selection is not made, the Assembly reserves the right to accept volunteers from departments that are not already represented.

Article III Section 4: Duties and Powers of Representatives.

Part 1: Representatives are expected to perform the following duties:

- 1) represent the interests of their constituents in all matters before the Assembly;
- 2) inform the graduate or professional students in their departments of the issues and events important to the GPSO and its members;
- 3) attend all monthly meetings or send a proxy;
- 4) serve as members of a standing or ad hoc committee and participate in the activities therein.

Part 2: Representatives have the following powers:

- 1) propose agenda items for debate before the entire Assembly;
- 2) discuss proposals and issues before the Assembly; however, only voting members may actually vote on motions before the Assembly.

Article III Section 5: Vacancies, Removal and Recall.

Part 1: In the event that a seat is vacant as of the first day of the fall or spring semester, the Executive Committee shall contact the department to request that the seat be filled. If within one month no

representative has been found, the provisions of Article III, Section 3 may be utilized to fill the vacancy. In the event that a Representative becomes unable to perform his/her duties during the academic year, s/he will inform the Executive Committee in a timely manner. The vacancy will then be filled by the department and its graduate or professional students as soon as possible.

Part 2: In the event of malfeasance, severe dereliction of duty or egregious abuse of power by a Representative, the Executive Committee shall intervene with the Representative at their discretion.

Part 3: Any Representative may be removed by a two-thirds majority of the voting Representatives when there is evidence of malfeasance, severe dereliction of duty or egregious abuse of power. A bill of impeachment outlining the charges against a Representative may be prepared, introduced and passed at any Representatives' meeting. If a Representative is removed, the department will be notified immediately and asked to select a replacement as soon as possible.

Part 4: A Representative may be recalled by his/her constituents at any time for due cause. The department shall then immediately select a replacement to complete the Representative's term.

Article III Section 6: Collective Powers of the Assembly and Conduct of Meetings.

Part 1: The Assembly has the following collective powers:

- 1) to pass resolutions on matters of interest to graduate and professional students;
- 2) to make policy recommendations to the university on behalf of graduate and professional students;
- 3) to elect officers to the Executive Committee;
- 4) to approve the creation and maintenance of staff positions;
- 5) to review the annual budget;
- 6) to impeach Representatives and officers as specified in the appropriate articles;
- 7) to interpret and approve changes to the by-laws and Constitution.

Part 2: Regular meetings shall be held at least once per month during the fall and spring semesters and at least once during each summer session. Additional meetings may be called at the discretion of the Executive Committee; at least 48 hours notice must be provided to the Representatives for such meetings.

Part 3: Quorum shall be considered to be one-third of voting Representatives currently occupying seats; vacant positions shall not count towards this total. Any legislative action by the Assembly, including censure and impeachment, requires that a quorum be present.

Part 4: Robert's Rules of Order shall be used to conduct meetings; however, with unanimous consent these rules may be waived.

Article IV Section 1: Composition of the Executive Committee.

The Executive Committee shall be the executive body of the GPSO. The Executive Committee shall be composed of the five elected positions, the four appointed positions, a representative from the University Graduate School and such staff positions as the Assembly may provide. Those elected officers are the President, Vice President, Treasurer, Parliamentarian, and Liaison. Those appointed officers are the Awards Officer, the Benefits Officer, the Sustainability Officer and the Grants Officer. The Executive Committee shall meet at least twice a month. The Executive Committee will seek to reach all decisions through consensus. However, in situations requiring a vote, the voting members shall be the elected officers. Quorum for these meetings shall be three of these five elected officers.

Article IV Section 2: Eligibility and Term of Office.

The elected and appointed officers, as well as the staff members, must be currently-enrolled graduate or professional students in a degree-granting program at IUB. The term of office for all elected and appointed officers is one calendar year and runs from May 1 to April 30. If serving as a Departmental Representative, the Executive Committee officers must immediately resign their seats upon inauguration; their departments shall then select voting representatives to replace them. All officers may serve an unlimited number of terms, but no officer may hold more than one position on the Executive Committee at the same time.

Article IV Section 3: Method of Election.

Officers shall be elected by the voting Representatives of the Assembly by a majority of those casting ballots at the January meeting and shall take office May first. If no candidate receives a majority of the votes, the two candidates receiving the largest number of votes shall immediately participate in a run-off election. All members of the incoming Executive Committee will train with their predecessors in the semester prior to assuming office.

Article IV Section 4: Method of Appointment

The GPSO President will advertise the appointed positions to the graduate and professional student body in early spring. The Executive Committee will nominate individuals for the appointed offices from the pool of interested parties. The Executive Committee will present the slate of nominees to the Assembly to be approved at the April meeting. All appointed officers of the incoming Executive Committee will train with their predecessors in the month prior to assuming office.

Article IV Section 5: Powers of the Executive Committee.

The Executive Committee shall have the following collective powers:

- 1) to delegate work to committees, officers and staff;
- 2) to appoint standing committee chairs in consultation with the committees themselves;
- 3) to remove standing committee chairs with the concurrence of three-quarters of the members of the Executive Committee;
- 4) to create ad hoc committees and appoint their chairs;
- 5) to enforce the Constitution and by-laws;
- 6) to create Assembly meeting agendas;
- 7) to oversee the implementation of decisions made at Assembly meetings;
- 8) to assist the Treasurer in creating the annual budget;
- 9) to advise the President on issues of importance to graduate and professional students.

Article IV Section 6: President.

The President shall have the following powers and duties:

- 1) to represent the graduate and professional student body to the university at large;
- 2) to serve as chair at all Executive Committee and Assembly meetings and inform Assembly as to the decisions made at Executive Committee meetings;
- 3) to prepare and submit draft agendas for both Assembly and Executive Committee meetings;
- 4) to serve as a representative to the Graduate Council, the Bloomington Faculty Council and the Student Advisory Board meetings and provide regular reports to the Executive Committee and Assembly;
- 5) to supervise, along with the appropriate administrative liaison, the staff positions;
- 6) to appoint graduate and professional students to university committees;
- 7) to perform any other functions necessary and proper to advance the welfare of the GPSO not expressly prohibited or delegated by the provisions of the Constitution or by-laws;

Article IV Section 7: Vice President.

The Vice President shall have the following powers and duties:

- 1) to fulfill the duties of the President when s/he is temporarily unable to perform them;
- 2) to represent the GPSO to the university at large as required;
- 3) to oversee and receive reports from delegates to GPSO and campus committees and to regularly summarize these reports to the Assembly;
- 4) to serve as representative to the All University Student Association and provide regular reports to the Executive Committee and Assembly;
- 5) to perform other duties requested by the Executive Committee.

Article IV Section 8: Treasurer.

The Treasurer shall have the following powers and duties:

- 1) to maintain the GPSO's financial records;
- 2) to prepare the annual budget for review by the Assembly and provide a brief financial update at Assembly meetings at least once a semester;
- 3) to request disbursement of funds as required;
- 4) to work with the Awards Officer and the Awards Committee to ensure the timely execution of the Awards process;
- 5) to perform other duties requested by the Executive Committee.

Article IV Section 9: Parliamentarian.

The Parliamentarian shall have the following powers and duties:

- 1) to assure proper order and decorum during all Executive Committee and Assembly meetings;
- 2) to ensure that the Constitution and Bylaws are complete and current;
- 3) to record minutes of all Assembly and Executive Committee meetings and provide the Communications Coordinator a copy of all minutes;
- 4) to tally votes and perform other tasks that the Executive Committee may require to ensure smooth operation of meetings;
- 5) to gather the necessary data to determine the number of seats in the Assembly;
- 6) to update, with the assistance of the Executive Committee, the official history of the GPSO at the end of each academic year;
- 7) to perform other duties requested by the Executive Committee.

Article IV Section 10: Liaison.

The Liaison shall have the following powers and duties:

- 1) to act as a medium of communication between the GPSO and other student organizations;
- 2) to attend meetings of such student organizations as shall be determined by the Executive Committee at least twice per semester;
- 3) to serve as a medium of communication between the National Association of Graduate-Professional Students and GPSO;
 - a) "medium of communication" entails that the Liaison may attend and actively participate in a NAGPS conference on behalf of the GPSO and file a written report to the Assembly as to the actions taken at the NAGPS conference.
- 4) to chair and organize the Diversity Council;
- 5) to perform other duties requested by the Executive Committee.

Article IV Section 11: Awards Officer

- 1) to recruit members for the Awards Committee and to chair the Awards Committee;
- 2) to oversee the Awards Committee and the review of GPSO Awards, including, but not limited to the Travel Grants, the Research Grants, the Faculty Mentor Award and the Pari Perana Award;
- 3) to ensure all applicants are notified of Awards Committee decisions
- 4) to maintain and update procedures for evaluating awards applications and nominations;
- 5) to update the Assembly on the status of the Awards process, when requested;
- 6) to perform other duties requested by the Executive Body.

Article IV Section 12: Benefits Officer

- 1) to recruit members for the Benefits Committee and to chair the Benefits Committee;
- 2) to represent the GPSO on committees relevant to the salaries and benefits of graduate students, including, but not limited to the Student Academic Appointee (SAA) Mandatory Health Plan Committee and the SAA Salaries Committee;
- 3) to develop GPSO resolutions and initiatives related to salaries and benefits;
- 4) to update the Assembly on initiatives related to salaries and benefits, when requested;
- 5) to perform other duties requested by the Executive Body.

Article IV Section 13: Sustainability Officer

- 1) to recruit members for the Sustainability Committee and to chair the Sustainability Committee;
- 2) to represent the GPSO on committees relevant to issues of sustainability, including, but not limited to the Student Transportation Board-Campus Bus, the Transportation and Parking Advisory Committee and the Office of Sustainability Advisory Board;
- 3) to maintain communications with the Office of Sustainability;
- 4) to develop resolutions and initiatives related to issues of sustainability governing the practices of the GPSO and the campus community;
- 5) to update the Assembly on initiatives related to sustainability, when requested;
- 6) to perform other duties requested by the Executive Body.

Article IV Section 14: Grants Officer

- 1) to recruit members for the Grants Committee and to chair the Grants Committee;
- 2) to identify and apply for additional financial support for the GPSO and its initiatives from academic and non-academic units on the IUB campus, the IU Foundation, private actors in the surrounding communities and the local, state and federal governments;
- 3) to update the Assembly on efforts to secure additional financial support, when requested;
- 4) to perform other duties requested by the Executive Body.

Article IV Section 15: Staff Positions.

Part 1: Staff positions are recruited by the elected officers for an academic year appointment.

Part 2: The duties that may be delegated to these staff positions include the following:

- 1) administrating the daily activities of the GPSO office;
- 2) maintaining correspondence and communication activities for the GPSO;
- 3) assisting the officers in maintaining GPSO records;
- 4) maintaining a list of Assembly members and attendance records;
- 5) maintaining a permanent file of all Assembly and Executive Committee minutes;
- 6) recording minutes of all Assembly and Executive Committee meetings;
- 7) distributing Assembly minutes to the Representatives in a timely manner;
- 8) updating, with the assistance of the Parliamentarian, the official history of the GPSO at the end of each academic year;
- 9) facilitating committee and assembly meetings;
- 10) promoting GPSO social functions and service activities;
- 11) performing other duties as requested by the elected officers.

Part 3: Professional staff members may be removed for reasons outlined in University guidelines governing the dismissal of Student Academic Appointees, but only after mutual agreement is reached between the University Graduate School and a majority of the elected Executive Committee members.

Article IV Section 16: The University Graduate School

Part 1: GPSO is independent from the University Graduate School (UGS). The UGS plays an advisory role in most matters, providing feedback when necessary. However, UGS acts in a supervisory function with the GPSO budget. Failure to comply with fiscal operational guidelines and standard practices will result in GPSO responsibility for all monetary consequences.

Article IV Section 17: Vacancies, Censure and Impeachment.

Part 1: If any elected officer other than the President resigns or becomes permanently unable to perform his/her duties after the final Assembly meeting of the spring semester, the Executive Committee shall appoint an individual to serve out the remainder of his/her term. If the President resigns or becomes permanently unable to perform his/her duties, the Vice President shall assume the office of President until the next election. If any elected officer resigns or becomes permanently unable to perform his/her duties before the

last Assembly meeting of the spring semester, the office shall remain vacant until the next Assembly meeting, at which a new officer is elected to serve out the remainder of that term. This provision does not apply to cases of impeachment.

Part 2: In the event of dereliction of duty or abuse of power by a member of the Executive Committee, the Assembly may, by a majority vote of voting Representatives, censure the Committee member in question.

Part 3: In the event of malfeasance, severe dereliction of duty or egregious abuse of power by an officer of the Executive Committee, the Assembly may vote to impeach the officer in question. A two-thirds majority of the voting Representatives is required for a vote of impeachment. A bill of impeachment outlining the charges against an elected officer may be prepared, introduced and passed at any Assembly meeting. Upon the passage of a bill of impeachment, an election shall immediately be held to fill that position for the remainder of the impeached officer's term.

Article V Section 1: Standing Committees.

Standing committees may be established or dissolved by a majority vote of the Representatives for any legitimate reason. The duties of each standing committee shall be established in the by-laws. Any graduate or professional student may serve as a member or a chair of a standing committee.

Article V Section 2: Ad-hoc Committees.

Ad-hoc committees may be formed and dissolved at the discretion of the Executive Committee for any legitimate reason. No automatic time limit applies to the duration of these committees, but the reasons for their existence should be reviewed annually by the Assembly. Any graduate or professional student may serve as a member or a chair of an ad-hoc committee.

Article VI Section 1: Scope of Judicial Powers.

The Assembly shall hold responsibility for monitoring the performance and behavior of the Executive Committee and its own membership and for hearing and adjudicating any official disputes, defined as potential instances of malfeasance, severe dereliction of duty and egregious abuse of power.

Article VI Section 2: Interpretation of Constitution.

The Assembly as a whole has the responsibility for interpreting the Constitution. Any disputes that arise under this Constitution are to be resolved by the Assembly.

Article VI Section 3: Establishment of Bylaws.

At the first meeting after the adoption of this Constitution, the Assembly must debate and adopt by a majority vote by-laws to govern the operations of the GPSO. Provisions of these by-laws may be changed at any Assembly meeting by a majority vote of the voting Representatives.

Article VII Section 1: Membership Fees.

No membership fee shall be charged to any member of the GPSO.

Article VII Section 2: Budgetary Matters.

An annual budget shall be prepared in accordance with university regulations by the President and the Treasurer and submitted to the Assembly for review. This budget shall govern all expenditures of the GPSO for one fiscal year, with allowances for modifications as the fiscal situation of the organization changes.

Article VIII Section 1: Ratification.

Upon ratification of this document, it shall immediately replace any previous constitution of the GPSO. Ratification shall occur upon approval by two-thirds of departments with an enrollment of graduate or professional students at IUB at the time of ratification. Approval shall be acquired through existing departmental graduate or professional student organizations; if such an organization does not exist in a department, a special convention of the graduate or professional students in that department shall be called for this purpose. Approval shall be defined as a favorable vote by a majority of those students participating. Voting may be conducted in any democratic manner preferred by the department, and the results of the election must be announced to the GPSO by some official representative of the departmental organization or

convention. The members of the Executive Committee and the Representatives who are in office at the time of the ratification of this Constitution will be able to complete their terms under the conditions laid forth in the prior constitution and set of by-laws.

Article VIII Section 2: Amendment.

This Constitution may be amended by a two-thirds majority vote of the Assembly.

Article VIII Section 3: Replacement.

This Constitution may be superseded only through a ratification process similar to the one outlined in Article VIII Section 1. Until that time, this Constitution shall be considered to be the ultimate source of authority for the GPSO.

Ratified May 1, 2002

Amended October 4, 2002

Amended November 5, 2004

Amended December 2005

Amended December 2006

Amended September 5, 2008

Amended January 16, 2009

Amended September 4, 2009

Amended October 2, 2009

GPSO Bylaws

Article I: Prefatory Information.

Section 1 Name.

The name of this organization shall be the Graduate and Professional Student Organization (GPSO).

Section 2: Mission Statement.

The objectives of this organization shall be:

1. To act as the sole official representative of all members of the Indiana University-Bloomington (IUB) graduate and professional student population before the administration, faculty and student governance bodies;
2. To appoint graduate and professional student representatives to administrative, faculty, student and community committees, and other such venues in which graduate seats currently, or in the future, will exist; and
3. To address matters pertaining to the general academic, professional and social climate of IUB and the City of Bloomington as they affect the life and well-being of the graduate and professional student population.

Section 3: Non-Discrimination Statement.

No graduate or professional student at IUB shall be denied the benefits of membership in the GPSO on account of race, ethnicity, religion, gender, age, disability, marital status or sexual orientation. The use of gendered pronouns in this document shall not imply that the provision in question does not apply to a member of another gender.

Article II: Composition of Assembly.

Section 1: Procedures for Creating List of Representatives for Annual Approval.

Part 1: It shall be the duty of Parliamentarian, with any necessary assistance from the Executive Committee, to prepare and present to the Assembly each spring semester a list of departments recognized by the GPSO, with the number of representatives allotted to each according to the stipulations of the Constitution. This list is to be prepared and presented for approval no later than the March Assembly meeting. In order to prepare this list, the Parliamentarian (assisted by any standing committee or member of the GPSO whose help the Parliamentarian and Executive Committee shall deem advisable) should:

- 1) prepare a list of departments, taking into account those departments historically recognized by the GPSO as well as any additional information known to them regarding the administrative status of academic units, the creation of new graduate programs, etc.;
- 2) where necessary, consult with departmental graduate student organizations, departmental representatives, graduate students in the units in question, and/or graduate secretaries and other administrative personnel to determine the most appropriate way to ensure good representation for each department;
- 3) contact the university Registrar's office, graduate Recorders of each school, and whatever other administrative personnel necessary to determine the number of graduate students enrolled in each department recognized by the GPSO at the beginning of the immediately-preceding Fall semester¹;

¹ Those engaged in this process should note that administrative divisions may not always naturally correspond to the divisions used by the GPSO in determining representation, and take care that all departments recognized by the GPSO are enumerated as accurately as possible. In particular, it should be observed that graduate students pursuing different degrees within the same department may be enrolled in different schools, but that all graduate or professional students within each department should be counted as

- 4) at the representatives' meeting at which the composition of the next year's Assembly is to be approved, provide all representatives with a copy of the proposed list and an opportunity to ask questions and propose changes, if necessary, before the list is approved.

Part 2: Typically, the departments recognized by the GPSO will correspond to those recognized as departments by the University. However, there may be some exceptions in cases such as the following:

- 1) a school may be considered the equivalent of a department if departmental divisions within the school are not meaningful to those within the school;
- 2) in schools where programs leading to different degrees (e.g. master's and doctoral programs) are more distinct than departmental divisions, degree programs may be considered "departments" regardless of academic area. However, this provision should be applied with caution, and should not be a reason to unnecessarily fragment departments into master's and doctoral divisions;
- 3) a degree-granting program that is not considered an autonomous department by the university may be considered a department by the GPSO if it can be demonstrated that the graduate or professional students therein have no close ties to any larger departmental unit of which they may technically be a part (see Part 4 for principles guiding the determination of ties between groups of graduate and professional students).

Part 3: At a minimum, in order to be considered a department by the GPSO, a unit must:

- 1) administer one or more programs leading to a graduate or professional degree; and
- 2) have some graduate or professional students enrolled who have no other home department.

Part 4: The following criteria may be considered in determining the most appropriate departmental divisions, but are neither required in order for a unit to be recognized as a department, nor in themselves require division or consolidation of departments:

- 1) the existence of graduate or professional student organizations for various constituencies;
- 2) opportunities for graduate or professional students to communicate with each other and for representatives to communicate with their constituents (e.g. through common coursework, departmental functions, shared facilities, e-mail lists, etc.);
- 3) differences in administrative functionality.

Part 5: Above all, the GPSO should attempt to determine and consider the will of the graduate or professional students in any given constituency regarding the most appropriate departmental divisions to ensure the representation of their interests in the Assembly. However, in order to prevent undue proliferation of Assembly seats, exceptions to the university's recognition of departments should be rare.

Part 6: Non-voting seats may be established for segments of the graduate and professional student body who are otherwise represented in the Assembly, including non-degree granting interdisciplinary programs whose graduate students are enrolled in other departments as their primary departmental affiliation and any other special interest groups desiring a role in graduate/professional student governance, such as individuals pursuing post-doctoral research at Indiana University-Bloomington. The initiative for establishing such seats will typically lie with the constituent graduate or professional students and the organizations (if any) that are established with respect to them, though the GPSO may choose to establish seats for groups that have a history of participation with the GPSO. Non-voting seats will cease to exist when they go unfilled for more than one semester, though they may be re-established at any time by petition as specified in Article II, section 2.

part of the total for that department, unless there is a compelling reason to consider these divisions as separate departments (see Parts 2-4 of this section). Students pursuing joint degrees in more than one department will be counted in whatever way the departments themselves decide to count them.

Section 2: Adding New Seats.

Part 1: When the GPSO becomes aware of the establishment of a new graduate or professional program, the appropriate number of new representative seats should be established for such programs by a vote of the Assembly, and the Executive Committee should contact the department to invite the graduate or professional students to send a representative. In the event that the GPSO does not take this action, members of a newly established graduate or professional program may petition the GPSO for admittance.

Part 2: If the graduate students within any program currently considered part of a larger department feel that they should be considered a separate department for the purposes of representation, a petition for inclusion as a separate constituency may be submitted to the Assembly either by existing graduate or professional student organizations for that constituency or by any interested graduate or professional students who can demonstrate the support of 25% of the relevant constituency. Such groups may present arguments to the Assembly in support of their claim that the existing representation is inadequate, using the principles set out here as a guideline. Representatives of the relevant larger department must also be given a chance to speak to the Assembly on the creation of the new seat. The Assembly will then vote on whether to approve or reject the creation of the new seat.

Part 3: A petition for the creation of a new non-voting seat for any constituency described in Section 1 Part 6 may be submitted to the Assembly with the support of 10% of the relevant graduate or professional students or their existing graduate/ professional student group. The Assembly will vote to approve or reject the creation of the new seat.

Part 4: Petitions to add new seats should be submitted to the GPSO at its listed contact address (physical or electronic) or to the President as agenda items for regular Representatives' meetings, as per Article III Section 1 of these by-laws. The Executive Committee will see to it that all such petitions submitted in a timely manner have a fair hearing by the Assembly at the next regular meeting.

Section 3: Removing or Consolidating Existing Seats.

Part 1: Departments with no graduate or professional students enrolled in any given year will be considered dormant and dropped from the membership list until such time as graduate or professional students are again enrolled.

Part 2: Departments with no Representative for three or more semesters may be placed on an inactive department list by a majority vote of the Assembly. All chances must be given to the department to participate, and the relegation of the seat to the inactive list is not automatic at the above time limit. Departments are removed from this list immediately after sending a Representative to the Assembly.

- 1) Graduate and professional students in active departments will be able to apply for GPSO funds as they are available for fellowships, scholarships, and grants, GPSO events, and any other distributions that may be made during a given semester.
- 2) Inactive departments will be notified of their status and subsequent ineligibility for funds at the beginning of each semester. Graduate and professional students in inactive departments will be eligible for GPSO funds when their department becomes active.
- 3) A graduate or professional student in an inactive department may become eligible for GPSO funds by serving as a representative for his/her department.

Part 3: If it appears to be mutually advantageous to the GPSO and the constituents of two or more departments previously recognized separately to combine those constituencies into one "department" for the purposes of representation, such consolidation may be proposed by the Executive Committee, by existing departmental organizations for the constituents in question, or by a petition signed by 10% of the relevant graduate or professional students. Consolidation of seats may only occur with the approval of both the Assembly and existing departmental representative organizations, if such exist; if no departmental organizations exist, the approval of at least 10% of the relevant graduate or professional students must be

demonstrated with no significant opposition to the proposal among said graduate or professional students. In all cases of consolidation, there must be a clear connection between the units in question, and the graduate or professional students in the units in question must be informed of the proposed change and have an opportunity to express their opinions of it.

Section 4: Current List of Seats.

The most current list of voting and non-voting seats shall be maintained as Appendix A to these by-laws and must be updated immediately upon any changes.

Article III: Meeting Procedures.

Section 1: Creation of Agenda.

Agenda items for an Assembly meeting will be submitted to the Executive Committee no fewer than five days prior to that meeting. Agenda items submitted after the deadline can, with the GPSO President's approval, be considered as "New Business" at an Assembly meeting. Otherwise, potential agenda items received after the deadline will be placed on the agenda for the next Assembly meeting. The agenda will be distributed to the Representatives at least two days before the Assembly meeting.

Section 2: Conducting Votes on Agenda Items.

Part 1: Each voting Representative may cast one vote on any agenda item. All agenda items, unless otherwise specified, shall require a simple majority of votes cast to be approved. A simple majority shall consist of the majority of the present members, plus absentee votes received by the Executive Committee prior to a vote, if appropriate. Agenda items shall be addressed through a motion floored by at least one Representative, and seconded by one additional Representative present.

Part 2: Votes on issues that have been deemed time-sensitive, including issues brought before a non-quorum Assembly, by the Executive Committee may be conducted via e-mail or a secure electronic medium under the following conditions:

- 1) Such votes must be administered by the Executive Committee;
- 2) Adequate notice of the motions being voted on must be provided to all Representatives, with time and means allocated for adequate public discussion (which may occur via e-mail);
- 3) Such votes must not occur during holidays or school breaks;
- 4) Representatives must be given a reasonable time to cast their vote.
- 5) E-mail votes must be received from an <indiana.edu> e-mail account.

E-mail votes conducted under these conditions are assumed to have quorum if at least 1/3 of the Representatives cast ballots. Votes on constitutional or by-law amendments may only be conducted using e-mail if the Assembly has failed to reach quorum in two consecutive Assembly meetings.

Part 3: Absentee votes may be allowed, where not specifically prohibited by the Constitution or by-laws, at the discretion of the Executive Committee, if the motion being voted on is provided in its exact form in the agenda prior to the Assembly meeting.

Part 4: Representatives are strongly encouraged to find proxies to represent them at all meetings where they know ahead of time that they will be absent. Proxies have the same voting rights as the person they represent. Proxies must clearly declare themselves as the proxy for their Representative when signing the attendance sheet at the beginning of the Assembly meeting. Representatives may not use any combination of absentee ballots and proxies to vote more than once on any agenda item.

Section 3: Election of the Executive Committee Officers.

Part 1: The Executive Committee officer nomination docket for the next calendar year term shall be opened during December's Assembly meeting. Current voting Representatives may nominate themselves, other current representatives or current officers. Nominations shall be taken until January's Assembly meeting, at which time the docket will be closed. An opportunity for nominations must be afforded during the January meeting. The election must be held immediately after the closing of the nomination docket.

Part 2: Each candidate will address the Representatives to explain why s/he is suited for the office s/he seeks. After the speeches, the candidates must leave the room if the Representatives choose to discuss the nominations.

Part 3: The vote will be conducted by secret ballot or by consensus if only one nominee for each position is on the slate. The candidates may not vote in the election, even if they would otherwise be eligible to vote in their positions as Representatives. Any outgoing Executive Committee member not running for re-election shall tally the votes. The officers shall be elected by a majority of voting Representatives casting ballots. If no candidate receives a majority of the votes, the two candidates receiving the largest number of votes shall immediately participate in a run-off election. The votes shall be recorded in the minutes, and the current Parliamentarian must keep the ballots for at least three days.

Part 4: If the Assembly fails to meet quorum at a meeting to elect officers, the Executive Committee can choose to extend the elections for officers and to allow absent Representatives to vote through a secure, anonymous electronic medium.

Part 5: Current officers are expected to train the officers-elect so that the officers-elect can be effective when they take over at the start of the following calendar year (May-April).

Part 6: During the training period, the President-elect is expected to oversee staff hires and to assist with orientation planning.

Section 4: Removal of Representatives.

Part 1: Representatives may be removed from office when there is evidence of malfeasance, severe dereliction of duty or egregious abuse of power. These terms are defined in Appendix B of the Bylaws.

Part 2: A bill of impeachment outlining the charges against the Representative may be prepared and introduced at any Assembly meeting. The Executive Committee must notify the indicted Representative as soon as possible about the charges being pursued against him/her. The bill of impeachment will be voted on in the next Assembly meeting. Evidence supporting the charges stated in the bill of impeachment must be presented to the Assembly by a voting Representative unless otherwise provided. In the event that the allegations leading to the bill of impeachment were not observed by Assembly members, a member of the Executive Committee may present the evidence. The indicted Representative may present a response to the bill of impeachment before a vote is taken. The vote of impeachment shall be held by secret ballot. The Parliamentarian shall tally the votes. The Representative shall be removed if a two-thirds majority of the voting Representatives present votes to impeach.

Part 3: The Representative's department shall then immediately be notified of the removal and asked to select a replacement as soon as possible to complete the Representative's term.

Section 5: Censure of Executive Committee Members.

Part 1: Members of the Executive Committee may be censured when there is evidence of dereliction of duty or abuse of power.

Part 2: A bill of censure outlining the charges and proposed disciplinary action against the Executive Committee member may be prepared and introduced at any Assembly meeting. The rest of the Executive Committee must notify the member in question about the bill of censure pending against him/her. The bill of censure will be voted on in the next Assembly meeting. Evidence supporting the charges stated in the bill of censure must be presented to the Assembly by a voting Representative. The indicted Executive Committee member may present a response to the charges before a vote of censure is taken. The Executive Committee member shall be censured if a majority of the voting Representatives present votes to do so.

Section 6: Impeachment of Executive Committee Officers.

Part 1: In the event of malfeasance, severe dereliction of duty or egregious abuse of power by an officer of the Executive Committee, the Assembly may vote to impeach the officer in question. These terms are defined in Appendix B of the bylaws.

Part 2: A bill of impeachment outlining the charges against the officer may be prepared and introduced at any Assembly meeting. The rest of the Executive Committee must notify the indicted officer as soon as possible about the charges being pursued against him/her. The bill of impeachment will be voted on in the next Assembly meeting. Evidence supporting the charges stated in the bill of impeachment must be presented to the Assembly by a voting Representative unless otherwise provided. In the event that the allegations leading to the bill of impeachment were not observed by Assembly members, a member of the Executive Committee may present the evidence. The indicted officer may present a response to the charges before a vote of impeachment is taken. A vote of impeachment shall be held by secret ballot. The Parliamentarian (or Vice President, in the event of impeachment of the Parliamentarian) shall tally the votes. The officer shall be removed if a two-thirds majority of the voting Representatives agrees with the charges in the bill of impeachment. Upon passage of the bill of impeachment, an election shall immediately be held to fill that position for the remainder of the impeached officer's term.

Section 7: Procedures to Fill a Vacant Executive Committee Officer Position.

Part 1: The nomination docket for an officer position becoming vacant before the last Assembly meeting of the spring semester shall immediately open in the first Assembly meeting after the vacancy occurs. Current voting Representatives can nominate themselves, other current representatives, or current officers. The nomination docket shall be closed during that same meeting after all nominations have been taken. The election must be held immediately after the closing of the nomination docket.

Part 2: Each candidate will address the Representatives to explain why s/he is suited for the office s/he seeks. After the speeches, the candidates must leave the room if the Representatives choose to discuss the nominations.

Part 3: The election will be held by secret ballot or by consensus if only one nominee for the vacant position is on the slate. Candidates may not vote in the election, even if they would normally be eligible to vote in their roles as Representative. Absentee votes will not be accepted. The Parliamentarian shall tally the votes. Officers shall be elected by a majority of the voting Representatives casting ballots. If no candidate receives a majority of the votes, the two candidates receiving the largest number of votes shall immediately participate in a run-off election. The Parliamentarian shall record the number of votes in the minutes, and the Parliamentarian shall keep the ballots for at least three days. The newly elected officer shall perform the duties of his/her position for the remainder of the term of office.

Part 4: This procedure shall apply to all vacancies created by passage of bills of impeachment, regardless of when the vacancy occurs.

Part 5: Vacancies in officer positions occurring after the last Assembly meeting of the spring semester shall be filled as provided in Article IV Section 13 of the GPSO Constitution, except where Part 4 above applies.

Section 8: Constitutional Amendments.

Part 1: A bill to amend the constitution may be introduced at any Assembly meeting. It must be in written form and be distributed to the Representatives as part of the meeting agenda. A justification for the amendment may also be included.

Part 2: The bill to amend the constitution must be approved by a two-thirds majority vote of the Representatives. Upon the first passage of the bill to amend the constitution, no changes to the constitution will be made. The proposed amendment must be re-introduced at another Assembly meeting within one hundred days of the first passage of that proposed amendment. The re-introduced bill must be identical to the bill that was approved in the earlier vote and be distributed as part of the agenda. The proposed amendment

must then be approved by a two-thirds majority vote of the Representatives. Upon the second passage of the bill to amend the constitution, the constitution shall immediately be amended as proposed by the bill.

Article IV: Staff Members.

Section 1: Staff Members.

Part 1: Staff positions are to be treated as graduate assistantships for purposes of salary and benefits. To fill open staff positions for the next academic year, the Executive Committee solicits applications from the IUB graduate and professional student body; all staff positions are open to any IUB graduate or professional student. No preference is to be given to current GPSO Representatives or officers, and staff members may not concurrently act as a GPSO Representative or officer and as a staff member. Staff members may be rehired for an indefinite number of years, but they must be currently registered graduate or professional students for their entire term of employment. The Executive Committee is responsible for selecting the candidates to interview and hire for these jobs. Current holders of staff positions may offer advice and insight to the Executive Committee on their successors or the hiring of other staff members, and they may vote on these selections. However, they may not be present if their own reappointment is being discussed or vote on this decision. Departing staff members will make every effort to provide training to their replacement. The hiring process is confidential, and the personal information gathered during it must be destroyed within 30 days after the process is complete.

Part 2: Should a staff member resign or be forcibly removed from his/her job as outlined in the relevant Constitutional article, the Executive Committee must immediately begin a search for a permanent replacement to fulfill the rest of that contract.

Part 3: Those staff members who have at least a 37.5 FTE academic appointment from the GPSO are eligible for up to six-weeks of paid Family and Medical Leave. All Leaves of Absences are reviewed and granted on a case by case basis by the GPSO Ombudsperson and GPSO President.

Article V: Standing Committees.

Section 1: Standing Committees

The GPSO shall have the following standing committees: Grants, Benefits, Awards, Programming, and Sustainability.

Section 2: Grants

GPSO Grants is chaired by the Grants Officer and identifies and applies for sources of financial support for the GPSO and GPSO initiatives.

Section 3: Benefits

GPSO Benefits is chaired by the Benefits Officer and addresses the benefit needs of student academic appointees (SAAs) and student employees, specifically health insurance, stipends, fee remission structure, and related employment issues. Benefits forms recommendations to improve the real benefit and compensation policies and services for all graduate and professional students. Benefits shall cultivate a relationship with the Office of University Human Resources and relevant administrative units.

Section 4: Awards

GPSO Awards is chaired by the Awards Officer and oversees the review of applications and nominations for GPSO awards, including but not limited to Travel Awards, Research Awards, the Pari Prerana “Essence of Inspiration” Award and the Faculty Mentor Award-

Section 5: Programming

GPSO Programming is chaired by the relevant GPSO staff member and plans and executes GPSO events, including, but not limited to social, academic and fundraising events.

Section 6: Sustainability

GPSO Sustainability is chaired by the Sustainability Officer and addresses issues related to sustainability within the GPSO and campus communities, such as recycling, carbon emissions, transportation and sustainable growth. The members shall cultivate relationships with Parking Operations and the Office of Sustainability. .

Section 7: Appointments to University Committees.

Part 1: Although the President is empowered by the Constitution to appoint graduate and professional students to university committees, s/he is strongly encouraged to consult with the other members of the Executive Committee when doing so. The recruiting process for these positions should be as broad as time allows, and graduate or professional students who have interests and training relevant to the committee assignment should be given preference. The President should also take into account the needs of the committee, the amount of committee work the prospective appointee is currently performing, his/her past performance on university committees, and other factors relevant to the ability of the prospective appointee to perform his/her duties in making the appointment. Once the appointment is made, the President must inform all candidates for the position, the Executive Committee, the relevant administrators, and the Assembly as to the identity of the appointee as soon as possible.

Part 2: The President should, generally, adhere to the following procedures for selecting committee appointments.

- 1) The President should seek to make appointments to standing university committees for the following academic year within the first two months of her term
- 2) The President should first provide sitting delegates the opportunity to continue serving on their committee provided that delegates have sufficiently fulfilled their responsibilities.

Part 3: Delegates to university committees shall have the following responsibilities:

- 1) to attend all meetings of the committee to which they have been appointed;
- 2) to report to the Vice President and other interested members of the Executive Committee about the events that transpire at each meeting;
- 3) to file an annual report with the Executive Committee about the accomplishments of that university committee.

Part 4: If a delegate to a university committee feels that s/he can no longer perform his/her duties, s/he should resign and immediately notify the President so a replacement may be appointed as soon as possible. A delegate may be asked by the President to resign from his/her committee, but only for reasons of severe dereliction of duty (i.e. chronic absence from committee meetings or refusal to submit reports to the Vice President).

Article VI: Interpretation of By-Laws.

The Assembly as a whole has the responsibility for interpreting these by-laws. Any disputes that arise as to the meaning of these by-laws are to be resolved by the Assembly. If any provision of these by-laws appears to be in conflict with the Constitution, the interpretation favored by the Constitution is to be followed.

Article VII: Amendments to By-Laws.

Part 1: A bill to amend the by-laws may be introduced at any Assembly meeting. It must be in written form and be distributed to the Representatives as part of the meeting agenda. A justification for the amendment may also be included.

Part 2: The bill to amend the by-laws must be approved by a majority vote of the Representatives. Upon the passage of the bill to amend the by-laws, the by-laws shall immediately be amended as proposed by the bill.

Appendix A: List of Assembly Seats

African American and African Diaspora Studies	Business - Masters (Marketing)
Anthropology	Business - Masters (Management)
Astronomy	Business - Masters
Biochemistry	Business - Ph.D..
Biology (1) Ph.D..	Education - Counseling and Educational Psych (1)
Biology (2) Masters	Education - Counseling and Educational Psych (2)
Central Eurasian Studies	Education - Curriculum and Instruction (1)
Chemistry (1)	Education - Curriculum and Instruction (2)
Chemistry (2)	Education - Ed. Leadership and Policy Studies
Classical Studies	Education - Higher Ed. and Student Affairs
Cognitive Science	Education - Instructional Systems Technology
Communication and Cultures	Education - Language Education (1)
Comparative Literature	Education - Language Education (2)
Criminal Justice	HPER - MPH (1)
East Asian Languages and Cultures	HPER - MPH (2)
Economics	HPER - Masters Athletic Administration
English (1) Ph.D..	HPER - Applied Health Science
English (2) Masters	HPER - Kinesiology
Fine Arts (1) Ph.D..	HPER - Recreation and Parks Administration
Fine Arts (2) Masters	Informatics - Computer Science (1) Ph.D..
Folklore (1) Ph.D.	Informatics - Computer Science (2) Masters
Folklore (2) Masters	Informatics - Informatics (1) Ph.D..
French and Italian	Informatics - Informatics (2) Masters
Gender Studies	Journalism
Geography	Law - MA/Ph.D..
Geological Sciences	Law - JD (First Year)
Germanic Studies	Law - JD (First Year)
History (1) Ph.D..	Law - JD (Second Year)
History (2) Masters	Law - JD (Second Year)
History and Philosophy of Science	Law - JD (Third Year)
Latin American Studies	Law - JD (Third Year)
Linguistics	Music - Education
Math	Music - Music Theory
Near Eastern Languages and Cultures	Music - Musicology
Philosophy	Music - Performance and Voice (1)
Physics	Music - Performance and Voice (2)
Political Science	Music - Performance and Voice (3)
Program in Neuroscience	Music - Performance and Voice (4)
Psychology	Music - Performance and Voice (5)
Religious Studies	Optometry OD (1)
Russian and East European Studies	Optometry OD (2)
Second Language Studies	Optometry Vision Science
Slavic Languages and Literatures	SLIS - Information Science
Sociology	SLIS - Library Science (1)
Spanish and Portuguese	SLIS - Library Science (2)
Speech and Hearing (1) Ph.D.	SLIS - Ph.D..
Speech and Hearing (2) Masters	SPEA - Arts Administration
Telecommunications	SPEA - MPA & MSES (1)
Theater and Drama	SPEA - MPA & MSES (2)
West European Studies	SPEA - MPA & MSES (3)
Business - Masters (Accounting)	SPEA - MPA & MSES (4)
Business - Masters (Finance)	SPEA - Ph.D. (1)
Business - Masters (Information Systems)	SPEA - Ph.D. (2)

International Center	Diversity Council
International Center	Diversity Council
International Center	Diversity Council
International Center	Diversity Council
International Center	Diversity Council

Non-Voting Seats: American Studies, Medieval Studies

Appendix B:

Malfeasance shall be defined as wrongdoing in knowing and willful violation of the GPSO Constitution or University policies or a clear pattern of behavior purposefully detrimental to person(s), group(s) or the GPSO

Incidents of malfeasance may include, but are not limited to attempts to inflict emotional, physical or mental harm on another person

Severe Dereliction of Duty shall be defined as an inability to fulfill organizational responsibilities or a consistent pattern of neglect toward organizational responsibilities

Incidents of severe dereliction of duty may include, but are not limited to excessive absence from Assembly meetings; failure to make requested reports to constituents, the Assembly or the Executive Committee; and failure to fulfill committee service obligations

Egregious Abuse of Power shall be defined as the use of organizational influence and/or resources to harm or injure another person or group or a clear pattern of purposefully using organizational influence and/or resources to achieve personal objectives or acquire resources for personal gain

Incidents of egregious abuse of power may include, but are not limited to misappropriation of organizational resources (status, staff hours and organizational funds); the use of organizational influence or resources to suppress any opposition to personal agenda(s)

Adopted September 6, 2002

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Amended December 2006

Amended September 5, 2008

Amended January 16, 2009

Amended September 4, 2009

Amended October 2, 2009