



GPSG

Indiana University Bloomington  
Graduate & Professional Student Government

# REPRESENTATIVE MANUAL

*"Advocating for an inclusive  
and empowered graduate and  
professional student community"*

# Graduate & Professional Student Government

## Contact Information

 Wells Library, 1320 E. 10th St., East Tower, E544G

 [iugpsg@indiana.edu](mailto:iugpsg@indiana.edu)

 (812) 855-8747

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

  IUBGPSG

## Objectives

1. To act as the sole official representative of all members of the Indiana University-Bloomington 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.

## About Us

GPSG is the official university-sponsored student government for all graduate and professional students across all Indiana University-Bloomington schools and departments.

GPSG serves over 8000 graduate and professional students at IU-Bloomington by providing advocacy, academic support, community building, and access to resources.

GPSG has been serving graduate students for more than 35 years. In 2015 the current name Graduate and Professional Student Government (GPSG) was adopted. (From 2000-2015 it was known as GPSO.)

GPSG is housed within the University Graduate School and funded through student fees. While facilitated and supported by the University Graduate School, GPSG is entirely student-run and student-driven. Therefore, it is perhaps the most valuable avenue for graduate and professional students to make an impact at a campus-wide level.

## Mission Statement

*“Advocating for an inclusive and empowered graduate and professional student community”*

# About Us

# Executive Committee

## Get Involved!

These 4 positions are elected for the next year at the March GPSG Assembly.

## Elected Officers

### President

[potgpsg@indiana.edu](mailto:potgpsg@indiana.edu)

The President acts as the official liaison between IU's administration, student body, student organizations, and the GPSG. The President also oversees the functioning of the GPSG Assembly and Executive Committee. This position is a Student Academic Appointment (SAA) requiring 20 hours of work each week. Benefits include health insurance, tuition remission, and a stipend per contract.

### Vice President

[vpotgpsg@indiana.edu](mailto:vpotgpsg@indiana.edu)

The Vice President fulfills the duties of the President when he/she is unable to perform them. The Vice President serves as the chairperson of the GPSG Student Health and Wellness Committee and also appoints graduate student delegates to over 30 university committees. This position receives a \$1,000 fellowship.

### Parliamentarian

[gpsgparl@indiana.edu](mailto:gpsgparl@indiana.edu)

The Parliamentarian is the authority on procedural questions. This officer ensures that the constitution is up-to-date and conducts the annual GPSG representative membership audit. This position receives a \$1,000 fellowship.

### Treasurer

[gpsgtr@indiana.edu](mailto:gpsgtr@indiana.edu)

The Treasurer prepares the annual budget and financial updates for review, maintains GPSG's financial records, requests disbursement of funds, works with University Graduate School Director of Finance, and ensures the timely distribution of GPSG Awards. This position receives a \$1,000 fellowship.

## Appointed Officers

### Awards Officer

[gpsgawds@indiana.edu](mailto:gpsgawds@indiana.edu)

The Awards Officer oversees the awarding of GPSG Travel and Research Grants. This involves chairing the Awards Committee and working with the GPSG Treasurer. This position receives a \$1,000 fellowship.

### Benefits Officer

[gpsgben@indiana.edu](mailto:gpsgben@indiana.edu)

The Benefits Officer addresses the benefit needs of Student Academic Appointees (SAAs) and student employees, specifically health insurance, stipends, fee remission structure and related employment issues as the chair of the Benefits Committee. The position seeks to recommend improvements to benefit and compensation policies for all graduate and professional students. This position receives a \$1,000 fellowship.

### Diversity Officer

[gpsgdiv@indiana.edu](mailto:gpsgdiv@indiana.edu)

The Diversity Officer acts as a medium of communication between IUSA, BGSA, LGSA, ISA, other graduate student organizations and GPSG as the chair of the Diversity Committee with a focus on diversity and inclusion. This position receives a \$1,000 fellowship.

### Sustainability Officer

[gpsgsust@indiana.edu](mailto:gpsgsust@indiana.edu)

The Sustainability Officer addresses issues related to sustainability within the GPSG and campus communities. Examples of issues addressed are recycling, transportation, carbon emissions and sustainable growth. This position receives a \$1,000 fellowship.

## Get Involved!

These 4 positions are appointed by the current GPSG Executive Committee in the spring for the next year through an application process announced through the GPSG newsletter.

# About Us

# Executive Committee

*continued*

## **Staff Positions**

### **Communications Coordinator**

[iugpsg@indiana.edu](mailto:iugpsg@indiana.edu)

The Communications Coordinator oversees all official communication between GPSG, IU departments and schools, and news agencies. This officer manages GPSG's social media and web presence and is responsible for GPSG marketing campaigns in partnership with the Community Development Coordinator. This position is a Student Academic Appointment (SAA) requiring 20 hours of work each week. Benefits include health insurance, tuition remission, and a stipend per contract.

### **Apply**

Applications open for these staff positions as vacant.

Announcements of vacancy are communicated through the GPSG E-newsletter, the IU Grad Grant Assistantship Vacancies List, and by the University Graduate School.

### **Community Development Coordinator**

[gpsgcdc@indiana.edu](mailto:gpsgcdc@indiana.edu)

The Community Development Coordinator is responsible for community building through innovative and relevant campus and community programming. In addition to planning Graduate Student Orientation Week and Graduate Appreciation week and partnering with the Communications Coordinator on marketing campaigns, this officer chairs the GPSG Programming Committee. This position is a Student Academic Appointment (SAA) requiring 20 hours of work each week. Benefits include health insurance, tuition remission, and a stipend per contract.

*About Us*

# GPSG Assembly

## About

The GPSG Assembly consists of approximately 100 graduate and professional student departmental representatives who serve as the voting body. These GPSG representatives come from every IU Bloomington school and department. The 10-member GPSG Executive Committee leads the GPSG Assembly but has no voting power.

An audit of graduate student enrollment each spring by the GPSG Parliamentarian determines the number of GPSG representatives allotted to each school and department.

Assembly is always open to the public, and GPSG committees are open to non-representatives.

GPSG Assembly typically meets the first Friday of every month from 3:30-5:00pm. The first thirty minutes of Assembly is set aside for GPSG committee meetings.

## GPSG Representative Contract

“I understand that there are responsibilities associated with representing my department in the Graduate Professional Student Government (GPSG).

As a GPSG Representative, I agree to do the following throughout my tenure in office:

- Attend and participate at monthly Assembly meetings
- Join at least one of the four GPSG Advocacy Committees (Benefits, Sustainability, Health & Wellness, or Diversity) and participate in bimonthly committee meetings
- Send a proxy from my department if I am unable to attend an Assembly or Committee meeting
- Actively solicit the opinions of the graduate and professional students in my department and accurately represent their views to the GPSG
- Forward pertinent e-mail and correspondence to my department
- Attend GPSG events as possible

I understand that my seat as GPSG representative may be reassigned to another qualified student should I fail to meet the above responsibilities.”

### Take Initiative!

All GPSG Representatives are able to present resolutions and legislation before the GPSG Assembly for review.

Resolution and legislation templates as well as a history of past GPSG resolutions can be found on the GPSG website [www.indiana.edu/~iugpsg](http://www.indiana.edu/~iugpsg)

# Advocacy

# GPSG Committees

## Advocacy Committees

*Advocacy is a top priority for GPSG. Much of our work in advocacy originates from our committees. These committees are open to all IU graduate and professional students, and all GPSG Representatives are member of at least one advocacy committee. Subcommittees are formed as necessary.*

## **Benefits Committee**

GPSG Benefits is chaired by the Benefits Officer and addresses the benefit needs of graduate student academic appointees (SAAs) and employees, specifically health insurance, stipends, fee remission structure, and related employment issues. The Benefits Committee creates recommendations to improve the official IU graduate and professional student benefits and compensation policies and services. This committee cultivates a relationship with the Office of University Human Resources and relevant administrative units.

## **Diversity Committee**

GPSG Diversity is chaired by the Diversity Officer and addresses issues related to diversity and underrepresented populations on campus and in Bloomington. The Diversity committee also encompasses the five-member Diversity Council.

## **Health & Wellness Committee**

GPSG Health and Wellness is chaired by Health and Wellness Officer and addresses issues related to students' physical health, mental well-being, and safety on campus and in Bloomington. The committee has standing relationships with IU Health Center, Counseling and Psychological Services, and Culture of Care.

## **Sustainability Committee**

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

## Functional Committees

### **Programming Committee**

GPSG Programming is chaired by the Community Development Coordinator, and its members are Programs Liaisons from each of the 4 Advocacy committees. This committee seeks to develop relevant programming to bring awareness and support the initiatives of the Benefits, Diversity, Health & Wellness, and Sustainability Committees.

### **Awards Committee**

GPSG Awards is chaired by the Awards Officer and oversees the review of applications and nominations for GPSG awards, including but not limited to Travel Awards, Research Awards, and the Faculty Mentor Award.

The Awards Committee is open to any graduate or professional student who is not applying for an award during the current cycle. This committee is only active during awards application cycles.

### **Get Involved!**

Committees can be joined by emailing the relevant officer, expressing interest through the online form, or by simply showing up to a committee meeting.

### **Get Involved!**

A call for awards committee members will be made electronically before each awards cycle.

# *Advocacy*

# Other GPSG Advocacy

## GPSG Ambassador Positions

*GPSG Ambassadors serve as liaisons between the GPSG and external IU graduate student support offices. These individuals attend Assembly monthly but are not voting representatives. These positions were newly created in 2016.*

### **Research Student Ambassador**

This ambassador represents the interests of graduate students that are focused on research by sitting on the Research Affairs Committee.

### **Teaching Student Ambassador**

This ambassador represents the interests of graduate students that hold teaching positions by sitting on the Bloomington Faculty Council.

### **International Student Ambassador**

This ambassador represents the interests of international graduate students by working with the Office of International Services.

### **Parent Student Ambassador**

This ambassador represents the interests of graduate students with children by working with the Office of Parents and Off Campus Student Affairs.

#### **Take Initiative!**

With so many opportunities for graduate and professional student voice to be heard on the IUB campus, GPSG needs the help of department representatives to identify graduate and professional students that may be interested in serving as ambassadors and delegates.

Let your departments know about these advocacy positions, and encourage them to participate.

Want to know which positions may still need to be filled? email [iugpsg@indiana.edu](mailto:iugpsg@indiana.edu)

## External Campus Committees

GPSG is responsible to allocate graduate and professional students seats on over 30 IUB campus committees, such as Bloomington Faculty Council Committees. These delegates serve on a volunteer basis and do not need to be Assembly Representatives.

If you are interested in serving on an external campus committee (full list found online), please email the GPSG Vice President at [vpotgpsg@indiana.edu](mailto:vpotgpsg@indiana.edu).

# *Advocacy*

# Programming

## About

*Programming is integral for community building and offering resources to graduate and professional students.*

GPSG partners with many IU Offices and Departments to support and create graduate student programming. Primary areas of GPSG programming include Graduate Student Orientation, GPSG monthly social events, Graduate Student Appreciation Week, and GPSG Advocacy Programming.

The GPSG Community Development Coordinator is responsible to review, conceive, and lead GPSG programs that address the various aspects of community identity as well as foster an inclusive environment for graduate students of diverse backgrounds.

In order to develop relevant programming, the GPSG Community Development Coordinator collaborates with members of the GPSG Programming Committee and with organizations and offices on and off-campus such as the Cardinal Stage Company, CAPS, the IU Grad Mentoring Center, IU Grad Grant Center, and Union Board

## Annual Programming

Each fall, GPSG collaborates with multiple units on campus to schedule, market, and lead events during Graduate Student Orientation Week. Events for this week include orientation workshops, involvement fairs, Q&A's, campus tours, and social gatherings on and off campus.

Every month of the academic year, GPSG hosts several recurring social events. After each Assembly, GPSG hosts its "First Friday Social Hours" at a local venue. Additionally, once a month, GPSG hosts "Bagel Hours" for graduate and professional students.

Yearly, GPSG collaborates with other graduate student organizations from across IU Schools and Departments to subsidize the costs of professional headshots for graduate students.

Each April, GPSG plans a series of events in coordination with National Graduate Appreciation Week. Events in the past have included GPSG Karaoke, family-friendly Glow Golf, diversity awareness events and a mental health anti-stigma campaign.

### Present Your Ideas

Beyond its recurring programs, GPSG likes to program different events each year based on what is relevant for the graduate student population it currently represents.

We appreciate your input about the types of programs you feel would serve your school or department's needs best.

Consider serving as a Program Liaison within your Advocacy Committee.

You can also always email the Community Development Coordinator your programming ideas at [gpsgcdc@indiana.edu](mailto:gpsgcdc@indiana.edu)

# Programs

# Awards Process

## Get Involved

Consider joining the GPSG Awards committee to review applications for the GPSG Travel and Research Awards.

The typical time commitment is between 2-6 hours per award, depending on the number of applications received and the number of reviewers available. Committee members receive a set of anonymized applications and a scoring rubric, and are typically given about a week to complete the review process.

For more info, email [gpsgawds@indiana.edu](mailto:gpsgawds@indiana.edu)

## About

*GPSG recognizes excellence in graduate and professional student accomplishments.*

Each academic year, the GPSG Awards Committee awards over \$30,000 in grants to students within a variety of disciplines.

GPSG is unique in the sense that graduate and professional students award their own peers financial awards – graduate students themselves as part of the GPSG Awards Committee are the voice in choosing which research, travel, and faculty mentor will be chosen to be funded by the GPSG each academic year.

*For more information on any of the awards listed below, please visit the [GPSG Awards webpage](#).*

## Travel Awards

The GPSG Travel Award is offered through a competitive process for graduate and professional students at Indiana University Bloomington. A flat award of \$500 is given to help support travel expenses to conferences at which the student's work will be presented (i.e. speeches, posters or interactive design), or to help support travel to workshops, special training, competitions and auditions that will benefit the student professionally.

There are two application cycles of GPSG Travel Awards each year: one in the fall and one in the spring.

## Research Awards

The GPSG Research Award is offered through a competitive process for graduate and professional students at Indiana University-Bloomington. A flat award of \$1,000 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.

There is a single application cycle for GPSG Research Awards each spring.

## Faculty Mentor Award

The GPSG encourages all graduate and professional students to give their support to faculty members that they feel deserve special recognition for exemplary behavior by nominating them for the GPSG Faculty Mentor Award.



# Awards