A. **About** – The Graduate Student Council (GSC) is made of a diverse group of graduate students within the math department. As a whole, we serve as the liaison between the graduate students and the administration of the FSU Mathematics Department. We are a valuable resource for the department faculty to learn of pertinent issues for graduate students. The GSC also serves as a resource for current, incoming, and potential graduate students to increase the ease of transition into our graduate programs. It is important to note we are not a social organization; we are an administrative organization.

   a. Examples of activities include but are not limited to:
      i. Meeting monthly (or more often when needed) to discuss graduate student concerns and concerns/requests from administration
      ii. Surveying the greater math graduate student population to inquire about comments or concerns that need to be addressed by administration
      iii. Aiding in transportation/accommodations for incoming graduate students
      iv. Meeting with potential graduate students to discuss the FSU math department graduate programs and more generally graduate student life at FSU
      v. Assisting with Graduate Student Research Week and the Graduate Student Picnic each Spring, and Orientation week in the Fall, either through volunteering or garnering interest among the greater graduate student population

B. **Joining the Council** – New members are added to the council to replace graduating/departing members. Membership should strive to maintain equal representation across departmental areas and should strive for diversity in gender expression, nationality, race, etc. Membership is open to any Math graduate student who has met the following conditions

   a. received a nomination from a current GSC member during the second to last meeting of the semester
   b. passed all Qualifying exams for their area
   c. received a unanimous vote of approval from current members of the council

C. **Maintaining Membership in the Council** – To maintain membership in the GSC, members must be considered “active” in meetings, activities, and communication. Reasons for removal from the council include the following:

   a. Missing half of the scheduled meetings in a given semester (e.g., when meeting monthly, missing 2 meetings in a semester) without providing a reasonable excuse (teaching conflict, medical emergency, etc.)
   b. Not responding to email correspondences on 2 occasions (e.g., not filling out a when2meet survey to plan for meetings).
   c. Never or rarely volunteering for departmental activities assisted with by the council for a given semester
D. **Elected Positions** – Starting Fall 2022, there are 4 positions with specific roles elected in the council: 2 co-chairs, a secretary, and a webmaster. Duties and role conditions are as follows:

a. **Co-Chairs** – Co-chairs are elected during the second of last meeting of the semester in alternating semesters such that each co-chair serves for a full academic year, but no 2 co-chairs begin their term in the same semester. Duties include:
   i. Leading meetings for the GSC
   ii. Consolidating information from meetings to present to administration.
   iii. Communicating administrations needs to the rest of the council.

b. **Secretary** – Starting Fall 2022, Secretary will be elected for a year long term each Fall. Duties include:
   i. Taking minutes at meetings and emailing out minutes to members after meetings
   ii. Keeping track of meeting/activity attendance
   iii. Creating/Distributing flyers when needed

c. **Webmaster** – Starting Fall 2022, Webmaster is elected for a year long term each Fall. Duties include:
   i. Maintaining the GSC website with current and up-to-date member information; update monthly along with meeting timeline
   ii. Expanding the GSC website when needed (e.g., adding videos answering common grad school questions)

*Note: This document is living and should be updated regularly.*