Mission Statement and Goals

The mission of the Huck Graduate Student Advisory Committee (HGSAC) is to represent the graduate students of the Huck Institutes of the Life Sciences by promoting their interests and advocating on important issues. Our visions are in line with those of the Huck Institutes as we aim to:

- Act as a voice of the graduate student body by facilitating communication among students, faculty, and administration
- Ensure that Huck students are prepared for the realities of the future of science by preparing them for careers both inside and outside of academia
- Provide resources to strengthen leadership, communication, and teamwork skills by organizing networking events and professional development activities to help students succeed in their careers
- Facilitate interaction and develop stronger links between individual Huck graduate programs, Huck programs and other departmental programs, and Huck students and other student organizations both on a professional and social level
- Assist graduate students financially by acting as a source of funding for Huck student groups

HGSAC Chair

- The chair of the committee is the student who has been awarded the Graduate Adviser to the Huck Institutes fellowship for that academic year
- The graduate student should be part of one of the Huck graduate programs and should have completed both his/her candidacy and comprehensive exams; students in their 3rd or 4th year are preferred
- Self nominations, nominations from fellow graduate students, and nominations from faculty advisers and/or program chairs are all accepted; those students accepting the nomination will then fill out an application to be reviewed by members of the Huck administration, including the faculty adviser of the HGSAC, as well as the student currently holding the position
- The nomination period for this period will be March 1st-15th; the position for the following year will be decided by April 1st
- This fellowship appointment begins August 1 and goes through July 31; the months of June and July will be used to allow for adequate time overlap between two fellows for training and guidance
- A student may be nominated for an additional term provided he/she has met all requirements during their previous term
- The time commitment for this position is approximately 20 hours/week as full stipend and tuition are covered by the Huck Institutes for the student
- Responsibilities of the Graduate Adviser to the Huck Institutes include:
Chair the Huck Graduate Student Advisory Committee
- Run bi-weekly meetings (every other week)
- Meet with subcommittees as needed
- Meet with faculty adviser on a regular basis
- Work with the budget subcommittee to develop a budget to support committee activities
- Communicate with members of the committee, Huck Faculty and Staff, invited speakers, etc.

- Attend weekly graduate education meetings with Huck administration
- Gather feedback about Huck-related events to report to the faculty adviser and/or Huck administration
- Organize and run the Career Exposure Seminar Series & Events as well as the Career Resources pages on the Huck website

- Should the committee members decide based on a majority vote that they feel the chair is not performing his/her duties adequately, the committee members will contact the faculty adviser to express their concern. If the issue does not become resolved and the faculty adviser sees fit, it is possible for the fellowship to be taken away from the Chair. In that case, the elected Associate Chair would take over as Chair for the remainder of the term if he/she wishes; if not, another member of the committee will be the replacement. The replacement will receive the full tuition and stipend coverage.

Associate Chair
- Supportive role in the committee to assist the chair in responsibilities, particularly when the Chair may be unable to perform some of the tasks due to other obligations (i.e. away at a conference)
- The Associate Chair will be part of the budget committee and will be in charge of subcommittee organization
- Associate Chair will be chosen in June after the new Chair has been decided; committee members interested in this position will apply and be voted on by the current and newly chosen Chair, the current members of the committee, and the Huck administration
- Therefore, the committee member chosen as Associate Chair for the following year will automatically be put on the committee; whatever program that committee is from will only have one additional committee member position open
- This position is to be filled by a committee member who is Huck graduate student
- This is not a funded position nor is it a guarantee that the student holding this position will be awarded the Graduate Adviser to the Huck Institutes fellowship the following year

Committee Members
- The HGSAC is to be made up of a maximum of 15 graduate students:
  - The chair—Graduate Adviser to the Huck Institutes fellow
Two representatives* from each of the six Huck graduate programs—Bioinformatics and Genomics, Ecology, MCIBS, Neuroscience, Physiology, and Plant Biology

*If a program has 1 or fewer committee applicants, they will forfeit their unoccupied seat(s) on the committee for that calendar year, which can then be filled by a member of another program. In this case, a program may have more than 2 representatives.

Two representatives from the BMMB graduate program

- Committee member terms last for one year; students may be nominated again for additional terms provided they have met all requirements during their previous term
- Committee members are chosen within the first two weeks of the Fall semester; the term for committee members will begin approximately the second week of September and end the first week of September the following year when new committee members are chosen
  - Self nominations, nominations from fellow graduate students, and nominations from faculty advisers and/or program chairs are all accepted
  - All students who accept the nomination must fill out an “application” stating why they want to be on the committee and what they plan to do in the position
    - Final decision on committee members chosen will be made by the chair of the committee, the faculty adviser for the HGSAC, and other members of the Huck administration
- Committee members are required to attend at least 75% of general meetings per semester and are expected to be actively involved on at least one subcommittee
- Only currently registered students are eligible to be on the committee
- Only active committee members may vote, preside, and officiate during meetings.
- All members reserve the right to refrain from participating in any activities, without consequence, based upon personal/religious beliefs, personal values, or moral reserve as defined by the member

Meetings

- The entire committee will meet on a bi-weekly basis (every other week) to conduct committee business. If there is no business to be conducted, the meeting may be canceled by a joint decision between the Chair and Associate Chair.
- The time of this meeting will be decided at the beginning of each semester based on the schedules of the committee members
- Special meetings may be called by the Chair for reasons such as, but not limited to, addressing issues that cannot wait until the next bi-weekly meeting, meeting with subcommittees, etc.
  - These special meetings will be organized and planned based on what time/date works best for all members involved in the special meeting

Voting

- Quorum requires at least 2/3 members to be present at the meeting
• All voting procedures require 2/3 members to agree unless otherwise stated

Subcommittees
• Subcommittees will be formed to address certain issues or organize specific subsets of events
• Examples of subcommittees include: budget, social, speakers, and peer review/editing
• Subcommittees can be formed or dismantled based on need for that subcommittee and will be decided based on majority vote

Budget
• A budget will be organized for each fiscal year (July 1 through June 30) by the budget subcommittee, which will then be presented to the entire committee
• Once agreed upon, the chair will take the budget plans to the faculty adviser and other members of the Huck administration for approval of estimates for individual aspects of the budget, including, but not limited to:
  o Inviting speakers
  o Allocation of funds to student groups
  o Social events
• For individual events, the faculty adviser and Huck administration will be contacted by the chair with the following details:
  o Name and purpose of the event
  o Estimated cost/number of attendees
  o Justification for fitting within the committee’s mission statement
• Allocation of funds to Huck student groups
  o Huck student groups requesting funding from the HGSAC must meet the following requirements:
    ▪ The student group must have at least 75% of its members be graduate students from one of the Huck Institutes’ programs
    ▪ The student group must fill out an application form stating how much money is being requested and a justification for the funding
    ▪ The committee will then decide on the result of the application with a majority vote
    ▪ Voting on allocation of funds to student groups will require at least 2/3 members (Huck committee members only) to agree
    ▪ BMMB graduate student committee members will not vote on this subject
    ▪ Huck student groups must demonstrate that they have/are seeking funds from other relevant funding sources to be competitive

Amendments to the Policies & Procedures
• Any member may introduce an amendment to the Policies and Procedures document at the conclusion of any meeting. At the following meeting, the active members shall vote

on the amendment, as outlined in the article on voting. If the amendment passes, it shall be sent to the faculty adviser for approval.