

University of Maryland Center for Environmental Science Graduate Student Council Handbook

Created June 2020



Table of Contents

Overview.....	3
Roles at Each Campus.....	5
Appalachian Laboratory (AL).....	5
Chesapeake Biological Laboratory (CBL).....	6
Horn Point Laboratory (HPL).....	7
Institute of Marine and Environmental Technology (IMET).....	8
Graduate Student Council Chair and Co-Chair Roles.....	9
GSC Procedures and Policies.....	11
GSC Bylaws.....	14

Overview

Welcome! The Graduate Student Council is the shared governance body for students at the University of Maryland Center for Environmental Science. We are the liaisons between students, faculty, the Vice President for Education (VPE) Office, and the MEES Program Office. In this handbook you can find general information and documents related to this council. Additional student information can be found on the UMCES website at [UMCES General Information](#). More information about the VPE office, our main point of contact with Administration can be found here [UMCES Graduate Programs](#).

Who is on the Graduate Student Council?

The GSC is comprised of 8 elected members, 2 members from each of the UMCES units ([Appalachian Laboratory](#), [Chesapeake Biological Laboratory](#), [Horn Point Laboratory](#), [Institute of Marine and Environmental Technology](#)). These members also represent their individual campuses and have roles that are unique to each location. These duties and responsibilities are outlined for each campus below.

Who is eligible?

Any UMCES student is eligible to serve on the GSC.

How long do members serve?

Each member will serve one year. The chair and co-chair will serve for two years.

How often does the Council meet and where?

GSC generally meets every other month. However, there may be special meetings that are called in off-months to discuss time-sensitive issues. Meetings usually occur via Zoom.

What responsibilities are there?

Members are to attend all meetings. If a member consistently misses meetings, the Council can vote to remove the member. All members are encouraged to participate in discussions and on any active committees with student representation which are listed below.

What kinds of issues do you discuss?

The Graduate Student Council serves as a voice for all UMCES students regardless of whether they are eligible to serve on the Council or not. The Graduate Student Council also serves as a liaison between the University System of Maryland (USM) through membership on the USM Student Council (USMSC) and UMCES administration through participation in Administrative Council meetings. Therefore, discussions can vary from meeting to meeting.

What councils do students have representation on?

As students, we have a standing seat on the below committees:

- a. Administrative council- 1 representative that is either the Chair or Co-chair with the other serving as an alternate member. The primary representative is generally the Chair, see Graduate Student Council Chair and Co-chair Roles section on page 9

- b. Graduate Faculty Council-2 representatives, the Chair and Co-chair fill these seats, see Graduate Student Council Chair and Co-chair Roles section on page 9
- c. Faculty senate- 1 representative, same as Administrative Council above in section a.
- d. University System of Maryland Student Council (USMSC) - 2 representatives, the Chair and Co-chair fill these seats, see Graduate Student Council Chair and Co-chair Roles section on page 9
- e. MEES Program, Course, Curriculum Committee (PCC)- 1 representative
- f. MEES Program Committee (PC) - 1 representative
- g. UMCES Program, Course, Curriculum Committee (PCC) - 1 representative
- h. Diversity Equity and Inclusion Collaborative - 2 representatives, with one being a member of the GSC
- i. UMCES Learning Outcomes Assessment Committee- 1 representative
- j. UMCES Accreditation Working Groups (at least 1 representative on each working group) and Steering Committee (1 representative)

Appalachian Laboratory Graduate Student Representative Roles

Created June 2020

Please update as needed

Responsibilities include:

1. Represent the AL student body at AL faculty meetings
2. Attending GSC meetings and represent the AL student body and report any pertinent information back to AL students
3. Participating in various other GSC activities
4. Serve as go-to point of contact for AL students with specific questions about UMCES and AL policies and procedures.

Chesapeake Biological Laboratory Graduate Student Representative Roles

Created June 2020, please update as needed

Responsibilities include:

1) Attend Academic Council Meetings (every other month) and discuss students' concerns, requests, or report progress or activities.

a) Gather concerns and requests or just good news from the students and send a simple report to the Academic Council. (it is ok if there is nothing to report - but it is important that you send this email). Renee Arnold will send the emails requesting Academic Council reports. All report material will be sent back to her.

- **Suggestion** - Send two emails to the CBL students (cbl-students@umces.edu), one email a month before the meeting or when you initially hear from Renee and then a follow-up email the week before, to remind students to report and to ensure the addition of any new materials.

b) After the Academic Council meeting, send a report to all CBL students (cbl-students@umces.edu) sharing pertinent information shared at the meeting.

2) Provide assistance to students and answer questions regarding MEES fee waiver requests, tuition remission, and guide students to the appropriate contacts in case there are issues with classes, fees, tuition remission, or other general concerns and questions.

a) **MEES fee waivers:** The MEES office sends an email with a link to students to request to have their fees waived. Representatives are responsible for sending reminders to the students to fill out the request.

b) **Tuition remission:** Tuition remission is now automatic, so there generally shouldn't be any problems, however, if there is a problem direct students to Stacy Hutchinson, the current HR person, who should be able to help fix any issues that arise.

c) **Class and General Student Issues:** If there are problems with classes (availability, times, etc.) or other services related to students please direct students to contact Amy Griffin.

3) Participate in the Graduate Council Meetings (monthly)

a) Represent the CBL student body and raise any concerns or events that may affect or benefit other UMCES campuses.

b) Work in conjunction with the rest of the council members (two from each UMCES lab) on issues, events, processes related to students

Horn Point Laboratory Graduate Student Representative Roles

Created June 2020

Please update as needed

Responsibilities include:

1. Running the biannual student meetings, usually held at the beginning of each semester
2. Attending GSC meetings and reporting any pertinent information to HPL students
3. Participating in various other GSC activities
4. Attending campus faculty meetings (usually once a month during the semesters), voicing student concerns and opinions at the meeting, and reporting pertinent information back to the students
5. One of the reps is on the Open House planning committee. Planning usually starts in June.
6. Organizing the campus student positions (summer activities/ faculty lunch person, treasurer, new student liaison etc)
7. Helping with any student issues at HPL and bringing the issues to the GSC if necessary or if it could be useful for other campuses.

IMET Graduate Student Representative Roles

Created June 2020

Please update as needed

Responsibilities include:

1. Participate in monthly Graduate Student Council Meetings
2. MEES fee waivers: The MEES office sends an email with a link to students to request to have their fees waived. Representatives are responsible for sending reminders to the students to fill out the request.
3. Help with any student issues at IMET and bring the issues to the GSC if necessary or if it could be useful for other campuses.

Graduate Student Council Chair and Co-Chair Roles

All duties and responsibilities are also drafted and described in the Bylaws further in this document.

Main responsibilities of Chair:

1. Organizing and running GSC meetings related tasks (for example Annual Meet and Confer Meeting)

Meetings are as needed (example task: sending out the announcement for the Faculty Mentor Award annually). Meetings are run via Zoom, so no travel is necessary.

2. Administrative Council Student Representative

The Administrative Council is comprised of the President, the Vice Presidents, Lab Unit Directors, Staff Representation, Faculty Representation, and other members of the Administration. This council meets every other month and meetings are run via Zoom, so no travel is necessary. Occasionally they have meetings in person in May at Center Administration, but you are still able to call into those meetings if you cannot travel.

3. Faculty Senate Student Representative

These meetings are as needed and are generally about 4-5 times a year and are via Zoom with no in person requirements. The Faculty Senate is the faculty's shared governance body and more information can be found at <https://www.umces.edu/faculty-senate>.

4. University System of Maryland Student Council UMCES Representative

This body generally meets one Sunday a month at various campuses across the state from September-May. There are no meetings in the Summer. There is a preference for attending these meetings in person, but a call in option is available. This is a USM level body and more information can be found here

<https://www.usmd.edu/usm/workgroups/StudentCouncil/index.php> and here

<https://www.usmd.edu/institutions/profile/?Inst=UMCES>

A broader overview of this in the context of the system has been borrowed from the Staff Council Welcome Packet (below):

University System of Maryland – Shared Governance

Background and Policy

The University System of Maryland practices shared governance. The chancellor and other system administrators consult regularly with the legislatively-mandated, system-wide representative bodies. These groups are the:

Council of University System Presidents

An advisory group to the USM chancellor, the Council of University System Presidents comprises the presidents of USM's 12 institutions.

Council of University System Faculty

CUSF is the official body of faculty from the USM to advise the System and the Regents on University Matters.

Council of University System Staff

The USM Council of University System Staff (CUSS) provides non-faculty employees of the University System of Maryland with a voice in the governance of the system.

University System of Maryland Student Council

The USMSC provides a vehicle to ensure that the System leadership is aware of student perspectives and responsive to student concerns and issues.

For more information, including policies and procedures of the Board of Regents of the University System of Maryland regarding shared governance policy in relation to staff, see this website:

<http://www.usmd.edu/regents/bylaws/SectionI/1350.html>

5. Graduate Faculty Council Student Representative

There are two meetings a year (May at convocation and December). The one in May is in person before Convocation. This is run the day before Commencement and the chair generally attends commencement so this meeting requires travel and in person representation if possible. The December meeting is over Zoom. More information can be found here

<https://www.umces.edu/graduate-education>

6. Organizing annual all MEES student meeting at colloquium in September/October- once a year.

7. Organizing annual Meet and Confer Meeting (generally in June) with the Vice President for Education, Vice President for Administration, Head of HR, and the Assistant to the Vice President for Education

Main responsibilities of co-Chair:

1. Primary is being able to step into and represent the students in any of the meetings listed above if the chair isn't available. In the case of GSC meetings and the MEES all student meeting also means being able to run those meetings in the chair's absence.
2. Works in collaboration with chair to develop agendas and topics for GSC meetings
3. University System of Maryland Student Council UMCES representative #2 (each institution gets two voting members).

UMCES Student Council

Policies and Procedures

Drafted Spring 2018

Graduate Student Council Policy and Procedures; Approved on TBD

I. The purpose of the Graduate Student Council (GSC) is to represent all UMCES students and to serve as the liaison between graduate students, the faculty, and the staff during the deliberation of policies in the spirit of partnership of shared governance and cooperation with the President and Administration of UMCES.

A. The GSC shall serve both as an advisory body to the President and as an appropriate forum, recognized by the Chancellor of the University System of Maryland and the Board of Regents, to support and improve the quality of the environment for the graduate students at UMCES.

B. The GSC may advise on specific institutional issues, participate in the development of community-building, networking, and educational events conducted for the benefit of graduate students, and otherwise act at the request of the President.

C. The GSC shall facilitate graduate students' access to information regarding resources and services available to graduate students and in turn keep the President and administrative staff advised of the collective needs and interests of the students on issues, concerns, and activities facing them.

II. Function

A. In all matters, the GSC shall be subject to the powers and authorities of the Board of Regents, the Chancellor of the University System of Maryland, and the President of UMCES.

1. Actions of the GSC shall not contravene any provision of Maryland Law or University System policy.

B. The functions of the UMCES GSC shall include, but shall not necessarily be limited to, the following:

1. Facilitate discussions of issues, policies, and activities related to UMCES students.

2. Advise the President and Administration and make appropriate recommendations.

3. Promote excellence in education among graduate students.

4. Accept shared responsibility with administration, faculty, and staff in an effort to improve the stature and effectiveness of UMCES and the University System.

5. Accept shared responsibility with the Administration, faculty, and staff in the mechanism for professional review of Laboratory Directors and Administrators.

C. In addition to performing such functions, the GSC shall, through recommendations to the President, consider matters of concern to the students of UMCES, including identification of needs for development of new policies or revision of existing policies.

1. The subject of such policies and programs shall include, but not be limited to, civil rights, social welfare, and economic well-being of graduate students.

2. The President shall inform the GSC in writing of all new policies and policy revisions officially adopted by UMCES.

3. The GSC may request information from the President on matters within its purview and for distribution either to its committees, the GSC as a whole, or the students, as the case may require.

4. At least once each calendar year, at either a regular or special meeting of the GSC, the UMCES President shall be invited to present a report on the state of UMCES and on any matters of concern.

D. The Secretary of the UMCES GSC shall provide a brief written report of all GSC actions to the President of UMCES.

III. Composition and election of the UMCES Student Council

A. Representation and eligibility

1. The GSC shall have two voting members from each of the UMCES Laboratory units.

2. The GSC Chair shall serve as a representative on the UMCES Administrative Council.

3. Any degree-seeking student registered for graduate credit with UMCES may be elected as a member of the GSC.

4. Membership, election, term limits and description of GSC position are detailed in the UMCES GSC By-Laws.

IV. Operation of the GSC

A. The GSC shall have such committees, rules, and procedures as may be provided in By-Laws and in rules and resolutions consistent with its By-Laws.

B. The GSC shall adopt By-Laws, including provisions for removal of its members for habitual lack of participation and for its own proceedings, so long as those By-Laws do not contravene Maryland laws, the powers of the Board of Regents of the University System of Maryland, the powers delegated to the Chancellor or the President of UMCES, or policies of the University System or UMCES.

1. The By-Laws of the GSC may be amended only by the affirmative vote of two-thirds of the elected members taken at a meeting held at least thirty (30) days after notice of each proposed amendment has been given to each member.

UMCES Student Council By-Laws

Drafted Spring 2018

UMCES GRADUATE STUDENT COUNCIL BY-LAWS; Approved TBD

I.

Introduction

The student body of the University of Maryland Center for Environmental Science (UMCES) is integral in achieving UMCES' vision of excellence in its academics, research, and community service by functioning in a support role to its staff and faculty. The President of UMCES and the President's Executive Council have found it appropriate that the students serve as the liaison between graduate students, individually and collectively, the faculty, the administration, and the alumni of UMCES in areas of policies and procedures that support and improve the quality of the environment for the graduate students at UMCES. The opportunity to be heard on these matters through a recognized Student Council is indicative of UMCES' goal to develop a more responsive environment distinguished by consistently high levels of commitment and productivity from its students.

II. Purpose and Functions of the GSC

1. The GSC has plenary jurisdiction to investigate, discuss, and make recommendations to the President concerning any matters submitted to it by the President or by any member of the UMCES community.

2. There shall be a GSC representing all degree-seeking students registered for graduate credit with UMCES, non- exempt employees, Faculty, and academic administrators are already represented by the collective bargaining unit, Faculty Senate and Administrative Council, respectively.

3. The functions of the GSC shall include the following:

A. To represent the interest and concerns of all graduate students at UMCES in accordance with current regulations;

B. To support the Administration and Academic Community with the knowledge, skills, and abilities of the graduate students;

C. To provide a forum for discussion and recommendations on matters involving students and the welfare of UMCES;

D. To participate, in an advisory capacity, in the review and implementation of University policies affecting the students;

E. To participate, in the interest of the graduate students, in the recommendation and development of policies, procedures, and/or rules concerning the general operation of UMCES;

F. To establish its own committees;

G. To conduct elections for representatives of UMCES to serve on the University

System of Maryland Student Council
(USMSC);

a. The Chair and Co-Chair will serve as the two voting/primary members to the USMSC and will serve the duration of their terms on the Executive Council. UMCES gets one vote collectively on the USMSC as a graduate-only institution

H. To serve as a channel of communication between;

a. UMCES students and the President;
and

b. UMCES students and the
USMSC.

I. To coordinate nominations and awarding of the UMCES outstanding faculty award to be given each year at the Faculty convocation and UMCES graduation ceremony.

4. Carrying out its purpose and functions, the Graduate Student Council will observe all established University administrative policies and procedures, including but not limited to USM Board of Regents Policy I.6.00 on shared governance.

III. Membership, Election, and Term Length

1. There are eight (8) members of the UMCES Graduate Student Council composed of eligible graduate students. Graduate Student Council membership consists of two elected Lab representatives from IMET, AL, CBL, and HPL. These eight (8) members represent voting members of the GSC. Within this 8 member council will be the executive council (Chair, Co-chair, and Secretary). Graduate students from UMD College Park and UMES can attend and serve on the UMCES GSC as non-voting members.

A. If an eligible student is located at one unit but financially supported by another, the unit that the student represents will be determined on a case by case basis and must have the support of both the director of the person's location as well as the director of the unit that financially supports the student .

B. Following temporary vacancies created by long-term illness or other personal reasons, the newly-vacated alternate position will be filled with a new member from the same lab, by a simple majority of the council.

C. Eligible graduate representatives from each Laboratory unit are selected on a voluntary basis and by each Lab unit. New members are introduced to the GSC when personnel changes occur. Lab representatives on the GSC serve a one-year term but are not limited to a one-year term.

2. Three (3) executive council GSC seats will stand for election; Chair, Co-chair and Secretary.

A. The Chair and Co-chair serve 2-year terms while the Secretary serves a 1-year term, renewable upon election. The chair will serve as past-chair for 6 months following their two year term in order to ease transition during the leadership change and maintain continuity within the shared governance structure.

B. The executive council positions are selected on a voluntary basis. If there are two or more students interested in any executive council position, each student will be given an opportunity to present their pitch for the position to the GSC. The voting members of the GSC will then anonymously elect an officer. The voting procedure will be conducted by the current Chair.

3. Regular elections shall be held during the months of May and June for the upcoming year term (July 1 through June 30).

A. Candidates shall be self-nominated or nominated by other eligible student members.

B. Each nominee shall confirm that he or she is willing to serve before his or her name is formally submitted as a candidate.

C. Voting members of the GSC vote, and the results shall be reported to the UMCES President, and Vice President of Education no later than the first week of July of that year.

4. The GSC, by two-thirds (2/3) vote, may remove any of its members.

A. A seat vacated by resignation, removal or for any other reason shall be filled by an alternate elected from the affected unit.

B. The unit/lab shall appoint a new alternate based on the eligible students from that unit to be voted upon by GSC.

5. There are no limits on the number of terms any member of the Executive Council or GSC Lab representatives may serve.

IV. Executive Council Positions Descriptions

1. There shall be three (3) officers of the GSC who will form the Executive Council. The officers shall be the Chair, Co-chair, and Secretary.

A. The duties of the officers will be as follows;

(a)
CHAIR

- (1) Presides at all meetings of the GSC,
- (2) Finalize the agenda of each GSC meeting,
- (3) Serve as chief liaison with the UMCES President,
- (4) Serve as Student representative to UMCES Administrative Council, Faculty Senate and Graduate Faculty Council,
- (5) Serve as a primary/voting member to the USMSC and attend all USMSC meetings,
- (6) Perform other duties as assigned by the GSC,
- (7) Enforce the GSC Bylaws,
- (8) Represent the GSC at all official and social occasions or to appoint a representative, as appropriate, and
- (9) Conduct training and orientation for the GSC.

(b) Co-
CHAIR

- (1) Serve in the absence of the Chair,
- (2) Serve as GSC parliamentarian,
- (3) Serve as a representative on the USMSC and attend all USMSC meetings
- (4) Perform other duties as assigned by the GSC, and

(5) Assist with graduate student orientation programs.

(c)
SECRETARY

(1) Record and distribute minutes,

(2) Maintain all records of the GSC and maintain the official roster and take attendance at all meetings GSC,

(3) Perform other duties as assigned by the GSC,
and

(4) Provide a annual brief written report of all GSC actions to the President of UMCES.

2. The GSC shall meet a minimum of three (3) times during each term year.

A. The Executive Council shall fulfill the following functions:

(a) Set the agenda for GSC meetings,

(b) Distribute the agenda at least three (3) days prior to each regular meeting to all members of the GSC,

(c) Accept proposals for GSC considerations from eligible member(s) of the UMCES community (These proposals are normally submitted through his/her local representative who must respond in writing to the person submitting, stating he/she has submitted the proposal to the Executive Committee, who will give it full consideration in preparing the agenda.), and

(d) Referral or automatic postponement of non-agenda proposal except in an emergency, as determined by a two thirds vote of the members present, any proposal introduced under new business which does not appear on the agenda shall either be referred to an appropriate committee or automatically postponed until the following meeting.

B. At the request of any four (4) members of the GSC, the Chair will be required to call a Special Meeting provided all members have been notified at least 24 hours in advance of the date and time of the special meeting.

C. Prepare and submit reports on the work of the GSC to the UMCES President, and the UMCES campus community,

D. Be a point of contact with the UMCES President,

E. Recommend to the GSC the establishment, composition and responsibilities of standing and/or special committees, fill irregular vacancies on committees, and recommend participation in joint campus committees; and

F. Perform such functions as given by the GSC.

V. Meetings

1. There shall be at least one (1) Open Forum meetings of the GSC each year at the MEES colloquium, but there may be more depending on need.

A. Meetings will be held subject to availability and scheduling of IVN.

B. Four working full-Council and/or committee meetings may be held as necessary.

2. If any member is absent from more than twenty five percent (25%) of the yearly scheduled working meeting sessions, without prior approval from the Chair, the Executive Council will notify the member in writing of its recommendation for removal from the GSC.

3. Special meetings may be called by the Executive Council, by resolution of the GSC, or by petition signed by at least **one-third (1/3) of the GSC membership**.

4. Special meetings may be open with or without voice, or closed to all eligible students at the discretion of the Executive Council.

5. All eligible graduate students may attend Open Forum meetings of the Council, without voice or vote, subject to requirements of space and good order.

6. A quorum shall consist of one more than half of the elected members. An affirmative vote of a majority of the members present and voting shall be necessary to adopt any motion or resolution.

7. Notices to members are sent by email.

8. Any three (3) GSC members may require that an item be placed on the agenda of an Open Forum or special meeting.

9. Council members shall be released from their normal work responsibilities, if necessary, each term year in order to attend the following meetings:

A. One (1) Open Forum Council meetings;

B. Members may require additional time to fulfill their GSC responsibilities, e.g. attendance at committee or special meetings and other activities.

C. Members and their supervisors shall work together in coordinating these activities so as to not interfere with the members normal work responsibilities as students of UMCES.

10. All procedures not otherwise set forth in these Bylaws or by rules adopted by the Student Council shall be in accordance with the latest revised edition of Robert's Rules of Order

VI. Committees

1. The GSC will establish standing committees, with membership by selections as needed. GSC Lab representatives are encouraged and expected to serve on committees on a volunteer basis.

2. The GSC will also establish committees as assigned by the President of UMCES.

A. The GSC will send representation to intra and inter-campus committees and invited faculty committees.

3. The GSC may elect as needed a chair to each committee.

A. The GSC may request, within a thirty day time period, any reports it deems necessary from any committee.

VII. Administrative Resources.

1. UMCES resource staff (i.e.: Human Resources Management, Information Services, Facilities Management) is available to assist the GSC in its functions.

A. Resource staff may be included as non-voting participants in Council, Executive, or committee meetings in order to provide information and other support activities.

B. The Director of Human Resources Management and his/her designee(s) shall function as the primary resource for the Student Council.

UMCES Student Council By-Laws Drafted Spring 2018

C. Travel expenses in support of USMSC related meetings shall be funded by Center Administration while travel expenses in support of GSC meetings shall be funded by the laboratories.

D. GSC shall review by-laws every two years at a minimum and update as needed.