

**University of Maryland
Center for Environmental
Science
Graduate Student Council
Handbook**



Table of Contents

| | |
|---|-----------|
| Overview | 3 |
| Roles of Representatives | 5 |
| Appalachian Laboratory (AL) | 5 |
| Chesapeake Biological Laboratory (CBL) | 5 |
| Horn Point Laboratory (HPL) | 6 |
| Institute of Marine and Environmental Technology (IMET) | 6 |
| Roles of the Chair and Co-Chair | 7 |
| Shared Governance within the University System of Maryland | 8 |
| Background and Policy | 8 |
| Additional Shared Governance Opportunities | 8 |
| Policies and Procedures | 9 |
| By-Laws | 12 |
| Communication Structure | 18 |

Overview

Welcome! The Graduate Student Council (GSC) is the shared governance body for students at the University of Maryland Center for Environmental Science (UMCES). We are the liaisons between students, faculty, the Vice President for Education (VPE) Office, and higher administration of the University System of Maryland (See below section- Shared Governance within the University System of Maryland). In this handbook you can find general information 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 at [UMCES Graduate Programs](#).

Who is on the Graduate Student Council?

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

Who is eligible?

Any UMCES student is eligible to serve on the GSC.

How long do members serve?

Lab representatives and the Secretary will serve one year, with the ability to serve a maximum of up to two years. 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?

GSC members are expected 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 GSC serves as a voice for all UMCES students. The GSC 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 following UMCES committees:

- Administrative council
 - 1 representative; either the Chair (primary) or Co-chair (alternate)
- Graduate Faculty Council
 - 2 representatives; both the Chair and Co-chair
- Faculty senate
 - 1 representative; either the Chair (primary) or Co-chair (alternate)
- University System of Maryland Student Council (USMSC)
 - 2 representatives; the Chair and Co-chair
- UMCES Program, Course, Curriculum Committee (PCC)
 - 1 representative
- Diversity Equity and Inclusion Collaborative
 - 2 representatives; one being a member of the GSC
- UMCES Learning Outcomes Assessment Committee
 - 1 representative
- UMCES Accreditation Working Groups
 - At least 1 representative on each working group
- Accreditation Steering Committee
 - 1 representative
- UMCES Graduate Student Stipend Committee
 - 1 representative

Note: Two UMCES students serve on the MEES Graduate Student Organization (GSO) and have standing seats on the MEES Program Committee (PC) and MEES Program, Course, Curriculum Committee

Roles of Representatives

Appalachian Laboratory (AL)

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

Chesapeake Biological Laboratory (CBL)

1. Attend the CBL 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 Council¹. The Director's Assistant, currently will send the emails requesting Academic Council reports. All report material will be sent back to her.
 - b. Suggestion: Send two emails to CBL students, one email a month before the meeting or when you initially hear from the Director's Assistant, and then a follow-up email the week before, to remind students to report and to ensure the addition of any new materials.
 - c. After the Academic Council meeting, send a report to all CBL students sharing pertinent information shared at the meeting.
 - d. The CBL student listserv is cbl-students@umces.edu.
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 the Associate Director of Administration, currently Stacy Hutchinson, 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 the VPE

¹ It is ok if there is nothing to report, but it is important to send this email regardless

office (education@umces.edu).

3. Participate in the GSC meetings
 - 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 GSC members on issues, events, processes related to students.

Horn Point Laboratory (HPL)

1. Run the biannual student meetings, usually held at the beginning of each semester.
2. Attend GSC meetings and report any pertinent information to HPL students.
3. Participate in various other GSC activities.
4. Attend campus faculty meetings (usually once a month during the semesters), voice student concerns and opinions at the meeting, and report pertinent information back to the students.
5. One HPL representative serves on the Open House planning committee, which starts meeting in June.
6. Organize the campus student positions (summer activities/ faculty lunch position, treasurer, new student liaison, etc).
7. Assist with any student issues at HPL and bring issues to the GSC if necessary or if it could be useful for other campuses.

Institute of Marine and Environmental Technology (IMET)

1. Participate in monthly GSC meetings.
2. Communicate with the IMET GSA President to communicate any UMCES topics to the UMCES students at IMET.
3. MEES fee waivers: The MEES office sends an email with a link to students to request to have their fees waived. GSC representatives are responsible for sending reminders to the students to fill out the request.
4. 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.

Roles of the Chair, Co-Chair, and Secretary

Main responsibilities of Chair:

1. Organize and run GSC meetings and the annual Meet and Confer Meeting (typically in June)
 - a. GSC meetings are typically every other month or as needed. Meetings are run via Zoom, so no travel is necessary.
 - b. There shall be at least one Open Forum meeting of the GSC each year at the beginning of the Fall term, but there may be more depending on need. This meeting would be open to all UMCES students and run via Zoom.
 - c. Currently, the UMCES GSC meets with the Vice President for Education, Vice President for Administration, the head of HR, and the Assistant to the Vice President for Education on a yearly basis in June for the annual Meet and Confer meeting
2. Serve as Student Representative to the UMCES Administrative Council
 - a. The Administrative Council is composed 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 meetings are held in person in May at Center Administration, however, it is still possible to call into meetings if travel is not possible.
3. Serve as Student Representative to the Faculty Senate
 - a. The UMCES Faculty Senate is the faculty's shared governance body. In partnership with the President and Administration, the faculty senate (1) develops and reviews UMCES practices, programs, and policies related to faculty governance; (2) aids in strategic planning and development; and (3) participates in reviews of UMCES leadership. More information can be found at <https://www.umces.edu/faculty-senate>.
 - b. These meetings are as needed and generally occur about 4-5 times a year via Zoom with no in person requirements. .
4. Serve as Student Representative to UMCES Graduate Faculty Council
 - a. The Graduate Faculty Council acts on behalf of the UMCES Graduate Faculty in the development and facilitation of all Center policies relating to graduate education. More information can be found here <https://www.umces.edu/graduate-education>
 - b. 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.

5. Serve as UMCES Representative to the University System of Maryland Student Council (USMSC)
 - a. 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 at <https://www.usmd.edu/usm/workgroups/StudentCouncil/index.php> and at <https://www.usmd.edu/institutions/profile/?Inst=UMCES>.

Main responsibilities of Co-Chair:

1. Able to step in and represent the students in any of the meetings listed above if the Chair is not available.
2. Run GSC meetings and other all student meetings in the Chair's absence.
3. Work in collaboration with the Chair to develop agendas and topics for GSC meetings
4. Serve as the second UMCES Representative to the University System of Maryland Student Council

Main responsibilities of Secretary:

1. Take attendance and meeting minutes
2. Email UMCES Communications office to upload minutes onto GSC website (Chair will email them out to all students)

Shared Governance within the University System of Maryland

Background and Policy

The University System of Maryland practices shared governance. The USM 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**
The USM 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.

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, can be found at <http://www.usmd.edu/regents/bylaws/SectionI/1350.html>

Additional Shared Governance Opportunities

- Annual all-student meeting at the MEES colloquium in September/October

Policies and Procedures

Last updated July 2022- Waiting for Approval from Administrative Council

I-6.00.4 - UMCES Policy on Graduate Student Council

Policy recommended by UMCES Graduate Student Council and by UMCES Administrative Council on XX/XX/22; adopted by UMCES President Peter Goodwin effective XX/XX/22.

1. Purpose of the Graduate Student Council (GSC)

1. The UMCES GSC represents all UMCES graduate students, defined as graduate students supervised by UMCES faculty, for the purposes of communication with the Administration, the Faculty, and the Staff in the spirit of shared governance and cooperation. The GSC shall serve both as an advisory body to the President and Administration and as an appropriate forum to support and improve the graduate student experience at UMCES.
2. The GSC may advise on specific institutional issues, participate in the development of community-building, networking, and educational events organized for the benefit of graduate students, and otherwise act at the request of the President or Administration.
3. The GSC shall facilitate graduate student access to information regarding resources and services available to graduate students and in turn keep the President and Administration advised of the collective needs and interests of the students

2. Functions

1. 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.
2. The general functions of the UMCES GSC shall include, but shall not 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 for

efforts to improve the stature and effectiveness of UMCES and the University System of Maryland.

5. Accept shared responsibility with the administration, faculty, and staff for professional review of laboratory directors and administrators.
3. In addition to performing such functions, the GSC shall, through recommendations to the President and Administration, 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 (or designee) 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 to GSC committees, the GSC as a whole, or the student body, as the case may require.
4. The GSC shall function as the graduate assistant advisory committee to represent the interests of the graduate assistants of UMCES pursuant to University System of Maryland policy III – 7.11 VI C.
5. Pursuant to University System of Maryland Policy III – 7.11 VI D, the GSC on behalf of UMCES graduate assistants may elect to engage a representative, which may be a labor organization, to assist them in “meet and confer” discussions with the Administration over issues of concern to graduate students, including stipends, benefits and terms of appointment. Such elections shall conform to procedures established by the University System of Maryland.

3. **Reporting and Meeting**

1. The Secretary of the UMCES GSC shall provide a brief written report (which can be in the form of meeting minutes) of all GSC actions. These reports shall be maintained in an internally accessible file archive for future reference.
2. At least one of the Graduate Student Council members from each Laboratory unit shall be invited to participate in meetings of that unit’s faculty that are not restricted to faculty alone.
3. The Chair and Vice Chair of the Graduate Student Council shall be invited to participate in the annual UMCES Faculty Convocation.
4. The Chair of the GSC (or designee) shall be invited to attend all meetings of the UMCES Administrative Council.
5. At least once each calendar year, at either a regular or special meeting of the GSC, the UMCES President and/or the Vice President for Education shall be invited to

present a report on the state of UMCES and on any matters of concern.

6. The GSC Chair will provide an annual brief written report of all GSC actions to the President of UMCES.
7. Pursuant to University System of Maryland Policy III – 7.11 VI D, at least once each calendar year representatives of the GSC, including at least the Chair and Vice-Chair, will officially “meet and confer” with representatives of the Administration to include at least the Vice President for Education, the Vice President for Administration and Finance, and the Director of Human Resources. This meeting will offer an opportunity for the students and administration to focus on issues of concern to graduate assistants, including stipends, benefits and terms of appointments as well as student affairs, student support, and student governance, and related issues.

4. Composition and election of the UMCES Graduate Student Council

1. The GSC shall have two voting members from each of the UMCES laboratory units. Graduate students within each unit shall elect members on an annual basis.
 1. Any full-time degree-seeking UMCES student may be appointed or elected as a member of the GSC.
 2. At least one of the two members from each unit shall be a graduate assistant.
2. Members of the Graduate Student Council shall elect a Chair and Vice Chair from among its membership.
 1. The GSC Chair and/or Co-chair shall serve as a representative on the UMCES Administrative Council, Graduate Faculty Council, Faculty Senate, and USM Student Council.
3. Membership, election, term limits and description of GSC positions are detailed in the UMCES GSC By-Laws.

5. By-Laws of the GSC

1. The GSC shall adopt By-Laws necessary for its effective functioning, 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.
2. The GSC shall have such committees, rules, and procedures as may be provided for in its By-Laws, or may establish new rules and resolutions consistent with its By-Laws.
3. 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.

By-Laws

last updated June 2022

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 UMCES Graduate Student Council (GSC) 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 Graduate Student Council shall function as the graduate assistant advisory committee to represent the interests of the graduate assistants of UMCES pursuant to University System of Maryland policy III-7.11 VI C
2. 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.
3. There shall be a GSC representing all degree-seeking students advised by an UMCES faculty member. Non-exempt employees, exempt staff, faculty, and academic administrators are already represented by the collective bargaining unit, staff council, Faculty Senate, and Administrative Council respectively.
4. 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 serve on the University System of Maryland Student Council (USMSC);

- i. 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;
 - i. UMCES students and the Administration; and
 - ii. UMCES students and the USMSC.
 - i. To coordinate nominations and awarding of the UMCES outstanding faculty mentor award to be given each year at the faculty convocation and/or UMCES graduation ceremony.
- 5. Carrying out its purpose and functions, the GSC 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, Term Length, and Appointment/Election

1. There are eight voting members of the UMCES GSC composed of eligible graduate students. GSC membership consists of two lab representatives, each from Appalachian Lab (AL), Chesapeake Biological Lab (CBL), Horn Point Lab (HPL), and the Institute of Marine Environmental Technology (IMET).
 - a. Lab representatives on the GSC serve a one-year term and can serve a maximum of two years.
 - b. 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.
 - c. Following temporary vacancies created by personal reasons, the newly-vacated position will be filled with a new member from the same lab who volunteers for the position until the original representative returns.
2. Within this eight member council will be the Executive Council, which includes the Chair, Co-chair, and Secretary.
 - a. The Chair and Co-chair serve one 2-year term. The Secretary serves a 1-year term with the option of serving a maximum of two years. 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.
3. Transitions of GSC representatives and the Executive Council shall be held during the months of May and June for the upcoming year term (July 1 through June 30).
 - a. GSC representatives and Executive Council positions shall be self-nominated or nominated by other eligible student members. If there are two or more students interested in a position, elections will be held, and each student will be given an opportunity to speak on why they are a good candidate for the position to the GSC. The voting members of the GSC will then vote anonymously to elect an officer. The voting procedure will be conducted by the current Chair.
 - 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. 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 appointed or elected from the affected unit.

IV. Executive Council Positions Descriptions

- 1. There shall be three 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;
 - i. Chair
 - 1. Preside at all meetings of the GSC,
 - 2. Finalize the agenda of each GSC meeting,
 - 3. Serve as chief liaison with the UMCES Administration,
 - 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.
 - 10. Provide an annual brief written report of all GSC actions to the President of UMCES.
 - ii. 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.
 - iii. 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
- 2. The GSC shall meet a minimum of three times during each term year.
 - a. The Executive Council shall fulfill the following functions:
 - i. Set the agenda for GSC meetings,
 - ii. Distribute the agenda at least three days prior to each regular meeting to all members of the GSC,
 - iii. Accept proposals for GSC consideration from eligible member(s) of the UMCES community (These proposals are normally submitted through their 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
- iv. Refer or automatically postpone non-agenda proposals 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 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 Administration and the UMCES campus community,
 - d. Be a point of contact with the UMCES Administration
 - 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. The GSC shall meet a minimum of three times during each term year.
 - a. There shall be at least one Open Forum meeting of the GSC each year in which all UMCES students and the UMCES President are able to attend, but there may be more depending on need. An additional open meeting can be held during the all MEES Colloquium run by either the MEES Graduate Student Organization (GSO) or the UMCES GSC leadership.
 - b. Meetings will be held subject to availability and scheduling.
 - c. Working full-Council and/or committee meetings may be held as necessary.
2. If any GSC member is absent from more than 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 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. Meeting notices to members are sent by email.
8. Any three GSC members may require that an item be placed on the agenda of an Open Forum or special meeting.
9. GSC members shall be released from their normal work responsibilities, if necessary, each term year in order to attend the following meetings:

- a. One 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 GSC 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 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 VPE Office and their designee(s) shall function as the primary resource for the GSC.
 - 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.

Communication Structure

Contact information: gsc@umces.edu (central GSC email) or gradstudentcouncil@umces.edu (gets sent to all GSC reps)

Please see below for a summary of the UMCES GSC's current communications structure. UMCES comprises four individual labs (Chesapeake Biological Lab, Horn Point Lab, IMET, and Appalachian Lab) across Maryland so we rely heavily on different communication strategies to ensure important information reaches all students.

Email Lists

The UMCES GSC uses listservs that have been created previously within the Gmail services to communicate with students and other groups within the institution. If new email lists are needed we are able to request those usually via our home laboratory. The main GSC listserv account that any student has the ability to send questions/comments/inquiries to is: gsc@umces.edu.

This is also the email address the chair and co-chair (and other members if needed) use to contact one another for setting meetings and sending specific campus updates. Anyone sending an email to this address sends that information to the 8 members of the committee (2 from each lab) and Amy Griffin who is the assistant to the VP for Education at UMCES who is the main administrative office the GSC works with. This ensures it reaches all of the campuses as well as the VP's office so the concern/inquiry can be addressed by the right lab or person.

Additionally, we all have access to all UMCES's listservs that include:

- An all UMCES student email (students@umces.edu)
- Individual all campus and all student (i.e. CBL, AL, IMET, HPL) email lists. Campuses can use these for the other campuses as well, i.e. if the chair sits at CBL and needs to contact only HPL students
- IMET is special and due to its connection with UMBC has an additional graduate student organization that has their own email (imetgsa-group@umbc.edu)

Student Newsletter

The UMCES student newsletter (Covalent Bonds) was started in November 2017 by Amy Griffin. She contacts the GSC quarterly for updates and information from each of the campuses. Starting 2019, she is also including a chair and co-chair report. The newsletters are then sent via email to all UMCES students.

Content in the newsletter generally includes:

1. Any GSC updates
2. Names of each of the GSC representatives by campus
3. Any news from the campuses (i.e. new faculty, events, etc.)
4. A reminder section of important deadlines with contact information for both the VP of Education and Amy Griffin
5. A Student spotlight story
6. Upcoming events
7. Available scholarships and assistantships (both within UMD/UMCES and outside)
8. Upcoming conferences
9. Links to helpful pages on the UMCES website