

Constitution of the Graduate Student Body of the Asian Languages and Literature Department

Being a graduate student in the Asian Languages and Literature (AL&L) department is both a privilege and a responsibility. The body of the graduate students in the department is often small, consisting of no more than forty active, registered students in a given year. Many of the students have known one another through the activities in the department, and over the years lasting fellowships have been developed which turn into long-term professional relationships. To foster these fellowships, it is necessary to adopt a few simple guidelines so that incoming students can quickly settle in and the student body can function effectively with its yearly membership turnover. This document is both a source of information for new students and a description of procedures relevant to all members of the AL&L graduate student body. Although all AL&L graduate students are encouraged to serve as officers to perform the functions listed below, the primary responsibilities rest with the second-year graduate students and with graduate students who have been with the department for a few years. Incoming graduate students are welcome to participate either as officers or as volunteers, if they are so interested; but experience has shown that they may need time to adjust to the new environment or have a course load that prevents them from serving the AL&L graduate student body in these functions. In the event that the number of second-year graduate students falls below the threshold required to fill all officer positions, the group of second-year AL&L graduate students has the responsibility to enlist the help of other graduate students so that all functions listed below are covered.

In general, the graduate student association will conduct at least two yearly meetings, one in spring and one in autumn. Election of officers of the AL&L graduate student body is conducted annually in the autumn quarter. An election is called by the President of the AL&L graduate student body of the previous year, if they have not yet graduated; otherwise, the election can be coordinated and called by the officers of the previous years. This annual election will elect seven officers: two departmental representatives in the university level Graduate and Professional Student Senate (GPSS), one student representative in the AL&L Departmental Faculty Meetings, one Treasurer, one Chairperson for Annual Book Sale, one Chairperson for Annual Graduate Student Colloquium, one Program Coordinator of the Mentorship Program, and the President of the AL&L graduate student body. Their appointments last for a term of one full year. For continuity, officers of the previous years will be canvassed to see if they are willing to serve for another term. If they are, they automatically become a candidate of the election. All officers are volunteer positions and collect no pay.

Overview

The following is an overview of the six regular activities organized by and for the AL&L graduate student body:

1. Departmental Representatives to participate in the university GPSS meetings.
2. Student Representative to attend the AL&L Departmental Faculty Meetings.
3. Treasury: The graduate student body has a specific fund with a bank account. This fund is independent from the AL&L departmental finance and is to support the graduate students in the department in the areas of conference travel, Graduate Student Colloquium, computer maintenance, and other expenses relevant to the common good of the AL&L graduate student body. One graduate student in the department will be elected as Treasurer. One of the other six elected officers, except the President, will be appointed by the President to serve as a backup.
4. Annual Book Sale: This is a two-day event, taking place in autumn quarter. During the Book Sale, donated new or used books related to our field of study will be sold at a low price first to our own students then to the general public. These books, including materials on non-paper

media, are donated by UW faculty members, former graduates, friends, students who have just finished their degree programs, and even current students. Many entry-level books on Asian languages can be found here and they often attract students and faculty members from other departments. The revenue of the Book Sale is used to offset the expense incurred for the AL&L graduate students to attend off-campus conferences, as well as to fund the Graduate Student Colloquium and the Mentorship Program. It is the responsibility of the Chairperson of the Book Sale to form an ad hoc committee of volunteers to implement the Book Sale.

5. Annual Graduate Student Colloquium: This is held every year typically during the spring quarter. The Colloquium provides graduate students the chance to share research results and collaborate with one another. It further allows the organizers to have an experience planning and carrying out an event like a professional academic conference. It is the responsibility of the Chairperson of the Graduate Student Colloquium to form an ad hoc committee of volunteers to implement the Graduate Student Colloquium.

6. Mentorship Events: These events, organized by the Mentorship Program Coordinator, will be held at least once yearly - ideally in the winter - in order to foster community, cooperation, mental well-being and increase developmental potential within our department. The Mentorship Program Coordinator and Treasurer are responsible for drafting budgets for said events, to be presented to the GSA for an approval vote. Mentors, students in at least their second year at UW, should also stay in contact with their mentees and be available to answer their questions and concerns on a more informal basis.

The Asian Languages and Literature GSA Officer Positions and Duties

I. The President

The President of the AL&L graduate student body has the overall responsibility to oversee the six principal activities organized by and for the AL&L graduate student body. The President also serves as one of the seven officers. In addition, the President calls the annual meeting to elect new officers including the new president who will succeed the incumbent. If the President has graduated or left the AL&L department before the election is called, the remaining officers will have the responsibility to jointly call the meeting to elect new officers. The President also works with each officer before the annual election to identify a candidate for the position in the new election, including the possibility of enlisting the incumbent officer as a candidate. This is to assure that there is at least one candidate in each of the five positions and is not intended to circumvent nominations of candidates by AL&L graduate students at large in the annual meeting.

II. GPSS Representative Senators

At the beginning of each Autumn Quarter two AL&L graduate students will be elected as Representatives to the GPSS. One of these should have at least a year of experience and be prepared to participate in working groups and propose resolutions proactively, the other should be prepared to learn the workings of the organization. The duties of a GPSS Representative include the following: 1. Attend all meetings of the GPSS, usually once a month every quarter. 2. Inform the AL&L graduate students of any announcements or upcoming events. 3. Represent the department and vote on issues brought before the Senate.

The benefits to participation in GPSS to the AL&L Department include the following:

1. The Representative is able to report on issues facing all graduate students at the University of Washington.
2. The Representative provides a voice for the concerns of the department in measures passed by the Senate.

3. Only a GPSS Representative can apply for department funds from the Senate. Any upgrades to the department to be funded by the GPSS must come through the Representative.
4. Each quarter the GPSS offers travel grants for up to \$250 each for all graduate students. This information can be found on the GPSS website <http://www.gpss.washington.edu/>
5. Each year the GPSS offers up to \$350 for general purchases that assist in the lives of graduate students of a given department; the only stipulation is that these purchases cannot be academically related (computers, printers, etc.).

III. The Student Representative in the AL&L Departmental Faculty Meetings

A Student Representative chosen through election attends the monthly faculty departmental meetings. These meetings are usually held at the beginning of the month and last about two hours. During these meetings, the function of the Student Representative is solely to observe and take notes. Afterward, the Representative will distribute a summary of pertinent information to all department graduate students. This function keeps graduate students abreast of the latest on departmental issues and a chance to act on issues that will affect departmental students.

IV. The Treasurer

All official and business documents and bank checks are kept by the current Treasurer and Academic Counselor (presently, Liz Self). Any graduate student requesting for funds should follow the procedure. The travel grant procedure includes:

- a. \$75/person per year,
- b. Submit application via email to three GSA officials (President, Treasurer, and in the case of impasse, contact one additional officer)
- c. In application, include the event name, brief event description, time, location (if you have a paper to present, paper title)
- d. 8 approvals would be the maximum per year

The Treasurer should maintain complete and clear records of the expenses and incomes and should monitor the account balance to avoid overdraft. The primary source of the fund is from the proceeds of the Annual Book Sale, which normally can bring in \$500 after expenses. The fund is currently kept in Chase Bank under the name of Graduate Student Association. The Treasurer is automatically the principal signer of bank checks. There are normally two check signers, in case the principal signer is out of town. The Backup Treasurer appointed by the President from the pool of the elected officers during the annual election meeting serves as the backup signer. Any change of principal or backup signer should be approved in the meeting of the AL&L graduate student body and by the department. The procedure to change a check signer is dictated by the bank policy.

V. The Annual Book Sale Chairperson

The Annual Book Sale will be organized by the Chairperson of the book sale each year in the fall quarter. To organize a successful Book Sale, the Chairperson will need to send an email to prospective donors of books, followed by an email to announce the dates of the event to the AL&L faculty members and students. The books collected will need to be sorted by categories and displayed in the Student Lounge. The Chairperson will also ask for volunteers to help supervise the sale, including collecting money and checking the student status on the first day of the event.

1. Donation - Books that were not sold in the previous Book Sale events have been stored in the Gowen M226 storage room. For new donations, an email should be sent to faculty members and fellow students asking for donations of books, journals, CDs, and DVDs. See a sample email in the Appendix.

2. Announcement - The announcement should include both emails and posters, and it should include the following information:

Time: two days (open to public only on second day afternoon) Place: student lounge Price: (See a sample price schedule in the Appendix.)

3. Set-up - This can be a labor intensive task, with several volunteers and carts needed. One day before the set-up, the Student Lounge has to be reserved. Classifying the books and other media by languages (Chinese, Japanese, Korean, South Asian, Others) and price-setting will need to be completed. An email asking for volunteers should be sent out days (probably a week in advance) before the Book Sale date; and a volunteer schedule with sign-up sheets should be posted publicly concurrently. A cash drawer with cash and changes should be ready before the Book Sale date. Changes can be obtained from the Treasurer and the cash drawer can be checked out from the main departmental office. A notebook to record the sale should also accompany the cash drawer.

4. The duty of the volunteer (cashier) - The duty of each volunteer includes (1) recording each transaction, (2) safeguarding the books and the proceeds of the sales, (3) politely asking used-book dealers to come back in the afternoon of the second day, (4) transferring the cash drawer and sales record to the next volunteer.

5. Clean-up - After the sale event, several volunteers and carts will be needed to clean up. The proceeds should be documented and promptly reported to the Treasurer. Leftover books should be boxed and moved to the Gowen M226 storage room. The cash drawer and student lounge key should be returned to the main office.

6. Acknowledgment - The organizer should send an email to thank the donors, volunteers, and other helpers after the Book Sale concludes.

7. Funds Announcement and Vote - Finally, the organizer should set out an email to the AL&L graduate student body noting the funds available and proposing a vote as to the allocation between travel funds (guaranteed \$250), the colloquium (guaranteed 20%), mentorship events (guaranteed 15%), discretionary and emergency funds.

VI. The Annual Graduate Student Colloquium

The Graduate Student Colloquium will be organized each year by the second year graduate students in the Department of AL&L under the direction of the chairperson of the Graduate Student Colloquium. At present, the Colloquium will consist of panels in four areas: Chinese, Japanese, Korean, and South Asian, and a representative in a given area should organize papers from the area. It is recommended that in the event a representative from any of the areas cannot be filled, a substitute from non-second year AL&L students or a representative from another department at the University of Washington be invited to serve on the committee. A theme for papers, panels and workshops may be selected or the topic may be left open to individual presenters. It is recommended that each presenter is placed on a panel according to area or theme; however, this is left to the discretion of the organizers. A keynote speaker may be selected from UW faculty or prominent people in the academic study of Asia. It is recommended that this invitation be extended and confirmed three to four months before the date of the colloquium. The organizers may determine the limits of students to be involved, It is recommended that the event be interdepartmental in order to increase the number of students participating and encourage more collaboration. A colloquium restricted to the department will likely result in the inability to form panels. Participation of undergraduate students may be considered on some level. Organizers should select a time limit for papers, choose a date (typically a Saturday or Sunday), schedule a room through the department Curriculum Secretary, finalize the theme (if used), and announce the event to the department(s) at least two months before the date of the colloquium. Funding for refreshments, programs, etc. can be drawn from the graduate student account or requested from the Department of AL&L. The Colloquium is guaranteed 20% of the proceeds from the annual book sale. Another campus

department or off campus businesses could also be solicited for co-sponsorship. Conference rooms can be reserved through the Curriculum Secretary in the Department of AL&L or through agreements with other departments. The conference rooms owned by various departments (Philosophy, Sociology, etc.) on the fourth floor of Savery Hall are good examples of rooms that are ideal for the colloquium. In any case rooms larger than a regular classroom would likely exceed the size requirements for this event. A deadline should be set for participants to submit abstracts. Panels or order of speakers should be arranged and a final program should be created. The organizing committee may choose to have upper level graduate students and/or faculty members to moderate panels.

VII. Mentorship Program Coordinator

The Mentorship Program Coordinator is responsible for overseeing the Mentorship Program as a whole, and should serve as a point of reference for both mentors and mentees should any questions or issues arise. The responsibilities of the Mentorship Coordinator are as follows:

1. Matching- The Program Coordinator will recruit current graduate students in the spring and summer in order to develop a pool of mentors available for the new graduate students arriving in the fall. Mentors must volunteer for said position, but all incoming graduate students will be designated mentees and matched with a mentor. Upon receiving the list of incoming graduate students from the AL&L Office, the Coordinator will consult with the pool of mentors to find the best fit possible, with preferential matching given to overlapping areas of academic discipline (i.e. "Classical Japanese Literature").
2. Meeting Oversight- The Coordinator will exchange contact information between mentors and mentees, and encourage communication between them. Mentors are responsible for emailing their mentees before the first week of class (or as soon as possible after matching) and arranging face-to-face meetings at least once per quarter. The Coordinator is responsible for drafting these deadlines and ensuring mentors and mentees maintain contact throughout the year. Any issues (i.e. mentees not responding to comminques) should be reported to the Coordinator to be escalated to the appropriate channels.
3. Event planning- The purpose of the Mentorship Program is to provide a stress-free, non-academic foundation of contact between mentors and mentees, and as such the Coordinator will also arrange at least one yearly event for all mentors and mentees, preferably in the winter quarter. Like the Colloquium, the Mentorship Program should be funded by the annual book sale, and is guaranteed 15% of the proceeds. Funding beyond that for these events will be proposed by the Coordinator in conjunction with the GSA Treasurer, to be approved by the GSA members via vote.
4. Conflict resolution and escalation- While the program is meant to provide a casual environment for mentors and mentees to express their candid thoughts, frustrations, fears, and goals for their time at UW, mentors and mentees are expected to maintain appropriate levels of decorum during all meetings. Sexual harassment, bullying, and all forms of discrimination will be investigated and prosecuted to the greatest extent possible. The Mentorship Coordinator is responsible for fielding any complaints that arise between mentors and mentees, mentors and mentors, etc. In the event of a conflict of interest (i.e. the mentorship director is accused of impropriety) complaints should be escalated in the following order: GSA President, Faculty Graduate Program Coordinator, AL&L Department Chair.

Amendments

Any part of this constitution can be amended if a motion to amend is seconded and voted in favor in a general assembly of all AL&L graduate students with a simple majority, provided that the votes in favor exceed a minimum vote of one fourth of the registered graduate students of the quarter when the amendment is considered.

Appendix. A Sample Email and a Sample Price Schedule for the Annual Book Sale

1. The following is a sample email to graduate students to ask for book donations:

Dear Fellow Grads, Just to remind everyone, the deadline for donating those dusty tomes for the annual Book Sale is almost upon us. Everyone who would like to pare down their accumulation of scholarly or popular texts written either in an Asian language or about Asian languages and literature, please drop them off in the Main office (Gowen Room 225) on or before [date].

2. Sample Price Schedule
a. Hardcover, 500 pages or more \$3
b. Hardcover, less than 500 pages \$2
c. Paperback, 500 pages or more \$2
d. Paperback, less than 500 pages \$1
e. Journals \$0.50
f. CD's & DVD's \$1