

# **German and Dutch Graduate Student Association**

## **Association Structure**

### **Presidency**

- (1) The presidency shall register the GDGSA as a student organization.
- (2) The presidency shall assign offices to graduate students.
- (3) The presidency shall update all mailing lists associated with the GDGSA as necessary, including the mailing list for the department's teaching assistants.
- (4) The presidency shall organize monthly meetings and social events.
- (5) The presidency shall invite the department chair to the first GDGSA meeting to promote open communication between the faculty and the GDGSA.
- (6) The presidency shall attend monthly department meetings and report an accurate account of them at the next GDGSA meeting.
- (7) The presidency may assist other offices or committees in their duties.
- (8) The presidency shall serve as liaison between the GDGSA and the persons in charge of updating the department website and shall update the GDGSA Wisconsin Involvement Network (WIN) page as necessary.

### **Secretary**

- (1) The secretary must attend all GDGSA meetings.
- (2) The secretary shall take detailed, accurate, and complete minutes at GDGSA meetings, type them, and email them to the GDGSA list within seven days of the meeting.
- (3) The secretary shall collect donations from graduate students for staff Christmas gifts. All monies collected shall be stored in the GDGSA lock box before being given to a designated person to buy gifts at the appropriate time.
- (4) The secretary shall pass around Christmas cards for the graduate students to sign before the department Christmas party.

### **Committees**

#### **Undergraduate Committee**

- (1) This committee shall sit on the Department of German's Undergraduate Program Committee.

- (2) This committee shall serve as a liaison to the German Club.
- (3) This committee shall assist with German Day, which occurs annually at the Memorial Union in April.
- (4) Additional duties may include organizing Deutscher Kino-Monat (DeKiMo), Kaffeestunden, and other events related to German culture.
- (5) This committee may have up to three elected members.

### **Dutch Committee**

- (1) The Dutch Committee shall plan Koffieurtjes as desired or needed.
- (2) Additional duties may include choosing a Dutch film for DeKiMo.

### **Graduate Program Committee**

- (1) The Graduate Program Committee shall inform graduate students about the types of courses usually offered and those offered recently.
- (2) The committee shall collect the graduate students' suggestions for courses in September.
- (3) The committee members shall distribute a ballot to the graduate students and collect it before the first meeting of the faculty Scheduling Committee in order to determine which courses the graduate students would like the following academic year.
- (4) The committee shall organize brownbags on program-specific topics.
- (5) The committee shall meet with faculty to discuss graduate interests and course offerings.

### **Events Committee**

- (1) The Events Committee shall poll graduate students at the first GDGSA meeting for potential session topics.
- (2) The committee shall keep the membership apprised of upcoming sessions.
- (3) The committee shall organize brownbag sessions covering professionalization and field-specific topics.

### **Recruitment and Orientation Committee**

- (1) The Recruitment and Orientation Committee shall work with faculty to plan prospective student visits and to encourage current graduate students to meet prospective students.
- (2) The committee shall organize a new student orientation at the beginning of each year, and may provide a 'welcome packet'.

- (3) The Recruitment and Orientation Committee shall be responsible for mentoring new graduate students in the fall semester. The committee will make itself available to new students and may also invite other current graduate students to mentor incoming graduate students on an individual basis.
- (4) This committee shall oversee the organization of the Goethe-Institut C1 exam, which is required of all first-year graduate students. This includes scheduling a date and time for the exam in consultation with first-year graduate students and representatives of the Goethe-Institut Chicago and coordinating travel for the examinees to and from Chicago.

### **Teaching Assistants Association (TAA)**

- (1) The committee shall forward emails from the TAA to the GDGSA list.
- (2) The committee shall attend steward meetings and other relevant TAA meetings.
- (3) The committee shall discuss relevant topics, such as contract enforcement, contract concerns, and work actions with the GDGSA.

### **Conference Committee**

- (1) The committee shall develop a theme applicable to both literature and linguistics.
- (2) The committee shall develop a budget for the conference and request funding from appropriate sources, e.g. the German Department and the Associated Students of Madison (ASM).
- (3) Additional duties deemed necessary may include: writing and publishing a call for papers, planning the conference dinner and reception, coordinating technology for the conference, compiling and reviewing abstracts, sending out notifications of acceptance or rejection, recruiting qualified moderators and an information technician, designing and printing a program and advertisement flyer, assembling participant name-tags and folders, holding informational sessions with the membership to discuss topics and other questions, and finding housing and coordinating pick-up and drop-off for visitors.