**Requirements for Departmental Representatives**

1. Representatives must attend all meetings.
   1. The GSO meets three times during each of the Fall and Spring Semesters and once during the Summer Semester.
   2. If a representative misses a meeting, no one from his or her department can be considered for GSO funding at that meeting, or at the following meeting­­see bylaws Section One.
   3. Representatives may enlist a proxy representative to fill in for them if they are unable to attend a meeting.
2. Representatives are responsible for ensuring that applications from their departments are complete prior to submission.
3. Representatives are responsible for keeping the graduate students in his or her department up to date on GSO matters, as well as university matters that pertain to or involve graduate students.
4. Representatives should be familiar with application procedures in order to assist students in the application process and to ensure that submitted applications meet all of the listed requirements.
5. Representatives are responsible for finding a successor and ensuring that they understand all of the above requirements.