

# GSA External Allocations Committee FUNDING POLICIES

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## **1**     **PURPOSE**

The purpose of this document is to establish and promulgate guidelines to be used by the External Allocations Committee (EAC) in its recommendations to the GSA Council regarding allocation of funds to external graduate student organizations.

## 2 PRIMARY FUNDING GOALS OF THE GSA

Article I, Section B of the GSA Constitution states, “The purpose of the GSA shall be to further graduate student interests, graduate student-University relations, and the social, cultural, and academic enrichment of graduate students.” This makes it clear that graduate students, their interests, and their enrichment must be the main focus of all that the GSA does or seeks to do. To this end, the GSA requires that all events it funds be open without any restrictions to all graduate students affiliated with Rutgers, the State University of New Jersey–New Brunswick (see 9, Duty #1). Furthermore, the EAC, which recommends funding allocations to the GSA Council, shall have as its primary goal the provision of funds to those organizations and events which most clearly enrich and serve the interests of graduate students. In order to achieve this primary goal, it is useful for the EAC to distinguish between two types of events: events which are entirely graduate student events (EGS events) and those which are not entirely graduate student events (non-EGS events). For the purposes of the EAC and its recommendations of funding, an event will be considered an EGS event if and only if it satisfies the following six criteria:

- a) The event should be initiated by graduate students.
- b) The event should be planned by graduate students.
- c) The event should be organized by graduate students.
- d) The event should be run by graduate students.
- e) The event should be intended primarily for an audience of graduate students and should be open to all graduate students affiliated with Rutgers, without any restrictions.
- f) The event itself should include active participation by graduate students.

Any event not satisfying all six of the above criteria will be considered a non-EGS event by the EAC.

The primary goal of the EAC shall be to recommend the allocation of all necessary and reasonable funding for EGS events. The EAC shall be concerned only secondarily with the funding of non-EGS events. The EAC should not feel obligated to recommend any funding whatsoever for non-EGS events. However, the EAC may recommend funding for a given non-EGS event if it feels that the benefits of the event to the graduate student population warrant the expenditure of graduate student funds. When considering the funding of non-EGS events, the EAC should, naturally, look more favorably upon events which satisfy more of the above criteria and less favorably upon events which satisfy fewer of them.

### 2.1 Interpretation of the criteria

This section will attempt to clarify the above criteria and provide examples of what the authors of this document are seeking to promote and what they are seeking to discourage. **Criterion a)** states that the event should be initiated by graduate students. This means that the idea for the event should have originated with a graduate student or group of

graduate students, and not, for example, with faculty or administrators. Here is an example of what this criterion discourages: a department chair decides to have an event and then gets graduate students to seek funding for that event from the GSA.

**Criterion b)** states that the event should be planned by graduate students. This means that important planning decisions should be made entirely by graduate students. So, for example, if the event is one in which a speaker is brought to campus, it should be graduate students who decide who that speaker is to be and on what date the speaker is to speak, and so on.

**Criterion c)** states that the event should be organized by graduate students. This means that graduate students should have done all the “leg-work” of, for example, inviting speakers, reserving meeting rooms, renting equipment, publicizing the event, etc.

**Criterion d)** states that the event should be run by graduate students. This means that graduate students should be in charge of the event. Not only are graduate students making the important decisions, but they are also visibly in charge. So, for example, if the event is one in which a speaker has been invited, a graduate student should be the one to introduce the speaker. If the event is a conference, a graduate student should be the one to open the conference. When advertisements for the event offer contact information, the contact people should be graduate students, and so on.

**Criterion e)** states that the event should be intended primarily for an audience of graduate students. This means that the majority of advertising for the event should be targeted toward graduate students, and the majority of those attending the event should be graduate students. Faculty, staff, administrators, and others may always be invited to attend the event, but they should not be the primary audience.

**Criterion f)** states that the event itself should include active participation by graduate students. So, for example, if the event is one in which a paper is presented, then the paper’s commentator should be a graduate student and graduate students should lead any ensuing discussion of the paper.

Examples of the kinds of events which would (most likely) clearly satisfy all of the above criteria are graduate student conferences, graduate student mixers, graduate student discussion groups, and so on.

In the end, the establishment of these criteria seeks to insure that the event is genuinely and primarily a graduate student event, rather than a University event or departmental event. These latter types of events may, in the end, receive some funding from the GSA (if a case can be made for their impact on graduate students), but they are not events which it is the primary goal of the GSA and the EAC to fund.

It must be made clear that the GSA receives all of its money from the student fees of Rutgers graduate students. Because the money that the GSA allocates comes directly from graduate students, the EAC must concern itself with ensuring that that money is spent on events which are of primary interest to graduate students (as opposed to some other University constituency). The EAC can feel assured that any event which qualifies as an EGS event is indeed an event of primary interest to graduate students, and it is for this reason that EGS events shall receive top priority from the EAC and the GSA Council.

## **2.2 Determinations**

The EAC shall use available evidence, their own experience, common sense, and good judgment to determine which events are to be classified as EGS events and which events are to be classified as non-EGS events in making its funding recommendations to the GSA Council.

## **3 FUNDING LIMITS**

To be fair to all organizations and stay within its budget constraints, the GSA must limit its allocations to individual organizations. These limits should be understood as maximum amounts that will only rarely be allocated, not as entitlements. No external organization is entitled to receive the GSA's funding limit.

### **3.1 Absolute limit**

An external organization shall under absolutely no circumstances receive more than \$4000 in funding from the GSA in any given fiscal year. (An exception is made for organizations representing an entire graduate school; see 5.3.)

### **3.2 Non-participation limit**

All organizations which provide at least one representative who will serve in an official GSA capacity will be eligible to receive the limits set in this section of the Policies. Those organizations that do not provide such a representative will have an absolute limit of \$3500 for their funding.

### **3.3 Non-EGS events**

For any non-EGS event, the EAC may not recommend an allocation which exceeds either of the following

amounts:

a) \$1500, or

b) the limit applying to the funding request's category (as described immediately below).

### **3.4 Categories**

All funding requests fall under one of the following four categories, each of which has its own special limits and guidelines.

**3.4.1. Orientations.** Orientation events are focused on new graduate students, and should take place in late August or September. (Exceptions may be made, at the EAC's discretion, for organizations that can give reason why their orientation is held at some other time of the year; particularly if an organization forms for the first time during the academic year.) Since the first GSA meeting usually is not held until the third weekend of September, funding for orientations may be allocated retroactively, i.e., after the event has already taken place, if need be. Orientations are thus an exception to General Rule #7 below (8); however, the funding application in which funding for the orientation is requested must be received by the GSA prior to the day of the orientation. Also, see 7.4 for cautions regarding expectations of retro-active funding. The EAC may recommend an allocation of up to \$200 per organization per fiscal year for orientations.

**3.4.2. Operations Budget.** The Operations budget is intended to cover expenses incurred by the organization during its regular meetings and informal gatherings; i.e., those events held primarily for the benefit of the organization's members, and which are unlikely to be attended by graduate students who are not members of the sponsoring organization. The EAC may recommend an allocation of up to \$1000 per organization per fiscal year for an organization's Operations budget.

**3.4.3. Departmental Development (DD).** This category is for events whose purpose is to further an organization's specific academic goals. It is primarily for departmental organizations. Non-departmental organizations may have events funded under DD, if they have the events approved by the EAC on a case-by-case basis. DD is designed to allow funding of seminar-style events that cannot be funded under L&P because of their limited interest to non-members. Thus, prime examples are talks given by graduate students or faculty (from Rutgers or otherwise) on their work. DD events need only be publicized to organization members. DD is not an extension of Operations: events not focused on academic issues will not be funded under DD; nor will purely social events; nor will regular membership meetings. Some cross-over with Operations is inevitable, however, as it may not always be clear under which category a given event should be funded. In such cases, the EAC may be flexible: for example, a meeting to discuss student concerns over academic program procedures might be funded under either DD or Operations. The EAC may recommend an allocation of up to \$1500 per organization per fiscal year for DD events.

**3.4.4. Lectures and Productions (L&P).** These events are large-scale, formal lectures and productions. Events which fall under the L&P limit will be highly publicized; will, in many cases, occur annually; and will be intended to draw large audiences – particularly large audiences of graduate students who are not necessarily members of the sponsoring organization. The EAC may recommend an allocation of up to \$3000 per organization per fiscal year for L&P events.

**3.4.5. Publications.** This funding category is to help offset the costs of graduate student publications and periodicals which are produced at the GSA's Catharine R. Stimpson

Publication Center or elsewhere. The EAC may recommend an allocation of up to \$4000 per publication per fiscal year.

### **3.5 Determinations**

Determinations regarding the categorization of funding requests will be made by the EAC.

### **3.6 Examples**

Two examples of how the limits may be applied and how they may affect various types of organizations:

(1) A periodical known as the Rutgers Graduate Journal is published annually by the GSA via the Catharine R. Stimpson Publication Center. The organization which supervises its publication submits an Operations Budget funding application for \$350 to cover the costs of their regular meetings. The organization receives an allocation of \$300 from the GSA Council for that purpose. Subsequently the organization submits a Publications funding re-quest for \$4000 to help offset the costs of publishing their periodical. At this point the GSA may not allocate this organization more than \$3700, since \$300 has already been allocated to the organization (under the Operations Budget) and there is an absolute limit of \$4000 per fiscal year.

(2) Another external organization, the John Dewey Appreciation Society, is a reading/discussion group whose membership consists of 10 graduate students who meet once a week to discuss Dewey's work, and commentaries on that work. This organization does not hold an orientation. The organization does not publish a journal or periodical. Nor does it organize large public events or conferences. The organization simply meets informally every week, enjoys some refreshments, and discusses its chosen reading material. Therefore, due to the nature of its activities, all its funding requests will be Operations Budget funding requests. Since all its funding requests are Operations Budget funding requests, this organization can receive no more than \$1000 in a given year.

### **3.7 Expectations of funding**

No organization should expect to receive the full amount which these limits allow. As stated above, these limits represent maximums, not entitlements. A given organization will only rarely receive its limit of funding in any fiscal year, and then only under special circumstances. By mathematical necessity, the majority of organizations will not receive their funding limits in any fiscal year. All organizations should understand the importance of fundraising for their group and are able to charge entrance fees to events when appropriate.

#### 4 FUNDING PROCEDURE

To ensure that there will be funds available for allocation in the Spring, the EAC will limit total allocations in Fall to 80% of the GSA's projected funds for external organizations for the year. This is done in particular so that organizations that only become recognized during the Fall will have a chance of funding in the Spring.

At its meetings in the Fall, the EAC will assess all applications equally, and recommend allocations for each. If, at a given EAC meeting, the total of the recommendations made at that meeting plus the total allocations already made for the year exceeds 80% of the projected external funding for the year, then:

- 1) a set percentage will be taken off each organization's recommended allocation at that meeting to make the total fall to the allowed amount, and
- 2) all further allocations will be suspended until the Spring.

Note that previously-made allocations will not be affected: the percentage cut will be made only to allocations recommended at the EAC meeting at which the 80% limit is exceeded.

At the first EAC meeting of the Spring, all remaining external funds will become available. Priority will then be given to organizations that received no funding in the Fall; that is, at each of its meetings the EAC will recommend funding for these organizations first, and allocate funding to other organizations only secondarily. The EAC will not, however, hold back any funds at its meetings the Spring. For example, if all of the remaining funding is needed to fulfill recommendations at the first EAC meeting of the Spring, then all of the remaining funding will be allocated, even if all of the applying organizations already received funding in the Fall.

Organizations must send a representative to a Council meeting to receive each of their allocations. Allocations that are not received by such a representative after two meetings will be withdrawn.

Here is an example to illustrate how these procedures may affect an organization and its events:

**Example.** The John Dewey Appreciation Society requests \$2000 in October: \$800 for eight discussion groups throughout the year, at \$100 each for pizza and soda (Operations); and \$1200 for a conference with a well-known invited speaker (Lectures & Productions). The EAC recommends they receive \$2000. However, the 80% limit on Fall allocations is exceeded at the EAC's October meeting, so all organizations receiving allocations in October take a 25% cut on their recommended allocation. The JDAS therefore only receives \$1500. The GSA asks how they want their money allocated. They keep the \$1200 for the conference, and cut their reading group allocation down to \$300. They decide to spend only \$200 on their four Fall discussion groups. In December, they submit a new application asking for another \$900: \$700 for a seminar by another speaker they have decided to invite, and \$200 for their remaining reading groups (adding to the

\$100 they have left for those from the Fall). In January, when the remaining GSA funding becomes available for allocation, their application is considered by the EAC. The EAC recommends the full \$900, but again there is not enough money to fulfill all recommendations, so a 20% cut is instituted. The JDAS therefore receives a further \$720, which they decide to use for the invited seminar; they run their remaining discussion groups without pizza and soda.

## **5 RECOGNITION AND INDIVIDUATION OF EXTERNAL ORGANIZATIONS**

### **5.1 Recognition**

To be formally recognized by the GSA, an external organization must:

- a) submit a constitution,
- b) submit an officer list (of at least two officers),
- c) submit a membership list, in alphabetical order by last name,
- d) have at least eight graduate student members (including officers), and
- e) be voted in as a recognized external organization at a GSA Council meeting.

Organizations to which funds are allocated in a given fiscal year are automatically recognized by the GSA in the subsequent fiscal year; i.e., they do not need to re-submit the above information (except as it is required as part of their funding application).

### **5.2 Individuation of organizations**

The purpose of these rules regarding individuation of organizations is to prevent organizations from trying to side-step the funding limitations by creating a nominally “new” organization merely for the purpose of receiving more funding than the above funding limits allow.

If an individual graduate student serves in an official capacity in two distinct, recognized external organizations, those two organizations shall be considered one organization for the purposes of funding. (Official capacities include, but are not limited to, President, Vice-President, Secretary, Treasurer, GSA Representative, Contact Person, etc.)

For funding purposes, there may be only one departmental organization per academic department. If a department has more than one organization, those organizations will be collectively subject to the funding limits laid out in Ú3. For the purposes of this rule, departments are defined as the primary academic units into which a graduate school is divided. (That these primary units are sometimes called “programs” shall be immaterial.) For the purposes of funding decisions a distinction will be made between departmental and non-departmental groups; where non-departmental groups will have the further distinction of having non-GSA sources of funding or solely-GSA funding. If a non-

departmental group has non-GSA sources of funding, either through University services or umbrella organization services, these groups will be considered as having less priority for funding than solely-GSA funded groups and departmental groups. If any two external organizations have identical memberships, or if one organization's membership is a proper subset of another organization's membership, or if one organization's membership significantly overlaps with another organization's membership, then the two organizations may be considered one organization for the purposes of funding. Even if two organizations have been ruled as separate for the purposes of funding, membership overlaps may have the effect of lowering the priority of those organizations' funding applications at times when GSA funds are running short. If any two external organizations have significantly shared themes or purposes, then the two organizations may be considered one organization for the purposes of funding. Even if two organizations have been ruled as separate for the purposes of funding, shared themes or purposes may have the effect of lowering the priority of those organizations' funding applications at times when GSA funds are running short. Determinations concerning individuation for the purposes of funding shall be made by the EAC. The EAC shall take into account any or all of the above factors in making its decision. It may also consider submissions or explanations from the officers and/or members of the organizations. The officers of an organization may, if they disagree with the EAC's decision in these matters, formally dispute the decision at a GSA Council meeting, and move to decide the matter by a Council vote.

### **5.3 Graduate school organizations**

Graduate student organizations representing independent graduate schools (other than the Graduate School– New Brunswick) within the Rutgers system which subsume multiple departments are eligible for funding at 75% of the total levels for which they would be eligible if they applied as separate departments. This applies to both absolute and category-based funding limits. If such an organization does not provide at least one student representative per department to serve in official GSA capacities, their absolute funding limit will be calculated as based on the non-participation funding limit (see §3.2). For example, a graduate school with three distinct departments which supplied three members to serve in official GSA capacities would be eligible for an absolute funding limit of \$9000 ( $\$4000 \times 3 \times 0.75$ ); for Operations, their limit would be \$2250 ( $\$1000 \times 3 \times 0.75$ ). If they supplied fewer than three members, their absolute limit would be \$7875 ( $\$3500 \times 3 \times 0.75$ ).

## **6 DISPUTING AN ALLOCATION RECOMMENDATION**

If a representative is for any reason dissatisfied with the amount recommended by the EAC for a given event, that representative may move to increase or decrease the allocation for that event at any meeting of the GSA Council which takes place prior to the event. Such a motion may be made by a representative of the organization responsible for the event in question, or of another organization. (The motion to change the allocation

must be a motion to change the allocation to a specific amount, and this amount, if passed, must not exceed the GSA's absolute limit of \$4000 per organization per fiscal year.) This motion, once seconded, will automatically be tabled until the subsequent meeting. The debate and vote on the motion will automatically be placed on the subsequent meeting's agenda under "Old Business." (This delay is required in order to provide each GSA representative with copies of the relevant material regarding the merits of the funding proposal upon which the EAC's original recommendation was made.) If the motion to increase or decrease is made prior to a vote on the original recommendation, then that original recommendation will be voted on as usual, temporarily ignoring the tabled motion.

If there is a motion to increase a particular allocation, then, during the time between meetings of the GSA Council, the organization will be able to draw upon the originally recommended allocation (assuming that the original recommendation has passed). If, however, the motion is to decrease the allocation, then the original recommendation of the EAC (assuming it is passed) will be considered conditional upon the failure of the tabled motion. During the time prior to the resolution of the tabled motion, the average of the two amounts may be drawn upon by the organization sponsoring the event in question.

## **7 FUNDING APPLICATIONS AND REIMBURSEMENTS**

### **7.1 Funding applications**

All funding applications from non-departmental organizations must be preceded by the recognition of the organization making the request. The GSA Council may not both recognize and allocate funding to a non-departmental organization at the same GSA Council meeting. Departmental organizations may, however, become recognized and be allocated funding at the same Council meeting.

Events sponsored by a non-departmental organization which take place in the month after the organization's recognition may be funded retroactively, so long as the event is allocated funding at the subsequent GSA Council meeting. This constitutes an exception to General Rule #7 (8). However, see 7.4 for cautions regarding expectations of retroactive funding.

All funding and recognition applications shall be considered by the EAC and the GSA Council in a manner which conforms with the University's Anti-Discrimination Policy (see General Rule #9, 8).

All funding applications must include the following information:

1. a list of the organization's current officers
2. a Contact Person who is to be reached in case the EAC has a question regarding the request
3. a Funding Contract which has been signed by either the specified Contact Person or the organization's GSA representative

4. a list, in alphabetical order by last name, of the current members of the organization
5. a description of the event
6. an itemized and detailed list of projected expenses for the event
7. amounts of funding received from sources other than the GSA, and
8. an amount which is the group's allocation request from the GSA
9. a prioritization of events in order of importance for your organization
10. a current constitution

All funding applications (and recognition requests) should be received by the GSA office no later than one calendar week prior to the meeting of the GSA Council at which the requests are to be considered. The EAC is under no obligation to consider those requests which arrive at the GSA office after this dead-line until the subsequent meeting of the GSA Council.

## **7.2 Clarifications**

The organization's officers (item 1) must be graduate students who are members of that organization. The list of officers must identify their departmental affiliations. The funding application must also include either the telephone number or email address of each officer.

The organization's specified Contact Person (item 2) must be a graduate student who is a member of that organization. The Contact Person's address, telephone number, and email address must all be provided on the funding application.

The Funding Contract (item 3) is a contract signed by either the Contact Person or the organization's GSA representative which informs the signer of the Duties enumerated below (§9) and which also makes the signer legally responsible for ensuring that the Duties enumerated below are complied with.

The organization's list of current members (item 4) must identify which of the members are graduate students as well as the departmental affiliations of these graduate students. After the EAC has item 1 and item 4 on record for a given organization for a given fiscal year, it may waive the requirement that those two items be included in any subsequent funding applications made by that same organization in the same fiscal year.

## **7.3 Reimbursement checks**

For a check to be issued to a visitor to Rutgers, the GSA requires the visitor's SSN and home address, prior to the check being written. If the visitor is not a US citizen, a passport number and the country of issue are required. No checks will be issued without this information.

The GSA's administrative assistants may work shorter hours during the summer. This means that reimbursement requests may take longer to be processed. Organizations are therefore advised to submit Post-Event Reports before the end of the Spring semester.

Those organizations holding events in the summer are warned to expect delays in reimbursement.

The absolute deadline for submitting Post-Event Reports is July 31st. (The GSA's fiscal year runs from August 1st–July 31st.) Reimbursement requests received during August will not be fulfilled. Note that this means that organizations cannot hold GSA-funded events in August (except for orientations for the upcoming academic year, in which case the funding will be allocated retroactively: see §3.4.1).

#### **7.4 Expectations of reimbursement**

Organizations that overspend their budget (i.e. the amount they were allocated for that year) should not expect the GSA to reimburse them for the overspent amount. Nor should organizations expect to be reimbursed for the cost of events or items that were not included in their budget for that year. The EAC's allocations are specific to the events and items described in the organization's budget. If an organization is unsure whether the cost of a given event or item will be reimbursed, it is strongly recommended that they consult the GSA before holding the event or purchasing (or renting) the item.

Organizations that choose to hold events prior to the allocation of funding for those events (either because the event is an orientation, or because the organization is non-departmental and has been recognized but has not yet had a chance to be allocated funding) are hereby warned that they incur expenses at their own risk. The EAC is under no obligation to treat retroactive funding requests any differently than it treats regular funding requests. Organizations should not simply assume that their event will be funded. If the EAC finds that the event violates any of the rules laid out in these policies, part or all of the requested funding may be denied.

### **8 EAC FUNDING RULES**

The following General Rules (and the Specific Rules derived from them) shall be followed by the EAC when considering the funding requests of external organizations.

- **General Rule #1.** The GSA does not pay for (or contribute toward the purchase of) durable goods.
  - **Specific Rule #1.1.** The GSA does not pay for (or contribute toward purchase of) office equipment.
  - **Specific Rule #1.2.** The GSA does not pay for (or contribute toward purchase of) sports equipment.
  - **Specific Rule #1.3.** The GSA does not pay for (or contribute toward purchase of) subscriptions to academic journals.
  - **Specific Rule #1.4.** The GSA does not pay for (or contribute toward purchase of) gifts (other than honoraria) for visiting speakers.
  - **Clarification/Exception:** The EAC may allocate limited funds to purchase items of a *semi-durable* nature that may be used for one or more events. *These items must be specifically, and only, be for use during the event(s).* Examples

of items fundable under this rule include: Decorations, poster boards and table tennis balls. Examples of items that are NOT fundable under this rule include stationary items such as scissors, pens & staplers, and sports equipment of a more durable nature such as soccer balls.

- **General Rule #2.** The GSA does not pay for (or contribute toward payment for) events which do not take place on one of the five campuses of Rutgers, the State University of New Jersey–New Brunswick, with the exceptions listed below.
  - **Specific Rule #2.1.** The GSA does not pay for (or contribute toward payment for) field trips.
  - **Specific Rule #2.2.** The GSA does not pay for (or contribute toward payment for) graduate students \_ to travel to and attend academic conferences. Exceptions: [these are exceptions to the General Rule, not to Specific Rules #2.1 & #2.2]
  - **Specific Rule #2.3.** The GSA may pay for dinners held in local restaurants after a conference or seminar that included a visiting speaker. For each conference or seminar event, the dinner reimbursement is limited to a total of \$100 for the Rutgers graduate student attendees, and to \$25 per Rutgers graduate student attendee. These limits do not include meals for visiting speakers, which are covered under General Rule #6. A dinner attendance list, with the signature of each attendee, must be \_ included with the Post-Event Report. The EAC may consider exceptions to the \$100 limit and to the restriction disallowing dinners after non-visiting speaker events, if the organization can provide justification.
  - **Specific Rule #2.4.** The GSA may, in exceptional circumstances, pay for off-campus events – such as barbecues held in local parks – that the EAC considers to deserve GSA funding. These will usually be events that could not reasonably have been held on-campus. It will be the obligation of the organization concerned to make a case for why their event should be funded – in particular, why it must be held off-campus.
  
- **General Rule #3.** The GSA does not pay honoraria to (or contribute toward payment of honoraria to) University personnel.
  - **Specific Rule #3.1.** The GSA does not pay honoraria to (or contribute toward payment of honoraria to) administrators affiliated with Rutgers, the State University of New Jersey.
  - **Specific Rule #3.2.** The GSA does not pay honoraria to (or contribute toward payment of honoraria to) faculty members affiliated with Rutgers, the State University of New Jersey.
  - **Specific Rule #3.3.** The GSA does not pay honoraria to (or contribute toward payment of honoraria to) staff members affiliated with Rutgers, the State University of New Jersey.
  - **Specific Rule #3.4.** The GSA does not pay honoraria to (or contribute toward payment of honoraria to) students affiliated with Rutgers, the State University of New Jersey.

- **General Rule #4.** The GSA does not pay honoraria of more than \$1000.00 per visitor per event.
- **General Rule #5.** The GSA does not pay for (or contribute toward payment for) academic prizes.
  - **Specific Rule #5.1.** The GSA does not pay for (or contribute toward payment for) monetary awards bestowed upon papers at conferences.
  - **Specific Rule #5.2.** The GSA does not pay for (or contribute toward payment for) monetary awards bestowed upon exhibited artwork.
- **General Rule #6.** When making its recommendation to the GSA Council regarding a given funding re-quest, the EAC shall only recommend modest reimbursement for expenses related to travel incurred by those who are featured speakers, performers, etc. at a GSA-sponsored event.
  - **Specific Rule #6.1.** The EAC shall recommend an allocation of no more than \$300 per person for the reimbursement of travel expenses.
  - **Specific Rule #6.2.** The EAC shall recommend an allocation of no more than \$100 per person per evening for the reimbursement of hotel expenses.
  - **Specific Rule #6.3.** The EAC shall recommend an allocation of no more than \$25 per person per day for the reimbursement of meal expenses.
- **General Rule #7.** The GSA shall not allocate funds for an event which has taken place prior to, or on the same day as, the meeting of the GSA Council at which funding for the event is allocated. (Exceptions to this rule are noted in Ū3.4.1 and §7.1 above.)
- **General Rule #8.** The GSA shall not allocate funds to any event any part of which violates the laws of the city of New Brunswick, the county of Middlesex, the state of New Jersey, the United States of America, or any other jurisdiction which is relevant to the event in question, nor shall the GSA allocate funds in violation of official policies of Rutgers, the State University of New Jersey.
  - **Specific Rule #8.1.** The GSA shall not allocate funds for an event which involves religious proselytizing or worship.
- **General Rule #9.** The GSA will fund food related expenses using a graduated scale depending on the number of members or attendees at an event. Reasonable maximum amounts for breakfast, lunch, dinner and receptions will be determined by the EAC each year and applied to all groups equally, pending total available GSA funding and the number of groups applying for funding; but see Specific Rule #2.3 for the visiting speaker dinner exception. Attendance sheets are required. Organizations should consider that some items, such as bottled water for most events and food for members at sports events, are considered inappropriate for funding by the GSA due to our funding limitations. Organizations that wish to receive funding for more than the recommended amounts or for other inappropriate food items must provide a detailed explanation to the EAC as to why these allocations are essential for their events.

Organizations should confirm numbers of attendees before the event and/or make a concerted effort to estimate attendance in anticipation of food costs.

- **General Rule #10** The GSA will allocate funds in accordance with the principles of sustainability and "Green Purchasing".
  - Specific Rule #1 - The GSA will not fund the purchase of disposal plates, cups or utensils for any event held in the GSL, or in any other location where durable items and a kitchen are available.
  - Specific Rule #2 - The GSA will not fund the purchase of any products that are made of styrofoam.
  - Specific Rule #3:- The GSA will only fund paper products made from recycled material. (This includes paper cups & plates, sheet paper and poster board).

## 9 DUTIES OF FUNDED ORGANIZATIONS

### 9.1 Duties

The following is a list of duties which must be carried out by any external organization that receives funding from the GSA.

**Duty #1.** All events for which the GSA Council allocates funds must be open to any and every Rutgers graduate student who wishes to attend that event. It is the responsibility of the event organizer to anticipate and accommodate graduate student interest in the event. Graduate students may not be turned away from or denied admittance to any portion of a GSA funded event for any reason.

**Duty #2.** All events for which the GSA Council allocates funds must be adequately publicized. Operations and Departmental Development events must be publicized at least to the membership of the organization concerned. Lectures & Productions events must be publicized to the entire Rutgers graduate student community. The required primary publicity venue is the GSA web site and listserv, on which any L&P event must be publicized in a timely manner, at least one week prior to the event. Additional publicity for L&P events might include, but is not limited to, advertisement in The Daily Targum, sending of flyers via campus mail for posting in departments that might have an interest in the event, and posting of flyers around campus in locations likely to be frequented by graduate students (for example, in each campus's graduate student lounge).

**Duty #3.** All advertisements and publicity for a GSA funded event must include a statement which announces that the event is (at least in part) sponsored by the GSA.

**Duty #4.** After each event which receives funding from the GSA the sponsoring external organization is responsible for providing the EAC with a Post-Event Report whose purpose is to establish via documentation that each of the previous three duties was carried out. The Post-Event Report should also include a final and exact accounting of all funding which was spent in relation to the event with particular emphasis on an accounting of how GSA allocated funds were spent. Attendance sheets for all events must

be provided with Post-Event reports. The Post-Event Report should be received by the EAC no more than 90 days after the event takes place.

**Duty #5.** Each external organization to which funding has been allocated in or prior to January during a given fiscal year must send a duly elected representative to officially attend a minimum of four meetings of the GSA Council (including the one at which the allocation is received) by the end of that same fiscal year. An organization whose first allocation for the year occurs in February or later must send such a representative to all but one of the remaining meetings. A representative has officially attended a meeting of the GSA Council if he or she has signed the attendance sheet at the beginning of the meeting and has remained at the meeting until it is officially adjourned.

## **9.2 Penalties**

When an organization fails to comply with any of the abovementioned duties, the GSA reserves the right to impose any or all of the following penalties: revocation of the organization's funding allocation for the event in question; revocation of allocations for any events to be held by the organization in the fiscal year in which the failure to comply took place, and denial of any further allocations to the organization that year; retraction of GSA recognition of the organization; denial of GSA funding for the organization for the entirety of the fiscal year following the one in which the failure to comply took place.

## **10 TAXES**

The payment of any applicable federal, state, or local taxes on funds received from the GSA is the sole responsibility of the recipient of those funds.

For tax purposes the GSA must obtain the social security number of any individual, or the federal tax identification number of any corporate entity, which is funded by the GSA. Presentation of the above-mentioned official identification numbers (when applicable) shall be required prior to funding allocation.

## **11 REVERSION**

### **11.1 Reversion of External Allocations**

All funding which is allocated to an external organization in a give fiscal year but which is not spent in the same fiscal year (by July 15th at the latest) shall revert to the GSA and shall be available for allocation in the subsequent year's annual budget.

### **11.2 Reversion of Publication Allocations**

Publication of a GSA-funded journal is expected to occur during the same fiscal year that funding for publication was requested. The GSA recognizes that publication of a journal may take longer than expected due to exceptional circumstances. If the funded journal is expected to be published after July 15th, but before December 31st of the same year, the publishing graduate student organization may request an Exemption from Reversion by submitting in writing to the GSA the intent to publish the journal by December 31st of the same calendar year.

The written request for Exemption from Reversion must be submitted by July 15th (end of the fiscal year) and must be included with the organization's funding application that the group submits for the Fall funding cycle. The Exemption from Reversion will not be granted to an external graduate student organization in any two consecutive years.

## **12 ADOPTION & AMENDMENT PROCEDURES, AND TERM OF EFFECT**

Because of the fundamental nature of the procedures and principles enumerated in this document to the fair operation of the GSA, this document shall be adopted only by a two-thirds (or greater) majority of the voting representatives present at a lawful meeting of the GSA Council. Once adopted, this document shall remain in force in perpetuity unless amended or repealed. Amendment or repeal of this document shall also require a two-thirds (or greater) majority of the voting representatives present at a lawful meeting of the GSA Council.

## **13 LEXICON**

Certain terms used in these policies are defined as follows:

- 'The GSA' refers to the Graduate Student Association of Rutgers, the State University of New Jersey–New Brunswick.
- 'The EAC' refers to the External Allocations Committee of the Graduate Student Association of Rutgers, the State University of New Jersey–New Brunswick.
- 'Graduate students' refers to those persons currently enrolled as full or part-time students in any one of the Graduate School–New Brunswick (16), the Graduate School of Applied and Professional Psychology (18), the Graduate School of Education (15), the School of Communication, Information, and Library Studies (17), the Graduate School of Social Work (19), or the Mason Gross School of the Arts (8), all of which are graduate schools of Rutgers, the State University of New Jersey–New Brunswick. The singular form of this term refers to any one such person.
- 'External graduate student organization' (or 'external organization,' or simply 'organization') refers to any organization of graduate students which is recognized by the GSA Council. (The sense of the term 'external' is that the organization is external to, i.e., not a subdivision of, the GSA itself.)
- 'Event' refers to either a single event or a series of events for which funding has been sought via a single funding application by an external graduate student organization recognized by the GSA Council.

- 'EGS event' refers to any event which satisfies criteria a) through f) found in §2.  
'Non-EGS event' refers to any event which fails to satisfy one of criteria a) through f) in §2.
- The fiscal year of the GSA runs from August 1st of a given year until July 31st of the subsequent year.