

**PROPOSED
GSA EXTERNAL ALLOCATIONS COMMITTEE
FUNDING POLICIES**

As approved by the GSA General Council: 16 September 2012

Table of Contents

1 PURPOSE	2
2 FISCAL YEAR	2
3 PRIMARY FUNDING GOALS OF THE GSA	2
3.1 Criteria for EGS events	2
3.2 Determinations	3
4 FUNDING LIMITS	3
4.1 Absolute limit	3
4.2 Non-participation limit	3
4.4 Categories	4
4.4.2 Programs & Events	4
4.4.3 Special Funding Requests.	4
4.5 Determinations	5
4.6 Expectations of funding	5
4.7 Non-EGS events	5
5 FUNDING PROCEDURE	5
6 DISPUTING AN ALLOCATION RECOMMENDATION	6
7 FUNDING APPLICATIONS AND REIMBURSEMENTS	6
7.1 Funding applications	6
7.2 Release of Funds	7
7.3 Clarifications	7
7.4 Reimbursement checks	7
7.4 Expectations of reimbursement	7
8 EAC FUNDING RULES	8
9 DUTIES OF FUNDED ORGANIZATIONS	10
9.1 Duties	10
9.2 Penalties	10
10 TAXES	10
11 REVERSION	11
11.1 Reversion of External Allocations	11
11.2 Reversion of Publication Allocations	11
12 ADOPTION & AMENDMENT PROCEDURES, AND TERM OF EFFECT	11
13 LEXICON	11

● **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 FISCAL YEAR**

The GSA's fiscal year runs from July 1 to June 30.

● **3 PRIMARY FUNDING GOALS OF THE GSA**

As stated in the GSA constitution, "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. 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:

- 1 Events which are entirely graduate student events (EGS events)
- 2 Events which are not entirely graduate student events (non-EGS events).
- 3

● **3.1 Criteria for 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:

- 1 **a) The event should be initiated by graduate students**
 - 2 a) 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.
 - 3 b) Example- The criterion discourages the following: department chair decides to have an event and then gets graduate students to seek funding for that event from the GSA.
- 4 **b) The event should be planned by graduate students.**
 - 5 a) This means that important planning decisions should be made entirely by graduate students.
 - 6 b) 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.
- 7 **c) The event should be organized by graduate students.**
 - 8 a) This means that graduate students should have done all the "leg-work"
 - 9 b) Example - Inviting speakers, reserving meeting rooms, renting equipment, publicizing the event, etc.
- 10 **d) The event should be run by graduate students.**
 - 11 a) 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.

12 b) 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.

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.

1 a) 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.

2 b) Faculty, staff, administrators, and others may always be invited to attend the event, but they should not be the primary audience.

3 c) To satisfy this criterion all events should be publicized through GSA calendar and an official GSA sign in sheet should be used.

f) The event itself should include active participation by graduate students.

a) 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.

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. Policies and funding limits for non-EGS events are described in 4.7.

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 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.

●3.2 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.

● **4 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.

The upcoming fiscal year limits must be voted on by the standing members of the EAC at the end of the previous fiscal based on anticipated income:

- 1 Per person meal reimbursement (breakfast, lunch, dinner, snacks) for GSO events
- 2 Speaker expenses for the GSO Program and Events (4.3.2)

● **4.1 Absolute limit**

An external organization shall under absolutely no circumstances receive more than \$4500 in Orientation Program & Events, and Publications funding from the GSA in any given fiscal year.

4.1.1 Exception to the absolute limit. An exception is made for organizations representing an entire graduate school. 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 4.2). 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 \$10,125 ($\$4500 \times 3 \times 0.75$); for Orientation, their limit would be \$675 ($\$300 \times 3 \times 0.75$). If they supplied no members to serve in an official GSA capacity, their absolute limit would be \$9000 ($\$4000 \times 3 \times 0.75$).



● **4.2 Non-participation limit**

All organizations which provide at least one representative who will serve in an official (i.e., executive council, vice-president, or committee chair) GSA capacity or who have a member attend the EAC allocation meeting will be eligible to receive the limits set in this section of the Policies. Those organizations that do not provide such a representative or that do not have a member attend the EAC allocation meeting will have an absolute limit of \$4000 for their funding.

● **4.3 Categories**

Most funding requests for GSOs fall under the category of *Orientations* or *Programs & Events*.

4.3.1. 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. The EAC may recommend an allocation of up to \$300 per organization per fiscal year for orientations.

4.3.2 Programs & Events. The program and events budgets are intended to cover both regular expenses

incurred by the organization during its regular meetings, seminars, lectures of limited interest to non-members, and a limited number of social gatherings.

The EAC may recommend an allocation of up to \$4500 per organization per fiscal year (\$4000 for non-participant organizations as described in section 3.2).

The types of programs and events that the GSA can fund are described below

4.3.2.1 Operations. The Operations funding 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.

4.3.2.2 Workshops/Seminars This category is for events whose purpose is to further an organization's specific goals and is designed to allow funding of seminar-style events. Thus, prime examples are talks given by graduate students, faculty, or other experts (from Rutgers or otherwise) on their work..

4.3.2.3 Social Events. The EAC is intended to cover expense for a limited number of social gatherings primarily for the benefit of the organization's members (generally 2 per semester). These are funded at the discretion of the EAC and expenses must conform to the rules described in Section #8.

4.3.2.4 Speakers' Fund. This fund is designated for talks given by non Rutgers-affiliated graduate students, faculty, or other experts in fields on their work. Money from the speakers' fund will only be allocated to events that have sufficient logistics in place, including a written agreement from the speaker, requested honorarium, and date for the event. These events are allocated on a rolling basis by the Standing Committee of the EAC. Requests should be submitted no later than two weeks before the date of the event. *This fund is for speakers' expenses only.* Food for speaking events is allocated under 4.3.2.2 Workshops/Seminars.

4.3.2.5 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 Office or elsewhere. The EAC's recommended allocation for individual Publications for the fiscal year shall be voted on at the beginning of each academic year. Note that the GSA, in keeping with its commitment to sustainability, only publishes digital journals. The limit for Publications is \$2500. These events are allocated on a rolling basis by the Standing Committee of the EAC.

4.3.2.5.1 Exceptions to Digital Publication Requirement. The following journals are exempted from the digital publication requirement and may continue to be published in hard copy: *Art History Review, Exit 9, La Fusta, Praxis, and Rutgers Journal of Sociology.*

4.3.2.6 Conferences Fund. These events are large-scale, formal lectures and productions. Events which fall under Conferences will be highly publicized; will, in many cases, occur annually; and will be intended to draw large audiences. GSOs are expected to solicit additional funding from other sources. Money for conferences will only be allocated to events that have sufficient logistics in place include dates, venue, written agreement from any speakers, and requested honoraria. The limit for Conferences is \$2500. These events are allocated on a rolling basis by the Standing Committee of the EAC. Requests should be submitted no later than 3 weeks prior to the event. All expenses for conferences including food and speakers must be submitted under this category.

●4.5 Determinations

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

●4.6 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.

●4.7 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.

For any non-EGS event, the EAC may not recommend an allocation which exceeds \$1500.

●5 FUNDING PROCEDURE

To ensure that there will be funds available for the entire year, the EAC will limit total allocations in the Fall, Spring, and Summer to 75% (40% for the Fall, 30% for the Spring, and 5% for the Summer) of the GSA's projected funds for external organizations for the year. 25% (12.5% for the Fall, 12.5% for the Spring) of the GSA's projected funds for external allocations for the year shall be set aside for funding Speakers' Fund (4.3.2.4) and Conferences (4.3.2.6). These are allocated on a rolling basis by the Standing Committee of the EAC. Unused funds as of first General Council Meeting after the EAC within a given fiscal year from the previous allocation cycle are automatically added to the funds for the current allocation cycle.

At its meetings in the Fall, Spring, and Summer 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 40%, 30%, and 5%, respectively, 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 next funding cycle.

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 respective limits are exceeded.

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

●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 \$4500 (\$4000 for non-participating GSOs) per organization per fiscal year.

This motion, once seconded, will automatically be tabled until the subsequent meeting. The debate and vote of two-thirds majority 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 #6. 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 #7).

All funding applications must be made using the GSA's online application form and must include the following

information:

- 1 A list of the organization's current officers
- 2 A current constitution
- 3 A list, in alphabetical order by last name, of the current members of the organization including their status (i.e., graduate student, undergraduate student, faculty, etc.)
- 4 A Contact Person who is to be reached in case the EAC has a question regarding the request
- 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
- 8 An amount which is the group's allocation request from the GSA
- 9 A prioritization of events in order of important for the organization

All funding applications (and recognition requests) should be received by the GSA office no later than the Wednesday 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 Release of Funds

In order to release funds for reimbursement, the GSA must have the following from each organization:

- 1 A signed funding contract which has been signed by either the specified Contact Person or the organization's GSA representative
- 2 A working contact email for the organization's primary officer (e.g., President)

●7.3 Clarifications

The organization's officers 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 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 is a contract signed by either the Contact Person or the organization's GSA representative which informs the signer of the Duties enumerated below (Section 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, the departmental affiliations of these graduate students, and their status (part-time or full time).

After the EAC has a constitution and member list 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.

●7.4 Reimbursement checks

Post-Event Reports must be submitted no later than 90 days following a funded event.

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

●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 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 including:

- 1 Durable office equipment
- 2 Sports equipment
- 3 Subscriptions to academic journals or other periodicals
- 4 Gifts (other than honoraria) for visiting speakers

Clarification/Exception:

- 1 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

stationery items such as scissors, staplers, furniture, and sports equipment of a more durable nature such as soccer balls.

- 2 The EAC may allocate funds for stationery items such as pens, bags, name tags, and buttons for Conferences funded under Category 4.4.3.1.

3

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.

The GSA does not pay for (contribute toward payment for) the following:

- 1 Field trips
- 2 Graduate students to travel to and attend academic conferences

Exceptions to General Rule #2

- 1 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 \$150 for the Rutgers graduate student attendees, and to \$30 per Rutgers graduate student attendee. These limits do not include meals for visiting speakers, which are covered under General Rule #5. 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 \$150 limit and to the restriction disallowing dinners after non-visiting speaker events, if the organization can provide justification.
- 2 The GSA may, in exceptional circumstances, pay for off-campus events – such as barbeques 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.

The GSA does not pay honoraria for (contribute toward payment of honoraria for) the following:

- 1 Administrators affiliated with Rutgers, the State University of New Jersey
- 2 Faculty members affiliated with Rutgers, the State University of New Jersey
- 3 Staff members affiliated with Rutgers, the State University of New Jersey
- 4 Students affiliated with Rutgers, the State University of New Jersey

5

General Rule #4. The GSA does not pay for (or contribute toward payment for) academic prizes including:

- 1 Monetary awards bestowed upon papers at conferences
- 2 Monetary awards bestowed upon exhibited artwork

General Rule #5. When making its recommendation to the GSA Council regarding a given funding request, 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 under category 4.4.2 Programs and Events.

The EAC shall recommend an allocation of no more than the following:

- 1 \$1000 per person for the reimbursement of travel expenses
- 2 \$250 per person per evening for the reimbursement of hotel expenses
- 3 \$46 per person per day for the reimbursement of meal expenses
- 4

General Rule #6. 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 sections 4.4.1 and 7.4 above.)

General Rule #7. 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.

General Rule #8. 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 Exceptions to General Rule #5 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.

1. The GSA does not pay for alcoholic beverages.

General Rule #10 The GSA will allocate funds in accordance with the principles of sustainability and "Green Purchasing".

- 1 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.
- 2 The GSA will not fund the purchase of any products that are made of Styrofoam.
- 3 The GSA will only fund paper products made from recycled material. (This includes paper cups & plates, sheet paper and poster board).

General Rule #11 The GSA does not allocate any external funds toward fundraising.

●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. Programs and Events (4.4.2) must be publicized at least to the membership of the organization concerned.

Conferences (4.3.2.6) must be publicized to the entire Rutgers graduate student community. The required primary publicity venue is the GSA web site and GSA event email list, on which any event must be publicized in a timely manner, at least one week prior to the event. Additional publicity for 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 must send a representative to officially attend a minimum of three meetings of the Council, including the one at which the recognition is granted, by the end of that same semester. An organization that is recognized at the second Council meeting of a semester or later must send a representative to the lesser of three or all of the remaining Council 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 above mentioned 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 given 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 and Information (17), the Graduate School of Social Work (19), the Mason Gross School of the Arts (8), or the Edward J. Bloustein School of Planning and Public Policy (34), 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 ‘GSO,’ 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.