

GSSA Representative Training Document

Table of Contents

2017-2018 GSSA OFFICERS	1
FALL 2017 MEETING DATES	2
EXPECTATIONS OF REPRESENTATIVES	3
RESPONSIBILITIES	4
HOW TO PREPARE TRAVEL/EVENT/SPEAKER FUNDING FORMS	6
TRAVEL REIMBURSEMENT PAPERWORK	6
EVENT REIMBURSEMENT PAPERWORK	10
ROBERTS RULES OF ORDER	20
UNDERLYING PRINCIPLES	20
IMPORTANT TERMS	20
COMPONENTS OF THE STANDARD ORDER OF BUSINESS:	21
GUIDELINES	21
CATEGORIES OF MOTIONS:	21
ORGSYNC	17
WHAT HAPPENS IF YOU DON'T COMPLETE YOUR RESPONSIBILITIES?	23
CONSTITUTION OF THE GRADUATE STUDIES STUDENT ASSOCIATION OF TULANE UNIVERSITY OF LOUISIANA	24
BY-LAWS OF THE GRADUATE SCHOOL STUDENT ASSOCIATION OF TULANE UNIVERSITY OF LOUISIANA	28
CONFIRMATION SIGNATURE	32

2016-2017 GSSA Officers

President:	Lydia Crawford	lcrawfo2@tulane.edu
Vice President:	Davette Gadison	dgadison@tulane.edu
Treasurer:	Robyn Brooks	rbrooks3@tulane.edu
Secretary:	Sarah Khalil	skhalil@tulane.edu

Fall 2017 Meeting Dates

August 31, 2017	6:30 pm	LBC 203 - Stibbs
October 19 th , 2017	6:30 pm	LBC 203 - Stibbs
November 9 th , 2017	6:30 pm	LBC 212 – Qatar Ballroom
November 30 th , 2017	6:30 pm	LBC 212 – Qatar Ballroom

Spring 2018 Meeting Dates

January 25 th , 2018	6:30 pm	LBC 203 - Stibbs
February 15 th , 2018	6:30 pm	LBC 212 – Qatar Ballroom
March 22 nd , 2018	6:30 pm	LBC 203 – Stibbs
April 5 th , 2018	6:30 pm	LBC 203 – Stibbs
April 26 th , 2017	6:30pm	TBD

This and additional information are available on the GSSA website: <http://www.tulane.edu/~gssa/>

Expectations of Representatives

- 1) Please be familiar with the structure of GSSA (this document) and the GSSA Website:
<http://www.tulane.edu/~gssa/index.html>
- 2) Register for Orgsync and join Tulane GSSA on Orgsync (see *Orgsync*)
- 3) Subscribe yourself to the GSSA Representative Listserv
If you are a representative, you need to be added to the GSSA Representative LISTSERV, please send an email to LISTSERV@listserv.tulane.edu from the email address you want to use with the line "SUBSCRIBE GSSA-L Your Name (Your Dept/Program)" in the body of your message (no quotes).
An example body message would be: SUBSCRIBE GSSA-L Green Wave (Oceanography Department).
- 4) Help your department maintain “good standing” – the privilege to vote in GSSA meetings, request event/speaker funds for departmental events, and for individuals in your department to request travel funds. GSSA meeting attendance and participation of GSSA events can not be revoked by departmental status.

Time Commitments

- Assembly Meetings – 3 hours, once a month
 - Meetings have food available about 6 pm (or as soon as possible)
 - Meetings called to order at 6:30 pm
 - Note: Most meetings not expected to take 3 hours
- Committee Meetings – as needed
 - Some committees meet regularly, some meet only a few times a year, some only meet for special sessions
- Communication with your department – in person or via email
 - Relay Departmental Concerns to GSSA Officers (any graduate issues)
 - Relay GSSA Announcements/Inquiries to your Department
 - Introduce yourself as a GSSA representative to your department
 - Make sure your department knows how to contact GSSA with any concerns
 - Direct them to the GSSA website for more information
- Sign Travel Forms and Complete Event/Speaker Paperwork
- Train new representatives and inform the GSSA Officers of any changes in representation

Responsibilities

- 1) Direct **contact** between GSSA and your department
 - a. Be sure your department knows you are their representative and make yourself available in case there are any concerns or requests they want to put forward to GSSA.
 - b. Relay information between GSSA and your department in a timely manner and keep GSSA informed of any changes in representation.
- 2) **Participate** in Assembly Meetings (See *Meeting Dates*)
 - a. Attendance at GSSA Assembly Meetings is mandatory.
 - b. If you cannot attend a meeting, you must send a proxy in your place who will sign the attendance sheet at the meeting. Please inform the GSSA Secretary with 24 hours notice when a proxy is being sent.
 - c. Each Representative has a single vote for their department and is expected to follow parliamentary procedure as outlined in *Robert's Rules of Order*.
- 3) **Participate** in GSSA Standing Committees
 - a. Each representative to the assembly shall participate in a standing committee or special committee, or represent the assembly at GAPSA or any other University governing body that requests graduate student representation.
 - b. Committee Sign-Ups are at the first meeting of the Fall Semester.
 - c. The GSSA Website maintains a full-list of members on all standing committees.
 - d. Proxies can be sent to committee meetings, but the chair of the committee must be informed with 24 hours notice.
 - e. Committees are not limited to GSSA Representatives, any member may participate.
- 4) Timely and Correct **Submission of Reimbursement Packets**
 - a. Travel Packets – The GSSA Representative of a Department must sign-off before submission.
 - b. Event/Speaker Packets – The GSSA Representative(s) is responsible for correct and timely submission of all packets to the Treasurer. This duty includes all pre-approval procedures (submitting the request to the Assembly and Tulane Orgsync) and the post-event procedures and follow-up.
 - c. For more information, see *How to Complete Travel/Event/Speaker Forms*
- 5) **Tracking**: Training for Intervention Procedures (TIPS) Sober Event Monitor
 - a. The number of representatives your department has is the same number of TIPS trained individuals your department needs to be in good standing. Although these trained individuals do not have to be representatives, it is the representative's responsibility to make sure their department is in compliance. Ex: If you have 35 graduate students, you have 2 representatives and need 2 TIPS trained people.
 - b. A list of current TIPS sober event monitors is maintained within:
<https://campushealth.tulane.edu/alcohol/sober-event-monitor-training>
 - c. TIPS for the University helps students make sound choices when faced with difficult decisions about alcohol use. The training is an interactive, discussion-based program facilitated by a certified TIPS trainer. **In addition, in order to become TIPS certified you must pass an exam that will be administered during the training. It may take up to 7 business days to process these exams and issue a certification. Therefore, we recommend scheduling your TIPS class well in advance of your event to allow ample time for this processing and certification to take place.**
 - d. Tulane Training Dates can be found at: <https://campushealth.tulane.edu/alcohol/sober-event-monitor-training>
 - e. To be in good standing, a department must have the full number of TIPS compliant students by the end of the Fall Semester.
 - f. Without Sober Event monitors, GSSA cannot have any events with alcohol including Trivia Nights, GAPSA Mixers, Fall Socials and Crawfish Boils.

How to prepare Travel/Event/Speaker Funding Forms

Travel Reimbursement Paperwork

Although it is the duty of the student being reimbursed to fill out and turn in forms to Gibson 200, each GSSA Representative must check over the paperwork to make sure it is complete and correct.

Be familiar with deadlines and limitations: <http://www.tulane.edu/~gssa/travelApplyReimburse.htm>

General Information about GSSA Travel Funds

- Open to all departments in good standing as of the term-deadline
- Covers transportation and registration fees **only, no exceptions**
- Application deadlines occur 3 times a year and are strictly enforced:

Conference Start Date	Application Deadline
September 1-December 31	August 15
January 1 – April 30	December 15
May 1-August 31	April 15

- GSSA works with OGPS to use joint funds for each period – with GSSA contributing 40% of its budget (20% **Travel** + 20% Domestic Lodging/**Other**) and OGPS helping with shortages. We allocate an equal amount of funds for each conference period. Any unused funds from a previous cycle are “rolled-over” into the next. Because we reimburse expenses instead of giving advances, we will not know if all allocated funds are completely used until the conference cycle is complete. This means that there is a delay between when the cycle ends and when we have all the funding information, so additional funds come from unused funding two cycles back. (Ex: If \$1,500 went unused during the Sept-Dec period, we can fund an extra \$1,500 during the August 15 decision cycle.)
 - Many students across all departments seek GSSA funding, meaning we usually cannot fund the “full” amount every cycle (typically 80% is funded depending how much went unused previous cycles). Make sure your constituents understand this limitation and always seek alternative sources of funding.
 - Make sure individuals know to save all **original** receipts and boarding passes related to expenses
 - Missing receipts can usually be requested from the source
 - Valid “Proof of Attendance” – always required
 - Conference Badge (preferred)
 - Program from Conference
 - Picture at Conference (official backdrop showing conference in action, still may be rejected)
 - Valid “Proof of Presentation” – required for presenting awards WITH proof of attendance
 - Program showing title/abstract of poster/presentation (preferred)
 - Picture of presentation in action (may still be rejected)
 - Valid “Airline Travel Proof”
 - Original Boarding Pass
 - Contact airline for a copy if original is lost
-

GSSA Travel Reimbursement Checklist

Legal Name:

Email:

Department:

Date of Travel:

Circle Only One: **Attended Conference** **Presented at Conference**

Mailing Address:

Copy of GSSA Travel Award Approval Letter

OGPS/GSSA Travel Expense Itemization Form, Completed and Signed

If you drove to the conference, use the correct mileage rate (\$0.575/mile as of 2015). Also include a map showing origin, destination, and miles travelled with your receipts

If you are seeking reimbursement for airfare, include your boarding passes taped to white paper. Originals are highly preferred, copies or screenshots can be accepted with other proof of conference attendance

Original, itemized receipts TAPED on letter-sized white paper

All receipts show payment information (name, check # / credit card #)

All receipts are itemized

More than one receipt can be taped to each page, but none can overlap

Proof of Presentation ex: abstract in the conference program, certificate of presentation from conference organizers

Proof of Attendance (ex: name badge from the conference, original boarding passes)

3 Paper clipped packets (1 Original, 2 Copies) in the following order:

1. Copy of GSSA Travel Award Approval Letter
2. Travel Expense Itemization Form
3. Original receipts taped to white paper
4. Proof of Presentation (for presenting awards)
5. Proof of Attendance

Amount to be Reimbursed by GSSA for Travel:

Amount to be Reimbursed by GSSA for Registration:

Total amount to be reimbursed by GSSA:

GSSA Representative Signature:

GSSA Representative Printed Name:

Date Signed:

Submitter must deliver 2 Packets (1 with Original Receipts, 1 Copy) to the desk attendant at Gibson 200. Retain one copy for your fiscal records.

- Packets are due within 2 weeks of conference travel, exceptions must be approved through the Treasurer.
- The GSSA Representative must check that the checklist is complete and fully identifies everything in the packet.
- The amount to be reimbursed must match the amount requested or the actual cost of attendance, whichever is lower on the travel itemization form.
- Make sure the proof of attendance matches what is being reimbursed (If registration is being reimbursed: the registration receipt and proof of attendance as described above is needed. If travel is being reimbursed: all original travel receipts are required.).
- Make sure your constituent knows that it can take up to **8 weeks to process checks** (especially over holiday periods). Checks will either be available at the OGPS Office front desk (Gibson 200) or mailed to the recipient if specially requested. If they do not receive a check by the 8-week mark, then we can start tracking their reimbursement to determine its point in the process.

The Travel Expense Itemization Form

Tulane University OGPS/GSSA Travel Expense Itemization Sheet (Please Print)

Traveler: _____ TU ID # _____

Department: _____

Destination and purpose: _____

Departure date: _____ Return date: _____

Transportation expense: Airfare: \$ _____ Class: _____

Automobile: \$ _____ (\$0.575 x # of miles) (Do not use for taxis)

Registration expense: \$ _____

Please use one line per day; each day can have multiple expenses listed.

Date		Mileage		Other transport	Other (Checked bags, abstract submission fees, etc.)		Total
Month	Day	# miles	Cost	Cost	Item	Cost	
Totals			\$	\$		\$	\$

If you have funding from other sources, including other Tulane departments, please list the source, amount, and what type of expenses they fund here. Attach a second sheet if needed.

Subtotal expenses: \$ _____
 Airfare: \$ _____
 Total expenses: \$ _____
 Amount to be reimbursed by OGPS/GSSA: \$ _____

If justification is required for any item, please explain here.

I certify that the above stated expenses were incurred by me while traveling on Tulane University business.

 Traveler's signature (REQUIRED)

- Fill this in completely and in its entirety
- SSE Dean’s Travel Awards, SLA Dean’s Travel Award, individual Departments, and advisors may all contribute to reimbursement for food/lodging– GSSA only cares about travel and registration costs
- All amounts must be reflected on itemized receipts.
- Ubers = Lyfts = Taxies = **Not** driving yourself in an automobile owned or rented by yourself

Use the comments section

- If original receipts are going to a different department than GSSA (ex: SSE Dean’s Office) NOTE that in the comment box and provide copies of the receipts to GSSA.
- If you are splitting costs, note that, ex:
 - GSSA - \$100 for Registration Reimbursement, \$250 towards travel
 - SSE Dean’s Office - \$300 for lodging
 - Advisor (J. Smith, XX Dept, Account #) – \$1,540 for all remaining expenses (original receipts filed here)

Mistakes here are where reimbursement troubles usually arise. If these forms don’t match amounts expended then questions will be asked – and as this is a complex system, questions can take a long time.

Tulane University OGPS/GSSA Travel Expense Itemization Sheet (Please Print)

Traveler: Jennifer Champagne-Deaux TU ID 555-55-5555

Department: Underwater Basket Weaving

Destination and purpose: New Orleans, LA, USA, Presenting at Underwater Conference

Departure date: January 25, 2017 Return date: January 27, 2017

Transportation expense: Airfare: \$250.00 Class: Economy

Automobile: \$0.00 (\$0.575 x # of miles) (Do not use for taxis)

Registration expense: \$25.00

Please use one line per day; each day can have multiple expenses listed.

Date		Mileage		Other transport	Other (Checked bags, abstract submission fees, etc.)		Total
Month	Day	# miles	Cost	Cost	Item	Cost	
1	6				Abstract Submission Fee	\$30.00	\$30.00
1	6				Registration	\$25.00	\$25.00
1	25			Uber- \$15.00			\$15.00
1	27			Taxi -- \$20.00			\$20.00
Totals			\$	\$		\$	\$ 90.00

If you have funding from other sources, including other Tulane departments, please list the source, amount, and what type of expenses they fund here. Attach a second sheet if needed.

Advisor - \$55.00 - Abstract Submission + Registration

Subtotal expenses: \$ 90.00

Airfare: \$ 250.00

Total expenses: \$ 340.00

Amount to be reimbursed
by OGPS/GSSA: \$ 285.00

If justification is required for any item, please explain here.

Took Uber from airport but unable to secure one to the airport from hotel.

I certify that the above stated expenses were incurred by me while traveling on Tulane University business.

Jenn Champagne Deaux

Traveler's signature (REQUIRED)

Other Common mistakes:

- o **All travel paperwork goes to OGPS at 200 Gibson Hall** (the desk receptionist is familiar with the process)
- o **MUST** be signed by a department's GSSA representative.
- o **NO** digital copies- physical copies are **required** by Accounting.
- o Items can only be reimbursed to the person who paid for them on the receipts! This means if a friend bought theirs and your ticket, and you paid them in cash – **THEY** are the one who must turn in a reimbursement request.
- o Print outs of boarding passes are acceptable in the packet.
- o Payment information **required** on receipts. **Need to have a credit card number and name of payee.**
- o Two copies go to Gibson 200 and 1 copy for the individual
 - OGPS does its best to make sure that if the original packet is lost, they have a back-up immediately available.
 - If a catastrophe occurs and OGPS loses its back up (rare), a copy of allows for any mistakes to quickly be fixed. It is recommended to hold onto your copy until at least your check clears in your account, although a full year may help any unforeseeable problems.

Event Reimbursement Paperwork

Only GSSA Representatives can request event funding through GSSA and submit an event via ORGSYNC (covered below): <http://www.tulane.edu/~gssa/eventApplyReimburse.htm>

General Information about GSSA Event Funds

- Open to all departments in good standing
- Departments can either apply individually or jointly
 - Joint Filings must contact the GSSA Treasurer as soon as preparations begin! (>5 weeks before event)
 - Joint filings should list a representative in charge of overseeing the event preparations and filing reimbursement paperwork
 - All departments filing jointly must be in good standing
 - Representatives from all departments involved must state that their department agrees to co-host the event
- There are two funding categories, based on the amounts requested:
 - Less than or equal to two hundred and fifty dollars (\leq \$250)
 - Requires: GSSA application and a representative to present the event to the assembly
 - Greater than two hundred and fifty dollars ($>$ \$250)
 - Requires: GSSA application, a line-itemized budget emailed to the Treasurer, and a representative to present the event to the assembly

Two Online Submissions are needed for Joint Events

- Applications to GSSA for Assembly approval must be submitted at least **4 days** before the next meeting
 - Representative(s) must present event to assembly. Events submitted without representation will be denied.
- All events must be **approved** on Orgsync (not just submitted) 3 weeks before the event itself
 - Orgsync is the means to complete paperwork with the university; GSSA can assist with Orgsync training but cannot complete the paperwork for you.

How to Apply for Event Funding

1. There are **2 separate forms** to complete for full approval; one goes to the Student Organization Center via Orgsync and one, the Event Request, goes straight to GSSA:

- **3 Weeks Before an Event (+6weeks for speakers!)** Register the Event in Orgsync for Student Organization Center approval and follow all of the prompts. Make sure to list Jennifer O'Brien (jobrien2@tulane.edu) as our advisor and to make it visible only to GSSA members. Representatives are responsible for getting Student Organization Center approval at least 3 weeks in advance via Orgsync.
- Place an [Online Event Request](#) at least **4 days** before the [GSSA Meeting Date](#) preceding your event. Late requests will not be included in the agenda, and will not be brought up for a vote. Events can be requested as several months in advance.

For example:

All event requests for a Thursday meeting would need to be placed in the GSSA system before 11:59 p.m. on the preceding Sunday.

2. For recurring events, such as weekly or monthly meetings, a separate request must be placed for **each** event.

3. If the amount requested for an event is greater than **\$250**, an itemized budget for the event must be sent to the [GSSA Treasurer](#) when the request is submitted. Lack of an approved itemized budget will lead to the omission of the event from the agenda. This budget must include estimated number of attendees, cost of materials requested per attendee, and any other line items unique to the event (rental fees, usage fees, ect.)

4. Please be available for communication via e-mail in the days leading up to the meeting, in case the Treasurer needs to contact you with any last-minute questions regarding your event.

5. You must come to the meeting, and should be prepared to give a brief description of the event including the amount requested and reason for the event, you should also be ready to answer general questions about the event. If you cannot make the meeting, you should notify the Treasurer, and find a proxy or another Representative to fill in for you at the meeting. Unrepresented events will be pulled from the agenda.

6. GSSA cannot under any circumstances reimburse an individual student for alcohol purchases if the organization has not complied with the [Office of Student Programs'](#) event registration procedure. This is a very lengthy and involved process, so start early.

How to get Reimbursed for an Event

There are two ways to get reimbursed for an event: (1) Individual Reimbursement or (2) Interdepartmental Transfer (IT)

(1) INDIVIDUAL REIMBURSEMENT

1. For an individual reimbursement, follow the checklist provided by the [Event Reimbursement Checklist](#).

GSSA Event Reimbursement Checklist

Department:

Name of Event:

Date of Event:

Request Amount:

- Request for Entertainment Reimbursement Form
- Original, itemized receipts taped on a sheet of white paper
 - o All receipts show payment information (name, check # / credit card #)
 - o All receipts are itemized
- Attendee List with Event Name and Date
- Minutes (Needed for Meetings only)

3 Paper clipped packets (1 Original and 2 Copies) arranged in the following order:

1. Payment Information Form
2. Original receipts taped to white paper
3. Attendee List
4. Minutes (meetings only)

GSSA Representative Signature:

GSSA Representative Printed Name:

Date Signed:

Submit 2 packets (1 Originals, 1 Copy) to GSSA Treasurer

In the following order, include all of these items in your reimbursement packet:

- A. Signed GSSA Checklist
 - B. Request for Entertainment Reimbursement Form
 - C. Original receipts taped to white paper
 - D. Attendee list with the number, name, and status of attendees (grad, guests, faculty, etc.)
 - E. **Meetings only, the minutes of the meeting**
2. All reimbursement forms and materials must be signed by an active departmental representative. No exceptions will be made.
 3. All materials must be submitted within **two weeks** of the event date. No exceptions will be made without prior approval.

Entertainment Reimbursement Paperwork

- Organization: Graduate Studies Student Association (GSSA)
- Description of Expense:
Who Attended, How Many Attended, Why Event was Held, Where it was Held
- Do not worry about account number
- If checks are to be picked up in the Student Organization Center (garden level of the LBC), they are prepared and deposited in the binder in the front room every Wednesday afternoon.
- If checks are to be mailed, start looking for the check to arrive 3-5 weeks after submitting the packet.
- If the check does not appear after **8 weeks**, contact the Student Organization Center to ensure they received the packet. If the SOC does not have the packet, contact the Treasurer in order to determine where the packet may be in the administration.

REQUEST FOR ENTERTAINMENT REIMBURSEMENT

1. Complete form. All spaces must be filled.
2. Attach documentation:
 - a. original, itemized receipts showing proof of payment
 - b. attendee list
 - c. meeting agenda (if applicable)
3. Have form signed by your organization advisor.
4. Submit form to the Financial Request Box at the back desk of the Student Organization Center (SOC).

Check disposition instructions:

- Hold for pickup in SOC
- Mail to recipient

Date _____

Organization _____

Amount to be Reimbursed _____

1st Account & Natural Account _____ / _____ Amount _____

2nd Account & Natural Account _____ / _____ Amount _____

FOR REIMBURSEMENT

Person to be Reimbursed _____

TU ID # _____

Address _____

City/State/Zip _____

NAME OF EVENT, DATE, LOCATION AND DESCRIPTION OF EXPENSE

Requested by _____
Name Phone Number Email

Approved by _____
Student Organization Advisor signature

For Office Use Only		
Processed by _____	Date _____	Number _____

Tulane University

LAVIN-BERNICK CENTER
for university life

Department Reimbursement/ Interdepartmental Transfer

(2) INTERDEPARTMENTAL TRANSFER (IT) REIMBURSEMENT

All IT requests must be filled out and submitted online via Orgsync. The IT form can be found in Orgsync (<https://orgsync.com/home/407>) > Organizations > GSSA > Forms > Request for Interdepartmental Transfer.

- Submit the form on behalf of “myself”
 - Follow the prompts
 - **YOU MUST ENTER THE TULANE TREASURER EMAIL WHEN PROMPTED. FAILURE TO DO THIS WILL DELAY REIMBURSEMENT**
-
- Dept. to be Charged: Graduate Studies Student Association (GSSA)
 - Account to be Charged: 222186 - 7543
 - Dept. to be Credited: [Your Department’s Full Name]
 - Account to be Credited: Your Department’s Financial Manager (who helped with event) will give you the account number.

Common mistakes

- Events must be **approved** on Orgsync 3 weeks before the event date
- **REQUIRED:** Itemized receipts with payment information.
 - Must include name on the card and the payment method (Ex. If a credit card, the last 4 numbers of the card)
- Departmental meetings **REQUIRE** attendee list

Speaker Reimbursement Paperwork

Hosting a speaker is similar to, but more complicated than events. If this is your first time hosting a speaker, we recommend coordinating with the GSSA Treasurer as early as possible (8+ weeks beforehand).

Items Unique to Speakers

- Departments are permitted one (1) speaker event per year (September 1 – August 31)
 - Departments wishing to host speakers are *highly encouraged* to find other departments that could benefit from a speaker and work together to host the event
- Requests must be in 4 days before GSSA Meeting. We recommend 6 weeks in advance.
 - 6 weeks allow for any paperwork issues to be resolved in a timely manner
- **GSSA Allowances Breakdown:**
 - Honorarium: Up to \$200. Exceptions can be made at the discretion of the GSSA Assembly.
 - Travel: Up to \$500 airfare.
 - Lodging: Up to \$85 *per diem*- maximum of 2 nights.

- Food: No allotment allowed.
- Please note that a 30% tax applies to international speakers unless their country has a tax treaty with the USA.

To Prepare for Event Submission & Approval

Representatives are responsible for taking care of any necessary paperwork **at least 1 month in advance**. Use the guide below to determine what paperwork is necessary.

Please note that once contracts are signed they are binding and money will need to be paid to the speaker. All contracts must go through the SOC for signature; neither students nor advisors can sign contracts. This makes getting funding early very important as the forms need to be turned in 1 month in advance. If the paperwork is not completed in time before the speaker, GSSA **cannot** issue a reimbursement as the forms will not go through accounting. Likewise, if contracts are signed by all parties and then funding is not approved, someone will be responsible for paying the speaker (either an individual or a department). Again, please be very careful with timing (apply very early and obtain GSSA approval before any contracts are signed by the speaker) and try to have your department pay for speakers rather than individuals in order to avoid these situations dealing with typically large amounts of money.

1. All events must be approved at a GSSA meeting *prior* to the event. GSSA suggests finding a [meeting date](#) at least **6 weeks** before your event.
2. Place an [Online Speaker Request](#) at least **4 days** before the GSSA Meeting Date. Late requests will not be included in the agenda, and will not be brought up for a vote. **For example:** all event requests for a Thursday meeting would need to be placed before 11:59 p.m. on the preceding Sunday.
3. If the amount requested for **any** category is **greater than the allotments listed above** contact the [GSSA Treasurer](#) immediately so the online request can accurately display the proper amounts. Please be prepared to give a well-reasoned explanation at the GSSA meeting when requesting an amount greater than the maximum.
4. Please be available for communication via e-mail in the days leading up to the meeting, in case the Treasurer needs to contact you with any last-minute questions regarding your event.
5. You must come to the meeting, and should be prepared to give a **brief** description of the event, amount and reason for request, as well as answer any questions about the event. If you cannot make the meeting, you should notify the Treasurer, and find a proxy or another Representative to fill in for you at the meeting. Failure to have someone to present the event at the meeting will result in it being pulled from the agenda.

How to Prepare for the Event after Approval

1. Fill out a contract and register the event on Orgsync immediately after receiving approval from the GSSA Assembly. Please follow the [contract example](#) to avoid an incorrectly-filled or incomplete form.

2A. IF THE SPEAKER IS A U.S. CITIZEN OR A PERMANENT RESIDENT (GREEN CARD HOLDER):

E-mail the following to the speaker immediately (at least 6 weeks prior to the event), so that he/she can return it **5 weeks prior** to the date of the event to prevent delays in reimbursement:

- A properly filled out [contract](#) so that the speaker can add their information and sign the document
- A [W-9](#) **only** if the speaker is being directly paid (reimbursement, honorarium).

2B. IF THE SPEAKER IS A FOREIGN NATIONAL RESIDING IN THE U.S. OR INTERNATIONALLY:

E-mail the following to the speaker immediately (at least 6 weeks prior to the event), so that he/she can return it **5 weeks prior** to the date of the event to prevent delays in reimbursement:

- A properly filled out [contract](#) so that the speaker can add their information and sign the document
- A [W-8 BEN](#) **only if** an honorarium was requested and approved for the speaker.
- A [Statement for Honoraria Recipients](#) **only if** an honorarium was requested and approved for the speaker.

You will also need to get the following from the speaker:

- A copy of the speaker's passport
- A copy of the visa stamp in the passport
- Dates of entry and departure

3. Once the above has been completed and signed, submit all the forms from steps 1 and 2 on Orgsync **at least 4 weeks prior** to the event.

How to Get Reimbursed for the Event

1. For honorarium, you must submit an online Payment Form on Orgsync after the contract and W-9 have been filled out and signed by the speaker. Note: Both the contract and the W-9 must be filled out before the request for honorarium can be submitted. This process can take up to 4 weeks.
2. To reimburse either travel or lodging for a speaker, you must submit an IT form with proof of travel/lodging (i.e. boarding passes or paid hotel bills).
3. **The IT form can be found in Orgsync (<https://orgsync.com/home/407>) > Organizations > GSSA > Forms > Request for Interdepartmental Transfer.**
 - **Submit the form on behalf of “myself”**
 - **Follow the prompts**
 - **YOU MUST ENTER THE TULANE TREASURER EMAIL WHEN PROMPTED. FAILURE TO DO THIS WILL DELAY REIMBURSEMENT**
 - Dept. to be Charged: Graduate Studies Student Association (GSSA)
 - Account to be Charged for lodging or travel: 222186 – 7542
 - Dept. to be Credited: [Your Department’s Full Name]
 - Account to be Credited: Your Department’s Financial Manager (who helped with event) will give you the account number.
4. All materials must be submitted **two weeks** after the event. No exceptions will be made without approval before the event.

Common mistakes

- **Not planning early enough!!**
- **Missing flier or announcement (e-mail to department is acceptable)**
- **Attendee list should always be submitted for seminars**

Orgsync

As of Fall 2015 - Tulane requires all student organizations to complete all paperwork and procedures through Orgsync: <https://orgsync.com/home/407>

All representatives must be register for Orgsync and join the Graduate Studies Student Association Group: <https://orgsync.com/97835/events?view=upcoming>

Once you are registered and have joined the GSSA group, you can use it to find documentation on particular items (Other department events, polls, discussions, Tulane events, TIPS, Alcohol Policy, Motor Vehicle Pool, etc.) We highly encourage you to tell your department members to register as well to more fully discover Tulane resources.

Event Registration

- All events must have the registration **approved on Orgsync 3 weeks in advance** of the event and approved by the GSSA assembly before the event takes place.
- Departmental meetings are exempt from this requirement- ensure that you **clearly** state that the event is a department meeting. This will then be **approved within the 3-week deadline**, and doesn't need an advisor to approve it. Meetings **MUST** have minutes attached to the reimbursement package.
- To delineate between departments within GSSA, please start the event name with your department or departmental organization- ie: *Chemistry Department General Meeting*, or *Chemistry Department Seminar*.
- The organization requesting an event, however, is GSSA.
- Provide information on the type of event: social and meeting are the most common categories.
- Be descriptive regarding the activities. If it is off campus, address why. If alcohol served at the venue, explicitly state what is being reimbursed by GSSA (usually "food and non-alcoholic drinks" only).
- The advisor email used should be Jennifer O'Brien, jobrien2@tulane.edu.
- If you have any questions, comments, concerns, you can contact Greg Feiling (gfeiling@tulane.edu) in the office of Student Programs.
- If you have any questions about whether an event falls under GSSA, your department, or something else, please contact the GSSA President

Social Event

Event Name **REQUIRED**

GSSAPractice - GSSA Rep Training

Category **REQUIRED**

Social

Description

B *I* **A**          Source

GSSA Representatives will gather to socialize with those from multiple departments and learn from each other. Food for the event will be purchased from the venue.

New Attach images and files by dragging & dropping them from your computer, or pasting from the clipboard.

State who will be at the event (graduate students only, graduate students and guests, faculty, etc.) and how funds will be used when reimbursement is submitted (food).

Meeting

Event Name **REQUIRED**

GSSAPractice - GSSA Assembly Meeting

Category **REQUIRED**

Meetings

Description

B *I* **A** Source

GSSA Representatives will review minutes of the previous meeting, vote on departmental matters, and discuss any current issues. Food will be provided from Whole Foods To-Go.

New Attach images and files by dragging & dropping them from your computer, or pasting from the clipboard.

Clearly indicate that this is a meeting both in “Category” and in the description. Explain where funds will be used.

When and Where

Date/Time REQUIRED

Aug 31, 2016 12:00 PM To Aug 31, 2016 2:00 PM All Day

Repeating

None

Location / Address [Find a Room](#)

Tulane University, LBC |

Make sure the date for the event matches the GSSA Assembly request date AND is at least 3 weeks from submitting this form.

GSSA does NOT approve repeating events.

Participants

How many people can RSVP?

No Limit

Limited Number

RSVP not required (event is invite only or not necessary)

Who can see people who have RSVP'd?

Everyone

Admins Only

You do not *usually* need to indicate that a limit is on the event. Events with alcohol may be more difficult and require strictures to limit access and attendance.

Who can see this?

Public
Visible to anyone

Tulane University
Visible to all people in this community

GSSA
Visible only to people in this portal

Selected Groups
Visible only to selected groups in this portal

In general, all events should be limited to GSSA visibility. This is purely procedural as the Student Organization Center scrutinizes events that are open to undergraduate students with more detail.

Roberts Rules of Order

*Note: these have been shortened to only those most frequently used at GSSA meetings. A full listing can be found online.

By request of the 2016-2017 Chair, all members are to abide by the Standing Rules:

- 1) Please stand (as possible) when speaking to the Assembly to allow all those to easily see/hear the speaker.
- 2) The previous meeting's minutes will not be read at the next meeting provided the Secretary distributes the minutes beforehand. They will still be approved/amended by the assembly in a vote.

Underlying Principles

1. A quorum must be present to take legal action.
2. All members are equal.
3. Members bring business before an assembly in the form of a motion.
4. Only one formal proposal to take certain actions may be under consideration at a time.
 - a. Member may make secondary motions (which deal with the main motion) before adopting, rejecting, or disposing of the main motion.
5. Only one member may have the floor at a time.
6. Full debate is allowed on all questions.
7. The issue, not the person, is always what is under consideration.
8. The organization is paramount compared to the individual.
9. A majority vote decides, unless a larger vote is required.
10. Silence gives consent.
11. Once an assembly decides a question, that question cannot come back before the assembly in the same form.

Important Terms

- **Address the chair:** To use the appropriate title of the presiding officer when seeking recognition
- **Adopt:** To accept or approve a motion
- **Agenda:** Established order of items of business
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Aye/yea/yes:** An affirmative vote
- **Chair:** The presiding officer of the assembly
- **Debate:** A discussion of the pros and cons of a motion
- **In Order:** In accordance with the rules of the assembly
- **Lay on the Table/Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Nay/no:** A negative vote
- **Obtain the floor:** To secure the recognition in order to make a motion or speak in debate
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit/Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Pending Motion:** The motion under consideration
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

- **Proxy:** Written authorization to vote on another member's behalf

Components of the Standard Order of Business:

- 1) Chair will call the meeting to order.
- 2) Minutes
 - a. Chair will ask "Are there any corrections to the minutes?"
- 3) Reports of officers, boards, and standing committees
 - a. At this time GSSA typically hosts invited guests for their convenience
- 4) Special Committee Reports
- 5) Special Orders
- 6) Unfinished Business and General Orders (any items postponed at the last meeting)
- 7) New Business
- 8) Closing Activities
 - a. Informal reports on the organization's work
 - b. Chair and all members may make announcements
 - c. Adjournment

Guidelines

- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur.
- Raise your hand to be recognized by the Chair in order to obtain the floor (the right to speak). Standing while another has the floor is out of order! You must be recognized by the Chair before speaking.
- Before the motion is stated by the Chair (the question), members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once.
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives.

Categories of Motions:

1. **Main Motion:** introduces new, substantive business or relate to past or future business of the assembly. A main motion is the lowest ranking order and a member may make one only when no other business is pending. (Do not introduce a new question to the floor unless all is resolved.)
2. **Subsidiary motions** assist the assembly in handling a main motion. Motions in this class rank above the main motion
 1. Always apply to the main motion while it is pending
 2. May apply to any main motion
 3. Fit into an order of precedence
 4. Are in order from the time the chair states a main motion until the vote on the main motion
 - **Postpone indefinitely**
 - **Amend**
 - **Commit or refer to a special committee**
 - **Postpone to a certain time**

- **Limit or extend limits of debate** – change the number of times a member may speak, time for each speech or total time for debate
 - **Previous question** – motion to close the debate/call for the question so the pending motion will come to an immediate vote
 - **Lay on the table** – a motion to set aside the main motion for a more pressing issue.
3. **Privileged motions** do not relate to the pending motion but deal with special matters of immediate and overriding importance
 1. Fix the time to adjourn
 2. Call for recess
 3. Raise a question of privilege
 4. **Incidental motions** change the procedure for handling motion but do not change what the assembly is considering. They must be decided immediately before proceeding on with further business.
 1. Point of order – brings any violation of the rule of the assembly to the attention of the presiding officer
 2. Division of the assembly – any member may call out “Division!” to retake a spoken/hand vote by taking a rising vote (all stand) in cases where the member doubts the result of a vote
 3. Motion relating to methods of voting – a request by a member to change the method of voting
 4. Request to be excused from a duty
 5. **Motions that bring a question** before the assembly bring back business that has been previously decided. Members usually introduce them when no other business is pending.

What happens if you don't complete your responsibilities?

If all representatives from your department miss two meetings in a row without a proxy, your department will be on probation. This means you and/or your department will receive an emailed warning that you have missed two consecutive meetings. Departments that are on probation (meaning no representative or proxy has signed in for two meetings) will also have their director of graduate studies informed.

If your department is unrepresented for 3 consecutive meetings, your department will lose good standing/become inactive. This means you will be ineligible for funds (event, speaker, and travel) until you return to active status. Active status is reinstated after attendance at two consecutive meetings.

If your department does not have the proper number of TIPS trained individuals (same as number of representatives) by the end of the Fall semester, your department will go into a probationary status. If all required people are not TIPS trained by ½ way through the Spring semester, your department will become inactive until trained.

If one representative misses two meetings in a row without sending a proxy, even if the department is still represented, all department representatives will be informed that they must fulfill department minimums. If a representative three meetings in a row or 75% of the meetings in a semester, their director of graduate studies and fellow reps will also be contacted to submit a new representative to the GSSSA Assembly.

If forms are handled with extreme disregard, action can be taken against the department either in the form of an added absence, departmental notification, or probationary status.

Constitution of the Graduate Studies Student Association of Tulane University of Louisiana

Preamble

We, the students of the Graduate Studies of Tulane University, in order to develop and further scholastic attainment; to promote understanding among the faculty, students, and alumni; to coordinate the student activities of Graduate Students; to further professional and social interests; and in recognition that the unification of the students into an effective group is necessary to these ends, do establish this constitution for the Graduate Studies Student Association.

Article I: Name

This association will be known as the Graduate Studies Student Association of Tulane University (GSSA), hereinafter referred to as the Association.

Article II: Membership

All persons registered in the School of Liberal Arts and the School of Science and Engineering shall be considered members of this Association, as well as those students enrolled in MA, MS, MFA, and PhD programs who have petitioned for and been granted inclusion according to article V of this constitution.

Article III: GSSA Assembly

Section 1: Name

The GSSA Assembly, hereinafter called the Assembly, shall be constituted following Article V, Section I of the Graduate Faculty Constitution.

Section 2: Powers

- A. The Assembly shall be the governing body of the Association, and shall have the power to formulate policies, manage the affairs of the Association, create lesser committees, and have all other powers prescribed by and necessary for the proper execution of this Constitution.
- B. A two-thirds majority shall be necessary to pass, amend, or repeal a By-law consistent with this Constitution.

Section 3: Membership

- A. The Assembly shall have one representative for every fifteen students of each department/program, not to exceed three total. In addition, each recognized constituted subsidiary to GSSA shall have one representative on the assembly. A member cannot represent both a department and a GSSA subsidiary organization.
- B. Assembly members may send proxies with 24 hours prior notification to the GSSA Secretary, with exceptions in the case of emergency.

Section 4: Meetings

- A. All meetings are scheduled by the President and Executive officers of the Association.
- B. There shall be at least four business meetings per semester, and the first business meeting shall take place within four (4) weeks of the beginning of the semester.
- C. Emergency or non-scheduled meetings may also be called in the following manner:
 1. By majority vote of the executive officers of the Assembly.
 2. By written request of the majority of the members of the assembly. Such requests are to be submitted to the President.
 3. By request of the Dean of the School of Liberal Arts or the School of Science and Engineering. In response, the meeting must occur within one week of the request.

Section 5: Voting/Quorum

- A. A simple majority of the Assembly members present at the meeting is required to pass any proposal not specified in other articles of the Constitution.
- B. A quorum shall consist of half (1/2) of the current representatives from programs in good standing.

Section 6: Right to Appear

Any member of the Association shall have the right to attend assembly meetings and shall be permitted to

make motions at said meetings.

Section 7: Attendance at Meetings

- A. A member's absence from a meeting without proxy for two consecutive meetings in any one term shall result in a probationary warning. The President shall notify the department or organization that they are without representation.
- B. If a department or organization is unrepresented for three consecutive meetings, the President shall send notification to both the head of that department or organization and the current student representative(s), and that department or organization will no longer be eligible for funding by the Association until that department or organization establishes representation for two consecutive meetings. Eligibility for funds may also be restored to a department or organization by a simple majority of the Assembly.

Section 8: Participation

Each representative to the assembly shall participate in a standing committee or special committee, or represent the assembly at GAPSAs or any other University governing body that requests graduate student representation.

Section 9: Vacancies

The assembly shall have the right to call a vote of confidence regarding an Assembly representative/officer or a GAPSAs senator. The petitioned representative/officer or senator shall be given at least one week's notice in writing and shall be given the opportunity to speak in his/her defense prior to the vote. The assembly shall have the right to call a vote of this kind for the representatives or officers of this Assembly and senators elected to GAPSAs only. A 2/3 vote of no confidence shall be sufficient for removal of the officer or representative. After a vote of no confidence has been accepted, a new election shall be held at the next meeting to fill the vacancy. Nominations will be accepted as per article V, section 2.

Article IV: Spending & Fiscal Powers

The GSSA Assembly shall have the following fiscal powers:

- A. It shall accept any funds appropriated for the use of GSSA by the University, GAPSAs and ASB.
- B. It shall allocate appropriate funds for expenditures by GSSA, or by subsidiary organizations of GSSA, as initiated by a formal motion from an Assembly member and approved by a simple majority vote.
- C. At the final meeting of the Spring semester, the newly elected Treasurer and the Budget committee shall craft a budget for the following fiscal year, for approval by the Assembly.
 - a. Such a budget will provide for the regular expenditures of the organization, including meeting expenses, travel funding, speaker travel funding and honoraria and event funding, no category of which should exceed fifty percent (50%) of the entire budget for the fiscal year.
 - b. Travel funding requests, absent any exceptional circumstances, shall be considered approved by the body up to the budgeted amount for the year, at a constant funding level set by the Assembly.
- D. At the end of each fiscal year, unused funds will be returned to the GSSA Reserve Fund, as allowed for by the GAPSAs Constitution, Section 4, part D.
 - a. The purpose of this reserve is to underwrite activities deemed worthy by the Assembly, especially those not expressly budgeted such as capital improvements.
- E. Any other fiscal powers and duties not reserved herein are granted to the GSSA Treasurer and Executive Committee. The Assembly may define or limit these powers and duties at any time through an amendment to this constitution.
- F. All expenditures are subject to final approval by the Student Organizations Office and the University accounting office.

Article IV: Association Executive Officers

Section 1: The Officers of the Association

- A. President

- B. Vice-President
- C. Treasurer
- D. Secretary

Section 2: Nominations

Nominations for executive officers of the Association shall be made by any member of the Association only during the period for which nominations are open during the election meeting. A nominated candidate must be present at the election meeting in order to accept his/her nomination.

Section 3: Elections

Officers shall be elected by the Assembly during the penultimate business meeting of the Spring semester. In order to be elected, a candidate must gain a simple majority of the votes cast. Only votes cast for a particular position shall be counted and used to determine a majority. There will be no absentee voting in any election.

Section 4: Runoffs

If no candidate receives a majority of the votes required for election, a run-off election shall be held between the two candidates with the highest number of votes. If more than two candidates tie for the highest number of votes, all such candidates will enter the run-off.

Section 5: Term of Office

The term of office for the officers of the Association shall commence immediately following the election meeting and carry through until following next election.

Section 6: Vacancies

In the event of a vacancy in any office but that of President, the Assembly shall elect a successor according to the procedures in this article. Should the office of President fall vacant, the Vice-President shall become President, and a new Vice-President shall be elected from the Assembly by a majority vote.

Section 7: Duties of the Officers

- A. The officers of this Association shall carry out the provisions of this Constitution and any By-laws enacted in accordance therewith.
- B. The President shall preside over all meetings of the Assembly and shall appoint all committees and committee chairpersons, with the approval of the Assembly, as well as act as the parliamentarian. The President shall represent the Association at ceremonial functions. The President shall act as liaison to the University Administration, the Graduate School, GAPSAs and to the Division of Student Affairs. The President shall chair the Awards, Legislative, and Executive committees.
- C. The Vice-President shall preside over Assembly meetings in the absence of the President. The Vice President shall chair the Social committee.
- D. The Treasurer shall administer and keep records of the financial activities of the Assembly. The Treasurer shall be responsible for formulating a budget to be submitted to the GAPSAs Finance Board with the approval of the Assembly as part of the annual budget process. The Treasurer shall present and discuss the budget at the introductory meeting of the Assembly. The Treasurer shall chair the Budget committee.
- E. The Secretary shall make public and keep a permanent record of the proceedings of the Assembly meetings, distributing within one (1) week the minutes of said meetings. The Secretary shall have the additional duty of distributing a copy of the Constitution and By-laws at the introductory meeting. The Secretary shall also be in charge of the website and listserv maintenance and maintain the upkeep of the GSSA graduate office.

Article V: Subsidiary Organizations

Section 1: Establishment

As an umbrella organization, the Assembly shall have the authority to adopt subsidiary organizations that meet the special needs of the graduate student population.

Section 2: Recognition

- A. In order to request recognition from GSSA, a potential subsidiary organization must submit the following:

1. An organizational constitution
 2. The name of the representative who will regularly attend GSSA meetings
- B. Such subsidiary organizations may be recognized as one of the following two subsidiary types:
1. Departmental Organizations - whose membership is limited to all graduate school students registered within the organization's academic department
 2. Non-departmental Organizations - including members of any non-departmental graduate program.
- C. A simple majority vote of the Assembly shall be required in order to adopt a potential subsidiary.

Section 3: Constitutions

- A. Such subsidiary organizations shall be required to submit a current constitution for approval by the Assembly both during initial recognition and following any constitutional changes made by the subsidiary organization.
- B. Subsidiary organization constitutions shall be subject to periodic examination by the Assembly.
- C. Subsidiary Organizational constitutions may not conflict with the constitution of GSSA.

Section 4: Duties

A representative of such subsidiary organizations shall be required to attend all Assembly meetings.

Article VI: Amendment and Revision

Section 1: Initiation

Amendments or revisions to this Constitution, or a new Constitution, may be initiated by any member through submission to the legislative committee.

Section 2: Proposal

Amendments or revisions to this Constitution, or a new Constitution, may be accepted as an official proposal by a two-thirds vote of the Assembly following a petition to the Legislative Committee or by a petition to the Assembly signed by not less than fifty members of the Association. A revised constitution must be submitted to GAPSA for final approval and ratification. Publication of the proposed change shall be made by posting in the GSSA office, on the GSSA website and by written notification to each department/program for not less than ten (10) school days prior to ratification.

Section 3: Ratification of Amendments

A proposed amendment may be ratified at the next Assembly meeting by a two-thirds majority of the Assembly representatives.

Article VII: Enactment

The Constitution shall be effective when ratified by a two-thirds majority of the Assembly representatives and after necessary approval practices by GAPSA.

Enactment Clause

We, an organized body of graduate students of Tulane University, do hereby enact the above Constitution. The Association officers at the time of the adoption of this Constitution shall continue in office until such time as they are replaced in the manner provided for in this Constitution.

REVISED and APPROVED (GSSA 12/2012, GAPSA 03/2013)

By-Laws of the Graduate School Student Association of Tulane University of Louisiana

Article I: Authority

The authority of the GSSA Assembly is the GSSA Constitution as approved by the Graduate and Professional School Association (GAPSA) and Associated Student Body (ASB) Senate.

Article II: Powers and Jurisdiction

Section 1: Powers

The powers of the Assembly shall be those granted in Article III, Section 2 of the GSSA Constitution.

Section 2: Jurisdiction

The Assembly may make recommendations on all matters of general concern to the graduate students of Tulane University.

Article III: Meetings

Section 1: Regular Meetings

The Assembly shall meet as per Article III, Section 4, Parts A and B of the GSSA Constitution.

Section 2: Special Meetings

Special Meetings of the Assembly may be called in accordance with Article III, Section 4, Part C of the GSSA Constitution.

Section 3: Notice of Meetings

Notification of all business meetings for the term shall be distributed by the President in writing to all Assembly members at or before the first meeting of each semester. Additionally, the President shall notify the assembly of each meeting at least one week in advance throughout the term. Unavoidable delay in notification shall not invalidate any action taken at these meetings. Written or verbal notice of a special meeting shall be sent to each member of the Assembly at least 24 hours prior to the date of such special meetings.

- A. Departments without representation will receive notification through the department chair at the beginning of the Fall term.

Section 4: Meeting Time and Place

Meetings of the Assembly shall be held at the hour and place designated by the GSSA officers.

Article IV: Officers

Section 1: GSSA Officers

The officers of the GSSA, as provided in the GSSA Constitution, shall serve as the executive officers of the Assembly. Duties shall include all directives of the GSSA Constitution, these By-Laws, and the Assembly.

- A. Each shall be accorded a vote in all meetings, except when serving as the chair/presiding officer. In that case, the chair/presiding officer may only vote to resolve a tie vote.

Section 2: Specific Duties of Officers

- A. The President of the Assembly is responsible for overseeing all facets of student government, as per Article IV, Section 7, Part B, of the GSSA Constitution. The President shall chair the Awards, Legislative, and Executive committees, and represent GSSA to GAPSA, ASB and the administration.
- B. The Vice President shall perform all duties as specified in Article IV, Section 7, Part C of the GSSA Constitution. The Vice President shall chair the Social committee.
- C. The Treasurer shall perform all duties as specified in Article IV, Section 7, Part C. The Treasurer shall serve as the chair of the Budget committee, and shall be the representative of the Assembly to the GAPSA finance meeting. The Treasurer shall give a report on the state of the budget at each Assembly meeting.
- D. The Secretary shall perform all duties as specified in Article IV, Section 7, Part E. The Secretary shall also distribute a schedule of meeting dates at the first meeting of each semester.

Section 3: Reports

- A. The GSSA President shall give a report to the Assembly at each meeting of the GSSA Assembly.

- B. The Treasurer shall give a report on the state of the budget at each Assembly meeting.
- C. GAPSA senators and other officers shall report to the Assembly as needed to keep the Assembly and the Graduate Student Body informed.
- D. Committee chairs shall give reports as required to keep the Assembly and Graduate Student Body informed.
- E. At the request of the Assembly, all reports may be written or oral.

Article V: The Executive Committee

Section 1: Membership

The Executive Committee shall be composed of the officers as per Article IV of the GSSA Constitution.

Section 2: Powers and Duties

Duties shall include:

- A. Preparing the agenda of the Assembly.
- B. Advising the President on the appointment of the Assembly committee Chairpersons.
- C. Advising on any other appointments to the University and Student government bodies as required.
- D. Any other duties provided for by the GSSA Constitution, the By-Laws, or special order of the GSSA Assembly.

Article VI: Function of Standing Committees

Standing committees are committees that address continuing concerns which fall within the jurisdiction of the Assembly and shall be ultimately responsible to the GSSA Assembly.

Section 1: Appointment and Term of Office

Members of the Standing Committees shall be determined annually. The tenure of Standing Committees closes with the end of Spring semester. Any or all members of a committee may be reappointed.

Section 2: Reports

Standing Committees shall present interim reports as requested by the Assembly. Each Standing Committee shall submit an annual written report.

Section 3: Meetings

The frequency of committee meetings shall be determined by each committee chair unless otherwise designated by the Assembly or the Executive Committee.

Section 4: Committee Chairs

The President shall appoint chairpersons to these committees unless otherwise specified by the GSSA Constitution or these By-Laws. The appointments of these chairpersons must be approved by simple majority of the Assembly.

Section 5: Administration of Committees

Each Standing Committee shall operate in accordance with GSSA policy and regulations.

Section 6: Procedures for Operation

The Legislative and Social Committees shall establish guidelines for operation that are approved by the Assembly.

Section 7: Creation and Dissolution of Standing Committees

- A. Creation of a new Standing Committee will require approval of the Assembly and amendment to these By-Laws. Proper justification must be presented to the Assembly outlining the committee's purpose and function.
- B. Dissolution of a Standing Committee will require approval of the Assembly and amendments to these By-Laws. Proper justification must be presented to the Assembly outlining reasons for dissolving a Standing Committee.

Article VII: Standing Committees

The GSSA Assembly shall have the following Standing Committees:

Section 1: Legislative Committee

The Legislative committee shall be chaired by the GSSA President who will not have a vote except in the

instance of a tie. The committee shall be composed of members from both the School of Liberal Arts and Science and Engineering. These members shall be nominated and confirmed by the Assembly at the first business meeting of the Fall semester. This committee is responsible for reviewing and updating proposals on the legislative changes submitted to GSSA. The committee must compile these proposed revisions, and present them to the Assembly at a general business meeting in the same semester the revisions were proposed.

Section 2: Budget Committee

The Budget Committee shall be chaired by the GSSA Treasurer who will not have a vote except in the case of a tie. The committee shall be composed of members from the School of Liberal Arts and Science and Engineering. These members shall be nominated and confirmed by the Assembly at the first business meeting of the Fall semester. The committee will be responsible for the development of the annual operating budget that will be submitted to GAPSA. The committee should formulate their standard procedures and present them to the Assembly at the first Fall business meeting.

Section 3: Social Committee

The Social Committee shall be composed of members with the Vice-President as the chair as prescribed by Article VII, Section 4 of these By-Laws. This committee will organize social events including the annual Spring crawfish boil.

Section 4: Awards Committee

The President will chair the Awards committee and is appointed as per Article VII, Section 4 of these By-Laws. This committee administers the selection process of all awards presented by GSSA, including the GSSA Graduate Teaching Award.

Article VIII: Special Committees

Special Committees are committees that address short-term concerns that fall within the jurisdiction of the Assembly and shall be ultimately responsible to the Assembly.

Section 1: Appointment and Term of Office

- A. Special Committees shall be created as needed by the Assembly. Proper guidelines shall be presented to the Assembly explaining the purpose, function, and need for such a committee.
- B. Membership of Special Committees shall be determined by the Assembly, or by Presidential appointment with Assembly Approval.
- C. The tenure of a Special Committee closes with its completion of its assignment.

Section 2: Reports

A Special Committee shall make a written report to the Assembly on completion of its assignment.

Section 3: Meetings

The frequency of committee meetings shall be determined by each committee chair unless otherwise designated by the Assembly.

Section 4: Administration of Committees

Each Special Committee shall operate in accordance with GSSA policy and regulations.

Section 5: Assembly Review

Upon request by the Assembly, a Special Committee shall update the Assembly on its progress.

Article IX: Student Representation to GAPSA

GSSA shall select the correct number of senators to GAPSA at the first meeting of the Fall semester. The number or senators shall be determined by GAPSA. The method of selection shall be determined by the Executive Committee.

Article X: Enactment/Amendment of By-Laws

Section 1: Enactment

These By-Laws will be enacted by a 2/3 vote of the Assembly.

Section 2: Amendment

These By-Laws may be amended at any Assembly meeting by a 2/3 vote.

Article XI: Awards

Graduate School Student Association Award for Excellence in Graduate Level Teaching: The Graduate School Student Association Award for Excellence in Graduate Level Teaching shall be presented annually to an outstanding member of the Graduate School Faculty for excellence in Graduate level teaching in each of the two divisions of GSSA (Liberal Arts and Science & Engineering). Nominations shall be solicited by general announcement. Letters of nomination shall be accepted for review by the Awards committee for any candidate. The committee may have access to teaching reviews, and if possible, an evaluation of each of the faculty nominees teaching ability by a fellow faculty member, as well as any other material that they deem relevant. The Awards committee shall maintain permanent files on each nominee, so that subsequent nominations can be placed in context with those previous and placards will be made in honor of each winner. Previous award recipients are not eligible for a second award.

Article XII: Rules of Order

In the conduct of meetings of the Assembly and its committees the newly revised Robert's Rules of Order shall prevail except as otherwise provided in the GSSA Constitution or by these By-Laws.

REVISED AND APPROVED (GSSA 12/2012, GAPSA 3/2013)

Confirmation Signature

I, _____, hereby affirm that I have received, read, and will adhere to the previously stated constitution of my department,

_____, and to the responsibilities and repercussions described here by the Tulane Graduate Studies Student Association.

Signature: _____

Date: _____