

Southern Connecticut State University

Graduate Student Affairs Committee

Policy & Procedures Manual

Revised November 2008

Table of Contents

I.	Introduction to Document.....	1
II.	General Information.....	2
	a. Address.....	2
	b. Telephone.....	2
	c. Website Address.....	2
	d. Meeting Time and Location.....	2
	e. By-Laws.....	2
	f. Official Insignia.....	2
III.	GSAC Operations.....	3
	a. Budget.....	3
	b. Meeting Minutes.....	4
	c. Meeting Agendas.....	4
	d. Meeting Procedures.....	5
	e. Election of GSAC Chairperson and Vice Chairperson.....	5
	f. Resolutions.....	6
IV.	GSAC Membership.....	7
	a. GSAC Department Representatives.....	7
	b. GSAC Chairperson.....	7
	c. GSAC Vice Chairperson.....	7
	d. GSAC Faculty Members.....	8
	e. GSAC Coordinator.....	8
V.	GSAC Website.....	9
	a. Responsibilities of the Website Subcommittee Chairperson.....	9
	b. GSAC Website Content.....	9
	c. Procedure for Making Substantive Changes to GSAC Website.....	10
VI.	GSAC Subcommittees.....	11
	a. Research and Conference Funding Subcommittee.....	11
	b. Website Subcommittee.....	11
	c. Ad Hoc Subcommittees.....	11
VII.	GSAC-Recognized Graduate Student Organizations.....	12
	a. Procedure for Recognizing a Graduate Student Organization.....	12
	b. Graduate Student Organization Budget.....	12
	c. Responsibilities of Graduate Student Organizations.....	12
VIII.	GSAC Funding Opportunities.....	13
	a. Guest Speaker Funding.....	13
	b. Conference Funding.....	14
	c. Research Funding.....	15
	d. Special Projects.....	16
	e. Special Events.....	17
	f. Graduate Student Organizations.....	18
IX.	Appendices.....	19
	a. GSAC By-Laws.....	19
	b. GSAC Letterhead Insignia.....	23
	c. GSAC Colored Logo.....	24

d. Graduate Student Organization Application	24
e. Graduate Student Organization Information Sheet	27
f. Guest Speaker Funding Application	29
g. Conference Funding Application	31
h. Research Funding Application	34

I. Introduction to document- The Graduate Student Affairs Committee (GSAC) is a student organization committed to "advancing our agenda for excellence" set by Southern Connecticut State University's School of Graduate Studies. It supports activities that enhance the academic, social and cultural experience of Southern's students through the distribution of activity fees collected from full-time graduate students. GSAC also functions as an advocacy group, representing the needs of Southern's graduate student body. This document serves as a reference for the GSAC membership, the University faculty and the graduate student body. It communicates the policies and procedures that the GSAC employs in the accomplishment of its mission of "supporting educational, social, cultural and recreational activities directed toward enriching the experiences of graduate student life at Southern Connecticut State University."

II. General Information

- a. *Address*—The official address of the Graduate Student Affairs Committee is “Graduate Student Affairs Committee, Lyman Center Room 116, 501 Crescent Street, New Haven, Connecticut 06515.”
- b. *Telephone*—(203) 392-6165
- c. *Website Address*—<http://www.southernct.edu/departments/graduatestudies/csgsac.php3>
- d. *Meeting Time and Location*—The GSAC meets on the first Monday of October, November, December, February, March, April and May. Meetings are held from 3:00 to 4:30 PM in the Alumni Room of the University Student Center.
- e. *Bylaws*—GSAC operates under the *Bylaws of the Graduate Student Affairs Committee*. A copy of this document is included for reference in Appendix A.
- f. *Official Insignia*—GSAC recognizes two official insignia. The GSAC letterhead insignia and the GSAC colored logo.
 - i. *GSAC Letterhead Insignia*—The GSAC letterhead insignia consists of the words “Graduate Student Affairs Committee” listed at a 45-degree angle. An example of the GSAC letterhead insignia can be found in Appendix B.
 - ii. *GSAC Colored Logo*—The GSAC colored logo is square in shape with the each of the words “Graduate”, “Student”, “Affairs” and “Committee” printed within a white border along a side of the square beginning with the top side and continuing in order, clockwise. Within the border, four profiles of a human head surround the center. In the upper left corner is a blue face on a red background with the letter “G” imprinted on the side of the head. In the upper right corner is an orange face on a green background with the letter “S” imprinted on the side of the head. In the lower right corner is a red face on a blue background with the letter “A” imprinted on the side of the head. In the lower left corner is a green face on an orange background with the letter “C” imprinted on the side of the head. Separating the colored sections is a black, compass shaped section with a picture of the earth in the center. A yellow arrow points clockwise around the earth. An example of the GSAC colored logo can be found in Appendix C.

III. GSAC Operations

a. Budget

- i. The GSAC budget is semesterly with the total amount available in the budget being derived from the following formula: (Number of full-time graduate students enrolled) x (\$22.00 Activity fee/Graduate student enrolled) = GSAC Budget for the Semester.
- ii. The GSAC budget is maintained by the GSAC Coordinator and is the direct responsibility of the GSAC Advisor.
- iii. The GSAC Coordinator will make a budget report at each GSAC meeting. The budget report will contain:
 1. The starting and current balances,
 2. Amount of expenditures since the last GSAC meeting,
 3. Budget lines from which expenditures were taken.
- iv. The GSAC budget contains nine budget lines.
 1. Salaries—The GSAC Coordinator receives a salary of \$6000.00 per semester. Special Events—Programs may request funding for special events to take place on campus. Examples include a Graduate Symposium or Graduate Departments' Graduation Celebration.
 2. Special Projects—Funding may be requested by departments or groups for special projects on campus. Examples include the Tree Fund and the Pertucci Lecture Series.
 3. Guest Speakers— Professors may request funding for guest speakers for graduate courses.
 4. Research Funding—Funds may be requested to support the research projects of graduate students.
 5. Conference Funding— Graduate students may request funding to attend or make presentations at conferences.
 6. Graduate Student Organizations—Funding may be requested to assist graduate student clubs with expenses of operation.
 7. Cultural Affairs—Funds are provided to the Performing Arts Series to enhance the cultural awareness of graduate students and underwrite the cost of performances and admission.
 8. Miscellaneous Expenses—Funds are used by the GSAC for expenses such as printing promotional materials and refreshments for meetings.
- v. These lines are flexible and money can be transferred between budget lines according to the following procedure:
 1. A need for transfer of funds to a particular budget line must be identified.

2. A source from which the transfer will be made must be identified (e.g., another budget line, the “surplus”).
3. A motion must be made before the GSAC.
4. The motion must be discussed by the GSAC.
5. A voting member must second the motion.
6. The motion must be voted on.

b. *Meeting Minutes*

- i. Minutes will be taken by the GSAC Vice Chairperson at every GSAC meeting.
- ii. Minutes from all meetings will be reviewed by the GSAC Coordinator, the Graduate Dean, the GSAC Chairperson and the GSAC Vice Chairperson before distribution to the entire committee. This will be done via e-mail.
- iii. After the review process, meeting minutes will be distributed to the entire committee at least five (5) days before the meeting at which they will be approved.
- iv. Meeting minutes will be approved at the meeting following that in which they were taken.
- v. Minutes from the May meeting will be approved in the review process described in Section III.b.ii.

c. *Meeting Agendas*

- i. Regular Agenda Items
 1. Approval of Minutes—At the beginning of each meeting (with the exception of the October meeting) the minutes from the previous GSAC meeting will be reviewed for approval from the Committee. If the minutes are not approved as written, modifications should be suggested by GSAC members and recorded by the GSAC Coordinator. The approval of the minutes can then be made pending modification.
 2. Budget Report—At each meeting, the GSAC Coordinator will report the status of the GSAC Budget. A verbal report will be given and a written report will be distributed to all GSAC members.
 3. Committee Reports—Any standing or ad hoc committees will make a status report to the GSAC at each meeting.
 4. Dean of the School of Graduate Studies—The Graduate Dean speaks to the GSAC at each meeting.

- ii. Placing an Item on the Agenda
 - 1. All requests to place an item on the agenda for GSAC monthly meetings should be made at least two weeks before the scheduled meeting. The GSAC Coordinator will notify requestors of approval.
 - a. GSAC Members—GSAC members can submit a request for an item to be placed on the agenda by contacting the GSAC Coordinator in writing.
 - b. Non-members—Non-members can submit a request for an item to be placed on the agenda through their department representative or chairperson who will contact the GSAC Coordinator in writing.
 - 2. In the case of an emergency, requests to place an item on the agenda can be made to the GSAC Coordinator as late as the Wednesday before the scheduled meeting. This should be done according to the procedure described in Sections III.c.ii.1. In addition, the requestor should include an explanation of the emergent nature of the request.
- d. *Meeting Procedures*—The Graduate Student Affairs Committee (GSAC) adapts the parliamentary procedure described in *Robert’s Rules of Order: Newly Revised* (10th ed.) to facilitate its meetings. This procedure is meant to assist, not impede, discussion during GSAC meetings by keeping committee members focused on the order of business and ensuring that all committee members are following the discussion. Familiarity with Robert’s Rules will help members to participate productively in GSAC meetings.
- e. *Election of GSAC Chairperson and Vice Chairperson*—Each year, the GSAC membership will elect two students to serve as Chairperson and Vice Chairperson according to the following procedure.
 - i. The GSAC Coordinator calls for nominations from the floor.
 - ii. The GSAC membership makes nominations and nominees accept or decline.
 - iii. Nominees share a short statement on why they would like to serve as a GSAC officer and what they hope to accomplish.
 - iv. The GSAC membership votes by writing the name of the person they would like to be chairperson on a piece of paper. Nominees cast their ballots and then leave the meeting room while the rest of the GSAC votes and while the votes are tallied.
 - v. The GSAC Coordinator tallies the votes. The nominee with the greatest number of votes is the Chairperson and the nominee with the second greatest number of votes is the Vice Chairperson.
 - vi. The nominees return to the room and the GSAC Coordinator reports the results.

f. *Resolutions*

i. Occasions for Resolutions:

1. Recognition of the accomplishments or service of an individual or department.
2. Taking a stand on an education issue related to the University, state, or nation.

ii. Putting forth a Resolution:

1. A motion must be made before the GSAC.
2. The motion must be discussed by the GSAC.
3. A voting member must second the motion.
4. The motion must be voted on.
5. A two-thirds majority vote is required to support a resolution.

IV. GSAC Membership

a. GSAC Department Representatives

- i. The GSAC department representatives are selected by the procedure specified in the GSAC By-laws (Appendix A).
- ii. Representatives have the following responsibilities:
 1. To uphold the By-laws of the GSAC.
 2. To contribute toward the fulfillment of the duties and responsibilities of the GSAC as described in Section II of the By-laws of the GSAC.
 3. To actively attend and prepare for all scheduled GSAC meetings.
 4. To serve on GSAC Subcommittees and University committees as needed.
 5. To represent the needs, interests, and concerns of graduate students in their Departments and the University at-large.
 6. To communicate with the GSAC Chair, Vice-chair, and Coordinator regarding ideas, suggestions and concerns relevant to the GSAC, its operation and its activities.

b. GSAC Chairperson

- i. The GSAC Chairperson is elected by the voting members of the GSAC
- ii. The GSAC Chairperson has the following responsibilities:
 1. To fulfill all of the responsibilities held by the GSAC Department Representatives.
 2. To preside at GSAC meetings.
 3. To meet with the Vice Chairperson each month to discuss and plan monthly meetings, GSAC initiatives, and current GSAC business.
 4. To work with the GSAC Coordinator, Vice Chairperson and Coordinator to develop an agenda for each GSAC meeting.
 5. To meet with the Graduate Dean and GSAC Coordinator and GSAC Vice Chairperson monthly to discuss and plan monthly meetings, GSAC initiatives, and current GSAC business.
 6. To review GSAC meeting minutes and documents to ensure accuracy.

c. GSAC Vice Chairperson

- i. The GSAC Vice Chairperson is elected by the voting members of the GSAC
- ii. The GSAC Vice Chairperson has the following responsibilities:
 1. To fulfill all of the responsibilities held by the GSAC Department Representatives.

2. To fulfill the duties of the GSAC Chairperson in the absence of the Chairperson.
3. To meet with the chairperson each month to discuss and plan monthly meetings, GSAC initiatives, and current GSAC business.
4. To work with the GSAC Coordinator, Chairperson to develop an agenda for each GSAC meeting.
5. To meet with the Dean of the Graduate School, the GSAC Chairperson and the GSAC Coordinator monthly to discuss and plan monthly meetings, GSAC initiatives, and current GSAC business.
6. To record accurate, detailed, and consistent minutes of each monthly meeting, and to ensure that the minutes are distributed per the GSAC policy on minutes as described in Section II.b.

d. *GSAC Faculty Members*

- i. GSAC faculty members are selected according to the procedure specified in the GSAC By-Laws (Appendix A).
- ii. GSAC faculty members have the following responsibilities:
 1. To attend monthly GSAC meetings with a student representative.
 2. To advise graduate students about the purpose of the GSAC and explain its opportunities for community building and support among graduate students at SCSU.
 3. To serve as an intermediary between the department and the university in an effort to support graduate student activities.
 4. To volunteer his/her time to support subcommittee activities within GSAC.
 5. To become involved in furthering relevant development and evaluation activities to secure the continued operation of a strong Graduate Student Affairs Committee.

e. *GSAC Coordinator*

- i. The GSAC Coordinator is a part-time employee of the GSAC.
- ii. The GSAC Coordinator has the following responsibilities:
 1. To act as Chairperson for the first meeting of the year until a chairperson is elected from the student voting members.
 2. To conduct the daily operation of the business and activities of the GSAC, including those specified throughout this document.
 3. To attend monthly GSAC meetings.

V. GSAC Website

a. *Responsibilities of the GSAC Website Subcommittee chairperson*

- i. The GSAC Website Subcommittee Chairperson is responsible for recruiting members of GSAC to join the standing Website Subcommittee, which shall be done at the first or second meeting of the year.
- ii. The GSAC Website Subcommittee Chairperson shall conduct subcommittee meetings when he/she sees fit (or at the request of GSAC) to discuss website content and layout.
- iii. The GSAC Website Subcommittee Chairperson shall meet with the School of Graduate Studies website editor to provide updated content, and provide subcommittee changes for the site.
- iv. While the GSAC Website Subcommittee Chairperson is responsible for ensuring up-to-date content, he/she may not edit any content pertaining to GSAC bylaws, polices, or procedures, without obtaining a vote of approval from GSAC.
- v. The GSAC Website Subcommittee chairperson shall forward all website content the Assistant Dean of Graduate Studies for posting on the Graduate School website.

b. *GSAC Website Content*

- i. The GSAC Website is an extension of the committee, and will serve to educate the student body regarding the mission, goals, and functions of the GSAC.
- ii. The GSAC Website shall provide graduate students with information that enhances their academic, social, and cultural experiences.
- iii. The GSAC Website shall contain but is not limited to:
 1. The GSAC logo and the words Graduate Student Affairs Committee.
 2. An introduction to GSAC describing the mission of GSAC and how GSAC benefits graduate students.
 3. GSAC Forms- Downloadable forms and applications for GSAC funding requests and other forms shall be available on the GSAC Website.
 4. Current GSAC membership- A list of GSAC members including student representatives, faculty representatives, and administration. Included information is name, title if applicable, department, and SCSU email address, and a photograph.
 5. By-laws- An html and printable copy of the most current by-laws shall be placed on the GSAC Website.
 6. Minutes- A downloadable version of each month's minutes shall be placed on the GSAC Website upon approval of the minutes.

7. Graduate Student Organizations- A list of graduate clubs, chapters, and organizations, including contact information. Information regarding the formation of a Graduate Student Organization and all applicable applications shall be provided.
8. GSAC Recent Funding- A list of GSAC-funded events, speakers, research, and various other groups shall be included on the GSAC Website. Names of individuals and funding amounts shall be excluded.
9. GSAC News- As an advocacy group of the graduate school and the graduate student body, any educational, cultural, or social activities within the graduate school may be included on the GSAC Website.

c. *Procedure for making substantive changes to GSAC Website Content and Layout*

- i. Minor changes to the layout and non-policy content (reference V.a.iv.) changes may be agreed upon by the Website Subcommittee or the Subcommittee Chairperson, and made accordingly.
- ii. Any major change in the physical layout of the GSAC Website (including color-scheme, design, technology, etc.) or change in the type or scope of content on the website (including new or altered content areas, links to non-SCSU websites, addition of member information (i.e. phone numbers, etc.) must be presented to GSAC at a monthly meeting for discussion, and all
- iii. changes must be approved by a vote of the GSAC.

VI. GSAC Subcommittees

a. Research and Conference Funding Subcommittee

- i. Responsibilities—The Research and Conference Subcommittee meets with the GSAC Coordinator in the fall semester and in the spring semester to review applications for funding to support student research and conference attendance. The committee then makes recommendations to the entire GSAC in regards to acting on the applications.
- ii. Member selection—GSAC representatives are asked to volunteer to serve on the Subcommittee. At least two students must be present to review the applications.

b. Website Subcommittee

- i. Responsibilities—The Website Subcommittee is responsible for the management of the GSAC website in consultation with the Graduate Dean and the GSAC Coordinator.
- ii. Member Selection—GSAC representatives are asked to volunteer to serve on the subcommittee.

c. Ad Hoc Subcommittees

- i. Formation—Ad hoc Subcommittees can be formed to address needs not included in the descriptions of other GSAC subcommittees.
- ii. Member selection— GSAC representatives are asked to volunteer to serve on the ad hoc committees as needed.

VII. GSAC Recognized Graduate Student Organizations

- a. *Procedure for recognizing a Graduate Student Organization*—Graduate students wishing to form a graduate student organization must:
 - i. Identify a faculty advisor.
 - ii. Develop a set of bylaws that establishes the function, duties/responsibilities, membership/officers and meeting schedule of the organization.
 - iii. Complete the Graduate Student Organization Application (Appendix D).
 - iv. Have a representative for the proposed organization present a proposal to the GSAC, at a scheduled GSAC meeting, requesting recognition as a graduate student organization. This presentation should include:
 1. An oral report on the nature, function and goals of the proposed organization.
 2. Copies of the proposed bylaws for distribution to the entire GSAC.
 3. A written statement from the proposed organization's faculty advisor accepting the position as faculty advisor.
 4. A proposed budget for the organization's operation for current semester (if funding is requested).
 - v. The representative should be prepared to answer questions regarding the proposed organization and to accept recommended or required changes to the proposed bylaws.
 - vi. After the presentation is made, the proposal will be discussed and voted on by the GSAC.
- b. *Graduate Student Organization Budget*—See Section VIII.f.
- c. *Responsibilities of Graduate Student Organizations*
 - i. Graduate Student Organizations must be open to all interested SCSU graduate students.
 - ii. Officers in Graduate Student Organizations must be graduate students.
 - iii. Present Graduate Student Organization Information Sheet (Appendix E) each academic year to the GSAC Coordinator for record keeping purposes.
 - iv. Graduate Student Organizations must adhere to SCSU policy in the planning of meetings and events. The faculty advisor and student leadership must identify any special permissions and certifications that are required for all events.

VIII. GSAC Funding Opportunities

- a. *Guest Speaker Funding*—Professors can request funding for guest speakers for graduate courses.
 - i. Procedure for applying for funding
 1. Faculty members who are requesting funding for guest speakers should download the “Guest Speaker Funding Application” from the GSAC website. A copy of the Guest Speaker Funding Application can be found in Appendix F.
 2. Faculty members should complete the form and secure the signature of their department chairperson before submitting the form.
 3. Requests must be submitted to the GSAC Coordinator at least three weeks prior to the engagement.
 4. Faculty members are responsible for making any room arrangements.
 5. Faculty should contact the GSAC Coordinator with any questions.
 - ii. Procedure for awarding of funding
 1. The GSAC Coordinator will review the application, notify the faculty member of funding status and submit appropriate paperwork.
 2. After the scheduled date of the engagement, the GSAC Coordinator will contact the requesting faculty member to verify fulfillment of the engagement.
 3. Upon verification, the GSAC coordinator will submit the required paperwork.
 4. Payment to the guest speaker will be sent via postal mail within one month of the scheduled engagement.
 - iii. Criteria and limits
 1. Courses for which funding is requested must be graduate level (500 and up).
 2. Faculty members can only request funding for guest speakers for classes that they are teaching.
 3. GSAC cannot fund guest speakers who are faculty, staff, or adjunct faculty at SCSU.
 4. There is a maximum of \$150.00 per semester that can be requested by any faculty member teaching a graduate course per semester, pending availability of funds.
 5. If the event is publicized, GSAC must be acknowledged as a sponsor of the event. The following statement should appear on all publicity: “This program is sponsored under the auspices of the Division of Student and University Affairs and the Graduate Student Affairs Committee.”

6. The funds are allocated on a first come, first served basis and partial awards may be granted if necessary.
 7. Funding decisions are based on the prior financial support received by the faculty member and on the availability of funds.
- b. *Conference Funding*— Funding may be requested by graduate students to attend or make presentations at conferences.
- i. Procedure for applying for funding
 1. Students who wish to request funding for conference attendance should download the Conference Funding Application from the GSAC website. A copy of the Conference Funding Application can be found in Appendix G.
 2. Students should complete the application, follow all instructions for attachments and secure the signature of their department chairperson before submitting the form.
 3. Students who are presenting at events must attach documentation such as a letter of confirmation or event program indicating participation as a presenter.
 4. Requests must be submitted to the GSAC Coordinator at least four weeks prior to the conference starting date.
 5. Students are required to submit a one-page typed report about their experiences at the conferences within thirty days of the end of the conference. The report should include an overview of the conference and an account of how attendance benefited you academically and/or professionally.
 6. Students are required to submit original receipts from the conference within thirty days of the end of the conference.
 - ii. Procedure for awarding funding
 1. The GSAC Coordinator will review the application and place it on the agenda of the next Research and Conference Committee meeting.
 2. The Research and Conference Committee will review the application according to the criteria and limits described in Section VII.b.iii. and make a recommendation to the entire GSAC at the next GSAC meeting.
 3. The GSAC will vote to act on the application.
 4. If funding is approved, the award will be made upon receipt of all required materials, including original receipts for the amount awarded, the one page essay on the conference experience and any other required documentation.
 5. The student must return all receipts and other documentation within thirty days of the end of the conference.
 6. Upon fulfillment of these procedures, a check will be sent by the Business Office to the student via postal mail at the address specified on the application.

iii. Criteria and limits

1. Students must be matriculated and in good standing at the time of the funded event.
2. Funding limits are set according to the following schedule:

	In State	Out of State
One Day Conference Attendance	\$100.00	\$200.00
One Day Conference Presentation	\$150.00	\$300.00
Two Day Conference Attendance	\$300.00	\$500.00
Two Day Conference Presentation	\$500.00	\$850.00

3. Full-time students are eligible for a maximum of \$1000.00 per academic year.
 4. Part-time students are eligible for a maximum of \$300.00 per academic year.
 5. Priority will be given to applications of full-time students.
 6. All funding amounts are contingent upon availability of funds.
 7. Funds may only be awarded for automobile gasoline if the applicant includes a copy of the automobile insurance policy showing at least state-minimum limits with any receipts.
 8. All receipts must be dated within the duration of the conference and must be related to conference activities.
 9. The total amount of funding awarded to graduate students from a single department will not exceed, in the aggregate, more than 20% of the total GSAC Conference budget line for a given academic year. This 20% cap can be waived if excess money is available. In this case, it will be distributed equally among students, within existing limits, regardless of department affiliations.
- c. *Research Funding*— Funds may be requested to support the research projects of graduate students.
- i. Procedure for applying for funding
 1. Students who wish to request funding for research should download the “Research Funding Application” from the GSAC website. A copy of the Research Funding Application can be found in Appendix H.
 2. Students should complete the form, follow all instructions for attachments and secure the signature of their advisor and department chairperson before submitting the form.
 3. The application must be complete before funding can be awarded.

- ii. Procedure for awarding funding
 - 1. The GSAC Coordinator will review the application and place it on the agenda of the next Research and Conference Committee meeting.
 - 2. The Research and Conference Committee will review the application according to the criteria and limits described in Section VII.c.iii. and make a recommendation to the entire GSAC at the next GSAC meeting.
 - 3. The GSAC will vote to act on the application.
 - 4. If funding is approved, a check will be mailed by the Business Office to the student at the address specified on the application form.
- iii. Criteria and limits
 - 1. The maximum award for research funding is \$550.00. This amount is contingent on availability of funds.
 - 2. Funds cannot be awarded for the purchase of personal items (computers, printers, office equipment, etc.).
 - 3. Justification must be made for the necessity of funding for items requested especially participant incentives, equipment and advertising.
 - 4. All parts of the application, including the IRB approval letter (if relevant) must be submitted before funding can be awarded.
 - 5. A copy of the IACUC approval letter (if relevant) must be submitted before funding can be awarded.
 - 6. A copy of the Graduate Studies Thesis Proposal acceptance letter.
- d. *Special Projects*—Funding may be requested by departments or groups for special projects on campus.
 - i. Procedure for applying for funding
 - 1. The requestor should be placed on the agenda for a GSAC meeting that takes place at least one month before the funded project will take place.
 - 2. At the GSAC meeting, the requestor should distribute a written proposal for funding to the GSAC members. The proposal should contain the following information:
 - a. A description of the project
 - b. Identification of a faculty sponsor and a written commitment from the sponsoring faculty member if he/she is not present at the meeting.
 - c. A line budget for requested funds.
 - d. Documentation of projected expenses.
 - 3. The requestor should also give a verbal explanation of the project and be prepared to answer any questions the committee may have.

- ii. Procedure for awarding funding
 - 1. After the request is made, the request will be discussed and voted on by the GSAC.
 - 2. Upon approval, the requestor should discuss the mode of delivery of funding with the GSAC Coordinator, as it will vary depending on the nature of the project.
- iii. Criteria and limits
 - 1. Special project activities must primarily benefit graduate students at SCSU.
 - 2. Funding for special projects cannot be used as direct donations.

e. *Special Events*

- i. Procedure for applying for funding
 - 1. The requestor should be placed on the agenda for a GSAC meeting that takes place at least one month before the funded event will take place.
 - 2. At the GSAC meeting, the requestor should distribute a written proposal for funding to the GSAC members. The proposal should contain the following information:
 - a. A description of the event, including dates, times and location.
 - b. A description of the way the event will benefit graduate students.
 - c. Identification of a faculty sponsor and a written commitment from the sponsoring faculty member if he/she is not present at the meeting.
 - d. A line budget for requested funds.
- ii. Procedure for awarding funding
 - 1. After the request is made, the request will be discussed and voted on by the GSAC.
 - 2. Upon approval, the requestor should discuss the mode of delivery of funding with the GSAC Coordinator, as it will vary depending on the nature of the requested funding.
- iii. Criteria and limits
 - 1. The requestor is responsible for making all arrangements for the event according to SCSU policy.
 - 2. Funding cannot be used to subsidize individuals who are not SCSU Graduate Students.

f. *Graduate Student Organizations*

i. Procedure for applying for funding

1. The requestor should be placed on the agenda for a GSAC meeting that takes place at least one month before the funded event will take place.
2. At the GSAC meeting, the requestor should distribute a written proposal for funding to the GSAC members. The proposal should contain the following information:
 - a. A description of the activities to be funded.
 - b. A description of the way the activities will benefit graduate students.
 - c. Identification of a faculty sponsor and a written commitment from the sponsoring faculty member if he/she is not present at the meeting.
 - d. A line budget for requested funds.

ii. Procedure for awarding funding

1. After the request is made, the request will be discussed and voted on by the GSAC.
2. Upon approval, the requestor should discuss the mode of delivery of funding with the GSAC Coordinator, as it will vary depending on the nature of the request.

iii. Criteria and limits

1. The graduate student organization is responsible for making all arrangements for activities according to SCSU policy.
2. Funding for graduate student organizations cannot be used as direct donations.
3. Funds cannot be used for the purchase of personal items.
4. Requests for funds for the payment of national or state dues will be reviewed on the basis of benefits given by affiliation with the national or state organization.

IX. Appendices

a. Appendix A—GSAC By-laws

I. Function and Authority

The Graduate Student Affairs Committee is responsible for developing and maintaining policies and procedures for the prudent and timely use of all student activity funds collected for graduate students.

- A. The Graduate Student Affairs Committee shall support educational, social, cultural and recreational activities directed toward enriching the experiences of graduate student life at SCSU.
- B. The actions of the Graduate Student Affairs Committee are subject to the rights, responsibilities and the jurisdiction of the Board of Trustees and the President of Southern Connecticut State University or his/her designee.
- C. The Graduate Student Affairs Committee operates within the policies and regulations established by the State of Connecticut, the Board of Trustees, and Southern Connecticut State University.

II. Duties and Responsibilities

- A. Developing and maintaining a long range plan for the annual application of student activity fee funds collected from graduate students.
- B. Developing and maintaining an estimated annual budget for the use of graduate student activity fund revenue, coordinating and monitoring all expenditures.
- C. Establishing written criteria for proposals from the graduate university community for the use of graduate student activity funds.
- D. Reviewing proposals and allocating funds for any activities using graduate student activity funds and maintaining a record of the results of funded activities.
- E. Screenings of proposed new graduate organizations and/or activities requesting graduate student activity funds, and annually reviewing ongoing funded activities or organizations.
- F. Student Affairs Committee actions and activities and providing information about graduate student needs to administration, schools, departments, and university committees.
- G. Submitting an annual report to the President, Vice President of Student and University Affairs and the Dean of the Graduate School.
- H. Communicate activities of GSAC with the graduate student body through the Office of the Dean of Graduate Studies.

III. Membership

- A. Voting membership- The maximum voting membership of the Graduate Student Affairs Committee shall be seventeen, of which fourteen are students.
 - 1. Administrations and Faculty
 - a. Dean of the Graduate School (ex-officio)

- b. Three graduate faculty members and one alternate will be appointed by the Dean of the Graduate School to serve a staggered term of three years each.
 - 2. Student Representation
 - a. Annually, fourteen departments will select a student to serve a one year term as a voting member on a rotating roster determined by the Dean of the Graduate School.
 - 3. Appointment to the Graduate Student Affairs Committee
 - a. Administration

Both administrative members are ex officio. Each administrative member will designate in writing an alternate who will be able to act for the administrator in his/her absence.
 - b. Faculty
 - 1. The Dean of the Graduate School shall notify the appropriate Dean or Deans of academic schools when there is a faculty vacancy and request applications be forwarded to the Coordinator of the GSAC by a date at least one week before the next scheduled meeting.
 - 2. At the next scheduled meeting, members of the GSAC will select faculty members from the applicants. The GSAC may solicit additional applications if too few are received or too few are approved by a majority of the GSAC members.
 - 3. If sufficient applications are not submitted or sufficient applications are not approved by the members of the GSAC, the GSAC will operate without faculty representation or with reduced faculty representation.
 - c. Current Voting Membership
 - 1. The Coordinator of the GSAC shall maintain a current list of GSAC members and alternates with current addresses and telephone numbers.
- B. Non-Voting Membership
- Each graduate program may send a graduate student to any GSAC meeting to represent and speak for the interests of the program and its students.

Any Dean, Department Chairperson or Graduate Program Coordinator may have items placed on the GSAC agenda by submitting a written request to do so and indicating in the request who will be attending the meeting to speak to and answer questions about the item.

IV. Membership Graduate Student Affairs Committee Coordinator

- A. Position - The Graduate Student Affairs Committee Coordinator is a part-time that may be funded by the GSAC.
- B. Responsibilities - The Graduate Student Affairs Committee Coordinator is responsible for the daily operation of the business and activities of the GSAC. The GSAC Coordinator will act as Chairperson for the first meeting of the year until a chairperson is elected from the student voting members.

- C. Reporting - The GSAC Coordinator reports to the GSAC Advisor and as the agent of the Committee to the voting members of the GSAC. The GSAC Coordinator may be terminated for cause by two thirds vote of the current voting members of the GSAC.

V. Graduate Student Affairs Committee Officers and Committees

- A. Chairperson - At the first scheduled meeting of the year the voting members shall elect a chairperson whose duty it will be to preside at all meetings and to work with the GSAC Coordinator and Advisor in developing an agenda for each meeting. The Chairperson shall serve for one year and be eligible for reelection.
- B. Vice Chairperson - At the first scheduled meeting of the year the voting members shall elect a vice chairperson whose duty it will be to fulfill the duties of chairperson in the absence of the chairperson.
- C. Committees - The standing committees of the GSAC are Research, Conference and Ad hoc.

VI. Meetings

- A. Schedule - The GSAC shall meet on a regularly scheduled basis at least once each month at a time that is convenient for the majority of the voting members. This shall be established at the first meeting of each year.
- B. Quorum - A majority of the voting members shall constitute a quorum.
- C. Special meetings of the GSAC may be called by the Chairperson or the Advisor as deemed necessary. The call to such meetings must be issued at least one week in advance and must clearly state the purpose of and justification of the meeting.

VII. Changes in the By-Laws

Changes in the By-Laws may be made at a regular or special meeting of the GSAC provided:

- A. GSAC members have received written notice of any proposed change and the rationale for the change at least one week prior to the meetings.
- B. A two-thirds majority of the total GSAC voting membership approves the proposed changes.

b. *Appendix B—GSAC Letterhead Insignia*

**Graduate
Student
Affairs
Committee**

501 Crescent Street,
New Haven, Connecticut 06515
(203) 397-8579

c. *Appendix C—GSAC Colored Logo*



Graduate Student Affairs Committee

Graduate Student Organizations

The Graduate Student Affairs Committee makes funds available for GSAC-recognized graduate student organizations that are in good standing with the GSAC. Funding may be awarded for but not limited to the cost of organizing and running meetings, planning and holding events, and supporting initiatives of the graduate student organization.

Graduate student organizations (clubs, chapters, etc.) are student-run organizations recognized by the Graduate Student Affairs Committee. A faculty advisor supports and advises each organization. The club concept is designed to promote and enrich a sense of community within and among the graduate departments at SCSU. Each chapter determines its own purpose. Often, clubs choose to encourage educational, recreational, social, cultural and pre-professional activities as a means for building a strong network of peer/professional support for graduate student members.

- I. Procedure for recognizing a Graduate Student Organization—Graduate students wishing to form a graduate student organization must:
 - a. Identify a faculty advisor.
 - b. Develop a set of bylaws that establishes the function, duties/responsibilities, membership/officers and meeting schedule of the organization
 - c. Complete the “Graduate Student Organization Application.”
 - d. A representative for the proposed organization must present a proposal to the GSAC, at a scheduled GSAC meeting, requesting recognition as a graduate student organization. This presentation should include:
 - i. An oral report on the nature, function and goals of the proposed organization.
 - ii. Copies of the proposed bylaws for distribution to the entire GSAC.
 - iii. A written statement from the proposed organization’s faculty advisor accepting the position as faculty advisor.
 - iv. A proposed budget for the organization’s operation for current semester (if funding is requested).
 - v. The representative should be prepared to answer questions regarding the presentation and to accept recommended or required changes to the proposed bylaws.
 - vi. After the presentation is made, the proposal will be discussed and voted on by the GSAC.

II. *Responsibilities of Graduate Student Organizations*

- a. Graduate Student Organizations must be open to all interested SCSU graduate students.
- b. Graduate Student Organizations must present a Graduate Student Organization Information Sheet containing contact information for the faculty advisor and officers *each academic year* to the GSAC Coordinator for record keeping purposes. Failure to do so will result in the loss of GSAC-recognized status and will preclude the organization from GSAC funding.
- c. Graduate Student Organizations must adhere to SCSU policy in the planning of meetings and events. The faculty advisor and student leadership must identify any special permissions and certifications that are required for all events.

III. *Graduate Student Organization Budget*

- a. Procedure for applying for funding
 - i. The requestor should be placed on the agenda for a GSAC meeting that takes place at least one month before the funded event will take place.
 - ii. At the GSAC meeting, the requestor should distribute a written proposal for funding to the GSAC members. The proposal should contain the following information:
 1. A description of the activities to be funded.
 2. A description of the way the activities will benefit graduate students.
 3. Identification of a faculty sponsor and a written commitment from the sponsoring faculty member if he/she is not present at the meeting.
 4. A line budget for requested funds.
- b. Procedure for awarding funding
 - i. After the request is made, the request will be discussed and voted on by the GSAC.
 - ii. Upon approval, the requestor should discuss the mode of delivery of funding with the GSAC Coordinator as it will vary depending on the nature of the request.

Graduate Student Affairs Committee

Graduate Student Organization Information Sheet

Organization Name: _____

Sponsoring Department: _____

Organization Meeting Time: _____ Meeting Location: _____

Current Academic Year: _____

President

Name: _____

E-mail Address: _____

Campus Address (if applicable): _____

Telephone: _____

Vice-President

Name: _____

E-mail Address: _____

Campus Address (if applicable): _____

Telephone: _____

Secretary

Name: _____

E-mail Address: _____

Campus Address (if applicable): _____

Telephone: _____

Treasurer

Name: _____

E-mail Address: _____

Campus Address (if applicable): _____

Telephone: _____

Faculty Advisor

Name: _____

E-mail Address: _____

Campus Address (if applicable): _____

Telephone: _____

Graduate Student Affairs Committee

Guest Speaker Funding

The Graduate Student Affairs Committee makes funds available for faculty members teaching graduate classes to bring guest speakers into those graduate classes.

IV. Procedure for applying for funding

- a. Faculty members who are requesting funding for guest speakers should download the “Guest Speaker Funding Application” from the GSAC website.
- b. Faculty members should complete the application and secure the signature of their department chairperson before submitting the form.
- c. Requests must be submitted to the GSAC Coordinator at least three weeks prior to the engagement.
- d. Faculty is responsible for making any room arrangements.
- e. Faculty should contact the GSAC Coordinator at (203) 392-6165 with any questions about guest speaker funding.

V. Criteria and limits

- a. Courses for which funding is requested must be graduate level (500 and up).
- b. Faculty members can only request funding for guest speakers for classes that they are teaching.
- c. GSAC cannot fund guest speakers who are faculty, staff, or adjunct faculty at SCSU.
- d. There is a maximum of \$150.00 per semester that can be requested by any faculty member teaching a graduate course per semester, pending availability of funds.
- e. If the event is publicized, GSAC must be acknowledged as a sponsor of the event. The following statement should appear on all publicity: “This program is sponsored under the auspices of the Division of Student and University Affairs and the Graduate Student Affairs Committee.”
- f. The funds are allocated on a first come, first served basis and partial awards may be granted if necessary.
- g. Funding decisions for guest speakers are based on the prior financial support received by the faculty member for the guest speakers and on the availability of funds.

Graduate Student Affairs Committee

Conference Funding

The Graduate Student Affairs Committee makes funds available for matriculated graduate students who are in good standing to attend or present at professional conferences, seminars, conventions, and workshops. Funding may be awarded for but not limited to the cost of fees, travel, food, and lodging related to attendance at such events.

VI. Procedure for applying for funding

- a. Students should complete the “Conference Funding Application,” follow all instructions for attachments and secure the signature of their department chairperson before submitting the form.
- b. Requests must be submitted to the GSAC Coordinator four weeks prior to the conference starting date.
- c. Students who are presenting at events must attach documentation such as a letter of confirmation or event program indicating participation as a presenter.
- d. Students planning to attend summer conferences (June-August) should apply for funding in the preceding spring semester.
- e. Students are required to submit a one-page typed report about their experiences at the conferences within thirty days of the end of the conference. The report should include an overview of the conference and an account of how attendance benefited you academically and/or professionally.
- f. Students are required to submit original receipts from the conference within thirty days of the end of the conference.

VII. Criteria and limits

	In State	Out of State
One Day Conference Attendance	\$100.00	\$200.00
One Day Conference Presentation	\$150.00	\$300.00
Two Day Conference Attendance	\$300.00	\$500.00
Two Day Conference Presentation	\$500.00	\$850.00

- a. Fund Full-time students are eligible for a maximum of \$1000.00 **per academic year**.
- b. Part-time students are eligible for a maximum of \$300.00 **per academic year**.
- c. First priority for funding will be given to full-time graduate students.
- d. All funding amounts are contingent upon availability of funds.
- e. Funds may only be awarded for automobile gasoline if the applicant includes a copy of the insurance policy showing at least state-minimum limits with any receipts.
- f. All receipts must be dated within the duration of the conference and must be related to conference activities.
- g. Funding will not be provided to support students attending SCSU co-sponsored events.

Graduate Student Affairs Committee

Conference Funding Application

I acknowledge that the information provided in the Conference Funding Application and attached documentation is correct.

Student's signature _____ Date _____

I acknowledge that this student will be attending an academic conference in his/her field. I also acknowledge he or she is a matriculated student in good academic standing.

Department Chair's/Advisor' Signature _____ Date _____

I acknowledge that this student will give a presentation to his/her class upon returning from their conference.

Professor's Signature _____ Date _____

Please Submit To:

Arlene Lucibello
GSAC Coordinator
SCSU Lyman Center Room 116
501 Crescent St.
New Haven, CT 06515

For Office Use Only

Date Received: _____ Date Reviewed: _____ Reviewers' Initials: _____		
Application Approved: Yes No	Amount Approved: _____	
Date Receipts Received: _____	Amount Awarded: _____	

Graduate Student Affairs Committee

Research Funding

The Graduate Student Affairs Committee makes funds available for matriculated graduate students who are in good standing to conduct research. The guidelines set forth ensure that funding is allocated equally among graduate students, and in a manner consistent with the policies of the Graduate Student Affairs Committee.

VIII. Procedure for application for and allocation of funding

- a. Students should complete the “Research Funding Application,” follow all instructions for attachments and secure the signature of their department chairperson before submitting the form.
- b. Applications for the fall semester must be submitted by November 1, and applications for the spring semester must be submitted by April 1.
- c. If funding is approved, a check will be mailed by the Business Office to the student at the address specified on the application.
- d. The GSAC must be recognized in the completed research as having supported this research.

IX. Criteria and limits

- a. Students will be considered for a Research Award if they are enrolled in a graduate program in good standing. Students with three completed thesis chapters will receive priority in consideration for funding approval.
- b. The maximum award for research funding is \$550, pending availability of funds.
- c. Funds cannot be awarded for personal items (computers, printers, office equipment, etc.).

Graduate Student Affairs Committee

Research Funding Application

Research Expense Line Budget:

Item	Cost
1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____
7. _____	\$ _____
8. _____	\$ _____
9. _____	\$ _____
10. _____	\$ _____

I have reviewed this request for funding and will monitor the student's use of any funds awarded.

Faculty Advisor's signature _____ Date _____

Graduate Student Affairs Committee

Research Funding Application

Any publication or presentation of the supported work must include recognition of said support. If you have any questions, contact the GSAC Office at 392-6165.

I acknowledge that the information provided in the Research Funding Application and attached documentation is correct.

Student's signature _____ Date _____

I acknowledge that this student is conducting academically sound research in his/her field. I also acknowledge he or she is a matriculated student in good academic standing.

Department Chair's signature _____ Date _____

Please Submit To:

Arlene Lucibello
GSAC Coordinator
SCSU Lyman Center Room 116
501 Crescent St.
New Haven, CT 06515

For Office Use Only

Date Received: _____ Date Reviewed: _____ Reviewers' Initials: _____

Application Approved: Yes No Amount Approved: _____

Amount Awarded: _____