**\*GSAC Constitution\***

1. **General Information**
   1. The official address of the SCSU Graduate Student Affairs Committee is:

Graduate Student Affairs Committee

Lyman Center, Room 116

501 Crescent Street

New Haven, CT 06515

* 1. *Phone* --(203) 392-6165
  2. *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 PM to 4:30 PM in the Adanti Student Center.
  3. *Bylaws*—The GSAC operates under the bylaws and procedures listed in this document.

1. **Student Representation**
   1. Annually, each graduate department will select one student to serve a one-year term as a voting member of the GSAC. The position as a voting member of the GSAC requires a one-year commitment. Only in extenuating circumstances can this commitment be altered, at which time the department’s alternate student representative will become the GSAC voting member.
   2. Each graduate department will also select an alternate, who will serve when the GSAC voting member cannot not attend, or if the GSAC voting member can no longer serve on the committee. The alternate position is also a one-year commitment.
      1. The alternate will receive a copy of each month’s meeting minutes and is always welcome to attend monthly GSAC meetings; however, the alternate may only exercise voting power in the absence of the department’s GSAC voting member.
   3. Both the voting GSAC member and the alternate must have availability on the day and time of regularly scheduled GSAC meetings.
2. **GSAC Budget**
   1. The GSAC has a per-semester budget, which is calculated by multiplying the number of full-time graduate students by the Activity Fee.
   2. The GSAC budget is maintained by the GSAC Coordinator and is supervised by the Advisor.
   3. The GSAC Coordinator will make a budget report at each GSAC meeting. The report will contain:
      1. the starting and current balances
      2. expenditures and their amounts since the last GSAC meeting
      3. budget lines from which expenditures were taken.
   4. The GSAC budget contains
      1. Special Events—Programs may request funding for special events to take place on campus (e.g. a Graduate Student Research and   
         Creative Conference or Graduate Departments’ Graduation Celebration).
      2. GSAC Events—GSAC will organize and deliver at least one event per semester that provides professional development and social stimulus to the graduate student body.
      3. Research Funding—Graduate students may request funding to support their research projects.
      4. Conference Funding—Graduate students may request funding to attend or make presentations at conferences.
      5. Graduate Student Organizations—limited funding may be requested to assist graduate student clubs with expenses of operation.
      6. Miscellaneous Expenses—Funds are used for GSAC expenses such as printing promotional materials and refreshments for meetings.
   5. These lines are flexible and money can be transferred between budget lines according to the following procedure:
      1. A need to transfer 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 voting member of the GSAC must make a motion.
      4. The motion must be discussed by the GSAC.
      5. A voting member of the GSAC must second the motion.
      6. The GSAC members must vote on the motion.
3. **Faculty and Staff**
   1. The Dean of Student Affairs (or another representative of the Office of Student Affairs) shall serve as the Faculty Advisor for GSAC.
      1. The Faculty Advisor shall attend all monthly GSAC meetings.
      2. The role of the Faculty Advisor is to provide input at the request of GSAC members or to ensure GSAC members are acting within the parameters of the policies and procedures of SCSU.
      3. The GSAC Coordinator is responsible for the daily operations of the business and activities of GSAC and will attend monthly GSAC meetings.
4. **Voting**
   1. Each graduate department shall have only one GSAC voting member vote. If the voting member is not available, the alternate can and should vote in the voting member’s place.
   2. Only the student representatives may vote on any motion. Any faculty, advisor or staff member may provide insight and advice to ensure that the GSAC maintains the policies and procedures of SCSU, but only students have voting power.
   3. A motion must be made by a voting member of GSAC.
   4. The motion must be seconded by a voting member of GSAC.
   5. In order to vote, a quorum must be present. A majority of the voting members shall constitute a quorum.
      1. In circumstances that require a time-sensitive vote, an email vote may be taken. An email vote shall be extremely rare. Most motions shall be made and voted upon at the following meeting when a quorum is present.
   6. In order to pass a motion, two-thirds of the voting members must vote in favor of the motion.
5. **GSAC Website**
   1. 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.
   2. The GSAC Website shall provide graduate students with information that enhances their academic, social, and cultural experiences.
   3. The GSAC Website shall provide a calendar of events of interest to graduate students, including but not limited to speakers on campus, SCSU events, and academic/professional/social opportunities for graduate students.
   4. The GSAC Website shall contain but is not limited to:
      1. An introduction to GSAC describing the mission and goals of GSAC and how it benefits graduate students at SCSU.
      2. GSAC Forms: Downloadable versions of forms and applications for funding requests shall be made available.
      3. Current GSAC membership
      4. Graduate student organizations
      5. Announcements of special events of special interest to graduate students
   5. The GSAC Website shall be maintained by the Website, Public Relations and Publicity Subcommittee (see 8 f ii.)
6. **Meeting Minutes**
   1. Minutes will be taken by the GSAC Administrative Assistant to the GSAC President at every GSAC meeting.
   2. Minutes from all meetings will be reviewed by the GSAC Advisor, the GSAC Coordinator, and the GSAC Chair prior to full committee distribution via email.
   3. Meeting minutes must be distributed to the entire committee at least five (5) days prior to the meeting at which they are to be approved.
   4. Meeting meetings are to be approve at the meeting following that in which they were taken.
   5. Meeting minutes shall include the following information:
      1. All members in attendance listed in alphabetical order by last name.
      2. Any guests listed in alphabetical order by last name.
      3. Time the meeting was called to order.
      4. All agenda items listed in the order in which they were discussed, the details of such agenda items, and any motions and/or voting associated with the agenda item.
      5. Time the meeting was adjourned.
      6. The information will be organized and presented in a fashion deemed appropriate by the current committee members.
7. **Subcommittees**
   1. All voting GSAC members are required to serve on at least one subcommittee.
   2. Each subcommittee shall have its own chairperson, who shall not be the chair or vice chair of the GSAC.
   3. The chair of each subcommittee shall run the subcommittee meetings and report all proceedings to the GSAC at each monthly meeting.
   4. No motions shall be passed by a subcommittee. All motions must be brought to the GSAC full committee and be voted upon by a quorum of voting members.
   5. An advisor need not be present at a subcommittee meeting unless the chair of the subcommittee so requests.
   6. The three standing GSAC subcommittees are Finance; Website, Public Relations and Publicity; and Professional Development and Social Programming.
      1. The **Finance Subcommittee** is responsible for reviewing applications for funding to support student research and conference attendance once per semester. The subcommittee then makes recommendations to GSAC regarding action for each application.
      2. The **Website, Public Relations and Publicity Subcommittee** is responsible for the management of the GSAC website page in consultation with the Student Affairs Advisor and the GSAC Coordinator, and for the design and distribution of flyers, announcements, etc. of GSAC events. The chair of the Website Subcommittee shall call subcommittee meetings as needed, or at the request of GSAC, to discuss website content and layout. A member of the Website Subcommittee shall be responsible for keeping an updated calendar of pertinent events and activities of special interest to graduate students.
      3. The **Professional Development and Social Programming Subcommittee** is responsible for planning, organizing and delivering at least one professional development and one social event per semester for the graduate student body.
8. **Funding** 
   1. *Conference Funding*—Funding may be requested by graduate students to attend or make presentations at conferences.
      1. 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.
         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 the student academically and/or professionally.
         6. Students are required to submit original, itemized receipts from the conference within thirty days of the end of the conference. If students are requesting reimbursement for gasoline, they must submit a copy of their auto insurance liability coverage page, which includes the dates of coverage.
      2. Procedure for awarding funding:
         1. The GSAC Coordinator will meet with the Finance Committee to review the application.
         2. The Finance Committee will review the application 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 original receipts and other documentation within thirty days of the end of the conference.
         6. Upon fulfillment of these procedures, Accounts Payable will send a check to the student via postal mail at the address specified on the application.
      3. 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:

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| --- | --- | --- |
|  | In-State Conference | Out-of-State Conference |
| One-Day Conference Attendance | $100.00 | $200.00 |
| Multi-Day Conference Attendance | $300.00 | $500.00 |
| One-Day Conference Presentation | $150.00 | $300.00 |
| Multi-Day Conference Presentation | $500.00 | $850.00 |

* + - 1. Part-time students are eligible for a maximum of $300.00 per academic year.
      2. Priority will be given to applications of full-time students.
      3. Full time students are eligible for a maximum of $1000.00 per academic year (not in a semester)
      4. All funding amounts are contingent upon availability of funds.
      5. 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.
      6. All receipts must be dated within the duration of the conference and must be related to conference activities. Receipts must be itemized, especially for food and beverages. GSAC cannot and will not pay for alcoholic beverages.
      7. The total amount of funding awarded to graduate students from a single department should 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 departmental affiliations.
  1. *Research Funding*—Funds may be requested to support the research projects of graduate students.
     1. Procedure for applying for funding:
        1. Students who wish to request funding for research should download the “Research Funding Application” from the GSAC website.
        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 completed before funding can be awarded.
     2. Procedure for awarding funding:
        1. The GSAC Coordinator will review the application and place it on the agenda of the next Finance Committee meeting.
        2. The Finance Committee will review the application according to the criteria and limits 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 Accounts Payable will mail a check to the student at the address specified on the application form.
     3. 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. All parts of the application, including the IRB approval letter (if relevant) must be submitted before funding can be awarded.
        4. A copy of the IACUC approval letter (if relevant) must be submitted before funding can be awarded.
        5. A copy of the Graduate Studies Thesis Proposal acceptance letter.
           1. A description of the way the event will benefit graduate students.
           2. Identification of a faculty sponsor and a written commitment from the sponsoring faculty member if he/she is not present at the meeting.
           3. A line budget for requested funds.
  2. *Graduate Student Organizations*
     1. 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:
           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.
        3. Procedure for awarding funding:
           1. After the request is made, the request will be discussed and voted on by the GSAC.
        4. 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.