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# **CONSTITUTION OF THE EMORY UNIVERSITY GRADUATE SCHOOL OF ARTS & SCIENCES GRADUATE STUDENT COUNCIL**

**(Revised June 1, 2004)**

## **I. PREAMBLE**

This organization exists through, is sanctioned by, and derives its authority from the Student Government Association (SGA) of Emory University.

## **II. NAME**

The name of this organization shall be the Graduate Student Council (GSC) of the Emory University Graduate School of Arts and Sciences (GSAS).

## **III. PURPOSE**

- A. To promote the pursuit of knowledge within both the Emory University GSAS and the community as a whole.
- B. To foster a broad sense of community among the students of all departments of the GSAS.
- C. To coordinate the advocacy of non-academic issues which are of concern to graduate students.
- D. To participate in university-wide governmental organizations through contact with the Graduate Senate, SGA, and the University Senate.

## **IV. MEMBERSHIP**

All students enrolled in the GSAS are members of this organization.

## **V. GSC STRUCTURE**

The GSC shall serve as the governing organization for the students of the GSAS. Its structure includes the Executive Council, the Department Representatives, the Committee Representatives, and the Voting Representatives. The GSC also has a Faculty Advisor, who is a member of the GSAS staff, to assist the GSC in decision-making.

### **A. The Executive Council**

1. The Executive Council consists of the Elected Officers: the President(s), the Vice President, the Secretary(ies), the Treasurer, the Travel Treasurer, the Social Chair(s), and the Ticket Czar(ina)(s).

2. At the discretion of the GSC during an election, any of the offices except Vice President, Treasurer, and Travel Treasurer may be made into jointly-held positions. There may be at most two people in each of these offices.
3. Terms for all members of the Executive Council shall last one year.
4. The term for all members of the Executive Council, except the President(s) and the Vice President, shall commence at the beginning of the Fall semester following elections.
5. The term of the incumbent President(s) shall end one week prior to the beginning of the Fall semester following the elections, at which time the term of the President(s) elect shall commence.
6. The term of the incumbent Vice President shall end upon election of the new Vice President in the Fall.
7. All members of the Executive Council are responsible for training their successors to handle the duties of their positions at the end of their elected terms.
8. The Executive Council's primary task is to implement the policies of the GSC and administrate its activities in a timely manner. In such a role, the Executive Council may speak on behalf of the GSC and spend the money of the GSC.
9. In general, officers may spend money that corresponds with the duties of their position without GSC approval, and shall be reimbursed by the Treasurer in accordance with the budget.
10. In unusual cases or when the expense is significant, the Executive Council must approve the expenditures of its officers by a simple majority vote. In cases where the issue makes it necessary or appropriate, the Executive Council should seek approval for its actions from the GSC at a monthly meeting. Examples of such a situation are:
  - a. where the budget line is insufficiently detailed;
  - b. when the budget item is of a nature such that a wider base of decision is desirable. For example, the "Speaker & Co-sponsorship" budget items.
11. A vote by a simple majority of the Executive Council may override any officer's decision/action/etc. on behalf of the GSC.
12. The Executive Council may remove an officer from office by a 2/3 majority vote of the Executive Council.
13. The GSC may remove an officer by a 2/3 majority vote of eligible voters (See Section V.E.4., GSC Monthly Meetings) at a GSC monthly meeting.

## **B. Duties of the Elected Officers**

### **1. President(s)**

#### Role/Definition

- a. There may be two Co-Presidents of the GSC, in which case each Co-President has all of the authority and responsibility of the office.
- b. The President(s) primarily shall have the responsibility of maintaining the organization and operation of the GSC in accordance with the Constitution, including, but not limited to, the responsibility of integrating, coordinating, and supervising the activities of the other officers. This activity includes, but is not limited to, the responsibility to cooperate with the Treasurer in insuring that the funds of the GSC are being spent properly.
- c. Without objection from a majority of the other Executive Council members, the President(s) shall be allowed to delegate any of his/her responsibilities to other

graduate students providing that the President(s) keeps abreast of the actions of the delegates.

- d. The President(s) shall be responsible for hiring and supervising the work-study student. This duty may be delegated or shared as desired and should be carried out in consultation with the Travel Treasurer and SGA Business Manager.
- e. The President(s) shall be responsible for making an annual request for GSC office space in the Dobbs University Center (DUC), as well as acting as a liaison to the building managers and custodians.
- f. The President(s) shall be responsible for distributing and collecting office keys for the executive officers and/or recording their names on the key list in the DUC.
- g. The President(s), in conjunction with the Secretary(ies), shall be responsible for announcing all GSC elections and recruiting candidates for Executive Council Officer, Department Representative, and Committee Representative positions. The President(s) shall be responsible for overseeing elections as described in Section VI, Elections of Officers.
- h. The President(s) elect shall assist the incumbent President(s) with any remaining meetings of the semester or other duties. The first official duty of the President(s) shall consist of welcoming new students at the GSAS orientation.
- i. The President(s) shall be responsible for participating in the annual GSAS new-student orientation week activities. This participation shall include: making a welcoming speech and staffing an information booth at orientation, and serving beer at the GSAS picnic. The President(s) shall be responsible for recruiting volunteers to help serve beer and check identification at the picnic.
- j. The President(s) shall be responsible for reviewing the Constitution prior to the February GSC meeting to ensure its accuracy, and for presenting any changes for a GSC-wide vote. In addition, the President(s) shall review the Constitution with the incoming President(s) and Vice President during their transition into office.
- k. The President(s) shall be responsible for other duties which are necessary for the functioning of the GSC but not listed here.

#### GSC Meetings

- l. The President(s) shall convene meetings of the Executive Council at least once each semester to coordinate GSC business and discuss pertinent matters.
- m. Each semester, the President(s) shall be responsible for requesting meeting space for the GSC monthly meetings in the DUC or other convenient location.
- n. The President(s) shall convene and preside over GSC monthly meetings and coordinate any votes necessary. (See Section V.E., GSC Monthly Meetings)
- o. The President(s) shall prepare an agenda for the GSC monthly meetings and make this available to members of the Executive Council in a timely manner.

#### Representation

- p. The President(s) shall be responsible for attending, representing the GSC, and communicating student concerns at all major leadership events, such as: The SGA Council of Divisional Presidents and the annual Board of Trustees dinner.
- q. The President(s) shall be responsible for recruiting graduate students to serve on all graduate school and/or campus-wide policy making committees that request

student representation. A current list of such committees is provided in Section V.C.3., Representation, however the President(s) may use his/her/their discretion to seek representation on other committees.

- r. The President(s) shall be responsible for ensuring that the GSC is adequately represented at the meetings of the SGA, the Graduate Senate, and the University Senate. The President(s) shall serve as alternate representative(s) to these meetings in the case that the appointed representative(s) is/are unable to attend.
- s. The President(s) shall maintain contact with the various Committee Representatives and ensure that reports of their activities are made at the monthly GSC meetings.
- t. The President(s) shall be responsible for recruiting graduate students to serve as Department Representatives to the GSC. (See Section V.C.2., Representation)
- u. The President(s) shall serve as the liaison(s) between the GSC and the other campus units, including administrators and the GSC Faculty Advisor.
- v. The President(s) shall hold bi-monthly meetings with the Dean of the GSAS to update him/her on GSC activities and to keep abreast of the affairs of the GSAS.
- w. When necessary, the President(s) may establish a committee made up of graduate students to study a particular issue and report back to the GSC.

## **2. Vice President**

- a. There shall be only one Vice President of the GSC.
- b. The Vice President shall be elected in the Fall by the same process that elections were conducted in the Spring. (See Section VII, Elections)
- c. The primary responsibility of the Vice President is to assist the President(s) in maintaining the organization and operation of the GSC in accordance with the Constitution, as defined in Section V.B.1, President(s).
- d. The role of the Vice President is to learn the duties of the President(s) so he/she can obtain the experience necessary to be elected as President the following year. This is to ensure that he/she is adequately prepared to handle the multi-faceted role of President if elected.
- e. The Vice President shall be responsible for coordinating the graduate students selected by the President(s) to serve as Departmental Representatives.
- f. The Vice President shall be responsible for coordinating the graduate students selected by the President(s) to serve on all graduate school and/or campus-wide policy making committees that request student representation.

## **3. Secretary(ies)**

- a. There may be two Secretaries of the GSC, in which case each Secretary has all of the authority and responsibility of the office.
- b. The primary responsibility of the Secretary(ies) is to facilitate communication about the GSC. In particular, this refers to internal communication (at GSC meetings) and external communication (email, listserv, website, etc.).
- c. The Secretary(ies) shall be responsible for all catering arrangements related to all GSC meetings.
- d. The Secretary(ies) shall record attendance at all GSC meetings and keep track of the eligible voters present. (See Section V.E.4., GSC Monthly Meetings)

- e. The Secretary(ies) shall be responsible for counting and recording all votes taken at GSC meetings and reporting them in the minutes.
- f. The Secretary(ies) shall record the minutes of each monthly meeting, distribute them via the GSC-L email listserv, and post them on the GSC website within one week of that meeting.
- g. For additional details regarding external communication responsibilities, see Section VII, Communication.

#### **4. Treasurer**

- a. There shall be only one Treasurer of the GSC.
- b. The Treasurer shall be in charge of supervising and administering all the financial affairs of the GSC with the approval of the Executive Council and the GSC.
- c. The Treasurer shall chair the Executive Council if it meets to discuss budget matters in the Spring.
- d. The Treasurer shall be responsible for distributing funds to graduate students who qualify for reimbursement under GSC policies, other than travel grants.
- e. The Treasurer shall be responsible for distributing funds to officers who incur debts on behalf of the GSC while acting with the sanction of the GSC and the Executive Council.
- f. The Treasurer is responsible for collecting contact information for all chartered organizations and conveying that information to the President(s) at the beginning of each academic year.
- g. The Treasurer shall ensure that no chartered organization exceeds its allocated funding. Any organization that is in danger of doing so shall be treated in accordance with SGA policy.
- h. The Treasurer shall keep in contact with the SGA Treasurer in accordance with SGA policy and shall conform the GSC finances to all SGA requirements.
- i. For additional details regarding expenditures, see Section VIII, Monetary Code.

#### **5. Travel Treasurer**

- a. There shall be only one Travel Treasurer of the GSC.
- b. The Travel Treasurer shall be responsible for administering the GSC Conference Travel budget line under the auspices of the Treasurer, Executive Council, and the GSC. (See Section VIII.C., Monetary Code)
- c. The Travel Treasurer shall be responsible for providing instructions to students who wish to submit a travel grant request, processing the travel grant applications, and distributing travel funds.
- d. The Travel Treasurer is considered to be under the direct authority of the Treasurer because he/she deals directly with financial matters.

#### **Work-Study Student**

- a. The Travel Treasurer, in conjunction with the President(s), shall hire, contract, and oversee the work of the work-study student employed by the GSC when that work concerns the processing of travel grant applications.

- b. An undergraduate student shall be hired at the beginning of the Fall semester to serve in a work-study position. This may be a new student who is hired, or the student who held the job in the previous year.
- c. The primary responsibility of the work-study student is to assist the Travel Treasurer in processing student travel grant requests.
- d. The work-study student can determine his/her own work hours; however, he/she must inform the Travel Treasurer and President(s) of these hours at the beginning of each semester.
- e. The work-study student may also be asked to assist other officers in their duties.
- f. At the end of each week, the work-study student shall submit a weekly report of activities to the Travel Treasurer and President(s).

#### **6. Social Chair(s)**

- a. There may be two Social Chairs of the GSC, in which case each Social Chair has all of the authority and responsibility of the office.
- b. The Social Chair(s) shall be responsible for planning and coordinating Mixers and other graduate school-wide social events within the limitations of the budget.
- c. With Executive Council majority approval, the Social Chair(s) may appoint a graduate student to be chair of any particular event. This person shall be in charge of the organizing and spending for the event and shall report directly to the Executive Council but will not have a vote therein. The Social Chair(s) will be responsible for the actions and spending of the chair.
- d. The Social Chair(s) shall be responsible for advertising upcoming Mixers around campus. This shall be done by providing fliers in all GSAS department mailboxes in the GSAS office. In addition, fliers can be posted at other central locations on campus.
- e. The Social Chair(s) shall be responsible for providing detailed information about upcoming Mixers to the Secretary(ies) and President(s) for dissemination via GSC communication channels.
- f. See Section VIII.D.3., Monetary Code for details on planning and implementing a Mixer or graduate school-wide social event.

#### **7. Ticket Czar(ina)(s)**

- a. There may be two Ticket Czar(ina)(s), in which case each Ticket Czar(ina) has all of the authority and responsibility of the office.
- b. The Ticket Czar(ina)(s) shall be responsible for administering the Ticket Purchases for Resale budget line under the auspices of the Executive Council and the GSC. (See Section VIII.E., Monetary Code)
- c. Each Fall, the Ticket Czar(ina)(s) shall conduct an annual survey via the Graduate-Students listserv to determine which local athletic and cultural events are of interest to graduate students.
- d. In general, the Ticket Czar(ina)(s) shall purchase tickets for events of interest to the students, based on the results of the annual survey.
- e. The Ticket Czar(ina)(s) shall be responsible for providing detailed information about upcoming Ticket Events and ticket sales to the Secretary(ies) and President(s) for dissemination via GSC communication channels.

- f. There shall be two different days and times for ticket sales. The total number of tickets shall be divided in half: the first half shall be sold on the first day, and the second half sold on the second day at a different time.
- g. Up to two tickets can be sold per GSAS student identification card unless otherwise advertised (i.e., four tickets for family events)
- h. See Section VIII.D.4., Monetary Code for details on planning and implementing a graduate school-wide ticket event.

## **C. Representation**

### **1. Voting Representatives**

- a. Voting Representatives represent the graduate students in their respective academic disciplines at Emory University. For the purposes of the GSC, "academic discipline" shall be considered the department, program, or division which is recognized by the administration of the GSAS as a basic unit of the GSAS. Academic disciplines will be referred to as "departments" hereafter.
- b. The students of each department within the GSAS shall have one Voting Representative for every thirty students (this figure will be rounded off to the nearest thirty students) enrolled in that program in graduate study (excluding B.A./M.A. and B.S./M.S. students and similar programs) in any capacity, whether in residence or not. The GSC President(s) shall determine this figure each semester and publicize this information.
- c. The students in each department are solely responsible for selecting their own Voting Representative(s) once per year. These Voting Representative(s) shall be authorized to vote on behalf of their department at all GSC monthly meetings.
- d. The students in each department may determine the means of selecting their representative(s) to the GSC. (In some cases the Director of Graduate Studies assists in this selection. In other cases there is a departmental student organization which performs this function.) If for some reason there is a disagreement over whether a representative is a *bona fide* representative of the students of a department, the President(s) of the GSC shall investigate the matter and report back to the GSC, at which time the GSC will vote on which representative(s) to accept.
- e. If the number of Voting Representatives present at a GSC monthly meeting do not equal the number of votes allotted for that department, other students from that department may vote at that meeting. These votes may not exceed the number allotted for each department.
- f. If a Voting Representative becomes an elected officer, the department of that representative must choose a replacement.

### **2. Department Representatives**

- a. Department Representatives serve as a liaison between the GSC and each department of the GSAS.
- b. There shall be one Department Representative, who is a GSAS student in residence during that academic year, for each department.

- c. The student who serves as the Department Representative can be the same student who is appointed or elected by their department to serve as a Voting Representative, but will not receive an additional vote.
- d. Department Representatives are expected to deliver information to their department about issues and activities relevant to the GSC.
- e. Department Representatives shall also provide information to the GSC regarding suggestions and concerns originating from students in their departments.
- f. Department Representatives are encouraged to attend monthly GSC meetings.
- g. Communication between the GSC and its Department Representatives shall occur via monthly GSC meetings, as well as through the GSC-L listserv, and will be coordinated by the Vice President.
- h. Each Spring, the current Department Representatives shall solicit their departments for other students interested in serving in this role. The Department Representatives shall pass the names of interested students (including themselves if appropriate) to the President(s), who will select a new representative.

### 3. Committee Representatives

- a. The President(s) shall ensure that the GSC is represented on all graduate school and campus-wide policy making committees by appointing students of the GSAS who are in residence during that academic year.
- b. These representatives shall be appointed in the Spring of each academic year to serve during the following academic year.
- c. The role of Committee Representative may be shared by students in as regular a rotation as possible.
- d. In the event of a temporary or permanent absence, a replacement may be appointed by the President(s).
- e. The duties of the Committee Representatives include attending all committee meetings, representing the GSC in discussion, voting, and reporting back to the GSC about committee activities. This shall be coordinated by the Vice President.
- f. The list of committees requiring representation may include, but is not limited to: (all committees have one representative unless otherwise indicated)
  - **SGA** (5 representatives)
  - **University Senate** (2 representatives)
  - **Graduate Senate**
  - **Honor Council** (2 representatives; see special considerations below)
  - **Library Policy Committee**
  - **Health Insurance Committee**
  - **Parking and Transportation Committee**
  - **DUC Space Review Committee**
  - **DUC Advisory Committee**
  - **Campus Life Committee** (2 representatives)
  - **Trustees' Campus Life Committee**
  - **Athletic Policy Committee**
  - **Campus Development Committee**
  - **Safety and Security Committee**
- g. Special considerations for the Honor Council:

1. There shall be two Honor Council Representatives.
2. One Honor Council Representative shall be a student from one of the arts, humanities, or social sciences disciplines; and the other shall be a student from one of the science disciplines.
3. The Honor Council Representatives, in consultation with the Graduate School Administration, shall serve as jurors during any Honor and Conduct Hearings involving graduate students. They shall participate in these hearings in strict accordance with the most current *Graduate School Handbook*.
4. In the event of a conflict of interest, an Honor Council Representative may recuse himself/herself from a hearing and appoint another graduate student to the hearing committee in consultation with the Graduate School Administration.

#### **4. GSC Committee Representatives**

Each year, the GSC Executive Council can choose to have the following committees:

- a. Budget Committee - This committee shall assist the Treasurer in accordance with the SGA budgeting procedures to make a budget for the GSC as well as to approve the budgets of the organizations chartered under the GSC.
- b. GSC Programming Committee – The purpose of this committee is to facilitate communication about events occurring on- or off-campus that may be of interest among graduate students.
- c. Other Committees – Any member of the Executive Council can convene a committee to assist them in their duties. In addition, other committees can be developed as needed.

## **VI. GSC MONTHLY MEETINGS**

- A. GSC monthly meetings shall be convened and presided over by the President(s) every month during the Fall and Spring semesters at a time and place reasonably convenient to the graduate students. (Traditionally, this has been at 6:00pm on the first Thursday of September, October, November, December, February, March, April, and May.)
- B. Catering arrangements for GSC monthly meetings shall be arranged by the Secretary(ies).
- C. GSC monthly meetings shall last approximately one hour, and may include the following components:
  - a. Sign-in
  - b. Officer reports
  - c. Committee reports
  - d. Funding requests
  - e. Invited speaker
  - f. Other GSC business
- D. GSC monthly meetings are open to all graduate students, although only officers and students who have signed in as a Voting Representative for their department may vote. (The GSC officers and registered Voting Representatives are the only students who are eligible to vote, and are hereafter referred to as “eligible voters.”)
- E. There is no quorum necessary for the GSC to vote.

- F. In cases requiring a vote, business shall be conducted in accordance with the traditional *Robert's Rules of Order*.
- G. All non-allocated expenditures in excess of \$200 shall be approved by a 2/3 majority vote of the eligible voters. Note: Budget lines are considered allocated expenditures.

## **VII. ELECTION OF OFFICERS**

- A. All members of the Executive Council shall be elected each Spring by the student body of the GSAS, except for the Vice President, who will be elected in the Fall.
- B. The only requirement for holding an elected office is that the candidate be a student of the GSAS in residence during the next academic year.
- C. Elections for contested offices shall be held online via the web-based system over a 24-hour period in March, or in September for the Vice President.
- D. Candidates for each position shall declare their intention by the March GSC monthly meeting, except for the Vice President, who will make his/her intention known by the September GSC monthly meeting.
- E. Candidates shall give a short speech indicating their interest and qualifications at the March GSC monthly meeting (or at the September GSC monthly meeting in the case of the Vice President). In the event that a candidate is unable to attend, he/she must submit this speech in writing, which will be read by the President(s) at the meeting.
- F. In the event that an office is uncontested, the sole candidate may be voted into office at that time.
- G. In the event that all offices are uncontested, a vote may be taken to cancel the web-based elections, and these candidates may be voted into office at that time.
- H. In the event that at least one office is contested, those seeking this position shall submit their candidacy speech in writing to be posted on the GSC website prior to the online election date.
- I. Elections for the Executive Council positions shall be conducted via a web-based election system.
- J. The President(s) shall be responsible for providing the administrators of the web-based election system with a list of all available offices as well as all candidates who will run for office each Spring.
- K. A simple majority vote shall determine the outcome of the online election.
- L. Newly elected officers shall be announced via email prior to the April GSC monthly meeting, except for the Vice President, who shall be announced via email prior to the October GSC monthly meeting. In the event that any office has not been filled, the announcement shall also call for students interested in that position to attend the April GSC monthly meeting (or October GSC monthly meeting in the case of the Vice President), where they can be voted into office.
- M. In the event that any office remains open as of the close of the April meeting (or the October meeting in the case of the Vice President), the President(s) may appoint officers to open positions. This/These appointment(s) shall be voted on at the next GSC monthly meeting in accordance with the traditional *Robert's Rules of Order*.
- N. In the event that an incumbent officer graduates before the end of his/her term, the officer elect shall take over immediately upon graduation of the incumbent.

- O. In the event of a vacancy, for whatever reason, the President(s) shall name a new officer whose duties begin immediately. This officer shall be voted on at the next GSC monthly meeting.

## **VIII. COMMUNICATION**

### **A. Website**

1. The GSC shall maintain a website on the World Wide Web. Its URL is <http://www.students.emory.edu/GSC>.
2. The Secretary(ies) shall be responsible for ongoing maintenance and upkeep of the website.
3. The Secretary(ies), in consultation with the President(s), shall be responsible for publicizing the GSC and its activities on the website.
4. The Secretary(ies) shall be responsible for posting information to the website, as requested by other GSC officers.
5. The Secretary(ies) shall be responsible for ensuring that information relevant to the GSC is posted in a timely manner. This includes, but is not limited to, rules and regulations of the GSC, new information about GSC activities and events, and links to affiliated organizations and GSC-sponsored events.

### **B. Listservs**

1. Two listservs are used by the GSC. One listserv is the GSC-L listserv, which is moderated by GSC officers. The other listserv is the Graduate-Students listserv, which is moderated by the GSAS.
2. The GSC-L listserv is used for internal communication among Elected Officers, Department and Committee Representatives, and any other interested students. This listserv is focused on communication of GSC-specific business.
3. The GSC-L listserv is moderated by the President(s) and the Secretary(ies). They shall send out emails as needed, or as requested by other GSC officers.
4. The Graduate-Students listserv is used for communication about GSC activities and events that are applicable to all students of the GSAS. This includes, but is not limited to, announcements about GSC monthly meetings, mixers, discount ticket sales, and GSC elections.
5. The President(s) shall be responsible for sending important announcements to the Graduate-Students listserv for distribution to all students of the GSAS.

### **C. GSC Email**

1. The GSC shall maintain an email account for communication with the GSC. The email address is [gsc@emory.edu](mailto:gsc@emory.edu).
2. The Secretary(ies) shall be responsible for monitoring the GSC email account and forwarding emails to other officers, as appropriate.

### **D. Travel Conference**

1. The GSC shall maintain a Learnlink conference to monitor correspondence regarding student travel grants. This conference is called GSC Travel, and can be found on Learnlink under Grad Student Council in Emory Groups and Services.

2. The GSC Travel conference is accessible by the President(s), Travel Treasurer, and work-study student.
3. Correspondence is routed to the GSC Travel conference through the GSC travel email address, [gsctravel@emory.edu](mailto:gsctravel@emory.edu). This eliminates the need for GSC travel correspondence to be accessed via personal email accounts.

## **IX. MONETARY CODE**

The GSC Monetary Code supplements the SGA Monetary Code. The SGA Monetary Code is applicable in any case not directly covered by the provisions of the GSC Monetary Code.

### **A. Funding Requests**

1. No special event shall be considered for funding by the GSC unless it provides an educational benefit to students, it is held on the Emory campus, and it is open to and free of cost for all students of the GSAS who wish to attend and/or participate.
2. Any student currently enrolled in a degree program of the GSAS can request funding from the GSC for specific events. Funding priority is given to events sponsored by GSAS departments or GSAS student organizations.
3. The maximum funding for a single event shall be \$500. This amount may only be exceeded upon a 2/3 vote of the eligible voters.
4. Funding requests can only be fulfilled through a fund transfer to another Emory account. No individual can be directly paid or reimbursed through the funding procedure of the GSC.
5. The procedure for funding shall be as follows:
  - a. No later than a week prior to a GSC monthly meeting, the requesting student or organization shall submit to the GSC Treasurer and the GSC President(s) an explanation of the event and how it will benefit graduate students, a proposed budget, and a list of other organizations contributing funding to the event and their respective contributions.
  - b. The President(s) shall determine if the event meets the requirements set out above, and will add eligible requests to the agenda of the next GSC monthly meeting.
  - c. At the GSC monthly meeting, a GSAS student must present the above-mentioned information about the funding request. The representative should be prepared to make a brief presentation about the proposed event and answer questions from those present at the meeting.
  - d. A request shall be approved with a simple majority vote of the eligible voters. An affirmative vote shall authorize the GSC Treasurer to transfer the appropriate funds.
  - e. Upon approval of the funding request, the requesting student or organization must submit information about the event to the Secretary(ies) to be posted on the GSC website.
  - f. Upon completion of the event being funded by the GSC, the requesting student or organization must submit a report, which summarizes the event, includes the approximate number of GSAS students who attended the event, and details the methods of advertisement.

## **B. Chartered Organizations**

Details for chartering a student organization can be found in the “Guidelines for Chartering Student Organizations” document.

### Budgeting Requirements

1. It is the responsibility of the Treasurer of the chartered organization to maintain financial solvency of the chartered organization. This includes maintaining a running total of all expenditures each year.
2. All organizations chartered under the GSC are required to submit yearly budget requests in accordance with the rules established by the SGA.
3. Any chartered organization not submitting budgets to the SGA in accordance with the SGA yearly schedule will not be eligible to receive GSC funding.
4. A copy of all documents submitted to SGA during the budgeting process should be submitted to the GSC Treasurer.
5. The GSC Treasurer and the Executive Council reserve the right to request financial information from chartered organizations in excess of information required by the SGA, and may also conduct budget hearings on all proposed budgets in accordance with SGA procedures.
6. The GSC retains the right to modify any submitted budget in accordance with fiscal prudence.

### Funding Regulations

1. All funds allocated to chartered organizations by the GSC must be spent for the benefit of all students of the GSAS.
2. Any chartered organization can request additional funding from the GSC for a special event that is not included in its yearly budget.
3. The GSC shall not allocate funds to chartered organizations for expenses related to graduate student conference presentations, or for the presentation of posters, since these are already made available to graduate students each year by the GSC. (See Section IV.C., Travel Reimbursements)
4. The GSC shall not allocate funds to chartered organizations for any academic or social activity, event, program, or contest that is not open to all students of the GSAS who wish to attend and/or participate.
5. The GSC shall not allocate funds to chartered organizations for the rental of rooms (i.e., office space, banquet halls and performance spaces) at off-campus locations.
6. The GSC shall not allocate funds to chartered organizations for the purchase of gifts or for direct payment to any Emory University faculty members as compensation for public speaking. This provision does not apply to those cases in which an Emory faculty member is a full participant on a panel or in a colloquium, conference, or symposium, with a non-Emory affiliated speaker who has been paid for his/her appearance and/or speaking fees.
7. The GSC shall not allocate funds to chartered organizations for the purchase of gifts to be given to any Emory University student (graduate, professional, undergraduate). This provision does not include awards and prizes distributed to winners of contests.

8. The GSC shall not allocate funds to chartered organizations for donations to any on- or off-campus charity.
9. Special events that do not meet the GSC funding requirements listed above must be fully funded by the fees that derive from the collection of membership dues and/or which are deducted from an organization's self-generating account.
10. Any exceptions to the GSC funding regulations must be authorized by a vote of the eligible voters of the GSC at a monthly meeting.

### **C. Travel Reimbursements**

1. All travel reimbursements are to be handled by the Travel Treasurer with the assistance of the work-study student.
2. Travel reimbursements shall only be awarded to students who attend a professional conference for the purpose of presenting a poster, paper, or talk.
3. The maximum reimbursement for travel expenditures shall be set annually according to budgetary guidelines.
4. The number of travel grants that can be processed each year is based on available funds, and all travel grants shall be processed in the order they are received.
5. Instructions for submitting travel grant requests are listed on the GSC website.

### **D. Graduate School-Wide Events**

1. Graduate school-wide events include: mixers, ticket events, and/or other social events arranged under the auspices of the GSC.
2. The Executive Council members responsible for the planning of graduate school-wide events are the Social Chair(s) and the Ticket Czar(ina)(s).
3. Mixers are organized by the Social Chair(s).
  - a. A separate line item for Mixers shall be included in the GSC Annual Budget.
  - b. The cost of an individual Mixer shall not exceed \$4,500 unless it is approved by either the majority of the Executive Council members or a majority vote of the eligible voters. Any expenditure in excess of the annual budget line item amount shall be approved by a majority vote of the eligible voters.
  - c. At least one week prior to any Mixer, the Social Chair(s) must obtain approval for that event from the Treasurer and the President(s). Such approval may be obtained via email.
  - d. Alternatively, a majority vote of the eligible voters at a GSC monthly meeting can authorize a Mixer.
  - e. Social Chair(s) shall submit receipts to the Treasurer for reimbursement of any Mixer-related charges they have incurred.
4. Ticket Events are organized by the Ticket Czar(ina)(s).
  - a. A separate line item for Ticket Events shall be included in the GSC Annual Budget.
  - b. The cost of an individual Ticket Event shall not exceed \$3000 unless it is approved by the majority of the Executive Council members or a majority vote of the eligible voters. Any expenditure in excess of the annual budget line item amount shall be approved by a majority vote of the eligible voters.

- c. At least one week prior to any Ticket Event, the Ticket Czar(ina)(s) must obtain approval for that event from the Treasurer and the President(s). Such approval may be obtained via email.
  - d. Alternatively, a majority vote of the eligible voters at a GSC monthly meeting can authorize a Ticket Event.
  - e. Ticket Czar(ina)(s) shall submit receipts to the Treasurer for reimbursement of any Ticket Event-related charges they have incurred.
5. Other Social Events are organized by the Social Chair(s) or by another GSAS student appointed by the Executive Council.
- a. All other graduate school-wide social events are to be funded out of the GSC Allocated or GSC Contingency accounts.
  - b. The maximum for any other graduate school-wide social event shall be \$1500 unless approved by a majority vote of the eligible voters.

## **X. AMENDMENTS**

- A. This constitution (including the Monetary Code) may be changed or amended by a 2/3 majority vote of the eligible voters.
- B. Whenever possible, GSAS students will be notified of any proposed changes before the meeting at which these proposals will be decided.