

# GSO Treasurer Meeting

Tufts University Graduate Student Council

September 9<sup>th</sup>, 2013  
8:00 pm



# GSOs

- Graduate Student Organizations
  - The Graduate Student Council oversees recognition of graduate student organizations (GSOs) formed with an expressed interest for promoting professionalism, cultural connection, or social life of GSAS and SOE graduate students.
  - Each GSO or individual student is eligible to apply for funding from the GSC, to support events which benefit the broader graduate student population of GSAS and SOE.

# Recognition

- Every year, all GSOs must complete the GSO Application for Recognition before requesting funding for the current year. The application includes:
  - A list of signatures of interested members and the associated student ID's.
  - A list of officers and their contact information (name, department, email).
  - An (expected) budget for the academic year.
  - Agreement to the Tufts Anti-Hazing Policy.
  - Agreement to the GSC Statement of Service.

# Recognition

**Tufts University  
AS&E Graduate Student Council**

**GSO Application for Recognition**

Please email the completed form to the Graduate Student Council (GSC) Treasurer ([gsc-treasurer@tufts.edu](mailto:gsc-treasurer@tufts.edu)) or deliver to the GSC Office by the deadline posted. Please refer to the GSC website for details.

Note that recognition is valid for this academic year only. You must submit this form each year in order to remain recognized by the GSC. GSOs applying for the first time are required to submit a constitution along with this form. All sections of this form are required except where stated otherwise.

**General Information**

GSO Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
GSO Email: \_\_\_\_\_ GSO Website: \_\_\_\_\_

**Organizational Details**

Name	Title/Position	Tufts ID#	Email	Phone
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Does the organization have an advisor?  No If Yes, Name: \_\_\_\_\_  
What year was the organization's constitution last updated? \_\_\_\_\_  
Where/when are the organization's meetings held? Location \_\_\_\_\_  
[Select Frequency] on [Day] s at 10:00 AM (if applicable)  
When does the organization hold elections? January  
Has the organization previously received funding from the GSC?  No  
Will you be requesting GSC funds this year?  No

**Statement of Service to GSC**

We, [GSO Name], recognize that our GSO is supported by the Tufts University Graduate Student Council, and that our funding is contingent on the performance of the following services:

1. One member (any member) of the GSO will attend at least ¼ of the total number of GSC General Meetings during the academic year. This can also be a Department Representative. A financial officer of your GSO must also attend the GSO Treasurer meeting in September. All requested GSC funds will be applied for using the Priority Funding Request (4 times a year) or the Alternate Funding Request.
2. All GSC sponsored events will utilize the online GSC Advertising Request interface at least 2 weeks prior to each event. If any changes to the date or time occur, submit a new Advertising Request as soon as possible.

- Be sure to include a Constitution for your GSO, especially if it's changed since last year!
- E-mail these to me or drop off/mail them to GSC Lounge or Bromfield Pearson.

# GSO Requirements

- 1. Dedication to promoting the professional, cultural connections, and/or social life of GSAS and SOE graduate students.
- 2. Proof of at least ten (10) graduate student members who are enrolled Tufts students.
- 3. The organization's uniqueness. No organization can partially or wholly duplicate any organization already registered including the GSC. The GSC may request any new group to clarify, in writing, why it cannot exist as a subcommittee of the existing group it appears to duplicate, a clarification that must be signed by the already existing group.
- 4. The organization's commitment to being open to all graduate students of the Tufts community except as otherwise provided by state law or university policy.
- 5. The organization's understanding that its activities can not endanger the safety and/or welfare of its members.
- 6. That the organization is a non-profit organization.
- 7. Upon gaining recognition, the GSO provides the GSC with a copy of its Constitution and Statement of Purpose. The GSO will also provide the GSC will all updated copies of their Constitution or Statement of Purpose after any significant changes are made.

# Office of Campus Life

- All recognized GSOs must be registered, each semester, with the Office of Campus Life (OCL) as outlined by the OCL. If you register with the GSC, I will automatically register you with OCL.

# GSO Responsibilities

- GSOs are expected to comply with the regulatory and procedural guidelines set forth by the OCL and the GSC.
- The GSC reserves the right to de-recognize, by majority vote, any organization that does not recognize and comply with these guidelines.
- Every GSO must send a non-voting representative to at least 70% of GSC General Meetings, however this representative may also serve as a (voting) Department Representative, Committee Chair, or Officer.

# GSO Privileges

- 1. The right to schedule university facilities.
- 2. The option to apply to the GSC's Executive Board for funding.
- 3. The assignment and use of a mailbox in the Mayer Campus Center.
- 4. Capability to generate computer printouts and address labels for the organization's use.
- 5. Maintenance of historical records on each organization in the OCL.
- 6. Eligibility to participate in the Student Organization Activities Fair held each semester.
- 7. Inclusion in the annually published booklet Connect: A Guide to Student Organizations.
- 8. Options to seek membership in the Tufts Programming Board(TPB) and to co-sponsor programs with TPB member organizations.
- 9. Access to organization advising and training and all other services provided by the OCL.



# Priority Funding

- The GSC allocates roughly 20% of its budget to funding GSOs and other individual events.
- These funds are divided evenly into four installments (three-month cycles, beginning in July) from which funding is disbursed.
- Funding should primarily be requested by submitting the Priority Funding Request Form for each cycle by the appropriate deadline listed online.
- These submissions will be reviewed by the GSC Executive Board and funds awarded based on criteria outlined on the GSC Priority Funding Request page.
- Cycle 2 (October-December) Funding Deadline is September 22<sup>nd</sup>!

# Priority Funding

- New Policy:
- "Any GSO that wishes to run an event that primarily or exclusively is of benefit to a particular department or to the members of said GSO, especially if it is a off-campus retreat or outing, will not have that event funded by the regular mechanism of GSC funding. Instead, the GSO is expected to find Department or External Funding for said event, and if so found, the GSC will MATCH EXTERNAL FUNDS for that event up to a specified amount. These events must still be FORMALLY open to all graduate students of all departments. Any event that is not formally open to all graduate students (such as Officer Retreats) must be funded solely by a Department or an External Funding Source. The determination of which events fall under this policy is reserved for the Graduate Student Council."

# Alternate Funding

- Funds remaining in each cycle after the Priority Funding disbursements have been made can be applied for by submitting the Alternate Funding Request Form (online form). This form must be submitted at least 10-21 days prior to the date of the event. Note that the most likely events/submissions to be funded are those made by the Priority Funding Request deadline, as most of the funds will be disbursed at that time.

# Advertising Requests

- Someone from your GSO must request advertising for EACH event you run by filling out the online form on our website at least TWO WEEKS prior to the event. This includes the ACTUAL DATE AND TIME (as opposed to estimated dates) of EACH EVENT. If you don't do this step, you might not be eligible for reimbursement.
- If the date, time, or location of your event change, just submit a new Advertising Request as soon as you can.

# Spending Restrictions

- Tufts will not reimburse the following expenses:
  - Gift Cards
  - Alcohol
  - Sales Tax (but yes on delivered meals tax)
    - Get a Tax Exempt Card from me!
  - Travel Expenses (Taxi, Flights, Hotels, etc.)

# Event Report

- Every GSO must submit an Event Report form after EVERY EVENT that they run where GSC funds may be spent. It includes a summary of the event, such as attendance and cost, and a section for positive feedback as well as areas that need improvement. This form must be turned in within 30 DAYS of the event. The Event Report form can be found online.

# Reimbursement Forms

- Finally, if you have followed all the instructions so far, you may then go spend up to the allocated amount of money for the event.
- You may request reimbursements by dropping off a filled out GSC Reimbursement Form (found online) with the ORIGINAL receipts to the GSC Office in the basement of West Hall or to the Bromfield-Pearson department office under my name (you can send it via Intracampus Mail to "Charles Cunningham, Bromfield-Pearson, Medford"). Check the website for the hours of operation for the GSC Office.
- Receipts must be ITEMIZED (not just credit card slips) and also show that YOU actually spent the money (not just invoices).

# Thanks!

- If you have any questions, e-mail me (Charles Cunningham) at [gsc-treasurer@tufts.edu](mailto:gsc-treasurer@tufts.edu).