



NC STATE UNIVERSITY



Representative Information Packet

**GRADUATE STUDENT ASSOCIATION
AT NORTH CAROLINA STATE UNIVERSITY**

2017-2018

OFFICE LOCATION

4251f Talley Student Union

MAILING ADDRESS

Graduate Student Association
4251f Talley Student Union
Raleigh, NC 27695-7111

WEBSITE

<http://gsa.ncsu.edu>

Section 1

Welcome Letter

Welcome to the NCSU Graduate Student Association! We are looking forward to another exciting and productive year. Each year we strive to contribute to graduate life at NCSU both through advocacy on pressing issues and through maintaining existing events and services for graduate students. When done successfully, we sustain and increase our influence within the university and effectively represent the graduate body. Our involvement, and your contribution, is vital in improving the community to which we all belong.

We take responsibility for many ongoing services and efforts throughout our university. The GSA provides social and academic opportunities such as the Annual Graduate Research Symposium, university wide Teaching Assistantship Awards, Awards for Conferences, and much more! The GSA also serves to advocate for graduate students through active involvement in NCSU standing committees and all council meeting resolutions to inform the NCSU administration of issues commanding consensus among the graduate body.

This representative's packet contains information on the benefits and expectations of membership in the GSA which we believe will aid you and your chapter in attaining our mutual goals.

We would also like to encourage you to visit our website at <https://orgs.ncsu.edu/gsa/> to obtain forms and applications, meeting minutes, contact information, and announcements. Our web page is updated constantly to provide you a streamlined and user-friendly experience. We also have [Facebook](#), [Twitter](#), and [Instagram](#) accounts!

We hope you will find your membership to be rewarding, both academically and socially, and we hope your chapter will benefit from the GSA. We look forward to working with each of you!

Sincerely,

The 2017-2018 GSA Executive Officers

President	Tyler Allen	gsa-president@ncsu.edu
VP of External Affairs	Nathan Corder	gsa-vpexternal@ncsu.edu
VP of Internal Affairs	Doug Czajka	gsa-vpinternal@ncsu.edu
VP of Academic Affairs	Desiree Unselt	gsa-vpacademic@ncsu.edu
VP of Communications	Benjamin Dictus	gsa-vpcommunication@ncsu.edu
VP of Student Government Relations	Meredith Spence Beaulieu	gsa-vprelations@ncsu.edu
Treasurer	Federico Scholcover	gsa-treasurer@ncsu.edu
Secretary	Rachel Atkins	gsa-secretary@ncsu.edu
Faculty Advisor	Dr. Peter Harries	pjharrie@ncsu.edu

Mailing Lists

Executive Board	group-gsa-execs@ncsu.edu
All GSA Representatives	group-gsa-reps@ncsu.edu
Internal Standing Committee Chairs	group-gsa-chairs@ncsu.edu

Section 2

Good Standing

Benefits:

- Annual Reimbursement for Chapter Programming – as per GSA constitution
- Bring concerns to NCSU Administration
- Information on opportunities for your department
 - Travel Grant
 - Professional Development
 - Graduate Student Opportunities
- Block Grant Eligibility
 - up to **\$500** for interdepartmental events
- Networking with other departments

Expectations:

- Complete the paperwork below
 - Active Participation is **REQUIRED** for Monthly GSA Council & Internal Committee Meetings
 - Business Casual Dress is Required
 - Up to 1 Absence per Semester from Either Council or Committee Meetings
- Failure to complete paperwork by required date**
- OR more than 2 absences = *Loss of good standing (your chapter loses rebate money)***

Expected Time Commitment: ~5-7 Hrs PER Month

REQUIRED Paperwork: (New Chapters: ASAP | Existing Chapters: Oct. 1)

- 1- Signup for the **Representative Listserv**:
 - a. Join the GSA Reps Google Group by emailing: gsa-vpcommunication@ncsu.edu
- 2- **Register** (or update) GSA chapter with Student Involvement (Deadline = Sept 29th @ 5pm):
 - a. Elect at least 3 officers: President, Vice-President, and Treasurer
 - b. File electronically through Student Involvement [Here](#), which involves submitting your chapter's constitution. New constitutions can be modeled after another chapter or a template can be found [here](#).
- 3- **Complete** a Letter of Credentials:
 - a. Letters must be signed by departmental "Director of Graduate Programs" or DGP
 - b. ONLY the DGP may fill in the lines for # of students represented
- 4- **Request a FAS Account**: WE CANNOT REIMBURSE YOUR CHAPTER WITHOUT A FAS ACCOUNT
 - a. Existing Chapters: *Ask your departmental bookkeeper*
 - b. New Chapters: *Speak to your departmental bookkeeper to setup an account*
 - i. Fill out a FAS Request Form to the GSA Treasurer
 - ii. Fill out a BA-108
 - c. Rebate amount is proportional to the size of the Chapter, number of council meetings attended, & number of Internal Committee meetings attended

Section 3

Council Meeting Template

Meeting Template

The GSA council, composed of representatives of GSA chapters, meets the **last Monday of each month the university is in session at 7 PM in Talley Student Center's Student Government Chambers (Room 4140)**. (No meeting in December).

The following is a template for how our meetings will be conducted.

We will avoid meetings with both large amounts of current business & guest speakers

I.	Call to Order (7:00pm)		
II.	Roll Call and Introduction of New Representatives	5 min	
III.	Guest Speaker(s)	25 min	7:05 pm
IV.	Approval of the Previous Meeting's Minutes	5 min	7:30 pm
V.	Advisor's Report	5 min	7:35 pm
VI.	Executive Reports	< 30 min	7:40 pm
	a. Vice-President for External Affairs' Report	3 min	
	b. Vice-President for Internal Affairs' Report	3 min	
	c. Secretary's Report	3 min	
	d. Treasurer's Report	3 min	
	e. Vice-President of Academic Affairs' Report	3 min	
	f. Vice-President of Communications' Report	3 min	
	g. Vice President of Student Government Relations	3 min	
	h. President's Report	3 min	
VII.	Committee Reports (order rotates at each meeting)	<35 min	8:10 pm
	a. Special Projects & Political Action	5 min	
	b. Research Recognition	5 min	
	c. Professional and Organizational Development	5 min	
	d. Social	5 min	
	e. Community Service	5 min	
	f. Teaching Effectiveness	5 min	
	g. Publicity	5 min	
	h. Graduate Representation	5 min	
VIII.	Current Business	<45 min	8:50 pm
	a. Nominations	15 min	
	b. Budget Bill	15 min	
	c. Bylaws Bill	15 min	
IX.	Announcements	<15 min	9:35 pm
X.	New Business/Open Floor	<10 min	9:45 pm
XI.	Adjournment		
	Total	< 3 hrs	10:00 pm

Section 4

GSA Meeting Rules:

Beyond the GSA constitution/bylaws rules discussed here or in our constitution, the 11th edition of Robert's Rules provides the definitive say in our proceedings. These rules are here to keep meetings on track.

GSA House Rules:

General Format:

Business is brought to the GSA both through motions made by representatives and through the Exec. Board via the agenda and executive reports. To avoid meeting delays we ask that everyone be aware of the following guidelines:

Agenda Timekeeping:

If any item is running over the allotted time, the chair or any representative may call for Orders of the Day (motion). Such motions may interrupt a speaker.

Obtaining the Floor/Microphone:

Excluding motions which may interrupt a speaker and speakers who **invite** questions/comments interruptions will be out of order. Please wait until a speaker has finished. If you are speaking, keep in mind that you have a limited amount of time to make your motion, or debate your position.

Motions & Precedence:

A laminated motion precedence cheat sheet will be provided at each meeting. If you want to make a motion, whether it is new business or not, please check your sheet before making a motion.

Debate:

When a motion has been moved to debate, the member who made the motion may choose to speak both first and last, and no other member may speak twice unless all other members who wish to have spoken. By custom, the time limit for any speaker in debate is 3 minutes and is enforced by a point of order motion.

Tabling, Committing a Motion & Limiting Discussion:

During debate, motions of higher precedence than the one being debated may be made. These include a motion to table (defer topic), commit (move motion to committee) and limit discussion (place a hard time limit).

Resolutions:

A main motion which must be in written form and approved by majority vote. Resolutions change GSA bylaws, express a view to the administration, or give a committee/exec board a responsibility. Resolutions must be introduced either on the Agenda or in New Business and must be seconded.

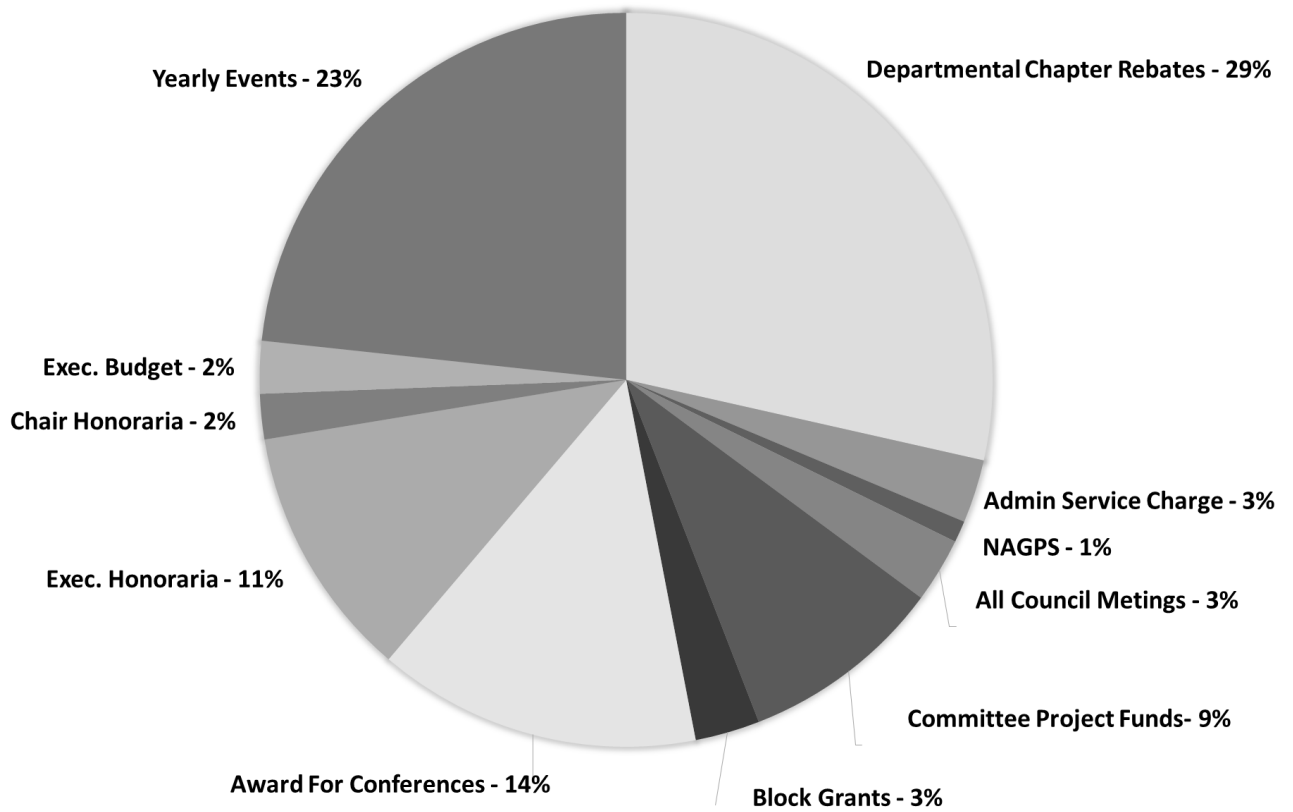
Section 5

2017– 2018 Budget

	Item	17-18 Budget	
<u>EXECUTIVE</u>	Admin Service Charge	3,000.00	
	Monthly Officer meetings	600.00	\$50/meeting
	Office Supplies	400.00	
	Web Hosting Fee	250.00	
	Exec Board Discretionary Funds	750.00	
	President Parking Permit	330.00	
	Meeting Refreshments	3,500.00	\$500/meeting
<u>HONORARIA</u>	President	3,000.00	\$1500/semester
	VP-External	1,500.00	\$750/semester
	VP-Internal	1,500.00	\$750/semester
	VP-Academic	1,500.00	\$750/semester
	VP-Communications	1,500.00	\$750/semester
	VP- Student Government Relations	1,500.00	\$750/semester
	Treasurer	1,500.00	\$750/semester
	Secretary	1,500.00	\$750/semester
	Chair Honoraria	3500	\$500/chair
	Benefits Charges	150.00	
<u>SOCIAL</u>	Social events	7,500.00	
	End-of-Year Rep Formal	3,000.00	
<u>TEACHING EFFECTIVENESS</u>	Project Funds	100.00	
	TA Awards Luncheon	4,500.00	
	TA Soiree	400.00	
<u>PUBLICITY</u>	Project Funds	150.00	
	Paw Prints & Email Analytics	1,500.00	
<u>POLITICAL ACTION AND SPECIAL PROJECTS</u>	Project Funds	150.00	
<u>COMMUNITY SERVICE</u>	Project Funds	200.00	
<u>PROFESSIONAL AND ORGANIZATIONAL DEVELOPMENT</u>	Best Practices Award	300.00	
	Leadership Workshop	3,000.00	
<u>RESEARCH RECOGNITION COMMITTEE</u>	Project Funds	50.00	
	GSA Research Symposium	7,500.00	
	July – December Award for Conferences	9,000.00	
	January – June Award for Conferences	7,500.00	
	Rollover Spend Down	26.34	
<u>GRADUATE STUDENT REPRESENTATION</u>	Project Funds	125.00	
<u>CHAPTER REBATES</u>	Department Chapter Rebates	29,700.00	
	Academic Block Grants	1,500.00	
	Seed Funding for GSA's	300.00	
<u>National Association of Graduate-Professional Students</u>	Conference	3,000.00	
<u>ONE-TIME GRAD EVENT</u>	Orientation Social	7,500.00	
	APPROVED BUDGET TOTAL	112,981.34	

Section 2017– 2018 Budget

ANNUAL BUDGET



Section 6 Funding Opportunities

GSA Block Grants:

GSA Block Grants are awarded to support academic activities among graduate students across academic departments at NC State University. Applicants Must:

1. Be in good standing with the GSA
2. Organize and write the application with another department. Signatures of both student organizers and their department heads or director of graduate programs (DGP)
OR Obtain endorsements from the GSA president, representative, or event organizer from another department and the DGP or department head of the other department

Block grant awards are limited to \$500. This limit applies to the specific departmental GSA combination that is sponsoring the event. Individual departments do not lose their ability to request block grant funding for a different academic event provided it is co-authored or endorsed by a different department.

The GSAs must submit matching itemized receipts of all expenses outlined in their Block Grant application within two weeks after the event occurs, or the likelihood of being awarded another Block Grant in the same year will be greatly diminished.

Detailed information and the application form are available on our web page under Programs. If you have questions, please contact the GSA Treasurer.

GSA Travel Award:

The GSA Award for Conferences is a highly competitive award that is intended to cover the entire cost of attending a conference (up to \$1,500) for NC State graduate students.

Students who wish to apply for this award must submit a complete application using the [submission form](#). If you would like to prepare your application before using the online form, a pdf version of the application can be downloaded [here](#). The deadline for the Fall and Spring semesters are September 15 and February 15, respectively by 5 pm. **A student can only receive the GSA Award for Conferences once per graduate degree.**

Although students may apply in advance for funding, the **GSA Award for Conferences operates on a reimbursement basis**, meaning awardees are reimbursed for costs after travel takes place.

If you have questions about the above guidelines please contact the GSA Vice-President of Academic Affairs (gsa-vpacademic@ncsu.edu).

Section 7

Committees

There are two types of committees on which graduate students at NC State can serve: GSA Internal Standing Committees and University Standing Committees.

To maintain good standing (and receive a rebate for their GSA chapter) each department must actively participate on a GSA Internal Standing Committee, OR at the discretion of the Executive Board serve as a student Senator.

Preferences for GSA Internal Standing Committees or University Standing committees will be taken during the first meeting of the Fall semester. Each representative will be appointed to an internal committee, shortly after the first council meeting of the Fall semester.

GSA Internal Standing Committees

The Internal Committees under GSA include:

1. **Community Service Committee**
2. **Professional and Organizational Development Committee**
3. **Publicity Committee**
4. **Research Recognition Committee**
5. **Social Committee**
6. **Special Projects and Political Action Committee**
7. **Teaching Effectiveness Committee**
8. **Graduate Representation Committee**

Please make sure you are assigned to and actively participating in one of those committees to maintain good standing. Please see the GSA Constitution for duties of these committees and the Vice President of Internal Affairs for more information.

University Standing Committees

University Standing Committees are charged by the Chancellor to review and discuss University policies. These committees are **open to all graduate students** currently enrolled at NC State. Graduate student **appointments** to these committees **are only done through Vice President of External Affairs**. Here is a list of University Standing Committees with the indicated number of Graduate student slots in their roster:

- | | |
|-------------------------------|---------------------------------------------|
| 1. Bookstores (2) | 7. International Programs (2) |
| 2. Commencement (1) | 8. Library (4) |
| 3. Courses and Curricula (1) | 9. O. Max Gardner Award (1) |
| 4. Dining (2) | 10. Physical Environment (3) |
| 5. Evaluation of Teaching (2) | 11. Registration, Records, and Calendar (2) |
| 6. Harrelson Fund (1) | 12. Student Health (3) |
| | 13. University Housing (1) |

Please visit <http://www.provost.ncsu.edu/governance/standing-committees/> for more information on each Standing Committee and help GSA promote graduate student involvement.