

GSSA Representative Information Sheet 2023-2024

In this document, please find outlined your duties as a departmental representative to GSSA. The constitution and bylaws, along with other materials to inform you as a representative, are available on the website Gssa.tulane.edu

Please direct any other questions or concerns to a member of the e-board!

Primary Responsibilities

- **Attend** monthly assembly meetings and be an active voting member
 - If you can't attend a meeting, find a proxy from within your department! Inform your proxy about what to expect, provide them with last minute's minutes and the upcoming agenda, and this document!!
 - Sit on a standing committee
- **Inform** your department about what occurs in assembly meetings
 - Relay any emails that are directed to the [reps-only listserv](#).
 - Let your colleagues know about events happening around Canvas
 - Discuss topics brought to the assembly's attention
 - Bring feedback from your department
- **Facilitate** requests and reimbursements
 - Make or facilitate event requests on [Wavesync](#)
 - Check-in travel packets
 - Check-in event and speaker event reimbursements

Some Basics on Funding Requests

*There are in-depth instructions on the website (under "[Funding](#)") as well as any comprehensive training packet provided (under "[GSSA Documents](#)"). Reimbursement Checklists are also provided to ensure all procedures are appropriately followed, which also include any forms needed.

Travel Requests

Conference Start Date	Application Deadline
September 1-December 31	August 15, 5pm CST
January 1 – April 30	December 15, 5pm CST
May 1-August 31	April 15, 5pm CST

A link to apply is provided at the GSSA website (under "[Travel Funding](#)").

- \$500 per student per year; or \$250 per student per semester
- Reimbursement only covers registration and transportation expenses.
- Travel grants are rarely funded in full. Most students receive 50-80% of requested funds. Grants are allocated based on the number of students who apply.
- Students need original receipts, valid proof of attendance, valid proof of presentation, valid airline travel proof.

Travel Reimbursements

- A digital PDF must be sent [from the representative](#) to the treasurer no later than 2 weeks after the conference or presentation date. [Please read the rules and requirements for the submission carefully on the website.](#) Note that the student needs to submit to the

department representatives, who is required to sign off on the checklist and ensure everything is in proper order before submitting it to the treasurer.

1. The student collects the materials according to the directions on the GSSA website (under "Travel Funding"), and sends their reimbursement packet as a single PDF document to their representative.
 2. The representative checks the reimbursement document is completed, signs the document, and then forwards it to the GSSA treasurer.
- It may take up to **8 weeks to process checks**. Checks are mailed to your address on file with Tulane. ****Since the pandemic, most reimbursements have switched to direct deposits; we are in the process of constructing safe procedures to provide direct deposit for everyone****
 - Items can only be reimbursed to the person who paid for them.

Event Requests

- Departments can apply individually or jointly (contact the treasurer for joint events). **You can only request for events planned for the upcoming month (any events between 2 meetings).**
- **You will be asked to introduce your event during the meeting. Questions to answer when you introduce the event:**
 - Introduce yourself and your department
 - What is the event?
 - What will the funds pay for?
 - Will your department offer partial funding?
- **All the events that a department requests funding for, occurring in the coming month, will be totaled together and voted on as a separate issue if the total per department is more than \$300.**
- Less than \$300 requires an application and a representative to present to the assembly.
- Greater than \$300 requires an application, an itemized budget emailed to the treasurer and a representative to present to the assembly.
- Events must be approved on Wavesync **3 weeks before the event** and the online event request must be in at least **7 days before** the GSSA meeting preceding the event. **Please note that we are moving the deadline to the Friday before the GSSA meeting! All funding requests must be submitted by 11.59 PM Friday before the Thursday Assembly Meeting.**
- GSSA CANNOT reimburse an individual student for alcohol purchases.
- Event Requests can be purchased by an individual student in the department (for individual reimbursement) or purchased using a department purchase card (for IT department reimbursement).
- It is recommended that departments submit all or most event requests at the start of each semester.

Event Reimbursements

- A digital PDF must be sent from the representative to the GSSA treasurer no later than 2 weeks after the event date.
 1. The student collects the materials according to the directions on the GSSA website (under "[Event Funding](#)"), and sends their reimbursement packet as a single PDF document to their representative.
 2. The representative checks the reimbursement document is completed, signs the document, and then forwards it to the GSSA treasurer.
- It may take up to **8 weeks to process checks**. Checks are mailed to your address on file with Tulane. ****Since the pandemic, most reimbursements have switched to direct**

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Speaker Requests

- One per department per semester
- Coordinate with the GSSA treasurer as early as possible (8+ weeks).
- The event needs to be requested (and approved) through Wavesync 6 or more weeks ahead of the speaker date.
- Requests must be submitted for the assembly's vote four days before the GSSA meeting prior to the speaker event, but we recommend 6 weeks in advance.
- GSSA Allowances:
 - Honorarium: up to \$350. Exceptions can be made at the discretion of the GSSA Assembly
 - Travel: up to \$500 airfare
 - Lodging: up to \$100 per diem – maximum 2 nights
 - Please note that a 30% tax applies to international speakers unless their country has a tax treaty with the US.
- There are separate processes for US citizens (or permanent residents) and foreign nationals residing in the US or Internationally. See the website for details.

Speaker Reimbursements

- To be reimbursed for honorarium, after the contract and W-9 have been filled out by the speaker, submit a request to the GSSA Treasurer to complete the online payment form on Wavesync.
- Travel or lodging for a speaker must be done with an IT form and proof of travel/lodging. This is also done on Wavesync. Submit a request to the GSSA treasurer.

If you have specific questions that are not covered here, please see the website gssa.tulane.edu. There is also a comprehensive training packet on the website under GSSA documents that breaks this down even further.

Roberts Rules of Order Cheat Sheet {for General Assembly Meetings}

Action	What to Say	Can interrupt speaker?	Need a second?	Can be debated?	Can be amended?	Votes needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table..."	No	Yes	No	No	Majority