What You Need to Know as a GSSA Rep

If you need information, the website gssa.tulane.edu is fully updated and has the answers to most of your questions. If there are other issues, feel free to email any of the officers:

President: Sabrina Kragness skragnes@tulane.edu
Vice President: Sophie Delsaux sdelsaux@tulane.edu
Treasurer: Hannah Aziz haziz@tulane.edu
Secretary: Amanda Reusch areusch@tulane.edu

Responsibilities:
• Tell your departments what we talk about in meetings. Make sure grad students know they can come to meetings and be a part of discussions.
• Attend meetings and participate. If you can’t come to a meeting, send a proxy. Keep your department in good standing so you all can get money.
• Sit on a standing committee.
• Sign up to be a Sober Event Monitor for our events.
• Add yourself to the GSSA Reps listserv:
  o Email LISTSERV@listserv.tulane.edu from the email address you want to use with the line “SUBSCRIBE GSSA-L Your Name (Your Dept/Program)” in the body of the message.
• Register for Wavesync and join Tulane GSSA on Wavesync.
  o This is where you will register your events. If you need to know how to do that, see the website under event funding or under the training document.
• Submit Reimbursement Packets
  o Travel packets must be signed by you before they are submitted. You must check to make sure they are following guidelines.
  o To get event funding all packets must be to the Treasurer on time.

Some Basics on Funding Requests:
*Please note that there are more in depth instructions on the website under the funding tab as well as in last year’s comprehensive training packet under GSSA Documents. There are also GSSA Reimbursement Checklists, which include all forms needed.

Travel Reimbursement:
• While the student fills out and turns in the forms, but you must sign them first and be sure they are filled out correctly.
• Funding covers transportation and registration fess ONLY.
• Application deadlines are three times a year:

<table>
<thead>
<tr>
<th>Conference Start Date</th>
<th>Application Deadline</th>
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<tbody>
<tr>
<td>September 1 - December 31</td>
<td>August 15, 5pm CST</td>
</tr>
<tr>
<td>January 1 – April 30</td>
<td>December 15, 5pm CST</td>
</tr>
<tr>
<td>May 1 - August 31</td>
<td>April 15, 5pm CST</td>
</tr>
</tbody>
</table>
It is rare for GSSA to fund in full because many students request funding. Typically 80% is funded.

Students need original receipts, valid proof of attendance, valid proof of presentation, valid airline travel proof.

**Three packets are due within 2 weeks** of conference travel to the OGPS office.

Within the packets there must be:
- a copy of GSSA travel award approval letter
- travel expense itemization form
- original receipts taped to white paper
- proof of presentation and proof of attendance.

It may take up to 8 weeks to process checks. Checks are available at OGPS office or mailed to the recipient if requested.

Items can only be reimbursed to the person who paid for them.

Be sure that the amounts requested, and amounts awarded match or requested is less.

**Event Reimbursement:**
- Departments can apply individually or jointly (contact the treasurer for joint events).
- Less than $250 requires an application and a representative to present to the assembly.
- Greater than $250 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 4 days before** the GSSA meeting preceding the event.
- GSSA CANNOT reimburse an individual student for alcohol purchases.
- Within the packets there must be:
  - Signed GSSA Event Reimbursement Checklist
  - Request for Entertainment Reimbursement Form
  - Original receipts taped to white paper
  - Attendee list with the number, name and status of attendees (grad, guest, faculty)
  - Minutes of the meeting (if meeting)
- If you are reimbursing through an IT request, it must be submitted on Wavesync.

**Speaker Reimbursement:**
- Coordinate with the GSSA treasurer as early as possible (8+ weeks).
- Departments are allowed one speaker per year.
- Requests must be in four days before the GSSA meeting, but we recommend 6 weeks in advance.
- **GSSA Allowances:**
  - Honorarium: up to $200. Exceptions can be made at the discretion of the GSSA Assembly
  - Travel: up to $500 airfare
  - Lodging: up to $85 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.
- After approval at the meeting, fill out a contract and register the event on Wavesync.
• There are separate processes for US citizens (or permanent residents) and foreign nationals residing in the US or Internationally. See the website for details.
• To be reimbursed for honorarium, submit an online Payment form on Wavesync after the contract and W-9 have been filled out by the speaker. Travel or lodging for a speaker must be done with and IT form and proof of travel/lodging. This is also done on Wavesync.

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**

<table>
<thead>
<tr>
<th></th>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Introduce main motion</td>
<td>“I move to…”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>“I move to amend the motion by…” (add or strike words or both)</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Move item to committee</td>
<td>“I move that we refer the matter to committee.”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone item</td>
<td>“I move to postpone the matter until…”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>End debate</td>
<td>“I move the previous question.”</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Object to procedure</td>
<td>“Point of order.”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair decision</td>
</tr>
<tr>
<td>Adjourn the meeting</td>
<td>“I move to adjourn the meeting.”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Request information</td>
<td>“Point of information.”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Overrule the chair’s ruling</td>
<td>“I move to overrule the chair’s ruling.”</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Enforce the rules or point out incorrect procedure</td>
<td>“Point of order.”</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Table a motion</td>
<td>“I move to table…”</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

Adapted from boardeffect.com