

THE GRADUATE STUDENT GOVERNMENT EVENTS BOARD

(Updated by GSG Assembly 3 March, 2010)

General Statement

The Graduate Student Government Events Board is a Graduate Student Government (GSG) initiative that aims to facilitate student groups and individual graduate students to organize and get funding for social events targeting the entire graduate student community of Princeton University. In past years, student groups had to contact a number of University organizations and/or administrators to request funding for events. This was often discouraging due to either the amount of bureaucracy that the process involved or to the insufficient information about the existence of various sources of money. The result was in some cases the under-funding of events, with an immediate impact in their quality, or a reduction in the number of events. The purpose of the Board is to bring together co-sponsorship funds from many sources, providing graduate students a single source to approach for funding and event planning guidance. The GSG will be responsible for overseeing the collection and distribution of this money to fund student-run events.

Members and General Rules of Operation

The Board has a total of seven (7) members, including the treasurer of the GSG who serves ex-officio as chair of the Board. Four (4) of the members shall be enrolled graduate students appointed by the GSG Assembly to serve for a term of six-months. There are no term limits and individual students may be reappointed at the discretion of the Assembly. The Assembly is encouraged to select four student members who represent the four academic divisions of the University: Humanities, Social Sciences, Sciences, and Engineering. The Assembly shall announce a call for candidates to all graduate students whenever there is an opening on the Board, and shall inform the Board of the student representation each term. The remaining two (2) members of the Board are appointed by the Graduate School and are typically staff members. They serve on a “permanent” basis based on the Graduate School’s recommendation. Each member of the Board, including the chair, has one vote when funding is decided upon, with ties broken by the chair. Any member who is actively organizing an event, should abstain from the vote for that request. All decisions of the Board must be approved by a majority of the members, whether or not all members are present.

The Board shall meet bi-weekly to discuss funding requests and other operating issues. If there are no funding requests or other issues to discuss, the chair may cancel a meeting, however the board must meet at least once every two months. If a member of the board fails to appear at three (3) consecutive meetings without a legitimate reason, the chair shall report the absence to the GSG Assembly, which in the case of student representatives, may replace the member with another eligible student. The board shall make a report of its activities to the GSG Assembly at least once every three (3) months, including all funds granted, funds claimed, meetings held (with attendance records), any appeals, and any suggested modifications to the operating rules or procedures of the Board. These reports shall include information on what proportion of the Board’s annual budget has been allocated, what proportion has been dispersed, and what proportion remains available for applications.

The Board may adopt Standing Rules to supplement the procedures in this document. Such rules may be enacted or amended by a majority of all members of the Board. The procedures in this

document and any rules set or rulings made the by the GSG Assembly shall supersede the Standing Rules of the Board.

Funding Sources

The Board's budget year begins on November 1st of each year to coincide with the GSG's fiscal year. At the beginning of each budget year, the GSG shall allocate co-sponsorship funds to be distributed by the Board. The GSG also assumes the responsibility of communicating with other potential sources of funding within the University that would like to contribute funds to the board. Funds are generally accepted from any University source, and may be accompanied by spending restrictions and guidelines. The GSG Assembly shall review all new sources of funding and their restrictions/guidelines, and must approve them on a case-by-case basis before the funds are added to the Board. The Board then allocates this money according to the GSG's recommendations on the nature of events that should be sponsored. In cases where specific guidelines for a funding source are not provided or for funds coming from the GSG itself, the Board shall closely follow the funding guidelines of the GSG.

Funding Requests and Grants of Funding

For a funding request to be considered by the Board at one of its meetings, it must be submitted at least one week before the meeting. The schedule of upcoming Board meetings shall be made available to all graduate students at least one month in advance. Due to the relative high frequency of the meetings, this requirement cannot be overridden by the Board.

Additionally, all events must submit a request for funding at least two weeks before the event is scheduled to take place. Events requesting funding in excess of 5% of the board's annual budget must submit requests six weeks before the event is scheduled to take place. **Funding requests that do not meet these deadlines will not be considered by the GSG Events board.**

Regardless of when a request is made, the board may postpone a decision on granting funding at its own discretion. All requests must be made by a graduate student or graduate student organization. However, events held by other University groups may be funded for their graduate student participation if supported by a graduate student or graduate student organization. Requests must include an estimate of the expected graduate student attendance and a complete itemized budget in order to be considered.

The GSG Events board shall consider the following criteria of merit in deciding whether and at what level to fund any particular event: the breadth of appeal to graduate students, the quality of the event, and the variety of events this contributes to graduate student life compared to other events already funded within the fiscal year. These merit criteria shall be considered relative to the cost of the event and the availability of funds remaining in the GSG Events Board account at the time that funding is sought.

The GSG Events Board will look more favorably on organizations that are seeking co-sponsorship in the funding of an event rather than primary- or sole-sponsorship from the GSG Events Board. This guideline will be enforced more loosely for lower-cost events, but more strictly as the total cost of the event increases.

The past conduct of an event – or its originality – will have no bearing on the decision to fund it in the future, or on what level of funding may be provided. Simply because an event has been funded in the past does not mean it will – or will not – be funded at the same level in the future. Funding of any event will be decided solely on the merit of the event, the cost of the event, and the resources available to the events board at the time funding is sought.

Upon considering a funding request, the Board may grant funds individually from each source of funding it controls. If a particular request does not meet the requirements for a particular source of funding, no funds from that source may be granted, however other sources may be used. The Board may not grant funding in excess of the final amount requested, but requestors may modify their request after submission in consultation with the Board. When granting funds from a particular source, the Board shall follow any guidelines provided by the source of that funding. The Board shall report back to each source of funding, listing each event granted funding, the total funds granted, and the amount granted from each source. Such reports shall be made as requested by each source, but at least once every six (6) months.

No grant of funding by the Board shall exceed 5% of the Board's annual budget. Such requests shall be directed to the GSG Assembly for decision, but funding may be granted from the Board's budget. In case of such applications directly to the GSG Assembly, the GSG Events Board shall provide a report to the Assembly including their recommendation as whether to fund the request and at what level, as well as reasons for that recommendation. Additionally, at the time of any such direct application to the GSG Assembly, The GSG Events Board shall report on what proportion of their annual budget has been allocated, what proportion has been dispersed, and what proportion remains available for applications. All events funded by the Board must comply with the University's Rights, Rules, and Responsibilities, and in most cases must be registered with the Graduate School.

Requirements of funded requestors

Any event granted GSG co-sponsorship funds must comply with all funding regulations of the GSG constitution, by-laws and standing rules. They must be open to and advertised to all graduate students, and the GSG or the GSG Events Board must be advertised as a cosponsor of the event. While multiple approaches to publicizing the event are encouraged, in order to receive reimbursement from the GSG, the event **must** be included in the weekly events bulletin email sent from the office of the Assistant Dean of Student Life for the Graduate School on the week of the event. Even if the event is approved in advance, if the event is not included in this e-mail bulletin, it may not receive any reimbursement of expenses from the GSG or GSG events board. The only exception to this policy is if non-inclusion in the events email is the result of (in)actions of members of the Graduate School rather than those of the student or student group seeking funding.

After the event is held, the requestor must make a report to the Board with actual spending (itemized in relation to the original budget), any other co-sponsorship or funds raised for the event, and an estimate of actual graduate student attendance. The Board shall not disburse funds to groups until such information has been provided. In order to be reimbursed, all receipts must be submitted to the events board within one month of completion of the event. Appeals of this policy can be directed to the GSG Assembly.

The Board shall adopt policies for disbursement of funds and documentation of expenses. Any granted funds that remain unused shall not be dispersed or shall be returned to the Board.

Appeals Policy

Any individual or group of graduate students that has reason to believe that a decision of the Board was not fair, or was not in keeping with the policies that the GSG has set for the Board, has the right to appeal. Appeals shall be directed to the GSG Executive Committee. In case of such appeals, the GSG Events Board shall provide a report to the GSG Executive Committee including their recommendation as whether to fund the request and at what level, as well as reasons for that recommendation.

The Executive Committee, after requesting the necessary information and researching the issue, shall decide whether or not to bring the appeal to the GSG Assembly. The Assembly may then choose to affirm or override the decision of the Board. The appellant (and the sponsor of the funding request if not the same), shall be informed of the decision of the Executive Committee and the date, if any, when the appeal will be heard by the Assembly.