

GENERAL

What is the purpose of the GSA?

The GSA is run by Drexel University graduate students for the promotion of social and academic activities for graduate student welfare.

Who is on the GSA Board?

Eda Yildirim – President

AJ Bayuk – Treasurer

Sriraj Srinivasan – Vice-President

Sameet K Shriyan – Secretary

Who else holds a position within the GSA?

Prathaban Mookiah – Webmaster

Who are the GSA's advisors?

Dr. Teck-Kah Lim – advisor

What are the daughter organizations under the GSA?

Arts Administration Graduate Association (AAGA)

Bioscience and Biotechnology Graduate Association (BBGA)

Chemical and Biological Engineering Graduate Association (CBEGSA)

Chinese Students and Scholars Association (CSSA)

Computer Science Graduate Student Council (CSGSC)

Drexel Entrepreneur Club (E-Club)

Engineering Graduate Association (EGA)

Interior Design (GIO)

International Association of Hydraulic Engineering and Research (IAHR)

Materials Engineering Graduate Network (MAGNET)

Materials Research Society (MRS)

Math Bytes

MBA Association (MBAA)

Mechanical Engineering Graduate Association (MEGA)

Pragathi

Psychology

Special Libraries Association (SLA)

Shor

Women in Business (WIB)

ORGANIZATIONAL FUNDING

How does the GSA fund graduate student activities?

A part of every graduate student's "graduate student fee" is contributed toward the Graduate Student Association (GSA). The GSA will distribute the money it receives to its affiliated graduate student organizations based upon the GSA Treasurer's recommendations to the GSA Board and the approval of the GSA Advisor. In addition, the GSA retains a portion of the funds to host University-wide graduate student events.

What are the factors involved in decisions taken by GSA to fund Member Organizations?

The Board takes into consideration, but is not limited to, the following factors: size of the organization, previous events held, attendance at events, organization activity, and collaborative efforts between organizations. Since the graduate student fee funds the GSA's budget, all graduate students must have access to all GSA supported events. Therefore, GSA will not support any activities that are exclusive to an organization's members. Also, the GSA and the other member organizations as well as GSA members-at-large must be informed of the location and time of all events.

How does the GSA control inappropriate spending?

The GSA will not support any activities that are illegal or unlawful and conflict with national, state, and local legislation as well as any Drexel University policy. At the Treasurer's advice and with the Board's support, the GSA retains the right to revoke or refuse funding from or to an organization if it indulges itself in any illicit action. The members of the GSA board strive to make funds available to the events/organizations that benefit maximum number of graduate students.

What is the procedure for the GSA to provide funds to their member organizations?

The GSA will make available in the summer term an application for funding for the following school year. All funding packets will be due three weeks after the packets are made available to the member organizations. The GSA will not accept late funding packets. It is a member organization's responsibility to complete the funding packet on time.

Can an organization appeal its disbursement amount?

Yes. After the proposed funding is provided, organizations can petition the Board for larger allocations provided organizations substantiate their need for more funding. The appeal approval process begins with a recommendation from the Treasurer, the endorsement of the Board, and the approval of the Advisor. All appeals must be submitted in writing 1 week after budgets are made available to the public. Organizations that submit late funding packets will be considered during the appeal process.

Can an organization request additional funding later in the year?

For special events or unforeseen circumstances, an organization may request additional funds from the GSA. The request for a special event must be made in writing to the GSA Treasurer a minimum of 1 month prior to the date the funding is desired. The GSA will provide funds based on availability, the Treasurer's recommendation, and the approval of the Board. Graduate student organizations will be fairly funded on a first come basis if the funds are available.

If a member organization submits an application for funding (even if it was submitted after the deadline), they are eligible to request additional funds; however if no funding packet is received from an organization, no additional funding will be distributed nor will that organization receive reimbursement for check requests. Additional funds will be

distributed only if money is available for this purpose; the availability of additional funds is not guaranteed.

Can an organization that is formed during the school year request funds?

Yes. These new organizations may fill out a Request for Additional Funding form. The GSA will provide funds based on availability, the Treasurer's recommendation, and the approval of the Board. Graduate student organizations will be fairly funded on a first come basis if the funds are available.

When will organizations find out how much funding they have?

All organizations will receive a written notice of the amount of their funding for the year prior to the first academic term (Fall). In addition, the written notice will state that only a portion of those funds is guaranteed. The rest of the funding is 'potential' funding, based on whether or not the organization is holding proposed events and advertising appropriately.

What happens if an organization misuses its funds?

The GSA has the right to revoke funding from an organization if it is not holding the events it has proposed or advertising the events appropriately. Before the beginning of the each term, the Board will review each organization's activity and let organizations' know if their funding is guaranteed for the next term.

A president of one of the GSA member organizations (excluding GSA) can petition the Board in writing to revoke funding from another organization (excluding the GSA) given that they can provide evidence of disorderly conduct or misappropriations of funds. The presidents of all organizations funded by or under the GSA as well as the Board will vote on the above proposal. A two thirds majority of all parties is needed to revoke funding. If the GSA misappropriates their funds, the offense should reported to the Advisor

GSA MEETINGS

Can an individual represent more than one organization?

No. An individual may be a member of more than one organization, but may only vote for one. In the case of a mandatory meeting, an individual cannot represent two organizations because an individual represents one vote and thus his vote cannot be counted twice. Also, if one individual represents two organizations, he/she can vote only once therefore both organizations suffer from insufficient representation of their mission and goals.

Must an organization attend mandatory GSA meetings?

Yes. An organization's funding will be suspended for three months if a representative from a member organization does not attend a meeting advertised as mandatory. It is important for organizations to attend meetings so that information is expressed once and full representation on all issues is obtained.

REIMBURSEMENT PROCEDURES

How can my organization be reimbursed for our event?

The GSA Treasurer must receive a copy of the advertisement for the event 48 hours **PRIOR** to the event, 1 week is preferred. A check request must be accompanied by the event's advertisement and the ORIGINAL receipt(s). The check request, advertisement, and receipt should be submitted to the GSA treasurer.

Where can I find a check request form?

Check request forms are posted on the GSA webpage as well as the Drexel Comptroller's Office webpage:

<http://www.drexel.edu/depts/compt/ducheckmenu.htm>

I have a question about filling out the check request form. Who should I contact?

Contact the GSA Treasurer.

“AT-LARGE EVENTS”

Can a student suggest an event to the GSA Board?

Any graduate student interested in planning an event or chairing an event with GSA funding should contact the Board in the planning stage to ensure that funds are available and the GSA is willing to support the event. The student must demonstrate graduate student interest for the event and have made significant progress in planning and executing the event. Support is based on the availability of funds and the discretion of the Board. GSA believes in encouraging member-at-large initiated events without being associated with an organization and for support of new organizations to fulfill graduate student needs.

NEW ORGANIZATIONS

I want to start a new organization. How do I get started?

You will need to achieve recognition by the University. For information on how to do this, see the Office of Campus Activities webpage:

<http://www.drexel.edu/oca/so/recognition.html>

To request GSA funding for your new organization, you will need to fill out a Request for Additional Funding form, which is posted on the GSA webpage.

My organization is comprised of both graduate and undergraduate members. Can I receive GSA funding?

No. Unfortunately, Drexel organizations are funded by SAFAC (undergraduates only) or GSA (graduates only). Because the funds to these organizations are paid by the undergraduate student fee or graduate student fee respectively, organizations may be funded by only one or the other. Any organization that is funded by the GSA must be made up of only graduate students.

You may want to consider separate graduate and undergraduate chapters of the organization, each with its own board.