



**NC STATE UNIVERSITY**



# **Representative Information Packet**

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

## **OFFICE LOCATION**

**3218 DH Hill Library**

## **MAILING ADDRESS**

**University Graduate Student Association  
c/o NCSU Libraries  
Campus Box 7111  
Raleigh, NC 27695-7111**

## **WEBSITE**

**<http://ugsa.ncsu.edu>**

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# Section

## 1

# Welcome Letter

Welcome to the University Graduate Student Association! We are looking forward to another exciting and productive year. Each year our goal is to maintain and increase our influence within the university so that we may better represent graduate students at the highest levels. With your help, we hope to produce initiatives to benefit grad students across campus for many years to come.

At UGSA, we strive to add value to graduate life at NC State. We offer many social and academic services to graduate students such as Annual Research Symposium, university wide Teaching Assistantship Awards, travel and thesis funds, Midnight Oil magazine, academic development seminars, workshops, keynote lectures, bowling tournaments, picnics and nightlife party organizations.

Please find enclosed in this representative's packet many of the materials that we believe will aid you and your chapter in helping us to attain our goals. We hope this information will lead you to becoming an integral working partner of the Association, and we encourage you to share related materials with the fellow graduate students of your department.

We would also like to encourage you to visit our website at <http://ugsa.ncsu.edu> where you may obtain forms and applications, meeting minutes, contact information, and announcements. Our web page is updated constantly to provide you a much more streamlined and user friendly experience. We have worked hard to make information organized and easily accessible. You should take advantage of this! We will also add your e-mail to the UGSA Reps Listserv ([ugsa\\_reps@lists.ncsu.edu](mailto:ugsa_reps@lists.ncsu.edu)), which will allow you to receive important information and notices and share your ideas and comments with us.

Be informed that we are a working Association and our success is dependent upon your altruism and volunteerism. Because our budget goes directly to the chapters in addition to other various expenditures on behalf of graduate students, we require that you serve on at least one UGSA Internal Standing Committee to show that you are indeed actively participating. These committee assignments and responsibilities will be determined at our August meeting. For this and other responsibilities of UGSA Representatives, we suggest you have a look at our constitution, posted on our web site.

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

Sincerely,  
The 2009-2010 UGSA Executive Officers

<b>President</b>	<b>Ali Kefeli, Industrial &amp; Systems Engineering</b>
<b>Vice-President for Internal Affairs</b>	<b>Pete Broglie, Toxicology</b>
<b>Vice-President for External Affairs</b>	<b>William Lahti, Computer Science</b>
<b>Treasurer</b>	<b>Anne Costolanski, Mathematics</b>
<b>Secretary</b>	<b>Elke Feese, Chemistry</b>
<b>Travel &amp; Thesis Fund Administrator</b>	<b>Jess Jenkins, Chemical &amp; Biomolecular Engineering</b>
<b>Electronic Communications Officer</b>	<b>Chia-Lin Ho, Psychology</b>
<b>Faculty Advisor</b>	<b>Dr. Lisbeth Borbye, Graduate School</b>

# Section 2

## UGSA Membership Guidelines

At the end of each year, UGSA distributes certain amount of funds to GSA chapters according to a special formula that can be found in our constitution. In order to receive a rebate for your GSA chapter, the following membership guidelines MUST be followed. **Failure to complete all of the items will result in the rejection of your rebate.**

### **Elect Officers**

Your chapter MUST have at least 3 elected officers: President, Vice-President and Treasurer. You must also designate a Representative and an Alternate Representative to the UGSA. These representatives may or may not be elected chapter officials.

### **Draft a Constitution**

You MUST draft a constitution for your chapter and file a copy with the UGSA Vice President of Internal Affairs. We have an example of an actual working constitution that you can use as a template for your chapter's constitution. You MUST submit a draft of your chapter's constitution to the Vice President of Internal Affairs by the October UGSA council meeting.

### **Register with Student Organization Resource Center**

Your chapter MUST register with the Student Organization Resource Center (SORC) for this academic year. The SORC is located in 1201 Talley Student Center, Campus Box 7306, 515-3323. This registration must be renewed each academic year, so having your chapter registered last year does not count. Complete this registration before filling out and submitting the "Letter of Credentials."

### **UGSA Internal Standing Committee Service**

A member of your chapter MUST serve on a UGSA Internal Standing Committee. This insures that each chapter actively participates in the goals of the entire UGSA. Sign up for a committee at the August UGSA council meeting or contact the Vice President of Internal Affairs for an assignment.

### **"Letter of Credentials"**

You MUST submit the annual "Letter of Credentials", which can be found in this packet, to the Vice President of Internal Affairs by the September UGSA council meeting. This insures that you have elected officials and an active chapter, and provides the UGSA with contact information.

### **UGSA Monthly Council Meeting Attendance**

Your representative or your alternate MUST attend the monthly UGSA council meetings. The size of your chapter's rebate is based on the number of meetings you attend.

### **Questions**

If you have any further questions about chapter rebates or membership guidelines, please contact the UGSA Vice President of Internal Affairs.

# Section 3 Membership Check List

We realize that we have swamped you with information this evening. There are a few important items that you need to take care of before the September UGSA council meeting (Constitution being the only exception). To make your life a little easier, here is a checklist for you.

- \_\_\_\_\_ 1. **Sign up for UGSA Reps listserv**  
Join the UGSA Reps listserv by emailing the UGSA Electronic Communications Officer:  
ugsa\_eco@ncsu.edu  
Please do this ASAP! This is our main method of communication. You will receive important messages about current issues, meeting reminders and minutes.
  
- \_\_\_\_\_ 2. **Register GSA chapter with Student Organization Resource Center**  
Complete the Student Organization Registration Form, which is available on our website. Turn the completed form into the SORC located in:  
*1201 Talley Student Center, Campus Box 7306, 515-3323*  
Registration is now available online under:  
*<http://www.ncsu.edu/sorc/registration.html>*  
Each chapter must re-register each year: having your chapter registered last year does not count. Renew your chapter's registration before the September meeting or you will not qualify for a rebate this year!
  
- \_\_\_\_\_ 3. **Submit a copy of your Chapter's Constitution**  
Obtain a copy of your GSA Chapter's Constitution. This should be emailed to the Vice President of Internal Affairs (ugsa\_internalvp@ncsu.edu) at or before the October meeting. Your GSA should have a Constitution, because it is required in order to register your organization. If your GSA does not have a Constitution, you can find a sample one on the UGSA web site. **If you DO NOT turn this in ON TIME, your chapter will NOT receive a rebate this year!**
  
- \_\_\_\_\_ 4. **Fill out the Letter of Credentials**  
Complete the Letter of Credentials found in this package or the web page. Your DGP or Department Head must sign this. Hand it in personally to the Vice President of Internal Affairs at the September meeting. **If you DO NOT turn this in ON TIME, your chapter will NOT receive a rebate this year!**
  
- \_\_\_\_\_ 5. **Fill out the FAS request form**  
If your GSA chapter does not already have a FAS account, you need to fill out the FAS request form. This form and instructions can also be found on our website. Return the completed form to the UGSA treasurer at the October meeting. Without a FAS account, the accounting office will have no way in which to transfer a rebate to your chapter!

# Section 4 FAS Account Information

Here are special instructions for filling out application for FAS Account. Remember, this is required for Departmental GSAs to receive Departmental Rebate & Block Grant Fund transfers.

1. School/Department/Unit – **print your school/department/unit – example: CHASS/Sociology/Sociology Graduate Student Association**
2. Date: **Use date completed**
3. Suggested Name of new Account – **please use your unit name above example: Sociology Graduate Student Association**
4. OUC: **obtain from departmental financial technician**
5. Name of Principal Person Responsible for this Account: **Departmental GSA Advisor's Name (This person is typically the department's DGP - Director of Graduate Programs) – Must be same as Signature in #17**
6. Title: **DGP or other title of departmental GSA advisor**
7. Email: **Email of departmental GSA advisor**
8. Campus Phone: **Campus Phone of departmental GSA advisor**
9. Campus Box: **Campus Mailing Address of departmental GSA advisor**
10. Please List other Persons Authorized to Accept Receipts to, and Initiate Disbursements from the Account: **as your departmental GSA desires – it is recommended that at least one other person be listed (dept accounting technician, dept head, etc. in case primary person is unavailable)**
11. Location of Activity: **Departmental GSA Meeting Room(s)**
12. List of All University Employees whose efforts directly benefit this activity: **None**
13. Is NC State active as an agency in handling this account? **No**
14. Are any un-reimbursed supplies or services purchased from budget codes furnished directly to this activity? **No**
15. Off-Campus Sources of Receipts: Total Percentage of Off-Campus Sources: **0%**
16. On-Campus Sources of Receipts: **Student Activity Fees – 100%** Estimated Annual Receipts: **\$500.00**
17. Requested by: **Signature of departmental GSA advisor (This person is typically the department's DGP - Director of Graduate Programs)**
18. Date: **date signed** and Title: **title of departmental GSA advisor**

Please return completed form to the UGSA Treasurer.

# Section 5

## About UGSA Council Meetings

### Meeting Template

UGSA council, composed of representatives of GSA chapters, meets every **last Monday of each month the university is in session at 7:00 PM in D.H. Hill Library's Faculty Senate Chambers**. One of the primary goals of a meeting of any organization is to get things done. The UGSA is no exception. This year we will follow a meeting format that is similar to ones in years past, and we hope this format will maximize the organization's productivity and efficiency while making sure that everyone has a voice in the organization's decision-making processes.

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

- I. Call to Order (7:00pm)
- II. Roll Call and Introduction of New Representatives
- III. Approval of the Previous Meeting's Minutes
- IV. President's Report
- V. Vice-President for Internal Affairs' Report
- VI. Vice-President for External Affairs' Report
- VII. Secretary's Report
- VIII. Treasurer's Report
- IX. Travel and Thesis Fund Administrator's Report
- X. Electronic Communication Officer's Report
- XI. Advisor's Report
- XII. Committee Reports (order rotates at each meeting)
  - a. Academic Policy
  - b. Finance
  - c. Judicial/Legislative
  - d. Political Awareness
  - e. Publicity
  - f. Social
  - g. Teaching Effectiveness
- XIII. Old Business
- XIV. New Business
- XV. Open Floor
- XVI. Adjournment

### Maintaining Order in Meetings

#### **Asking questions and making comments during meetings**

Representatives are encouraged to ask questions during the meeting. During officer and committee reports, keep questions in mind or written down until the end of the report, or wait for the officer to ask if there are any questions on a particular item. To ask a question, raise your hand. The presiding officer will recognize you in the order in which your hand is raised. You should then state who you are and which department you are from at that time. If your question has already been asked, lower your hand so that questions are not redundant.

It is not acceptable to ask questions or make comments about previous topics once a new topic has been brought up, when the topic has not yet been addressed, or when the question or comment is not germane to the topic at hand. If these questions or comments are made, the presiding officer will call them out of order, and the questions may be redirected for a later, more appropriate time.

Lastly, never be afraid to ask questions about procedures or about the topics at hand whether they are in reports or they pertain to business on the floor. The worst kind of decision is an uninformed one!

### **Making motions and making business stay in business**

One of our goals in this year's meetings is to maintain an organized meeting agenda that flows and is not interrupted or delayed by spur of the moment motions and resolutions. Putting business into officer or committee reports slows down the meeting's progress. Of course, there will be times where this is inevitable, in cases where immediate decisions are needed for further business to occur. If you have a motion to make regarding a topic covered in an officer or committee report, save it until "New Business".

### **Conducting Business: Motions and Resolutions**

A motion is a proposal that the council should take certain action or express a certain view. A resolution is a type of written motion of length or importance that usually influences or affects changes in the written policies or organization of the body. An example of such a change is an amendment to the Constitution or Bylaws. Resolutions are typically submitted by a voting member of the organization; however, executive members can initiate and submit resolutions to be considered by the body with approval from the Executive Board (this is usually only done in emergency situations or when appointments must be made that require a vote). Motions and resolutions (as specified above) should be made in New Business, and can either be voted on in the same meeting in which they are made, or tabled (deferred) to the next meeting (see next section on Debate and Voting Procedures). If tabled, the motion or resolution is put into Old Business in the next meeting's agenda. In order to put a motion or resolution into debate by the body, the following must occur:

1. The member making the motion must first be recognized by the presiding officer in New Business after all other new business on the written agenda has been voted on.
2. The member must clearly state the motion, and they must submit it to the secretary in written form if required by the presiding officer.
3. The motion must be seconded by another member. If no one seconds the motion, the presiding officer will ask for a second. If there is still no second, the motion automatically fails and is not debated.
4. Once seconded, the presiding officer can either put the motion before the council for debate or rule it out of order.

### **Debate and Voting Procedures**

Debate and voting are two of the most confusing aspects of dealing with business. The idea, and the presiding officer's responsibility, is to keep it simple.

#### *Debating motions and resolutions*

Once a motion or resolution has been moved to debate, members of the body may take the floor to speak for or against the item in question. The presiding officer typically yields the floor to the member who made the motion or who is the author of the resolution. He or she then has no more than five minutes to speak (time is set by the presiding officer) on behalf of the item being debated. The person

speaking may yield any portion of their time to a supporter of their position, or may answer questions during this period.

The presiding officer then yields to a speaker opposing the motion or resolution for a time not exceeding that of the first speaker with the same rules. This process of pros and cons may be repeated twice, but no more without a motion and vote to extend debate by the body. Also, no speaker may address the floor twice unless there are no other speakers for their position on the matter, except for the person making the motion or presenting the resolution. In cases where an executive member submits a resolution, he or she may speak on the matter, but may not vote.

### *Amendments and Changes*

Two types of amendments can be made: friendly amendments (which do not require a vote) and regular amendments (which do require a vote). Friendly amendments are the most common and are usually made by someone who wants to change the phrasing or focus of a particular part of a motion or resolution. These are simply accepted or rejected by the person making the motion or submitting the resolution.

If a person making a motion decided that they want to change their motion in such a way that the new motion is too unrelated from the initial one, the presiding officer will ask that member to withdraw their old motion and make a new motion. For the sake of efficiency, the presiding officer may ask that any motion requiring substantial changes beyond friendly amendments (otherwise requiring regular amendments) be withdrawn and restated.

### *Tabling*

If debate on the motion or resolution provides evidence that the item requires more time for the body to contemplate the merits of the item, a member can move to table debate and voting on the resolution or motion until the next meeting. This motion must be seconded and requires a 2/3 majority.

### *Moving to Vote and Voting*

1. Once debate has finished, the presiding officer may ask if there are any other speakers on the item. If not, the officer will close debate by calling for a "CALL THE PREVIOUS QUESTION" from the floor (or more simply "QUESTION" from the floor).
2. The presiding officer then asks if there any objections to the call. If so, debate continues. If not, then voting commences. In cases were there is no debate on a motion, QUESTION can be called immediately or will be asked for by the presiding officer.
3. If the consensus of the floor is that the decision on a particular motion or resolution will be unanimous, a member of the body may call for "CONSENT," or it will be asked for by the presiding officer. If CONSENT is called and there is objection by a member, then a vote by hands raised or by roll-call must be initiated.

# Section 6

## 2009– 2010 Budget

Description			Amount available per request/ event
<b>Admin Service Charge</b>	Administrative Service Charge	~\$584	
<b>Executive</b>	Monthly Officer meetings	\$440	~ \$40 / meeting
	Wolf Copy Cards	\$50	
	Office Supplies	\$250	
	Web Hosting Fee	\$500	
<b>Social Committee</b>	Monthly meeting refreshments	\$1,000	~ \$125 / meeting
	Socials	\$2,400	
<b>Teaching Effectiveness Committee</b>	Annual TA luncheon (certification, invitations, lunch)	\$2,700	
<b>Graduate Student Newsletter</b>	Midnight Oil	\$100	
<b>Publicity Committee</b>		\$650	
<b>Honoraria (elected officers)</b>	President	\$1,500	\$750 / semester
	Parking Permit for President	\$300	
	Vice President –External Affairs	\$960	\$480 / semester
	Vice President – Internal Affairs	\$960	\$480 / semester
	Treasurer	\$960	\$480 / semester
	Secretary	\$960	\$480 / semester
	Travel/Thesis Fund Officer	\$960	\$480 / semester
	Electronic Communications Officer	\$960	\$480 / semester
<b>Honoraria (appointed chair)</b>	Social	\$125	\$125 at end of year
	Teaching Effectiveness	\$125	\$125 at end of year
	Political Action	\$125	\$125 at end of year
	Finance	\$125	\$125 at end of year
	Judicial	\$125	\$125 at end of year
	Publicity	\$125	\$125 at end of year
	Academic Policy	\$125	\$125 at end of year
<b>Departmental Chapter Rebates</b>	Distributed according to the formula in UGSA constitution	\$15,000	
<b>Travel/ Thesis Fund</b>			
	July – December Travel Fund	\$13,800	\$250/ person/ degree
	January – June Travel Fund	\$13,800	\$250/ person/ degree
	Thesis Fund	\$5,850	\$75/ person/ thesis
<b>Academic Block Grants</b>		\$1,500	\$500/year or \$250/semester
<b>UGSA Research Symposium</b>		\$5,900	
<b>National Association of Graduate-Professional Students</b>	Membership Due	\$500	
<b>TOTAL</b>		<b>\$73,459</b>	

## Section

### 7

## Block Grant Information

The UGSA BLOCK GRANT GUIDELINES are stated hereafter, and must be abided by in order to have the application evaluated. Make every effort to use the on-line guidelines by "pasting" the form into an e-mail message to the UGSA treasurer. This helps to expedite the review process. This form along with the block grant guidelines can be found at the UGSA website. **The application is to be submitted by the 15th of the month prior to which you need the funding.**

UGSA Block Grants are awarded with the intention of supporting educational activities among graduate students in multiple departments throughout NC State University. To ensure that graduate students from more than one department are actively involved in your academic event, we require either of the following:

- Organize and co-write the application with a graduate student from another department. Signatures of both student organizers and their department heads or graduate student coordinators (professors) are required.

OR

- Obtain endorsements from the graduate student president, representative, or event organizer from another department & the graduate student coordinator (professor) or department head of the other department.

Block grant awards are limited to one block grant at a maximum of \$250 per semester or \$500 per year. The full amount of funding will most likely be awarded to those organizations that demonstrate inter-departmental cooperation. We encourage promotion of block grant supported events to all departments who may be interested in attending.

Block grants are awarded by the UGSA to GSA chapters in good standing (registered, submitted credentials, submitted constitution). The grant is intended for academic use only by UGSA member groups to help fund their activities and promote academic growth (i.e. educational events, seminars, conferences, symposiums, etc). Any GSA chapter or department providing graduate student benefits is eligible, unless specifically excluded by other provisions in the UGSA. All eligible groups are required to submit an application, follow the established guidelines, and abide by the final decision of the UGSA Executive Board.

The Block Grant Application will be reviewed and voted on by the UGSA Executive Board. Once the application is approved, the GSA chapter or department will receive the money via Inter Departmental Transfer.

**Detailed information is available on our web page under Block Grant Forms. After checking our web page, if you still have questions, please contact the UGSA Treasurer.**

# Section 8

## Thesis Fund Information

### **Purpose**

The UGSA seeks to aid graduate students in their professional activities. The purpose of the Thesis Fund is to subsidize, not reimburse, students for the cost of printing and binding their thesis.

### **Eligibility**

- Any NCSU graduate student in a thesis program is eligible.
- Students whose advisor and/or scholarship/fellowship pays for the thesis are not eligible.
- The UGSA is authorized to make only one allocation per degree program at NCSU, i.e. once per Masters program and/or once per Doctoral program.

### **Procedures**

- Thesis Fund applications and expenditure vouchers are available from your departmental graduate secretary, your departmental graduate administrator, your departmental GSA representative, the Travel Fund Administrator and on the UGSA website.
- The application must be received by the thesis fund administrator **BEFORE** his/her graduation date.
- In addition to this application, the student must submit **ORIGINAL** receipts to the thesis fund administrator. Failure to do so will result in the forfeiture of any reimbursements from the UGSA.

### **Funding**

- No advances will be granted.
- The money for the thesis fund will cover the cost of acid free paper, the number of copies made and personal binding.
- Due to the limited amount of funding, the total reimbursement **will not exceed** \$75.00.
- Reimbursements for the thesis fund will be submitted as soon as the administrator receives the application (mail checked weekly). You will receive a check from the University in the mail. Please allow up to 6 weeks for your request to be processed.
- Falsification of applications or receipts will result in denial of current or future subsidy while at NCSU.

**Detailed information is available on our web page under Thesis Forms. After checking our web page, if you still have questions about the above guidelines please contact the Travel Fund Administrator.**

# Section 9

## Travel Fund Information

### Purpose

The UGSA seeks to aid graduate students in their professional activities. The purpose of the Travel Fund is to subsidize, not reimburse, students for their participation at professional meetings.

### Eligibility

- A. Eligibility for funding is based on participation at a professional meeting. Participation is defined as:
- Presentation of a paper by the applicant
  - Discussant on a panel or round table discussion
  - Workshop director or moderator
  - Presentation of original work, such as art, design, or a poster presentation

NOTE: There are many conferences which students are invited to attend due to their classroom or research achievements. Despite this honor, the Travel Fund is limited and must, therefore, restrict funding to only those who meet the above definition of participation.

- B. The UGSA is authorized to make only one allocation per degree program at NCSU, i.e. once per Masters program and/or once per Doctoral program.

### Procedures

- A. Travel Fund applications and expenditure vouchers are available from the UGSA website, your departmental graduate secretary, your departmental graduate administrator, your departmental UGSA representative and the Travel Fund Administrator.
- B. The Travel Fund application must be received by the Travel fund Administrator at least two weeks **BEFORE THE DATE OF THE MEETING**.
- The applicant will be notified via letter upon receipt of the application by the Travel Fund Administrator.
- C. One of the following **MUST** be submitted with the travel voucher:
- An abstract as it appears in the meeting/conference bulletin
  - A letter from the conference committee verifying your participation in the conference (proof of registration is acceptable).
- D. The student must submit a UGSA expenditure voucher and **ORIGINAL** receipts to the Travel Fund Administrator within two weeks of his/her return to NCSU. **FAILURE TO DO SO WILL RESULT IN THE FORFEITURE OF ANY REIMBURSEMENT FROM THE UGSA.** Due to various changes in bookkeeping regulations, photocopies of receipts are no longer acceptable for submission.
- The applicant will be notified upon receipt and satisfactory completion of the expenditure voucher by the Travel Fund Administrator. Vouchers missing any information will be returned to the applicant for completion.

## **Funding**

- A. No travel advances will be granted.
- B. The UGSA Travel Fund will subsidize the attended days of the meeting only.
- C. The amount of reimbursement cannot be determined until the submission of the expenditure voucher and receipts. Please use the funding standards below if you require an estimate of your reimbursement.
- D. Eligible expenses include transportation (airfare, car rental, gasoline, taxi, personal vehicle mileage), lodging, and registration fee. The total reimbursement WILL NOT exceed \$250.00
  - Food and entertainment are NOT reimbursable. Please do not submit receipts or report any money received for food and entertainment.
- E. Reimbursements for the travel costs will be submitted to the University once a month. You will receive a check from the University in the mail. Please allow two months for your request to be processed.
- F. Falsification of applications or receipts will result in denial of current or future subsidy while at NCSU.

## **Additional Funding**

The Travel Fund Administrator strongly encourages applicants to seek additional funding from outside sources. Places to seek funding include your department head, a grant held by your major professor, or the on-line graduate fellowship and scholarship file located on the University's Web Site. The use of departmental automobiles should also be investigated. If additional funding is secured, this must be reported on the expenditure voucher. DO NOT subtract this additional funding from your total expenditure.

**Detailed information is available on our web page under Travel Forms. After checking our web page, if you still have questions about the above guidelines please contact the Travel Fund Administrator.**

# Section 10 Committees

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

## **UGSA Internal Standing Committees**

As stated in UGSA Constitution Article III, Section 3, B-4, **each UGSA representative should be assigned and actively participate** in “UGSA Internal Standing Committees” in order to maintain “good standing”, and therefore receive a rebate for their GSA chapters. Once they are appointed to those internal committees, which is typically made in first council meeting of Fall semester, each UGSA representative **should indicate** which Internal Committee s/he is serving on their “Letter of Credentials”, which is later on submitted to Vice President of Internal Affairs. Here are the Internal Committees under UGSA:

1. **Academic Policy Committee**
2. **Finance Committee**
3. **Judicial Legislative Committee**
4. **Political Action Committee**
5. **Publicity Committee**
6. **Social Committee**
7. **Teaching Effectiveness Committee**

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

## **University Standing Committees**

Unlike UGSA Internal Committees, it is **voluntary** for UGSA reps to serve on University Standing Committees, which are charged by the Chancellor to review and discuss University policies in their respective areas. Since these committees are **open to all graduate students** currently enrolled at NC State, UGSA strongly encourages representatives to participate and help promote through their departments participation in University Standing Committees. Graduate student **appointments** to these committees **are only done through Vice President of External Affairs**. Here is a list of University Standing Committees that has indicated number of Graduate student slots in their roster:

- |   |   |
|---|---|
| 1. Bookstores (2)                                   | 9. Harrelson Fund (1)                         |
| 2. Commencement (1)                                 | 10. Institutional History & Commemoration (1) |
| 3. Copyright (1)                                    | 11. International Programs (2)                |
| 4. Courses and Curricula (1)                        | 12. Library (4)                               |
| 5. Dining (2)                                       | 13. O. Max Gardner Award (1)                  |
| 6. Evaluation of Teaching (2)                       | 14. Physical Environment (3)                  |
| 7. Extension, Engagement & Economic Development (1) | 15. Registration, Records, and Calendar (2)   |
| 8. Fee Appeals (1)                                  | 16. Student Health (3)                        |
|   | 17. University Housing (1)                    |

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

Here is a list of GSA Chapters that are represented in UGSA. Contact your departmental graduate secretary, program director, or organization president to find out about the next meeting date and time of your GSA's chapter meeting. If you do not see your GSA chapter listed, ask any UGSA officer how you can start a graduate student organization in your discipline!

1. Accounting
2. Adult and Community College Education
3. Agricultural Education
4. Animal Science
5. Architecture
6. Biochemistry
7. Bioinformatics
8. Biological and Agricultural Engineering
9. Botany
10. Business Administration
11. Chemical & Biomolecular Engineering
12. Chemistry
13. College of Veterinary Medicine
14. Computer Networking
15. Computer Science
16. Counselor Education
17. Crop Science
18. Economics
19. Electrical & Computer Engineering
20. English
21. Entomology
22. Food Science
23. Functional Genomics
24. Genetics
25. Higher Education Administration
26. History
27. Horticultural Science
28. Industrial & Systems Engineering
29. International Studies
30. Liberal Studies
31. Marine, Earth and Atmospheric Science
32. Math, Science & Technology Education
33. Mechanical & Aerospace Engineering
34. Microbiology
35. Natural Resources
36. Nuclear Engineering
37. Operations Research
38. Parks, Recreation, & Tourism
39. Physics
40. Plant Pathology
41. Poultry Science
42. Psychology
43. Public Administration & Political Science
44. Sociology
45. Soil Science
46. Statistics & Biomathematics
47. Textiles
48. Toxicology
49. Wood & Paper Science
50. Zoology

### **Registered Special Interest Organizations**

Special interest organizations benefit and voice the concerns of various populations in the graduate student body. Contact the presidents of these organizations and see UGSA Constitution for more information.

# Section 12

## Letter of Credentials

In order for your chapter to receive a rebate, you must return this completed form to the UGSA Vice-President for Internal Affairs at the September UGSA council meeting. Please remember that the rebate amount is contingent upon UGSA meeting attendance and UGSA Internal Standing Committee service. For more details about the rebate, please refer to the UGSA constitution.

**Chapter Name:** \_\_\_\_\_  
As newly registered with the Student Organization Resource Center

**Department(s) Represented by this Chapter:** \_\_\_\_\_

**Program(s) Represented by this Chapter:** \_\_\_\_\_

**Chapter Advisor:** \_\_\_\_\_

**Campus Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Chapter UGSA Representative:** \_\_\_\_\_

**Campus Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Chapter UGSA Treasurer:** \_\_\_\_\_

**Campus Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Number of Students Represented by this Chapter:** \_\_\_\_\_

**UGSA Internal Standing Committee Assignment:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Graduate Administrator/Department Head

# Section 13

## List of E-Mail Addresses

Here is a list of different positions/committees in UGSA and their e-mail addresses. Keep this page for your records and please contact the relevant people rather than using the general mailing lists.

### Executive Board

<b>President</b>	ugsa_president@ncsu.edu
<b>Vice-President for Internal Affairs</b>	ugsa_internalvp@ncsu.edu
<b>Vice-President for External Affairs</b>	ugsa_externalvp@ncsu.edu
<b>Treasurer</b>	ugsa_treasurer@ncsu.edu
<b>Secretary</b>	ugsa_secretary@ncsu.edu
<b>Travel &amp; Thesis Fund Administrator</b>	ugsa_tta@ncsu.edu
<b>Electronic Communications Officer</b>	ugsa_eco@ncsu.edu
<b>Faculty Advisor</b>	lborbye@ncsu.edu

### Internal Standing Committee Mailing Lists

<b>Academic Policy</b>	ugsa_academic@lists.ncsu.edu
<b>Finance</b>	ugsa_finance@lists.ncsu.edu
<b>Judicial Legislative</b>	ugsa_jlc@lists.ncsu.edu
<b>Political Action</b>	ugsa_political@lists.ncsu.edu
<b>Publicity</b>	ugsa_publicity@lists.ncsu.edu
<b>Social</b>	ugsa_social@lists.ncsu.edu
<b>Teaching Effectiveness</b>	ugsa_teaching@lists.ncsu.edu

### Other Mailing Lists

<b>Executive Board</b>	ugsa_execs@lists.ncsu.edu
<b>All UGSA Representatives</b>	ugsa_reps@lists.ncsu.edu
<b>Internal Standing Committee Chairs</b>	ugsa_chairs@lists.ncsu.edu