

# Graduate Student Association (GSA)

Plenary Council Meeting September 9th, 2025

## Council Meeting Notes – Deliverables & Expectations

### Attendance & Representation

- All GSOs are required to complete the Attendance Sheet.
  - Each GSO must have a representative present at monthly Council Meetings.
  - Meetings are held the **first Tuesday of every month at 7 PM** (typically conclude by 8 PM).
  - Special meetings may be scheduled by the Executive Committee if urgent issues arise.
  - All meetings are open to all graduate students (constituents).
  - Organization Presidents may send a delegate if unavailable; delegates must be members of their organization.
  - Delegates **cannot be GSA Officers**.
  - Representatives are responsible for communicating meeting information back to their **President and Treasurer**.
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### Meeting Content

- GSA provides updates on activities, initiatives, events, and procedures.
  - Council may vote on substantive issues when necessary.
  - GSOs are encouraged to voice concerns, suggestions, and feedback.
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### Funding Announcements

- Funds are available for programs/events that:
  - Support the GSA mission.
  - Comply with Rutgers rules and applicable laws.
  - Are open to all constituents.
- **2025–2026 Academic Year Funding & Recognition Application:**
  - Available on GSA website.
  - Application period: **September 2 – September 16**.
  - Allocation decisions will be announced by **October 3**.
- Funding requests should reflect reasonable and realistic spending.

### Prohibited Uses of Funds:

- Honoraria for Rutgers affiliates (faculty, staff, administrators, or students).
- Monetary prizes or awards.
- Fundraising activities.
- Alcohol, drugs, or drug-like substances.

### Requirements:

- Events must publicize GSA sponsorship (e.g., “Sponsored by the Graduate Student Association”).
  - Executive Committee maintains funding caps and policies (e.g., food per attendee, speaker expenses).
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### Mandatory Finance Training

- Training Dates:
    - **September 18, 7 PM**
    - **September 21, 7 PM**
  - **Treasure and President from each GSO must attend one session** (no exceptions).
  - Failure to attend will result in a **penalty to funding allocation**.
  - RSVP required through the Recognition & Funding application.
  - Zoom links will be distributed to those who RSVP.
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### Expectations & Suggestions

- Finance-related questions should be directed to both **ec@gsa.rutgers.edu** and **help@gsa.rutgers.edu**.
- Some meetings will be in-person; food will be provided.
  - Recommendation: order **Halal food** to increase inclusivity and participation.
- Events should be inclusive, well-publicized, and properly documented (post-event reports and sign-in sheets required).
- All relevant resources will be posted on the GSA website: **gsa.rutgers.edu**.

