



RUTGERS

UNIVERSITY | NEW BRUNSWICK

Graduate Student Association

Council Meeting

**Graduate Student Association
February 3rd, 2026**



ATTENDANCE

Google Form in the Chat





**Hope everyone had a wonderful Christmas and
Happy New Year!!**



Welcome New Graduate Student Leaders



Recap Council Meeting Deliverables & Expectations

- Fill out the Attendance sheet.
- A representative from each GSO is required to attend each monthly council meeting
- Be prompt - show up on time
- GSA will share broad updates on activities, initiatives, events, and procedures
- Occasional voting on substantive issues
- GSOs are encouraged to speak up
 - GSA wants to know what your concerns are! The best way for us to serve you is to communicate with us.
- Council meets first Tuesday of every Month at 7 PM (ends usually at 8 PM)
- Special meetings by Exec. Committee if anything urgent comes up
- Open to all Constituents, which means all graduate students
- In case of a delegate attending, all information discussed here should must be communicated to the President and Treasurer



Reimbursement Rules

- Event needs to be advertised at least two weeks in advance on GetInvolved
- **MUST** have the GSA logo
- **MUST** mention that it is a GSA sponsored event
- No disbursement without signed contract and invoice/receipt
- Reimbursements capped at actual costs.
- Unused allocations are reverted to the GSA at the end of the year.
- All the events must be submitted to the GSA event submission form on Teams to get **reimbursed**.
- It is NOT mandatory to advertise in the GSA's newsletter, however, the Microsoft Teams Form for event advertisements is mandatory for reimbursements. It helps the Business Manager get all the information at one glance.
- You have to submit to the Microsoft Teams Form right after you create your getInvolved at least 2 weeks before the event.
- Any other organization outside of GSO's who would like to advertise in our weekly newsletter, please email the communication text and flyer to ypep@gsa.rutgers.edu for review and inclusion.



If your GSO may need more funds to hold the events

- Collaborate with other GSOs for events
- Request co-sponsorship with GSA if the event would be of interest to all graduate students (case-by-case basis)
 - Email ec@gsa.rutgers.edu to discuss
- Strongly encouraged attempts to forge collaborations with departments, units, offices, etc.



Expectations/Suggestions

- Any question related to finance should be directed **both** to ec@gsa.rutgers.edu and help@gsa.rutgers.edu
- Next two council meetings are in-person (food will be served) (We want to promote collaboration)
- Try to get *Halal/Vegetarian and Kosher options* to be inclusive. (Prices are the same)
- Inclusive events, proper publicity, post-event reports, sign-in sheets.
- All resources are available on gsa.rutgers.edu. Please go through the website.



Important Information

GSA EBoard Pre-Approval is required for

- **Events requiring honoraria**
- **Conferences**
- **Off-campus events**
- **Prizes and giveaways**

Email ec@gsa.rutgers.edu and help@gsa.rutgers.edu for preapproval



Reminder to all Graduate Students

- ❑ Please don't leave personal items: bags, laptops or phones unattended - even while charging. (Graduate Student Lounge)**

- ❑ BE DILIGENT AND KEEP ITEMS WITHIN SIGHT OR TAKE THEM WITH YOU.**

- ❑ Please convey this information to the constituents.**



Graduate Student Lounge Reservation

This form is available on the microsoft teams channel as well

https://forms.office.com/pages/responsepage.aspx?id=lystuTVNcEST_2mspmMv_oxrKrUU6DRLh6RziIKq2C1UQUJZN0xEMDVXWJJSWjNTRFIDMDFMQINJOSQIQCN0PWcu&route=shorturl

- Need to be submitted at least 3 weeks in advance of the event date



Proposed Amendment to Funding Guidelines

- 2 FISCAL YEAR AND IMPORTANT DATES

- Old

- The GSA's fiscal year runs from July 1 to June 30. The GSA's annual funding and recognition application deadline will be held at the end of the second week of the Fall Semester. The final day to submit reimbursements each year will be May 30th.

- New

- The GSA's fiscal year runs from July 1 to June 30. The GSA's annual funding and recognition application will be open on May 30th of the prior Spring Semester and deadline will be the first day of the following Fall Semester. The final day to submit reimbursements each year will be May 30th.



Voting to increase funding from \$15 per person to \$20 with a 30/day limit is in!

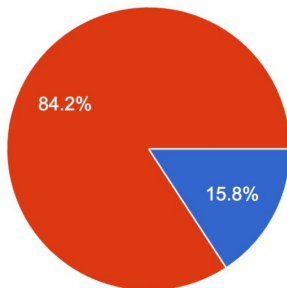
Proposal being voted on:

The current limit is **\$15 per person** for meals. Two potential adjustments are under consideration:

- **Option 1:** Increase to **\$18 per person**
- **Option 2:** Increase to **\$20 per person**, *with a maximum daily cap of \$30 per attendee*
- **Option 3:** Keep the limit at **\$15 per person**

Vote: What should be the new per-person food reimbursement rate?

38 responses



- Increase to \$18 per person
- Increase to \$20 per person (maximum cap \$30 per person per day)
- Keep the current amount (\$15 per person)



Proposed Amendment to Funding Guidelines

What would this look like

- Finance trainings would be asynchronous and online through the summer.
- Funding and SABO access would occur within the first week of the semester.
- Pros:
 - Old GSO eboard is still around to help with transition and can help with funding and recognition application.
 - No pre-approvals for beginning of semester events.
 - You are still able to change who will have SABO access anytime you would like.



New Amendment to Funding Guidelines

- 4.3 REIMBURSEMENT POLICIES
 - Old
 - Post-Event Reports must be submitted no later than 90 days following a funded event.
 - New
 - Post-Event Reports must be submitted no later than 30 days following a funded event.



Honorarium Policy

- **Do not mention an honoraria to your speaker until your application is approved.** If the speaker requires a certain amount of money to talk, it is a speaker's fee and will be dealt with as such.

Reasonable Honorarium list:

- In person on a panel:
 - A split of a maximum of \$800.
 - \$200 maximum per person, GSO is able to determine distribution of honorarium.
- In person keynote speech and group dinner
 - A maximum of \$500 for one day
 - A maximum of \$750 for multiple days
 - Exception is if this person was awarded any from the list <https://research.mit.edu/research-development/prestigious-prizes-and-awards>. In this case they may receive up to \$1000.
- In person keynote speech
 - A maximum of \$300
 - Exception is if this person was awarded any from the list <https://research.mit.edu/research-development/prestigious-prizes-and-awards>. In this case they may receive up to \$1000.
- Remote panelist:
 - A split of a maximum of \$400
 - \$100 maximum per person, GSO is able to determine distribution of honorarium.
- Remote keynote speech
 - A maximum of \$250
 - Exception is if this person was awarded any from the list <https://research.mit.edu/research-development/prestigious-prizes-and-awards>. In this case they may receive up to \$1000.



Other Announcements

- Spring Finance training will release by the next week and will be online/asynchronous. **Mandatory for all Treasurers and Presidents.**
- We are working on a wiki for the Microsoft Teams to assist with planning.



Upcoming Events



Graduate Student
Association

COFFEE & BREAKFAST

WEDNESDAY,
FEBRUARY 4TH

9:00 AM – 11:00 AM

Graduate Student Lounge, 126 College
Avenue, New Brunswick, NJ 08901





Upcoming events (continue)

GAMES NIGHT!

Invited you to

Thursday, February 5th

7 – 10 PM

126 College Ave, Room 108, G2



Recap of GSA Achievements last semester

1. We have successfully partnered with RUSA for our games night, bringing good crowd and great spirit.
2. We had a record breaking turnout of 180 people for the Halloween party.
3. Our GSA senators are actively involved with the senate meetings to closely observe the State level and University Policy Discussions
4. We also organised a coffee & Breakfast in appreciation of the first gen Grad students.
5. We are also working towards introducing a new column in the GSA website, to celebrate achievements by GSOs or individual Graduate students.
6. We attend monthly meetings with the Vice Chancellor to discuss different areas of concerns.
We advocated for students that were having housing issues on busch campus to the Vice Chancellor's office.
7. We are shifting our focus to include more academic events in the spring semester, alongside social activities, so that graduate students can benefit from the academic component as well.
8. We are also working on getting a few more caterers approved for the events so that we can offer a wider range of options.
9. GSA Gradgiving
10. GSA Coffee and breakfast
11. GSA pizza and movie
12. GSA Holiday party

Over the course of the last semester, we've noticed a remarkable increase in graduate student turnout at our events, which has been incredibly rewarding for our team.