

2019

RSPH
STUDENT
ORGANIZATION
HANDBOOK



OFFICE OF ADMISSION AND STUDENT SERVICES
ROLLINS SCHOOL OF PUBLIC HEALTH

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Emory University Student Organizations

Figure 1 illustrates how student organizations at Emory University and the Rollins School of Public Health are structured.

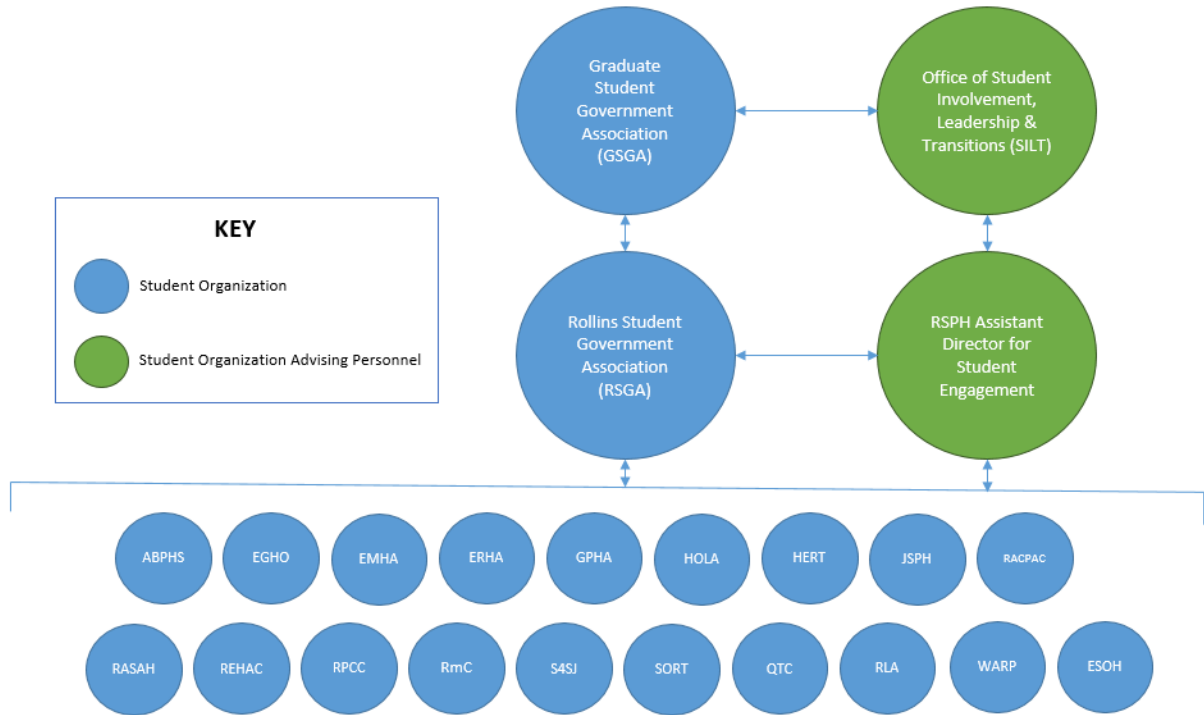


FIGURE 1. EMORY UNIVERSITY STUDENT ORGANIZATIONS CHART

Emory University and RSPH Student Organizations

- The Graduate Student Government Association (GSGA):** GSGA is the governing and supporting body of all eight graduate divisions, which contain over 6,600 graduate students at Emory University. Their mission is to support the academic, social, and co-curricular development of all graduate students and provide a unified graduate voice to the larger Emory community. RSGA appoints two chairpersons to serve on the GSGA legislature and the RSGA legislature.
Website: <http://emory.orgsync.com/org/gsga/>
- Rollins Student Government Association (RSGA):** RSGA is the governing and supporting body of all student organizations at the Rollins School of Public Health (RSPH). The purpose of RSGA is to promote the pursuit of knowledge through the provision of services and programs that improve the quality of Rollins’ students’ lives and education. Additionally, RSGA seeks to foster a broad sense of community among the students of all departments at Rollins, and is responsible of coordinating advocacy and representation to provide a forum of open and constructive debate regarding issues that are of concern to Rollins students.
Website: <https://www.sph.emory.edu/rollins-life/orgs/sga/index.html>

- **RSPH Student Organizations:** As of Spring Semester 2019, RSPH has 19 chartered student organizations. They are:
 - Association of Black Public Health Students (ABPHS)
 - Emory Global Health Organization (EGHO)
 - Emory Mental Health Alliance (EMHA)
 - Emory Reproductive Health Association (ERHA)
 - Emory Students for One Health (ESOH)
 - Georgia Public Health Association (GPHA)
 - Health Organization for Latin America (HOLA)
 - Humanitarian Emergency Response Team (HERT)
 - Jewish Students in Public Health (JSPH)
 - Queer/Trans* Collaborative at Rollins (QTC)
 - Rollins Association for Cancer Prevention and Control (RACPAC)
 - Rollins Association for South Asian Health (RASAH)
 - Rollins Environmental Health Action Coalition (REHAC)
 - Rollins Latinx Alianza (RLA)
 - Rollins mHealth Collaboration (RmC)
 - Rollins Peace Corps Community (RPCC)
 - Students for Social Justice (S4SJ)
 - Student Outbreak and Response Team (SORT)
 - WASH Action, Research, and Practice (WARP)

For more information about each RSPH Student Organization, please visit:

<https://www.sph.emory.edu/rollins-life/orgs/index.html>

Student Organization Advising Personnel

- **Office of Student Involvement, Leadership & Transitions (SILT):** The Office of Student Involvement, Leadership & Transitions (SILT) is within Emory University's Division of Campus Life. SILT aims to cultivate purpose in students through transformative experiences that promote engagement, learning, intercultural competency, and community building. They advise the Graduate Student Government Association, and are responsible for providing all student leaders the necessary training for success, such as the Presidents Training. SILT works closely with **Student Governance Services (SGS)**, which oversees Treasurers Trainings and student organization accounts.
- **RSPH Assistant Director for Student Engagement:** The RSPH Assistant Director for Student Engagement is Joanne Amposta, MPH, CHES. She is located in the Office of Admission and Student Services (GCR 164), and is responsible for advising all student organizations at RSPH.

Important University Staff Contact Information

Table 1 lists the contact information for staff members who may be helpful for RSPH student organizations. Staff members are employed within RSPH and Emory University Campus Life.

TABLE 1. UNIVERSITY STAFF CONTACT INFORMATION

Office of Admission and Student Services, Rollins School of Public Health			
Name	Role	What to Contact For	Contact Information
Joanne Amposta, MPH, CHES	Assistant Director for Student Engagement	Rollins Student Government Association (RSGA) and Student Organization Advising New Student Orientation Scholars In Action Gates Millennium Scholars Coverdell Fellows ClARC Initiative Global Service Prep	jampost@emory.edu Work Cell: 404-683-5404 Mondays – Fridays: 8:00AM – 5:00PM Exceptions if there are emergencies or large-scale off-campus/after-hours events taking place Weekends and Holidays: Available for emergencies and if large-scale off-campus/after-hours events are taking place
Heather Zesiger, PhD, MPH, MCHES	Senior Director for Student Engagement	Applied Practicum Experience Global Field Experience	heather.zesiger@emory.edu
Hannah Nicol	Assistant Director for International Student Affairs & ESL	International Student Orientation Rollins International Student Association (RISA) ESL Classes	Hannah.nicol@emory.edu
Brittney Romanson, MPH	Director of Recruitment and Admissions	Visit Emory	Brittney.romanson@emory.edu
Kelly Jordan	Communications Manager	Rollins News Center	Kjord10@emory.edu

Fulfillment Services Department and Information Technology, Rollins School of Public Health

Please note that Joanne Amposta must approve all student organization events first prior to student organizations contacting Fulfillment Services

Name	Role	What to Contact For	Contact Information
Vanda Hudson	Director of Fulfillment Services	If you can't get in touch with Fulfillment Services Staff	Vhudso2@emory.edu
Courtnee Matthews	Fulfillment Services	Room Reservations	cmatt22@emory.edu
Maurice Haines	Fulfillment Services	Room Reservations	Maurice.haines@emory.edu
Christoph Aschenbrenner	Senior Multimedia Developer	LCD Screen Flyer Display	caschen@emory.edu

Office of Career Development, Rollins School of Public Health

Name	Role	What to Contact For	Contact Information
Claudia Paez Ellett, MPH	Assistant Dean, Office of Career Development	Networking Night Inquiries	cpaezel@emory.edu
LaDawna Jones Rowell, MPH	Associate Director, Office of Career Development	Networking Night Inquiries	Ladawna.m.jones@emory.edu

Office of Development and Alumni Relations, Rollins School of Public Health

Name	Role	What to Contact For	Contact Information
Michelle James	Senior Director of Alumni Engagement	Alumni Event Inquiries	Michelle.james@emory.edu

Community and Diversity Committee, Rollins School of Public Health

Name	Role	What to Contact For	Contact Information
Karen Andes, PhD	Committee Chair & Assistant Professor (GH)	Faculty and Staff Involvement for Diversity-Related Events	kandes@emory.edu

Emory University Campus Life (Main Campus)

Name	Role	What to Contact For	Contact Information
Natasha Hopkins	Associate Director, Student Involvement, Leadership & Transitions (SILT)	Emory-Wide Student Leadership Inquiries Graduate Student Government Association (GSGA) Advising Presidents Training Inquiries	Natasha.hopkins@emory.edu
Sarah Beth Potter	Program Coordinator, Student Involvement, Leadership & Transitions (SILT)	Emory-Wide Student Leadership Inquiries OrgSync Inquiries	Sarah.beth.potter@emory.edu
VonYetta Hunter	Associate Director, Student Governance Services	Student Organization Finance Inquiries	Vonyetta.hunter@emory.edu
Shalyn Washington	Accountant, Student Governance Services	Student Organization Finance Inquiries Treasurers Training Inquiries America To Go Inquiries	Shalyn.elaine.washington@emory.edu
Jane Yang, PhD	Associate Director for Outreach, Counseling and Psychological Services (CAPS)	Mental Health Event Collaborations	jyang01@emory.edu
Brandi Benton, MPH, MCHES	Health Promotion Specialist, Office of Health Promotion (OHP)	Questions about alcohol at student organization events	Brandi.benton@emory.edu

Student Organization Requirements Timeline

Table 2 displays a timeline of when to complete requirements outlined by the Office of Student Involvement, Leadership & Transitions (SILT), Student Governance Services, and the Rollins Student Government Association.

PLEASE NOTE: *Failure to comply to SILT requirements would result in OrgSync Portals being disabled, accounts frozen, and removal from the 25Live reservation system until completed.*

TABLE 2. STUDENT ORGANIZATION REQUIREMENTS - SPRING 2019 AND FALL 2019

Spring Semester 2019	
Task	Expected Dates
<p>Mandatory Presidents Training This is a requirement by SILT. Required for all new Presidents that did not complete training in Fall Semester 2018.</p>	<p>January 28, 2019 1:00-2:30PM OR 5:00-6:30PM Harland Cinema in the AMUC Building</p> <p>January 29, 2019 6:00-7:30PM Harland Cinema in the AMUC Building</p>
<p>Mandatory Treasurers Training This is a requirement by SILT. Required for all new Treasurers that did not attend training in Fall Semester 2018.</p>	<p>January 30, 2019 OR January 31, 2019 5:00-7:00PM Harland Cinema in the AMUC Building</p>
<p>Spring Budget Meetings with RSGA Treasurer This is a requirement by RSGA. Required for all RSPH Student Organizations who would like to request funding from RSGA. For more information, please see page 28.</p>	<p>February – March 2019</p>
<p>Student Leadership + Involvement Award Nomination Process This is optional for all student leaders at Emory. This process is sponsored by SILT.</p>	<p>February – March 2019</p>
<p>Visit Emory This event is sponsored by the Office of Admission and Student Services. Look out for more information regarding the student organization fair.</p>	<p>March 28 – March 29, 2019</p>
<p>Student Leadership + Involvement Awards This event is sponsored by SILT. RSVP is required for all of those that are invited to attend.</p>	<p>April 2019</p>
<p>Charter Check-In As student organizations end the semester, please update your OrgSync to reflect your current executive committee, membership, advisor(s) and constitution.</p>	<p>April 2019 – May 2019</p>
<p>Spring Reimbursement Deadline This is a requirement by Student Governance Services (SGS). SGS will send communications about the last day in which students are allowed to request small and large dollar reimbursements. For more information, please see page 27.</p>	<p>May 2019</p>

Fall Semester 2019	
Task	Expected Dates
<p>New Student Orientation This event is sponsored by the Office of Admission and Student Services. Look out for more information regarding the student organization fair, as well as other ways that student organizations may get involved.</p>	<p>August 21 – 23, 2019 August 26 – 27, 2019</p> <p>August 26, 2019 Rollins-teer Day: 7:30AM – 12:00PM Student Organizations Fair: 12:00PM – 2:00PM</p>
<p>Mandatory Presidents Training This is a requirement by SILT. Required for all new Presidents that did not complete training in Spring Semester 2019.</p>	<p>August – September 2019</p>
<p>Mandatory Treasurers Training This is a requirement by SILT. Required for ALL Treasurers, <i>even if you have attended training</i> in Spring Semester 2019. For more information, please see page 28.</p>	<p>August – September 2019</p>
<p>RSGA Elections This annual event is sponsored by RSGA. Voting is open to all RSPH students in November 2019.</p>	<p>October – November 2019</p>
<p>Student Organization Transitions After RSGA elections, student organizations are permitted to transition their executive boards. As you transition, please notify the RSGA Vice President and the RSPH Assistant Director of Student Engagement of all new executive board members for your organization.</p>	<p>November 2019 – December 2019</p>
<p>Charter Check-In As student organizations end the semester, please update your OrgSync to reflect your current executive committee, membership, advisor(s) and constitution.</p>	<p>November 2019 – December 2019</p>
<p>Fall Reimbursement Deadline This is a requirement by Student Governance Services (SGS). SGS will send communications about the last day in which students are allowed to request small and large dollar reimbursements. For more information, please see page 27.</p>	<p>December 2019</p>

Emory University Student Organization Policies

Adapted from the Student Leader Handbook - Emory University School of Law, by Jill Camper

Emory's Student Organization Non-Discrimination Policy

Every student organization must include the Emory University Non-Discrimination Clause in their constitution:

“NAME OF ORGANIZATION is dedicated to the Emory University equal opportunity policy, which provides that applicants will not be discriminated against on the basis of race, color, religion, ethnic or national origin, gender, age, disability, sexual orientation, veteran's status, or any factor that is a prohibited consideration under applicable law.”

Respect for Open Expression Policy

Emory University is committed to an environment where the open expression of ideas and open, vigorous debate and speech are valued, promoted, and encouraged. As a community of scholars, we affirm these freedoms of thought, inquiry, speech, and assembly.

Recognizing that the educational process of our institution necessarily includes various and diverse forms of open expression, the University affirms the rights of members of the Emory community to assemble and demonstrate peaceably within the limits of the Open Expression Policy. Simultaneously, the University affirms the right of others to pursue their normal activities and to be protected from physical, mental, or emotional injury or property damage.

The entire Respect for Open Expression policy can be found [here »](#)

Political Campaign Related Activities

As a 501(c)(3) organization, there are certain rules that Emory must follow when participating in political activities. For example, if Emory hosts a state senate Republican debate, then we must also offer to host the state senate Democratic debate. For additional information regarding the “dos” and “don'ts” of political campaign-related activities, please click [here »](#)

Email Joanne Amposta, Assistant Director of Student Engagement at jampost@emory.edu if you plan to host any political campaign-related activities.

Emory Alcohol and Drug Abuse Policy

Organizers of events that will include alcohol are expected to fully understand and follow Emory's [Alcohol and Drug Abuse Policy 8.8](#). The following guidelines were developed to highlight key provisions in 8.8 and offer environmental management strategies that can promote community safety and lower the risk of negative consequences of alcohol use. Event organizers should be aware that university-sponsored events that serve alcohol bring special risks and considerations for the health, safety and liability of participants and organizers. **Please refer to page 19 for event-planning guidelines related to alcohol.**

Student Organization Travel Policy

The goal of the Student Vehicle Use Policy is to protect our students from injury while driving personal vehicles, University vehicles, or those rented for University-sponsored activities and programs. Students may not drive a University vehicle, and may not drive a personal vehicle on a University-sponsored activity or program, more than 300 miles one way. For trips over 300 miles one way, students must contract with a third-party carrier (i.e. airline, bus company, shuttle service).

The entire Student Organization Travel Policy can be found [here »](#)

Policy for Student Organizations and Groups Serving Food On-Campus

To ensure the safety and wellbeing of the Emory Community, it is essential that all student organizations and groups adhere to the Policy for Student Organizations and Groups Serving Food On-Campus.

All food served on-campus must come from one of the following three sources: Emory Catering (or any other RSPH-approved catering services), a licensed food distributor (i.e. Kroger, Publix, SAMS, etc.), and America To-Go. Pizza may be purchased for an event or meeting. **No homemade food is allowed.**

Please note that food and beverage are NOT tax exempt; therefore, purchases of food at local restaurants, grocery stores, and catering for meetings and business meals are NOT exempt from Georgia Sales and Use Tax.

Additionally, please review and follow the food safety guidelines below:

- Any food being served must be covered and/or protected from contamination through the use of lids or other coverings. When possible it is best to serve individually wrapped, prepackaged items.
- Food **MUST** be kept at the proper temperature. Cold foods below 40°F; hot foods above 145°F.
- All servers must wash hands before working with food. Disposable gloves must be worn in serving/handling unwrapped food.
- Must use tongs, spoons or other appropriate serving utensils when serving food. No hands!
- The serving area must be clean, free of clutter and trash, and wiped clean as spills occur.
- Trash receptacles must be provided nearby.

The entire Policy for Student Organizations and Groups Serving Food On-Campus may be found [here »](#)

Chartering a New RSPH Student Organization

Students may start a student organization on campus at any time. To be a chartered student organization (one that receives funding from the Rollins Student Government Association), you will need to follow the following guidelines:

Step 1: Inform the RSGA Vice President and the RSPH Student Organizations Advisor

Please inform the RSGA Vice President and the RSPH Student Organizations Advisor (Joanne Amposta, Assistant Director for Student Engagement) if you are interested in chartering a new student organization.

Step 2: Gather Your Documents and Develop an RSGA Presentation

Please gather the following documents for your proposed student organization:

- A constitution with a statement of the purpose of the organization and an anti-discrimination clause.
- The names, academic divisions (e.g. BSHE, BIOS, EH, EPI, GH, HPM, EMPH), and Emory ID numbers of ten (10) members.
- The name of the President, Treasurer, and one other officer (**President and Treasurer at a minimum**)
- A proposed faculty advisor (encouraged, but not required; you may list Joanne Amposta as your staff advisor)
- A tentative budget

Afterwards, please send these documents to the RSGA Vice President, and they will invite you to a meeting to present your proposed student organization. You will have to develop a presentation that outlines a summary of your organization's mission and plan for the year, your list of ten members, the names and roles of your officers, a proposed faculty advisor (if applicable), and your tentative budget.

Step 3: Present at the RSGA Legislative Meeting and Receive Confirmation of Your Organization

The RSGA Vice President will invite you to attend an RSGA Legislative Meeting to present your new student organization and answer any questions that RSGA members have. After your presentation, the legislature will discuss and vote. Following the meeting, you will be notified of their decision to charter your organization via e-mail, along with your approved budget amount.

Step 4: Attend a Treasurer's Training and Establish Your Finances

Your organization's treasurer must work with Emory University's Student Governance Services to attend a **Required Treasurer's Training**. Your treasurer may e-mail sgs@emory.edu, or contact Shalyn Washington or Vonyetta Hunter to arrange a time to be trained as a new treasurer for a new student organization.

After your treasurer attends the Treasurer's Training, please have your organization's treasurer communicate with the RSGA Treasurer to establish your finances. The RSGA Treasurer should send an e-mail to sgs@emory.edu with the following information:

- That your organization is an approved organization of RSGA
- That your organization needs to have a speedtype (your account number) established so that an internal transfer may take place
- The approved budget amount to be transferred from RSGA to the new student organization

After the speedtype is created, the newly chartered student organization may begin using funds from their allocated budget from RSGA. This speedtype will only hold allocated funds from RSGA.

If you are (or if you anticipate) receiving financial donations from outside organizations (e.g. alumni, professional associations), you are required to create a self-generated account. To create a self-generated account, the organization must contact Angelique and a similar process in establishing a speedtype/allocated account must be followed. Student Governance Services must also approve the creation of a self-generated account. **For more information about self-generated accounts, please see page 25.**

Step 5: Set Up Your Organization's OrgSync Portal

Your organization is required to set up an OrgSync Portal. OrgSync is required for all Emory University Student Organizations. OrgSync will be used to register your organization's events. To set up an Orgsync Portal:

- Visit <https://orgsync.com/login/emory-university>
- Sign-in using your Emory PID and Password
- Click the "Organizations" Tab
- Click the "Register New Organization"
- When prompted, select "Graduate Student Life" as the umbrella
- Complete the Registration Form
- Add the names of your organization's officers and members
- Add Joanne Amposta as one of your advisors
- If you have another advisor, please add faculty or staff members as advisors

Event Planning & Room Reservation Guidelines for RSPH Student Organizations

RSGA and other RSPH Student Organizations are able to plan events and create programs at Emory University. To plan a successful event or program, please follow these step-by-step guidelines below:

Step 1: Plan Your Event EARLY!

Planning a successful and intentional event takes time. Consider the guiding questions below to plan your event:

- What are the goals and/or objectives for your event?
- What type of event is this (i.e. advocacy event, networking event, panel discussion, etc.)
- Who would you like to collaborate with (e.g. RSPH student organizations and community organizations)?
- Who is your organization's intended audience for the event?
- Will you have food at the event?
- Will there be alcohol at the event?
- Considering the type of event and the potential number of attendees, what are your **top three location choices** for the event?
- Considering your event-planning timeline, what are **your top three dates and times** for the event?

Collaboration

Occasionally, student organizations may want to host the same event around the same time (e.g. movie nights, exam breaks, and stress reduction programs). To help your student organization connect with others, and to help your student organization conserve financial resources, collaboration among student organizations is highly encouraged.

Scheduling

- A typical time slot for student programming is 12:00-12:50PM
- Evening slots are typically held between 6:30PM-9:00PM
- Be mindful of Course Schedules, Core Exam Dates, and Dean-sponsored events, specifically "Grand Rounds," which typically occur on Fridays during the lunch hour.

Inclusivity

To increase access to your programs, events, and other opportunities, please review the Emory [accessibility checklist](#) for events. For additional information or consultation, please contact [the Office of Accessibility Services](#) at 404-727-9877.

The [Office of Spiritual and Religious Life](#) has compiled the [dates of major religious holidays](#) which occur while Emory University is in session. These are provided for you to know of potential schedule conflicts involving large numbers of students. Please note that:

- Jewish holidays begin at sunset on the evening before the date given.
- Muslim holidays begin at sunset on the evening before the date given. Muslim holidays are based on a lunar calendar, and the actual dates are determined by direct observation of the moon and announced by the mosque.

Do not begin marketing your event until you have a space reserved. Before reserving space and contacting Fulfillment Services, please complete Step 2.

Step 2: Contact the RSPH Student Organization Advisor

Notify Joanne Amposta, Assistant Director for Student Engagement, of proposed meetings, programs, and events by **completing the following form:**

<https://sphadmissions.emory.edu/register/studentorgevents> Joanne may request a meeting with your student organization if more details are needed. If your event is approved, Joanne will then send Fulfillment Services an e-mail stating her approval, details of your event, and your top three room, date, and time options.

Event Specifications for Special Room Reservations

- The **Klamon Room** will no longer be available for student organization use.
- The **Rollins Auditorium** may be available for student organization use if there are over 100 attendees for a special event. For consideration, reservations must be made **at least two weeks** prior to the planned event. IT Staff must be present at your event to provide technology support.
- The **Rita Anne Rollins Room** may be available for student organization use if there are over 40 attendees for a special event involving university and community partners. For consideration, reservations must be made **at least two weeks** prior to the planned event.

Food and Beverages

Your student organization may be required to purchase the services of one of three preferred caterers (A Legendary Event, Carole Parks, and Emory Catering) 1) if your organization's event is **high-level** (e.g. an event that involves outside speakers and community partners); and 2) is in one of the following locations:

- The Bridge
- Rollins Auditorium
- Rita Anne Rollins Room

If your student organization is not having a high-level event in the above locations, then the use of a preferred caterer is not required.

If your student organization will be hosting an event in other RSPH locations that are not listed above, you are still welcome to use one of the three preferred caterers. Additionally, your organization may purchase or receive donated food and beverages from any restaurant or catering company.

On Campus Events with Alcohol

Emory University is committed to the health and well-being of its faculty, staff, and student body. The university supports individuals who choose not to use alcohol, and supports and expects individuals who choose to use alcohol to do so legally and in moderation.

RSPH Student Organizations are required to abide by [Emory's Alcohol and Drug Abuse Policy](#). The Office of Student Involvement, Leadership and Transitions (SILT) requires that all Emory Student Organizations complete an annual alcohol training. **For more information about how to implement this policy, please see Page 19.**

Non-RSPH Attendees

If your student organization plans on inviting non-RSPH affiliates (e.g. Centers for Disease Control and Prevention, Children's Healthcare of Atlanta, non-profit organizations, and other community organizations), you are also required to have an online registration page where external guests may RSVP. Recommended registration pages include Facebook Events, Eventbrite, or Google Forms. After registration closes, you are required to provide a list of external attendees to the staff member that will be present to check ID at the event. It is preferred that a list of external attendees are provided to the staff member at least three days before the scheduled event.

Working with Departments

Deans Office

If your student organization would like a Dean to attend or provide remarks at an event, please contact Joanne Amposta, Assistant Director for Student Engagement, and she can provide you with further steps. Please keep her copied on all correspondence with the Office of the Dean, providing the Dean and team at least 3-4 weeks' notice.

Alumni, Career Development, Community or Diversity, or Counseling and Psychological Services

If your group would like to work alongside the Office of Development and Alumni Relations, the Office of Career Development, the RSPH Community and Diversity Committee, or Emory Counseling and Psychological Services, please let Joanne Amposta know and keep her copied on your correspondences. It is best to provide each department at least 3-4 weeks' notice. For scheduling, please contact:

- **Office of Development and Alumni Relations:** Michelle James (michelle.james@emory.edu)
- **Office of Career Development:** Claudia Paez-Ellett (cpaezel@emory.edu)
- **RSPH Community and Diversity Committee:** Karen Andes (kandes@emory.edu)
- **Emory Counseling and Psychological Services:** Jane Yang (jyang01@emory.edu)

Please note that student organizations that are interested in doing a networking event are required to collaborate with the Office of Career Development. Please see Page 23 for details.

Step 3: Complete a Room Reservation Request

After Joanne approves the event, you may complete a room reservation request. Your room reservation request will be processed by the RSPH Fulfillment Services Department.

Room Reservations

Please visit to complete a room reservation request if you intend to reserve one of the following locations: <https://www.sph.emory.edu/about/room-reservations/form/index.html>

- Case Study Room (CNR 1000)
- The Bridge
- Rollins Auditorium

If you are not reserving one of the RSPH locations listed above, please reserve a room using **25 Live**.

Reserving a Room Using 25 Live

- Visit <https://25live.collegenet.com/emory/>
- Sign-in using your Emory Net ID and password (Top right of the navigation bar)
- Click the Locations Tab and Search for Locations. You may search “GCR” and “CNR” and find the room that your organization would like to reserve.
- Click on the room that you would like to reserve. This will load the Daily and Weekly Availability for that specific room.
- If your room is not being used during your organization’s desired date and time, click on the date and time on the Daily or Weekly Availability Calendar to load the Event Wizard.
- Type your Event Name, Event Type (e.g. SPH Activity), and Primary Organization (e.g. your student organization’s name) for this Event. Click Next.
- Enter your expected head count and provide a detailed event description. Click Next.
- Specify if your event is a repeating event. Click Next.
- Specify the start and end time of your event, including whether or not your event needs set-up and tear-down time. Click Next.
- Skip Event Locations. Click Next.
- Skip Event Resources. Click Next.
- If applicable: Specify the caterer phone number and name, the phone number and name of the onsite coordinator (e.g. coordinator for your event). Speed type is not required. Click Next.
- Add additional comments or notes for your event. Click Next.
- 25 Live will specify that your event is in a draft state. Click Save for Fulfillment Services to process your request.

After reserving a room on 25Live, your request will be confirmed by Fulfillment Services.

Complete a Tikkit Request

After your room reservation is complete and approved by Fulfillment Services, please complete a Tikkit request to detail your room specifications for the event. Please visit <https://rsph.tikkit.us/request> to complete the form.

Step 4: Register Your Event on OrgSync and the RSPH Calendar of Events

The Office of Student Involvement, Leadership & Transitions (SILT) requires that all student organizations register their event on **OrgSync**. To do this, go to the “Events” tab on your OrgSync Portal and Click “Create an Event”.

You are also required to submit your event to the **RSPH Calendar of Events**. Please visit <https://www.sph.emory.edu/about/calendar/index.html> and click the “Submit Your Event Now” link to register your event at RSPH.

If you are serving alcohol at your event, you are required to complete an Alcohol Registration Form on OrgSync. **For more information about the Alcohol Registration Form, please see page 20.**

Step 5: Market Your Event!

At this time, you may begin marketing your event to your intended audience. Consider the following outlets when advertising your event:

- **RSGA Student Newsletter:** RSGA publishes a weekly newsletter to highlight networking and social events around Rollins. Only RSGA funded or co-funded events will be included in the newsletter. Please submit relevant event details to <http://www.tinyurl.com/rsgasubform>
- **LCD Screen Flyers:** The digital signs in the RSPH buildings are easy to create and a great way to publicize your events. Please contact Christoph Aschenbrenner (caschen@emory.edu) for tech support.

Guidelines for Implementing Policy 8.8: On-Campus Events with Alcohol

Emory University complies with and upholds all federal, state, and local laws related to alcohol, illicit drugs, and controlled substances.

General Alcohol Guidelines

- Possession or use of alcoholic beverages by persons under 21 years of age, or distribution of alcoholic beverages to persons under 21 years of age, is prohibited.
- Furnishing alcoholic beverages to persons who are intoxicated is prohibited.
- The sale of alcoholic beverages without a license is prohibited. The sale of alcoholic beverages within 100 yards of a college campus in the State of Georgia is also prohibited, unless such license was in existence prior to July 1, 1981.
- Public intoxication and possession of an open container of an alcoholic beverage in public are prohibited in the state of Georgia.

Type and Quantity of Alcohol Served at the Event

- Event organizers are strongly encouraged to limit the alcohol offered to wine and beer only.
- When dispensing alcohol, the following standard serving sizes are recommended as the maximum for one drink:
 - 12 oz. of beer
 - 5 oz. of wine
 - 1.5 oz. of liquor (Please note organizers are strongly encouraged not to serve liquor at University-sponsored events).

The quantity of alcohol available should be no more than one drink per person per hour.

Completing an Alcohol Registration Form for Your Event

- RSPH Student Organizations who intend to have alcohol present at any event (e.g. meetings, mixers, and networking events) are required to complete an **Alcohol Registration Form**, which may be found on OrgSync. To submit your request:
 - Visit <https://orgsync.com/login/emory-university>
 - Log in with your Emory NetID and Password
 - Search for “Alcohol Registration” in the top search bar
 - Submit the form

If you have any questions about OrgSync, please contact Sarah Beth Potter from the Office of Student Involvement, Leadership & Transitions (sarah.beth.potter@emory.edu)

If you have any questions about alcohol policies for events, please contact Brandi Benton from the Office of Health Promotion (brandi.benton@emory.edu)

Guidelines for Purchasing and Service

- RSPH Student Organizations are required to use their funds to purchase beer and wine. Students may purchase beer and wine from any licensed establishment and may be reimbursed by their student organizations. The purchase of liquor for student organization events that take place on-campus is strictly prohibited.
- Alcohol may not be left unattended, and students are not permitted to serve themselves at RSPH events. **Fulfillment Services may provide bartending services for Convos on Tap, events that are sponsored by RSPH academic and administrative departments, and events with numerous outside guests from partnering organizations (i.e. CDC, CHOA, etc.). For all other student organization events, Fulfillment Services will review bartending requests on a case-by-case basis and will assign Fulfillment Services Staff at their discretion. To be respectful of Fulfillment Services Staff, all events with alcohol require that the event registration form is submitted to Joanne at least two weeks in advance.**
- **If the event is being planned less than two weeks in advance, or if Fulfillment Services is unable to provide licensed non-student servers, RSPH Student Organizations must purchase the services of licensed bartenders through a preferred caterer** (e.g. Emory Catering, Carole Parks, and A Legendary Event). When using bartenders, please advise them to park in the Michael Street Parking Deck after 4:30PM on weekdays. If bartenders are needed prior to 4:30PM, bartenders may park in the Michael Street Visitor’s Lot. In this case, student organizations are responsible for the bartender’s parking fees if they are not compensated by their catering company.

Age Verification and Outside Guests

- RSPH Student Organizations must use EmoryCard to verify the age of student attendees. Following the completion of the Alcohol Registration Form, the event request will be forwarded to the EmoryCard Office to reserve a reader and/or web-access for the event. The event

coordinator should coordinate directly with the EmoryCard office to confirm details.

- If there are non-RSPH attendees, a staff member must be present to check their ID. All attendees that are of age must wear wristbands. RSPH Student Organizations are responsible for purchasing wristbands.

Safety and Inclusivity

- Sufficient offerings of food and non-alcoholic beverages must be present in addition to alcohol at all times during the event.
- Drinking games are prohibited.
- Alcohol may not be considered a “prize.”

Advertising and Promoting Events with Alcohol

While alcohol may be present at an event, it should not be the focus of the event. Depictions of the following **should not** be used in advertisements or in the promotion of events:

- The title of “keg” in the event
- Excessive or underage consumption or use, or underage purchase, of alcoholic beverages
- All-you-can-drink activities
- Activities (e.g. drinking games) and paraphernalia (i.e. funnels, beer pong tables, and ice slides) that promote the rapid and unsafe consumption of alcohol
- Price specials on alcohol
- Promotions or prizes featuring alcohol

Publications of any type and in any media, including The Wheel and other newspapers, pamphlets, flyers, websites, etc., that receive some or all of their funding from University sources (including the Student Activity Fee) must not accept or contain commercial advertising or other materials that promote, depict, or encourage excessive or underage consumption or use, or underage purchase, of alcoholic beverages or controlled substances.

Other Safety Considerations

Consider your guests' safety during and after the event. Some guests, particularly those from graduate schools where the majority of students live off-campus, will be driving home after attending events where alcohol is served. Be sure your guests know driving while intoxicated is illegal and not tolerated by the community.

- Have numbers for local cab companies available to guests.
- Try and get a Lyft promo code for an event.
- If you are from a graduate school or division, remind guests of the GSGA Safe Ride Reimbursement Policy.

The above guidelines are not intended to provide an exhaustive list of environmental management strategies, but they do highlight key consideration for organizing events with alcohol.

In instances where individuals are found to be in violation of Emory University's Alcohol and Drug Abuse Policy, the University's response will stress individual accountability, personal development, and connection to appropriate health services, as well as the effect on impact parties and the community.

Guidelines for Networking Events: Collaborating with the Office of Career Development

Networking events provide an opportunity for students to interact with alumni and other professionals who share their career interests. Events may include panels or speakers or other educational components as well as socializing. Because these events are dependent on positive relationships with external partners such as alumni, professionals and employers, it is important they are planned and implemented with the highest standards. To ensure consistency in security protocols and professionalism, **all networking events must be co-planned with the Office of Career Development (OCD).**

The following requirements are in addition to the procedures for registering and planning any student organization event. OCD will provide the student organization with the **OCD/CDA Collaboration Program Information Form** and the **Guidelines for Collaboration Checklist**.

Networking Event Procedure:

- Student organizations must register their event with Student Life, Office of Admission and Student Services.
- Student organization must partner with the Office of Career Development (OCD).
- If the event takes place at RSPH, it must be for the benefit of the whole school, it cannot be restricted to student organization members.
- OCD can also partner with student organizations to hold the event off-campus if that turns out to be a better option due to purpose, goals, budget, room reservation conflicts or other rationale.
- OCD asks for 4 weeks of event advertisement and invitations sent to guests 4 weeks in advance. OCD personnel can assist with selecting a date and reserving a location.
- If there are multiple networking events requested for the same time-period, OCD may ask student organizations to collaborate so as not to over-burden alumni, professionals and other guests.
- The student organization will inform its faculty advisor and continue to cc Student Life personnel on planning.
- The student organization is responsible for catering expenses, room reservation fees and any other costs associated with the event unless co-sponsors agree to share costs, in writing, in advance.
- Partnering with OCD makes it much more likely that Klamon or RAR will be approved as the location for the event. Some locations require that only approved caterers can be used. There is a minimum of 75 participants for these event spaces. Should attendance drop, the

room may be changed.

- If alcohol will be served, the student organization will follow the alcohol policy, including hiring bartenders.
- The student organization will schedule a walk-through of the event with OCD staff in advance and schedule a meeting afterwards to debrief the event.
- Event publicity should acknowledge all co-sponsors.
- Guests will have to pre-register and show ID at the door.
- Student organization needs to have a print-out of registration in advance of the event to facilitate ID checks.
- Student organization representatives will dress appropriately and greet invited guests.
- The student organization will print nametags for registered participants.
- Student organization needs to ensure at least one staff member from OCD and adequate student organization officers and members participate in planning and staffing the event.
- An RSPH OCD staff member must be on-site for the duration of the event.
- The event must conclude by 8 pm.
- Student organization members must assist with clean-up.
- The student organization will evaluate the event, both the guests and the members and other participants.
- The student organization will send thank you notes to all guests, support services and OCD.

OCD personnel may provide additional requirements to follow for a successful event.

Student Organization Treasurer Information

Student Governance Services, Treasurers Trainings & the Eagle Source Handbook

Student Governance Services (SGS) is open Monday thru Thursday, 7:30am -5:30pm and Friday, 7:00am-4:00pm. They are located in the Alumni Memorial University Center (AMUC), which is on the main campus; its address is 630 Means Drive Atlanta, Georgia 30322.

Please note that all Treasurers are required to complete a Treasurers Training. Treasurers Trainings are required by the Office of Student Involvement, Leadership & Transitions (SILT). For treasurers that are on-boarded in the Spring Semester, you are required to complete a Treasurers Training in January. For all treasurers that will continue their term in the Fall Semester, you are required to complete another Treasurers Training in August/September. Failure to complete required trainings may result in the disablement of your organization's OrgSync website and university accounts.

The **Eagle Source Handbook** contains a plethora of information related to what is covered in the required Treasurer's Training. The Handbook may be found here:

<http://www.play.emory.edu/documents/Eagle%20Source%202018.pdf>

OrgSync Updates & Viewing Your Budget

Please make sure that the contact information for all of your current officers is updated on OrgSync. This is an official avenue of communication for Emory's Office of Student Involvement, Leadership & Transitions. This is also where you will view your budget for the semester and where you will submit your budget requests for the following school term.

Treasurers are able to view their budgets by logging into OrgSync and selecting their organization from "My Memberships" at the top of the page, hovering over the "More" and finally selecting "Treasury".

If for whatever reason you do not have your organization's smartkey, please contact Shalyn Washington from Student Governance Services (Shalyn.elaine.washington@emory.edu).

Presidents should have administrative permissions to update the contact information; log onto OrgSync, select your organization from "My Memberships" at the top of the page, click "See All" under the "Current Positions" section, and select "Fill Position".

Allocated Accounts, Self-Generated Accounts, & Fundraising

Emory University is a 501(c)(3), or a non-profit organization. In regards to fundraising, student organizations are only allowed to fundraise for their own events and charities/nonprofits per **The Financial Bylaws and Monetary Code of the Graduate Student Government Association (See Appendix A, page 31)**. What to keep in mind is which account (either allocated or self-generated) that is used to finance a physical event, if a physical event is necessary.

- **For allocated accounts:** Your student organization's allocated account is your speedtype; essentially, this is where your **annual budget from RSGA** is placed. Physical events include tabling or meetings/mixers/social events specific for fundraising. If you are using money from your allocated account to finance any portion of your fundraising event (i.e. food, drinks, etc.),

you must replace any money used to pay for those items back into the allocated account prior to dispersing any funds to the non-profit. This is because the allocated amount is made up of student activity fees, meaning students have already paid to participate in activities put on by Rollins student organizations; therefore, we cannot charge them “twice” for participation.

For example, if you have \$500 to spend on food and raise \$1000, then \$500 must be deposited back into your allocated account first, and then the remaining \$500 can be sent to the non-profit. However, if you only raise \$500, then you would have no money remaining to donate to the non-profit because you broke-even. Even if you only do a tabling to collect donations and pass out snacks purchased by allocated account funds, you must replace the \$20 or \$50 or however much spent first before dispersing to the non-profit of your choice. This seems like a rather stringent process, but this is to ensure that students do not pay any more than they already have.

- **For self-generated accounts:** Another option is using self-generated account funds should your organization have an account and sufficient funds to support an event. Self-generated accounts **only exists in extenuating circumstances and must be approved by the RSGA Treasurer and Student Governance Services.** This account manages money that is **donated** to your organization from external partners, such as alumni, community partners, etc. In this case, you would not need to replace those funds because students have not contributed financially to that account. So if you put on an event that costs \$500 and only raised \$500, you could donate that entire \$500 to the non-profit without having to replace those self-generated funds. But the manner(s) in which you use funds from self-generated accounts must be in compliance with University Financial Policies.

Important: Venmo and Paypal Accounts that belong to a student (e.g. accounts that have the student’s name, or accounts that are controlled by a student places them at risk for liability (not the university), should money be lost. While we place trust in each other at Emory, unfortunately there have been times where money that was fundraised by student organizations have disappeared. **It is highly recommended that money should be collected via cash or check only, should a fundraiser be conducted.** After that, all cash and checks should be taken to Vonyetta’s Team at Student Governance Services right away.

- **Money collected online (e.g. Eventbrite or other online platforms) must be approved by SILT, and their office is responsible for the creation of an organization’s online account in which to collect funds.**

Small Dollar Reimbursements (\$250 or Less)

Student Governance Services requests/requires that these requests be filled out electronically and then printed.

- Make sure that the receipt is itemized and includes the last four of the credit/debit card used to make the purchase.
- You may pull the account code from based on what the reimbursement is for, i.e. food, alcohol, supplies, etc. from the Eagle Source Handbook (Link above)
- The treasurer's signature is required at the bottom of the form in the white space and also sign the receipt. Please do not sign on the "Authorized signature" as this is for VonYetta's signature.
- If a reimbursement is ever for the treasurer, have the president sign at the bottom of the form. You or the reimbursee will take the form and receipt to the SGS Office located on **the 4th floor of the Alumni Memorial University Center (AMUC)** for VonYetta Hunter to sign.
- The reimbursee will take the form, receipt, and their student ID to the Cashier's Office located in B. Jones to retrieve their cash reimbursement. **This must done within 10 business days of the date on the paper.** These instructions can be found on the form as well.
- Keep in mind more than one purchase can be placed in a single reimbursement requests as long as the total amount is \$250 or less. A \$100 Kroger purchase, a \$50 Walmart purchase, and a \$90 Publix purchase can go on one form because they total less than \$250. **This prevents the student from having to take several trips to the Cashier's Office because only one form can be filled per day.**
- **Please note that Small Dollar Reimbursements are reimbursements in cash.**
- **You must place alcohol and food purchases on separate forms.**

Large-Dollar Reimbursements (Over \$250)

Student Governance Services requests/requires that these requests be filled out electronically and then printed. Please see page 12 of the Eagle Source Handbook on how to complete a large-dollar reimbursement. Please keep in mind that it takes approximately 2-3 weeks for a check to be mailed to the reimbursee.

America To Go

America To Go is a partnership that Emory has with vendors throughout the area that allows student organizations to order food and charge it directly to their smartkey. This means that students do not have to pay out of pocket to purchase food for an event and wait for a reimbursement. This is an option that can be utilized, especially for on-campus events. What you must keep in mind is that in many cases there are mandatory delivery and gratuity fees; however, some vendors do offer the option of pick-up. In order to place the order, you need to contact Shalyn Washington, shalyn.elaine.washington@emory.edu, in the SGS Office to schedule a meeting to place the order. Please know your smartkey beforehand or politely ask him if he could look it up.

Internal Funds Transfer

Student organizations can transfer funds to one another if they are collaborating for an event. This can be used in the case of an agreed upon reimbursement/contribution amount. For example, if Organization A agreed to fund \$100 towards food but Organization B is paying the total \$600 from their account, then the internal transfer form can be used. Once all signatures have been obtained, this will be sent to Shalyn Washington, shalyn.elaine.washington@emory.edu, in the SGS Office for further processing.

The Spring Budget Meeting

Every February, the RSGA Treasurer requests that each organization submits their proposed budget for the following year. To prepare for the Spring Budget Meeting with the RSGA Treasurer:

- Make sure you submit your budget in accordance with the timeline set out by the RSGA Treasurer.
- Make sure you are a perpetually chartered organization.
- Give as much detail as possible in your request. Keeping detailed records throughout the year will justify to RSGA an increase in your organization's budget.
- Describe activities that your organization engages in that are not funded by RSGA. The better picture RSGA has, the better context for your funding request.
- Demonstrate that your funds were used effectively and efficiently.
- Make sure you submit all information regarding other financial accounts from which your organization draws funds (e.g. self-generated accounts)

Additionally, be sure to answer the following questions with specificity:

- Detail the activities/events/programs that you hosted or organized. What was the turnout? How did it go?
- How many active members do you have? How many people generally show up at events/programs?
- Did you collaborate with other organizations to co-sponsor events? What events have you co-sponsored, and with whom did you co-sponsor it?
- Which of your events/programs/activities are open to all students? Which events/programs/activities are open to members only?
- Do you collect dues from your members? How much?
- Do you pay dues to a national/regional organization? How much? Who pays?

The most important question you must be prepared to answer: ***Every year, RSGA receives budget requests far in excess of their budgeting. To increase one organization's budget, another must be decreased. Please explain why your organization should receive funds.***

University Funding Sources for RSPH Student Organization Events

Outside of RSGA, there are other funding sources throughout Emory University; however, they require that students plan far ahead in advance in order to receive funding:

- **Office of the Provost: Sponsorship Requests**
 - The Office of the Provost is pleased to sponsor initiatives that advance Emory University's academic mission. To request sponsorship and view the eligibility guidelines, please visit: <https://provost.emory.edu/work/initiatives/sponsorship.html>
 - Amount Limits: Not specified
 - Timeline: Complete requests will be reviewed within two weeks and will receive a timely response. An early application is highly encouraged.
- **Graduate Student Government Association**
 - Application may be found on Orgsync: <https://orgsync.com/117034/forms>
 - Amount Limits: Up to \$500.00
 - Timeline: Proposals must be submitted no later than the 20th of the month preceding the event.
- **Student Government Association** (NOTE: There must be a collaboration between Undergraduate and Graduate Schools for this option)
 - Please e-mail the Executive Vice President for Application
 - Amount Limits: Not specified
 - Timeline: All "bills" (requests) for supplemental funding must be submitted to the Executive Vice President at least 35 days before the date for the event.

NOTE: Some of these sources will require that your event be open to students from the greater university community and/or the Atlanta community in order to receive funding. Some will also require that your organization be perpetually chartered.

Student Leadership Resources

Running Effective Meetings

Below are resources for student organizations to use for running effective meetings:

- **Robert's Rules Basics:** <https://www.youtube.com/watch?v=aSAN-OKKNk>
(2 minutes)
- **Robert's Rules: 5 Key Things to Know:** <https://www.youtube.com/watch?v=5fc7hEqTPGE>
(1 minute)
- **Parliamentary Procedure Overview:** <https://www.youtube.com/watch?v=ITG77brq2BY&t=4s>
(15 minutes)
- **How to Run a More Effective Meeting:** <https://www.nytimes.com/guides/business/how-to-run-an-effective-meeting>
(10 minutes)

Press Statements from RSPH Student Organizations

If your student organization is interested in writing and releasing a press statement in response to a university, community or national event, **please give yourselves ample time to thoughtfully draft a statement and inform Joanne Amposta, Assistant Director for Student Engagement.** The student organization, Joanne, and the communications team in the Office of Admission and Student Services will meet and work together to finalize and publish the statement.

Submitting Content for the Rollins News Center

Did your student organization have an awesome event that you would like to share? The Office of Admission and Student Services has a communications team that started the new Rollins News Center. Student organizations may complete an online form containing details of the event/story, and you are able to attach PDFs, photos, and documents to the form. Upon submitting your form, the communications team will be responsible for writing and featuring your news story.

Rollins News Center: <https://sph.emory.edu/news/index.html>

Form: <https://sph.emory.edu/news/contact-us/index.html>

Please contact Kelly Jordan, Communications Manager, for more details (kjord10@emory.edu)

Appendix A

The Financial Bylaws and Monetary Code of the Graduate Student Government Association (GSGA) of Emory University

Preamble

The Graduate Student Government Association (GSGA) of Emory University manages a fiscal budget of approximately \$1.2 million, with most of its funds distributed to individual graduate divisional councils that in turn allocate funding to various student organizations chartered within that specific division. The GSGA shall govern its finances through the Financial Bylaws of the GSGA, and it is the responsibility of the GSGA Vice President of Finance and the treasurers of all graduate divisional councils and graduate student organizations to familiarize themselves with the contents of the GSGA financial bylaws.

Important Definitions

GSGA Vice President of Finance (aka the GSGA Divisional Treasurer): Pursuant to Article III Section 6 of the Constitution of the GSGA, the VP of Finance is responsible for overseeing all the financial accounts of the GSGA, acts as the principal financial advisor to the GSGA President, and plays a critical role in financial policy-making. As the Chief Financial Officer of the GSGA, the VP of Finance serves as the Chairperson of the Finance Committee of the GSGA, and oversees all graduate divisional, university-wide, and graduate organizational treasurers.

SGA/GSGA Business Office: The SGA/GSGA Business Office is comprised of one (1) full-time and two (2) part-time staff members of the SGA and GSGA, who are compensated from the SGA/GSGA Business Office Salaries account. The SGA/GSGA Business Office is responsible for processing all financial paperwork and providing financial reports for GSGA, graduate divisions, university-wide, and graduate organizations.

Graduate Division(al) Treasurer: Graduate divisional treasurers are the treasurers and Chief Financial Officers of their respective divisions, which are listed in Article I, Section 1, Sub-section A of the GSGA Constitution. It is the graduate divisional treasurer's responsibility to oversee all financial accounts of their respective division, act as the principle financial advisor to their respective divisional president, play a critical role in divisional financial policy-making, and oversee the treasurers of organizations chartered within their division. Graduate divisional treasurers fall under the jurisdiction of GSGA and their respective division.

Graduate Organizational Treasurer: Graduate organizational treasurers are the treasurers of a typical student organization chartered under one of the graduate divisional councils listed in Article II, Section 1, Sub-section A of the GSGA Constitution. Graduate organizational treasurers fall under the jurisdiction of the treasurer of the division their organization is chartered under.

Graduate-Wide Organization (GWO) Treasurer: Graduate-wide treasurers are the treasurers of a graduate student organization chartered under GSGA and fall under the jurisdiction of the GSGA VP of Finance.

University-Wide Organization (UWO) Treasurer: UWO treasurers are the treasurers of UWOs, oversee all organizational treasurers under their UWO, and fall under the jurisdiction of the Joint SGA-GSGA Legislature.

Finance Committee of the GSGA: The GSGA Finance Committee is a joint-committee between the Executive and Legislative branches of the GSGA. This committee advises the GSGA VP of Finance and the GSGA Legislature on all financial endeavors and policies, including but not limited to the GSGA, graduate divisions, UWOs, GWOs, and divisional graduate student organizations. The Committee is composed of the GSGA VP of Finance, the GSGA Deputy VP of Finance, two (2) GSGA Legislators, all graduate divisional treasurers. To achieve quorum, either the GSGA VP or Deputy VP of Finance, one (1) GSGA Legislator, and five (5) divisional representatives must be present.

Graduate Organization Allocated Account: Allocated accounts are GSGA-controlled financial accounts that receive Graduate Student Activity Fee (GSAF) funds, which are granted by the GSGA and graduate divisions and do not rollover on an annual basis.

Graduate Organization Self-Generated Account: Self-generated accounts are GSGA-controlled financial accounts that receive non-GSAF funds (i.e., membership dues, grants, ticket revenue, etc.). While funds in self-generated accounts rollover on a yearly basis, self-generated accounts are NOT savings accounts and the SGA/GSGA Business Office will automatically transfer funds from self-generated accounts that have been inactive for more than two (2) years to the organization's divisional council's contingency account.

General Financial Timeline

Beginning of the Fall Semester	<p>The Office of the Bursar collects the Graduate Student Activity Fee (GSAF) from graduate student’s tuition</p> <p>The GSGA disperses GSAF funds to all the divisions, GWOs, and UWOs based on the budgeting process from the previous fiscal year.</p> <p>The divisions and UWOs disburse GSAF funds to their respective student organizations based on the Budgeting Process from the previous fiscal year.</p>
1 st and 2 nd Week of Classes of the Fall Semester	The SGA/GSGA Business Office hosts a mandatory treasurer training for all graduate divisional and organizational treasurers.
1 st Week of December of the Fall Semester	The SGA/GSGA Business Office provides comprehensive funding and spending reports to all graduate divisional treasurers
Beginning of the Spring Semester	<p>The Office of the Bursar collects the Graduate Student Activity Fee (GSAF) from graduate student’s tuition</p> <p>The GSGA disperses GSAF funds to all the divisions, GWOs, and UWOs based on the budgeting process from the previous fiscal year.</p> <p>The divisions and UWOs disburse GSAF funds to their respective student organizations based on the Budgeting Process from the previous fiscal year.</p>
1 st and 2 nd Week of Classes of the Spring Semester	The SGA/GSGA Business Office hosts a mandatory treasurer training for all graduate divisional and organizational treasurers.
March/April	Deadline for the current fiscal year’s Budget Process and the UWO Budgeting Process. Both budgeting processes must be completed by the last day of classes of the Spring Semester.
March	GSGA Elections Occur
Last Day of Classes of Spring Semester	Official Transition to new GSGA Executive leadership team.

Section 1: Purpose of the GSGA Financial Bylaws

1. The GSGA Financial Bylaws set forth systemize the financial rules and regulations of the GSGA and invalidates all unwritten and previously written rules pertaining to financial situations of the GSGA
2. The GSGA Financial Bylaws is an amendable document; it is therefore the responsibility of each new GSGA administration's VP of Finance, GSGA Finance Committee, GSGA Legislature to adapt the GSGA Financial Bylaws.
3. In the event there is an incident that the GSGA Financial Bylaws does not specifically address any relevant decision made by the GSGA VP of Finance, subject to the appeal of the GSGA Legislature, when appropriate, shall carry the weight of the GSGA Finance Code.
 - a. The GSGA Legislature, with a majority vote of quorum, may overturn any such decision made by the GSGA VP of Finance
 - b. In no instance, may the GSGA VP of Finance, graduate divisional treasurers, or organizational treasurers impose retroactive policy upon divisions or organizations.

Section 2: Duties of the GSGA Financial Representatives and Entities

1. The GSGA VP of Finance shall:
 - a. As outlined in Article III, Section 6 of the GSGA Constitution:
 - i. Oversee all financial accounts of the GSGA, including the accounts controlled by the GSGA in its role as a divisional council.
 - ii. Provide a report of the financial state of the GSGA at the regular meetings of the GSGA Legislature and Executive Board.
 - iii. Serve on the Graduate Student Government Association Finance Committee.
 - iv. Prepare the GSGA budget for submission, in consultation with the GSGA.
 - v. Act as liaison with the Student Government Association in all financial matters affecting graduate student organizations or graduate assemblies.
 - vi. Complete other duties as required by the President, the GSGA constitution, and the bylaws of the GSGA.
 - b. Additionally:
 - i. Serve as the Chief Financial Officer of GSGA
 - ii. Accept jurisdiction over all divisions, GWOs, and graduate organizations that receive any amount of GSAF funds or possess any GSGA-controlled financial accounts
 - iii. Ensure that financial policies and regulations set forth in the GSGA Constitution and the GSGA Financial Bylaws are executed by GSGA, graduate divisional councils, GWOs, UWOs, and all graduate organizations
 - iv. Manage all GSGA financial accounts
 - v. Keep all financial accounts of GSGA balances updated
 - vi. Ensure fiscal responsibility within GSGA, all graduate divisions, GWOs, UWOs, and graduate organizations
 1. The GSGA VP of Finance may access the account ledgers of all graduate divisions, GWOs, UWOs, and all graduate student organizations at the SGA/GSGA Business Office at any time
 - vii. Obtain copies of the GSGA account ledgers from the SGA/GSGA Business Office on a regular basis

- viii. Obtain reports of GSGA, graduate divisional, GWO, UWO, and graduate organization funding and spending from the SGA/GSGA Business Office on a regular basis
- ix. Chair the GSGA Finance Committee, pursuant to the GSGA Constitution
- x. Serve as the liaison between graduate students and the financial administration of Emory University
- xi. Arrange a meeting with the Vice President for Finance of Emory University at the beginning of each semester to learn about policy or regulations and to update the financial administration of Emory University on any GSGA changes or problems
- xii. Communicate all financial policy or regulation changes to divisional, GWO, UWO, and graduate organization treasurers
- xiii. Submit a budget for the next fiscal year's GSGA Executive and Legislative budgets in the form of a bill to the GSGA Legislature before the end of the current administrations term.
- xiv. Follow up on all GSGA funding from GSGA (Grad-wide) accounts until the program or event is completed and all guidelines of the GSGA Monetary Code and all instructions from the GSGA Legislature are adhered to.
- xv. Ensure that all financial paperwork pertaining to supplemental appropriations, relines, internal transfers, and any other financial transactions or endeavors are reviewed and approved in a timely manner throughout the fiscal year.
 - 1. In the event the GSGA VP of Finance is seeking reimbursement, the President of GSGA must explicitly approve the request
- xvi. Call emergency and mandatory meetings of the GSGA Finance Committee if, and when necessary.
- xvii. Provide advice and guidance to all graduate divisional, GWO, UWO, and graduate organizational treasurers
 - 1. The GSGA VP of Finance reserves the right to refer graduate organizational treasurers to their respective divisional treasurer.
- xviii. Submit a biannual report to the GSGA Legislature
 - 1. The biannual report shall include GSGA Allocated Account expenditures since the last report and a summary of all current projects and programs that are underway to which funds were appropriated from the GSGA Allocated Account
- xix. Keep records of all supplemental funding from the GSGA Allocated or Contingency account and the GSGA Fee Interest Account for a minimum of three (3) years
- xx. Ensure that GSGA Allocated, Contingency, and the GSGA Fee Interest Account funds are used in accordance with the GSGA Financial Bylaws
 - 1. The GSGA VP of Finance reserves the right to assign GSGA Finance Committee members and/or GSGA legislators to follow up on supplemental funds allocated to individuals or student groups.
- xxi. Attend all mandatory treasurer trainings at the beginning of the Fall and Spring semesters
- xxii. Set the deadline for the Budgeting Process
- xxiii. Update the GSGA Financial Bylaws whenever GSGA bills or resolutions change it
- xxiv. Ensure a smooth transition at the end of their legislative term by training the incoming GSGA VP of Finance

- xxv. Individually meet with the GSGA Business Manager on a regular basis to discuss and update each other on the status of financial endeavors and related financial paperwork.

2. Graduate Divisional Treasurers shall:

- a. Manage all financial accounts of their division or UWO
- b. Serve as the liaison between their respective division council and the GSGA VP of Finance
- c. Keep all financial accounts of their division positive and balanced
- d. Individually meet with the GSGA Business Manager on a regular basis to discuss and update each other on the status of financial endeavors and related financial paperwork.
- e. Ensure fiscal responsibility within their division, including all affiliated student groups
 - i. Graduate divisional treasurers may access the account ledgers of student groups within their division at the SGA/GSGA Business Office at any time
 - ii. Graduate divisional treasurers must review the account ledgers of student groups within their division that are seeking divisional supplemental funding
- f. Obtain copies of their division account ledgers from the SGA/GSGA Business Office on a regular basis
- g. Provide timely and accurate information to all student groups within their division about financial changes, updates, timelines, budgetary restrictions, deadlines, and any other important financial information disseminated from the GSGA VP of Finance, the GSGA Legislature, or the SGA/GSGA Business Office
- h. Provide advice and guidance regarding the GSGA and their own financial policies and procedures to all organizational treasurers within their division
- i. Obtain all financial information and materials (e.g., The Eagle Source) required by the GSGA VP of Finance and/or the SGA/GSGA Business Office
- j. Seek advice and guidance from the GSGA VP of Finance when there is confusion pertaining to financial policies or rules
- k. Serve as the chair of their graduate divisional budget committee, if such a committee exists
- l. Serve as a voting member on the GSGA Finance Committee
 - i. Should a graduate divisional treasurer miss more than three (3) GSGA Finance Committee meetings without the approval of the GSGA VP of Finance, the GSGA VP of Finance shall contact the graduate division president who may seek disciplinary action and/or replace the graduate divisional treasurer with another member of the division's executive board as a voting member of the GSGA Finance Committee.
 - ii. If the graduate divisional treasurer cannot attend the GSGA Finance Committee meeting, they may arrange proxy voters to attend the GSGA Finance Committee meeting in their place and this arrangement will count as an excused absence.
 - iii. Missing a GSGA Finance Committee meeting is defined as arriving more than 15 minutes after the start of the meeting without prior notification to the GSGA VP of Finance or failing to attend the meeting at all.
- m. Initiate, approve, and control all fiscal operations and financial activities of their division
- n. Ensure that all expenditures of their division adhere to the GSGA Finance Code in its entirety
- o. Attend all mandatory treasurer trainings sponsored by the GSGA

- i. In the event the divisional treasurer neglects to attend a mandatory GSGA treasurer training and does not receive prior explicit authorization from the GSGA VP of Finance, the divisional treasurer in question relinquishes the right to access funds in their division's financial accounts until the GSGA VP of Finance or the SGA/GSGA Business Office deems the divisional treasurer's training as adequate
 - p. Ensure a smooth transition at the end of their term by training the incoming divisional treasurer
 - q. Review and approve all financial documents, including but not limited to relines, internal transfers, and reimbursement and payment requests, that occur within their division in a timely manner throughout the fiscal year
 - r. Submit all financial documents, including but not limited to relines, internal transfers, and reimbursement and payment requests, to the GSGA VP of Finance in a timely manner throughout the fiscal year
 - i. No signature of another officer or member of a division may stand in the place of that of the divisional treasurer
 - ii. In the event a treasurer is seeking reimbursement, the president must explicitly approve the request
 - s. Ensure that all deposits are submitted to the SGA/GSGA Business Office within 48 hours of any fundraiser
 - i. Lack of compliance will lead to accounts and/or organizations being flagged at the SGA/GSGA Business Office's discretion
3. Graduate Organization, GWO, & UWO Treasurers shall:
- a. Manage their student group's allocated and/or self-generated accounts
 - b. Serve as the liaison between their organization and its divisional treasurer
 - c. Submit all financial documents, including but not limited to relines, internal transfers, and reimbursement and payment requests, to their divisional treasurer in a timely manner throughout the fiscal year
 - i. No signature of another officer or member of a student group may stand in the place of that of the organizational treasurer
 - ii. In the event the treasurer is seeking reimbursement, the president must explicitly approve the request
 - d. Approve all financial activities of their student group
 - e. Obtain all financial information and materials (e.g., The Eagle Source) required by the GSGA VP of Finance and/or the SGA/GSGA Business Office
 - f. Attend all mandatory treasurer trainings sponsored by the GSGA
 - i. In the event the organizational treasurer neglects to attend a mandatory GSGA treasurer training and does not receive prior explicit authorization from the GSGA VP of Finance, the organizational treasurer in question relinquishes the right to access funds in his or her student group's allocated and/or self-generated accounts until the GSGA VP of Finance or the SGA/GSGA Business Office deems the organizational treasurer's training as adequate
 - g. Seek advice and guidance from their divisional or UWO treasurer when there is confusion pertaining to financial policies or rules
 - h. Keep all financial accounts of their student group positive and balanced
 - i. Obtain copies of their student group's account ledgers from the SGA/GSGA Business Office on a regular basis

- j. Submit an operational budget for their student group to its division or during the Operational Budgeting Process
 - k. Ensure that all expenditures of their student group adhere to the GSGA Finance Code in its entirety
 - l. Ensure that all deposits are submitted to the SGA/GSGA Business Office within 48 hours of any fundraiser
4. The GSGA Business Manager shall:
- a. Serve as the liaison between the GSGA, all various GSGA establishments and all graduate student groups and all other campus entities in a professional capacity
 - i. If and when necessary, the GSGA VP of Finance shall be equally responsible for the liaison duty
 - b. Keep the official ledgers of GSGA, graduate division, and graduate organizations with at least one account under the purview of the GSGA
 - c. Serve as the final audit of all financial transactions or endeavors by the GSGA, all various GSGA establishments, and all graduate student groups
 - d. Provide advice and guidance to any and all graduate divisional, UWO, GWO, graduate organizational treasurers, and the GSGA VP of Finance
 - i. The GSGA Business Manager reserves the right to refer the organizational treasurers to their divisional treasurer, and divisional treasurers to the GSGA VP of Finance
 - e. Notify the GSGA VP of Finance of any financial accounts that are currently below zero (0) and/or their explicitly specified minimum at least once every month during the academic year
 - f. Ensure that the GSGA Contingency Account and the GSGA Fee Interest Account maintain their required minimum balances
 - g. Provide an annual report of GSGA and graduate divisional finances to GSGA VP of Finance and divisional treasurers, respectively
5. The GSGA Finance Committee shall:
- a. Act as a subcommittee of the GSGA Legislature
 - b. Hear any complaint regarding a decision made by the GSGA VP of Finance
 - i. The GSGA Finance Committee, with a majority vote of quorum, may reverse any decision made by the GSGA VP of Finance.
 - c. Review all GSGA supplemental funding requests in any way it so chooses
 - i. A majority vote of quorum by the GSGA Finance Committee is required to advance any funding bill to the GSGA Legislature.
 - d. Review the work of the GSGA Business Manager
 - i. At the first and last GSGA Finance Committee meetings of each semester, the GSGA Business Officer must provide an update on recent GSGA financial activities (e.g., contingency cap transfers, allocation amounts for divisions and UWOs at registration, etc.).
 - ii. The GSGA VP of Finance and the divisional treasurers must individually meet with the GSGA Business Manager on a regular basis to discuss and update each other on the status of financial endeavors and related financial paperwork.
 - e. Assign a voting member to follow up on all allocations from the GSGA accounts until the program or event is completed and all guidelines of the GSGA Finance Code and all instructions from the GSGA Legislature are adhered to

- f. Include an exhibit in Miscellaneous Business of the GSGA legislative agenda that clearly demonstrates the financial impact of submitted bills on the balance of the appropriate GSGA account
 - i. The exhibit shall include:
 - 1. The balance of the impacted accounts as of the beginning of the legislative session for which the agenda is created
 - 2. Current Requests from the Daily Calendar (current requests shall include an itemized list of current bills, Daily Calendar requesting funds, and the corresponding amounts requested)
 - 3. Upcoming Requests from First Readings (upcoming requests shall include an itemized list of bills, First Readings of Bills, and Resolutions requesting funds and the corresponding amounts requested)
 - 4. Total Incoming Requests (total incoming requests shall include the sum total of all funding from the Daily Calendar and the First Readings of Bills and Resolutions)
 - 5. Remaining Funds (remaining funds shall include the figure calculated by subtracting “Total Incoming Requests” from the beginning balance)
 - ii. The GSGA VP of Finance is responsible for disclosing the exhibit to the GSGA Legislature.
- g. Ensure that the GSGA accounts maintain their required minimum balances

Section 3: Financial Accounts of the GSGA

- 1. GSGA Allocated/Administrative Account:
 - a. The GSGA Allocated Account provides administrative funding to the GSGA Executive Board for running the GSGA itself and GSGA programs or events.
 - b. The GSGA Executive Board, with a majority vote, has the final voice of approval for expenditures from the GSGA Allocated Account.
- 2. GSGA Contingency Account
 - a. The GSGA Contingency Account funds graduate-wide programs or events that are sponsored either by the GSGA or by organizations chartered under the GSGA.
 - i. A minimum of \$10,000.00 must remain in the GSGA Contingency Account at all times, and any bill that would lower the balance below this level shall be considered invalid.
 - ii. The \$10,000 shall cover overdraft protection from graduate divisions, UWOs, GWOs, and GSGA.
 - 1. To qualify for overdraft funds, both the allocated and self-generated accounts of the organization in question must be exhausted
 - 2. Any money needed to cover overdraft will be recovered in the next year from SAF with an additional 15% penalty fee.
 - 3. The overdrafted organization will be placed on probation, required to keep live updates of their budget – submitted to the GSGA VP of Finance, and submit formal updates once a month to the governance committee.
 - iii. Excess funds from divisional contingency caps may be transferred into

- the GSGA Contingency Account
- iv. \$5,000 of this Contingency Account shall act as a security fund, which will pay for security at high profile events (e.g., presidential candidate visits).
 1. The GSGA President, the GSGA VP of Finance, the SGA Attorney General, and the GSGA VP of Programming, in collaboration, shall have the authority to enable the usage of the security fund.
 - b. Eligibility for GSGA Contingency Account supplemental funding:
 - i. Only student groups with a GSGA allocated charter may request for GSGA Contingency Account supplemental funding.
 - ii. The sponsoring organization must have first received supplemental funding from its division if its division has available funds.
 - iii. The sponsoring organization must contribute funds from its allocated or self-generated accounts.
 - c. Requirements for graduate -wide programs or events:
 - i. The program or event must be open to all graduate students, with students from all divisions having equal access.
 - ii. The sponsoring organization must make the effort to advertise the program or event to the entire graduate student body.
 - iii. The sponsoring organization must contact the GSGA VP of Marketing and Communications to advertise the program or event through the GSGA Marketing and Communications Committee and other GSGA marketing channels.
 - iv. The sponsoring organization must contact representatives of each division to help advertise the program or event.
 - v. The sponsoring organization must display the GSGA logo as part of its advertisement and at the event.
 - vi. In the event that the sponsoring organization is selling tickets to supplement the event cost, the ticket sales must be open to all graduate students, with students from all graduate divisions having equal access, and there should be a reasonable amount of tickets reserved for each graduate division. Only after the sponsoring organization fails to sell the reserved tickets can it open those tickets up to the rest of the graduate student body.
 - d. In the event that there are compelling reasons preventing the sponsoring organization from meeting all the above requirements, the GSGA VP of Finance shall provide a recommendation to the GSGA Legislature on the validity of the stated reasons.
 - e. GSGA Contingency Account supplemental funding process:
 - i. The sponsoring organization must submit a formal request in the form of a bill to the GSGA Legislature and the GSGA VP of Finance at least 20 business days before the date of the program or event.
 - ii. Requirements for the bill:
 1. Information regarding the program or event's date, location, and expected attendance
 2. Information regarding what the supplemental funding will pay for
 3. Documentation of all the sponsoring organization's accounts (allocated and/or self-generated)

4. Documentation of all other sources of funding – acquired, sought, and seeking – including self-generated funds.
 5. The GSGA reserves the right to request clear numerical documentation regarding funding and attendance of the same program or event from the previous two (2) years, if applicable, clear documentation of marketing/outreach efforts made to each graduate school, and documentation of spending.
- f. After the request is submitted to the GSGA Legislature and GSGA VP of Finance, the sponsoring organization must send a representative(s) to attend a GSGA Finance Committee meeting to present the bill prior to the hearing by the GSGA Legislature
 - i. In the event that the bill does not complete all the requirements detailed above, the GSGA Finance Committee reserves the right, with a majority vote of quorum, to table the bill for future review until such time that the bill completes all the requirements.
 - g. After the GSGA Finance Committee passes the bill, the sponsoring organization must send a representative(s) to attend a GSGA legislative meeting to present the bill.
 - h. The GSGA Legislature, with a majority vote of quorum, has the final voice of approval for expenditures from the GSGA Contingency Account.
 - i. The funding process detailed under this section also serves as the funding process for the GSGA Fee Interest Account.
3. GSGA Fee Interest Account
 - a. The GSGA Fee Interest Account collects all interest payments earned on GSGA accounts and funds permanent structures or perpetual programs or events that would benefit the graduate student community as a whole.
 - i. Any member of the Emory University community, including but not limited to students, faculty, and staff, may submit a request for GSGA Fee Interest Account funding.
 - ii. A permanent structure is defined as any structure that will be used for a period greater than three (3) years, whereas a perpetual program or event is defined as any program or event that will be in place for a period greater than three (3) years.
 - iii. A minimum of \$12,000.00 must remain in the GSGA Fee Interest Account at all times, and any bill that would lower the balance below this level shall be considered invalid.
 - iv. Should the GSGA Fee Interest Account balance exceed \$200,000.00, the GSGA Legislature reserves the right, with a majority of quorum, to transfer funds from the GSGA Fee Interest Account to the GSGA Contingency Account.
 1. Any transfer of funds from the GSGA Fee Interest Account to the GSGA Contingency Account that would leave the former's balance below \$100,000.00 shall be considered invalid.
 - b. The GSGA Fee Interest Account funding process is the same as the GSGA Contingency Account funding process.
 - i. If a bill would lower the GSGA Fee Interest Account to a level below \$25,000.00, a 2/3 vote by the SGA Finance Committee is required.

- c. The GSGA Legislature, with a majority vote of quorum, has the final voice of approval for expenditures from the GSGA Fee Interest Account.
- 4. GSGA Salaries Account
 - a. The GSGA Salaries Account provides a compensation pool for the SGA/GSGA Business Office.
- 5. GSGA Self-Generated Account
 - a. The GSGA Self-generated Account collects non-GSAF funds raised by the GSGA
- 6. GSGA Maintenance (Space Management/Simplicity) Account
 - a. The GSGA Maintenance Account provides funding for Community, the interactive student organization system

Section 4: The Graduate Student Activity Fee (GSAF)

- 1. The Graduate Student Activity Fee (GSAF) is laid and collected by the GSGA and funds the GSGA, all various GSGA establishments, and all graduate student organizations.
 - a. The Office of the Bursar shall collect the GSAF prior to the start of every semester.
 - b. All GSAF must be placed in GSGA-controlled financial accounts with the exception of self-generated accounts.
- 2. The Graduate Student Activity Fee shall be subject to periodic cost-of-living adjustments (COLA).
 - a. The COLA must not exceed 3% of the current GSAF at the time of the increase.
 - b. A COLA increase must not occur more than once every four (4) years.
- 3. The allocation of the GSAF shall follow the GSGA bylaws under the GSGA Fee Split.
 - a. In the event that the GSGA Legislature intends to make any change to the GSGA Fee Split, the change must be made at least 30 days prior to the date on which operational budget requests are due to the GSGA VP of Finance in order for the change to be implemented for the following academic year.
 - b. Any GSAF fund allocated to a UWO, GWO, or a student organization during the academic year that remains unspent at the end of the academic year will be recalled and not roll over.
 - i. Unspent funds given to a student group will be rolled-over to its parent division's contingency account, leaving a zero (0) balance in the student group's allocated account at the end of the academic year.
 - 1. Student groups may request additional funds in the next academic calendar year if needed by following the Contingency Account Supplemental Funding Process detailed above
 - ii. Divisions may rollover unspent funds from one year to the next, but the contingency accounts for divisions will be capped at \$25,000 to prevent long-term accumulation of funds at the divisional level.
 - 1. Divisions may request additional funds in the next academic calendar year if needed by following the Contingency Account Supplemental Funding Process detailed above
 - iii. At the end of the school year, any unspent funds in the divisions' contingency accounts in excess of the contingency cap will be transferred from the divisions' contingency accounts to the GSGA Contingency Account.

- c. The appropriate divisional treasurer and the GSGA VP of Finance must explicitly approve all GSAF allocations to divisions, UWOs, GWOs, or student groups.
- d. Only the original amount approved by the GSGA VP of Finance, prior to purchase, will be provided for any request for funding, as retroactive adjustments will not be considered.
- e. The GSGA VP of Finance and the GSGA Finance will subscribe to the following GSAF guidelines, which will be used as the standards to which financial paperwork is reviewed and audited. With prior written approval of the GSGA VP of Finance, in consultation with the divisional treasurer, there can be exceptions to these guidelines.
 - i. If the divisional treasurer and the GSGA VP of Finance raise concern about an expenditure, each student group will have up to one (1) warning before penalties are applied.
 - ii. Only students shall use the GSAF.
 - iii. The GSAF must be used only for students and programs or events organized for graduate students.
 - iv. For programs or events that are intended for students but are not hosted by students exclusively (e.g., Volunteer Emory programs or events, departmental programs or events, etc.), GSAF funds allocated for the program or event will not be transferred to a non-GSAF financial account until receipts and/or invoices are disclosed to the SGA/GSGA Business Office.
 - v. Programs or events involving Contracts
 - 1. Student groups must ensure that there are sufficient funds in their financial accounts to satisfy a contract before they proceed to the Office of Student Leadership, Involvement, and Transitions (SILT) to attain an approval signature for the contract.
 - 2. The GSGA will not honor any contracts that are approved by SILT, without its consultation to ensure that there are sufficient funds in the student group in question's financial accounts to pay for and satisfy a contract before granting its approval signature for the contract.
 - 3. SILT is required to be a part of any contract negotiations for the contract to be valid and approved
- f. Equipment
 - i. Equipment purchased with the GSAF belongs to the GSGA, graduate division, or student organization that purchased them.
 - ii. For student organizations, inventory checks will be done at the Operational Budgeting Process by the student group's division or UWO.
 - 1. Student groups must disclose the status of all equipment purchased by them in the previous three (3) years and the current year and show proof of existence of the equipment.
 - a. Student groups must maintain their own inventory spreadsheets and keep them updated
 - b. The GSGA reserves the right to request any inventory spreadsheets prior to approving funding of new purchases
 - iii. For divisions, inventory checks will be done when divisions submit all operational budget requests to the GSGA VP of Finance.
 - 1. Divisions must disclose the status of all equipment purchased by them in the previous (3) years and the current year and show proof of the equipment's existence.

2. Unless necessary, divisions must not purchase the same equipment within four (4) years of its last purchase.
- g. Food and Beverages (including alcohol)
 - i. GSAF funding for food and beverages shall not exceed \$30.00 per person per event.
- h. Travel
 - i. The current GSAF, of \$92.00 per person, shall be the maximum amount of GSAF funding for travel (including transportation and lodging) per person per trip.
- i. Retreats
 - i. The current GSAF, of \$92.00 per person, shall be the maximum amount of GSAF funding for retreats, per person per retreat.
- j. Fundraisers
 - i. Fundraisers for Covering a Portion of the Cost of a Program or Event
 1. Funds raised must first be used to repay any GSAF before being deposited into the student organization's self-generated account.
 2. The student organization must not provide free tickets to any attendant.
 - ii. Fundraisers for Charity
 1. The GSAF cannot be donated; the GSAF can only be used to host the fundraiser, and must be repaid before any money can be sent to a charity.
 2. Funds raised must all be sent to the within 2 weeks of the event taking place.
 3. During the time between the fundraiser and the donation, the funds must all be deposited into the student group's self-generated account.
 - iii. Fundraisers for a Student Organization
 1. Funds raised through grants or other means count as fundraiser funds and must repay all GSAF amounts used for events.
 2. Funds raised must first repay the amount of GSAF used to host the fundraiser by being deposited into the student group's allocated account.
 3. Only after repaying the amount of GSAF used to host the fundraiser may any remaining funds be deposited into the student group's self-generated account.
4. It is the responsibility of all students and student organizations to follow the GSGA Finance Bylaws and practice fiscal responsibility in their use of GSAF funds.
 - a. In the event a program or event is supplemented by ticket sales, the GSGA VP of Finance must approve the program or event prior to the ticket sale.
 - b. Ticket sales must first be used to repay any GSAF funds used to host the event before the remaining money can be deposited in the student group's self-generated account