STANDING RULES OF THE GSG

I. Senate:

Representatives are responsible for the conduct of GSG business and organization of events. Representatives shall attend every GSG Senate meeting. Substitute representatives (proxies) are allowed, and shall notify the Secretary of their substitution in the attendance record. Participation in voting is required by all representatives (officers excluded) with the exception of co-chairs when both are present.

Representatives shall serve on at least one GSG standing, ad hoc, or University committee. The Vice President will facilitate or appoint committee placement. Representatives shall familiarize themselves with the GSG Constitution, Bylaws, Standing Rules, and parliamentary procedures. Questions concerning responsibilities of the Senate should be directed to the Vice President.

II. President:

The President is responsible for assuring that the work of all the other officers is accomplished in the manner prescribed in the GSG Constitution, Bylaws, Standing Rules, or by the GSG. The President presides over all Senate meetings and Executive Committee meetings.

A. University Representation

The President is often the first person looked to as a representative by other institutional segments of the University. The President shall serve as a member of the Graduate Board, the President’s Executive Council and the President’s Student Cabinet. Each of these groups meets approximately once per month. The President is welcome to serve as a representative in other forums as well (e.g. standing committees, ad hoc committees and search committees) or the President in conjunction with the Vice President may designate other graduate students to these committees. The President is an invited University Representative to quarterly Board of Visitors Meetings.

The President, in conjunction with the Vice President, should seek a diverse spectrum, in terms of graduate program, gender, politics and personal philosophies, of the graduate student community to serve as graduate student representatives to the University in the various opportunities.

B. GSG Representation

The President is automatically an ex-officio member of all GSG committees (Grants Committee, Finance Committee, Elections Committee, etc.).

C. Newsletter
The President will approve each version of the GSG Newsletter as written and compiled by the Secretary. The President should contribute to the GSG Newsletter.

D. Minutes

The President shall be responsible for accepting the Senate meeting minutes from the Secretary and for their subsequent dissemination to the GSG. The President shall sign at least one hard copy of the minutes to be submitted to the financial auditors. Any discrepancies of the minutes may be raised and must be resolved at the Senate meeting immediately following their public posting.

E. Financial Affairs

1. The President shall act as the official signer for all GSG financial documents. (e.g. checks).

2. The President shall not write any checks. Checks shall be written by the Treasurer.

3. The President, along with the Treasurer and three Senate members may, with the concurrence of 75% of all recognized departmental representation, make expenditures from the principal, where allowed, of GSG investments.

4. Upon budget approval, the President shall have wide latitude in the spending of monies from the following two budget categories: Miscellaneous and Office Supplies. A complete accounting is to be offered to the Senate.

5. The President shall not enter the GSG into any contracts without the concurrence of the Senate.

6. The President, with the help of the Executive Committee, will prepare an annual budget based on expected income and propose the budget to the Senate at the first meeting of the fall semester. At the end of the President’s tenure he/she will work with the new Executive Committee to develop a proposed budget, account for over- or under-expenditures and smooth the transition for the new officers.

7. Stipends: The President shall be the issuer of all GSG stipends. The stipends shall not be paid in advance of work completed. The annual stipends shall be paid in three portions at the end of the summer, the fall semester and the spring semester at 30, 30 and 40 percent respectively. If the work of one of the officers is not completed, the portion of the stipend commensurate with that quantity of work shall be withheld and it may be paid to another individual for completion of the work at the discretion of the President. If the President has not completed his/her duties, it is incumbent upon the Vice President and Treasurer to mediate
the situation with the involvement of the Senate and the University’s Office of Judicial Affairs if necessary. For no reason may payment of stipends exceed the budgeted amount set by the GSG.

F. Office Staff

The President has the option to hire an Office Assistant. The Office Assistant will preferably be a work-study undergraduate student, but there are no restrictions. It is suggested to try and select someone who would like to work for more than one year. During the last semester of an office staff’s tenure, it is suggested to employ a second assistant to work with the first and become familiar with GSG affairs. The President shall serve as the supervisor for this position.

G. Negotiator

The President shall be the chief negotiator of terms of contracts and situations with all outside entities, be they University-related or not. The President may designate another graduate student to act on his/her behalf; but the responsibility for the final agreement rests upon the President. The President shall report any negotiated positions or contracts to the Senate and financial contracts are subject to approval by the Senate.

H. Electronic Forums

The President will be responsible for overseeing the maintenance and monitoring of the GSG Folder on First Class and the Official GSG webpage in the University of Maine website. These duties may be shared with the other Officers and Office Staff at the President’s discretion.

III. Vice President:

The Vice President shall act in the capacity of the President in any meeting or event where the President is unable to attend or participate.

A. GSG and University Committees

The Vice President shall act as coordinator of all GSG committee membership. The Vice President shall coordinate all representation to external committees and boards by either being the default representative or nominating another graduate student. This should be accomplished as soon as possible in the beginning of each academic year. The Vice President shall solicit reports from all graduate students representing the GSG on these various committees. The Vice President shall schedule briefings of the committees’ activities for the GSG that are believed to be of significant interest to the GSG. These briefings should consist of appearances by the graduate student representative, or a summary of their reported activities.

B. GSG Representation
The Vice President shall oversee the duties of the representatives. New representatives shall receive guidelines and instruction of duties from the Vice President.

C. Research Exposition

The Vice President is charged with overseeing, staffing and organizing the Annual Research Exposition. The Vice President shall create a committee and act as Chair to plan and conduct the event. The Vice President shall work closely with the Outreach & Professional Development Officer and the Graduate School while preparing for and conducting this yearly event.

D. University Representation

The Vice President shall represent the GSG on the Faculty Senate. The Vice President shall then report all significant progress from the Faculty Senate to the GSG and vice versa.

E. Officer Evaluation

The Vice President shall with the concurrence of the Treasurer, evaluate the performance of the President in terms of adequately performing his or her duties to be awarded his or her full GSG stipend. If the Vice President and Treasurer determined that the GSG President’s performance is such that it warrants withholding all, or a portion of his or her stipend, the Vice President and the Treasurer shall seek to rectify the situation with the assistance of the GSG Senate and/or the University’s Office of Judicial Affairs.

IV. Treasurer:

The Treasurer is responsible for all the financial transactions of the GSG and keeping appropriate records of expenditures and income. The Treasurer is responsible for keeping the GSG budget up to date and managing the money in the GSG bank accounts. The following is a general list of activities as they occur during the term of office.

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>May/June</td>
<td>End Fiscal Year</td>
<td>* Pay bills, FY ends June 30</td>
</tr>
<tr>
<td>July/August</td>
<td>Start Fiscal Year</td>
<td>* Procure new debit card from issuing bank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Pay bills (some apply to previous year’s budget)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Complete Annual Financial Report from previous year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>* Contact financial auditors to schedule meeting time to submit financial report</td>
</tr>
<tr>
<td>Month</td>
<td>Event</td>
<td>Activities</td>
</tr>
<tr>
<td>------------</td>
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<td>-----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| September  | Start Academic Year | * Finalize budget with Senate  
* Complete financial audit of the previous year.  
* Payment of Summer Stipend (30% of annual amount).  
* Receive Activity Fees from Bursar’s Office  
* Receive Unified Fee funds from Grad School |
| October    | Fall Grants / Clubs | * Work with Grants Officer for timely payment of Grants  
* Payment of Clubs and Organizations support |
| November   | Grants              | * Pay Grants if not done in October  
* Receive Activity Fees from Bursar’s Office |
| December   | Semester Ends       | * Report budget status to President and Senate  
* Payment of fall stipend (30% of annual amount). |
| January/February | Start Last Semester Clubs | * Review Budget with Senate  
* Receive Activity Fees from Bursar’s Office  
* Receive dividend of GSG Investment with UMaine Foundation (~$1000).  
* Payment of Clubs and Organizations support  
* Submit Annual Report for Articles of Incorporation to State of Maine |
| March      | Spring Grants       | * Payment of Spring Grants  
* Check with President’s Office as to the expendable income in |
Graduate Development Fund, then Submit GSG Grant receipts from Fall Travel Grants for reimbursement to be paid to GSG.

| April | Reallocations | * Review budget with Senate and get decisions on what to do with all remaining funds. Returned Grants roll over to next years Grants budget.  
* Start Annual Financial Report  
* Receive Activity Fees from Bursar’s Office |
|---|---|---|
| May | Officer Elections End Academic Year | * Finish all of Annual Financial Report possible  
* Payment of spring stipend (40% of annual amount)  
* List expected bills to be paid in summer that apply to current FY.  
* Transfer of responsibility to successor: brief successor, change authorizing signatures at Bangor Savings.  
*Return debit card in anticipation of change of Executive Committee.  |

A. GSG Financial Accounts

1. Business Savings and Checking Account

   a. Business Complete Money Market Account– No minimum balance

   The MMA requires $5000 in order to accrue interest; it is suggested that a $10,000 minimum be maintained at all times. All deposits should be made to this account and the bulk of GSG’s operating funds should remain in this account until transferred to checking. No more than six transfers or withdrawals are allowed per month, per federal regulation.

   b. Business Complete Checking Account– No minimum balance

   Always maintain a balance sufficient to cover checks that have left the GSG office.

   Attached to this checking account is a debit card for use by the Executive Committee in instances when a check is not convenient or accepted. Use
of the debit card shall be approved in writing by the Treasurer and President. The Treasurer shall retain the card in a secure location when it is not in use.

c. An option for a Certificate of Deposit to house money for major equipment purchases exists at the discretion of the Executive Committee of the GSG. It is suggested that if this option is exercised a 6-month CD be utilized. Further, the CD should always be scheduled to mature during the academic year. This account would be established to make purchases that would not fall under a normal budget year.

2. Graduate Research and Development Fund

a. Official Description

The Graduate Research and Development Fund is an Endowment Fund established by the Graduate Student Government on April 21, 1988. Income from the fund is restricted in its use to academic and research support of graduate students at the University of Maine at Orono. Administration and disbursement of this fund is carried out by the President of the University of Maine in consultation with the Executive Committee of the Graduate Student Government. Alumni gifts to this fund, while awaiting transfer to the Graduate Research and Development Fund, are permanently restricted and are not available for current use.

b. Management and Use

This fund generates about $1000 per year in disposable income. This disposable income is transferred to the account once a year by the UMaine Foundation. As of FY 1998 the disposable income was accessed only once by GSG and at least three times by the Presidents Office (without GSG consultation). This fund should be used to provide greater resources for academic and research purposes to graduate students at the University of Maine. The past use of this funds income has been to supplement the costs or monies provided by GSG for graduate student grants. In an effort to provide greater resources to graduate students from multiple disciplines, the future income generated from this fund has been earmarked with the full support of the GSG Senate to be turned over to the Dean of the Fogler Library at the University of Maine for the purchase and acquisition of licenses for electronic research journals. The Dean of the Library will assume responsibility in deciding which licenses the money will be used to purchase. They will attempt to purchase journals that represent a broad range of academic disciplines. The UMaine Foundation will notify GSG and the Dean of the Library of the interest in the account on an annual basis.
3. University of Maine Foundation Cash Management Account

a. Official Description

In March and April 1999, the Graduate Student Government invested approximately $27,000.00 into a cash management account through the University of Maine Foundation. This account will receive an interest rate equal to the short-term government bond rate plus two percentage points. This rate will be determined on a monthly basis. The dividends earned will be automatically reinvested into the account. In the first week of January a check for ½ of the interest accrued during the past year will be written to the GSG. Four officers: President, Vice President, Secretary and Treasurer oversee the GSG. The Senate elects these positions as they become available. The turn around on the positions is yearly. As the positions change, a letter will be sent to the Foundation with the newly elected names as well as signatures to be held on file. The Graduate Student Government will have the authority to request funds from the principal account at any time and for any amount. This request however, must be in the form of a written request to be signed by the current GSG President and Treasurer, as well as three additional Senate members (not officers). All checks from this account will be made payable to the Graduate Student Government.

b. GSG Senate Policy

The disbursements made by the University of Maine Foundation to the GSG shall be added into the general GSG budget with no restrictions on its use. The principal amount of the initial investment of $27,500 plus the annual increase as a result of reinvestment shall not be accessed unless authorized by a 75% vote of all official GSG representatives.

B. Annual Financial Audit

The GSG hires the accounting firm of Loiselle, Goodwin and Hinds for the annual financial audit and federal tax filing. Negotiation of the auditing fee is done with Jim Hinds. The current agreement is for $1000, provided GSG submits all documents in proper order.

In April the Treasurer or President will receive a letter indicating that the fiscal year is about to come to a close and that the GSG should start putting together the annual financial report. The following is a list of what should be in the annual report for the audit:

1. Monthly bank statements from July 1 to July 31 of the following year.
2. Minutes of GSG Senate meetings from July of the previous year to the date of review.

3. Copy of the approved budget and budget/actual for the year ended June 30.

4. If available, a copy of the bank reconciliations as of June 30 and July 31.

5. Balance in the Graduate Research and Development Fund (principal and interest) as of June 30.

6. A schedule of activity and balance of the University of Maine Foundation Association of Graduate Students Quasi Endowment as of June 30.

7. A list of checks and debit card receipts paid from July 1 to June 30, categorized by budget category. It would be helpful also if totals were provided for expenses in each category.

8. A summary of cash and debit card receipts during the year ended June 30, and what the source of each was.

9. A list of accounts receivable at June 30 and a schedule of cash receipts from July 1 to the date of review.

10. A list of accounts payable at June 30 and a schedule of cash disbursements from July 1 to date of review, and related invoices.

11. A schedule of officer stipends paid during the year ended June 30.

12. A list of Officers and Senate Members as of June 30 with approximate hours worked per week.

13. Copies of all checks that were written from July 1 to June 30.

14. A schedule of any non-cash contributions of goods and/or services during the year, if any.

When the auditors have finished with the audit, usually in October, the Treasurer shall request four copies of the report. The Treasurer shall keep two copies for the GSG, one on display and one in the files, and send one copy of the report to the VP for Finance and Administration and one to the Graduate School advisor to the GSG.

C. Articles of Incorporation

The GSG is a Non-Profit Corporation in the State of Maine. In order to maintain these articles of incorporation, the Treasurer shall every year:
1. Submit an annual report to the State of Maine. This annual report may be submitted online. As of 2011, it is at the following website: https://www10.informe.org/aro/index_on.html

2. The annual report may be submitted between January 1 and June 1, but it is suggested that the Treasurer submit the report no later than January 31. Renew the corporate charter.

D. Miscellaneous

1. The Treasurer shall write all checks to be issued by the GSG. The amounts and purposes of these checks shall be decided by the GSG via the budget and/or the President. The Treasurer shall not sign any checks.

2. The Treasurer shall prepare and report the monthly bank reconciliation to the Executive Committee of GSG.

3. Budget: To Prepare the GSG budget, in conjunction with the GSG President and other officers, first contact the Graduate School and the people at the Business Office and ask them how much money GSG will be receiving. The budget will then be a work in progress, most likely based on the one passed last year and with the possible existence of a suggested budget from last year.

4. Checks and Debit Card: The GSG monitors its expenditures with the checks it writes and the debit card receipts. Thus, write a check for each and every invoice item that comes from a different budget category or provide the debit card receipt for any purchases made with the card.

   a. Following each grant cycle, the Treasurer shall confirm a minimum stock of 150 blank, printable checks in an informal report to a quorum meeting of the Executive Committee.

5. Employer Identification Number: 22-3079896

6. Grants Program: Money once slated for the GSG Grants Program should always remain for the GSG Grants Program. Thus, when Grant checks are returned or graduate students reimburse the GSG due to changes in the students’ activities, those funds should be tracked and added to the GSG Grants budget for the following semester. The payment of Grants should be as prompt as possible. Work with the GSG Grants Officer to get a list of awardees with the dollar amount each is to receive and get checks written within 2 or 3 business days.

7. Stipends: Office stipends shall be paid three times a year: at the end of the summer, 30% of the annual stipend; at the end of fall semester, 30% of the annual stipend; and the final 40% at the end of the spring semester. The GSG President
will determine if any particular officer has fulfilled their duties and will authorize payment of the stipend or a fraction thereof. For the President, the Treasurer and Vice President shall determine if the duties of the office have been fulfilled; however, if not, it is suggested that they seek GSG Senate assistance in rectifying the situation.


V. Grants Officer:

The Grants Officer is responsible for dispersal of funds to graduate students through the Graduate Student Government. All funding of groups and individuals must be channeled through the Grants Officer.

Groups of students pursuing activities that fulfill the mission statement of the Graduate Student Government may request GSG funding in one of two ways. They may form a club or organization if their needs and purposes fall within the guidelines stated below in the section entitled “CLUBS AND ORGANIZATIONS FUNDING”.

Groups of student not organized in a club may submit proposals directly to the Senate when funding permits and based on the discretion of the Senate.

Individual students may receive GSG funds through the grants process (see section entitled “GSG RESEARCH GRANTS”).

A. Clubs and Organizations Funding

The Grants Officer will chair the Clubs and Organizations Committee (if there is only one committee it will be known as the Grants committee and deal with both individual grants and clubs) and is ultimately responsible for the funding of GSG Clubs and Organizations.

The Grants Officer will be responsible for collecting the yearly club updates and reports. The Grants Officer will also check in with clubs halfway through the year and try to provide support and accountability for the professional development aspects of the clubs.

The Grants Officer will be responsible for determining if clubs and organizations are defunct or have lost their good standing and are ineligible for funding. Clubs that are defunct or have lost their good standing must be so notified by the Grants Officer or they are not defunct.

1. Recognition of clubs and organizations by the GSG.

A club or organization seeking recognition by the GSG must fulfill the mission statement of GSG by “… facilitating and encouraging educational, professional and research activities of graduate students.”
A club or organization seeking recognition must be comprised of a proportion of graduate students to undergraduate students greater than or equal to the proportion of graduate students enrolled at the University of Maine. The Grants Officer will be responsible for determining this proportion at the beginning of each semester.

A club or organization seeking recognition must complete the appropriate application form (online or hard copy) and submit it to the Grants Officer. This may be done with their funding request but their funding is contingent on their recognition. Ideally they would apply for recognition before the last meeting before the funding application deadline. The GSG Clubs and Organizations Committee may request that a representative of the club appear before the committee for further questions.

A club or organization whose recognition is denied by the GSG Clubs and Organizations Committee can appeal the decision in two ways:

- **a.** By submitting a revised application form to the Clubs and Organization Committee after a waiting period of one week, or

- **b.** By requesting a hearing before the Senate based on the original application form no later than 15 days after denial of recognition, or the second Senate meeting after notification of denial, whichever period is longer.

Any club or organization that received GSG funds for that year must submit a final report consisting of a detailed outline of any activities conducted during the previous year, an expense report including all income and expenditures, and receipts for purchases made with GSG funds. If a club or organization that has received funds from GSG fails to submit this final report of activities and expenses, they lose their good standing with GSG and funding privileges for two semesters.

Any club that did not receive funding and would like to in the next semester should also submit a report of their activities and expenses to provide support for their upcoming funding request.

2. **Funding of Clubs and Organizations by the GSG**

Clubs and organizations that are officially recognized by GSG, are not defunct, and are in good standing may apply for funding at the same time the individual grant application process occurs.

Clubs and organizations may submit requests for recognition and funding concurrently; the funding application is then contingent on approval of the recognition application.
All funding requests made by clubs and organizations must include a proposed budget for the academic year, stating all sources of income, expected expenditures, and account balances.

Funding grants (approved requests) shall be limited to $300 per organization per semester. Funds will be given on a competitive basis, with preference given to clubs and organizations whose activities better fit within the mission statement of the GSG. Funds will be distributed by the Clubs and Organizations Committee based on the strength of a club or organization’s description of activities and demonstration of need.

The GSG will not fund the purchase, repair, upgrade or maintenance of any personally owned equipment. Any equipment purchased totally or in part with GSG funds becomes the property of the University of Maine, more specifically, the requester’s affiliated department. The GSG will also not fund the purchase of office supplies or other expenses that should be provided by the departments, unless there is a good explanation of its necessity.

If approved by the Senate, funding of clubs or organizations will be accomplished by issuing a check in the name of the contact person for the rewarded club or organization. The check must be deposited in the club/organization’s account within one month.

B. GSG Individual Grants

1. GSG Grant Application

The GSG Grant Application should be available for students as early as possible each semester. The Application should be available in electronic format on First Class and the GSG web page. Paper copies shall also be available to the public upon request. Any GSG grant rule changes or evaluation policies must be approved by the Senate before incorporation into the GSG Grant Application. It is recommended that these changes be proposed at the end of the semester prior to being incorporated. The due date of the GSG Grant Application should be no later than 5 weeks into the fall semester and 4 weeks into the spring semester. The evaluation process should start within one (1) week of application due date and the issuance of award checks no more than six (6) weeks after the application due date, unless the University calendar prohibits.

Using feedback from grant applicants, the Grants Officer shall seek to make the Grant Application and the application process conducive to the entire graduate student body. The Grants Officer may create a committee (Grants Committee) to assist in these modifications. Modifications should also be made to make the grants process less cumbersome for the Grants Committee and Grant Readers. At least one paper copy of every Grant Application shall be filed and archived for a
length of time to be determined by the Senate. If applications are accepted electronically, papers submissions shall also be accepted so that no graduate student shall be prohibited from applying for GSG research funding.

2. Funding Timetable

Grant applications in the Fall semester will be accepted for monies to be spent during the Spring semester, the current semester, and for reimbursement for monies spent during the previous Summer, as defined by the University calendar. Grant applications in the Spring semester will be accepted for monies to be spent during the next Summer, the current semester, and for reimbursement for monies spent during the Fall semester, as defined by the University calendar. Note that funding for the Summer may be applied for in advance, or retroactively.

3. Grant Readers

The Grants Officer distributes monies from the GSG grants budget to fund graduate student’s research in all areas of discipline. The Grants Officer must form a committee of eight to twelve graduate students whose responsibility it is to read and evaluate grant applications (Grant Readers). Every attempt should be made to get students from a wide variety of disciplines, both from liberal arts and humanities and physical and life sciences. The Grants Officer may be a Grant Reader, but is not required to be. Members of the GSG Grants Committee and Grant Readers are allowed to apply for GSG grants provided that they do not evaluate applications in the category which they are applying. The Grants Officer may apply for a GSG grant but is not encouraged to do so during his/her term in office. If the Grants Officer chooses to submit a grant during his/her term, then they should notify the President of Graduate Student Government so that the appropriate oversight may be implemented to ensure equal strigency across all grant applications.

4. Grant Evaluations

The Grants Officer shall call a meeting for the Grant Readers to go over how to review and evaluate the grant applications. At this meeting it is important to discuss what to look for in each grant application, as well as to discuss and approve an appropriate grading system. Grant evaluation score sheets should be printed up to give to the reviewers. These sheets make it easier for the Readers to evaluate each application fairly. The Grants Officer distributes the applications to be reviewed, trying to give each of the Grant Readers approximately the same number of grants. This is accomplished by looking at the number of applicants in each of the 2 areas (degree-related research and travel to present) and dividing up the groups between any subcommittees the Grants Officer deems necessary.

If the Grants Officer forms subcommittees, they may meet individually to discuss
grants within their funding category. At any individual subcommittee meetings, the reviewers discuss each of the applications individually. At this time reviewers may change their scores, but the changes must be documented on the evaluation sheets. The Grant Readers may also suggest ways to fund the grants or change the funding process.

5. Evaluation Timetable

The Grants Officer shall distribute application to the Grant Readers no more than one (1) week after the application deadline. The Grant Readers shall have approximately four (4) weeks from the time the applications are available to them to read and evaluate the applications. After this evaluation period the Grants Officer shall call meetings of the readers for each of the two categories to determine their final scores. Letters of rejection/acceptance shall be mailed to applicants no more than one (1) week after the Grant Readers’ meetings have occurred. The entire evaluation process shall take no more than six (6) weeks.

6. Grants Database

The Grants Database (currently listing grant recipients from fall 1996 to present) must be updated each semester with the names of all individuals receiving GSG grants. The names of each person shall be entered as receiving a GSG grant. Each recipient of a GSG grant is required to turn in receipts for his/her expenditures within three weeks of the monies being spent. Applicants who have not turned in their receipts are not eligible to receive additional funding from the GSG. The Grants Database must reflect eligibility, as decided by presence of receipts for an individual.

7. Checking Student Status

Students receiving GSG grants must be graduate students, who have paid the student activity fee, at the time of applying for the GSG grant and when the money is spent. The Graduate School is available to verify applicant status.

8. Funding Applications

One funding category may have a lower average evaluation score than the other. The Grants Officer must normalize the scores after the points have been recorded. It is then up to the discretion of the Grants Officer on how to fund the applicants, but there are many possibilities. Fewer grants can be funded at a higher percentage, or more grants funded at a lower percentage. Funding may occur in a stepwise manner: 90%, 80% 70% etc or funding may decrease in smaller amounts: 98%, 96% etc. The GSG has adopted the policy that grant applications cannot be funded at less than 50% of the amount requested. Usually the top applicant(s) receive 100% of what they requested.
9. Letters of Rejection/Acceptance

After the Grants Officer has determined how to fund the applicants, letters of rejection and acceptance are mailed to the applicants. In these letters, basic information about that semester’s grants are included such as: number of applications, number funded, amount of money requested, amount of money available, average amount funded, and the number of applications in each of the two categories. More statistics should be calculated and may be included such as: number of arts/humanities and physical/life sciences grants and applications broken down by department. While these do not necessarily have to be included in these letters, this information can give insight into the fairness of the evaluation process or if there is some bias to a field or department. These letters should state the amount of money the applicants receive, when checks can be picked up, and that copies of evaluator’s comments can be picked up at the GSG office. Correspondence of this type may be by e-mail.

10. Copies of Evaluations

Copies of the evaluations should be made available to the applicants. They can be mailed with the letters, available in the office for pick-up, or as requests are submitted, copies can be made.

11. Changes in Funding

Sometimes an applicant who received funding wants to change what the funding is used for. The applicant must submit to the Grants Officer documentation on what the original funding was supposed to purchase and what the changes in purchasing will be. Basically, the old and the new revised budgets and budget explanations must be submitted, along with a statement of why the uses of the funding have changed. It is then up to the discretion of the Grants Officer to allow any changes in funding expenditures. If there is a complete change in the project then the applicant shall be asked to return the money to the GSG and reapply at the next opportunity. Likewise, if the grant was for travel to a conference the money cannot be used for research supplies or other travel and the applicant should return the money to the GSG and reapply at the next opportunity.

12. GSG Representation

Each department must have a GSG representative attend at least 75% of the GSG Senate meetings during the current semester and the previous semester in order to qualify for funding. If a department does not have a representative, or has a delinquent representative, anyone applying for grant funds must request that an exception be made. This request must be made in writing to the Grants Officer at least 2 weeks prior to the grant application deadline. After taking into account the circumstances surrounding the petitioner’s departmental attendance record, it is at
the discretion of the Grants Officer to accept or reject the petition of the applicant. Once a decision is made, the Grants Officer must notify in writing the applicant who petitioned for the exception no later than one week after the request was made. In addition to notifying the applicant, the Grants Officer must notify the chair and the graduate coordinator that graduate students from this department are not eligible for GSG funding until a representative is appointed and meets the 75% attendance rule.

In addition, the Graduate Student Government will at the end of each semester publicize departmental attendance records and the names of departmental representatives.

VI. Secretary:

The Secretary is responsible for keeping the minutes, maintaining attendance, and recording the votes at all GSG Senate meetings, and acting as editor of the GSG newsletter.

A. Minutes

The Secretary shall keep good and true minutes of the meetings of the GSG Senate. The minutes shall be typed and then submitted to the President within one week of each Senate meeting. The submission shall be comprised of an electronic copy and a hard copy for the GSG files. The Secretary shall keep one copy of all materials handed out at the Senate meetings with the hard copy of the minutes for that meeting. Additional copies of handouts may be placed in other appropriate GSG Files.

B. Resolutions and Actions

The Secretary shall be responsible for notifying all the appropriate parties of resolutions passed and actions taken by the Senate in a timely manner.

C. Attendance Record at GSG Senate Meetings

The Secretary is responsible for maintaining the attendance records at all Senate Meetings. The Secretary should keep the other GSG Officers and the General Public apprised of departments whose GSG Representative has failed to attend 75% of the Senate meetings. This can be accomplished by keeping a hard copy in the GSG office and posting the attendance records on the GSG First Class Folder.

D. GSG Correspondence

The Secretary shall be responsible for the official correspondence of the GSG and shall take care to see that copies of all such correspondence are preserved on file in the offices of the GSG.
E. Newsletter

The Secretary is to act as editor of the GSG Newsletter. The Newsletter should be produced 1 to 2 times each semester and no more than once in the summer. It is to be electronically distributed to all graduate students at the University of Maine. The Newsletter should be a promotional and informational document about events and subjects that are significant to graduate students. The President will approve each version of the GSG Newsletter.

The Secretary is responsible for the compilation, printing and distribution of each issue of the GSG Newsletter. Distribution should be through campus mail, to the Departmental Administrative Assistants, with reusable envelopes if at all possible. The Secretary shall update the Newsletter Distribution List as necessary and should contact each Departmental Administrative Assistant with instructions for distribution at the beginning of the year. The Senate should be able to verify proper distribution.

F. Vote Casting

The Secretary is responsible for documenting a quorum at each Senate meeting. The Secretary shall inform all in attendance at each Senate meeting of their voting privilege, and is responsible for counting and recording each Representative’s vote.

VII. Outreach and Professional Development (OPD) Officer

The OPD Officer shall have the responsibility for GSG’s philanthropic, social and professional development activities.

A. The OPD officer shall act as coordinator for the social committee. If there is no social chair the OPD Officer shall be the chair. The committee is responsible for coordinating outreach and professional development events. The OPD Officer shall assist in facilitating the Grad Expo, and shall collaborate with departments and local groups to organize larger scale events. The OPD Officer shall work to publicize GSG philanthropy.

B. The OPD Officer shall organize events that promote professional development. The OPD Officer shall help to promote other departments’ professional development events to the graduate student body. The OPD Officer shall seek to co-promote these events where appropriate. The OPD officer shall engage with clubs that the GSG funds and will keep track of their events in an effort to expand the definition of what professional development means.

C. The OPD Officer shall work with the Alumni Association to organize networking and other outreach events.
D. The OPD Officer shall serve as a co-organizer with the Vice President in putting on the Grad Expo. He/she is to serve on the Grad Expo committee and help with the delegation and completion of tasks set forth by the Vice President.

VIII. Board of Trustees (BOT) Representative

The BOT Representative shall act as a liaison between the University of Maine System Board of Trustees and the Graduate Student Government.

A. The Board of Trustees Representative is responsible for acting as a liaison between the University of Maine System Board of Trustees and the Graduate Student Government.

B. It shall be the duty of the Board of Trustees Representative to attend the bimonthly Board of Trustees meetings.

C. It shall be the duty of the Board of Trustees Representative to be familiar with the nature, needs, and concerns of the graduate student body.

D. It shall be the duty of the Board of Trustees Representative to be familiar with the nature and process of decision making in the System, including attending System training sessions.

E. It shall be the duty of the Board of Trustees Representative to advocate in the best interest of the graduate students at the University of Maine.

F. It shall be the duty of the Board of Trustees Representative to provide reports of Board meetings to the Graduate Student Government Executive Committee, Senate, and Graduate Dean.

G. It shall be the duty of the Board of Trustees Representative to serve as a non-voting member of a Board-appointed committee, including attending off-cycle meetings if they occur.

H. It shall be the duty of the Board of Trustees Representative to meet any additional expectations of the Graduate Student Government as may arise.

I. It shall be the duty of the Board of Trustees Representative to communicate between Board meetings with the other Board of Trustees Student Representatives.

J. It shall be the duty of the Board of Trustees Representative to serve as an advocate for the University of Maine System.

K. It shall be the duty of the Board of Trustees Representative to take notes during his or
her committee meeting and forward them to the Chair of the Board and the Chair of the Student Representatives within 1 week.

L. It shall be the duty of the Board of Trustees Representative to facilitate Student Representative meetings with the Board on a rotating basis.

M. The BOT Representative is a two-year position appointed by the President of the University rather than an elected position within the GSG. As such, the BOT representative must be available to fulfill all of the responsibilities as outlined in the GSG Constitution and the Standing Rules for two full years.

N. In the second fall of the BOT Representative’s term, a call for nominations for the next BOT Representative shall be made. Candidates shall undergo an interview process with the current BOT Representative, the GSG President, the Dean and Associate Dean of the Graduate School at a minimum. Final selection of the a candidate by the interviewers shall be presented to the GSG Senate for endorsement before being forwarded to the President of the University for formal appointment for the following term.

IX. Office Assistant

The Graduate Student Government may elect to hire a part-time office assistant to staff the GSG office. The Office Assistant shall not be responsible for typing the GSG minutes, unless appropriately compensated.

Passed: April 17, 2013
Revised: 9/1/09, 12/5/12 and 4/17/13
Formerly the “Procedures of GSG Officers”