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Travel Policy

Travel approved for graduate students representing CGS at conferences, meetings and at other events shall be fully funded for transportation, lodging, and other approved expenses in accordance with the Travel Policy and Procedures section of The Ohio State University Operating Manual. (This document outlines policies for various types of travel expenses, as well as procedures for reimbursement, receipts, and *per diem* expenses.) Funds shall be allocated under the categories "NAGPS Travel" or "Travel" within a specific committee's section on the CGS budget. In no instance shall CGS travel funds go to any individual who is not a graduate student at The Ohio State University. If alternate sources of funding are available to cover part or all of the travel expenses, individuals are expected to make maximal use of them.

The Executive Committee may approve travel requests except in the following instances, which require the approval of the Council:

- (1) The total cost requested per trip for all individuals exceeds \$4,000;
- 2) The cost for any individual person exceeds \$1000; or
- (3) The request would result in an individual receiving more than \$2,000 in total CGS travel expenses during a fiscal year.

This policy will take effect as of July 2015.

Delegate Online Election Procedure

Purpose: The purpose of this standing rule is to outline the procedure that CGS will utilize to ensure the success of the online delegate election system managed and maintained by CGS. Further, compliance with the procedures outlined in the standing rule will constitute compliance with Bylaws Article 1 Section 4.

Procedure for spring quarter elections:

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1. CGS will send an email providing the declaration of candidacy and election timeframe during the second week of spring quarter to all delegates, graduate studies chairs, and graduate student organizations registered with CGS. The email will include a link to the site that includes information about candidacy eligibility, voting eligibility and the declaration of candidacy form. CGS will also submit information about the election to OSU Weekly for distribution during the second and third weeks of the quarter.
2. Declarations of candidacy will be accepted during the third and fourth weeks of spring quarter.
3. CGS will verify the eligibility of students' candidacy by 5:00 p.m. Wednesday of the fifth week of spring quarter.
4. CGS will send an email to all graduate students one day prior to the opening of the election period which will include links to the voting site, the dates that voting will be available, and a form that will allow students to sign up for a voting reminder email.
5. The voting reminder email shall be sent approximately half way through the voting period.
6. The voting period shall be held from 12:00 p.m. on Friday during the fifth week of spring quarter until 5:00 p.m. on Friday of the sixth week of spring quarter.

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7. The Organization and Elections Committee shall certify the election and announce the results via the website within one week of the close of the voting period.

8. Less than catastrophic failure of the system: A catastrophic failure is defined as the unavailability of the voting system for more than 72 hours or the inability to accurately record votes. If the online system is unavailable during the voting period for less than 24 hours, no change to the voting period is necessary. If the online system is unavailable for more than 24 hours but less than 72 hours, the voting period shall be extended until 12:00 p.m. Tuesday of the seventh week of spring quarter. CGS shall provide information on the voting site outlining any changes in the voting period and time voting is expect to resume when the system is unavailable during the voting period.

9. Should there be a catastrophic failure of the system during the voting time period, all recorded votes shall be disregarded and a new election period of at least 7 days must occur by the tenth week of spring quarter. CGS shall use all reasonable means to inform graduate students of the new voting period.

Procedure for autumn quarter elections:

1. CGS will send an email providing the declaration of candidacy and election timeframe during the second week of autumn quarter to all delegates and to graduate studies chairs and graduate student organizations registered with CGS of departments lacking full delegate representation. The email will include a link to the site that includes information about candidacy eligibility, voting eligibility and the declaration

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of candidacy form. CGS will also submit information about the election to OSU Weekly for distribution during the second week of the quarter.

2. Declarations of candidacy will be accepted during the second week of autumn quarter.
3. CGS will send an email to all delegates and to graduate studies chairs and graduate student organizations registered with CGS of departments lacking full delegate representation one day prior to the voting period with information including a link to the voting site, the dates that voting will be available, and a form that will allow students to sign up for a voting reminder email.
4. The voting reminder email shall be sent approximately half way through the voting period.

CGS Delegate Attendance Policy

The Council of Graduate Students is the representative body for all graduate students at OSU. One of its strengths is its dedication to inclusiveness and participatory democracy: There are over one hundred delegates representing almost ten thousand graduate students at OSU, and CGS representation on over one hundred University and Senate committees. Therefore, delegate participation in CGS is crucial to ensuring that graduate student concerns from departments are brought to CGS, and that CGS delegates and representatives share information of concern with each other.

1. Delegates are expected to attend all CGS delegate meetings unless they have a reasonable excuse and/or send an alternate in their stead.
2. Reasonable excuses for not attending delegate meetings include classroom obligations such as teaching and attending class or examinations, mandatory

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departmental meetings, obligations to family and work, and other reasons deemed reasonable by the Secretary of the Council. Please discuss other reasons with the Secretary for his or her consideration. This policy is intended to be flexible and reasonable, given the many obligations and demands on graduate students.

3. Delegates who cannot attend a meeting should inform the Secretary of the Council, stating their reason and which meeting(s) are affected, preferably prior to the meeting, through [email](#) or, if email is unfeasible, by phone (292-4380).
4. When a delegate misses two CGS delegate meetings in one quarter due to an unexcused absence or without notifying the Secretary of an excusable reason, and does not send an alternate in his or her stead, the Secretary will send a reminder letter to the delegate requesting his or her attendance, and a copy of the letter will be sent to the Chair of the delegate's Graduate Studies Committee.
5. After a reminder letter has been sent, should a delegate miss any subsequent delegate meeting-over the course of the academic year due to an unexcused absence or without notifying the Secretary of an excusable reason, and does not send an alternate in his or her stead, the Secretary shall take steps to decertify the delegate and send a letter notifying the delegate and the Chair of the delegate's Graduate Studies Committee of this action.
6. Should a delegate send an alternate in his or her stead to three meetings in the course of the academic year, the Secretary will recommend that the alternate be seated as a delegate of the Council and the original delegate become an alternate representative for that unit of representation subject to approval by the Organizations and Elections Committee and the constituents of the unit of representation.
7. For the summer quarter, delegates should notify the Secretary if they will not be in residence in Columbus. If that is the case, this attendance policy will

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not apply to such delegates for the Summer Quarter. However, delegates in this situation are encouraged to send an alternate in their stead to the Summer Quarter delegate meetings.

Alternates for CGS Delegates

Because the purpose of the Council of Graduate Students is to represent the graduate students of the university, should a delegate be unable to attend a delegate meeting or any meeting on the behalf of CGS, he or she should send an alternate to attend the meeting. As it is often the case that reasons for absence come up with little notice, having an alternate specified in advance will be of great assistance to delegates should they need to miss a meeting. As such, the Council has the following procedure for selecting alternates.

1. Like regular delegates, alternates must meet the qualifications for graduate student status in good standing as defined by either that person's program of study or the graduate school, in accordance with *Article IV, Section 1 of the Constitution of the Council of Graduate Students*.
2. If possible, the delegate should specify his or her alternate in the delegate registration form. CGS will notify the elected delegates of other students in their unit of representation who have expressed interest in serving and would be a good choice for an alternate. In the event that a new alternate needs to be named after the registration form has been submitted, the delegate should notify the Secretary of the Council.
3. The alternate must not be a regular delegate and must be from the same Unit of Representation (as determined by the Organization and Elections Committee) as the regular delegate. Should such an alternate not be feasible, alternates from other Units of Representation may be permitted at the discretion of the Vice President of the Council.

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4. Alternates should sign in at delegate meetings to ensure that attendance is recorded properly.
5. Alternates may speak, make motions, and vote during Delegate Meetings, but must use the delegate's placard to do so. His or her actions will be recorded as "Alternate for Delegate X" in the meeting minutes.

Refreshments Policy

Refreshments may be provided during General Meetings, Committee Meetings and other such organizational meetings as deemed appropriate. Refreshments include food and beverages. Refreshment purchases must be approved through standard procurement procedures. Large events to which all graduate students are invited, such as the Fall Picnic and Spring Picnic, are exempt from this policy.

The Executive Committee may propose and the Council may approve a budget allocation within the following guidelines:

1. Funds for refreshments shall be allocated under the category "Administrative: Meeting Refreshments."
2. Total expenditures for refreshments may not exceed ***the greater of \$10,000 or 6.5% of the total CGS Yearly Budget.***
3. Requests for refreshments for meetings other than General Meetings and Committee Meetings shall be submitted one week in advance for approval by the CGS president and treasurer.
4. Refreshment expenditures for any single meeting shall not exceed ***\$10.00 per person.***

Advertisements Policy

The Council of Graduate Students may provide advertising opportunities to businesses and organizations under the purview of the Communications Committee. The Communications Committee shall make decisions based on the following guidelines:

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1. Advertising may be placed in any available and appropriate media outlet including but not limited to the CGS website, E-Voice, and the delegate packet.
2. The Communications Committee will set rates for all available media sources and advertising sizes. The Executive Committee shall approve the rates no later than the first fall quarter meeting of the Executive Committee each year. These rates shall be binding until new rates are approved or old rates are amended with approval of the Executive Committee.
3. Proceeds from the sale of advertising will be subsumed in the Communications Committee budget.
4. Charges may be waived at the discretion of the Communications Committee for 501(c)(3) charitable organizations.
5. Organizations who do not reflect the approved goals and priorities of CGS may be denied free or paid space. An appeal may be made to the CGS Executive Committee for reconsideration of an advertising opportunity. The Executive Committee's decision is final.

The Edward J Ray Travel Award for Scholarship and Service

Purpose. The purpose of the Professional Development Fund (PDF) is to provide travel grants to qualified graduate students, fostering their professional development by allowing them to present their research at domestic and international conferences. The PDF sets itself apart from other funding sources in that it recognizes graduate students for their service to the University and to the wider community.

Committee Composition. The Ray Travel Award committee shall consist of:

- CGS Treasurer serving as chair,
- At least four students
- In addition, up to three faculty members may be appointed by the CGS Vice President

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A combination of students and faculty members from at least three colleges shall constitute a quorum for any individual judging round.

Judging. The PDF is a competitive program, and as such, no more than forty percent of the applications received in a given year may be funded. Each quarter, applicants shall apply using a form approved by the PDF committee that takes into account at least the following factors:

- The applicant's ability to convey the importance of the research being presented
- The relevance of the proposed presentation to the applicant's professional development
- The applicant's service to their department, the University as a whole, and the wider community
- Faculty statements of support for the applicant's research

The Ray Travel Award Committee may set the award amount to any amount not to exceed \$1000. When the Committee changes the Award amount, the Treasurer must ensure that promotional materials regarding the Award, including but not limited to, information on the CGS website, is update to reflect the new amount at least four weeks prior to the Application Deadline for the Award period in which the Committee desires the changed amount to take effect.

The committee's decisions regarding Awardees cannot be appealed.

Eligibility. Applicants must satisfy at least the following criteria to be awarded funding:

- They must be graduate students in good standing with the graduate school and their program.
- The application must be submitted prior to conference attendance.

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Allowable Expenses and Reimbursement. All PDF awards are paid out as reimbursements. All relevant university policies shall be observed in determining allowable expenses. Reimbursement shall not occur until the recipient has

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provided CGS with both an acceptable form of proof of conference presentation and acceptable receipts.

CGS Distinguished Service Awards

Purpose. The Council of Graduate Students presents the CGS Distinguished Service Awards to recognize those students, staff, faculty, administrators and community members who have rendered exceptional service to graduate students at The Ohio State University on a yearly basis.

Application Requirements. Nominations must be submitted to the Executive Committee by the fifth Wednesday of Spring quarter and include the following:

- the name of the nominee;
- the nominee's address, telephone number, and e-mail address;
- the nominator's name, address, telephone number, and e-mail address;
- the name and contact information of one additional reference for the committee to contact;
- a letter describing the individual's qualification for the award; and
- a copy of the nominee's resume, vita, or equivalent.

Recipient Selection. The Executive Committee shall select no more than three recipients in any one year. Individuals shall be eligible again for consideration five years after receiving an award. No voting member of the Executive Committee may receive the award.

Guidelines for Organizations Seeking CGS Co-Sponsorship of Events

Purpose. The purpose of co-sponsorship is to broaden the opportunities of graduate students by enabling groups such as University departments, student organizations, and non-university groups to partner with the Council of Graduate Students to provide graduate students with unique educational, cultural, and social opportunities. Co-sponsorship is more than just a cash subsidy and should

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entail a partnership in resources and planning between the Council and the requesting organization.

Application Requirements. The organization seeking co-sponsorship must provide the following information to an appropriate standing committee of the Council (not including the Executive Committee):

- an explanation of the event, focusing on the benefit to graduate students at Ohio State;
- the event's budget;
- the list of other confirmed and expected co-sponsors;
- the specific dollar amount desired from CGS, not to exceed \$500;
- an explanation of how CGS will be involved in the event;
- the number of volunteers that CGS will be expected to contribute to the planning committee and to the event itself;
- the methods that will be used to assess the event;
- the means by which CGS will be recognized as a co-sponsor of the event;
and
- the anticipated number of graduate student participants at the event.

Guidelines for Committee Approval of Co-Sponsorship. The standing committee that receives a request for co-sponsorship shall take the following factors into account when reaching a decision on co-sponsorship:

- the expected impact of the event on graduate students;
- the event's relevance to the committee's goals and objectives;
- the opportunity for substantial contribution to the planning and implementation of the event; and

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- the event's relevance to the overall goals and objectives of the Council of Graduate Students.

The standing committee may choose to provide non-monetary resources as the exclusive form of co-sponsorship of an event. The standing committee's determination is final and can only be appealed by a resolution to the Council of Graduate Students sponsored by at least five voting members of the Council explicitly stating the budget line that will provide the funding.

Eligibility. Applicants must satisfy the following criteria to receive monetary co-sponsorship:

- In the case of a student organization (excluding Inter-Professional Council and Undergraduate Student Government), the organization must be registered and have exhausted all available Council on Student Affairs funding provided through the Student Activity Fee;
- In the case of University departments or external organizations, the event must be primarily designed to serve graduate students; and
- Events for which co-sponsorship is requested must fit within the overall goals and mission of the Council of Graduate Students.

Committee Chair

- The Committee Chair is the presiding member of the committee. This person is responsible for managing the committee operations.
- The responsibilities of the chair are to include the following:
 - Determine a time and place for the meeting to be held
 - Produce an agenda for each meeting
 - Conduct the meeting pursuant to Roberts Rules of Order
 - Report committee progress to the delegate body
 - Report directly to the President

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- Appoint a Vice Chair to the Committee

Committee Vice Chair

- The Committee Vice-Chair is the second presiding member of the committee. This person is responsible for assisting the chair in managing the committee's operations.
- The responsibilities of the Vice Chair are to include the following:
 - Take attendance at each meeting and submit attendance to Secretary
 - Take the minutes
 - Submit the completed committee reports to the Secretary
 - Fulfill the responsibilities of the chair in his or her absence

(as revised, 17 July 2009)