

**Graduate Student Association
Club Handbook**

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Why Become a GSA Recognized Club?

- ⌚ A club must officially be recognized by GSA to receive any GSA funding.
- ⌚ You must be recognized by GSA to use the facilities at the Joe Crowley Student Union.
- ⌚ Only GSA recognized clubs can vote on the Club Council.

How Do You Become a Recognized GSA Club?

In order to be considered for GSA recognition, an organization must not be discriminatory with regards to race, color, creed, religion, national origin, age, sex or handicap.

- The organization must consist of at least 50% graduate students.
- Groups seeking recognition must submit the following items to the GSA Advisor:
 - a. Brief description of the organization's purpose and activities
 - b. Copy of the organization's Constitution
 - c. GSA Application for Club Recognition form
 - d. Agenda item request form for club recognition
- Attend the GSA Council meeting in which your club is to be recognized. This date will be available after your forms are turned in.

Note: Organization's may be granted Ad Hoc status for the period of one semester for the sole purpose of locating an advisor.

Recognized GSA Club?

1. Once an organization has been recognized, each year that organization needs to submit an update form on or before 9th October.
2. Keep checking [GSA website](#) for any GSA policy, bylaw and constitution change. GSA will not be responsible for informing its clubs individually.
3. In case of a question or concern, please contact GSA advisor immediately.

Guidelines for Writing a Constitution

Your constitution should clearly describe how your organization will conduct business. This will be especially important when you are no longer at Nevada and others have to follow in your footsteps. It should include your purpose, how officers are elected and what they are responsible for, how money will be handled, how business will be conducted, and more.

Article I Preamble

State the purpose and aims of your organization.

Article II Name

State the full name of the organization.

Article III Membership

State requirements, rights, duties, resignation, and termination methods for members. Remember, according to University policy, no organization may discriminate in its membership with regards to race, color, creed, national origin, age, sex, handicap or sexual orientation.

Article IV Officers

List the officers of your organization, method of selection, term of office and general duties.

Article V Executive Council

State the composition of the Executive Council (committee or board) and method of the selection to members, their term of office, general duties, authority, and responsibility. Provision for vacancies of officers or other executive council members may be included in a section under this article.

Article VI Quorum

State the size for all of your organization's regular meetings.

Article VII Parliamentary Procedures

Questions of parliamentary procedure shall be decided according to Robert's Rules of Order, latest Edition.

Article VIII Amendments

Amendments require previous notification to the membership and 2/3's or 3/4's affirmative vote of those present and voting, or those present for this adoption.

Guidelines for Obtaining Funding through GSA

The following are ways in which you may obtain funding for your clubs activities and events.

1. Directly from GSA

Funds obtained directly from GSA are to be used towards events such as lectures, social events, and others. A good guideline to follow is to ask yourself if what you are planning favorable improves the social or academic life of graduate students. If you do receive GSA funding we request that GSA be acknowledged in some way in the advertisements. Also, we request that any events be reported to the Communications Committee (through the Club Council) so that we may advertise them on the website. This will also help your club in terms of advertising.

Procedure:

For each event, you must fill out an agenda request form and submit it to the GSA Advisor two Tuesday's before the Council meeting in which you wish to receive funds. There is also a form entitled [Club Funding Request](#) that can be found on-line that must be filled out in full and turned in with the agenda request.

2. Travel Grants

This program is designed to fund individual students for travel to and from conferences and field work. We request that clubs have each member individually apply for funds for any travel that your club wishes to undertake. Forms are available and due generally towards the beginning of each semester for travel to be done that semester. Please consult the website for the newest version of the travel application.

GSA Club Services

Webpages: GSA will provide a link to your club's web page through our website. Clubs may obtain a website by going through Student Computing Services.

Room Reservations: GSA recognized clubs can reserve rooms in the JTSU. Rooms are available on a first come first serve basis and generally fill up early in the semester. The correct person to contact would be Heather Turk in the JTSU Scheduling Office.

Club Council: The Club Council is new this year. It is a sub body under the GSA and is chaired by the Internal Vice President. Every Club has one vote. A representative from the Communications Committee may be in attendance to every Club Council meeting to ensure that any pertinent club information gets on the website.