

Minutes: Representative Training  
January 29, 2016

**Training:**

- Showcased new application: availability TBA
  - Printed 300, please take an appropriate number for your department (i.e. Biology and English will need more than Music or Nursing).
- Reviewed application process:
  - Department head signature needed on Travel Request Form and GSO application.
  - Advisor letter needs to be on departmental letterhead with original signature.
  - Your signature should be the last thing on the application after you have reviewed everything and made sure it is correct.
- Before you email questions to the executive council, please check the GSO website, the bylaws, and the faqs page. When we get questions, we often go to these locations to research the answers; we ask that you do the same first.
  - Remember to encourage the students in your department to always come to you first with questions and concerns. If you can't help them, then you come to us. We are happy to help, but we encourage delegation.
- Proxies:
  - If a student has applied but can't attend a meeting, he or she must send a proxy. And they must fill out the proxy webform 24 hours in advance. If they fail to fill out this form, their application will be carried over to the next meeting.
  - If a representative can't attend a meeting, he or she must send a proxy.
  - If a representative can't attend the whole meeting, we ask that a proxy attend with the representative who can stay till the end.
- Interim applications:
  - Applications with dates during an interim period can be submitted either the semester before or the semester after as long as they are enrolled in that semester.
- Update on Hotels and Flights
  - For plane travel, a traveler must book a flight through the state contracted travel agency, Shorts Travel Management. This requirement is mandatory unless approval is granted from the State Travel Office. They should be able to indicate on the Request for Travel Form that they bought through Shorts.
    - Here's a website: <http://administrativeservices.louisiana.edu/travel/flight>
  - For hotel, a traveler is allowed to book their own hotel reservation.

## **Motions:**

- A motion was made that if a representative or a proxy fails to attend a meeting, her or his department is penalized for only the current meeting and not the following meeting as previously done. No members of his or her department will be able to receive money for that current meeting. All privileges will be reinstated at the next meeting. If a representative is absent for two concurrent meetings, an email will be sent to the representative and the graduate coordinator of the department. We will add this change to the bylaws and vote on that change. Motion seconded and carried.
- A motion was made to keep bylaw XB as it is currently stated: *Graduate students not enrolled during the summer semester are not eligible to receive funds at a summer meeting. These applications may be heard in the subsequent fall semester and treated as a regular fall application. All funds received in the fall, regardless of the semester (FA or SU) in which the receipts were generated, will count toward the student's Council Determined Funding Limit of \$400 (\$500 if international). Any funds remaining at the end of the summer semester will be rolled into the following fall's budget. Students enrolled in the summer should continue to submit applications for summer funding at the summer meeting.* Motion was seconded and carried.