

## GSA GUIDELINES FOR ALL COMMITTEES

Note: additional rules for specific committees are given in individual committee sheets.

### ❖ Membership

1. Committee member categories and definitions:

At-large member	Nominated and appointed from the membership “at large”.
<i>Ex officio</i> member	Member “by way of office”. May be voting or non-voting (e.g. Section Representatives, Council members, Headquarters Liaisons, officers from other organizations).
Conferee	Invited non-voting participant.
Councilors	Must be a current councilor at time of appointment.
Student	Must be a student member at time of appointment.
President	The president, or a representative designated by the president, shall be an <i>ex officio member of every committee</i> .
2. At-large members and *ex officio* Council members are nominated by the Nominating Committee and forwarded to Council for approval and appointment. Committees may make recommendations to the Nominating Committee. *Ex officio*, non-Council committee member slots and conferees for each committee are filled by the individual or organization holding the designated office or position.
3. Member-at-large positions that require specific outside GSA associations such as membership in one of the following organizations: AIPG, AAPG, AASG, SEG, SEPM (GSA Associated Societies) will be assigned to Council to fill the assignments (use on a rotating basis).
4. Division/Section Representatives – At least two names must be submitted for consideration to fill vacancies for each Division/Section representative position on GSA Committees. (Approved by Council 8 October 2008.)
5. Committee Member terms are limited to 3 or 4 years as specified in individual committee rules.
6. Committee Members will not serve consecutive terms. Exceptions must be approved by Council.
7. Terms of office starts July 1 and ends June 30, except for the Joint Technical Program Committee (JTPC-1 December XX thru 30 November XX). Any exceptions must be approved by Council.
8. Each committee will be assigned a Director Advisor and/or Liaison. The Director Advisor is a director-level staff member, or higher-level executive, and serves as an *ex officio* member of the committee.
9. If a committee chair resigns or is not performing, the GSA President will discuss this issue with the Executive Committee and then name a new chair from the current committee list for the for the interim.

### ❖ Meetings

1. Spring committee meetings held in person will be held on a schedule that allows them the most flexibility to accomplish their charge.
2. Spring committee meetings held in person will be held at GSA Headquarters in Boulder unless approved by the Executive Director or Council in advance.

❖ **Planning**

1. The Committee and Director Advisor and/or Liaison will jointly develop annual objectives for the committee. In addition to fulfilling the basic function of the committee, these objectives will serve to further the GSA Strategic Plan, be aligned with the GSA mission, and support the current headquarters business plan(s), as appropriate.
2. Annual objectives that have a budgetary impact should be developed in conjunction with the Annual Budgeting Process and within the budget schedule to allow for those data to be included in the budget recommended to Council. This will also allow time for the Programmatic Overview Committee to consider new initiatives or new spending.

❖ **Budgets and Expenses**

1. Annual committee objectives/plans are subject to the annual budget process for approval and then to the budget allocated to the committee by the Council.
2. Headquarter Liaisons will promptly convey accurate budget information to Committee Chairs.
3. Chairs are jointly accountable for their committees' annual allocated budget with the Headquarters Liaison.
4. Travel Guidelines for Council, Committees, and Other GSA Members Traveling on Behalf of GSA (*Revised August 2010*)

***Expenses***

The Council of the Society requests that expenses incurred in connection with service on committees or Council be paid from other sources whenever possible. *Participants who cover all or part of their own expenses may request, from the Headquarters Liaison, a receipt to allow income tax deductibility.* In the absence of such sources, reimbursement for expenses may be requested from the Executive Director.

If travel is necessary, reimbursement will be as follows:

***Travel costs***

GSA will reimburse up to the amount for discounted, advanced-purchase, economy airfare.

**Local transportation**

GSA will pay for a round trip shuttle from the airport to meeting location. Car rental will only be reimbursed up to the amount of a roundtrip shuttle ticket; if others on GSA business share the car, GSA will also reimburse the equivalent amount of the additional shuttle tickets. GSA will also pay for airport parking, transit to departure and from return airport. Taxis may be used when an alternate source of transport is necessary or appropriate. Use of personal vehicle will be reimbursed at the IRS rate.

**Food\***

GSA will reimburse for meals and incidental expenses at the daily rate approved by the Federal Travel Regulations for per diem rates. GSA will not reimburse for meals that are provided. Expenses for alcoholic beverages will not be reimbursed by GSA.

**Lodging\***

GSA will pay the costs of lodging for nights associated with meeting attendance up to the rate approved by the Federal Travel Regulations for per diem rates.

\*To obtain domestic per diem rates for the location you are traveling to go to:

[www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)

\*To obtain foreign per diem rates for the location you are traveling to go to:

[http://aoprals.state.gov/content.asp?content\\_id=184&menu\\_id=78](http://aoprals.state.gov/content.asp?content_id=184&menu_id=78)

### **Exceptions**

No expenses will be paid for attendance at meetings held at the annual meeting. In unusual circumstances, requests for exceptions to any of these rules may be made to the GSA Executive Director.

## **INSTRUCTIONS FOR TRAVEL & EXPENSE VOUCHER**

The form should be completed and signed. Whenever applicable, receipts should be attached to the form. This is also required if a receipt is requested for a tax deductible donation.

### **❖ Reporting**

1. Minutes of committee meetings are optional. If the committee keeps minutes, these will be kept on record at GSA Headquarters.
2. Committee Chairs are required to submit written reports to Council in time for the Spring Council Meeting (or fall meeting as specified in the individual committee charge summaries).
3. The first page of the report will summarize requests for Council action. Sufficient background information to support requests will be provided in the report. [Note: recommendations should be made in the form of request for an action; e.g. a vote to endorse, a vote to change Council Rules, a vote to proceed with planning, etc.]

### **❖ Requests, Recommendations, Actions**

1. All committee reports go first to the Executive Committee, which then takes one of the following actions:
  - a) Accepts the report in whole as presented and passes on for Council acceptance [if the report does not include requests for Council action].
  - b) Makes recommendations on the requested action(s) and passes these recommendations on to Council for discussion and ratification.
  - c) Passes the report and recommendations directly on to Council for discussion and decision on requested action(s).
  - d) Returns the report and recommendations back to committee [if a request is not adequately supported in the report or other information is missing or should be developed].
  - e) Forwards the report to Council for input, then returns the report to the committee and Headquarters Liaison for business-plan development and preparation for POC [if committee is proposing new programmatic activity and/or new spending].