

Event Funding Guidelines

Graduate Student Council at the California Institute of Technology

As agreed upon by the GSC's Board of Directors on 8/17/2021 to specify the guidelines for events with Caltech-external speakers as requested by the GSC's Statutes, Article VI, Section 4.

1. Events that invite a Caltech-external speaker and want to receive GSC funding must apply for GSC's Event Funding. The inviting party must provide information about the speaker.
 - 1.1. The request should contain the speaker's name, general information, as well as a short description as to why they were chosen and what they will talk about/present/discuss.
 - 1.2. "Caltech-external" means someone who is not a student, postdoc, faculty or staff at Caltech or JPL. "Speaker" means that the invited person, group, company etc. will have an active role in the foreground of the event, e.g. presenting, discussing, commenting, etc. (As opposed to e.g. moderators or technical assistance who do not count as speakers.)
2. Requests will be processed by the following procedure:
 - 2.1. A Review Board (RB) shall be constituted, which will review the request and research the speaker.
 - 2.2. The RB will then formulate a recommendation, which it shall submit to the BoD and the requesting party, ideally within 7 working days via Email or the GSC Slack.
 - 2.3. In the next 7 working days, the BoD will discuss whether and/or in which form to fund the request. The discussion can take place at a meeting or asynchronously on the GSC Slack. The requesting party should be invited to attend and be heard.
 - 2.4. Should there be concerns, the discussion period can be extended, possibly including more meetings (see section 2.08 of the GSC Bylaws).
 - 2.5. At the end of the discussion period, the BoD votes on the funding request. The final decision will be taken by majority vote.
3. Each time a funding request comes in, a Review Board (RB) is formed by assembling at least two members from a Review Volunteer Pool (RVP).
 - 3.1. The RVP is a list of students (not necessarily BoD members) that have indicated to the BoD that they are willing and able to be available for RBs when funding requests come in. All BoD members are in the RVP by default but can be removed by opting out.
 - 3.2. The RVP has a chair whose only additional task compared to regular RVP members is to manage the list of volunteers and coordinate the formations of RBs. The RVP chair is elected by the BoD.

- 3.3. To ensure that some volunteers do not have a disproportionate workload, some form of random assignment, rotation or otherwise distributive mechanism should be in place when forming RBs.
- 3.4. Should there not be enough volunteers in the RVP to form a RB (or to avoid a few people being assigned multiple RBs in a row), the RVP chair can request help from the members of the BoD.
- 3.5. Ultimately, it is the BoD's responsibility to have an RB formed each time a funding request comes in.
- 3.6. Volunteers can decline reviewing a certain request for work or personal reasons, as well as if they believe they would not be impartial enough for a fair review.
4. The Review Board will review the speakers and formulate a funding recommendation based on the following guidelines:
 - 4.1. General guidelines for GSC funding as outlined in the Statutes and Bylaws apply, and the proposed speaker must adhere to all relevant legal codes and statutes, as well as Caltech's policies and regulations. Movie and media screenings must observe copyright laws.
 - 4.2. The RB will consider whether funding this speaker is consistent with GSC's and Caltech's values of diversity, equity and inclusion, both inside and outside the Caltech community.
 - 4.3. Speakers that discriminate or promote discrimination (in their own actions or words, not by affiliation) based on race, colour, ethnicity, national origin, sex, gender, gender identity, gender expression, sexual orientation, language, religion, political or other opinion, caste, class, socio-economic status, disability, health condition are grounds for denial of funding.
 - 4.4. In reviewing the speaker, the RB will consider information from different sources (e.g. the submitting club, the speaker's publications, the speaker's communication with the GSC and the submitting party, and civil rights or other organizations) and viewpoints. However, when evaluating a funding recommendation, the GSC BoD will consider the authenticity and reliability of the sources utilized.
 - 4.5. The format of the event (e.g. single-person talk vs. panel discussion, single vs. repeating events) will also be taken into consideration, especially in cases where concerns were raised by point 4.2.
5. The BoD welcomes feedback received through various channels about events (co-)funded by the GSC (e.g. email, feedback forms, personal communication) that may have violated the GSC's Mission. Such information, once verified, can be used in the future should funding requests from the same organizers or for the same invited speaker be received.
6. GSC (co-)funded events have to include the following disclaimer on any flyers, posters, or email notices publicizing the event:

Disclaimer: Views and opinions expressed by event guest speakers are those of the speaker and do not necessarily represent or reflect policy or positions of the Graduate Student Council (GSC) at Caltech. The GSC is committed to improve the academic, professional, and social experience of graduate students at

Caltech by engaging with campus offices, building a diverse and vibrant community, and advocating for a better quality of life.