



## **Spring 2017 GPSA Finance Committee Standing Rules**

### Section I: Membership

1. All committee members shall be selected in accordance with the GPSA Constitution and Bylaws.
2. A Vice-Chair will be appointed by the Council Chair.
  - (a) The Vice-Chair will serve as Chair in the absence of the Finance Committee (FC) Chair.
  - (b) The Vice-Chair will be responsible for the recording of minutes.
  - (c) The Vice-Chair will assist the FC Chair with other duties as agreed upon between the FC Chair and the Council Chair.
3. Each member shall be entitled to one (1) vote with the exception of the FC Chair who will vote only in order to break a tie.
4. Proxy voting will be allowed with a written statement of recommendations.
  - (a) Alternate Council Representatives can be voting members of the Committee.

### Section II: Meeting Schedule

1. The Finance Committee (FC) will adopt Standing Rules as the first item of business at its first regular committee meeting. Said rules will be forwarded to Full Council for approval.
2. Regular meetings will be held at least five (5) academic days prior to regularly scheduled monthly Council meetings.
  - (a) Notice of regularly scheduled meetings will be posted on GPSA website.
  - (b) Any changes to meeting time or place as well as any additionally scheduled meetings will be posted on website and social media.
3. Quorum will consist of a simple majority of all current committee members.

### Section III: Authority

1. The authority of the FC is granted through the discretion of the Council and the laws of the GPSA.
2. Funding allocations must comply with University policy and GPSA laws.

3. These FC Standing Rules are applicable to all funding allocations. The Standing Rules may be lifted under exceptional circumstances and after careful review by majority vote of the FC and, subsequently, the GPSA Council when the allocation is voted on. Following the vote and discussion, the standing rules will be reinstated.
4. The parliamentary authority shall be Roberts Rules of Order.
5. All standing rules are at the discretion of the Finance Committee.

#### Section IV: Meeting Format

1. Each organization requesting an appropriation must have at least one (1) GPSA member present at the monthly FC meeting for their appropriation in order to be allocated funds.
  - (a) If no student is available to present the FC will read e-mailed documentation at the discretion of the FC Chair. If the documentation is not considered sufficient the organization will have to present at the next regularly scheduled FC meeting.
2. Appropriation Presentations:
  - (a) Each organization will be allotted a five (5) minute speaking time to present their appropriation request to the committee. The presenter must be a GPSA member.
  - (b) Deliberations:
    - i. Reductions, increases, or other alterations to the request may be made by committee during deliberations.
    - ii. Speaking privileges during deliberations are restricted solely to the committee.
  - (c) The committee will not be able to make additional changes to the appropriations outside of the specified deliberation period.
3. Sample Agenda Format:
  - I Opening
    - a. Call to Order
    - b. Roll Call
    - c. Approval of Agenda
    - d. Approval of Minutes
  - II Preliminary Business
    - a. Gallery and Media
    - b. Chair Report
    - c. Budget Revisions
  - III Business

- a. Old Business
- b. New Business
  - 1) Chair updates to Appropriation requests
  - 2) Appropriation requests

#### IV Closing

- a. Committee Member Comments
- b. Committee Chair Comments
- c. Adjournment

#### Section V: Funding

Organizations are encouraged to request appropriations for the line items given below.

1. Advertising: the maximum allocation shall not exceed \$50.00.
2. Computer costs: the maximum allocation shall not exceed \$500.00.
  - (a) Computers purchased through appropriations are intended for on campus use for the benefit of entire organization.
3. Computer Supplies: the maximum allocation shall not exceed \$150.00. (ink/toner, etc.)
4. Conference Fees: the maximum allocation per organization shall not exceed a total of \$400.00 and the maximum allocation per student will not exceed \$200.00 per conference.
5. Copying Services: the maximum allocation will not exceed \$100.00.
6. Educational Supplies and Subscriptions: the maximum allocation for educational supplies will not exceed \$350.00.
7. Food/Refreshments: the maximum allocation shall not exceed \$300.00 per event unless overridden by two-thirds (2/3) vote from the FC.
  - (a) Amount allocated to be based on amount of graduate students present at event.
8. Honorarium: payment to an individual of special achievement or renown, willing to visit the university and participate in an event for a short duration of time. The maximum allocation shall not exceed \$250.00. UNM Staff and Faculty cannot receive honorariums per UNM policy. Travel and lodging shall not be funded.
9. Office Supplies: The maximum allocation shall not exceed \$100.00.
  - (a) Appropriations are only intended to cover office supplies of unexpected need or those associated with an event. Other office supply requests must go through the Spring Budget Cycle.
10. Travel: Organizations will be expected to provide information explaining how the travel benefits the UNM graduate student body.

- (a) Appropriations are not intended to cover travel which can be covered by SRG or PDG funds. The FC may consider funding such requests at its discretion. Organizations will be expected to follow up with the GPSA and provide proof of benefit of travel for graduate students and/or UNM as a whole.
  - (b) Per Diem, to include food and lodging, shall not exceed \$75.00 per person, per day with a maximum allocation of \$525.00 per person.
  - (c) Driving will be funded at a maximum of allowable by the University of New Mexico policy. Mileage allocation for more than one automobile per event must be explicitly proven necessary during appropriation process.
  - (d) Airfare will be funded at a maximum of seventy (70%) percent in economy class with a maximum allocation of \$800.00. There shall be a maximum of two students for airfare per appropriation. Three (3) airline estimates must be provided with the appropriation request. Organizations failing to provide estimates shall be denied funding for airfare.
11. Any line item requested, but not listed above, shall be categorized as “Other”, and may be funded up to \$500.
12. The following line items shall not be funded:
- (a) Dues and Fees to External Organizations
  - (b) Gifts and/or Prizes to either UNM students, faculty, or staff
13. Other Funding Notes
- (a) Student Organizations are limited to two (2) appropriation requests per semester. The Executive, Legislative and Judicial branches of GPSA may ask for additional appropriations. These will be heard at the discretion of the Finance Chair.
  - (b) Appropriations are intended for expenses as outlined in #V, items 1 through 10 of the GPSA Finance Committee Standing rules incurred by an organization.
  - (c) Appropriation requests must be received by the Finance Chair (gpsafin@unm.edu) no later than 5:00 p.m. on the following dates: September 30th, October 30th, January 29th, February 28th, March 31st.
  - (d) GPSA shall only allocate funding in whole dollars; all requests must be rounded to the nearest whole dollar.
  - (e) Each appropriation and budget shall automatically incur a UNM Foundation surcharge as determined by the University of New Mexico policy, to be added by Committee.
  - (f) Any physical equipment, office supplies, or educational materials/subscriptions purchased with GPSA funding must be stored at UNM, available to the organization and its members, when not being used for purposes of the organization on or outside of UNM.

- (g) The FC may recategorize and consolidate line items in an appropriations request at their discretion.

## Section VI: Budget Process

### 1. Requirements

- (a) The GPSA Budget Process shall follow all stipulations set forth in the GPSA By-laws.
- (b) The Committee shall follow the FC standing Rules in the Budget Process.

### 2. Budget Revisions

- (a) All requests for budget revisions must be received by the Student Government Accounting Office (SGAO) in the Student Activities Center (SAC) no later than 5:00 p.m. on the first Friday of the month or as specified on the GPSA website.
- (b) The FC shall review budget revision requests at each officially scheduled FC meeting.
- (c) The FC Chair shall sign off on Budget Revisions within two academic days of agreed action by committee.
- (d) Urgent Budget Revisions will be looked at between meetings at the discretion of the Finance Chair and with co-authorization by the Finance Vice-Chair.

### 3. Annual Budget

- (a) The timeline, requirements, presentation specifics, and budget application will be compiled into a “GPSA Budget Package” by the FC Chair in consultation with the Council Chair and SGAO.
- (b) The GPSA Budget Pack shall be accessible in the GPSA Office, GPSA Website, and SGAO no later than the end of the first full academic week of the Spring Semester in accordance with the GPSA Bylaws.

## Section VII: Minutes

1. Minutes shall be taken for all meetings of the Finance Committee.
2. All Minutes shall include:
  - (a) Time and location
  - (b) Presiding member, present Committee members, absent Committee members and any members of media or gallery that address the Committee
  - (c) Committee member who entertains a motion and the vote of the motion.
  - (d) Final dollar amount allocated or revised for each line item and any stipulations or conditions set by the committee.