



GRADUATE *and* PROFESSIONAL
STUDENT ASSOCIATION

To: Michelle Parra
Accountant III, Student Government Accounting Office

From: Jessica Marshall
Council Chair, Graduate and Professional Student Association

Date: Monday, March 30, 2015

Re: Reversion of PB Funds to the GPSA General Fund

Dear Michelle,

In light of the recent bylaw proposals put forward by the Executive Branch and the subsequent discussions in Council and the Legislative Steering Committee, we have come to the realization that GPSA has unfortunately been acting in contravention of its laws for quite some time.

The existing practice of PB fund balances at the end of the fiscal year being left in the RDSA accounts clearly contravenes both our Constitution and Bylaws. Unlike appropriations and all other monies allocated from the GPSA budget, PB funds do not currently revert. We are now aware that we have left an unconstitutional practice in place for many years and would like to correct this immediately.

The following clauses are excerpts from both rule book giving clear direction to the reversion of all fund balances to the GPSA General Fund.

Constitution – Finance Section, Clause K

“All funds distributed through the GPSA budget and appropriations and not used by the end of the fiscal year in which they were allocated shall revert to the General Fund.

Bylaws – Article VII, Section 3, Clause A.5

All funds distributed through the budget process and not used by the end of the fiscal year in which they were allocated for shall revert to the GPSA General Fund unless otherwise stipulated by the GPSA Constitution and Bylaws or direction by Council.

Further, whereas the Finance section of our Constitution starts with the clause

A. *The budget shall be based upon the anticipated revenue for the upcoming fiscal year as determined by SGAO. The proposed budget shall not exceed ninety-five percent (95%) of said revenue to allow for appropriation funds and any decrease in projected enrollment.*

And whereas, Clause H of the Finance section in the Constitution direct:



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H. Forty percent (40%) of the total GPSA budget shall be reserved for the Pro-Rated Benefits Fund.

It is Council's understanding that we have clearly violated these laws and the matter was discussed at length in our last two meetings occurring in March 2015. As Council Chair and head of the Legislative Branch, I feel I must correct this wrong and ask that effective June 30, 2015 all funds distributed through the GPSA budget as stipulated in our Constitution and Bylaws which includes PB funds, appropriations, and allocations to the three GPSA branches be reverted to the GPSA General Fund.

We are aware that some RDSAs have accumulated substantial balance forwards over the years and will be working with these groups to ensure a smooth transition during this process. Per Article VII, Section 3, Clause A.5 (mentioned above), Council voted on Saturday, March 28, 2015 in an emergency motion to enforce a maximum \$2,000 balance forward for all RDSAs at the end of June 2015 that would assist with any operational expenses the groups will face over the Summer 2015 and early weeks of Fall 2015 before their new PB Funds are available. I will forward a copy of the meeting's minutes for your record and all subsequent documents will be posted to our GPSA website for clear communication with future RDSAs to see.

As such, no RDSA should be left with more than \$2,000 in their PB Funds account after the end of this current fiscal year.

Should you require further clarification or have any questions or concerns, please do not hesitate to contact me.

Respectfully,

/s/ Jessica D. Marshall
Jessica Marshall
Council Chair

Cc: **Debbie Morris**
Director, Student Activities Center

Texanna Martin
President, Graduate and Professional Student Association

Ivy Duewall
Accountant II, Student Government Accounting Office

Recognized Departmental Student Associations

Graduate and Professional Student Association Council