

3 **Legislative Action:**

4 Introduced by: Sally Barker and the GPSA Finance Work Group

7 1st Reading: 03-21-17

Referred To: _____

8 2nd Reading: _____

Committee Action: _____

9 3rd Reading: _____

Council Action: _____

11 **Executive Action:**

12 **Approved** Vetoed

15 _____ Date _____

17 Unsigned by the President on this ____ day of _____ 2017. Bill automatically becomes law.

19 **Legislative Response:**

20 Veto override vote taken: _____ Council Action: _____

22 Be it enacted by the Graduate and Professional Student Association at the University of New
23 Mexico that the following be amended in (*Article VIII. Finance Code; Section 1. General*
24 *Fund*) of the GPSA Constitution/Bylaw:

26 ~~Strike out~~ and Add Reworded Language:

- 27 • No less than two ~~five~~ thousand dollars (\$~~5,000~~ 2,000) shall be allocated to the
- 28 Student Research Allocation Committee Endowment Fund (Student Research
- 29 Grant) and two ~~five~~ thousand dollars (\$~~5,000~~ 2,000) to the Specialized Travel
- 30 Endowment Fund (Professional Development Grant), and no less than two
- 31 thousand dollars (\$2,000) to the Graduate Summer Scholarship.
- 32 • ~~No less than one percent (1%) and no more than one and a half percent (1.5%) of~~
- 33 ~~the annual budget shall be allocated to the UNM Student Publications Board, to~~
- 34 ~~be distributed between *Best Student Essays* and *Conceptions Southwest* as the~~
- 35 ~~Student Publications Board deems appropriate.~~
- 36 • All budgets must be based upon projected anticipated revenue for the upcoming
- 37 fiscal year. The annual budgets shall be based on the projected revenue, from all
- 38 funding sources, by SGAO for the next fiscal year.
- 39 • ~~The Chief of Staff should formulate a budget recommendation to submit to the FC~~
- 40 ~~considering the current fiscal year expenditures and GPSA funding priorities~~
- 41 ~~within the Executive Branch.~~
- 42 • A finalized budget must be passed by the first (1st) Friday in April.
- 43 • Council shall vote on the budget in the regular March Council meeting.
- 44 • Council must pass the budget with a majority vote.
- 45 • Grant Endowment spending distributions shall be allocated in accordance with the
- 46 agreed upon UNM Foundation "Use Documents".

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Article VIII. Finance Code

Section 1. General Fund

- A. Eligibility and Restrictions
 - 1. Allocations from the General Fund shall only be used to fund chartered student organizations, GPSA Decision Making Bodies, and applicable service entities of the University as dictated by the GPSA Constitution.
 - a. The GPSA grant allocations are appropriated through the Grants Committee and are not restricted by this stipulation.
 - b. Executive Committees may be allocated funding that can be further distributed to students, chartered student organizations, or other groups without stipulation from this Finance Code.
 - 2. All allocations must be spent through an account with SGAO.
 - 3. GPSA shall base all funding considerations on the merits of the application and no request shall be entitled or disfavored based on any biases.
 - 4. In addition to spending mandated by the GPSA’s Constitution;
 - a. No less than ~~two five~~ thousand dollars (~~\$5,000 2,000~~) shall be allocated to the Student Research Allocation Committee Endowment Fund (Student Research Grant) and ~~two five~~ thousand dollars (~~\$5,000 2,000~~) to the Specialized Travel Endowment Fund (Professional Development Grant), and no less than two thousand dollars (\$2,000) to the Graduate Summer Scholarship.
 - b. Not more than ten percent (10%) of all student fees collected by the GPSA through the Graduate Allocation Fund shall be shall be budgeted towards the administrative costs of the administrative costs of all GPSA Standing Committees.
 - i. This shall not include the percentage of the budget allocated to the Grants Committee which, as mandated by the Constitution, is excluded from this restriction.
 - ~~e. No less than one percent (1%) and no more than one and a half percent (1.5%) of the annual budget shall be allocated to the UNM Student Publications Board, to be distributed between Best Student Essays and Conceptions Southwest as the Student Publications Board deems appropriate.~~

Section 2. Annual Budget

- A. Annual Budget
 - 1. The Chief of Staff shall administer the adopted GPSA annual budget in accordance with GPSA Constitution and Bylaws and any stipulations dictated within the budget.
 - a. As administrators of the budget, the FC should facilitate communication between entities which received funding with efforts to assist in the disbursement and expenditure of GPSA funds and applicable stipulations under the respective allocation.

- 91 2. The FC and Council shall have direct oversight of all monies disbursed through GPSA
 92 in the annual budget process by overseeing the allocation process and the annual
 93 budget hearings.
- 94 ~~3. All budgets must be based upon projected anticipated revenue for the upcoming fiscal~~
 95 ~~year. The annual budgets shall be based on the projected revenue, from all funding~~
 96 ~~sources, by SGAO for the next fiscal year.~~
- 97 4. The GPSA annual budget process is only applicable to chartered student organizations,
 98 UNM service entities, and GPSA Decision Making Bodies.
- 99 5. All funds distributed through the budget process and not used by the end of the fiscal
 100 year in which they were allocated for shall revert to the GPSA General Fund unless
 101 otherwise stipulated by the GPSA Constitution and Bylaws or direction by Council.
- 102 B. Annual Budget Process
- 103 1. Purpose and Authority
- 104 a. The GPSA budget process streamlines the allocation of GPSA fees to
 105 organizations that serve and benefit the graduate and professional student body of
 106 the University.
- 107 b. The budget process is overseen by Council and the FC, passed by Council, and
 108 approved by the President.
- 109 c. The FC shall create and follow a budget process and, with the consent of Council,
 110 has authority to modify such procedure insofar as not violating the GPSA
 111 Constitution and Bylaws.
- 112 2. Timeline
- 113 a. By the end of the first (1st) academic week of the spring semester, the FC, shall
 114 have decided upon the timeline and procedures of the annual budget process (i.e.
 115 workshops, deadlines, hearing dates, and hearing format). All relevant
 116 information shall be available through the GPSA Office.
- 117 b. Budget workshops are to be held before the end of the fourth (4th) academic week
 118 of the spring semester.
- 119 c. Budgets applications must be submitted to the GPSA Office no later than 5:00
 120 p.m. on the fifth (5th) Friday of the spring semester.
- 121 ~~d. The Chief of Staff should formulate a budget recommendation to submit to the FC~~
 122 ~~considering the current fiscal year expenditures and GPSA funding priorities~~
 123 ~~within the Executive Branch.~~
- 124 e. The FC shall present a final and balanced budget to Council by the March Council
 125 Meeting.
- 126 ~~d.—A finalized budget must be passed by the first (1st) Friday in April.~~
- 127 C. Annual Budget Workshops
- 128 1. A minimum of three (3) GPSA budget workshops must be held during the spring
 129 semester, one (1) workshop shall be held on North Campus; the FC Chair shall be
 130 responsible for the workshops.
- 131 a. The budget workshops must be advertised via the GPSA website, GPSA
 132 electronic mailing list, and other appropriate means of notification at least five (5)
 133 academic days before the first (1st) workshop of the spring semester.
- 134 2. GPSA annual budget applications must be available and presented at each workshop
 135 by the FC Chair or Vice-Chair or their designee with the guidance of SGAO. Budget

- 136 packets must provide all necessary procedures and information, including the budget
137 hearings schedule, for a group to follow to submit a complete budget application.
- 138 3. All organizations, groups, or other entities requesting funding through the budget
139 process must attend a GPSA budget workshop during the semester in which the group
140 applies for funding.
- 141 a. Failure to attend a budget workshop results in ineligibility for consideration for
142 funding in the current budget process. Under extenuating circumstances, an
143 applicant may appeal to Council for a budget hearing.
- 144 b. At least one (1) of the representatives attending the budget workshop must be a
145 graduate or professional student of the group submitting a budget request.

146 D. Applications

- 147 1. All groups requesting funding through the budget process must submit a budget
148 application in the spring semester.
- 149 2. All applications must adhere to SGAO guidelines and standing rules set forth by the
150 FC and published within the budget packet.
- 151 3. The FC, shall inform the GPSA Office, staff, volunteers, and SGAO of the acceptable
152 method of submitting budget applications. This method shall be clearly defined in the
153 budget packet.

154 E. Budget Hearings

- 155 1. The FC shall, in consultation with the Council Chair, determine the times and
156 locations of the budget hearings. This information shall be posted in the GPSA Office,
157 SGAO, and any other locations deemed necessary by the FC Chair and Vice-Chair and
158 in accordance with TPNR.
- 159 2. All groups that submitted a completed budget application shall be contacted within
160 five (5) academic days from the application deadline with notification of the hearing
161 schedule. The FC Chair may attempt to accommodate requests for hearing times and
162 changes to the hearing schedule, but it is ultimately each group's responsibility to
163 attend a hearing at their scheduled time.
- 164 3. Each group at their respective hearing time shall have an allotted speaking time to
165 present their budget request. The FC shall then have the opportunity to ask questions
166 to the group and to review the request. The process and procedure of budget
167 presentations must be included in the budget packet.
- 168 4. At least one (1) GPSA member shall be in attendance at the hearing on behalf of the
169 organization requesting funding.
- 170 5. The FC has full discretion to modify funding recommendations, throughout the budget
171 process if necessary or appropriate.
- 172 6. The FC shall have the authority to amend or reduce any line-item request or budget
173 request in order to create a balanced budget. These adjustments may be made during
174 budget hearings or in Committee deliberations without the presence of the respective
175 group.

176 F. Final Approval

- 177 1. ~~Council shall vote on the budget in the regular March Council meeting.~~ Council must
178 pass the budget with a majority vote in accordance with the Constitution. Council's
179 decision shall be forwarded to the President within five (5) academic days.
- 180 2. The President may approve or veto Council's budget proposal in accordance with the
181 GPSA Constitution and Bylaws.

- 182 3. The FC shall forward a balanced budget to Council after all budget hearings and any
183 necessary deliberations have taken place. The recommendations to Council shall
184 include all groups that requested funding, requested amount, and any amendments
185 made by the FC.
186 4. ~~Council must pass the budget with a majority vote.~~
187 5. Approved budgets shall become available at the beginning of the fiscal year as dictated
188 by SGAO.

189 G. Funding Priorities

- 190 1. Funding shall be considered on the merits of each application as demonstrated through
191 the budget process. Consideration should include, but is not limited to: purpose of the
192 organization, population served, history of service, public relations, quality of
193 application, and the necessity and use of GPSA funding.

194 H. Budget Limitations

- 195 1. Groups that are not GPSA Decision Making Bodies may not receive budget funding
196 greater than one thousand dollars (\$1,000).
197 2. New and Inactive Groups, classified as groups that have not participated in a GPSA
198 budget process within the past two (2) years, may not receive funding greater than five
199 hundred dollars (\$500).
200 3. ~~Grant Endowment spending distributions shall be allocated in accordance with the~~
201 ~~agreed upon UNM Foundation "Use Documents".~~
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203 Section 3. Pro-Rated Benefits (PB) Fund
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- 205 A. SGAO shall administer the disbursement of PB Funds.
206 B. The process to receive PB Funds must be available through the GPSA Office, on the GPSA
207 website, and any additional means as determined by the FC.
208 C. In order to receive pro-rated benefits, each RDSA must apply through SGAO each
209 semester.
210 1. PB Funds must be requested by the eighth Friday of the fall and spring semesters
211 respectively, if not, funds shall automatically revert to the GPSA General Fund.
212 2. At the end of the fiscal year, an RDSA may keep up to 50% of funds allocated during
213 the academic year. The remainder shall be reverted to the GPSA general fund.
214 However, an RDSA's remaining balance can never be reduced below \$500 as a result
215 of the reversion.
216 3. This reversion shall never include the RDSA's self-generated funds.
217 D. Based on the Enrollment Report provided by the University, which indicates the number of
218 graduate or professional students enrolled in each program, department, school, or college,
219 SGAO will credit the RDSA account per SGAO Policies and Procedures.
220 E. Any RDSA has the right to appeal the Enrollment Report provided by the University.
221 Appeals shall be presented in writing to SGAO. Appeals shall entail a name-by-name
222 count of the department's GPSA Members and a comparison with the University's records.
223 F. RDSAs should provide internal funding opportunities to departmentally-associated student
224 organizations. A departmentally-associated student organization is a student group in
225 which fifty percent (50%) or more of membership are GPSA members from a single
226 department.

- 227 1. Funds allocated by an RDSA directly to departmentally-associated student
228 organizations will not revert at the end of the fiscal year.
229 G. Should a RDSA be unable to offer any financial support, the departmentally-associated
230 student organization may submit appropriation requests.
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232 Section 4. Appropriations
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234 A. Appropriations

- 235 1. GPSA appropriation requests shall be overseen by the FC, passed by Council, and
236 approved by the President.
237 2. All appropriation requests shall be submitted to the FC Chair.
238 a. The FC Chair shall issue the committee's agenda in accordance with GPSA
239 bylaws and TPNR.
240 b. The FC Chair will notify all students who are requesting appropriations at least
241 five (5) days prior to the meeting of the meeting time and date.
242 3. A GPSA member shall represent the group making the appropriation request at the FC
243 meeting.
244 4. If a GPSA member is unable to attend the FC meeting in which the appropriation is
245 being discussed the FC may choose to table the request or make a recommendation to
246 Council.
247 5. Chartered student organizations and GPSA Committees shall be eligible for
248 appropriation funding.
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