GPSA Finance Committee Standing Rules
Updated 09/20/2019

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.

   (a) Appropriation schedule (deadlines and appropriation meetings) for semester will be adopted as approved by the committee at first regular meeting of the semester and be posted on GPSA website.

2. Notice of regularly scheduled meetings will be posted on GPSA website.

   (a) 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 of New Mexico’s policy and GPSA constitution and bylaws.

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.

3. The parliamentary authority shall be Roberts Rules of Order.

4. All standing rules are at the discretion of the FC.

**Section IV: Meeting Format**

1. Each organization requesting an appropriation must have at least one (1) GPSA member present at the monthly FC meeting to be considered.

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 minutes  
d. Approval of agenda

II Preliminary Business

a. Chair  
b. Public comment (to be limited to three (3) minutes per person)  
c. Members of the committee

III Business

a. Old business  
b. New business  
   1) Appropriation requests  
   2) Budget revisions

IV Closing

a. Closing comments  
   1. Members of the committee  
   2. Vice Chair  
   3. Chair  
b. Adjournment

Section V: Funding

- Funding approved though any GPSA Finance process may NOT be used for any financial obligation incurred before signing, enacting, or otherwise confirming the authorization of the expenditures of funds.
- Any line item over $200.00 must include three (3) quotes at time of appropriation request submission.

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

1. Advertising: maximum allocation shall not exceed $50.00.

2. Computer cost: maximum allocation shall not exceed $300.00  
   (a) Computers purchased through appropriations are intended for on campus use for the benefit of entire organization.

3. Computer supplies: maximum allocation shall not exceed $100.00. (Ink/toner, etc.)

4. Conference fees: maximum allocation per organization shall not exceed a total of $400.00 and the maximum allocation per student shall not exceed $200.00 per conference.
5. Copying services: the maximum allocation shall not exceed $30.00.

6. Educational supplies and subscriptions: maximum allocation for educational supplies shall not exceed $350.00 (magazine subscriptions, office library, poster stand, etc.).

7. Food/refreshments: 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 number 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.
   
   (a) GPSA appropriations shall allow reimbursement for travel expenses (including airfare and per diem) for a guest speaker, in accordance to item 10: Travel of GPSA Finance Committee Standing Rules, which shall not exceed $150.00 per event

9. Office supplies: maximum allocation shall not exceed $30.00
   
   (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 University of New Mexico graduate student body.
    
    (a) The FC shall only fund a student one (1) time per conference
    
    (b) 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.
    
    (c) Per Diem to include, but not limited to, food and lodging shall not exceed $50.00 per person, per half day and $100.00 per person per full day. With a maximum allocation of $500.00 per event per organization.
    
    (d) The following travel methods will not be funded over $800.00 per appropriation request.
    
    i. Airfare will be funded at a maximum of seventy percent (70%) of the lowest cost of at least three (3) lowest-cost flight estimates.
    
    ii. Reimbursement for expenses incurred when traveling by personal or rented automobile in lieu of air travel for in-state or out-of-state travel may not exceed the cost the traveler would have otherwise incurred if the traveler
had flown. If travelers drive due to preference, they must provide
documentation of what the total cost would have been had they flown.

iii. The Finance Committee funds driving at a maximum of
$0.20 per mile, at a maximum of two vehicles including charter buses,
excluding 15 passenger or greater vans

11. Student organizations must provide names of students receiving travel funding before their
appropriation is funded.

(a) Any changes in attendees of a conference funded by the FC must be approved by FC
before expenditures can be made.

12. Any item not previously described here for funding will be evaluated at the discretion of
the FC, as allowable by the University of New Mexico policy.

13. 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.

(c) Mobile technology

14. Other Funding Notes

(a) Student organizations are limited to two (2) appropriation requests per semester, one
(1) event per appropriation, and with one (1) line item of each category per event. 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 section V, items 1 through 10
of the GPSA FC standing rules incurred by an organization.

(c) Appropriation request must be received by the Finance Chair (gpsafin@unm.edu) no
later than 11:59 pm on the appropriation schedule approved by the committee. See
funding note above.

(d) Each appropriation and budget shall automatically incur a UNM Foundation sur-charge
as determined by the University of New Mexico policy, to be added by committee.

(e) 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 re-categorize 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 bylaws.

   (b) The committee shall follow the FC standing Rules in the Budget Process.

2. Budget Revision

   (a) All request for a budget revision must be received by the Student Government Accounting Office (SGAO) in the Student Activities Center (SAC) prior to consideration by the FC.

   (b) The FC shall review budget revision requests at each officially scheduled FC meeting.

   (c) 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.

   (d) The FC Chair shall sign off on budget revision at FC meeting and make available to SGAO the following weekday.

3. Annual Budget

   (a) The timeline, requirements, presentation specifics, and budget application will be compiled into a “GPSA budget application” by the FC Chair in consultation with the Council Chair and SGAO.

   (b) The GPSA budget application shall be made available by the FC Chair after an organization has attended a budget workshop, as scheduled by the FC during the spring semester.

Section VII: Minutes

1. Minutes shall be taken for all meetings of the FC.

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.

(e) Minutes shall be forwarded to SGAO within two (2) days of each FC meeting.