Bill # SP-2017-002  2017 SPRING SESSION

Legislative Action:
Introduced by: __Sally Barker and the GPSA Finance Work Group

1st Reading: 03-21-17  Referred To: __________________________
2nd Reading: __________________ Committee Action: ________________
3rd Reading: __________________ Council Action: _________________

Executive Action:
Approved  Vetoed

GPSA President ______________ Date
Unsigned by the President on this ____ day of _______ 2017. Bill automatically becomes law.

Legislative Response:
Veto override vote taken: ______________ Council Action: ______________

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

Strike out and Add Reworded Language:

- One percent (1%), no less than two thousand dollars ($2,000) to the Student Research Allocation Committee Endowment Fund (Student Research Grant); one percent (1%), no less than two thousand dollars ($2,000) to the Specialized Travel Endowment Fund (Professional Development Grant); and one percent (1%), no less than two thousand dollars ($2,000) to the Graduate Summer Scholarship.
- 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.
- All budgets must be based upon projected anticipated revenue for the upcoming fiscal year. The annual budgets shall be based on the projected revenue, from all funding sources, by SGAO for the next fiscal year.
- The Chief of Staff should formulate a budget recommendation to submit to the FC considering the current fiscal year expenditures and GPSA funding priorities within the Executive Branch.
- A finalized budget must be passed by the first (1st) Friday in April.
- Council shall vote on the budget in the regular March Council meeting.
- Council must pass the budget with a majority vote.

Comment [ZYA1]: Friendly amendment at 3.25.17 council meeting
Grant Endowment spending distributions shall be allocated in accordance with the agreed upon UNM Foundation “Use Documents”.

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 thousand dollars ($2,000) shall be allocated to the Student Research Allocation Committee Endowment Fund (Student Research Grant) and two thousand dollars ($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 budgeted towards 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.
   c. 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.
2. The FC and Council shall have direct oversight of all monies disbursed through GPSA in the annual budget process by overseeing the allocation process and the annual budget hearings.

3. All budgets must be based upon projected anticipated revenue for the upcoming fiscal year. The annual budgets shall be based on the projected revenue, from all funding sources, by SGAO for the next fiscal year.

4. The GPSA annual budget process is only applicable to chartered student organizations, UNM service entities, and GPSA Decision Making Bodies.

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.

B. Annual Budget Process

1. Purpose and Authority
   a. The GPSA budget process streamlines the allocation of GPSA fees to organizations that serve and benefit the graduate and professional student body of the University.
   b. The budget process is overseen by Council and the FC, passed by Council, and approved by the President.
   c. The FC shall create and follow a budget process and, with the consent of Council, has authority to modify such procedure insofar as not violating the GPSA Constitution and Bylaws.

2. Timeline
   a. By the end of the first (1st) academic week of the spring semester, the FC, shall have decided upon the timeline and procedures of the annual budget process (i.e. workshops, deadlines, hearing dates, and hearing format). All relevant information shall be available through the GPSA Office.
   b. Budget workshops are to be held before the end of the fourth (4th) academic week of the spring semester.
   c. Budgets applications must be submitted to the GPSA Office no later than 5:00 p.m. on the fifth (5th) Friday of the spring semester.
   d. The Chief of Staff should formulate a budget recommendation to submit to the FC considering the current fiscal year expenditures and GPSA funding priorities within the Executive Branch.
   e. The FC shall present a final and balanced budget to Council by the March Council Meeting.
   
   d. A finalized budget must be passed by the first (1st) Friday in April.

C. Annual Budget Workshops

1. A minimum of three (3) GPSA budget workshops must be held during the spring semester, one (1) workshop shall be held on North Campus; the FC Chair shall be responsible for the workshops.
   a. The budget workshops must be advertised via the GPSA website, GPSA electronic mailing list, and other appropriate means of notification at least five (5) academic days before the first (1st) workshop of the spring semester.
   
2. GPSA annual budget applications must be available and presented at each workshop by the FC Chair or Vice-Chair or their designee with the guidance of SGAO. Budget
packets must provide all necessary procedures and information, including the budget
hearings schedule, for a group to follow to submit a complete budget application.

3. All organizations, groups, or other entities requesting funding through the budget
process must attend a GPSA budget workshop during the semester in which the group
applies for funding.
   a. Failure to attend a budget workshop results in ineligibility for consideration for
      funding in the current budget process. Under extenuating circumstances, an
      applicant may appeal to Council for a budget hearing.
   b. At least one (1) of the representatives attending the budget workshop must be a
      graduate or professional student of the group submitting a budget request.

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

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

F. Final Approval
   1. Council shall vote on the budget in the regular March Council meeting. Council must
      pass the budget with a majority vote in accordance with the Constitution. Council’s
      decision shall be forwarded to the President within five (5) academic days.
   2. The President may approve or veto Council’s budget proposal in accordance with the
      GPSA Constitution and Bylaws.
3. The FC shall forward a balanced budget to Council after all budget hearings and any necessary deliberations have taken place. The recommendations to Council shall include all groups that requested funding, requested amount, and any amendments made by the FC.

4. Council must pass the budget with a majority vote.

5. Approved budgets shall become available at the beginning of the fiscal year as dictated by SGAO.

G. Funding Priorities

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

H. Budget Limitations

1. Groups that are not GPSA Decision Making Bodies may not receive budget funding greater than one thousand dollars ($1,000).

2. New and Inactive Groups, classified as groups that have not participated in a GPSA budget process within the past two (2) years, may not receive funding greater than five hundred dollars ($500).

3. Grant Endowment spending distributions shall be allocated in accordance with the agreed upon UNM Foundation “Use Documents”.

Section 3. Pro-Rated Benefits (PB) Fund

A. SGAO shall administer the disbursement of PB Funds.

B. The process to receive PB Funds must be available through the GPSA Office, on the GPSA website, and any additional means as determined by the FC.

C. In order to receive pro-rated benefits, each RDSA must apply through SGAO each semester.

1. PB Funds must be requested by the eighth Friday of the fall and spring semesters respectively, if not, funds shall automatically revert to the GPSA General Fund.

2. At the end of the fiscal year, an RDSA may keep up to 50% of funds allocated during the academic year. The remainder shall be reverted to the GPSA general fund. However, an RDSA’s remaining balance can never be reduced below $500 as a result of the reversion.

3. This reversion shall never include the RDSA’s self-generated funds.

D. Based on the Enrollment Report provided by the University, which indicates the number of graduate or professional students enrolled in each program, department, school, or college, SGAO will credit the RDSA account per SGAO Policies and Procedures.

E. Any RDSA has the right to appeal the Enrollment Report provided by the University. Appeals shall be presented in writing to SGAO. Appeals shall entail a name-by-name count of the department’s GPSA Members and a comparison with the University’s records.

F. RDSAs should provide internal funding opportunities to departmentally-associated student organizations. A departmentally-associated student organization is a student group in which fifty percent (50%) or more of membership are GPSA members from a single department.
1. Funds allocated by an RDSA directly to departmentally-associated student organizations will not revert at the end of the fiscal year.

G. Should a RDSA be unable to offer any financial support, the departmentally-associated student organization may submit appropriation requests.

Section 4. Appropriations

A. Appropriations

1. GPSA appropriation requests shall be overseen by the FC, passed by Council, and approved by the President.

2. All appropriation requests shall be submitted to the FC Chair.
   a. The FC Chair shall issue the committee’s agenda in accordance with GPSA bylaws and TPNR.
   b. The FC Chair will notify all students who are requesting appropriations at least five (5) days prior to the meeting of the meeting time and date.

3. A GPSA member shall represent the group making the appropriation request at the FC meeting.

4. If a GPSA member is unable to attend the FC meeting in which the appropriation is being discussed the FC may choose to table the request or make a recommendation to Council.

5. Chartered student organizations and GPSA Committees shall be eligible for appropriation funding.