

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

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

Comment [ZYA1]: Friendly amendment at 3.25.17 council meeting

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

48  
49 **Article VIII. Finance Code**

50  
51 Section 1. General Fund

- 52  
53 A. Eligibility and Restrictions
- 54 1. Allocations from the General Fund shall only be used to fund chartered student  
55 organizations, GPSA Decision Making Bodies, and applicable service entities of the  
56 University as dictated by the GPSA Constitution.
    - 57 a. The GPSA grant allocations are appropriated through the Grants Committee and  
58 are not restricted by this stipulation.
    - 59 b. Executive Committees may be allocated funding that can be further distributed to  
60 students, chartered student organizations, or other groups without stipulation from  
61 this Finance Code.
  - 62 2. All allocations must be spent through an account with SGAO.
  - 63 3. GPSA shall base all funding considerations on the merits of the application and no  
64 request shall be entitled or disfavored based on any biases.
  - 65 4. In addition to spending mandated by the GPSA’s Constitution;
    - 66 a. No less than ~~two five~~ thousand dollars (~~\$5,000 2,000~~) shall be allocated to the  
67 Student Research Allocation Committee Endowment Fund (Student Research  
68 Grant) and ~~two five~~ thousand dollars (~~\$5,000 2,000~~) to the Specialized Travel  
69 Endowment Fund (Professional Development Grant), and no less than ~~two~~  
70 ~~thousand dollars (\$2,000) to the Graduate Summer Scholarship.~~
    - 71 b. Not more than ten percent (10%) of all student fees collected by the GPSA  
72 through the Graduate Allocation Fund shall be shall be budgeted towards the  
73 administrative costs of the administrative costs of all GPSA Standing  
74 Committees.
      - 75 i. This shall not include the percentage of the budget allocated to the Grants  
76 Committee which, as mandated by the Constitution, is excluded from this  
77 restriction.
      - 78 ~~c. No less than one percent (1%) and no more than one-and-a-half-percent (1.5%) of~~  
79 ~~the annual budget shall be allocated to the UNM Student Publications Board, to~~  
80 ~~be distributed between *Best Student Essays* and *Conceptions Southwest* as the~~  
81 ~~Student Publications Board deems appropriate.~~

82  
83 Section 2. Annual Budget

- 84  
85 A. Annual Budget
- 86 1. The Chief of Staff shall administer the adopted GPSA annual budget in accordance  
87 with GPSA Constitution and Bylaws and any stipulations dictated within the budget.
    - 88 a. As administrators of the budget, the FC should facilitate communication between  
89 entities which received funding with efforts to assist in the disbursement and  
90 expenditure of GPSA funds and applicable stipulations under the respective  
91 allocation.

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

- 137 packets must provide all necessary procedures and information, including the budget  
138 hearings schedule, for a group to follow to submit a complete budget application.
- 139 3. All organizations, groups, or other entities requesting funding through the budget  
140 process must attend a GPSA budget workshop during the semester in which the group  
141 applies for funding.
- 142 a. Failure to attend a budget workshop results in ineligibility for consideration for  
143 funding in the current budget process. Under extenuating circumstances, an  
144 applicant may appeal to Council for a budget hearing.
- 145 b. At least one (1) of the representatives attending the budget workshop must be a  
146 graduate or professional student of the group submitting a budget request.
- 147 D. Applications
- 148 1. All groups requesting funding through the budget process must submit a budget  
149 application in the spring semester.
- 150 2. All applications must adhere to SGAO guidelines and standing rules set forth by the  
151 FC and published within the budget packet.
- 152 3. The FC, shall inform the GPSA Office, staff, volunteers, and SGAO of the acceptable  
153 method of submitting budget applications. This method shall be clearly defined in the  
154 budget packet.
- 155 E. Budget Hearings
- 156 1. The FC shall, in consultation with the Council Chair, determine the times and  
157 locations of the budget hearings. This information shall be posted in the GPSA Office,  
158 SGAO, and any other locations deemed necessary by the FC Chair and Vice-Chair and  
159 in accordance with TPNR.
- 160 2. All groups that submitted a completed budget application shall be contacted within  
161 five (5) academic days from the application deadline with notification of the hearing  
162 schedule. The FC Chair may attempt to accommodate requests for hearing times and  
163 changes to the hearing schedule, but it is ultimately each group's responsibility to  
164 attend a hearing at their scheduled time.
- 165 3. Each group at their respective hearing time shall have an allotted speaking time to  
166 present their budget request. The FC shall then have the opportunity to ask questions  
167 to the group and to review the request. The process and procedure of budget  
168 presentations must be included in the budget packet.
- 169 4. At least one (1) GPSA member shall be in attendance at the hearing on behalf of the  
170 organization requesting funding.
- 171 5. The FC has full discretion to modify funding recommendations, throughout the budget  
172 process if necessary or appropriate.
- 173 6. The FC shall have the authority to amend or reduce any line-item request or budget  
174 request in order to create a balanced budget. These adjustments may be made during  
175 budget hearings or in Committee deliberations without the presence of the respective  
176 group.
- 177 F. Final Approval
- 178 1. ~~Council shall vote on the budget in the regular March Council meeting.~~ Council must  
179 pass the budget with a majority vote in accordance with the Constitution. Council's  
180 decision shall be forwarded to the President within five (5) academic days.
- 181 2. The President may approve or veto Council's budget proposal in accordance with the  
182 GPSA Constitution and Bylaws.

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

190 G. Funding Priorities

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

195 H. Budget Limitations

- 196 1. Groups that are not GPSA Decision Making Bodies may not receive budget funding  
197 greater than one thousand dollars (\$1,000).  
198 2. New and Inactive Groups, classified as groups that have not participated in a GPSA  
199 budget process within the past two (2) years, may not receive funding greater than five  
200 hundred dollars (\$500).  
201 3. ~~Grant Endowment spending distributions shall be allocated in accordance with the~~  
202 ~~agreed upon UNM Foundation "Use Documents".~~

203  
204 Section 3. Pro-Rated Benefits (PB) Fund

- 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

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

233 Section 4. Appropriations  
234

235 A. Appropriations

- 236 1. GPSA appropriation requests shall be overseen by the FC, passed by Council, and  
237 approved by the President.  
238 2. All appropriation requests shall be submitted to the FC Chair.  
239 a. The FC Chair shall issue the committee's agenda in accordance with GPSA  
240 bylaws and TPNR.  
241 b. The FC Chair will notify all students who are requesting appropriations at least  
242 five (5) days prior to the meeting of the meeting time and date.  
243 3. A GPSA member shall represent the group making the appropriation request at the FC  
244 meeting.  
245 4. If a GPSA member is unable to attend the FC meeting in which the appropriation is  
246 being discussed the FC may choose to table the request or make a recommendation to  
247 Council.  
248 5. Chartered student organizations and GPSA Committees shall be eligible for  
249 appropriation funding.  
250