



GPSA Finance Committee Standing Rules

Updated 12/5/2020

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.
 - (b) Notice of regularly scheduled meetings will be posted on GPSA website in compliance with Open Meetings Act (OMA).
 - (c) Any changes to meeting time or place as well as any additionally scheduled meetings will be posted on website and social media.

2. 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 for their appropriation 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 Agenda
- d. Approval of Minutes

II Preliminary Business

- a. Public Comment
- b. Chair Report

III Business

- a. Old Business
- b. New Business
 - 1) Appropriation Requests
 - 2) Budget Revisions

IV Closing

- a. Committee Member Comments
- b. Committee Chair Comments
- c. Adjournment

Section V: Funding

Any line item over \$200.00 must include a quote at the time of the appropriation request submission deadline.

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

1. Advertising: the maximum allocation shall not exceed \$50.00.
2. Computer costs: the maximum allocation shall not exceed \$300.
 - (a) Computers purchased through appropriations are intended for on campus use for the benefit of entire organization.
3. Computer Supplies: the maximum allocation shall not exceed \$100.00. (ink/toner, etc.)
4. Conference Fees: When COVID-19 travel restrictions are lifted through UNM, the maximum allocation per organization shall not exceed a total of \$400.00 per conference, including virtual conference, and the maximum allocation per student shall not exceed \$200.00 per conference. Conference fees will not exceed \$800.00 for up to two (2) conferences. Until COVID-19 restrictions are lifted, it is suggested that student organizations participate in virtual conferences until restrictions are lifted.

5. Copying Services: the maximum allocation shall not exceed \$30.00.
6. Educational Supplies and Subscriptions: the maximum allocation for educational supplies shall not exceed \$350.00 (magazine subscriptions, office library, poster stand, specialized equipment to unique organizational need, etc.).
7. Food/Refreshments: the maximum allocation shall not exceed \$300.00 per event unless overridden by two-thirds (2/3) vote from the FC. If overridden, each request can be funded up to \$600.00. Please adhere to New Mexico Department of Health and UNM guidelines surrounding COVID – 19 social distancing rules.
 - (a) Amount allocated to be based on number of graduate students present at event.
 - (b) The maximum allowance per person shall not exceed \$25.
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 **for honorarium** shall not exceed \$250.00 per event. UNM Staff and Faculty cannot receive honorariums per UNM policy.
 - (a) When COVID-19 travel restrictions are lifted through UNM, 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 shall not exceed \$150.00 per event.
 - (b) Due to COVID-19 guidelines, the guest speaker must adhere to New Mexico Department of Health Policy regarding out of state travel into New Mexico. Please visit <https://www.newmexico.org/covid-19-traveler-information/> to see restrictions.
 - (c) Virtual honorarium presentations are permitted and preferred within this policy to adhere to COVID-19 restrictions.
9. Office Supplies: The 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 UNM graduate student body.
 - (a) When COVID-19 travel restrictions are lifted through UNM, per diem will include, but is not limited to, food and lodging shall not exceed \$85.00 per person, per day with a maximum allocation of \$525.00 per event per organization.
 - (b) The following travel methods will not be funded over \$800.00 per appropriation request.

- i. Restrictions will not permit any out of state travel for the Fall 2020 semester. Please visit <https://bringbackthepack.unm.edu/academics/student-guide/index.html> for more information.
11. Any line item requested, but not listed above, shall be categorized as "Other", and may be funded at the discretion of the FC, as allowable by the University of New Mexico policy.
12. Any line item requested, but not listed above, may be funded at the discretion of the FC, as allowable by the New Mexico Department of Health and UNM COVID-19 restrictions placed upon student organizations.
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.
14. Other Funding Notes
 - (a) Student Organizations are limited to one (1) appropriation request per semester, two (2) events 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 Finance Committee Standing rules incurred by an organization.
 - (c) Appropriation requests must be received by the Finance Chair (gpsafin@unm.edu) no later than 11:59 pm on the appropriation schedule approved by the committee.
 - (d) GPSA shall only allocate funding in whole dollars; all requests must be rounded to the nearest whole dollar.
 - (e) 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.
 - (f) 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 recategorize and consolidate line items in an appropriations request at their discretion.

- (h) Any item not previously described here for funding will be evaluated at the discretion of the Finance Committee, as allowable by University of New Mexico policy.

Section VI: Budget Process

1. Requirements

- (a) The GPSA Budget Process shall follow all stipulations set forth in the GPSA By-laws.
- (b) The Committee shall follow the FC standing Rules in the Budget Process.

2. Budget Revisions

- (a) All requests for budget revisions must be received by the Student Government Accounting Office (SGAO) in the Student Activities Center (SAC).
- (b) The FC shall review budget revision requests at each officially scheduled FC meeting.
- (c) The FC Chair shall sign off on Budget Revisions at FC meeting and make available to SGAO the following weekday.
- (d) 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.

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 accessible in the GPSA Office, GPSA Website, and SGAO after attending workshop.

Section VII: Minutes

1. Minutes shall be taken for all meetings of the Finance Committee.
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