



## **GPSA Finance Committee Standing Rules**

**Fall 2025**

### **Article I — Purpose**

#### **1. Establishment and Authority**

- a. The Finance Committee (FC) of the Graduate and Professional Student Association (GPSA) is a Joint Standing Committee of the GPSA Council, established pursuant to the GPSA Constitution, Article V (Finance), which provides for the FC and its responsibility to make financial recommendations and approve annual budget, appropriations, and budget revisions.

#### **2. Scope of Responsibility**

In accordance with the GPSA Constitution, Article V (Finance), the FC is charged with the following responsibilities:

- a. Reviewing, deliberating, and making recommendations on all annual GPSA budget requests submitted by chartered graduate and professional student organizations, consistent with the GPSA Bylaws, Article VIII, Section 2 (Annual Budget).
- b. Reviewing, deliberating, and making recommendations on all appropriation requests submitted by chartered graduate and professional student organizations, consistent with the GPSA Bylaws, Article VIII, Section 4 (Appropriations).
- c. Reviewing and approving all budget revisions in accordance with the procedures outlined in the GPSA Bylaws, Article VIII, Section 5 (Revisions).

#### **3. Principles of Allocation**

The FC shall conduct all deliberations and recommendations in a manner that is:

- a. Transparent, ensuring the graduate and professional student body has access to financial decisions and justifications, consistent with the GPSA Bylaws, Article V, Section 1 (Finance Committee (FC)), which requires FC reports to the Council and the public availability of financial proceedings.
- b. Fair and Equitable, distributing resources in accordance with GPSA's mission to serve all chartered graduate and professional students, while recognizing the minimum budget allocations established in the GPSA Bylaws, Article VIII (Finance Code) as binding upon Council.
- c. Viewpoint-Neutral, ensuring that annual budget, appropriation and budget revision decisions are not based on political, religious, or ideological viewpoint, as reflected



in the appropriations framework of the GPSA Bylaws, Article V, Section 1 (Finance Committee (FC)).

#### **4. Governance of Proceedings**

- a. These Standing Rules govern the internal operations of the FC and establish the procedures for evaluating annual budget, appropriation requests, budget revisions, and other financial matters referred to the FC by the Council. The Standing Rules are subordinate to the GPSA Constitution and Bylaws, and in case of conflict, the governing documents shall prevail.
- b. Furthermore, the FC shall ensure compliance with the GPSA Constitution, Article V, Section 4 (Financial Compliance), including adherence to local, state, federal, and University requirements as determined by SGAO; compliance with FC guidelines for funded organizations; and Council recourse for misuse of funds (including Financial Enjoinment).

#### **5. Adoption and Enforcement**

- a. Pursuant to the GPSA Constitution and Bylaws, these Standing Rules are adopted by (2/3)<sup>rd</sup> majority vote of the FC and approved by Council.
- b. However, certain provisions within these Standing Rules — specifically those concerning Attendance & Accountability and Conflict of Interest — are delegated to the sole enforcement authority of the Finance Director. These provisions, once adopted as part of the Standing Rules, shall not be subject to amendment, suspension, or waiver by a (2/3)<sup>rd</sup> majority vote of the FC, but shall be administered and enforced exclusively by the Finance Director in accordance with the GPSA Bylaws, Article V, Section 1 (Finance Committee (FC)).

### **Article II — Membership**

#### **1. Composition**

- a. Membership of the FC shall be determined in accordance with the GPSA Constitution, Article V, Section 2 (Oversight and Distribution), which establishes the FC as a Joint Standing Committee of the Council composed of Representatives.
- b. The composition, duties, and authority of the FC are further provided in the GPSA Bylaws, Article V, Section 1 (Finance Committee (FC)), which requires the adoption of Standing Rules and the reporting of FC actions to the Council.

#### **2. Director and Vice-Chair**

- a. The Director of the FC shall be the GPSA Finance Director, as established in the GPSA Bylaws, Article V, Section 1 (Finance Committee (FC)), which designates the Finance Director as Director of the FC and custodian of its records.



- b. A Vice-Chair shall be elected in accordance with the GPSA Bylaws, Article V, Section 1 (Finance Committee (FC)). The Vice-Chair shall preside in the absence of the Director, record and maintain accurate minutes, and assist the Director in coordinating the operations of the Committee.

### **3. Voting**

- a. Each duly appointed member of the FC shall be entitled to one (1) vote on all matters properly before the Committee.
- b. The Finance Director shall exercise a vote only in the event of a tie, in accordance with standard parliamentary procedure (*Robert's Rules of Order, Newly Revised*).

### **4. Attendance and Accountability**

- a. Members must attend all regularly scheduled and special meetings of the FC in person, unless otherwise permitted by the Finance Director.
- b. Any unexcused absence in a single semester shall result in the automatic suspension of voting privileges and stipend, subject to reinstatement at the discretion of the Finance Director.
- c. Absences, or attendance by remote means, shall be deemed excused if prior notice is given to the Finance Director and the reason is consistent with University policy or established GPSA practice.
- d. The Finance Director shall report persistent non-attendance to the GPSA President and Council Chair for appropriate action, in accordance with the GPSA Bylaws, Article V, Section 1 (Finance Committee (FC)).

### **5. Conflict of Interest**

- a. Any member who is formally affiliated or associated with an organization, department, or program submitting an annual budget, appropriation, or budget revision request must declare that affiliation prior to the presentation of the request.
- b. Following such declaration, the member may participate in discussion and voting, unless otherwise directed by the Finance Director under the authority of the GPSA Constitution, Article V, Section 4 (Financial Compliance).
- c. This policy ensures that potential conflicts are made transparent, while preserving full participation rights for members unless a misuse of funds or non-compliance issue is identified.

## **Article III — Definitions**

For purposes of these Standing Rules, the following terms shall govern interpretation, in addition to the definitions contained in the GPSA Constitution, Article IX (Definitions):

### **1. Annual Budget**



- a. A funding process conducted once each Spring semester through which chartered GPSA student organizations may request allocations for the following academic year.
- b. Participation in an FC workshop is required before submitting an application, which is then reviewed in FC hearings and compiled into a balanced budget by the FC.
- c. The budget is approved by Council, in accordance with the GPSA Bylaws, Article VIII, Section 2 (Annual Budget).

## **2. Appropriation**

- a. A funding request that may be submitted at most once per semester (Fall and Spring) by a chartered GPSA student organization, subject to recommendation by the FC and approval by the GPSA Council, as set forth in the GPSA Bylaws, Article VIII, Section 4 (Appropriations).

## **3. Budget Revision**

- a. A request to alter an existing budget allocation previously approved by the Council, in accordance with the procedures outlined in the GPSA Bylaws, Article VIII, Section 5 (Revisions).

## **4. Line Item**

- a. A specific funding category requested within an appropriation or annual budget (e.g., supplies, equipment, honoraria, travel, or food), which must be individually justified and documented in accordance with the GPSA Bylaws, Article VIII (Finance Code).

## **5. Event**

- a. A program, activity, or conference hosted or attended by graduate and professional students representing a chartered GPSA student organization, for which GPSA funds may be requested through annual budget, appropriations or budget revisions.

## **6. Quote**

- a. A documented price estimate (such as a screenshot, invoice, vendor catalog, or formal vendor statement) that must be submitted for any line-item request greater than two hundred US dollars (\$200), consistent with GPSA FC documentation requirements.

# **Article IV — Meetings**

## **1. Quorum**

- a. A (2/3)<sup>rd</sup> majority of confirmed members of the FC shall constitute quorum, consistent with the GPSA Constitution and Bylaws, which requires for the valid conduct of business.

## **2. Agenda and Notice**



- a. Before the 1<sup>st</sup> FC meeting of each semester, the Finance Director shall publish the whole semester FC meeting schedule on the GPSA website.
- b. For each scheduled meeting, the Finance Director shall prepare a notice and an agenda, including appropriations, budget revisions, or annual budget items to be considered.
- c. The notice and agenda shall be posted publicly on the GPSA website, distributed through appropriate channels, and circulated to all members no fewer than seventy-two (72) hours prior to the announced meeting, in compliance with the New Mexico Open Meetings Act (NMSA 1978, § 10-15-1 et seq.) and the GPSA Bylaws, Article II, Section 4 (Open Meetings Act (OMA) Compliance Requirements).

### 3. **Sample FC Monthly Financial Meeting Agenda Format**

The FC shall conduct its monthly financial meetings according to the following model structure, adapted for consistency and clarity:

#### a. **Opening**

- i. Call to Order
- ii. Indigenous People's Land & Territory Acknowledgement
- iii. Roll Call
- iv. Approval of Agenda
- v. Approval of Minutes

#### b. **Preliminary Business**

- i. Director Report
- ii. Vice Chair Report
- iii. Public Comment

#### c. **Business**

- i. Old Business
- ii. New Business
  - A. Appropriation Requests
  - B. Budget Revisions
  - C. Annual Budget Hearings (Spring Semester Only)

#### d. **Closing**

- i. Committee Member Comments
- ii. Committee Director Comments
- iii. Adjournment

This agenda structure ensures clarity, consistency, and compliance with open-meeting requirements while allowing flexibility for the Director to adjust as needed.

### 4. **Deliberations**



- a. Each member of the FC shall be recognized by the Finance Director and may speak no more than two (2) times on any single motion or item of business, in order to ensure fair participation and efficient deliberation.
- b. After reasonable discussion, if debate narrows to a fundamental disagreement between positions such that no further progress can be made, the Finance Director may call the question and determine the final disposition if the issue results in a tie or deadlock.

## **5. Motions and Procedure**

- a. The Finance Director shall preside in accordance with *Robert's Rules of Order, Newly Revised*.
- b. All motions must be initiated and seconded by voting members of the Committee. The Finance Director shall facilitate this process as follows:
  - i. The Finance Director shall ask: “*Would anyone like to make a motion on this ...?*”
  - ii. A voting member may state: “*I would like to make a motion to move this...*”
  - iii. The Finance Director shall then ask: “*Would anyone like to second the motion ...?*”
  - iv. A second voting member may state: “*I would like to second this motion ...*”
- c. Only after a motion has been properly moved and seconded shall the Committee proceed to discussion, amendments, and voting.

## **Article V — Authority**

### **1. Source of Authority**

- a. The authority of the FC is derived from the GPSA Constitution, Article V, Section 2 (Oversight and Distribution), which establishes the FC as a Joint Standing Committee of the Council, prescribes its responsibility to review annual budgets, appropriations and budget revisions, and requires a (2/3)<sup>rd</sup> majority of its membership to constitute quorum.
- b. Further authority is provided in the GPSA Bylaws, Article V, Section 1 (Finance Committee) and Article VIII (Finance Code), which set forth the Committee's duties, reporting obligations, and compliance requirements.

### **2. Recommendations and Approval**

- a. All recommendations of the FC regarding the annual budget, appropriations, or budget revisions are advisory in nature and shall be forwarded to the GPSA Council for final action.





- b. No allocation of GPSA funds shall be deemed effective until approved by the Council, in accordance with the GPSA Constitution, Article V, Section 2 (Oversight and Distribution) and the GPSA Bylaws, Article VIII (Finance Code).

### **3. Suspension of Rules**

- a. The FC may suspend any provision of these Standing Rules only under exceptional circumstances. In cases involving GPSA Decision-Making Bodies (DMBs) fulfilling their constitutional duties, the FC shall suspend such rules as necessary. In all other cases, suspension may be exercised at the discretion of the FC, subject to Council approval.
- b. Suspension requires a (2/3)<sup>rd</sup> vote of the confirmed FC members present and must be reported to, and ratified by, the GPSA Council at its next regular meeting, consistent with the GPSA Bylaws, Article V, Section 1 (Finance Committee (FC)), which requires the FC to report its actions to Council.

### **4. Parliamentary Authority**

- a. The FC shall conduct its proceedings in accordance with *Robert's Rules of Order, Newly Revised*, except where superseded by the GPSA Constitution, Bylaws, or these Standing Rules. This ensures consistent, orderly, and transparent deliberations in line with standard parliamentary practice.

## **Article VI — Annual Budget Process**

The GPSA Annual Budget shall be compiled each spring semester by the Finance Director in consultation with the Council Chair and the Student Government Accounting Office (SGAO), pursuant to the GPSA Constitution, Article V, Section 2 (Oversight and Distribution) and the GPSA Bylaws, Article VIII, Section 2 (Annual Budget).

### **1. Eligibility**

- a. Only chartered GPSA student organizations, GPSA standing committees, and GPSA decision-making bodies shall be eligible to apply for funding through the annual budget process, as provided in the GPSA Bylaws, Article VIII, Section 2 (Annual Budget).
- b. Recognized Departmental Student Associations (RDSAs), which receive Pro-Rated Benefits (PB) Funds under the GPSA Bylaws, Article VIII, Section 3 (Pro-Rated Benefits (PB) Fund), are not eligible to participate in the annual budget process. Instead, RDSAs are expected to utilize their PB allocations and, if necessary, may seek additional support through the appropriations process under the GPSA Bylaws, Article VIII, Section 4 (Appropriations).

### **2. Publication of Calendar**



- a. By the end of the 1<sup>st</sup> week of the spring semester, the Finance Director shall publish a calendar of deadlines governing the annual budget process. This calendar shall include:
  - i. Required budget workshops for chartered student organizations.
  - ii. The submission window for budget applications.
  - iii. Scheduled hearing dates before the FC.
  - iv. The timeline for Council review and approval of the proposed budget.
- b. This calendar shall be publicly posted on the GPSA website and distributed to all chartered student organizations to ensure transparency and accessibility, consistent with the New Mexico Open Meetings Act (NMSA 1978, § 10-15-1 et seq.) and the GPSA Bylaws, Article VIII, Section 2 (Finance Code).

### **3. Budget Workshops**

- a. At least 3 annual budget workshops shall be conducted during the spring semester. Workshops shall:
  - i. Be publicly advertised via the GPSA website, mailing list, and electronic channels no fewer than 72 hours prior.
  - ii. Provide detailed instructions on budget application procedures, deadlines, documentation requirements, and the schedule of hearings, as required by the GPSA Bylaws, Article VIII, Section 2 (Finance Code).
- b. Failure of an organization to attend a required budget workshop shall result in ineligibility for participation in the annual budget process. Exceptions may be granted only under extraordinary circumstances, upon appeal to FC and SGAO.

### **4. Hearings and Deliberations**

- a. Budget hearings shall be scheduled and conducted by the FC, in consultation with the SGAO.
- b. Each organization shall have the opportunity to present its request and respond to Committee questions. At least one graduate student must be present on behalf of the organization submitting the request.
- c. The FC retains full authority to recommend adjustments, reductions, or reallocation of line-items during hearings and deliberations in order to compile a balanced budget, as authorized under the GPSA Bylaws, Article VIII, Section 2 (Finance Code).

### **5. Final Presentation to Council**

- a. The FC shall present a final balanced budget to the GPSA Council for consideration at the regular Council meeting, as required by the GPSA Bylaws, Article VIII, Section 2 (Finance Code).





- b. Upon approval by (2/3)<sup>rd</sup> majority vote of the Council, the budget shall be transmitted to the GPSA President for final approval or veto under the GPSA Constitution, Article V, Section 2 (Oversight and Distribution).

## **Article VII — Appropriations Process**

The appropriations process exists to provide supplemental funding to chartered GPSA student organizations in support of programs, events, and activities that advance the mission of GPSA. All appropriations shall be overseen by the FC, recommended to the GPSA Council, and approved by the GPSA President, consistent with the GPSA Constitution, Article V, Section 2 (Oversight and Distribution) and the GPSA Bylaws, Article VIII, Section 4 (Appropriations).

### **1. Eligibility**

- a. Only chartered GPSA student organizations, including RDSAs, as well as GPSA standing committees shall be eligible to apply for appropriations, as provided in the GPSA Bylaws, Article VIII, Section 4 (Appropriations).
- b. RDSAs are encouraged to first use their PB Funds in accordance with the GPSA Bylaws, Article VIII, Section 3 (Pro-Rated Benefits (PB) Fund).

### **2. Applications**

- a. All appropriation requests must be submitted electronically ([gpsafin@unm.edu](mailto:gpsafin@unm.edu)) to the Finance Director by 5:00 PM. on the deadline date established in the semester appropriation schedule.
- b. The Finance Director shall issue a public agenda of appropriation requests and notify all applicants of the meeting time and date at least 72 hours prior to the FC meeting, consistent with the GPSA Bylaws, Article VIII, Section 4 (Appropriations).
- c. A graduate student representative of the applying organization must be present at the scheduled FC meeting to present and answer questions about the request, in accordance with the GPSA Bylaws, Article VIII, Section 4 (Appropriations).

### **3. Documentation**

- a. Any line-item request greater than two hundred dollars (\$200) must include a verifiable quote (invoice, screenshot, or vendor catalog).
- b. Requests that lack required documentation may be tabled, reduced, or denied at the discretion of the FC.

### **4. Limitations**

Appropriation requests are subject to the following restrictions, as established through FC Standing Rules and consistent with the GPSA Bylaws, Article VIII, Section 4 (Appropriations):

- a. Frequency: Each organization may submit no more than one appropriation request per semester.



- b. Events: Each appropriation may fund multiple events per semester.
- c. Categories: Only one line item per category per event may be requested (e.g., one food request, one travel request, one supplies request).
- d. Retroactivity: Retroactive funding for events or purchases that have already occurred is allowed.

## **5. Evaluation Criteria**

Appropriations shall be evaluated using a transparent rubric adopted by the FC, which shall consider:

- a. The mission and stated objectives of the student organization, as they relate to the request.
- b. The impact on graduate and professional students.
- c. The openness and accessibility of the event to the GPSA community.
- d. Fiscal responsibility and alignment with University and GPSA funding policies.
- e. Equity and fairness in distributing limited GPSA resources.

## **Article VIII — Funding Categories and Caps**

The FC shall allocate funding for appropriations in accordance with the GPSA Constitution, Article V (Finance), the GPSA Bylaws, Article VIII (Finance Code), and the FC Standing Rules. All allocations are subject to the availability of funds, equitable distribution among student organizations, and consistency with University of New Mexico policies, including procurement, travel, and student fee regulations.

Unless otherwise specified, any line-item request exceeding two hundred dollars (\$200) must include a verifiable quote at the time of submission. All expenditure must be documented by itemized printed receipts.

### **1. Advertising (Account Code: 69Y0)**

- a. Maximum Allocation: \$150.
- b. Advertising includes flyers, posters, banners, and online/social media promotions directly related to the funded event.
- c. Excludes long-term branding items (e.g., T-shirts, mugs, tote bags) which fall under promotional expenses and must be evaluated separately.

### **2. Office Supplies (Account Code: 3100)**

- a. Maximum Allocation: \$150.
- b. Office supplies basic consumable supplies necessary for the administration of the organization, such as pens, markers, notebooks, binders, envelopes, folders, and similar day-to-day items.
- c. Restriction: Funding is intended to cover modest administrative needs and may not be used as a substitute for departmental or University-provided office resources.



**3. Computer Costs (Account Code: 3150, 3180, 3189)**

- a. Maximum Allocation: \$750.
- b. Eligible for computers, monitors, or peripheral hardware needed for on-campus organizational use.
- c. Equipment purchased with GPSA funds must remain the property of the organization and stored on UNM premises.

**4. Computer Supplies (Account Code: 31L0)**

- a. Maximum Allocation: \$300.
- b. Includes printer cartridges, small accessories, or similar expendable computer supplies.

**5. Conference / Registration Fees (Account Code: 63A0)**

- a. Maximum Allocation: \$900 per organization, \$300 per student.
- b. Limit of two (2) conferences per organization per fiscal year.
- c. Includes registration for professional or academic conferences where graduate students present or participate on behalf of the student organization.
- d. Organizations must provide itemized receipts and proof of participation.

**6. Copying / Printing (Account Code: 63C0)**

- a. Maximum Allocation: \$200.
- b. Covers copying services, printed flyers, and small-scale document production.
- c. Large-volume or promotional printing may be considered under “Advertising” or “Promotional Materials”.

**7. Educational Supplies and Subscriptions (Account Code: 3110, 3140)**

- a. Maximum Allocation: \$600.
- b. Includes textbooks, scholarly journals, software licenses, poster stands, and other items directly supporting graduate student academic and professional development.
- c. All purchased materials must remain accessible to the organization and stored at UNM.

**8. Food and Refreshments (Account Code: 31B0)**

- a. Maximum Allocation:
  - i. \$1,500 per large event ( $\geq 100$  attendees), up to two events per semester.
  - ii. \$500 per small event ( $< 100$  attendees), up to two events per semester.
  - iii. \$200 per general body meeting, with a maximum of four meetings per semester.
- b. Special Circumstances: If organizations apply to other funding resources for the same event and/or charge tickets, final allocations shall be determined in consultation with FC and SGAO.



- c. Food requests must demonstrate direct benefit to graduate students and must not constitute general membership dues.

**9. Honorarium (Account Code: 63E0)**

- a. Maximum Allocation: \$500 per event.
- b. UNM faculty and staff are ineligible to receive honoraria, per UNM policy.
- c. Virtual honoraria are permitted.
- d. Travel expenses for honorarium recipients shall not be funded, per UNM policy.

**10. Travel (Account Code: 4080)**

Travel allocations must comply with UNM policy and may include:

- a. Per Diem (Lodging and Meals): Up to \$85 per person per day, consistent with UNM-established daily rates. The total allocation to a GPSA-chartered student organization shall not exceed \$2,500 per conference.
- b. Mileage: Reimbursed at UNM's current mileage rate; limited to two vehicles per event unless additional vehicles are justified.
- c. Airfare: Up to 75% of economy-class fare, not exceeding \$500 per student. Three (3) competitive quotes must be provided. The total allocation to a GPSA-chartered student organization shall not exceed \$5,000 per conference.
- d. Other Travel Expenses: May be funded at FC discretion, provided they comply with UNM travel policy.

**11. Other Items**

- a. Any line item not listed above will be funded at a maximum of seventy percent (70%) of the quoted price, subject to FC discretion and compliance with UNM and GPSA policy.
- b. Each annual budget and appropriation automatically incur the UNM Foundation surcharge, per UNM rules.

**Article IX — Funding Restrictions**

The following categories are strictly prohibited from funding, in accordance with the GPSA Bylaws, Standing Rules, UNM policy, and the New Mexico Anti-Donation Clause (N.M. Const. Art. IX, §14):

- 1. **Dues or Fees** — Payments to external organizations or individual memberships.
- 2. **Gifts and Prizes** — Including giveaways, raffle items, or incentives to students, faculty, or staff.
- 3. **Alcohol, Tobacco, Cannabis, or Weapons** — Purchase or reimbursement for restricted items is prohibited.
- 4. **Charitable Donations or Contributions** — Including fundraising events or resale of items purchased with GPSA funds.



5. **Gift Cards or Cash Equivalents** — Prepaid cards, debit cards, or other cash substitutes.
6. **Resale or Personal Items** — Items intended for private benefit or resale.
7. **Recurring Subscriptions** — Subscriptions not directly tied to a specific event or project.
8. **Equipment / Materials Stored Off-Campus** — All items purchased with GPSA funds must remain on UNM premises, accessible to members of the organization.
9. **Expenditures Generating Profit** — Funding cannot support revenue-producing activities for student organizations.

## **Article X — Minutes and Records**

The Finance Vice-Chair shall maintain accurate and transparent records of all proceedings, consistent with the GPSA Constitution, the GPSA Bylaws, Article V, and *Robert's Rules of Order, Newly Revised*.

### **1. Content of Minutes**

- a. Minutes shall include the following:
  - i. Attendance of members, guests, and presenters.
  - ii. Motions and seconds presented, including the exact wording.
  - iii. Amendments, procedural rulings, and conditions attached to motions.
  - iv. Final votes (yeas, nays, abstentions) recorded for each action.
  - v. Dollar amounts approved, reduced, or denied in appropriation or budgetary decisions.

### **2. Posting of Minutes**

- a. Draft minutes shall be prepared by the Finance Vice-Chair and posted to the GPSA website within five (5) business days of the meeting.
- b. Draft minutes shall be clearly labeled as “pending approval” until formally adopted by the Committee at its next regular meeting.

### **3. Retention of Records**

- a. Agendas, appropriation dockets, supporting documentation, and approved minutes shall be retained in the official GPSA archive for a minimum of three (3) years, consistent with best practices in student government financial accountability and the New Mexico Open Meetings Act (NMSA 1978, §10-15-1 et seq.).
- b. Records shall remain publicly accessible, except where restricted by University confidentiality policy or law.

## **Article XI — Conduct and Accountability**

FC members shall uphold the highest standards of professionalism, equity, and transparency in the execution of their duties, consistent with the GPSA Code of Conduct, the GPSA Constitution, the GPSA Bylaws, and *Robert's Rules of Order, Newly Revised*.



## **1. Standards of Conduct**

- a. Members shall conduct themselves in a professional, respectful, and impartial manner.
- b. Deliberations shall remain viewpoint-neutral to ensure fairness and compliance with University and constitutional standards.
- c. Members shall avoid conflicts of interest and should recuse themselves from discussion or votes where personal or organizational bias may exist, in accordance with the GPSA Bylaws.

## **2. Authority of the Director**

- a. The FC Director is responsible for enforcing decorum during meetings.
- b. The Director may, after due warning, revoke a member's speaking privileges for disorderly conduct, disruptive behavior, or violations of parliamentary procedure.
- c. In cases of persistent misconduct, the Director may refer the matter to the GPSA Judicial Branch or Council Leadership for disciplinary action, as authorized by the GPSA Constitution and Bylaws.

## **3. Accountability to GPSA and the Public**

- a. All members are accountable to the graduate and professional student body they serve.
- b. Members must attend meetings regularly and fulfill their assigned duties. Excessive unexcused absences or repeated misconduct may be grounds for removal under the GPSA Bylaws, Article V, Section 1 (Finance Committee (FC)).
- c. Committee decisions and records must withstand public scrutiny, ensuring that appropriations and budget recommendations are made with transparency, fairness, and in the best interest of all graduate and professional students.