



GPSA Finance Committee Standing Rules

Fall 2026

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 GPSA established pursuant to the GPSA Constitution, Article V, Section 2 (Oversight and Distribution), and governed further by the GPSA Bylaws, Article V, Section 1 (Finance Committee). The FC consists of executive and legislative appointees and serves as the recommending body for the GPSA Annual Budget, semester-wise appropriations, and other allocations from the GPSA General Fund.

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 annual GPSA budget requests submitted by eligible chartered student organizations, applicable UNM service entities, and GPSA Decision-Making Bodies, consistent with the GPSA Bylaws, Article VIII, Section 2 (Annual Budget).
- b. Reviewing, deliberating, and making recommendations on appropriation requests submitted by eligible chartered student organizations and GPSA Committees, consistent with the GPSA Bylaws, Article VIII, Section 4 (Appropriations).
- c. Administering the budget revision process in accordance with the GPSA Constitution, Article V, Section 2(A)(3), and the GPSA Bylaws, Article VIII, Section 5 (Revisions), under which revision requests are reviewed by SGAO and approved by consent of the FC Chair and FC Vice-Chair.

3. Principles of Allocation

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

- a. Transparent, ensuring that the graduate and professional student body has reasonable access to FC financial proceedings, recommendations, and records, consistent with the GPSA Bylaws, Article II, Section 4 (Open Meetings Act) and Article V, Section 1 (Finance Committee).



- b. Fair and Equitable, considering eligible funding requests on their merits and distributing limited GPSA financial resources consistently and equitably, in accordance with the GPSA Bylaws, Article VIII, Section 1(A)(3).
- c. Viewpoint-Neutral, ensuring that funding recommendations are not favored or disfavored based on political, religious, ideological, or other viewpoint-based bias, consistent with the GPSA Bylaws, Article VIII, Section 1(A)(3).

4. Governance of Proceedings

- a. These Standing Rules govern the internal operations of the FC and establish 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. The FC shall adopt Standing Rules at its first meeting of the Council session in accordance with the GPSA Bylaws, Article V, Section 1(B). As an internal procedural requirement of the FC, adoption or amendment of these Standing Rules shall require the affirmative vote of at least two-thirds (2/3) of the currently confirmed FC membership. The Standing Rules shall subsequently be submitted to Council for approval as required by the GPSA Bylaws.
- b. Once approved by Council, these Standing Rules shall remain in effect for the Council session unless amended by the FC and subsequently approved by Council.
- c. The FC Chair shall be responsible for administering the Attendance and Accountability and Conflict of Interest provisions contained in these Standing Rules. Enforcement actions involving the appointment, removal, compensation, or continued service of an FC member shall remain subject to the authority and procedures established by the GPSA Constitution and Bylaws, including the respective authority of the GPSA President, Council Chair, and Council.

Article II — Membership

1. Composition



- a. Membership of the FC shall be determined in accordance with the GPSA Bylaws, Article V, Section 1(A) (Selection). The FC shall consist of at least six (6) members, including executive appointees selected by the GPSA President and legislative appointees selected by the Council Chair, with all appointments subject to Council approval as required by the Bylaws.
- b. The FC is a Joint Standing Committee of GPSA consisting of executive and legislative appointees and shall operate in accordance with the GPSA Constitution, Bylaws, and these Standing Rules.

2. FC Chair and Vice-Chair

- a. The FC Chair shall be appointed by the GPSA President and approved by Council in accordance with the GPSA Bylaws, Article V, Section 1(A). The FC Chair shall administer and oversee all meetings of the FC and shall exercise a vote only in the event of a tie.
- b. The FC Vice-Chair shall be appointed by the Council Chair and approved by Council in accordance with the GPSA Bylaws, Article V, Section 1(A). The Vice-Chair shall assist the FC Chair in the duties and responsibilities of the Committee, serve as acting FC Chair in the absence of the Chair, and exercise a vote on matters before the FC. The FC Vice-Chair shall also assist in maintaining Committee minutes and records in accordance with Article XI of these Standing Rules.

3. Voting

- a. Except for the FC Chair as provided in subsection (b), each duly appointed voting member of the FC shall be entitled to one (1) vote on all matters properly before the Committee.
- b. The FC Chair 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 are expected to attend all regularly scheduled and special meetings of the FC in person unless remote attendance or an excused absence has been authorized in accordance with these Standing Rules.
- b. Any unexcused absence shall be documented by the FC Chair. The FC Chair may issue a written notice to the member identifying the absence and reminding the member of the attendance responsibilities associated with service on the Committee.
- c. An absence or attendance by remote means may be considered excused when the member provides reasonable prior notice to the FC Chair and the circumstances are consistent with University policy, these Standing Rules, or established GPSA practice.



- d. Persistent non-attendance, repeated unexcused absences, or substantial failure to fulfill Committee responsibilities shall be reported by the FC Chair to the appropriate appointing authority for action under the GPSA Bylaws, Article V, Section 1(D). Executive appointees shall be referred to the GPSA President, and legislative appointees shall be referred to the Council Chair.
- e. **Late Arrival.** A member arriving after a meeting has been called to order shall be recorded as arriving late. The member may participate only in discussion on matters considered after the member's arrival but shall not vote on matters.

5. Conflict of Interest and Disclosure

- a. Any FC member who is formally affiliated or associated with an organization, department, or program submitting an annual budget, appropriation, or budget revision request shall disclose that affiliation before presentation or consideration of the request.
- b. A member who has disclosed an organizational affiliation shall not serve as the official presenter or primary representative of that organization before the FC.
- c. Organizational affiliation alone shall not automatically require recusal. Following disclosure, the member may participate in discussion and voting unless the member has a direct personal or financial interest in the outcome of the request.
- d. A member shall recuse themselves from deliberation and voting when the member is a direct financial beneficiary of the request, is responsible for receiving or personally controlling the requested funds, or otherwise has a material personal financial interest in the outcome.
- e. All disclosures and recusals shall be reflected in the meeting minutes.

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 fiscal 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 the 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 and GPSA Committees, 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. An official itemized documented price estimate with tax (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.

7. General Body Meeting

- a. A regularly scheduled organizational meeting primarily conducted for membership business, governance, planning, or organizational updates and not primarily organized as a special event.

8. Small Event

- a. An eligible program or activity, other than a General Body Meeting, with fewer than one hundred (100) expected attendees.

9. Large Event

- a. An eligible program or activity with one hundred (100) or more expected attendees.

10. Material Conflict of Interest

- a. A direct personal or financial interest in the outcome of a funding request, including circumstances in which an FC member is a direct financial beneficiary, personally controls the requested funds, or otherwise has a material personal financial interest requiring recusal under Article II, Section 5.



Article IV — Meetings

1. Quorum

- a. For purposes of these Standing Rules, two-thirds (2/3) of the currently confirmed membership of the FC, rounded up to the next whole member when necessary, shall constitute quorum for the transaction of Committee business.
- b. The FC Chair shall count toward quorum, notwithstanding that the Chair votes only in the event of a tie.
- c. No action requiring an FC vote may be taken in the absence of quorum.

2. Agenda and Public Notice

- a. Before the first FC meeting of each semester, the FC Chair shall publish the Committee's scheduled meeting dates for the semester on the GPSA website.
- b. For each FC meeting, the FC Chair shall prepare an agenda stating the date, time, location, and matters scheduled for consideration, including applicable annual budget, appropriation, budget revision, or other financial business.
- c. Each substantive agenda item shall be identified as either a Discussion Item or an Action Item.
- d. Public notice and the meeting agenda shall be posted on the GPSA website no fewer than seventy-two (72) hours before the announced meeting in accordance with the GPSA Bylaws, Article II, Section 4 (Open Meetings Act).
- e. Public comment shall occur before consideration of Old Business or New Business. Each member of the public requesting to comment shall be afforded no fewer than five (5) minutes.

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. Roll Call
- ii. Confirmation of Quorum ((2/3)rd of FC Members)
- iii. Approval of Agenda
- iv. Indigenous People's Land & Territory Acknowledgement

b. Opening Business

- i. Approval of Minutes
- ii. Media, Gallery, and Public Comments

c. Officer Reports

- i. Committee Members Report
- ii. Vice-Chair Report



iii. Chair Report

d. Business

i. Old Business

ii. New Business

A. Appropriation Requests

B. Annual Budget Hearings (Spring Semester Only)

e. Closing

i. SGAO

ii. Committee Members Comments

iii. Vice-Chair Comments

iv. Chair Comments

v. Adjournment

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

4. Deliberations

- a. Each member of the FC shall be recognized by the FC Chair 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 the Chair determines that debate has become repetitive or no additional information is being presented, the Chair may invite a motion to close debate or proceed to a vote in accordance with the applicable parliamentary procedure. The substantive disposition of the matter shall be determined by Committee vote. If the resulting vote is tied, the FC Chair may cast the deciding vote in accordance with the GPSA Bylaws, Article V, Section 1(B)(2).

5. Motions and Procedure

- a. The FC Chair 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 FC Chair shall facilitate this process as follows:
 - i. The FC Chair 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 FC Chair 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. Applicant presentations, factual questions, and requests for clarification may occur before a motion is made. Formal Committee deliberation, amendments, and voting shall proceed after a motion has been properly made and seconded.



Article V — Authority

1. Source of Authority

- a. The authority of the FC is derived from the GPSA Constitution, Article V (Finance), and the GPSA Bylaws, Article V, Section 1 (Finance Committee) and Article VIII (Finance Code).
- b. The FC serves as the recommending body for the GPSA Annual Budget, semester-wise appropriations, and other allocations from the GPSA General Fund, except where the Constitution or Bylaws provide a separate approval procedure.

2. Recommendations and Approval

- a. **Annual Budget.** The FC shall review annual budget applications, conduct hearings and deliberations, and forward a balanced budget recommendation to Council. Final approval shall proceed in accordance with the GPSA Bylaws, Article VIII, Section 2.
- b. **Appropriations.** The FC shall review appropriation requests and forward its recommendations to Council. Appropriations passed by Council shall be submitted to the GPSA President for approval in accordance with the GPSA Bylaws, Article VIII, Section 4.
- c. **Budget Revisions.** Budget revisions shall not require a recommendation of the full FC unless otherwise required by the governing documents. Revisions shall be processed in accordance with Article VIII of these Standing Rules and the GPSA Bylaws, Article VIII, Section 5.

3. Suspension of Rules

- a. The FC may temporarily suspend a procedural provision of these Standing Rules only under exceptional circumstances when strict application of the provision would materially interfere with the Committee's ability to perform its duties or would produce an unreasonable or impracticable result.
- b. Exceptional circumstances may include unforeseen administrative circumstances, urgent time-sensitive matters, documented circumstances outside an applicant's reasonable control, or circumstances necessary for a GPSA Decision-Making Body to carry out a required governmental function.
- c. No suspension of these Standing Rules may waive or supersede the GPSA Constitution, GPSA Bylaws, Open Meetings Act requirements, University policy, SGAO requirements, or applicable local, state, or federal law.
- d. Suspension shall require the affirmative vote of at least two-thirds (2/3) of the currently confirmed FC membership. The specific provision suspended and the



reason for suspension shall be stated before the vote and recorded in the meeting minutes.

- e. A suspension authorized under this Section shall apply only to the specific matter for which it was approved and shall not constitute a permanent amendment of these Standing Rules.
- f. When a funding recommendation resulting from a suspension is presented to Council, Council shall be informed that the applicable Standing Rule was suspended.

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 process shall be conducted each spring semester for allocations applicable to the following fiscal year. The process shall be overseen by the FC and Council, passed by Council, and approved by the GPSA President in accordance with the GPSA Bylaws, Article VIII, Section 2.

1. Eligibility

- a. The annual budget process shall be available to chartered student organizations other than RDSAs, applicable UNM service entities, and GPSA Decision-Making Bodies, consistent with the GPSA Bylaws, Article VIII, Section 2(A)(4).
- b. RDSAs are not eligible for annual budget allocations because they receive funding through the Pro-Rated Benefits Fund. RDSAs remain eligible to request additional support through the semester-wise appropriations process where otherwise eligible.

2. Funding Scope and Limitations

- a. Purpose of Annual Budget Funding: The Annual Budget is intended primarily to support planned, predictable, and recurring organizational needs for the following fiscal year. Organizations should use the Annual Budget process for expenses that can reasonably be anticipated during the spring budget process and that support the continuing operation, regular programming, or recurring activities of the organization.
- b. Appropriate Annual Budget Expenses: Annual Budget funding may be requested for eligible recurring or reasonably anticipated expenses, including office and administrative supplies, printing and copying, educational or instructional materials, organizational technology and equipment, approved media or online subscriptions,



advertising, food and refreshments for recurring General Body Meetings, and other recurring organizational expenses permitted under these Standing Rules and University and SGAO policy.

- c. **Event-Specific Expenses:** The Annual Budget is not intended primarily to fund one-time, special, or semester-specific events or activities. Expenses associated with such events should ordinarily be requested through the semester-wise Appropriations process.
- d. **Travel and Conference Expenses:** Travel-related expenses, including airfare, lodging, meals and incidentals, mileage, ground transportation, and other travel costs, shall not be funded through the Annual Budget process. Conference or registration fees shall likewise not be funded through the Annual Budget process. Eligible organizations seeking such funding should use the semester-wise Appropriations process or, where applicable, an appropriate GPSA grant program.
- e. **Duplicate Funding:** An organization may not receive Annual Budget and Appropriation funding for the same expense or substantially the same purpose. When considering an appropriation request, the FC shall review any Annual Budget allocation previously provided to the organization and may reduce or deny a duplicative line item.
- f. **Funding Restrictions:** Expenses prohibited under the Funding Restrictions contained in these Standing Rules shall remain prohibited regardless of whether funding is requested through the Annual Budget or Appropriations process.
- g. **Annual Budget Maximum:** Organizations that are not GPSA Decision-Making Bodies may not receive more than two thousand dollars (\$2,000) through the Annual Budget process, in accordance with the GPSA Bylaws, Article VIII, Section 2(H). Individual category caps contained in these Standing Rules remain applicable within that overall limit.
- h. **Fiscal-Year Limitation and Reversion:** Annual Budget allocations are available for the fiscal year for which they are approved. Funds not used by the end of that fiscal year shall revert to the GPSA General Fund unless otherwise provided by the GPSA Constitution, Bylaws, or Council.

3. Publication of Calendar

- a. By the end of the 1st academic week of the spring semester, the FC Chair 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 made available through the GPSA Office to ensure transparency and accessibility, consistent with the GPSA Bylaws, Article VIII, Section 2(B)(2).

4. Budget Workshops

- a. A minimum of three (3) annual budget workshops shall be conducted during the spring semester. At least one (1) workshop shall be conducted online and at least two (2) workshops shall be conducted in person.
- b. The FC Chair shall be responsible for the workshops. The FC Vice-Chair or another designee may conduct or assist with a workshop when necessary.
- c. The workshops shall be advertised through the GPSA website, GPSA electronic mailing list, and other appropriate means at least five (5) academic days before the first workshop of the spring semester.
- d. Annual budget applications and instructions shall be presented at each workshop with guidance from SGAO.
- e. Failure to attend a required budget workshop shall result in ineligibility for the current annual budget process. Under extenuating circumstances, an applicant may appeal to Council for a budget hearing in accordance with the GPSA Bylaws, Article VIII, Section 2(C)(3)(a).

5. Hearings and Deliberations

- a. Budget hearings shall be scheduled and conducted by the FC in consultation with the Council Chair, with coordination and guidance from SGAO as necessary.
- b. Each organization shall have the opportunity to present its request and respond to Committee questions. At least one graduate or professional 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).

6. Final Presentation to Council

- a. The FC shall present a final and balanced budget to the GPSA Council no later than the March Council meeting, as required by the GPSA Bylaws, Article VIII, Section 2(B)(2)(d).
- b. Council shall consider the balanced budget and may approve it by majority vote in accordance with the GPSA Bylaws, Article VIII, Section 2(F). The approved budget



shall then be transmitted to the GPSA President for approval or veto in accordance with the GPSA Constitution and Bylaws.

Article VII — Appropriations Process

The appropriations process exists to provide supplemental funding to chartered GPSA student organizations in support of specific semester-based 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).

Appropriations are intended particularly for eligible semester-specific, special, or one-time expenses that are not appropriately addressed through the Annual Budget process, including eligible travel, conference or registration expenses, and event-specific costs, subject to the funding categories, caps, and restrictions contained in these Standing Rules.

1. Eligibility

- a. Only chartered GPSA student organizations, including RDSAs, as well as GPSA 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) to the FC Chair by 5:00 PM on the deadline date established in the semester appropriation schedule.
- b. The FC Chair shall issue a public notice and 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 or professional 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. Official Quote Requirement: Any single line-item request greater than two hundred dollars (\$200) must include an official, itemized price estimate at the time of submission. An acceptable quote may include a vendor-generated screenshot, invoice, formal estimate, registration page, catalog listing, or comparable



documentation that identifies the vendor or source, the requested item or service, the applicable quantity, price, and applicable taxes or fees.

- b. Self-created, fabricated, materially altered, or outdated documentation that no longer reasonably reflects the requested purchase price shall not constitute an acceptable quote.
- c. If a required quote is not submitted, the FC may reduce the applicable line item to the lesser of two hundred dollars (\$200) or thirty percent (30%) of the requested amount. The FC may instead table or deny the line item when the information provided is insufficient to reasonably determine the cost or eligibility of the request.

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 an event, purchase, or financial obligation may be considered only when permitted by SGAO and applicable University policy.
- e. Aggregate Appropriation Limit: The FC may establish an overall maximum appropriation allocation per organization per semester based on the available appropriation balance and projected semester demand. Any such limit must be incorporated into the Council-approved Standing Rules before being applied.

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.
- f. The completeness and accuracy of the appropriation application and all required supporting documentation, including official itemized quotations where applicable.



- g. Whether GPSA funding has already been allocated for the same expense or substantially the same purpose through the annual budget, a prior appropriation, PB Funds, or another GPSA funding mechanism. GPSA funds shall not duplicate funding for the same expense; however, prior GPSA funding shall not by itself disqualify an organization from receiving funding for separate and distinct eligible expenses.

Article VIII — Budget Revisions

1. Purpose and Scope

- a. A budget revision is a request to transfer or redefine GPSA funds previously allocated through an approved annual budget or appropriation. Budget revisions shall be administered in accordance with the GPSA Constitution, Article V, Section 2(A)(3), and the GPSA Bylaws, Article VIII, Section 5 (Revisions).

2. Submission and SGAO Review

- a. All budget revision requests must first be submitted to SGAO for review before they may be considered for approval.
- b. No organization may expend GPSA funds for a revised purpose until the applicable budget revision has been approved.

3. Approval

- a. A budget revision shall require the consent of both the FC Chair and FC Vice-Chair.
- b. If the FC Chair and FC Vice-Chair disagree regarding a revision, the Council Chair shall be consulted and shall resolve the division in accordance with the GPSA Bylaws, Article VIII, Section 5(C)(1).
- c. In the event of a vacancy affecting the normal revision approval process, the procedures established in the GPSA Bylaws, Article VIII, Section 5(C)(2), shall apply.

4. Reporting and Recordkeeping

- a. The FC shall prepare a monthly report of approved budget revisions, which shall be included as a supporting document for the next regular Council meeting, in accordance with the GPSA Constitution, Article V, Section 2(A)(3).
- b. Organizations remain responsible for complying with all SGAO requirements, University policies, funding stipulations, and approved line-item purposes following a revision.

Article IX — Funding Categories and Caps



The eligibility of a funding category also depends upon the funding process through which it is requested. Annual Budget requests shall comply with Article VI, Section 2 (Funding Scope and Limitations), while semester-wise Appropriations shall comply with Article VII. 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 expenditures shall be supported by itemized receipts and any additional documentation required by SGAO.

1. Application of Funding Caps

- a. Unless otherwise stated in a specific funding category, all maximum allocations contained in this Article constitute ceilings and do not create an entitlement to the maximum amount.
- b. Where a cap is identified as “per event,” the cap applies separately to each distinct eligible event. Where a cap is identified as “per student,” it applies separately to each eligible graduate or professional student. Where a semester or fiscal-year limit is stated, the aggregate funding received during that period may not exceed the stated limit.
- c. Organizations may not divide substantially identical expenses into multiple line items, events, or requests for the purpose of avoiding a funding cap.
- d. Annual budget allocations to organizations that are not GPSA Decision-Making Bodies remain subject to the overall annual budget maximum established in the GPSA Bylaws, Article VIII, Section 2(H), regardless of the individual category caps contained in these Standing Rules.
- e. All caps are subject to available GPSA funds, FC discretion, SGAO requirements, University policy, and any additional restrictions contained in these Standing Rules.

2. Advertising

- a. Maximum Allocation: \$150.
- b. Advertising includes online/social media promotions directly related to the funded event.
- c. Excludes long-term branding of large items (e.g., T-shirts, mugs, tote bags, etc.) which do not fall under any category and must be purchased/ordered by the organizations’ self-generated funds.

3. Office Supplies

- 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 giveaway, substitute for departmental or University-provided office resources.

4. Technology and Computer Equipment

- a. Maximum Allocation: \$750.
- b. Eligible expenses may include computers, laptops, monitors, printers, keyboards, mice, webcams, headsets, and comparable hardware necessary for official organizational use.
- c. Equipment purchased with GPSA funds must remain available to the organization, shall not become the personal property of an individual member, and must be stored on UNM premises when not being used for authorized organizational purposes.

5. Printing Supplies

- a. Maximum Allocation: \$300.
- b. Eligible expenses include printer ink, toner, printer paper, and comparable consumable materials used for organizational printing needs.

6. Conference / Registration Fees

- 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 or professional students present or participate on behalf of the student organization.
- d. At the time of application, organizations must provide conference or registration documentation identifying the event, dates, applicable registration fee, and other relevant information. Following expenditure of approved funds, itemized receipts and proof of participation shall be maintained or submitted as required by SGAO.

7. Copying and Printing

- 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”.

8. Educational Supplies and Instructional Materials

- a. Maximum Allocation: \$600.



- b. Eligible expenses may include books, scholarly publications, educational reference materials, instructional materials, and other resources directly related to the mission or educational activities of the organization.
- c. Organizations should first determine whether the requested material is reasonably available through UNM Libraries or another existing University resource. GPSA funding may be considered when the material is unavailable, unsuitable for the organization's continuing use, or when acquisition of a physical organizational copy provides a continuing benefit to the organization.
- d. Physical materials purchased with GPSA funds must remain organizational property, be available to members, and be stored on UNM premises.

9. Food and Refreshments

- a. Maximum Allocation:
 - i. \$1,000 per Large Event, with a maximum of two (2) Large Events per organization per semester.
 - ii. \$500 per Small Event, with a maximum of two (2) Small Events per organization per semester.
 - iii. \$150 per General Body Meeting, with a maximum of four (4) General Body Meetings per organization per semester.
- b. Other Funding and Event Revenue: Organizations must disclose any confirmed or anticipated funding received from RDSAs, departments, University entities, external sponsors, ticket sales, registration fees, or other sources for the same event. Receipt of other funding shall not automatically render the request ineligible; however, the FC may adjust the GPSA allocation based on the remaining eligible cost and to prevent duplicate funding or overfunding.
- c. Food requests must demonstrate direct benefit to graduate or professional students and must not constitute general membership dues.

10. Honorarium

- a. Maximum Allocation: \$500 per event.
- b. Applicants must consult with SGAO before submitting a request for honorarium funding.
- c. UNM faculty and staff are ineligible to receive honoraria, per UNM policy.
- d. Virtual honoraria are permitted.
- e. Travel expenses for honorarium recipients shall not be funded, per UNM policy.

11. Travel

Travel funding shall support organizational travel that provides a demonstrated benefit to graduate or professional students and shall comply with all applicable UNM and SGAO



travel requirements. Travel funding under this Section is available through the semester-wise appropriations process and is not intended for the Annual Budget process. Travel allocations must comply with UNM policy and may include:

- a. Per Diem (Lodging, Meals, and Incidentals):
 - i. Combined Maximum Allocation: Up to \$85 per person per day, consistent with UNM-established daily rates. The combined allocation for eligible lodging, meals, and incidentals shall not exceed \$1,800 per organization per conference.
 - ii. Lodging: Lodging requests must include an official quote regardless of the amount requested. The documentation must identify the lodging provider, travel dates, total estimated cost including applicable taxes and fees, and the number of graduate or professional students to be accommodated. Lodging remains subject to applicable University and SGAO requirements.
 - iii. Meals and Incidentals: Funding may be provided up to the lesser of eighty-five dollars (\$85) per eligible person per day or the applicable University-authorized destination rate. Documentation of the applicable destination rate must be submitted regardless of the amount requested.
- b. Mileage:
 - i. Mileage shall be funded at the current University-authorized mileage rate and shall ordinarily be limited to two (2) vehicles per event.
 - ii. Documentation showing the shortest reasonable travel distance shall be submitted regardless of the amount requested.
 - iii. Additional vehicles may be considered only when the organization demonstrates that they are reasonably necessary.
- c. Airfare:
 - i. Airfare may be funded up to seventy-five percent (75%) of an eligible economy-class fare, not exceeding five hundred dollars (\$500) per student.
 - ii. The total airfare allocation to an organization shall not exceed three thousand dollars (\$3,000) per conference.
 - iii. Three (3) competitive quotes from distinct airlines shall ordinarily be submitted. If three reasonably comparable options do not exist, the applicant shall provide documentation explaining the circumstances, and the FC may determine whether the available documentation is sufficient.
- d. Duplicate Travel Funding: An expense funded through an FC appropriation may not also receive GPSA grant funding for the same purpose or expense.



- e. Other Travel Expenses: Other necessary travel expenses may be considered at the discretion of the FC when permitted by University and SGAO policy.

12. Promotional Items and Organizational Display Materials:

- a. Low-Cost Promotional Items:
 - i. Maximum Allocation: \$5 per piece, up to seventy percent (70%) of the quoted price, subject to FC discretion.
 - ii. Eligible items may include low-cost stickers, pins, badges, and comparable small promotional materials directly related to organizational outreach or an approved event.
 - iii. Funding shall be based on a reasonable anticipated number of participants or recipients.
- b. Reusable Organizational Display Materials:
 - i. Reusable materials such as banners, tablecloths, reusable signs, or comparable organizational display materials may be funded up to seventy percent (70%) of the quoted price, subject to FC discretion.
 - ii. Such materials shall remain organizational property and must be stored on UNM premises.
- c. Personal-Use Merchandise: T-shirts, mugs, tote bags, apparel, and comparable personal-use merchandise shall not be funded unless specifically authorized elsewhere in these Standing Rules.

13. Facility Rental:

- a. Maximum Allocation: Up to seventy percent (70%) of the quoted cost or one thousand dollars (\$1,000) per event, whichever is less.
- b. Facility rental may be funded when space is reasonably necessary for an eligible organizational event or activity.
- c. An official quote must be provided when required by Article VII and must identify the facility, rental date or duration, and total estimated cost.
- d. All rental arrangements remain subject to University and SGAO requirements.

14. Professional Services:

- a. Maximum Allocation: Up to seventy percent (70%) of the quoted cost or one thousand dollars (\$1,000) per event, whichever is less.
- b. Eligible professional services may include performers, DJs, photographers, interpreters, technical services, cultural performers, designers, or comparable contracted services directly related to an approved organizational program or event.



- c. An official quote must be submitted where required, and all professional-service arrangements must comply with applicable University contracting, procurement, and SGAO requirements.

15. Other Items

- a. A line item that does not reasonably fall within another funding category may be considered by the FC when the requested expense is consistent with the organization's mission, provides a demonstrable benefit to graduate or professional students, and complies with University, SGAO, and GPSA requirements.
- b. Maximum Allocation: Up to seventy percent (70%) of the quoted price or one thousand dollars (\$1,000), whichever is less.
- c. The seventy percent (70%) figure constitutes a maximum funding ceiling and shall not create an entitlement to that percentage. The FC may recommend a lower amount or deny the request based on need, reasonableness, available funds, equity among organizations, and the circumstances of the request.
- d. Each annual budget and appropriation automatically incur the UNM Foundation surcharge, per UNM rules.

Article X — 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, Prizes, and Personal-Use Merchandise** — Gifts, prizes, raffle items, incentives, T-shirts, mugs, tote bags, apparel, and comparable personal-use merchandise shall not be funded. This restriction does not prohibit low-cost promotional items or reusable organizational display materials expressly permitted under Article IX.
3. **Alcohol, Tobacco, Cannabis, or Weapons** — Purchase or reimbursement for restricted items is prohibited.
4. **Charitable Donations or Contributions** — GPSA funds shall not be donated to charitable or external entities and shall not be used to purchase items intended for donation or resale as part of a fundraiser. This restriction does not independently prohibit an otherwise eligible event that generates revenue, provided all revenues and other funding sources are disclosed.
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. **Media Licenses and Subscriptions** — Software licenses and subscriptions not directly tied to an approved organizational purpose, project, or event, or automatic renewals beyond the approved funding period.
8. **Equipment / Materials** — Equipment and physical materials purchased with GPSA funds must be stored on UNM premises when not being used for an authorized organizational purpose. Such items shall not be stored as personal property or maintained primarily for personal use.
9. **Expenditures Generating Private Profit or Financial Gain** — GPSA funds shall not be used to generate private profit or distributable financial gain for an individual or organization. An event that charges admission, registration, or ticket fees may nevertheless be considered for GPSA funding when all anticipated revenue and other funding sources are fully disclosed. The FC may reduce the GPSA allocation based on anticipated revenue to prevent duplicate funding, overfunding, or an unreasonable surplus attributable to GPSA-funded expenses.

Article XI — Minutes and Records

The FC 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 be taken at every FC Open Meeting and shall include, at minimum:
 - i. The date, time, location, and type of meeting.
 - ii. Members present, absent, arriving late, or participating remotely.
 - iii. Individuals who formally address the Committee.
 - iv. Motions and seconds, including the substance of each motion.
 - v. Amendments and procedural rulings.
 - vi. Decisions made by the Committee.
 - vii. Votes taken, including each member's voting form as required by the GPSA Bylaws.
 - viii. Dollar amounts recommended, reduced, tabled, or denied.
 - ix. Any funding conditions or stipulations attached to an FC recommendation.
 - x. Any disclosed conflict of interest or recusal.

2. Posting of Minutes

- a. Draft minutes shall be prepared and posted to the GPSA website within five (5) business days following the meeting and, in all circumstances, no later than ten (10) academic days after the meeting.



- b. Draft minutes shall be clearly identified as “Pending Approval.”
- c. Minutes shall be considered for approval or amendment at the next FC meeting at which quorum is present.
- d. Following approval, the approved minutes shall replace or otherwise accompany the draft version in the official GPSA records.

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 XII — Conduct and Accountability

FC members shall maintain professional, respectful, impartial, and transparent conduct in the execution of their duties and shall comply with the GPSA Constitution, Bylaws, these Standing Rules, applicable University policy, and the parliamentary authority adopted by the FC.

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 disclose organizational affiliations and address conflicts of interest in accordance with Article II, Section 5 of these Standing Rules.

2. Authority of the FC Chair

- a. The FC Chair shall maintain order and decorum during Committee meetings and shall ensure that proceedings are conducted fairly and consistently with these Standing Rules.
- b. A member who engages in disorderly, disruptive, repetitive, or inappropriate conduct may be warned by the FC Chair. Following a warning, the Chair may restrict that member's speaking privileges for the remainder of the applicable agenda item or, when necessary, for the remainder of the meeting.
- c. A restriction on speaking privileges under this subsection shall not by itself suspend the member's voting rights.
- d. Persistent misconduct, neglect of Committee responsibilities, or repeated violations of these Standing Rules may be documented by the FC Chair and referred to the



appropriate GPSA President, Council Chair, Council, or other authority having jurisdiction under 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. Repeated unexcused absences, persistent non-attendance, neglect of assigned responsibilities, or repeated misconduct may be referred for appropriate action under the GPSA Bylaws, Article V, Section 1(D).
- c. Committee decisions and records must withstand public scrutiny, ensuring that appropriations and annual budget recommendations are made with transparency, fairness, and in the best interest of all graduate and professional students.