

## **Graduate and Professional Student Association Finance Committee By-Laws**

### **I. GAPSAs FINANCE COMMITTEE**

- A. Pursuant to the authority of the Associated Student Body Constitution, Title III, Article III, § 5, the GAPSAs Finance Committee shall be a standing committee of the GAPSAs Assembly.
- B. The GAPSAs Finance Committee shall serve as the fiscal manager and public trustee of all student activity monies of the Graduate and Professional Student Association.
- C. The purpose of the GAPSAs Finance Committee is to assure that the funds of the ASB are properly handled for the benefit of all students. To this end, the Finance Committee will hear presentations on, investigate, and deliberate over all requests for funding in a timely and judicious manner.
- D. The GAPSAs Finance Committee expressly reserves to itself all powers and duties designated to the Committee by the ASB Constitution.
- E. All GAPSAs allocations must be referred to the GAPSAs Finance Committee before consideration by the GAPSAs Assembly. The GAPSAs Assembly reserves the right to discharge funding requests from the Finance Committee upon a two-thirds vote by the assembly.
- F. Extraordinary powers and duties are vested in the Executive Council when the matter is of an emergency nature and it is impractical for the Finance Committee to meet. The Vice President for Student Affairs or his/her representative must certify such circumstances as per ASB Constitution, Title III, Art. III, § 5(f).
  - a. Any decision-making authority vests in the Executive Council only when its actions include the participation and vote of both the Director of Student Budgets and the Vice President for Student Affairs or his/her representative.

### **II. FUNDING**

- A. The GAPSAs divisional governments, subject to the approval of the GAPSAs Student Body Administrative Council (GSBAC), is responsible for determining the eligibility of groups and organizations for GAPSAs funding.
  - a. Notwithstanding Part A above, the Finance Committee may recommend withholding funding as a sanction against an organization for violations of ASB and GAPSAs regulations.
- B. In order for any student organization to receive funds, at least 80% of its membership must come from the Tulane community, which includes Tulane students, faculty, staff, and the dependents of those persons, and also graduates of Tulane University.
- C. In order to receive funds, an organization must have file in the Office of Student Programs a current copy of its constitution, the names and phone numbers of its officers, and the name of its faculty (if applicable) and student organization advisor.

### **III. BUDGET REQUEST PROCEDURES**

- A. All groups shall receive written notification of the deadline for submitting initial budget requests at least three weeks prior to the deadline.
- B. The GAPSAs Treasurer shall be required to conduct two “workshops” for all student organizations; one prior to the initial budgeting process of the spring semester and the other in the fall semester, clarifying spending procedures.
- C. At least one officer of each organization must be available for the presentation of the budget request. The Finance Committee will specify time and date.
- D. At the time that the first initial budget is presented, the Finance Committee must have specific time limitations set for the presentations of budgets as well as a question and answer period. Exceptions to these limits can be made by a two-thirds majority vote of the Finance Committee for organizations that will require greater amounts of time.
- E. In any one year, no organization shall be allowed to submit the same budget request more than twice without substantial material change.
- F. All budgets must be submitted, and the budget review process must be started no later than two weeks prior to the second-to-last regularly scheduled Assembly meeting. The Finance Committee’s Budget Recommendations must be presented to the Assembly for approval by the last regularly scheduled Assembly meeting. Budgets received after the deadline will be considered late and review will be delayed until the fall. The deadline for late budgets to be submitted is October 1. Late budgets will be reviewed in the order in which they are received.

#### **IV. BUDGET REQUESTS**

- A. Budget requests must be submitted in the format designated by the Finance Committee which will be available in the GAPSA office. All budgets must be approved and signed by the student organization advisor.
- B. Each organization will submit eleven (11) copies of its budget request.
- C. All budgets must include all expected income and all expenses.
- D. Following the deadline for budget requests, an organization's bottom-line, budget requests may not exceed the organization's initial budget request.
- E. The Finance Committee shall require all student organizations to submit a membership list including name, classification as (a) an undergraduate or (b) a graduate or professional student, and phone number to the Finance Committee along with its budget request in order to be eligible for funding. Student government lists should only include elected representatives and committee chairs.
- F. Schools are entitled to keep any balance that remains in their school's budget at the end of the fiscal year.
  - a. This money can be kept in the school's reserve account if one is available.
    - i. If the school does not have an appropriate account, the funds may be allocated to the GAPSA reserve account and reallocated to the school by the GAPSA treasurer at the beginning of the next fiscal year.

#### **V. ALLOCATION OF FUNDS**

- A. Prior to the Finance Committee reviewing initial budgets, the Finance Committee will decide specific aggregate allocations for the structural allocation, on-time initial budgets, and late initial budgets. (See Article III, Section F or the ASB Constitution for specific instructions for all excess funds).
- B. Funds allocated for advertising may only be used for those campus wide publications specified by the Finance Committee prior to reviewing initial budget requests (the publications need not be official Tulane publications). The exception to this is for organizations that are earning revenue from a specific event and wish to advertise in local newspapers. Extraordinary or unusual advertising requests may be approved by the Finance Committee by a two-thirds majority vote.
- C. The Finance Committee must post its initial budget recommendations outside of the GAPSA office at least 48 hours before the GAPSA Assembly meeting at which the budget will be recommended by the Finance Committee.

#### **VI. REALLOCATION OF FUNDS**

- A. Reallocation of funds in the budget of GAPSA as well as constituent divisions would require approval of:
  - a. the GAPSA Treasurer and the Director of Student Budgets for reallocations of \$1000 or less.
  - b. the Finance Committee for reallocations of more than \$1000.

#### **VII. GRADUATE SCHOOLS**

Graduate school governments shall control the budget process for their respective student bodies according to the following policies:

- A. Each graduate student government is responsible for submitting one comprehensive budget to the GAPSA Finance Committee through which all funded organizations within that graduate school shall be supported.
- B. Each organization within the graduate schools shall submit a budget to the student government of that graduate school.
- C. Each graduate student government is responsible for the policies of the organizations funded through it. Graduate student governments shall handle all complaints regarding their organizations.

#### **VIII. EXPENDITURES**

- A. All expenditures must conform to existing purchasing and accounting procedures. Current procedures will be available from the Office of Student Programs.
- B. All extraordinary and emergency allocations must be approved by the Executive Council as defined by the ASB Constitution (Title III, Article 3, Section 5, Part E).

**IX. REVENUES AND DONATIONS**

- A. All revenues and donations received by all GAPSA recognized organizations shall be deposited according to university procedure.
- B. Income generated from services rendered shall be deposited into "I" accounts in accordance with an organization's stated purpose.
- C. No GAPSA/USG recognized organizations shall charge another GAPSA/USG recognized organization for more than the cost of materials on services rendered to that organization.

**X. INVENTORY CONTROL**

- A. All organizations shall annually submit an inventory report with their budget requests, showing state of repair and location of any equipment initially valued over five hundred dollars (\$500).
- B. All equipment over five hundred dollars (\$500) is to be inventoried, tagged, and processed by the University Property Management office.
- C. No equipment is to be kept for personal use.
- D. All equipment inventory is subject to Finance Committee inspection and verification checks upon 24 hour notification to the organization.

**XI. CHECKS AND BALANCES**

- A. All organizations are subject to an audit by the GAPSA Treasurer with 24 hour prior notice. The GAPSA treasurer may only audit a single organization once a semester. Any additional audit(s) may be conducted during that semester only upon a two-third (2/3) majority vote from the GAPSA Finance Committee for each additional audit upon that organization.
- B. All Books and records are to be kept up to date by the individual organization treasurers.
- C. Any organization anticipating a deficit must report to the GAPSA Treasurer. Such a deficit may constitute grounds for freezing that organization's budget.

**XII. WRONGFUL APPROPRIATIONS OR MISUSE OF FUNDS**

- A. Individuals responsible for misuse of students' funds may, upon recommendation of the Finance Committee, be referred for disciplinary action as specified in the Student Code of Conduct.
- B. The Finance Committee, at its discretion, may refuse to allocate funds, for a maximum period of two years, to any organization found guilty of violating procedures, subject to appeal before the GAPSA Assembly.
- C. The GAPSA Treasurer may, at his/her discretion, immediately freeze the budget of an organization which has violated existing procedures, subject to review at the following Finance Committee meeting. The GAPSA Treasurer must notify the president of said organization or his/her representative and the respective student organization advisor within five (5) school days of freezing said organization's budget. The budget may be unfrozen by a majority vote of the finance committee.
- D. No member of a GAPSA funded organization shall hold a paid position with his/her organization.
- E. GAPSA activity fee money and the money generated from the use of this money will not be appropriated for individual memberships but can fund the group membership in a regional, national, or international organization.

**XIII. ALLEGED VIOLATIONS**

- A. Alleged violations of financial procedure should be reported immediately in writing to the Director of Student Budgets and the GAPSA Treasurer.
- B. The Finance Committee has an obligation to act only on written reports.

**XIV. CONFLICTS OF INTEREST**

- A. At no time shall a Finance Committee member use his/her affiliation with the Finance Committee in an effort to achieve personal benefits (e.g. extortion, accepting bribes). Subject to the due process provisions of the ASB Constitution, a violation of this rule shall result in the immediate expulsion of that member from the Finance Committee if the evidence is sufficient to warrant this action. Individuals violating this rule may,

upon recommendation by the Finance Committee, be referred to disciplinary action as specified in the Student Code of Conduct.

- B. No member should vote in any matter in which he/she feels there is a conflict of interest.

#### **XV. AGENDAS AND MINUTES OF MEETINGS**

- A. Agendas of each Finance Committee meeting and the minutes taken at the previous meeting must be available for each Finance Committee member at least 24 hours prior to the meeting time. Approved minutes must be available for each Finance Committee member 24 hours after the meeting at which they are approved.
- B. A Finance Committee meeting agenda shall include the following: date, time, and location of said meeting, and a list of each budget request to be reviewed at said meeting.
- C. The Finance Committee members will not be obligated to review any budget which has not been made available at least 24 hours prior to the meeting at which the budget is presented.
- D. Finance Committee members shall be notified of a special meeting of the Finance Committee at least 48 hours in advance of the special meeting. Special meetings may be called by the GAPSA Treasurer on a two-thirds majority of the voting members of the Finance Committee. No business shall be transacted except that mentioned in the call.

#### **XVI. MEETING ATTENDANCE, USE OF PROXIES, AND QUORUM**

- A. Absence of a Finance Committee member from three regular meetings without proxy shall result in automatic removal of that member from the Finance Committee.
- B. Finance Committee members, if unable to attend a meeting, shall be required to send a proxy. A proxy is defined as a person authorized to act for another.
- C. A proxy should be someone in the same school or division as the member; e.g. a medical school representative should have a medical school student as a proxy.
- D. In the event of removal of a Finance Committee member, the GAPSA Treasurer shall be required to notify the GAPSA Assembly at the next regular meeting, following the removal, and conduct an election for a new member.
- E. In order for the Finance Committee to conduct business, it must have quorum. Quorum is defined as four voting members being present (of which one must be the Vice President of Student Affairs or his/her proxy) and the GAPSA Treasurer

#### **XVII. TRAVEL REQUESTS**

- A. All travel requests shall be included in the organization's initial budget request.
- B. If the GAPSA budget includes an allocation for travel funds available to the graduate and professional student body, the GAPSA Finance Committee will serve as the body responsible for investigating the merits of requests for those travel funds.
  - a. Approval of a travel fund request requires a 2/3rds vote of the Finance Committee
  - b. The students of any constituent division of GAPSA, as an aggregate, shall not be granted more than 40% of the total allocation for travel funds in the GAPSA budget

#### **XVIII. RESERVE FUND REQUESTS AND ALLOCATIONS**

- A. The GAPSA Reserve Fund may be used in times of unique emergencies or to cover any GAPSA over charges.
- B. All Reserve Fund Requests must be submitted in writing to the GAPSA Treasurer. Requests must include all written estimates, pamphlets, brochures, and other written material that states information about what is being requested.
- C. Recommendation of a Reserved Fund request to GAPSA requires a 2/3rds vote of the Finance Committee.
- D. The Finance Committee encourages GAPSA organizations to also seek funding from additional sources for these projects.

#### **XIX. CO-SPONSORED EVENT FUND REQUESTS**

- A. The GAPSA Budget will include a line item towards funding events sponsored by at least two constituent divisions.
- B. The funding of such an event would mandate financial commitment from all the sponsoring parties.

- C. The amount in this line item shall not be less than one percent of the total student activities fees.
- D. Approval of any funding from this line item will require two-thirds (2/3) vote of the finance committee and a simple majority from the GAPSA Assembly.

**XX. EFFECTIVE DATE**

These by-laws shall be in full course and effective immediately upon approval by the GAPSA Finance Committee and GAPSA Assembly and are valid for an indefinite period until changes are made by a future Finance Committee as of April 2011.

*Amended April 15, 2011*