



GRADUATE & PROFESSIONAL STUDENT ASSOCIATION

## **Graduate and Professional Student Association Governing Documents**

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## **FINANCE BYLAWS**

### **ARTICLE I: STATEMENT OF PURPOSE**

The purpose of these Bylaws is to define procedures by which financial transactions are conducted and enable the Graduate Student Association of the University of California, San Diego (GPSAUCSD) to conduct business in such a manner so that it may work to the benefit of all graduate and professional students.

### **ARTICLE II: AUTHORIZATION OF EXPENDITURES**

The Council of the GPSAUCSD (Council) reserves the right to control all financial transactions, assets, and liabilities of the GPSAUCSD and the procedures by which such are handled. Council delegates to the Vice President of Financial Affairs (herein referred to as VP Finance) the oversight and authority over all revenues and expenditures for officer's compensation, staff salaries, office operation, and organizational expenses within the approved budget limits for each category. Should the position of the VP Finance become vacant, the President shall act in that capacity.

### **ARTICLE III: ESTABLISHMENT OF THE FINANCE COMMITTEE**

#### *Section I: Purpose*

With concurrence of Council, a standing Finance Committee shall be established to serve as an advisory board to the Vice President of Financial Affairs and their appointed officers in all matters related to their duties, and to:

1. Review and submit recommendations to the GPSAUCSD Council for approval of the GPSAUCSD budget and financial requests for monies from the Appropriation Funds.
2. Advise GPSAUCSD Council on all proposed budget amendments.
3. Advise GPSAUCSD Council on matters related to budgetary issues on campus.

#### *Section II: Membership*

##### Section IIa: Voting and Non-Voting Members

The membership will be made up of voting and non-voting members, as follows:

1. The non-voting ex-officio members, who may not be appointed to the committee as voting members, are:
  - a. The Vice President of Financial Affairs.
  - b. All executive officers appointed by the Vice President of Financial Affairs.
  - c. The GPSAUCSD fund manager.



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- d. The GPSAUCSD Administration.
2. The voting members are:
  - a. Six (6) Council representatives appointed to this committee by the Council.
    - i. There shall be no more than 1 representative from each department appointed as a voting member to the committee.
  - b. All representatives appointed by the Vice President of Financial Affairs to committees external to GPSAUCSD.
3. The chair shall cast a vote only in the case of a tie.

### Section IIb: Membership Roles and Responsibilities

The members of the Committee have the following roles and responsibilities:

1. Committee members shall serve until the first GPSAUCSD Council meeting of the subsequent Fall Quarter.
2. The Vice President of Financial Affairs shall serve as the vice-chair of the committee, or as the interim chair in their absence.
3. The chair shall be a voting member elected by the voting members of the committee during the first committee meeting of the Fall quarter, according to the procedure outlined in the bylaws, subject to GPSAUCSD council approval.

### *Section III: Powers and Responsibilities*

#### Section IIIa: The VP Finance

The VP Finance shall have the following powers and responsibilities:

1. Convene the Finance Committee.
2. Review the Financial Bylaws with the Finance Committee, at least once a year. Perform any duties listed therein.
3. Maintain a clear set of finance guidelines procedures which shall be posted on the GPSAUCSD website.
4. ~~Quarterly~~ Biweekly inform the Council of the status of the GPSAUCSD's finances and provide evaluations of the budgetary impact of money requests.
5. Implement the budgetary decisions of the Council.
6. In conjunction with the GPSAUCSD fund manager financial staff person and the Finance Committee, maintain the GPSAUCSD financial records. In particular, oversee the recording of the financial allocations of the year.
7. Oversee any fund-raising activities conducted by the GPSAUCSD.
8. By the end of the Spring Quarter of the current year, create the GPSAUCSD budget for the next academic year. Prepare the budget for the next academic year by at the end of the Spring Quarter of the current year the GPSA Council.
9. Serve as a GPSAUCSD representative to the UCSD Student Fee Advisory



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- Committee or appoint, subject to Council approval, a replacement.
10. Serve as GPSAUCSD representative to the UCSD ~~Campus Budget committee~~ Sports Facilities Advisory Board or its equivalent or appoint, subject to Council approval, a replacement.
  11. Serve as GPSAUCSD representative to the UCSD Campus Budget Committee or its equivalent or appoint, subject to Council approval, a replacement.
  12. Serve as the Travel Grant Coordinator and/or Finance Committee Chair, if the position is/are vacant.

### Section IIIb: The Finance Committee

The Finance Committee shall have the following powers and responsibilities:

1. Prepare the budget for the next fiscal year at the end of the current year.
  - a. Establish the maximum amount of funding that any one student group, department, or individual can receive in one fiscal year from the Appropriation Funds.
  - b. Establish and maintain a detailed set of request forms and procedures for each type of funding request.
  - c. Review the GPSAUCSD's financial records and account balances on a quarterly basis.
  - d. Review, audit, and approve all financial reports and budgets submitted to the Council.
  - e. Hold meetings to review the budget and any requests for monies from the Appropriation Funds.
    - i. For requests for monies from the Appropriation Funds, review historical information regarding:
      1. prior allocations to Departments, organizations and/or individuals that are requesting funds; and
      2. similar types of funding that were approved in prior years.
  - f. Periodically review these Bylaws.
  - g. Have knowledge of the GPSAUCSD Constitution, Financial Bylaws, and other related procedures.

### *Section IV: Meetings*

A quorum shall consist of the VP Finance and at least two other voting members or their proxies.

### Section IVa: Roles and Responsibilities

The VP Finance shall:

1. notify persons requesting funds as to the time and location of Finance



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- Committee meetings;
2. review all funding requests prior to the meeting and notify persons requesting funds if their request does not conform to these bylaws;
  3. inform the Finance Committee of funding requests, appeals, and budget amendments to be considered at least 24 hours in advance of the Finance Committee meeting;
  4. publicly post the time and place of Finance Committee meetings;
  5. disclose any conflicts of interest.

The Finance Committee members shall:

1. review all funding requests, appeals, and budget amendments being considered prior to the meeting;
2. attend Finance Committee meetings.
  - a. In the case of absence, members may submit comments by email and/or submit written notification to the VP Finance to designate a proxy, who must also be a Council representative or a GPSAUCSD officer;
3. disclose any conflicts of interest;
4. have the right to postpone a funding request if there is insufficient information to make a determination;
5. review historical records pertaining to previous GPSAUCSD funding for the event, student organization, or department;
6. adjust a request as they see fit. Any amendments made to a request without the consent of the requestor must be presented in writing to the requestor before the request can go before Council for final approval;
7. Vote on Finance Committee matters;
8. consider and vote on any appeals.

#### Section IVb: Scheduling

The regular meetings of the Finance Committee shall be scheduled every other week during each academic quarter.

A quarterly meeting shall be scheduled to meet with GPSAUCSD representatives to the Student Fee Advisory Committee (SFAC) and Sports Facility Advisory Board (SFAB), in order to discuss the current and projected state of each committee.

#### *Section V: The Chair*

The chair for the committee shall be a GPSAUCSD Council member appointed to the committee, elected by the following procedure:

1. Any eligible member may be nominated by another committee member or themselves for the position of chair.



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2. Each nominee who accepts may give a brief statement on their qualifications and goals for the position. During this time committee members may ask questions of the candidates.
3. All voting committee members will cast their votes in a closed ballot for any candidate or “none”, to be tallied by an ex-officio member of the committee.
4. If a simple majority of voting members present is not reached for any candidate, a run-off ballot dropping the member with the least number of votes will occur.
5. In the event of a tie with only 2 candidates, the ex-officio member tallying votes will cast a vote to break the tie. In the event this does not constitute a simple majority of voting members present, the position will remain open and the vice-chair will act as the interim chair until the next meeting.

If the position of chair is vacant for any reason, the vice-chair will act as the interim chair and an election for chair will be held at the following meeting.

#### *Section VI: Requesting Funds*

The persons requesting funds may:

1. Attend the Finance Committee meeting and/or the Council meeting at which the request will be reviewed. Failure of the requester to attend may result in a delay of consideration of the request and a subsequent delay in funding or denial of funds.
2. Reject, prior to approval by the Finance Committee, any amendments made to a request by VP Finance and/or the Finance Committee;
  - a. Any amendments suggested to make a request eligible for funding will be informed by VP Finance to the person requesting before the Finance Committee meetings.
  - b. The Finance Committee will review and question the eligible funding requests during the Finance Committee meetings.
  - c. Any final amendments to the request should be approved by both the Finance Committee and the person requesting before the request being presented to the Council.
3. Request historical records pertaining to previous GPSAUCSD funding for the event, student organization, or department;
4. Not vote on Finance Committee matters;
5. Submit an appeal to the VP Finance.

#### **ARTICLE IV: ALLOCATION PROCEDURES**

Allocated funds shall not be expended for programs or purposes that are in violation of state or federal laws, or of the University of California’s Policies and Procedures. The following procedures shall be followed for requests for monies from the Appropriation



Funds.

### *Section I: Appropriation Funds*

#### Section Ia: Early Request Fund (ERF)

The ERF shall fund events occurring after July 1st and before the second Finance Committee meeting of the next fiscal year. Requests from the ERF must be made after Council approves the budget for the subsequent fiscal year. Requests submitted during the Spring Quarter must be reviewed by the Finance Committee and the Council in the usual manner.

Requests from the ERF submitted after the last Finance Committee meeting of the year will be reviewed by the VP Finance. The Executive Committee will serve the function of Council for Early Request Fund requests when Council is not in session.

Financial cut-off for expenditures against the ERF will be October 10th at noon. As of that date, any reimbursement receipts, requests for payment, requests to transfer expenses, or any other type of expenditure requests that are not received by the GPSAUCSD office will not be honored.

Monies left in this fund not claimed prior to November 1st will be reallocated to the General Request Fund.

#### Section Ib: Lounge Improvement Fund (LIF)

Funding for lounge improvements will be provided in a loose rotation and departments that have received funds during the previous fiscal year or are marked as delinquent are not eligible to apply during the current fiscal year. This fund is not limited by the per student funding limit, but does contribute to the total funding per department per year.

Consumable items and improvements to buildings (paint, electrical outlets/fixtures, carpet, and etc.) will not be funded. All permanent hardware, furniture, appliances, et cetera purchased with monies from the LIF remain the property of the GPSAUCSD. In the event of dissolution of a lounge, GPSAUCSD maintains the right to be notified and request the return of these items. Permanent hardware requests must include a record of the requesting party's prior contact with their department's administration asking for monies to improve the lounge and a record of their response.

The preferential use of LIF is to improve the quality of an existing lounge, not to establish a lounge.





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Financial cut-off for expenditures against the LIF will be June 10th. As of that date, any reimbursement receipts, requests for payment, requests to transfer expenses, or any other type of expenditure requests that are not received by the GPSAUCSD office will not be honored.

#### Section Ic: General Request Fund (GRF)

The GRF shall fund interdepartmental social, cultural, academic, and professional events as well as other activities of interest to graduate or professional students.

Financial cut-off for expenditures against the GRF will be June 10th. As of that date, any reimbursement receipts, requests for payment, requests to transfer expenses, or any other type of expenditure requests that are not received by the GPSAUCSD office will not be honored.

Departments that are marked as delinquent are not eligible to apply during the current fiscal year.

#### Section Id: Academic and Professional Request Fund (APRF)

The APRF shall fund events of a primarily academic and/or professional nature. Events may be intradepartmental in nature.

Financial cut-off for expenditures against the APRF will be June 10th. As of that date, any reimbursement receipts, requests for payment, requests to transfer expenses, or any other type of expenditure requests that are not received by the GPSAUCSD office will not be honored.

#### Section Ie: Family Friendly Fund (FFF)

The FFF shall fund events for graduate or professional students and their families.

Financial cut-off for expenditures against the FFF will be June 10th. As of that date, any reimbursement receipts, requests for payment, requests to transfer expenses, or any other type of expenditure requests that are not received by the GPSAUCSD office will not be honored.

#### Section If: Diversity Request Fund (DRF)

The DRF shall fund events to promote diversity on the UCSD campus.

Financial cut-off for expenditures against the DRF will be June 10th. As of that date,



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any reimbursement receipts, requests for payment, requests to transfer expenses, or any other type of expenditure requests that are not received by the GPSAUCSD office will not be honored.

### *Section II: Submission of Funding Requests*

Requests shall be submitted:

1. to the VP Finance online or in writing using the appropriate form;
2. in advance of Finance Committee meetings by a time established and advertised by the VP Finance;
3. by the last Finance Committee meeting of each fiscal year for all appropriations except for the Early Request Fund;
4. with sufficient time to allow review by the Finance Committee and Council at their regularly scheduled meetings prior to the date of the planned event;
5. by at least one graduate or professional student from UCSD.

During the academic quarter, if the council does not meet quorum and if a request was submitted in time, the funding request can be passed after a  $\frac{2}{3}$  approval of the VP Finance, the GPSAUCSD President, and the Chair of the Finance Committee.

### *Section III: Probation and Delinquency*

Departments will be placed on probation if a single of any of the following conditions is met:

- 1.
2. The graduate students in the department are found to be using GPSAUCSD funds in ways contrary to the GPSAUCSD or University Guidelines
3. They have no GPSAUCSD Representative in good standing for 3 consecutive quarters.
  - a. To be in good standing requires that a department has representation at a majority of the 15 regularly scheduled Council meetings.

Departments who are placed in delinquency:

1. Will not be eligible to receive Lounge Improvement Funding or General Request Funding for their department or any organizations affiliated with the delinquent department for the entirety of the academic year that they are considered delinquent.
2. If the department lacks a GPSAUCSD representative in good standing, they must designate at least one GPSAUCSD representative who attends at least one GPSAUCSD council meeting before October 15th.
  - a. If a department is in danger of being marked delinquent, their graduate coordinator will be notified via email prior to October 1st.



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- b. If a department is marked as delinquent their graduate coordinator will be notified via email after October 15th.

Any dispute of the finance committee's decisions regarding department delinquency and probation will be treated as an allegation of bylaw violation by the VP Finance and will be subject to AJC guidelines regarding bylaw violations.

#### *Section IV: Request Power*

Funding from the following Appropriation Funds can only be requested by GPSAUCSD Council representatives:

1. Lounge Improvement Fund (LIF)

Funding from the following Appropriation Funds may be requested by any registered graduate or professional student. Any exception to this restriction must be approved by the Finance Committee, as part of the approval of these funds:

1. Early Request Fund (ERF)
2. General Request Fund (GRF)
3. Academic and Professional Request Fund (APRF)
4. Family Friendly Fund (FFF)
5. Diversity Request Fund (DRF)

#### *Section V: Payout of Funds*

Requests must be approved by the Finance Committee and Council before any funds are spent. Retroactive requests will NOT be considered.

Requests for monies for Center for Student Involvement (CSI) registered student organizations may only be made if the organization's principal membership is comprised of a majority of graduate or professional students.

Requests from the Appropriation Funds by Council representatives, or GPSAUCSD officers or committees, must follow all applicable procedures detailed in this article.

#### *Section III: Criteria for Awarding Funds*

The Finance Committee shall endeavor to fund a diversity of groups and events, both academic and social in character, thus enriching graduate and professional student lives and increasing visibility of and participation in the GPSAUCSD. The extent to which any funding request, particularly if excessive, limits the ability of the GPSAUCSD to achieve this mandate may be viewed by the Finance Committee as inappropriate for funding. Political or ideological considerations may not be used as



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reasons to deny funding.

All requests must be free and open to all graduate students except:

1. Lounge Improvement Fund (LIF) requests;
2. Intradepartmental Academic and Professional Request Fund (APRF) requests, as approved by the Finance Committee;
3. If the department (or affiliated department) is marked as delinquent as outlined above.

All requests should primarily be of interest and/or benefit to graduate or professional students. If graduate or professional students are not the overwhelming majority of the beneficiaries, then external sources must contribute funding in direct proportion to the number of other individuals estimated to attend the event.

Funding requests which lead to personal gain or which benefit a single individual will not be considered. This includes any request that would further degree progress, including but not limited to conference attendance or travel, performance fees, and/or research funds.

None of the monies from the allocations can be used toward the purchase of alcohol, travel, parking tickets and stickers, postage, firearms, or any other items from the UC San Diego prohibited list of items.

None of the monies from the Appropriation Funds can be used for off-campus events.

1. Organizations registered at UCSD must provide event planning documentation in advance of applying for GPSAUCSD funding, such as completing a TAP (Triton Activity Planner).
  - a. If a registered organization does not have a completed TAP may result in the denial of funding.

Department sponsored events do not need to complete a TAP.

In the evaluation of requests from groups or for events that have received prior GPSAUCSD funding, the Finance Committee will consider whether the past activities success has been commensurate with the amount of previous and/or projected funding.

#### *Section IV: Funding Bills*

Funding bills will meet the following criteria:

1. All financial legislation will be sequentially numbered, restarting every fiscal year. The number assigned will start with the appropriation fund (LIF – Lounge Improvement Fund, GRF – General Request Fund, ERF – Early Request Fund, APRF – Academic Professional Request Fund, FFF – Family Friendly Fund, DRF – Diversity Request Fund), and the sequential number, e.g. GRF01.



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2. The President and the VP Finance must sign each bill.
3. A copy of the signed bill will be given to the persons requesting monies.
4. The date of the Council meeting when it was voted upon and the outcome of the vote will be recorded in the Council meeting minutes.
5. No GPSAUCSD money can be expended without an accompanying bill unless there is a specific expenditure item in the general budget.
  - a. The only exceptions are emergency summer expense related to office operation. Such expenditures must be reported to the Council at the first meeting of the year and in executive quarterly reports.
6. If the President is unable to sign the bill, the Chief of Staff may sign for the President.
7. If the President is unwilling to sign the bill, it shall be noted, and another Vice President shall sign in place of the President. If two officers cannot be found to sign the bill, any two Council members present at the meeting in which the bill passed may sign.
8. Both the VP Finance and the GPSAUCSD fund manager shall keep a record of all financial bills passed.

#### *Section V: Acknowledgement of Funds Received*

Any event sponsored by the GPSAUCSD must include as part of its publicity for the event acknowledgment of sponsorship by the Graduate Student Association. Acknowledgment must be present on any advertisements used to promote the event. A copy of the acknowledgment shall be sent to the GPSAUCSD office for verification and filing. Failure to acknowledge GPSAUCSD support may result in cancellation of the funding request and may be taken into account in the Committee's consideration of future requests from the offending Department or student organization. Failure to supply required documentation may result in denial of reimbursement at the discretion of the VP Finance.

#### *Section VI: Reimbursements*

Reimbursements will meet the following criteria:

1. All GPSAUCSD approved monies are for reimbursement unless otherwise specified in the funding bill.
2. Reimbursements must be submitted along with GPSAUCSD reimbursement forms, sign-in sheet(s), and original funding bills and receipts within 14 days after the event, unless otherwise specified by the VP Finance.
3. Departments or organizations failing to comply with GPSAUCSD reimbursement policy may have their reimbursements decreased, or have additional requirements imposed on future funding requests, as determined by the Finance Committee. The requester shall be notified of the adjustment and



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- the right to appeal by the VP Finance.
4. Organizations must submit sign-in sheets for all GPSAUCSD sponsored events
    - a. The sign-in sheets must have the name of the graduate or professional student along with their department.
    - b. The number of students signing in will be compared to the original number of students estimated by the organization at time of funding request. If the number of graduate or professional student attendees is substantially less or appears falsified, the amount of funding may be scaled down accordingly.
  5. If a group has a reasonable need to maintain member confidentiality, the requestor must submit a written statement asking for exclusion at the time of filing the request for funding.

### *Section VII: Appeals*

Funding appeals will follow the below process and meet the following criteria:

1. Any decrease in funding or reimbursement can be appealed to the Finance Committee.
  - a. Appeals must be submitted in writing within ten days of being notified by the VP Finance or before the last Finance Committee meeting of the year, whichever comes first.
  - b. The appeal should include specific reasons as to why the funding request should be reconsidered.
  - c. Appeals will be considered at the next regular Finance Committee meeting.
2. Any Finance Committee decision can be appealed to Council.
  - a. Appeals must be submitted in writing within ten days of being notified by the VP Finance or before the last Council meeting of the year, whichever comes first.
  - b. The appeal should include specific reasons as to why the funding request should be reconsidered.
  - c. Appeals will be considered at the next regular Council meeting.

## **ARTICLE V: BUDGET**

### *Section I: Proposed Budget*

A proposed budget will be presented to the Council by the VP Finance at the third meeting of the Spring Quarter. The Finance Committee must approve the annual budget prior to submitting it to Council for approval. The budget shall project revenues and expenditures for the GPSAUCSD for the coming fiscal year.



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## *Section II: Composition*

The Annual Budget shall be presented in three (3) categories. These categories are to be:

1. Revenue
  - a. Revenue shall reflect the projected revenue to be received by the GPSAUCSD from all sources.
  - b. Revenue must be updated in the final budget to reflect actual revenue received by the GPSAUCSD from all sources.
2. Expenditures
  - a. Salaries, Wages and Benefits: This category shall determine the level of Elected Officers' and Appointed Officers' compensation, student worker salaries, and staff wages and benefits.
    - i. The total amount of compensation for Elected Officers and Appointed Officers shall not exceed 25% of the revenue generated by the Graduate Student Association fee.
  - b. Office Operation: This category shall reflect those expenditures normally expected in the daily operations of the GPSAUCSD. These costs may include, but are not limited to, computing expenses, mail service fees, office supplies, printing/copying, telephone costs, office equipment and other miscellaneous expenses.
  - c. Organizational Expense: This category shall reflect expenditures directly related to the GPSAUCSD organization and may include, but are not limited to, accounting or audit fees, officer's travel, newsletter expenses, lobbying, discretionary funding, Council Dinners, Officer Training Retreat, and the annual contribution to the UCSA.
  - d. GPSAUCSD Events: This category shall reflect expenditures to GPSAUCSD funded events throughout the year.
  - e. Appropriations: The following appropriation categories will be allocated over the course of the year by the Council upon the recommendation of the Finance Committee as described Article IV:
    - i. Early Request Fund (ERF)
    - ii. Department Per Capita (DPC)
    - iii. Lounge Improvement Fund (LIF)
    - iv. General Request Fund (GRF)
    - v. Academic and Professional Request Fund (APRF)
    - vi. Family Friendly Fund (FFF)
    - vii. Diversity Request Fund (DRF)
    - viii. Service Request Fund (SRF)
    - ix. Ad Hoc Line Items
3. Mandatory Reserve Fund: This category shall reflect the current balance in the
  - a. Mandatory Reserve Fund as well as the current budgeted amount to be





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- transferred to
- b. (from) the Mandatory Reserve account. (For further explanation of the Mandatory Reserve Fund see Article VI.)

### *Section III: Amendments to the Budget*

Amendments to the budget will be made following the below procedure:

1. Once the annual budget is approved by Council, amendments to the budget must be submitted to the Finance Committee for review.
2. The Finance Committee will submit budget amendment recommendations to the Council with the agenda for its next regular meeting.
3. The budget may be amended by a majority vote of those members present at a regular meeting of the Council.
4. Each change to the budget amendment needs to be presented to the council before the vote

### *Section IV: Final Budget*

1. The final budget from the previous fiscal year will be presented, after the end of the calendar year audit, at the first Council meeting of the Winter Quarter.
2. The State of GPSAUCSD Finances will be presented along with the final budget.

## **ARTICLE VI: MANDATORY RESERVE FUND**

This article may not be suspended. (See Appendix 1 for history of the Mandatory Reserve Fund.)

### *Section I: Minimum Balance*

The Mandatory Reserve Fund balance shall be maintained at a minimum level that protects contractual expenditures, guarantees that GPSAUCSD STIP earnings will always be positive, and allows for a mail ballot to address emergency funding issues.

Only those monies in excess of the minimum balance may be approved for expenditure or transfer, except extraordinary expenses resulting from natural disaster, external lawsuit, loss of funding sources or similar catastrophe.

### *Section II: Transfers to Reserve Fund*

The Mandatory Reserve Fund shall receive one dollar per graduate or professional student per year to be transferred into the account by November 1st.





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All the unspent money from the prior year shall be transferred to the reserve after the account closes out. This transfer may be waived if the Mandatory Reserve Fund equals 100% of projected revenue for the current fiscal year.

The Council, upon recommendation from the Finance Committee, shall approve any further additions to the reserve by simple majority vote of those members present at a regular Council meeting.

### *Section III: Transfers from Reserve Fund*

Monies in excess of the minimum balance requirement can be transferred to the GPSAUCSD operating account to cover unexpected deficits or expenses, and for expenditures or investments, if approved by a  $\frac{2}{3}$  vote of those present at a regularly scheduled Council meeting.

When the fund is at or below the minimum balance, transfer of monies from reserve for reasons not specified in Article VI, Section 1 requires approval of three-fourths of the entire Council, after the proposal has been presented at a previous meeting.

### *Section IV: Records of Transfers*

Rationale and amounts of all transfers to and from the Mandatory Reserve Fund must be recorded in Financial Bylaws Appendix I: History of the Mandatory Reserve Fund.

## **ARTICLE VII: AMENDMENTS TO THE BYLAWS**

These Bylaws may be amended by a  $\frac{2}{3}$  vote of those present at a regularly scheduled Council meeting after the amendments have been proposed at the previous regular meeting.

These Bylaws may be suspended for one meeting, or a part thereof (except Article VI regarding the Mandatory Reserve Fund), by a  $\frac{2}{3}$  vote of those present.