Graduate Student Senate Funding Policy
April 18, 2012

I. Definition

*Funding:* The Graduate Student Senate (hereby referred to as GSS) makes every attempt to provide funding to each eligible group and organization (here by known as organization) that applies for funding. Organizations, however, should not solely rely on GSS funding and should make every attempt to secure necessary funds through multiple avenues.

A. *Line Item Funding:* GSS makes Line item funding grants to organizations that benefit the graduate student community.
   1. Line item funding is intended as a direct subsidy of the recipient's operating budget for one fiscal year (a fiscal year defined as July 1 to June 30 of the following year), and is not restricted to specific aspects of the funded organization’s program.
   2. The recipient of Line item funds for one fiscal year does not guarantee an organization funding for the next or any other fiscal year. An application must be submitted each year in order to secure continuous funding from the Senate.
   3. Any approved Line item funds is only good for the fiscal year it is approved for, and cannot be carried over to the following fiscal year. Any unused portion of Line item funding at the end of the fiscal year will be re-appropriated by GSS, which will result in a zero balance for the organization.
   4. The use of Line item funding (e.g. the paperwork necessary to process the funding request), which includes accessing the funds through speed-type, purchase order, and travel/pro card, must be completed by May 31. If May 31 falls on a weekend or holiday then the previous Friday becomes the deadline.
   5. The maximum amount of Line item funding, which is subject to fluctuate year-to-year, will be determined by a majority vote of the GSS Finance Committee (here by known as FC) before the application process begins. The FC will inform all GSOs of the total of Line item funding available for the upcoming FY via email and it will be printed on the application form. Organizations may apply for the maximum amount of Line item funding but all funding requests are subject to approval by the FC and the GSS Senate and contingent upon the GSS budget.

B. *Ad Hoc Funding:* GSS makes Ad hoc funding grants to organizations that benefit the graduate student community.
   1. Ad hoc funding is intended to assist in the recipient’s operating budget by providing monetary support for specific events throughout the fiscal year. In this way Ad hoc funding supplements Line item funding
or provides extra monetary aid for organizations.

2. Organizations may apply for Ad hoc funding as many times as needed throughout the fiscal year but only once per event. Multiple applications for Ad hoc funding for the same event will be denied.

3. Any approved Ad hoc funds is only good for the fiscal year it is approved for and cannot be carried over to the following fiscal year. Any unused portion of Ad hoc funding at the end of the fiscal year will be re-appropriated by GSS resulting in a zero balance for the organization, which the funds were appropriated.

4. The use of Ad hoc funding (e.g. the paperwork necessary to process the funding request), which includes accessing the funds through speed-type, purchase order, and travel/pro card, must be completed by May 31. If May 31 falls on a weekend or holiday then the previous Friday becomes the deadline.

5. The maximum amount of Ad hoc funding is $500 per request. Any changes to the maximum amount of Ad hoc funding must be approved by the FC by a majority vote and updated in the GSS Funding Policy.

II. Eligibility

A. Line item and Ad hoc funding is available to organizations that have completed the fall registration as Graduate Student Organizations and remain in good standing throughout the FY, including:
   1. Departmental organizations
   2. Non-departmental organizations that have an open membership policy regarding graduate students and departmental affiliation.

B. Line item and Ad hoc funding may be made available to other long-standing on-campus organizations when funding availability to registered Graduate Student Organizations is assured.

C. The following types of entities may not receive Line item or Ad hoc funding:
   1. Individuals
   2. Off-campus groups

III. Procedures

A. Line item Funding
   1. In the course of the spring semester, GSS shall make Line item Funding application forms available and advertise the availability of Line item Funding at least two weeks before the application deadline. Funding, if granted, will be for the next fiscal year.
   2. After the completed applications have been received, the FC shall hold its Line item Budget Hearings. The Committee will review the applications and meet with representatives of each organization in turn to discuss their funding request. One or more representatives of each applicant organization must attend the Line item Budget Hearings to answer the questions of the FC. If no representatives can appear at the hearing, the organization is to provide a written explanation of their
absence, the completed application form, and a formal written request
detailing their need for Line item Funding. If these are not provided
funding will be denied.

3. The FC will make recommendations for funding each organization
keeping the total within the amount the Treasurer reports to be
available for Line item Funding. A Line item Budget that draws
money from reserves must be approved by a 2/3 vote of the Senate.

4. The FC’s recommendations are to be voted on by the Senate at the next
regularly scheduled Senate meeting. The budget is to be approved as a
whole with any changes being moved and seconded by Senators and
voted for by a majority of the Senators present. Representatives from
the organizations requesting funding are encouraged to attend this
Senate meeting to answer questions and defend their interest. The
Senate's approval of the budget as amended at the meeting is binding,
and may only be rescinded by a majority of those present and voting at
a general meeting of graduate students; such a body consisting of no
less than 75 graduate students, including Senators.

B. Ad Hoc Funding

1. All organizations requesting ad hoc funding from the GSS must submit
a proposal for review by the FC. Proposals should include the
following:
   i. A brief explanation of the nature and purpose of the
      requesting organization with specific attention to graduate
      student participation.
   ii. A brief explanation of the event or purpose for which the
      funds are requested.
   iii. The specific amount of funds requested.
   iv. The name and phone number of the contact person.
   v. The signature of the person(s) responsible for the request.
   vi. An itemized budget for the event or purpose detailing
       anticipated expenses for the proposed event, and all committed
       and requested sources and amounts of funding for the event, as
       well as estimates of any funds to be raised by the event.

2. All proposals will be considered by the FC. The GSS Treasurer will
notify the GSO or organization’s contact person of the date and time of
the next FC meeting. A representative of the organization who is
familiar with all aspects of the request should attend the FC meeting to
answer questions about the proposal. If a representative from the
organization is unable to attend the FC meeting, the organization must
meet with the GSS Treasurer prior to the FC meeting to make their
case for funding. The GSS treasurer will then relay all information
provided by the representative to the FC. Failure of the organization to
meet with either the FC or GSS Treasurer will result in the funding
request being denied. Once questions have been answered the FC will
determine the appropriateness of the request and recommend an
amount to the Senate.
3. At the next Senate meeting, the Senate will vote on the funding request. Organizations will be notified of the date and time of this meeting and may elect to send a representative to the Senate meeting in order to answer any questions by senate members. The contact person from the organization will be advised through email of the Senate’s decision within two business days.

IV. Revenue Fundraising

A. Definition: Revenue Fundraising Accounts (hereby known as fundraising accounts or FAs) are accounts open to all GSOs in good standing. The purpose of FAs is to provide GSOs the flexibility to raise and use funds in accordance with the Center for Student Development (CSD) and University policies on fundraising.

B. Activating FAs: Fundraising accounts shall be activated through the following procedure
   1. GSO leaders must meet with a CSD advisor to go over policies and procedures before a FA will be activated.
   2. GSOs must assign a signature person(s) (usually the president/chair and often the treasurer) who will be in charge of signing all forms related to fundraising.

C. Oversight and regulations on FAs:
   1. Unlike Line item and Ad hoc accounts, these accounts roll over from year-to-year (e.g. if $100 remains at the end of the FY, then $100 will be the starting balance for the new FY).
   2. All FAs are subject to, and pay, an administrative overhead charge as determined every year by the University. GSOs should take into consideration the administrative overhead charge when determining their FA budgets.
   3. FAs should be used for all fundraising activity. All Organizations connected to the University are forbidden to open financial accounts of any kind outside the University.
   4. All GSO financial accounts, including FAs, must adhere to the CSD Policy and the GSS Funding Policy.

V. Over expenditures

A. Definition: An over expenditure occurs when an organization spends beyond the approved amount of Line item and/or Ad hoc funding approved by GSS.

B. Procedure for solving overspending:
   1. The FC will be responsible for tracking all financial transactions by funded organizations. If the FC notices an organization has overspent it will be their responsibility to notify the organization in question.
   2. Upon notification of over-spending, the organization in question will have two weeks to collect all necessary expenditure receipts and send a representative to meet with the FC. Failure to meet with the FC within two weeks of the over-spending notification will result in loss of funding as outlined in step 3 of this Article
3. If it is concluded that the organization overspent their funds, the organization will have one month or until the end of the fiscal year, which ever is sooner, to pay in full the amount to GSS. If the organization fails to pay the total amount overspent it will be subject to one or more of the following consequences as determined by the FC:
   i. GSS reserves the right to appropriate the necessary funds from GSO revenue fund raising accounts to balance delinquent GSO Line item and Ad hoc accounts
   ii. Immediate loss of additional Line-item and Ad hoc funding for the year
   iii. Immediate loss of Line item or Ad hoc funding for the upcoming FY
   iv. Immediate loss of GSO status and all the rights and privileges accorded with this status including but not limited to:
       a. Loss of funding as outlined in this policy
       b. Members of the GSO cannot form any kind of GSO during the next FY.
       c. Members of the GSO will lose their right to fund raise but will be allowed to use any funds in their fundraising accounts up to the end of the current FY.
       d. Members of the GSO will not have access to their revenue fundraising accounts for the upcoming FY
       e. Members of the GSO will not be able to reserve rooms or space in the campus center or student union for the remaining FY and the next FY.