

Graduate Student Association Financial Bylaws



Last Updated: 9th May, 2020

Prelude

The following bylaws shall serve as the operating procedure for all Graduate Student Association (GSA) finance matters. Unlike the GSA constitution, bylaws are meant to be a more fluid operating procedure that will inevitably change as the influence and role of the GSA transforms in the future. However, these bylaws should not be altered on a whim without careful consideration of said future. *“There’s likely a place in paradise for people who tried hard, but what really matters is succeeding. If that requires you to change, that’s your mission.” – General Stanley McChrystal, U.S. Army.*

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Document Structure

1. Bylaw
 - 1.1. Section
 - 1.1.1. Subsection

1. Roles and Responsibilities of the Financial Affairs Committee (in accordance with Article VI, Section I, Subsection II of the GSA Supreme Constitution)
 - 1.1. Monthly account statements
 - 1.1.1. A monthly account statement shall be made by the Financial Affairs Committee (FAC). This statement must include the remaining budget and a list of expenses that occurred since the last statement.
 - 1.1.2. This monthly account statement must be sent to the parliamentarian before the last day of the month.
 - 1.2. Approving request for non-Graduate Student Association organizations
 - 1.2.1. The FAC shall oversee the processes for granting non-Graduate Student Association organization (non-GSA) funding.
 - 1.2.2. The FAC must see that this process is compliant with section 5.2 of GSA Finance Bylaws.
 - 1.3. Creating the operating budget for the following fiscal year
 - 1.3.1. The FAC shall oversee the creation of the new operating budget of the GSA for the next fiscal year.
 - 1.3.2. The process starts with the preliminary budgets submitted by all GSA Minors in accordance with GSA Finance Bylaws, Section 3.2.
 - 1.3.3. If a GSA Minor does not submit their preliminary budget before the specified March 31st, the FAC will be responsible for including the GSA minor however they see fit.
 - 1.3.4. A first draft of the proposed budget should be created before the 15th of March and sent to all GSA graduate council members for review.
 - 1.3.5. The first draft of the proposed budget shall be presented and discussed during a Graduate Council meeting before March 30th
 - 1.3.6. The final proposed budget shall be ratified by a vote of the Graduate Council before April 15th and comply with Section 2.1.
 - 1.4. All purchases made by the GSA must be approved by the FAC
 - 1.5. All financial forms must be maintained by the FAC and can be updated as needed

2. Roles and Responsibilities of the Graduate Council
 - 2.1. The Graduate Council shall review and vote on the final proposed budget. In order for the budget to pass, a two-thirds majority is required for the budget proposal to pass.
 - 2.2. The Graduate Council shall have the power to review and vote on changes to these Financial Bylaws.
 - 2.2.1. In order for a bylaw to be changed, a three-quarters majority vote is required.
 - 2.3. A single subsection article can be suspended by a three-quarters majority vote.
 - 2.3.1. Multiple sections cannot be suspended with a single motion.
3. Roles and Responsibilities of Minor-GSAs
 - 3.1. Minor-GSA shall use the funds delegated to their operating budget however they see fit, so long as they are in compliance with Clarkson University Financial Policy.
 - 3.2. The Minor GSA must submit Graduate Student Association Finance Form: 2.0 to the FAC before March 1st.
 - 3.3. Any expense made by the Minor must be reported to FAC in accordance with the GSA Supreme Constitution, Article IX, Section 2.
4. Roles and Responsibilities of the Judicial Board
 - 4.1. The Judicial Board shall treat a financial dispute the same as a procedural failure or interpretation disagreement as stated in the Supreme Constitution, Article XI, Section 2.
 - 4.2. The Judicial Board has the power to freeze any and all line items of the GSA account if they deem it necessary.
 - 4.3. The Judicial Board has the ability to summon any documents or witnesses relevant to the case to review.
5. Use of Contingency
 - 5.1. Before January 1st, the GSA can only approve the spending of up to 50% of the allocated contingency.
 - 5.2. After January 1st, GSA can approve the spending of 100% of the allocated contingency.

6. Funding Non-GSA organizations

6.1. Funding Limitations

- 6.1.1. The GSA can only approve funds that have a direct impact on graduate students' life at Clarkson University.
- 6.1.2. The GSA may approve funds for the purchase of equipment, creation of events, and addition of minor infrastructure (microwaves, coffee machines, communication materials, etc.).
- 6.1.3. The GSA will not approve funds for any type of conference expense, administrative programs, or large infrastructure (refrigerator, couches, picnic benches, Cheel upgrades, etc.)

6.2. Funding approval process

- 6.2.1. To start the funding approval process, Non-GSA organizations must fill out Graduate Student Association Finance Form 1 and send the form with all relevant documents to the treasurer.
- 6.2.2. A formal meeting must take place within two weeks upon Finance Form 1 being received by the treasurer between the FAC and the submitting Non-GSA organization.
- 6.2.3. The FAC can approve funds, deny funds, table funds, or change the request parameters in order to approve funds.

7. Using fund for Associate

7.1. CUGSA would employ one person as an Associate on a part-time basis according to Article X-Section 4 of CUGSA Supreme constitution and allocate up to \$5000 per year.

8. Financial Bylaw Amendments

- 8.1. Bylaws amendments must be presented and discussed at a Graduate Council meeting
- 8.2. Voting on said Amendments will occur at the following Graduate Council meeting in accordance with Section 2.2.