

# 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. Financial Bylaw Amendments

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