



University of Connecticut Graduate Student Senate Finance Policies and Procedures

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GRADUATE STUDENT SENATE FINANCE POLICY AND PROCEDURES

A. GRADUATE STUDENT SENATE BUDGET

A.1. The budget for the following fiscal year will be presented by the Senate Treasurer and voted on at the last Senate meeting of the academic year.

A.2. The Senate Budget will include:

- i. allocations for the Office Assistant's salary and benefits
- ii. allocations for an Executive Committee Budget
- iii. allocations for stipends
- iv. allocations for general operations
- v. a report on the financial status of the Short Term Emergency Loan Fund
- vi. income

A.3. A two-thirds majority vote will be required to adopt the proposed budget.

A.4. At any time, the Executive Committee or the Senate can recommend a revision of the budget. A two-third's Senate approval is needed to approve the budget change.

B. UNAPPROPRIATED FUNDS

B.1. This account will be used to hold funds of The Graduate Student Senate that have not been appropriated by The Senate Floor.

C. ADMINISTRATIVE ASSISTANT

C.1. The amount in this account will be allocated enough money to pay for the administrative assistant's salary for one year.

C.2. At the Senate's discretion this account can be allocated to contain additional funds to assure payment of the administrative assistant for more than one year.

D. EXECUTIVE COMMITTEE:

D.1. Executive Privilege

- i. The Executive Committee has the right to make appropriations by a two-thirds vote between senate meetings from the Executive Committee's General Allocations.
- ii. Notification of appropriations made must be announced by the Treasurer at the next Senate meeting.

D.2. Emergency Fund

- i. In times of dire need funds may be used to match funds from departments to help graduate students in extraordinarily difficult circumstances
- ii. Gifts from the discretionary fund will be made available to a departmentally sponsored bank fund upon a two-thirds vote of the Senate Floor.

E. GRADUATE STUDENT SENATE SPECIAL ALLOCATION:

E.1. Graduate Student Senate Special Allocation is a general fund set aside to fund one-time requests to the Senate Floor from organizations, groups, or individuals, which benefit the graduate community. Programs that have academic, scholarly, or professional merit will be given higher priority.

E.2. All requests for sponsorship must be made before the event, and submitted to the Treasurer at least one meeting prior to the senate meeting at which the vote will take place.

- E.3. Requests for funding must be presented to the Executive Committee before being presented to the Senate floor.
- E.4. A representative may attend the Executive meeting to defend their request and answer questions.
- E.5. The GSS Executive Committee, as a whole, shall vote on all requests for money from Senate Special Allocations within 2 weeks of the request being submitted to the Treasurer.
- E.6. Once approved by the Executive Committee the request must be presented at the next meeting of the Senate and is subject to approval by a majority vote of the Senate.
- E.7. All events to which the Senate has contributed money must be open to all graduate students based on proportion of Senate monies given
- E.8. The organization must advertise in appropriate media outlets as approved by the Senate.
- E.9. The organization must inform the secretary of the date, time, and exact location of the event at least one week prior to the event. Failure to inform the secretary may result in denial of reimbursement.
- E.10. Funds from Special Allocations shall only be disbursed by the Treasurer upon presentation of receipts by the parties listed on the official Special Allocation Form, unless other accommodations with the Treasurer have been made.
- E.11. Constituency organizations requesting funds shall do so through their senator.
- E.12. All funding requests must be accompanied with the appropriate paperwork available from the Graduate Student Senate office or website.

F. ACTIVITIES FUND

- F.1. The Activities Committee will plan events under the budget allocated by the Senate Floor.
- F.2. Additional funds may be requested at any later meeting for any event.
- F.3. Event workers can be hired at a rate comparable to services performed.

G. BUDGET ALLOCATIONS:

G.1. DIVISION OF CLUBS AND ORGANIZATIONS

- i. University of Connecticut Graduate Student Senate organizations that receive funding will be split into two groups, entry level and budget level.

G.2. HOW TO DEFINE ENTRY LEVEL AND BUDGET LEVEL ORGANIZATIONS

- i. Status is based on organization's fiscal responsibility and involvement.
- ii. All new organizations and organizations with unacceptable fiscal responsibility and involvement start out as Entry Level.
 - G.2.ii.a. Entry Level organizations are eligible to receive funds only from Special Allocations
 - G.2.ii.b. Entry Level organizations may be allowed to enter the budget process by consent of the Finance Committee.
- iii. Organizations that show acceptable fiscal responsibility and involvement can apply to become a Budget Level organization by submitting a budget at the budget hearing.
 - G.2.iii.a. Budget Level organizations are eligible to receive funds from Special Allocations and Budget Allocations
- iv. To maintain Budget Level status:
 - G.2.iv.a. Attend all budget hearings; one miss is grounds for instant removal from budget level status.
 - G.2.iv.b. Not miss more than two meetings per semester
 - G.2.iv.c. Have a competent treasurer.

- G.2.iv.d. Comply with all University of Connecticut and University of Connecticut Graduate Student Senate policies and procedures.
- G.2.iv.e. The Executive Committee can remove an organization from Budget level status by a two-thirds vote and Treasurer's approval.
- G.2.iv.f. If any of these provisions are not met then the organization may be placed on probation till terms are met or moved immediately to Entry Level status.
 - i Probation will not last longer than one semester.
 - ii If terms of probation are not met then organization will be moved to Entry Level status.
- G.2.iv.g. Any Budget Level organization that is found to not be financially sound can have its Budget Level status removed and placed in the Entry Level status, either temporarily or indefinitely.
 - i Temporarily means less than one fiscal year.
 - ii Indefinitely meaning the organization would have to apply for the Budget Level status.

H. PROCEDURE FOR OBTAINING A BUDGET:

H.1. BUDGET SUBMITTING PROCESS:

- i. Notice of Budget due dates, are to be given by the Treasurer at least four weeks prior to the budget due date.
- ii. Budgets are due to the Treasurer at least one week prior to the budget deliberation date so that the Treasurer can review them and prepare them for voting.
- iii. Budgets are to be submitted in a standard format, with a column describing budgeted items paralleled by a column detailing each item's "dollar value." Fundraising and revenue should be totaled at the bottom and subtracted from total expenses to show a final requested allocation. Any organization that has questions about the format of the budgets may obtain a sample budget from the Treasurer at the Graduate Student Senate Office.
- iv. Late budgets result in the loss of budget or an automatic percentage cut from the allocated amount of that budget.
- v. If no budget is submitted one week prior to the Budget Deliberation then it is up to the discretion of the Deliberation Committee whether the organization should receive a budget.

H.2. ROLLOVER:

- i. Any club that wishes to have money rolled-over must fill out Rollover Request form available at the Senate Office, and this form must be submitted with the budget request.
- ii. All organizations will bring with them to the Finance Hearing an accurate rollover number.
- iii. Rollover will be removed from the accounts of every Senate funded organization unless that organization can defend their failure to spend said rollover to the Hearing Committee.
- iv. Organizations may not receive additional Senate funding if the Hearing Committee decides that they have not spent previously allocated funds. In this case, rollover may be used to fund an organization.
 - v. At each budget hearing, any funds not spent by organizations in their prior years budget allocation, unless specified by the Hearing Committee, will be returned to the Budget Allocations Rollover account, unless an organization has outstanding bills or has justified upcoming expenses, in which case the money required to pay them will be kept in their account.
 - vi. Excess rollover will be placed into the Unappropriated Funds account.

H.3. BUDGET HEARINGS:

i. Prehearing:

- H.3.i.a. All budgets will be deliberated on a yearly basis.
- H.3.i.b. The Budget Hearing date is to be scheduled at the end of the spring semester by the Treasurer.

H.3.i.c. Notice of hearing dates are to be given at least two months prior to the date.

H.3.i.d. Before the Budget Hearings, it is the duty of the Treasurer to decide how the Budget Hearing will be run. It is the responsibility of the Treasurer to organize this how it will best benefit the organizations.

H.3.i.e. At the Senate meeting prior to the Budget Hearing, the Treasurer will give an overview of the Budget Hearing procedure.

H.3.i.f. Clubs that have significant increase in their budget request from last year must be prepared to justify this increase.

ii. Funding:

H.3.ii.a. Senate is to be the primary source of funding for University of Connecticut graduate student clubs and organizations that have no other opportunity to receive funds from University of Connecticut.

H.3.ii.b. An organization that submits a budget is not guaranteed a budget. By submitting a budget this enters the organization into the budget process.

H.3.ii.c. The University of Connecticut population has many organizations that are diverse in their size as well as in their interests. Yet, it is important that when funds are to be allocated by the Graduate Student Senate that careful consideration is given to the number of graduate students that will be served in proportion to the amount of money granted.

H.3.ii.d. University of Connecticut Graduate Student Senate is funded by the Student Activities Fee, which is paid by University of Connecticut graduate students. The Deliberation Committee may decide not to fund student groups whose membership has a majority of non-University of Connecticut graduate students.

H.3.ii.e. No Senate funded organization will enter into a contract with any business or entity that binds said organization to the contract for more than one academic year, without written approval from the Treasurer.

H.3.ii.f. Senate is a source of funding for University of Connecticut clubs and organizations; however, clubs should be resourceful and look for funding elsewhere be it from another university department, rollover, donations of time and money, fundraising, etc...

H.3.ii.g. Clubs that do fundraise can use this money to supplement their budget or spend how they choose within the limits of the Finance Policies and Procedures.

H.3.ii.h. Food will be funded for educational events, for the accommodation of a performer or speaker, and other events where food is not the central item. This means an event where food is not vital, but enhances the event. When food is supplied the price per person should not be excessive.

H.3.ii.i. The Senate will not fund:

- i an event not open to the entire graduate student population
- ii an event that is not accessible by the entire graduate student population
- iii an event that violates stated University policy as given in the Student Code of Conduct
- iv personal items.
- v stipends, honoraria, or other forms of payment to or provisions solely for a UConn administrator to perform services at a GSS sponsored event similar or identical to those services and duties within the purvey of that administrator's regular employment.

H.3.ii.j. A club may have a project that spans over more than one fiscal year. It is the clubs responsibility to apply for rollover at the end of each year or else the money will be lost. The exact amount of rollover must appear on the yearly budget request.

H.3.ii.k. The organization must advertise in appropriate media outlets as approved by the Senate.

H.3.ii.l. The organization must inform the secretary of the date, time, and exact location of the event at least one week prior to the event. Failure to inform the secretary may result in denial of reimbursement.

iii. Hearing:

- H.3.iii.a. The Finance Committee is the directing body of the Budget Hearings with the Treasurer as the Chair and directing official.
- H.3.iii.b. The presiding chair of the deliberation has the right to deny any motion that violates the rules, precedent, and unwritten standards followed by the Finance Committee, as well as any motion that violates the Senate Constitution and Bylaws.
- H.3.iii.c. The Finance Committee has a right to define any undefined procedure by majority vote, as long as this definition adheres to the Senate Constitution, Bylaws and Finance Policies and Procedures.
- H.3.iii.d. The Finance Committee may vote by majority to let the Hearing Committee define an undefined procedure. The Finance Committee may request that they deliberate and vote in private.
- H.3.iii.e. The Hearing Committee has the right to define any undefined procedure that the Finance Committee puts before it, by majority vote, as long as this definition adheres to the Senate Constitution, Bylaws, and Finance Policies and Procedures.
- H.3.iii.f. Only one representative from each organization submitting a budget for that particular hearing may attend the hearing.
- H.3.iii.g. Each organization receives one vote at the Hearing Committee. A representative may not vote for more than one organization.
- H.3.iii.h. The Chair will not vote.
- H.3.iii.i. Any member of the Finance Committee, who is a member of an organization being deliberated upon may not participate until said deliberations are over.
- H.3.iii.j. Campus news media are exempt from serving on the Hearing Committee, but they still have the right to do so.
- H.3.iii.k. When deliberating, the Hearing Committee will only concentrate on the matters of money. The Hearing Committee cannot stipulate where or when meeting times are to be held.
- H.3.iii.l. If an organization's representative is tardy, absent, or leaves early from the Budget Hearing, their organization's budget will receive a deduction from the amount allocated. The Hearing Committee will then vote on an appropriate percentage cut as the penalty. The amount will be decided by a two-thirds vote in favor by the Hearing Committee.
- H.3.iii.m. A representative who is tardy or leaves early due to an emergency, may do so without their organization being penalized.
- H.3.iii.n. During the hearings, breaks are not normally scheduled. However, any member may motion for a recess during the deliberations, this motion must be passed by a majority vote of the Hearing Committee.
- H.3.iii.o. Deliberations within the Hearing are considered confidential. If the Treasurer or Finance Committee is made aware of the leaks, the Deliberation dates may be reconvened. As a general rule: What was said can be repeated but not who said it.
- H.3.iii.p. If the Treasurer is unable to attend the Budget Hearing, then the Graduate Student Senate Executive Committee will meet to decide further action.

iv. PASSING FINALIZED BUDGETS:

- H.3.iv.a. Once the Budget Hearings have been closed, it is the duty of the Treasurer and Finance Committee to compile all budgets into a standard format.
- H.3.iv.b. One full week must pass before budgets are presented to the Senate floor.
- H.3.iv.c. The compiled budgets are then presented to the Senate for final approval by a majority vote.

H.3.iv.d. If the Senate does not approve any budget, then a vote will be taken to reconvene the Hearings during one of the next two meetings or to enter the unpassed budget into the appeals process. If the unpassed budget enters the appeal process then a decision must be decided in two weeks. Note: If the whole Senate feels that a budget has been treated unfair then those involved in the appeal process will take this in consideration.

H.3.iv.e. If the budgets from the second Budget Hearing are not passed, then Hearings will proceed every week until they are passed.

H.3.iv.f. All budgets are public property. Any student may be allowed to examine any organization's budget—past or present. Copies of budgets may be obtained from the Treasurer at the Senate Office.

H.3.iv.g. Once budgets are finalized, the Treasurer will prepare a Yearly Financial Report detailing all monetary disbursements. This report will be made available to all students in the Senate Office and presented to the Campus Activities Business Office.

V. APPEALS OF THE BUDGET HEARINGS:

i The appealing organization must present a written appeal to the Treasurer within three days after the hearing stating why they feel wronged. This statement should include a dollar amount they are looking for and what the money will go for.

ii An appeal must be based on the organization's ability to demonstrate at least one of the following:

iii the hearing was not consistent with established procedure

iv information is available now that was not available at the time of the hearing

v a penalty was unfair

vi The Treasurer will present the appeal to the Finance Committee and Senate Treasurer. A vote will be taken on opening the appeal process. A two-thirds vote in favor is needed to start an appeal.

vii After the appeal process is opened, the representative of the appealing organization that was at the hearing, will meet with the Finance Committee and Senate Treasurer to discuss the appeal.

viii After discussion the Finance Committee and Senate Treasurer will vote on whether the appeal process is to be continued. A four-fifths vote in favor is needed. Attached to this vote will be a recommended dollar value.

ix If the vote is passed then the Treasurer will present the appeal to the Senate Executive Committee with a recommended dollar amount.

H.3.v.b. After discussing the appeal the Senate Executive Committee will vote on it. A five-sixths vote is necessary for approval.

i If the Senate Executive Committee passes the appeal, then they can keep the Finance Committee and Senate Treasurer's suggested amount or set their own dollar amount.

ii If the amount passed in the appeal process is five hundred dollars or less, then the money will come out of special allocations.

H.3.v.c. If the amount passed in the appeal process is more than five hundred dollars, then the hearing will be reconvened.

H.3.v.d. Possible decisions include:

i denial of additional funds

ii giving a portion of requested funds

iii rewarding complete requested funds

iv reconvening hearings

H.3.v.e. If the Senate Executive Committee decides to award additional funds, then the Treasurer will present the appeal to the Senate Floor where it must pass by a two-thirds vote.

H.3.v.f. All appeals are final. Once an appeal has gone through the Senate Floor the appeal process is over.

H.3.v.g. If the Senate does not approve the budget of an organization that is appealing, the appeal process is nullified or immediately terminated.

vi. CHANGES TO BUDGETS AFTER BUDGET HEARINGS:

H.3.vi.a. Changes may be made to budgets after Budgets Deliberations with proper approval.

H.3.vi.b. Any organization that wishes to make changes to its budget must fill out a Budget Change Request Form at least ten days prior to the event or expenditure of needed funds.

H.3.vi.c. The Treasurer must then present the request to the Finance Committee and Graduate Student Senate Treasurer and obtain approval by a majority vote.

H.3.vi.d. If the Finance Committee is not available or cannot meet, the Treasurer and Graduate Student Senate President may make the approval.

H.3.vi.e. No spending will occur on the changed item until approval is granted. If spending does occur without prior approval, then the members of the organization's Executive Committee are personally responsible for such expenditures.

H.3.vi.f. The Finance Committee may decide on penalties such as freezing of budget, probation, reimbursement of spent funds, having spent funds subtracted from the following year's allocation, or loss of recognition

I. SPECIAL CONSIDERATIONS:

I.1. Special consideration for funding shall be given for groups whose entire membership consists of graduate students located at a UConn campus that is geographically separated from the Storrs campus when those members are also required to pay the Storrs Campus Student Activity Fee.

I.2. Such consideration should include but not be limited to:

- i. Waiver of any attendance policy outlined in this document, including attendance at budget hearings and meetings where any related allocation requests will be deliberated.
- ii. Requirement of advertising appropriate to the campus where members are located, although such advertising must include the Storrs graduate community as well.
- iii. Understanding that university services, such as University Catering, are not available for events such as these; therefore, certain costs may be more expensive or require an alternate process.

I.3. This type of special consideration for funding will not conflict with the Graduate Student Senate Constitution, Bylaws, and Finance Policies and Procedures, except for those which are waived due to geographic location.

I.4. All events given special consideration that receive Senate funding must be open to all graduate students that pay the Storrs Campus Student Activity Fee.

I.5. Groups who request special consideration are strongly encouraged to participate in the budget process.

I.6. Groups who request special considerations must maintain active communication with the President and/or Treasurer of the Graduate Student Senate.

J. PAYING OF BILLS:

J.1. All organizations must send their bills to the Treasurer of Graduate Student Senate to be paid.

J.2. The Treasurer and/or President have the right to deny approve of bills that are not listed in an organization's budget or appear to represent improper spending.

J.3. Bills will be paid up to the allocated amount.

J.4. The Treasurer will not disburse any funds in payment of expenses unless sufficient documentation of the expense is presented.

J.5. All disbursements of Senate funds will be made according to policies set forth by the Campus Activities Business Office.

K. MEMBERSHIP IN THE FINANCE COMMITTEE:

K.1. The Finance Committee is comprised of the Senate Treasurer, the Senate Parliamentarian, and at least one Senator.

K.2. The Treasurer is the chair of the Finance Committee.

K.3. The Finance Committee will act as an oversight committee for the Senate finances in such cases as:

- actively participating in money matters brought to the Senate floor.
- defining any undefined procedure by majority vote, as long as this definition adheres to the Senate Constitution, Bylaws and Finance Policies and Procedures.
- determining Budget Level organizations
- acting as directing body of Budget Hearings
- approving budget changes
- reviewing appeals
- other tasks as defined by the Senate or the Executive Committee

K.4. The Finance Committee will have access to the Senate Financial ledger.

K.5. Any Finance Committee member who does not regularly attend scheduled meetings of the committee may be removed by a two-thirds vote of the Senate Executive Committee upon recommendation from the Treasurer.

K.6. Finance Committee Election:

- i. Nominations will be opened for three positions the second official senate meeting in the fall, at which time the candidates will be elected by a majority vote of the Senate. Nominations can be made at any subsequent Senate meeting at which a vacancy on the Finance Committee is available.
- ii. Interested candidates are encouraged to request a meeting with the current Treasurer to discuss the Finance Committee's responsibilities.
- iii. Candidates interested in the position must meet these requirements:
 - be available for Finance Hearing(s)
 - meet when necessary to approve a budget change, define policy, or at Chairs request
 - be available for possible appeals

L. ATTENDANCE:

- i. Organizations that are highly involved should be looked more favorably upon in the budget process.
- ii. Any organization missing two or more Senate meetings in a semester, without prior notification, will be placed on probation the following semester and have their following year's budget penalized, as determined at the budget hearing.
- iii. If the organization does miss more than two meetings during the semester in which it is on probation, the organization will be automatically revert to Entry Level.
- iv. Funding may be restored and the organization removed from probation if the organization misses no more than two meetings during the next semester.
- v. An organization may appeal to the senate Executive Committee. A two-thirds vote is required to reestablish the organizations standing.

M. MISC. RULES AND REGS:

- M.1. The Senate may authorize the transfer of funds between any internal accounts by a two-thirds vote.
- M.2. The Treasurer will hold a session(s) to educate the treasurers of organizations and interested individuals about the policies and procedures of the Graduate Student Senate. Any club not sending a representative to this session will be held liable to be knowledgeable of the Senate Financial Policies and Procedures.
- M.3. It is the responsibility of the Graduate Student Senate Treasurer and the Graduate Student Senate Secretary to get the contact information of the current treasurer of each organization in Senate so that contact can be made to all organizations.

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