

**BYLAWS OF THE GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY  
FINANCE COMMISSION**

**ARTICLE 1            Membership**

- 1.1     The GPSAFC Chair shall be appointed by the GPSA.
- 1.2     The GPSAFC shall consist of at least six other members appointed by the GPSA. If possible, finance commissioners should be selected to represent each of the professional schools (JGSM, Law, School, and Vet School) and each of the areas of the Graduate School (Humanities, Social Sciences, Biological Sciences, Physical Sciences). Finance commissioners need not be members of GPSA.
- 1.3     The Chair of the Appropriations Committee will be seated on the GPSAFC.
- 1.4     Finance commissioners will serve until the end of the academic year in which they were appointed, including the Annual Budget hearings for the following academic year.
- 1.5     There is no limit on the number of years a student may serve on the GPSAFC.
- 1.6     If a finance commissioner is absent from more than two consecutive GPSAFC meetings without providing prior notice to the Chair, the Chair may ask the GPSA to replace that Commissioner.

**ARTICLE 2            Duties of Finance Commissioners**

- 2.1     The GPSAFC Chair is responsible for the functioning of the GPSAFC and its actions. The Chair shall establish the agenda, schedule and chair meetings of the GPSAFC. The Chair shall ensure that GPSAFC responds to requests from student groups in a timely fashion. The Chair, in conjunction with the Office of the Assemblies staff, will set the schedule for the Annual Budget process each spring and run the Funding Workshop.
- 2.2     The GPSAFC Chair may appoint a Vice-Chair and delegate any of the Chair's responsibilities to the Vice-Chair. The Vice-Chair is responsible to the Chair, and the Chair can terminate the Vice-Chair's duties at any time.
- 2.3     Finance commissioners shall attend meetings of the GPSAFC and vote on allocations requested by eligible student groups, based on student needs, university and GPSAFC policy, and available funds.
- 2.4     Finance commissioners are expected to excuse themselves from voting on allocations for organizations in which they are members.

**ARTICLE 3            Meetings**

- 3.1     The GPSAFC shall meet at least three times each semester, normally on a monthly basis (e.g. September, October, November in the fall; February, March, and April in the spring).

- 3.2 The GPSAFC Chair shall notify Office of the Assemblies staff as soon as possible of the GPSAFC meeting times and locations.
- 3.3 Each spring, the GPSAFC shall review annual budget applications for the following year and make allocations.
- 3.4 The GPSAFC Chair shall coordinate with Office of the Assemblies staff to determine a cut-off date for current-year budget changes (including new annual budget applications and Special Project Requests), in advance of the annual budget allocations for the following year. If funds remain for allocation in the current year, the GPSAFC should hold a meeting shortly before this cut-off date.

#### **ARTICLE 4            Amendments**

- 4.1 These bylaws may be amended by a majority vote of seated GPSA members.
- 4.2 The GPSAFC Funding Rules (Appendix A) and the GPSAFC Funding Maximums (Appendix B) may be amended by a majority vote of seated GPSA members. Funding maximums can be raised at any time; any lowering of maximums cannot take effect until the next budget cycle. The Appropriations Committee shall recommend changes for the next budget cycle before the end of February of the current academic year.
- 4.3 The Appropriations Committee must recommend changes to these bylaws or to Appendix A or B necessitated by changes in University policies and procedures.
- 4.4 Any changes to the President and Treasurer's Handbook, other than updates to University policies and procedures, must be approved by the Appropriations Committee Chair and GPSAFC Chair. Should they disagree, the matter will be referred to the full Appropriations Committee, and, if necessary, to the GPSA.