

Graduate Student Association Finance Bylaws

ARTICLE I. Graduate Student Association Funds

Section I. The Graduate Student Association (GSA) will receive a budget that consists of the total amount of the graduate student activity fees generated for each academic year. Prior to the verification of actual enrollment, \$1000 will be guaranteed to the GSA to allow for the start of programming for the year.

Section II. Five days after the add/drop period at the beginning of Fall and Spring term, CGPS will verify enrollment and generate a fee report. The fee report will be sent to SFC. SFC will transfer the funds in excess of \$1,000 to the GSA account.

Section III. It is the responsibility of the GSA to manage and disperse these funds to provide events and opportunities for graduate students.

ARTICLE II. GSA Finance Subcommittee

Section I. Membership

- A) The GSA Finance Subcommittee shall consist of the GSA officers: President, Vice President, Secretary, and Treasurer.
- B) Any members of the GSA may serve as ex-officio, non-voting members of the finance subcommittee.
- C) Up to two SGA Senate representatives may serve as ex-officio, non-voting members of the finance subcommittee.
- D) All students shall be free from discrimination on the basis of: Gender, Race, Origin, Religious Preference, Physical Disability, Sexual Orientation, Political Ideology, Age, Creed, Marital Status, or Social-Economic Background.

Section II. Bylaws

- A) GSA Finance Subcommittee bylaws must be approved by both the GSA and the SGA Senate.
- B) The Finance subcommittee bylaws will be revised and amended every two years or as necessary.
- C) Any changes, revisions, or amendments to the subcommittee bylaws must remain on file with the Student Finance Committee.

ARTICLE III. GSA Records

Section I. The GSA must maintain active documentation of all financial transactions. All documentation should stay within the GSA for up to three fiscal years.

- A) Copy of annual budget and expense record - This will serve as a reference during the budgeting process.
- B) Copies of all receipts and payment forms as collected by the GSA- Receipts for any purchases should be kept for auditing purposes in the CGPS Financial Manager's office and as a reference of spending for the organization.

- C) GSA treasurer will work with the CGPS Financial Manager to maintain records and prepare paperwork.

Section II. The GSA must be in good financial standing with the Audit and Oversight Committee. Any organization deemed to be in poor financial standing will be notified by the SGA Treasurer and must attend a special hearing of the SFC.

Section III. If an organization fails to meet the necessary requirements to remain recognized for a semester, any monies allocated to that organization prior can be reallocated to any other organization if SFC finds it appropriate.

ARTICLE IV. POLICY AND PER DIEMS

Section I. The student activity fees are for the exclusive use of Longwood University students only.

Section II. GSA will follow State and University established per diems. Additional per diems can be added.

- A) For Gas Funding: The allocations and reimbursements shall not exceed the state Per Diems
- B) Bus Rental: The Per Diem used will be the price established by the University. If Longwood Motorpool is used, SFC will allocate funds per mile based on Motorpool rates.

Section III. The following shall not be allocated from GSA funds:

- A) Funding of scholarship
- B) Alcoholic Beverages and/or drugs
- C) Direct philanthropic or financial contributions to any enterprise
- D) Any travel exceeding state per diems