

## **GSA Finance Committee Guidelines 2023-2024**

Effective: October 23, 2023

### **Procedural Guidelines:**

1. The GSA Finance Committee consists of at minimum five (5) members of the graduate student body.
  - a. The committee is to be chaired by the GSA Treasurer.
    - i. In the circumstance in which the GSA Treasurer is incapable of chairing a finance committee meeting, the GSA Treasurer may appoint a temporary chair to oversee and facilitate the operations of the finance committee during the period in which the Treasurer is incapable of fulfilling these duties.
  - b. The following cabinet secretaries are permanently affixed as members of the GSA Finance Committee:
    - i. Cabinet Secretary of Graduate Student Organizations
2. All official GSA finance committee meetings must meet a quorum of 2/3<sup>rd</sup>.
  - a. In the circumstance in which the finance committee consists of the minimum number of five members, quorum is adjusted to be only three (3) members.
3. The GSA Finance Committee will meet on a biweekly basis.
  - a. In the circumstance in which it is not possible to conduct an official meeting according to the regular schedule, the committee chair reserves the right to asynchronously present finance requests that are urgent in nature and/or cannot be tabled until the next regular committee meeting to committee members. Committee members then may vote asynchronously in a group communications setting.
4. If a finance request is submitted for review by the GSA finance committee, the chair of the committee will present the submission attached to the request.
  - a. If required by allocation guidelines, following the review of the submission, a representative of the sponsoring party of the request will present a summary of the event and will answer questions provided by the committee. The sponsoring party may not be present during the voting process.
5. Every finance request submitted for review by the GSA finance committee will be brought to a vote before the committee.
  - a. If a finance request receives approval from a majority of the present finance committee members, the finance request will be approved on

Garnet Gate and will be advanced in the process through the appropriate channels.

- b. If a finance request fails to receive approval from a majority of the present finance committee members, it will be denied on Garnet Gate and the party sponsoring the finance request will be informed of the finance committee's decision as well as the reasoning for the denial.

### **Event Allocation Request Timeline:**

- 1) All finance requests must be submitted on Garnet Gate using the appropriate finance request form at least fifteen (15) business days prior to an event.
  - a. In the circumstance in which an event occurs within 3 weeks of the last day of classes in any given semester, all finance requests must be made within fifteen (15) business days of the last day of classes.
  - b. In the circumstance in which a sponsoring party is unable to reasonably submit the appropriate finance request within the required timeline, a representative of the sponsoring party may present a case to the chair of the finance committee as to why an exception should be made. It is at the discretion of the chair of the finance committee to approve or deny any appeal.
- 2) The sponsoring parties of finance requests will be informed of the final decision of the GSA Finance Committee within 48 hours of approval or denial.

### **Organization Allocation Guidelines:**

1. The GSA Finance Committee reserves the right to comprehensively review and consider all allocation requests, as well as any past allocation requests involving the respective organization, in the manner that the committee sees fit within the confinements of the procedural guidelines.

2. All finance requests require proper documentation proving the cost of the items requested to be reimbursed by allocations from the GSA Finance Committee.
3. For all finance requests that exceed \$1,000, a representative of the sponsoring party must attend the GSA Finance Committee in which the request will be heard.
  - a. In the circumstance in which no member of the executive board of the party sponsoring the request is available at the time and date of the regularly scheduled finance meeting, a representative of the sponsoring party may request to meet with the chair of the finance committee.

### **Program Guidelines:**

1. When finance requests are requesting funds for the purpose of food, funds shall not exceed the total of \$12.00 per person.
  - a. In the circumstance in which the sponsoring party has food catered by Horseshoe Catering, there shall be an exception for this rule and the total funds requested may exceed \$12 per person.
2. Cutlery, defined as being disposable plates, cups, napkins, and utensils, shall not be funded at more than \$00.50 per person.
  - a. The GSA Finance Committee may revise the finance request to satisfy this provision.
3. Personal organization supplies shall not be funded for any organization.
  - a. Personal organization supplies include but is not limited to:
    - i. Promotional items
    - ii. Stationery supplies
4. All items prohibited as such by the University of South Carolina
5. Regularly scheduled meetings shall not be funded for any organization.
6. All events funded through the Student Activity Fee must be open to the entire Student Body.
  - a. Sponsoring parties requesting funding from the GSA must post all events on Garnet Gate.
  - b. The GSA reserves the right to promote events that receive funding from the GSA to the total graduate student body.

**Special Guest Guidelines:**

1. The GSA Finance committee will allocate up to \$1,000.00 for an artist/speaker.

**Conference and Tournament Guidelines:**

1. Conference and tournaments allocations may be allocated for costs associated with conferences and tournaments, respectively.
2. The GSA Finance Committee will allocate up to \$2,000.00 for conference/tournament fees.
3. All finance requests pertaining to travel must be submitted using the appropriate finance request form at least twenty-five (25) university business days prior to an event.
  - a. In the circumstance in which an event occurs within 5 weeks of the last day of classes in any given semester, all finance requests must be made within twenty-five (25) business days of the last day of classes.
  - b. in the circumstance in which a sponsoring party is unable to reasonably submit the appropriate finance request within the required timeline, a representative of the sponsoring party may present a case to the chair of the finance committee as to why an exception should be made. It is at the discretion of the chair of the finance committee to approve or deny any appeal.