



Graduate Student Senate Finance Committee Code University of San Francisco

ARTICLE I: Name

Section 1. This document shall be known as the Graduate Student Senate Finance Committee Code.

ARTICLE II: Authority

Section 1. This Code is established under the authority give in Article VI, Section 9 of the GSS Constitution. The Code shall be in effect upon majority vote of the GSS.

ARTICLE III: Purpose

Section 1. The purpose of the Graduate Student Senate Finance Committee, hereinafter referred to as the Committee, is to ensure fiscal responsibility and oversight of the allocation of the AGSUSF Student Activity Fee, oversee the allocation of AGSUSF Funding, and propose the annual AGSUSF Operating Budget.

ARTICLE IV: Amendments

Section 1. This Code may be amended by a majority vote of the GSS, upon written recommendation by the Graduate Student Senate Internal Affairs Committee.

ARTICLE V: Committee Authority and Responsibility

Section 1. The Committee shall ensure fiscal responsibility and oversight of the allocation of the AGSUSF Student Activity Fee.

- a. Review, support, and recommend changes to fiscal policies and procedures of the GSS.
- b. Provide regular financial reports at monthly GSS meetings.
- c. Make recommendations for increases in the AGSUSF Student Activity Fee.

Section 2. The Committee shall oversee the allocation of AGSUSF Funding.

- a. Promote, review, and allocate AGSUSF Conference Funding to graduate students.
- b. Promote, review, and allocate AGSUSF Development Funding to graduate student organizations.
- c. Promote, review, and allocate AGSUSF Event Funding to graduate student organizations.
- d. Oversee and review AGSUSF Funding dates, deadlines, and policies and procedures.

Section 3. The Committee shall propose the annual AGSUSF Operating Budget.

- a. Coordinate budget proposals with representatives from all AGSUSF funded accounts.
- b. Prepare the proposed AGSUSF Operating Budget to be reviewed by the GSS in March.
- c. Present the proposed AGSUSF Operating Budget to be approved by the GSS in April.



Advocating and providing a voice for graduate students

ARTICLE VI: Committee Membership and Organization

- Section 1.** The Committee Chair shall be the GSS Vice President of Treasury. The Chair shall be the official spokesperson for the committee. The Chair shall preside over the meetings of the committee and shall be a non-voting member though will vote in case to break a tie.
- Section 2.** The Committee shall consist of four (4) to eight (8) voting members. These members shall be at-large members of the Associated Graduate Students of the University of San Francisco (AGSUSF). It is the goal of all committees of GSS to be comprised of at least twenty-five percent (25%) non-GSS AGSUSF members.
- Section 3.** Members shall be appointed through the GSS appointment process established by the Graduate Student Senate Internal Affairs Committee.
- Section 4.** The Chair, upon consultation of the GSS Vice President of Internal Affairs, may add additional committee members, as deemed necessary.
- Section 5.** Terms of appointment shall be for the academic year, ending on the last day of classes.
- Section 6.** Vacancies shall be made known within five (5) academic days from the date of vacancy by a special bulletin and/or announcement. A filing period of two (2) weeks is to be in effect beginning with the date of the first announcement of any vacancy.

ARTICLE VII: Resignation and Absences

- Section 1.** Resignation from the Committee must be submitted in writing to the Committee Chair. Vacancies will be filled for the remainder of the term within 30 days, and in the same manner as the original appointments.
- Section 2.** Each member of the Committee acquiring three (3) unexcused absences from meetings during the course of the year shall be considered to have resigned from their position.

ARTICLE VIII: Meeting Procedures

- Section 1.** The Committee shall meet monthly during the regular academic year, plus when called into session by the Chair.
- Section 2.** Quorum shall consist of a majority of the voting members, plus the Chair.
- Section 3.** The Chair shall establish the parliamentary procedures of the Committee. In case of conflicts, Robert's Rules of Order, Newly Revised.

ARTICLE IX: Limits of the Code

- Section 1.** This Code shall supersede all other codes pertaining to the same subject, but will not supersede any provisions of the Constitution and Bylaws of the GSS.

ADOPTION

Adopted by the Graduate Student Senate in August 2012, amended in May 2014.