ASSOCIATED STUDENTS OF ASU
GPSA ASSEMBLY
NINTH LEGISLATIVE SESSION

AUGUST 26, 2011

ASSEMBLY BILL #03

INTRODUCED BY

MATTHEW SAVAGE
ASSEMBLY MEMBER, CLAS – SOCIAL SCIENCES
ASSEMBLY PRESIDENT

AMENDMENT TO GSO FUNDING POLICY

GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION,

WHEREAS the Graduate and Professional Student Association of Arizona State University must operate under a thoughtfully developed ASASU Constitution and GPSA Bylaws which promote effectiveness, efficiency, and accountability, and

NOTING that the Assembly Operations Committee requests an earlier deadline to receive, process, and hear Graduate Student Organization (GSO) funding requests, and

FURTHER NOTING that the Assembly Operations Committee aims to promote well-planned and prudent graduate student events, and

FURTHER NOTING that the GPSA Office Specialist deserves more lead time to effectively process paperwork and handle the logistics of funding organizations that are awarded GSO funding support, and

FURTHER NOTING that concern has been expressed about the inconsistency of GPSA deadlines for varied programs, and

FURTHER NOTING that event funding requests, which are often circuitously discussed and debated in the full student assembly, often require an inordinate amount of time that could be devoted to other agenda items such as assembly bills concerning policy or advocacy, or Graduate Student Forum, and

FURTHER NOTING that funding requests discussed in Assembly Operations Committee are done so in the most efficient manner regarding time due to the absence of certain limitations imposed by size and parliamentary procedure in the Assembly,
LET IT BE ENACTED that the GPSA Bylaws be amended as follows:

AMEND Lines 520-522, Title V, Article 1, Section D, Subsection a:

a. All funding requests are to be completed and submitted to the GPSA office seven (7) calendar days prior to the next Assembly meeting. Incomplete requests will not be considered.

TO:

a. All funding requests are to be completed and submitted as described by the Annual GPSA Assembly Funding Policy and Procedures, which is prepared by the Assembly Operations Committee, approved by the full Assembly, and published publicly by the Assembly President.

AND, STRIKE Lines 530-534, Title V, Article 1, Section D, Subsection f:

f. For requests over fifteen-hundred dollars ($1500.00), the organization seeking funding must send a representative to the Assembly meeting at which the request is to be considered. If a representative is not present at the meeting the request will be dismissed. A request is approved for full, partial, or no funding after passage by majority vote of present and voting Assembly Members.

AND, AMEND Line 535-540, Title V, Article 1, Section D, Subsection g:

g. For requests fifteen-hundred dollars ($1500.00) and below, the Assembly Operations Committee will make a decision on the request during its committee meeting. A representative from the organization seeking funding must attend the committee meeting to answer any questions. A request for funding at or below $1500.00 is approved for full, partial, or no funding after passage by majority vote of present and voting committee members.

TO:

g. For all requests (up to $2000.00), the Assembly Operations Committee will make a decision on the request during its committee meeting. A representative from the organization seeking funding must attend the committee meeting to answer any questions. A request for funding is approved for full, partial, or no funding after passage by majority vote of present and voting committee members. These funding decisions are to be approved by the full GPSA Student Assembly.

AND, LET IT FURTHER BE ENACTED that upon passage of this bill, all funded graduate student organizations will be required to follow the Annual GPSA Assembly Funding Policy and Procedures (see attached). This document will be updated at least annually in accordance with Lines 520-522, Title V, Article 1, Section D, Subsection a (as amended above).
Annual GPSA Assembly Funding Policy and Procedures: Review Prior to Applying for Funding

Herein is the GPSA funding process. Please pay special attention to requirements and deadlines described here.

1. To apply for funding from GPSA, a Graduate Student Organization (GSO) must be registered with the SORC. Registration information is available at www.asu.edu/clubs. SORC registration is not ongoing, check their website for deadlines.

2. The GSO representative must complete the online application. Applications are due on the 7th of the month prior to the month your event takes place. For example, if your event is in October, your application is due no later than September 7th. If desired, you may apply early by submitting before the cycle deadline. If the event is ongoing, the first event in the series determines the due date of the application.

An exception to this deadline will be made for events that occur in September. The due date for events occurring prior to September 30, 2011 is August 24, 2011 at 12:00 p.m. (noon). Events in October follow the cycle described above. GPSA is unable to make exceptions to these deadlines.

3. The application in an online form that includes instructions. Please note some highlighted requirements and directions:
   a. You will add an assembly member as a sponsor. You MUST have the assembly member’s permission BEFORE you add him/her as a sponsor. A list of assembly members can be found on the GPSA website. Email the assembly member at least 5 days prior to when you plan to submit your application to ensure there is time for the assembly member to respond to your request. If you have trouble contacting an assembly member, contact the Assembly President, Matthew Savage (mwsavage@asu.edu)
   b. In the “Budget Justification” section, you must provide a line by line breakdown of the event budget, including all items whether or not you are asking GPSA for funding for that item.
   c. In the first box for each item, enter the description and vendor of your purchase. In the second box, enter the total cost of this purchase. In the third box, enter the portion of this total cost that GPSA will fund. You may split the total costs of line items between different funders.
   d. In “Alternate Funds,” detail other funding requests your organization has made to sponsors other than GPSA. Having attempted to secure funding from other organization is necessary for events over $250. GPSA is interested in both your successful and unsuccessful attempts to secure alternate funding.
   e. When you submit the application, you will be required to agree to the rules. After agreeing to the rules, you may be returned to the main page of the funding application. Ensure your application is submitted before closing the browser window.

4. Starting in the 2011-2012 academic year, all GSO funding requests will be reviewed in the Assembly Operations Committee. The Assembly President will reply to the applicant within 3 business days of their application receipt concerning the day and time of the next Assembly Operations Committee meeting. Each organization must send a representative to this meeting to speak briefly about the request for funding. A representative from the applicant organization must be present at the Assembly Operations Committee meeting where the funding proposal is debated or no funding will be awarded and the process starts over. The Assembly Operations Committee meeting is generally held the Wednesday prior to the full Assembly Meeting in the Tempe GSC.

Debate for each proposal is conducted in the Assembly Operations Committee. The committee’s decision whether to recommend funding is forwarded to the full GPSA Assembly for approval and final decision. Proposals are either forwarded with (1) the full amount recommended, (2) partial amount recommended, (3) full/partial amount recommended with stipulations, or (4) a recommendation to deny the funding request. Final funding decisions are made by the approval of the GPSA full student assembly. Applicants are welcome to attend the full GPSA assembly meeting; dates and times of these meetings are listed on the GPSA website.

5. If the GSO proposal has been approved for funding, your organizational representative who is responsible for managing reimbursement should download an electronic funding packet from the GPSA GSO funding webpage. The funding packet has detailed instructions about steps to get reimbursed. Some important reminders:
   a. Save ALL original receipts. Funding will not be disbursed without them.
   b. All paperwork will be due 5 days after the event, with some exceptions noted in the electronic funding packet.
   c. GPSA must be acknowledged in all advertising materials and the event must be publicized using the GradStu listserv (in addition to any other media). See the electronic funding packet for complete details.