

1 ASSOCIATED STUDENTS OF ASU
2 GPSA ASSEMBLY
3 NINTH LEGISLATIVE SESSION
4

5 AUGUST 26, 2011
6

7 ASSEMBLY BILL #03
8

9 INTRODUCED BY

10
11 MATTHEW SAVAGE
12 ASSEMBLY MEMBER, CLAS – SOCIAL SCIENCES
13 ASSEMBLY PRESIDENT
14

15 AMENDMENT TO GSO FUNDING POLICY
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19 GRADUATE AND PROFESSIONAL STUDENT ASSOCIATION,
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21 WHEREAS the Graduate and Professional Student Association of Arizona State
22 University must operate under a thoughtfully developed ASASU Constitution and GPSA
23 Bylaws which promote effectiveness, efficiency, and accountability, and
24

25 NOTING that the Assembly Operations Committee requests an earlier deadline to
26 receive, process, and hear Graduate Student Organization (GSO) funding requests, and
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28 FURTHER NOTING that the Assembly Operations Committee aims to promote well-
29 planned and prudent graduate student events, and
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31 FURTHER NOTING that the GPSA Office Specialist deserves more lead time to
32 effectively process paperwork and handle the logistics of funding organizations that are
33 awarded GSO funding support, and
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35 FURTHER NOTING that concern has been expressed about the inconsistency of GPSA
36 deadlines for varied programs, and
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38 FURTHER NOTING that event funding requests, which are often circuitously discussed
39 and debated in the full student assembly, often require an inordinate amount of time that
40 could be devoted to other agenda items such as assembly bills concerning policy or
41 advocacy, or Graduate Student Forum, and
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43 FURTHER NOTING that funding requests discussed in Assembly Operations Committee
44 are done so in the most efficient manner regarding time due to the absence of certain
45 limitations imposed by size and parliamentary procedure in the Assembly,
46
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48 LET IT BE ENACTED that the GPSA Bylaws be amended as follows:

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

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

55 TO:

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

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

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

69

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

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

79 TO:

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

87

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

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96 **Annual GPSA Assembly Funding Policy and Procedures: Review Prior to Applying for Funding**

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

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

103
104 2. The GSO representative must complete the online application. Applications are due on the 7th of the month *prior* to
105 the month your event takes place. For example, if your event is in October, your application is due no later than
106 September 7th. If desired, you may apply early by submitting before the cycle deadline. If the event is ongoing, the first
107 event in the series determines the due date of the application.

108
109 An exception to this deadline will be made for events that occur in September. The due date for events occurring prior to
110 September 30, 2011 is August 24, 2011 at 12:00 p.m. (noon). Events in October follow the cycle described above. GPSA
111 is unable to make exceptions to these deadlines.

112
113 3. The application in an online form that includes instructions. Please note some highlighted requirements and directions:
114 a. You will add an assembly member as a sponsor. You **MUST** have the assembly member's permission **BEFORE**
115 you add him/her as a sponsor. A list of assembly members can be found on the GPSA website. Email the
116 assembly member at least 5 days prior to when you plan to submit your application to ensure there is time for
117 the assembly member to respond to your request. If you have trouble contacting an assembly member, contact
118 the Assembly President, Matthew Savage (mwsavage@asu.edu)
119 b. In the "Budget Justification" section, you must provide a line by line breakdown of the event budget, including
120 all items whether or not you are asking GPSA for funding for that item.
121 c. In the first box for each item, enter the description and vendor of your purchase. In the second box, enter the
122 total cost of this purchase. In the third box, enter the portion of this total cost that GPSA will fund. You may
123 split the total costs of line items between different funders.
124 d. In "Alternate Funds," detail other funding requests your organization has made to sponsors other than GPSA.
125 Having attempted to secure funding from other organization is necessary for events over \$250. GPSA is
126 interested in both your successful and unsuccessful attempts to secure alternate funding.
127 e. When you submit the application, you will be required to agree to the rules. After agreeing to the rules, you may
128 be returned to the main page of the funding application. Ensure your application is submitted before closing the
129 browser window.

130
131 4. Starting in the 2011-2012 academic year, all GSO funding requests will be reviewed in the Assembly Operations
132 Committee. The Assembly President will reply to the applicant within 3 business days of their application receipt
133 concerning the day and time of the next Assembly Operations Committee meeting. Each organization must send a
134 representative to this meeting to speak briefly about the request for funding. A representative from the applicant
135 organization must be present at the Assembly Operations Committee meeting where the funding proposal is debated or
136 no funding will be awarded and the process starts over. The Assembly Operations Committee meeting is generally held
137 the Wednesday prior to the full Assembly Meeting in the Tempe GSC.

138
139 Debate for each proposal is conducted in the Assembly Operations Committee. The committee's decision whether to
140 recommend funding is forwarded to the full GPSA Assembly for approval and final decision. Proposals are either
141 forwarded with (1) the full amount recommended, (2) partial amount recommended, (3) full/partial amount
142 recommended with stipulations, or (4) a recommendation to deny the funding request. Final funding decisions are made
143 by the approval of the GPSA full student assembly. Applicants are welcome to attend the full GPSA assembly meeting;
144 dates and times of these meetings are listed on the GPSA website.

145
146 5. If the GSO proposal has been approved for funding, your organizational representative who is responsible for
147 managing reimbursement should download an electronic funding packet from the GPSA GSO funding webpage. The
148 funding packet has detailed instructions about steps to get reimbursed. Some important reminders:
149 a. Save ALL original receipts. Funding will not be disbursed without them.
150 b. All paperwork will be due 5 days after the event, with some exceptions noted in the electronic funding packet.
151 c. GPSA must be acknowledged in all advertising materials and the event must be publicized using the GradStu
152 listserv (in addition to any other media). See the electronic funding packet for complete details.