

- 1. The Financial Bylaws and Monetary Code of the Graduate Student Government Association (GSGA) of Emory University**

Contents

Preamble

The Graduate Student Government Association (GSGA) of Emory University manages a fiscal budget of approximately \$1.2 million, with most of its funds distributed to individual Graduate Divisional Councils that in turn allocate funding to various student organizations chartered within that specific division. The GSGA shall govern its finances through the Financial Bylaws of the GSGA, and it is the responsibility of the GSGA Vice President of Finance and the treasurers of all graduate divisional councils and graduate student organizations to familiarize themselves with the contents of the GSGA financial bylaws.

Important Definitions

GSGA Vice President of Finance (aka the GSGA Divisional Treasurer): Pursuant to Article III Section 6 of the Constitution of the GSGA, the VP of Finance is responsible for overseeing all the financial accounts of the GSGA, acts as the principal financial advisor to the GSGA President, and plays a critical role in financial policy-making. As the Chief Financial Officer of the GSGA, the VP of Finance serves as the Chairperson of the Graduate Finance Committee of the GSGA, and oversees all graduate divisional, university-wide, and graduate organizational treasurers.

SGA/GSGA Business Office: The SGA/GSGA Business Office is comprised of one (1) full-time and two (2) part-time staff members of the SGA and GSGA, who are compensated from the SGA/GSGA Business Office Salaries account. The SGA/GSGA Business Office is responsible for processing all financial paperwork and providing financial reports for GSGA, graduate divisions, university-wide, and graduate organizations.

Graduate Division(al) Treasurer: Graduate divisional treasurers are the treasurers and Chief Financial Officers of their respective divisions, which are listed in Article I, Section 1, Sub-section A of the GSGA Constitution. It is the graduate divisional treasurer's responsibility to oversee all financial accounts of their respective division, act as the principle financial advisor to their respective divisional president, play a critical role in divisional financial policy-making, and oversee the treasurers of organizations chartered within their division. Graduate divisional treasurers fall under the jurisdiction of GSGA and their respective division.

Graduate Organizational Treasurer: Graduate organizational treasurers are the treasurers of a typical student organization chartered under one of the graduate divisional councils listed in Article II, Section 1, Sub-section A of the GSGA Constitution. Graduate organizational treasurers fall under the jurisdiction of the treasurer of the division their organization is chartered under.

Graduate-Wide Organization (GWO) Treasurer: Graduate-wide treasurers are the treasurers of a graduate student organization chartered under GSGA and fall under the jurisdiction of the GSGA VP of Finance.

University-Wide Organization (UWO) Treasurer: UWO treasurers are the treasurers of UWOs, oversee all organizational treasurers under their UWO, and fall under the jurisdiction of the Joint SGA-GSGA Legislature.

Finance Committee of the GSGA: The GSGA Finance Committee is a joint-committee between the Executive and Legislative branches of the GSGA. This committee advises the GSGA VP of Finance and the GSGA Legislature on all financial endeavors and policies, including but not limited to the GSGA, Graduate Divisions, UWOs, GWOs, and divisional graduate student organizations. The Committee is composed of the GSGA VP for Finance, the GSGA Deputy VP for Finance, two (2) GSGA Legislators, all graduate divisional treasurers. To achieve quorum, either the GSGA VP or Deputy VP for Finance, one (1) GSGA Legislator, and five (5) divisional representatives must be present.

Graduate Organization Allocated Account: Allocated accounts are GSGA-controlled financial accounts that receive Graduate Student Activity Fee (GSAF) funds, which are granted by the GSGA and graduate divisions and do not rollover on an annual basis.

Graduate Organization Self-Generated Account: Self-generated accounts are GSGA-controlled financial accounts that receive non-GSAF funds (i.e., membership dues, grants, ticket revenue, etc.). While funds in self-generated accounts rollover on a yearly basis, self-generated accounts are NOT savings accounts and the SGA Business Office will automatically transfer funds from self-generated accounts that have been inactive for more than two (2) years to the organization's divisional council's contingency account.

General Financial Timeline

Beginning of the Fall Semester	<p>The Office of the Bursar collects the Graduate Student Activity Fee (GSAF) from graduate student's tuition</p> <p>The GSGA disperses GSAF funds to all the divisions, GWOs, and UWOs based on the budgeting process from the previous fiscal year.</p> <p>The divisions and UWOs disburse GSAF funds to their respective student organizations based on the Budgeting Process from the previous fiscal year.</p>
1 st and 2 nd Week of Classes of the Fall Semester	The SGA/GSGA Business Office hosts a mandatory treasurer training for all graduate divisional and organizational treasurers.
1 st Week of December of the Fall Semester	The SGA/GSGA Business Office provides comprehensive funding and spending reports to all Graduate Divisional Treasurers

Beginning of the Spring Semester	<p>The Office of the Bursar collects the Graduate Student Activity Fee (GSAF) from graduate student's tuition</p> <p>The GSGA disperses GSAF funds to all the divisions, GWOs, and UWOs based on the budgeting process from the previous fiscal year.</p> <p>The divisions and UWOs disburse GSAF funds to their respective student organizations based on the Budgeting Process from the previous fiscal year.</p>
1 st and 2 nd Week of Classes of the Spring Semester	The SGA/GSGA Business Office hosts a mandatory treasurer training for all graduate divisional and organizational treasurers.
March/April	Deadline for the current fiscal year's Budget Process and the UWO Budgeting Process. Both budgeting processes must be completed by the last day of classes of the Spring Semester.
March	GSGA Elections Occur
Last Day of Classes of Spring Semester	Official Transition to new GSGA Executive leadership team.

Section 1: Purpose of the GSGA Financial Bylaws

1. The GSGA Financial Bylaws set forth systemize the financial rules and regulations of the GSGA and invalidates all unwritten and previously written rules pertaining to financial situations of the GSGA
2. The GSGA Financial Bylaws is an amendable document; it is therefore the responsibility of each new GSGA administration's VP of Finance, GSGA Finance Committee, GSGA Legislature to adapt the GSGA Financial Bylaws.
3. In the event there is an incident that the GSGA Financial Bylaws does not specifically address, any relevant decision made by the GSGA VP of Finance, subject to the appeal of the GSGA Legislature, when appropriate, shall carry the weight of the GSGA Finance Code.
 - a. The GSGA Legislature, with a majority vote of quorum, may overturn any such decision made by the GSGA VP of Finance
 - b. In no instance, may the GSGA VP of Finance, Graduate Divisional Treasurers, or organizational treasurers impose retroactive policy upon divisions or organizations.

Section 2: Duties of the GSGA Financial Representatives and Entities

1. The GSGA VP of Finance shall:

- a. As outlined in Article III, Section 6 of the GSGA Constitution:
 - i. Oversee all financial accounts of the GSGA, including the accounts controlled by the GSGA in its role as a divisional council.
 - ii. Provide a report of the financial state of the GSGA at the regular meetings of the GSGA Legislature and Executive Board.
 - iii. Serve on the Graduate Student Government Association Finance Committee.
 - iv. Prepare the GSGA budget for submission, in consultation with the GSGA.
 - v. Act as liaison with the Student Government Association in all financial matters affecting graduate student organizations or Graduate Assemblies.
 - vi. Complete other duties as required by the President, the GSGA constitution, and the bylaws of the GSGA.
- b. Additionally:
 - i. Serve as the Chief Financial Officer of GSGA
 - ii. Accept jurisdiction over all divisions, GWOs, and graduate organizations that receive any amount of GSAF funds or possess any GSGA-controlled financial accounts
 - iii. Ensure that financial policies and regulations set forth in the GSGA Constitution and the GSGA Financial Bylaws are executed by GSGA, Graduate Divisional Councils, GWOs, UWOs, and all graduate organizations
 - iv. Manage all GSGA financial accounts
 - v. Keep all financial accounts of GSGA balances updated
 - vi. Ensure fiscal responsibility within GSGA, all graduate divisions, GWOs, UWOs, and graduate organizations
 - 1. The GSGA VP of Finance may access the account ledgers of all graduate divisions, GWOs, UWOs, and all graduate student organizations at the SGA/GSGA Business Office at any time
 - vii. Obtain copies of the GSGA account ledgers from the SGA/GSGA Business Office on a regular basis
 - viii. Obtain reports of GSGA, Graduate Divisional, GWO, UWO, and graduate organization funding and spending from the SGA/GSGA Business Office on a regular basis
 - ix. Chair the GSGA Finance Committee, pursuant to the GSGA Constitution
 - x. Serve as the liaison between graduate students and the financial administration of Emory University
 - xi. Arrange a meeting with the Vice President for Finance of Emory University at the beginning of each semester to learn about policy or regulations and to update the financial administration of Emory University on any GSGA changes or problems
 - xii. Communicate all financial policy or regulation changes to divisional, GWO, UWO, and graduate organization treasurers

- xiii. Submit a budget for the next fiscal year's GSGA Executive and Legislative budgets in the form of a bill to the GSGA Legislature before the end of the current administrations term.
- xiv. Follow up on all GSGA funding from GSGA (Grad-wide) accounts until the program or event is completed and all guidelines of the GSGA Monetary Code and all instructions from the GSGA Legislature are adhered to.
- xv. Ensure that all financial paperwork pertaining to supplemental appropriations, relines, internal transfers, and any other financial transactions or endeavors are reviewed and approved in a timely manner throughout the fiscal year.
 - 1. In the event the GSGA VP of Finance is seeking reimbursement, the President of GSGA must explicitly approve the request
- xvi. Call emergency and mandatory meetings of the GSGA Finance Committee if, and when necessary.
- xvii. Provide advice and guidance to all graduate divisional, GWO, UWO, and graduate organizational treasurers
 - 1. The GSGA VP of Finance reserves the right to refer graduate organizational treasurers to their respective divisional treasurer.
- xviii. Submit a biannual report to the GSGA Legislature
 - 1. The biannual report shall include GSGA Allocated Account expenditures since the last report and a summary of all current projects and programs that are underway to which funds were appropriated from the GSGA Allocated Account
- xix. Keep records of all supplemental funding from the GSGA Allocated or Contingency account and the GSGA Fee Interest Account for a minimum of three (3) years
- xx. Ensure that GSGA Allocated, Contingency, and the GSGA Fee Interest Account funds are used in accordance with the GSGA Financial Bylaws
 - 1. The GSGA VP of Finance reserves the right to assign GSGA Finance Committee members and/or GSGA legislators to follow up on supplemental funds allocated to individuals or student groups.
- xxi. Attend all mandatory treasurer trainings at the beginning of the Fall and Spring semesters
- xxii. Set the deadline for the Budgeting Process
- xxiii. Update the GSGA Financial Bylaws whenever GSGA bills or resolutions change it
- xxiv. Ensure a smooth transition at the end of their legislative term by training the incoming GSGA VP of Finance
- xxv. Individually meet with the GSGA Business Manager on a regular basis to discuss and update each other on the status of financial endeavors and related financial paperwork.

2. Graduate Divisional Treasurers shall:

- a. Manage all financial accounts of their division or UWO
- b. Serve as the liaison between their respective division council and the GSGA VP of Finance
- c. Keep all financial accounts of their division positive and balanced
- d. Individually meet with the GSGA Business Manager on a regular basis to discuss and update each other on the status of financial endeavors and related financial paperwork.
- e. Ensure fiscal responsibility within their division, including all affiliated student groups
 - i. Graduate divisional treasurers may access the account ledgers of student groups within their division at the SGA/GSGA Business Office at any time
 - ii. Graduate divisional treasurers must review the account ledgers of student groups within their division that are seeking divisional supplemental funding
- f. Obtain copies of their division account ledgers from the SGA/GSGA Business Office on a regular basis
- g. Provide timely and accurate information to all student groups within their division about financial changes, updates, timelines, budgetary restrictions, deadlines, and any other important financial information disseminated from the GSGA VP of Finance, the GSGA Legislature, or the SGA/GSGA Business Office
- h. Provide advice and guidance regarding the GSGA and their division own financial policies and procedures to all organizational treasurers within their division
- i. Obtain all financial information and materials (e.g., The Eagle Source) required by the GSGA VP of Finance and/or the SGA/GSGA Business Office
- j. Seek advice and guidance from the GSGA VP of Finance when there is confusion pertaining to financial policies or rules
- k. Serve as the chair of their graduate divisional budget committee, if such a committee exists
- l. Serve as a voting member on the GSGA Finance Committee
 - i. Should a graduate divisional treasurer miss more than three (3) GSGA Finance Committee meetings without the approval of the GSGA VP of Finance, the GSGA VP of Finance shall contact the graduate division president who may seek disciplinary action and/or replace the graduate divisional treasurer with another member of the division's executive board as a voting member of the GSGA Finance Committee.
 - ii. If the graduate divisional treasurer cannot attend the GSGA Finance Committee meeting, they may arrange proxy voters to attend the GSGA Finance Committee meeting in their place and this arrangement will count as an excused absence.
 - iii. Missing a GSGA Finance Committee meeting is defined as arriving more than 15 minutes after the start of the meeting without prior notification to the GSGA VP of Finance or failing to attend the meeting at all.

- m. Initiate, approve, and control all fiscal operations and financial activities of their division
 - n. Ensure that all expenditures of their division adhere to the GSGA Finance Code in its entirety
 - o. Attend all mandatory treasurer trainings sponsored by the GSGA
 - i. In the event the divisional treasurer neglects to attend a mandatory GSGA treasurer training and does not receive prior explicit authorization from the GSGA VP of Finance, the divisional treasurer in question relinquishes the right to access funds in their division's financial accounts until the GSGA VP of Finance or the SGA/GSGA Business Office deems the divisional treasurer's training as adequate
 - p. Ensure a smooth transition at the end of their term by training the incoming divisional treasurer
 - q. Review and approve all financial documents, including but not limited to relines, internal transfers, and reimbursement and payment requests, that occur within their division in a timely manner throughout the fiscal year
 - r. Submit all financial documents, including but not limited to relines, internal transfers, and reimbursement and payment requests, to the GSGA VP of Finance in a timely manner throughout the fiscal year
 - i. No signature of another officer or member of a division may stand in the place of that of the divisional treasurer
 - ii. In the event a treasurer is seeking reimbursement, the president must explicitly approve the request
 - s. Ensure that all deposits are submitted to the SGA/GSGA Business Office within 48 hours of any fundraiser
3. Graduate Organization, GWO, & UWO Treasurers shall:
- a. Manage their student group's allocated and/or self-generated accounts
 - b. Serve as the liaison between their organization and its divisional treasurer
 - c. Submit all financial documents, including but not limited to relines, internal transfers, and reimbursement and payment requests, to their divisional treasurer in a timely manner throughout the fiscal year
 - i. No signature of another officer or member of a student group may stand in the place of that of the organizational treasurer
 - ii. In the event the treasurer is seeking reimbursement, the president must explicitly approve the request
 - d. Approve all financial activities of their student group
 - e. Obtain all financial information and materials (e.g., The Eagle Source) required by the GSGA VP of Finance and/or the SGA/GSGA Business Office
 - f. Attend all mandatory treasurer trainings sponsored by the GSGA
 - i. In the event the organizational treasurer neglects to attend a mandatory GSGA treasurer training and does not receive prior explicit authorization from the GSGA VP of Finance, the organizational treasurer in question relinquishes the right to access funds in his or her student group's allocated and/or self-generated accounts until the GSGA VP of Finance or the SGA/GSGA

Business Office deems the organizational treasurer's training as adequate

- g. Seek advice and guidance from their divisional or UWO treasurer when there is confusion pertaining to financial policies or rules
 - h. Keep all financial accounts of their student group positive and balanced
 - i. Obtain copies of their student group's account ledgers from the SGA/GSGA Business Office on a regular basis
 - j. Submit an operational budget for their student group to its division or during the Operational Budgeting Process
 - k. Ensure that all expenditures of their student group adhere to the GSGA Finance Code in its entirety
 - l. Ensure that all deposits are submitted to the SGA/GSGA Business Office within 48 hours of any fundraiser
4. The GSGA Business Manager shall:
- a. Serve as the liaison between the GSGA, all various GSGA establishments and all graduate student groups and all other campus entities in a professional capacity
 - i. If and when necessary, the GSGA VP of Finance shall be equally responsible for the liaison duty
 - b. Keep the official ledgers of GSGA, graduate division, and graduate organizations with at least one account under the purview of the GSGA
 - c. Serve as the final audit of all financial transactions or endeavors by the GSGA, all various GSGA establishments, and all graduate student groups
 - d. Provide advice and guidance to any and all graduate divisional, UWO, GWO, graduate organizational treasurers, and the GSGA VP of Finance
 - i. The GSGA Business Manager reserves the right to refer the organizational treasurers to their divisional treasurer, and divisional treasurers to the GSGA VP of Finance
 - e. Notify the GSGA VP for Finance of any financial accounts that are currently below zero (0) and/or their explicitly specified minimum at least once every month during the academic year
 - f. Ensure that the GSGA Contingency Account and the GSGA Fee Interest Account maintain their required minimum balances
 - g. Provide an annual report of GSGA and graduate divisional finances to GSGA VP of Finance and divisional treasurers, respectively
5. The GSGA Finance Committee shall:
- a. Act as a subcommittee of the GSGA Legislature
 - b. Hear any complaint regarding a decision made by the GSGA VP of Finance
 - i. The GSGA Finance Committee, with a majority vote of quorum, may reverse any decision made by the GSGA VP of Finance.
 - c. Review all GSGA supplemental funding requests in any way it so chooses
 - i. A majority vote of quorum by the GSGA Finance Committee is required to advance any funding bill to the GSGA Legislature.
 - d. Review the work of the GSGA Business Manager

- i. At the first and last GSGA Finance Committee meetings of each semester, the GSGA Business Officer must provide an update on recent GSGA financial activities (e.g., contingency cap transfers, allocation amounts for divisions and UWOs at registration, etc.).
 - ii. The GSGA VP of Finance and the divisional treasurers must individually meet with the GSGA Business Manager on a regular basis to discuss and update each other on the status of financial endeavors and related financial paperwork.
- e. Assign a voting member to follow up on all allocations from the GSGA accounts until the program or event is completed and all guidelines of the GSGA Finance Code and all instructions from the GSGA Legislature are adhered to
- f. Include an exhibit in Miscellaneous Business of the GSGA legislative agenda that clearly demonstrates the financial impact of submitted bills on the balance of the appropriate GSGA account
 - i. The exhibit shall include:
 - 1. The balance of the impacted accounts as of the beginning of the legislative session for which the agenda is created
 - 2. Current Requests from the Daily Calendar (current requests shall include an itemized list of current bills, Daily Calendar requesting funds, and the corresponding amounts requested)
 - 3. Upcoming Requests from First Readings (upcoming requests shall include an itemized list of bills, First Readings of Bills, and Resolutions requesting funds and the corresponding amounts requested)
 - 4. Total Incoming Requests (total incoming requests shall include the sum total of all funding from the Daily Calendar and the First Readings of Bills and Resolutions)
 - 5. Remaining Funds (remaining funds shall include the figure calculated by subtracting "Total Incoming Requests" from the beginning balance)
 - ii. The GSGA VP of Finance is responsible for disclosing the exhibit to the GSGA Legislature.
- g. Ensure that the GSGA accounts maintain their required minimum balances

Section 3: Financial Accounts of the GSGA

- 1. GSGA Allocated/Administrative Account:
 - a. The GSGA Allocated Account provides administrative funding to the GSGA Executive Board for running the GSGA itself and GSGA programs or events.
 - b. The GSGA Executive Board, with a majority vote, has the final voice of approval for expenditures from the GSGA Allocated Account.
- 2. GSGA Contingency Account
 - a. The GSGA Contingency Account funds graduate-wide programs or events that are sponsored either by the GSGA or by organizations

chartered under the GSGA.

- i. A minimum of \$10,000.00 must remain in the GSGA Contingency Account at all times, and any bill that would lower the balance below this level shall be considered invalid.
 - ii. The \$10,000 shall cover overdraft protection from graduate divisions, UWOs, GWOs, and GSGA.
 1. To qualify for overdraft funds, both the allocated and self-generated accounts of the organization in question must be exhausted.
 2. Any money needed to cover overdraft will be recovered in the next year from SAF with an additional 15% penalty fee.
 3. The overdrafted organization will be placed on probation, required to keep live updates of their budget – submitted to the GSGA VP of Finance, and submit formal updates once a month to the governance committee.
 - iii. Excess funds from divisional contingency caps may be transferred into the GSGA Contingency Account
 - iv. \$5,000 of this Contingency Account shall act as a security fund, which will pay for security at high profile events (e.g., presidential candidate visits).
 1. The GSGA President, the GSGA VP of Finance, the SGA Attorney General, and the GSGA VP for Programming, in collaboration, shall have the authority to enable the usage of the security fund.
- b. Eligibility for GSGA Contingency Account supplemental funding:
- i. Only student groups with a GSGA allocated charter may request for GSGA Contingency Account supplemental funding.
 - ii. The sponsoring organization must have first received supplemental funding from its division if its division has available funds.
 - iii. The sponsoring organization must contribute funds from its allocated or self-generated accounts.
- c. Requirements for graduate -wide programs or events:
- i. The program or event must be open to all graduate students, with students from all divisions having equal access.
 - ii. The sponsoring organization must make the effort to advertise the program or event to the entire graduate student body.
 - iii. The sponsoring organization must contact the GSGA VP for Marketing and Communications to advertise the program or event through the GSGA Marketing and Communications Committee and other GSGA marketing channels.
 - iv. The sponsoring organization must contact representatives of each division to help advertise the program or event.
 - v. The sponsoring organization must display the GSGA logo as

- part of its advertisement and at the event.
- vi. In the event that the sponsoring organization is selling tickets to supplement the event cost, the ticket sales must be open to all graduate students, with students from all graduate divisions having equal access, and there should be a reasonable amount of tickets reserved for each graduate division. Only after the sponsoring organization fails to sell the reserved tickets can it open those tickets up to the rest of the graduate student body.
 - d. In the event that there are compelling reasons preventing the sponsoring organization from meeting all the above requirements, the GSGA VP of Finance shall provide a recommendation to the GSGA Legislature on the validity of the stated reasons.
 - e. GSGA Contingency Account supplemental funding process:
 - i. The sponsoring organization must submit a formal request in the form of a bill to the GSGA Legislature and the GSGA VP of Finance at least 20 business days before the date of the program or event.
 - ii. Requirements for the bill:
 - 1. Information regarding the program or event's date, location, and expected attendance
 - 2. Information regarding what the supplemental funding will pay for
 - 3. Documentation of all the sponsoring organization's accounts (allocated and/or self-generated)
 - 4. Documentation of all other sources of funding – acquired, sought, and seeking – including self-generated funds.
 - 5. The GSGA reserves the right to request clear numerical documentation regarding funding and attendance of the same program or event from the previous two (2) years, if applicable, clear documentation of marketing/outreach efforts made to each graduate school, and documentation of spending.
 - f. After the request is submitted to the GSGA Legislature and GSGA VP of Finance, the sponsoring organization must send a representative(s) to attend a GSGA Finance Committee meeting to present the bill prior to the hearing by the GSGA Legislature
 - i. In the event that the bill does not complete all the requirements detailed above, the GSGA Finance Committee reserves the right, with a majority vote of quorum, to table the bill for future review until such time that the bill completes all the requirements.
 - g. After the GSGA Finance Committee passes the bill, the sponsoring organization must send a representative(s) to attend a GSGA legislative meeting to present the bill.
 - h. The GSGA Legislature, with a majority vote of quorum, has the final voice of approval for expenditures from the GSGA Contingency

Account.

- i. The funding process detailed under this section also serves as the funding process for the GSGA Fee Interest Account.

3. GSGA Fee Interest Account

- a. The GSGA Fee Interest Account collects all interest payments earned on GSGA accounts and funds permanent structures or perpetual programs or events that would benefit the graduate student community as a whole.
 - i. Any member of the Emory University community, including but not limited to students, faculty, and staff, may submit a request for GSGA Fee Interest Account funding.
 - ii. A permanent structure is defined as any structure that will be used for a period greater than three (3) years, whereas a perpetual program or event is defined as any program or event that will be in place for a period greater than three (3) years.
 - iii. A minimum of \$12,000.00 must remain in the GSGA Fee Interest Account at all times, and any bill that would lower the balance below this level shall be considered invalid.
 - iv. Should the GSGA Fee Interest Account balance exceed \$200,000.00, the GSGA Legislature reserves the right, with a majority of quorum, to transfer funds from the GSGA Fee Interest Account to the GSGA Contingency Account.
 - 1. Any transfer of funds from the GSGA Fee Interest Account to the GSGA Contingency Account that would leave the former's balance below \$100,000.00 shall be considered invalid.
- b. The GSGA Fee Interest Account funding process is the same as the GSGA Contingency Account funding process.
 - i. If a bill would lower the GSGA Fee Interest Account to a level below \$25,000.00, a 2/3 vote by the SGA Finance Committee is required.
- c. The GSGA Legislature, with a majority vote of quorum, has the final voice of approval for expenditures from the GSGA Fee Interest Account.

4. GSGA Salaries Account

- a. The GSGA Salaries Account provides a compensation pool for the SGA/GSGA Business Office.

5. GSGA Self-Generated Account

- a. The GSGA Self-generated Account collects non-GSAF funds raised by the GSGA

6. GSGA Maintenance (Space Management/Simplicity) Account

- a. The GSGA Maintenance Account provides funding for Community, the interactive student organization system

Section 4: The Graduate Student Activity Fee (GSAF)

1. The Graduate Student Activity Fee (GSAF) is laid and collected by the GSGA and funds the GSGA, all various GSGA establishments, and all graduate student organizations.
 - a. The Office of the Bursar shall collect the GSAF prior to the start of every semester.
 - b. All GSAF must be placed in GSGA-controlled financial accounts with the exception of self-generated accounts.
2. The Graduate Student Activity Fee shall be subject to periodic cost-of-living adjustments (COLA).
 - a. The COLA must not exceed 3% of the current GSAF at the time of the increase.
 - b. A COLA increase must not occur more than once every four (4) years.
3. The allocation of the GSAF shall follow the GSGA bylaws under the GSGA Fee Split.
 - a. In the event that the GSGA Legislature intends to make any change to the GSGA Fee Split, the change must be made at least 30 days prior to the date on which operational budget requests are due to the GSGA VP of Finance in order for the change to be implemented for the following academic year.
 - b. Any GSAF fund allocated to a UWO, GWO, or a student organization during the academic year that remains unspent at the end of the academic year will be recalled and not roll over.
 - i. Unspent funds given to a student group will be rolled-over to its parent division's contingency account, leaving a zero (0) balance in the student group's allocated account at the end of the academic year.
 1. Student groups may request additional funds in the next academic calendar year if needed by following the Contingency Account Supplemental Funding Process detailed above
 - ii. Divisions may rollover unspent funds from one year to the next, but the contingency accounts for divisions will be capped at \$25,000 to prevent long-term accumulation of funds at the divisional level.
 1. Divisions may request additional funds in the next academic calendar year if needed by following the Contingency Account Supplemental Funding Process detailed above
 - iii. At the end of the school year, any unspent funds in the divisions' contingency accounts in excess of the contingency cap will be transferred from the divisions' contingency accounts to the GSGA Contingency Account.
 - c. The appropriate divisional treasurer and the GSGA VP of Finance must explicitly approve all GSAF allocations to divisions, UWOs, GWOs, or student groups.
 - d. Only the original amount approved by the GSGA VP of Finance, prior to purchase, will be provided for any request for funding, as retroactive adjustments will not be considered.

- e. The GSGA VP of Finance and the GSGA Finance Committee strongly recommend the following GSAF guidelines, which will be used as the standards to which financial paperwork is reviewed and audited. With prior and explicit approval of the GSGA VP of Finance, in consultation with the divisional treasurer, there can be exceptions to these guidelines.
 - i. If the divisional treasurer and the GSGA VP of Finance raise concern about an expenditure, each student group will have up to one (1) warning before penalties are applied.
 - ii. Only students shall use the GSAF.
 - iii. The GSAF must be used only for students and programs or events organized for graduate students.
 - iv. For programs or events that are intended for students but are not hosted by students exclusively (e.g., Volunteer Emory programs or events, departmental programs or events, etc.), GSAF funds allocated for the program or event will not be transferred to a non-GSAF financial account until receipts and/or invoices are disclosed to the SGA/GSGA Business Office.
 - v. Programs or events involving Contracts
 - 1. Student groups must ensure that there are sufficient funds in their financial accounts to satisfy a contract before they proceed to the Office of Student Leadership, Involvement, and Transitions (SILT) to attain an approval signature for the contract.
 - 2. The GSGA will not honor any contracts that are approved by SILT, without its consultation to ensure that there are sufficient funds in the student group in question's financial accounts to pay for and satisfy a contract before granting its approval signature for the contract.
 - 3. SILT is required to be a part of any contract negotiations for the contract to be valid and approved
- f. Equipment
 - i. Equipment purchased with the GSAF belongs to the GSGA, graduate division, or student organization that purchased them.
 - ii. For student organizations, inventory checks will be done at the Operational Budgeting Process by the student group's division or UWO.
 - 1. Student groups must disclose the status of all equipment purchased by them in the previous three (3) years and the current year and show proof of existence of the equipment.
 - a. Student groups must maintain their own inventory spreadsheets and keep them updated
 - b. The GSGA reserves the right to request any inventory spreadsheets prior to approving funding of new purchases
 - iii. For divisions, inventory checks will be done when divisions submit all operational budget requests to the GSGA VP of Finance.

1. Divisions must disclose the status of all equipment purchased by them in the previous (3) years and the current year and show proof of the equipment's existence.
 2. Unless necessary, divisions must not purchase the same equipment within four (4) years of its last purchase.
- g. Food and Beverages (including alcohol)
 - i. GSAF funding for food and beverages shall not exceed \$30.00 per person per event.
- h. Travel
 - i. The current GSAF, of \$92.00 per person, shall be the maximum amount of GSAF funding for travel (including transportation and lodging) per person per trip.
- i. Retreats
 - i. The current GSAF, of \$92.00 per person, shall be the maximum amount of GSAF funding for retreats, per person per retreat.
- j. Fundraisers
 - i. Fundraisers for Covering a Portion of the Cost of a Program or Event
 1. Funds raised must first be used to repay any GSAF before being deposited into the student organization's self-generated account.
 2. The student organization must not provide free tickets to any attendant.
 - ii. Fundraisers for Charity
 1. The GSAF cannot be donated; the GSAF can only be used to host the fundraiser, and must be repaid before any money can be sent to a charity.
 2. Funds raised must all be sent to the charity in a timely manner.
 3. During the time between the fundraiser and the donation, the funds must all be deposited into the student group's self-generated account.
 - iii. Fundraisers for a Student Organization
 1. Funds raised through grants or other means count as fundraiser funds and must repay all GSAF amounts used for events.
 2. Funds raised must first repay the amount of GSAF used to host the fundraiser by being deposited into the student group's allocated account.
 3. Only after repaying the amount of GSAF used to host the fundraiser may any remaining funds be deposited into the student group's self-generated account.
4. It is the responsibility of all students and student organizations to follow the GSGA Finance Bylaws and practice fiscal responsibility in their use of GSAF funds.
 - a. In the event a program or event is supplemented by ticket sales, the GSGA VP of Finance must approve the program or event prior to the ticket sale.

- b. Ticket sales must first be used to repay any GSAF funds used to host the event before the remaining money can be deposited in the student group's self-generated account