
PURDUE GRADUATE STUDENT SENATE

Written Motion No. SP23-WM001

**Written Motion to Amend the Financial Code of
Operations**



Author(s): Alex Seto, PGSG Executive Board
Seconded by:

WHEREAS, The Purdue Graduate Student Government (PGSG) governing documents have developed and changed over the years; and

WHEREAS, There exist ambiguities and inconsistencies within these documents and between the documents and actual procedure;

NOW, THEREFORE, BE IT ENACTED, That the PGSG amends the PGSG Financial Code of Operations as outlined in Exhibit A.

PASSED, APPROVED, AND ENACTED this 8th day of March 2023.

President, PGSG

Senate Chair, PGSS

Certification

I, Mary Brown, Senate Clerk of the Purdue Graduate Student Senate, do hereby certify that the foregoing motion was regularly passed and adopted by the Purdue Graduate Student Senate of Purdue University, at a regular meeting thereof held on the 8th day of March 2023 by the following vote:

AYES (0):
NAYS (0):
ABSENT (0):
ABSTAINED (0):

IN WITNESS WHEREOF, I have hereunto set my hand this *[INSERT DAY OF CERTIFICATION]*th day of *[INSERT MONTH OF CERTIFICATION]* 2023.

Senate Clerk, PGSS

EXHIBIT “A”

PROPOSED FCO UPDATES

[SEE ATTACHED TWENTY-SEVEN (27) PAGES]

Exhibit A – Proposed FCO Changes

Summary of Changes:

- Updating numbering to be consistent across all governing documents
 - Changes relating to numbering and organization will be omitted from the rationale section
- Generifying text regarding grants

Key:

Current Text	Suggested Text	Rationale
<p>Removed Text</p>		<p>Explanation for removal</p>
	<p>Added Text</p>	<p>Explanation for addition</p>
<p>Text that has been changed</p>	<p>Changed Text</p>	<p>Explanation for change</p>

Current Text	Suggested Text	Rationale
I. INTRODUCTION	I. INTRODUCTION	
<p>Please read the PGSG Financial Code of Operations carefully before utilizing any funds or resources through the Purdue Graduate Student Government. All Purdue Graduate Student Government Officers, Committee Chairs, Senators, Committee Members, and task forces are expected to abide by the PGSG Financial Code of Operations in addition to the PGSG Constitution, By-Laws and Financial Handbook.</p>	<p>Please read the PGSG Financial Code of Operations carefully before utilizing any funds or resources through the Purdue Graduate Student Government. All Purdue Graduate Student Government Officers, Committee Chairs, Senators, Committee Members, and task forces are expected to abide by the PGSG Financial Code of Operations in addition to the PGSG Constitution, By-Laws and Financial Handbook.</p>	

Current Text	Suggested Text	Rationale
II. PURPOSE STATEMENT	II. PURPOSE STATEMENT AND DERIVATION OF AUTHORITY	
<p>The PGSG Financial Code of Operations outlines processes and procedures related to Purdue Graduate Student Government spending and operations. This document was created in an effort to ensure accountability in Purdue Graduate Student Government actions and efforts. The PGSG Financial Code of Operations is intended to supplement, enhance and enforce rules, restrictions and guidelines in the Purdue Graduate Student Government Constitution, By-Laws and Financial Handbook.</p>	<p>The PGSG Financial Code of Operations outlines processes and procedures related to Purdue Graduate Student Government spending and operations. This document was created in an effort to ensure accountability in Purdue Graduate Student Government actions and efforts. The PGSG Financial Code of Operations is intended to supplement, enhance and enforce rules, restrictions and guidelines in the Purdue Graduate Student Government Constitution, By-Laws and Financial Handbook. Where in conflict, the Constitution and By-Laws shall supplant this document.</p>	<p>This is inherently true, but it doesn't hurt to explicitly state.</p>

Current Text	Suggested Text	Rationale
III. DEFINITIONS	III. DEFINITIONS	
<p>A. PGSG: Purdue Graduate Student Government</p> <p>B. SAO: Student Activities and Organization Office</p> <p>C. BOSO: Business Office for Student Organizations</p> <p>D. GSOGA: Graduate Student Organization and Grant Allocations</p> <p>E. GRAC: Grant Review and Allocation Committee of PGSG</p> <p>F. ODOS: Office of the Dean of Students</p> <p>G. PGSS: Purdue Graduate Student Senate</p> <p>H. PGSG Annual Term: The PGSG Annual Term shall be defined as one (1) year beginning May 1 (example: Summer 2020, Fall 2020, and Spring 2021 constitute one annual term).</p> <p>I. Fiscal Year (FY): The PGSG Fiscal Year shall be defined as one (1) calendar year beginning July 1. The budget shall include all funding for the entirety of the upcoming Fiscal Year.</p> <p>J. Fiscal Board</p> <p>a. The Fiscal Board shall assist the Treasurer in overseeing all budgetary and fiscal matters of the PGSG, as defined and authorized by this document.</p> <p>b. The Fiscal Board shall be a</p>	<p>A. PGSG: Purdue Graduate Student Government</p> <p>B. SAO: Student Activities and Organization Office</p> <p>C. BOSO: Business Office for Student Organizations</p> <p>D. GSOGA: Graduate Student Organization and Grant Allocations</p> <p>E. GRAC: Grant Review and Allocation Committee of PGSG</p> <p>F. ODOS: Office of the Dean of Students</p> <p>G. PGSS or Senate: Purdue Graduate Student Senate</p> <p>H. PGSG Annual Term: The PGSG Annual Term shall be defined as one (1) year beginning May 1 (example: Summer 2020, Fall 2020, and Spring 2021 constitute one annual term).</p> <p>I. Fiscal Year (FY): The PGSG Fiscal Year shall be defined as one (1) calendar year beginning July 1. The budget shall include all funding for the entirety of the upcoming Fiscal Year.</p> <p>J. Fiscal Board</p> <p>a. The Fiscal Board shall assist the Treasurer in overseeing all budgetary and fiscal matters of the PGSG, as defined and authorized by this document.</p> <p>b. The Fiscal Board shall be a</p>	

<p>subcommittee of the Executive Board and thus shall not have direct representation on the Executive Board, as would otherwise be provided for all committees of the PGSG and as defined in the Constitution. The Treasurer shall serve as the voice of the Fiscal Board on all pertinent manners before the Executive Board.</p> <p>c. The Fiscal Board shall be composed of the PGSG President, Treasurer, Chief of Staff, Public Relations Officer, GRAC Chair, and Advisor(s).</p> <p>K. GSO: Graduate student organizations are defined as organizations that provide professional, academic and/or social support to graduate students. This does not necessarily include all organizations that have graduate student members. Graduate student organizations are reported by SAO.</p>	<p>subcommittee of the Executive Board and thus shall not have direct representation on the Executive Board, as would otherwise be provided for all committees of the PGSG and as defined in the Constitution. The Treasurer shall serve as the voice of the Fiscal Board on all pertinent manners before the Executive Board.</p> <p>c. The Fiscal Board shall be composed of the PGSG President, Treasurer, Chief of Staff, Public Relations Officer, GRAC Chair, and Advisor(s).</p> <p>K. GSO: Graduate student organizations are defined as organizations that provide professional, academic and/or social support to graduate students. This does not necessarily include all organizations that have graduate student members. Graduate student organizations are reported by SAO.</p>	
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Current Text	Suggested Text	Rationale
IV. POLICY COMPLIANCE	IV. POLICY COMPLIANCE	
<p>It is the responsibility of all PGSG Officers, Executive Board Members, Senators, Committee Members, the Graduate Student Center Senior Administrative Assistant and Staff, and PGSG grant applicants to read and understand all policies and procedures of Purdue University, PGSG (Constitution, By-Laws, Financial Code of Operations, and Financial Handbook),SAO, BOSO, and the Graduate School. PGSG expenditures must be in compliance with all policies at all times. Anyone that is found to be in violation of any policy of Purdue University, PGSG, SAO, BOSO or the Graduate School must reimburse any and all funds they received during the time they were in violation of these policies. Furthermore, anyone that attempts to defraud or mislead these entities will be subject to disciplinary review by ODOS, and those involved may be held individually responsible and criminally liable for any funds received illegally or under false pretenses.</p>	<p>It is the responsibility of all PGSG Officers, Executive Board Members, Senators, Committee Members, the Graduate Student Center Senior Administrative Assistant and Staff, and PGSG grant applicants to read and understand all policies and procedures of Purdue University, PGSG (Constitution, By-Laws, Financial Code of Operations, and Financial Handbook),SAO, BOSO, and the Graduate School. PGSG expenditures must be in compliance with all policies at all times. Anyone that is found to be in violation of any policy of Purdue University, PGSG, SAO, BOSO or the Graduate School must reimburse any and all funds they received during the time they were in violation of these policies. Furthermore, anyone that attempts to defraud or mislead these entities will be subject to disciplinary review by ODOS, and those involved may be held individually responsible and criminally liable for any funds received illegally or under false pretenses.</p>	

Current Text	Suggested Text	Rationale
V. PGSG BUDGET PROCEDURES	V. PGSG BUDGET PROCEDURES	
A. Approval Process	A. Approval Process	
<p>1. The PGSG Treasurer shall assemble a budget proposal, representing the interests of the PGSG Executive Board and the PGSG Committees, and present the proposal to the Executive Board no later than the Executive Board meeting prior to the PGSS meeting at which the budget will be proposed to the Senate.</p> <p>a. All PGSG Executive Board Members, PGSG Team Chairs, and the PGSG Graduate Student Vice Chairs wishing to receive, or edit, the allotment of designated PGSG funds shall submit a proposed budget to the Treasurer no later than two (2) meetings of the Executive Board prior to the PGSS meeting at which the budget will be proposed to the Senate.</p> <p>b. The Treasurer shall assemble the requested budgets into a budget proposal without amendment.</p> <p>2. The final PGSG Budget will be proposed by the PGSG Executive Board at the second-to-last meeting of the PGSS prior to the end of the PGSG Executive Board’s annual term.</p> <p>a. The Executive Board shall balance</p>	<p>1. The PGSG Treasurer shall assemble a budget proposal, representing the interests of the PGSG Executive Board and the PGSG Committees, and present the proposal to the Executive Board no later than the Executive Board meeting prior to the PGSS meeting at which the budget will be proposed to the Senate.</p> <p>a. All PGSG Executive Board Members, PGSG Team Chairs, and the PGSG Graduate Student Vice Chairs wishing to receive, or edit, the allotment of designated PGSG funds shall submit a proposed budget to the Treasurer no later than two (2) meetings of the Executive Board prior to the PGSS meeting at which the budget will be proposed to the Senate.</p> <p>b. The Treasurer shall assemble the requested budgets into a budget proposal without amendment.</p> <p>2. The final PGSG Budget will be proposed by the PGSG Executive Board at the second-to-last meeting of the PGSS prior to the end of the PGSG Executive Board’s annual term.</p> <p>a. The Executive Board shall balance</p>	

<p>and adjust the budget proposed by the Treasurer before submission to the Senate.</p> <p>b. A majority vote of the Executive Board shall be required to pass the final budget proposal.</p> <p>3. The PGSG Senate shall approve a fiscal year budget, either as proposed by the Executive Board or as amended, no later than the final Senate meeting of the PGSG Executive Board’s annual term.</p> <p>a. In the event that a vote to approve the budget fails, the motion to approve the budget shall be immediately and without objection reconsidered. Amendments shall be made and another vote taken, with the process repeating until such time as a budget is approved.</p> <p>4. The Senate approved budget will be submitted to the Purdue University Business Office for Student Organizations Assistant Director of Financial Affairs and the Director of Student Activities for endorsement.</p> <p>a. The endorsement from all entities must be written with documented emailed consent.</p> <p>5. After endorsement, the budget will be uploaded on the PGSG website for viewing.</p>	<p>and adjust the budget proposed by the Treasurer before submission to the Senate.</p> <p>b. A majority vote of the Executive Board shall be required to pass the final budget proposal.</p> <p>3. The PGSG Senate shall approve a fiscal year budget, either as proposed by the Executive Board or as amended, no later than the final Senate meeting of the PGSG Executive Board’s annual term.</p> <p>a. In the event that a vote to approve the budget fails, the motion to approve the budget shall be immediately and without objection reconsidered. Amendments shall be made and another vote taken, with the process repeating until such time as a budget is approved.</p> <p>4. The Senate approved budget will be submitted to the Purdue University Business Office for Student Organizations Assistant Director of Financial Affairs and the Director of Student Activities for endorsement.</p> <p>a. The endorsement from all entities must be written with documented emailed consent.</p> <p>5. After endorsement, the budget will be uploaded on the PGSG website for viewing.</p>	
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B. General Procedures	B. General Procedures	
<ol style="list-style-type: none"> 1. The approved PGSG Budget will be posted to the PGSG website (www.purduegradstudents.com) within one (1) week of BOSO and SAO endorsement. 2. The PGSG Treasurer will provide updated spending reports at every Executive Board meeting and Senate meeting. 3. An annual report of PGSG spending, activities and accomplishments entitled, “PGSG Annual Report,” will be uploaded to the PGSG website, sent to BOSO, and SAO. The report will be sent at the end of the fiscal year. <ol style="list-style-type: none"> a. The format of this report should include, but is not limited to: <ol style="list-style-type: none"> i. Highlights and accomplishments from the year, written by a Senator that served that year. ii. Announcement of new officers elected. iii. Announcement of empty Senate seats for the upcoming year. iv. List of university/community committees to which PGSG sends graduate representatives v. List of ways graduate students can get involved in PGSG. vi. Links to the PGSG endowment website, PGSG website, PGSG list-serve and PGSG facebook 	<ol style="list-style-type: none"> 1. The approved PGSG Budget will be posted to the PGSG website (www.purduegradstudents.com) within one (1) week of BOSO and SAO endorsement. 2. The PGSG Treasurer will provide updated spending reports at every Executive Board meeting and Senate meeting. 3. An annual report of PGSG spending, activities and accomplishments entitled, “PGSG Annual Report,” will be uploaded to the PGSG website, sent to BOSO, and SAO. The report will be sent at the end of the fiscal year. <ol style="list-style-type: none"> b. The format of this report should include, but is not limited to: <ol style="list-style-type: none"> i. Highlights and accomplishments from the year, written by a Senator that served that year. ii. Announcement of new officers elected. iii. Announcement of empty Senate seats for the upcoming year. iv. List of university/community committees to which PGSG sends graduate representatives v. List of ways graduate students can get involved in PGSG. vi. Links to the PGSG endowment website, PGSG website, PGSG list-serve and PGSG facebook 	

<p>vii. page. Announcement of Graduate Student Excellence Award winners.</p> <p>viii. Summary of expenditures.</p> <p>b. The Annual Report shall be compiled by the outgoing PGSG Fiscal Board.</p>	<p>vii. page. Announcement of Graduate Student Excellence Award winners.</p> <p>viii. Summary of expenditures.</p> <p>b. The Annual Report shall be compiled by the outgoing PGSG Fiscal Board.</p>	
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Current Text	Suggested Text	Rationale
VI. INTERNAL PGSG SPENDING PROCEDURES	VI. INTERNAL PGSG SPENDING PROCEDURES	
A. Budgeting Procedures and Processes	A. Budgeting Procedures and Processes	
1. PGSG Spending	1. PGSG Spending	
<p>a. The PGSG President and Treasurer will not submit any check request forms for events not in the budget or where appropriate BOSO or SAO guidelines have not been followed, e.g., failure to submit SAO Event Planning Forms.</p> <p>i. Purdue Graduate Student Government emphasizes the use of invoices in order to make payments for events/activities. To pay in advance, an invoice must be turned into the PGSG Treasurer at least 2 weeks before the event/activity. In the case where an invoice is provided on the day of the event, the invoice must be provided to the PGSG Treasurer within 48 hours.</p> <p>ii. In the case of event substitutions, all substitutions must have been approved and discussed with the</p>	<p>a. The PGSG President and Treasurer will not submit any check request forms for events not in the budget or where appropriate BOSO or SAO guidelines have not been followed, e.g., failure to submit SAO Event Planning Forms.</p> <p>i. Purdue Graduate Student Government emphasizes the use of invoices in order to make payments for events/activities. To pay in advance, an invoice must be turned into the PGSG Treasurer at least 2 weeks before the event/activity. In the case where an invoice is provided on the day of the event, the invoice must be provided to the PGSG Treasurer within 48 hours.</p> <p>ii. In the case of event substitutions, all substitutions must have been approved and discussed with the</p>	

<p>Chief of Staff, Treasurer, and President.</p> <p>iii. The Team Chairs are responsible for spending the allotted budget for their respective Teams. The Chief of Staff will be responsible to ensure that Team Chairs are adhering to the budget allotments.</p> <p>iv. In order to be reimbursed, individuals must provide an itemized receipt to the PGSG Treasurer.</p> <p>v. All spending over \$100 must be performed by the Team Chairs unless otherwise assigned by the Team Chair and approved by the PGSG Treasurer.</p> <p>vi. All reimbursement requests for an event/activity must be turned into the PGSG Treasurer within one (1) month after the event/activity.</p> <p>vii. Lost reimbursement checks are the responsibility of the person being reimbursed. The BOSO lost check fee to reprint the lost check shall NOT be paid by PGSG.</p> <p>viii. Late credit card fees, interest, or other fees due to delays in reimbursement are NOT the responsibility of PGSG. To avoid these types of fees, put in a check</p>	<p>Chief of Staff, Treasurer, and President.</p> <p>iii. The Team Chairs are responsible for spending the allotted budget for their respective Teams. The Chief of Staff will be responsible to ensure that Team Chairs are adhering to the budget allotments.</p> <p>iv. In order to be reimbursed, individuals must provide an itemized receipt to the PGSG Treasurer.</p> <p>v. All spending over \$100 must be performed by the Team Chairs unless otherwise assigned by the Team Chair and approved by the PGSG Treasurer.</p> <p>vi. All reimbursement requests for an event/activity must be turned into the PGSG Treasurer within one (1) month after the event/activity.</p> <p>vii. Lost reimbursement checks are the responsibility of the person being reimbursed. The BOSO lost check fee to reprint the lost check shall NOT be paid by PGSG.</p> <p>viii. Late credit card fees, interest, or other fees due to delays in reimbursement are NOT the responsibility of PGSG. To avoid these types of fees, put in a check</p>	
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request to pay vendors directly on time, at least two (2) weeks before the event/activity.	request to pay vendors directly on time, at least two (2) weeks before the event/activity.	
2. Changes to Team Budgets and the transfer of funds between Teams	2. Changes to Team Budgets and the transfer of funds between Teams	
<p>a. The dedicated Team budget allotments may not be changed unless otherwise approved by the respective Team Chairs and the PGSG Senate.</p> <p>i. If the transfer is made between Teams, there is no need for PGSG Senate approval.</p> <p>ii. Approval must be made by the consenting Team Chairs, Chief of Staff, and the Treasurer through written and documented email consent prior to spending.</p> <p>b. Specific changes within that Team Chair budget allotments may be made, but must be approved by the Team Chair, Chief of Staff, and Treasurer through written and documented email consent prior to spending.</p>	<p>a. The dedicated Team budget allotments may not be changed unless otherwise approved by the respective Team Chairs and the PGSG Senate.</p> <p>i. If the transfer is made between Teams, there is no need for PGSG Senate approval.</p> <p>ii. Approval must be made by the consenting Team Chairs, Chief of Staff, and the Treasurer through written and documented email consent prior to spending.</p> <p>b. Specific changes within that Team Chair budget allotments may be made, but must be approved by the Team Chair, Chief of Staff, and Treasurer through written and documented email consent prior to spending.</p>	
3. Non-Team Internal Spending (for PGSG Operation Expenses)	3. Non-Team Internal Spending (for PGSG Operation Expenses)	
a. Line items for outside-of-Team spending shall be overseen by the PGSG President, Treasurer and	a. Line items for outside-of-Team spending shall be overseen by the PGSG President, Treasurer and	

<p>Advisor.</p> <p>b. These items include but are not limited to: executive board and non-team items such as apparel, promotional items, food for events and Senate and Executive Board meetings, awards/recognition, office supplies and expenses, and travel.</p> <p>c. Specific payments to officers: These include PGSG Officers and their Vices, Team Chair and Team Vice Chair payments that are to be paid three times throughout the year (first payment at the end of the Summer semester, second payment at the end of the Fall semester, and third payment at the end of the Spring semester), with the exception of the president’s payment which is paid monthly.</p> <p>Annual Allocations - PGSG Officers</p> <ul style="list-style-type: none"> ● President \$19,000 ● Treasurer \$2,000 ● Chief of Staff \$2,000 	<p>Advisor.</p> <p>b. These items include but are not limited to: executive board and non-team items such as apparel, promotional items, food for events and Senate and Executive Board meetings, awards/recognition, office supplies and expenses, and travel.</p> <p>c. Specific payments to officers: These include PGSG Officers and their Vices, Team Chair and Team Vice Chair payments that are to be paid three times throughout the year (first payment at the end of the Summer semester, second payment at the end of the Fall semester, and third payment at the end of the Spring semester), with the exception of the president’s payment which is paid monthly.</p> <p>The PGSG Officer Payment (POP) shall be defined to be: \$4,000. This amount should be periodically revisited and should be commensurate with the responsibilities of each role.</p> <p>Annual Allocations - PGSG Officers</p> <ul style="list-style-type: none"> ● President: \$19,000 ● Treasurer: 1.0 POP ● Chief of Staff: 1.0 POP 	<p>These changes align the FCO with the previous 2 budgets approved by the PGSS. Additionally, they simplify the payment amounts.</p>
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<ul style="list-style-type: none"> ● Senate Chair \$2,000 ● Public Relations Officer \$2,000 ● Legislative Affairs Officer \$1,000 ● Diversity Officer \$1,000 ● Parliamentarian \$1,000 ● Vice Public Relations Officer \$500 ● Vice Diversity Officer \$500 <p>Annual Allocations - Teams</p> <ul style="list-style-type: none"> ● Life Team Chair \$1,000 ● Community Team Chair \$1,000 ● Career Team Chair \$1,000 ● GRAC Chair \$1,000 ● Life Team Vice Chair \$500 ● Community Team Vice Chair \$500 <p>Annual Allocations - PGSG Directors</p>	<ul style="list-style-type: none"> ● Senate Chair: 1.0 POP ● Public Relations Officer: 1.0 POP ● Legislative Affairs Officer: 1.0 POP ● Diversity Officer: 1.0 POP ● Parliamentarian: 1.0 POP ● Vice Public Relations Officer: 0.5 POP ● Vice Diversity Officer: 0.5 POP ● Vice Treasurer: 0.5 POP <p>Annual Allocations - Team and Committee Chairs</p> <ul style="list-style-type: none"> ● Life Team Chair: 1.0 POP ● Community Team Chair: 1.0 POP ● Career Team Chair: 1.0 POP ● GRAC Chair: 1.0 POP ● Life Team Vice Chair: 0.5 POP ● Community Team Vice Chair: 0.5 POP ● Career Vice Chair 1: 0.25 POP ● Career Vice Chair 2: 0.25 POP ● GRAC Vice Chair - Travel Grant: 0.25 POP ● GRAC Vice Chair - Professional Grant: 0.25 POP ● GRAC Vice Chair - GSOGA and Symposium Grant: 0.25 POP ● GRAC Vice Chair - TODO ● Legislative Review Committee Vice Chair: 0.5 POP <p>Annual Allocations - PGSG Directors</p> <ul style="list-style-type: none"> ● Senate Clerk: 0.25 POP 	
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<ul style="list-style-type: none"> ● Mental Health Awareness Week Director \$250 ● Graduate Student Appreciation Week Director \$250 ● Fall Career Fair Director \$250 ● Spring Career Fair Director \$250 ● Next Generation Scholars Director \$250 ● Big Grad Event Director \$250 ● GRAC Vice Chair - Travel Grant \$250 ● GRAC Vice Chair - Professional Grant \$250 ● GRAC Vice Chair - GSOGA and Symposium Grant \$250 ● Treasurer 2 \$500 <p>d. Student workers and PGSC Senior Administrative Assistant wages.</p> <p>e. Facility maintenance and improvements.</p>	<ul style="list-style-type: none"> ● Pint Night Director: 0.25 POP ● Mental Health Awareness Week Director: 0.25 POP ● Graduate Student Appreciation Week Director: 0.25 POP <ul style="list-style-type: none"> ● Next Generation Scholars Director: 0.25 POP ● Big Grad Event Director: 0.25 POP <p>d. Facility maintenance and improvements.</p>	<p>This amount is now covered by the graduate school</p>
<p>4. All disbursements from the PGSG BOSO account shall require the authorization of at least two (2) of the following: the PGSG President, PGSG Treasurer, or PGSG Advisor.</p>	<p>4. All disbursements from the PGSG BOSO account shall require the authorization of at least two (2) of the following: the PGSG President, PGSG Treasurer, or PGSG Advisor.</p>	
<p>B. Procedures for Overspending or Spending Outside of the Allocated Budget</p>	<p>B. Procedures for Overspending or Spending Outside of the Allocated Budget</p>	
<p>1. Team Chairs and the Chief of Staff are</p>	<p>1. Team Chairs and the Chief of Staff are</p>	

<p>responsible for keeping Team Chair's spending within the approved budget.</p> <ol style="list-style-type: none"> 2. The PGSG President, Treasurer, Graduate Student Center Senior Administrative Assistant, and PGSG Officers are responsible for keeping outside-of-Team Chair spending within their specific line items within the approved budget. 3. In cases of Team Chairs, PGSG Officers, or PGSG Team members spending over the allocated budget, or outside of allocated budgets without approval via written and documented consent between said individual and the PGSG Treasurer: <ol style="list-style-type: none"> a. No reimbursement will be approved for any unapproved spending or over budget spending except by explicit written and documented email consent by the PGSG Treasurer and President. b. The PGSG Treasurer and President will review cases of overspending or spending outside of approved budgets. <ol style="list-style-type: none"> i. The PGSG Treasurer and President may review these cases with guidance from the PGSG advisor(s). c. If the PGSG Treasurer, President, 	<p>responsible for keeping Team Chair's spending within the approved budget.</p> <ol style="list-style-type: none"> 2. The PGSG President, Treasurer, Graduate Student Center Senior Administrative Assistant, and PGSG Officers are responsible for keeping outside-of-Team Chair spending within their specific line items within the approved budget. 3. In cases of Team Chairs, PGSG Officers, or PGSG Team members spending over the allocated budget, or outside of allocated budgets without approval via written and documented consent between said individual and the PGSG Treasurer: <ol style="list-style-type: none"> a. No reimbursement will be approved for any unapproved spending or over budget spending except by explicit written and documented email consent by the PGSG Treasurer and President. b. The PGSG Treasurer and President will review cases of overspending or spending outside of approved budgets. <ol style="list-style-type: none"> i. The PGSG Treasurer and President may review these cases with guidance from the PGSG advisor(s). c. If the PGSG Treasurer, President, 	
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<p>and advisor(s) find an individual in violation of budgetary procedure, they will submit a grievance complaint to the Executive Board and, if deemed necessary, the Senate, as defined in the Constitution.</p>	<p>and advisor(s) find an individual in violation of budgetary procedure, they will submit a grievance complaint to the Executive Board and, if deemed necessary, the Senate, as defined in the Constitution.</p>	
	<p>C. Procedures for Spending from Discretionary Line Items</p>	
	<ol style="list-style-type: none"> 1. Discretionary spending within budgeted amounts carries no additional restrictions. 2. Discretionary spending exceeding budgeted amounts is subject to additional oversight as follows. <ol style="list-style-type: none"> a. For PGSS spending: <ol style="list-style-type: none"> i. For amounts up to \$1,000, the PGSS may elect to overspend from their discretionary line item without oversight. ii. For amounts exceeding \$1,000, the PGSS requires approval from the PGSSG President and Treasurer following successful passage of the bill. 1. Grounds for non-approval include, and are limited to: <ol style="list-style-type: none"> a. The bill does not provide a sufficient per-capita benefit for the graduate student body (as determined by an executive board vote). 	

	<ul style="list-style-type: none"> b. The bill would cause financial insolvency for the organization c. The total amount of the bill exceeds the lesser of 5% of the total annual budget or \$20k. For cases such as this, the President will solicit additional funds from other offices of the university to cover the difference between the maximum allowable bill amount (the lesser of 5% of the total annual budget or \$20k) and the amount enacted by the bill. In cases where additional funds are not secured, the bill will be returned to the senate for reconsideration and modification. b. For other spending: <ul style="list-style-type: none"> i. For amounts up to \$250, (and cumulatively not totalling more than 10% of the total budgeted discretionary funds) ii. For amounts exceeding \$250 or exceeding the 10% a full Executive Board vote is required. 	
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Current Text	Suggested Text	Rationale
VII. EXTERNAL PGSG SPENDING PROCEDURES	VII. EXTERNAL PGSG SPENDING PROCEDURES	
A. Introduction	A. Introduction	
<p>1. External PGSG Spending Procedures includes and is limited to:</p> <ul style="list-style-type: none"> a. GSOGA funds [Application, Policies and Rubric] b. Travel Grant funds [Application, Policies and Rubric], c. Professional Grant funds [Application, Policies and Rubric], d. Symposium Grant funds [Policies and Rubric], e. Childcare Grant funds [Eligibility, Application]. <ul style="list-style-type: none"> i. The Division of Financial Aid reviews all applications and allocates awards. PGSG contributes funds but does not directly handle any applications. f. Strategic Partnerships [Policies], g. Graduate Student Equipment Fund [Policies] h. Mental Health Partnership funds [Policies]. 	<p>1. External PGSG Spending Procedures includes and is limited to:</p> <ul style="list-style-type: none"> a. GSOGA funds [Application, Policies and Rubric] b. Travel Grant funds [Application, Policies and Rubric], c. Professional Grant funds [Application, Policies and Rubric], d. Symposium Grant funds [Policies and Rubric], e. Childcare Grant funds [Eligibility, Application]. <ul style="list-style-type: none"> i. The Division of Financial Aid reviews all applications and allocates awards. PGSG contributes funds but does not directly handle any applications. f. Strategic Partnerships [Policies], g. Graduate Student Equipment Fund [Policies] h. Mental Health Partnership funds [Policies]. 	

<p>i. Emergency Needs Grant Fund [Application, Policies and Rubric]</p> <p>2. The PGSG Senate shall allocate a total of at least 50% of the entire PGSG Budget (internal + external spending) to these eight external PGSG expenditures:</p> <ul style="list-style-type: none"> a. GSOGA funds, b. Travel Grant funds, c. Professional Grant funds, d. Symposium Grant funds, e. Childcare Grant funds f. Strategic Partnerships g. Graduate Student Equipment Fund h. Mental Health Partnership funds <p>3. The Emergency Needs Grant will be funded by an initial seed contribution from the PGSG Projects and Enterprises Account, with continuing funds allocated from a 100% of the profits gathered by PGSG from income that is not sourced from student activity fees.</p>	<p>i. Emergency Needs Grant Fund [Application, Policies and Rubric]</p> <p>2. Student Activity Fee Funded Grants: The PGSS may (pursuant to the criteria in the bylaws) allocate to the these external PGSG expenditures:</p> <ul style="list-style-type: none"> a. GSOGA funds, b. Travel Grant funds, c. Professional Grant funds, d. Symposium Grant funds, e. Childcare Grant funds f. Strategic Partnerships g. Graduate Student Equipment Fund h. Mental Health Partnership funds <p>3. Non-Student Activity Fee Funded Grants:</p> <ul style="list-style-type: none"> a. The Emergency Needs Grant will be funded by an initial seed contribution from the PGSG Projects and Enterprises Account, with continuing funds allocated from income that is not sourced from Student Activity Fees. 	<p>Aligning with the definition in the bylaws</p>
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B. Funding Authorization	B. Funding Authorization	
<p>1. The PGSG Treasurer and Grant Review and Allocation Chair are responsible to ensure VII, A, 2</p> <p>i. Authorization for disbursement of GSOGA, Travel Grant, Professional Grant, Symposium Grant, and Childcare Grant funds shall be given by the Chair of the Grant Review and Allocation Committee.</p> <p>ii. All funding decisions shall be made by the Grant Review and Allocation Committee. The chair may not vote in any grant allocation decisions and the vice chairs may not vote in decisions regarding their respective grants.</p> <p>1. Meeting minutes shall be taken at every meeting and include discussions regarding funding plans and final votes. The GRAC Chair shall report funding decisions at PGSS meetings.</p> <p>2. The Childcare Grant requires sensitive financial information; applications shall be reviewed and allocated by the Division of Financial Aid.</p>	<p>1. All grants are to be administered by GRAC, unless otherwise specified.</p> <p>2. Authorization for disbursement of grants directly administered by GRAC shall be given by the GRAC Chair.</p> <p>a. All funding decisions shall be made by the Grant Review and Allocation Committee. The chair may not vote in any grant allocation decisions and the vice chairs may not vote in decisions regarding their respective grants.</p> <p>i. Meeting minutes shall be taken at every meeting and include discussions regarding funding plans and final votes. The GRAC Chair shall report funding decisions at PGSS meetings.</p> <p>ii. The Childcare Grant requires sensitive financial information; applications shall be reviewed and allocated by the Division of Financial Aid.</p>	

<p>iii. Funds may be reallocated between the 5 budget categories as needed with approval of the committee.</p> <ol style="list-style-type: none"> 1. Reallocations between the applications that GRAC directly approves (Travel, Professional, GSOGA, and Symposium grants) may occur in the spring semester when one grant receives fewer applications than expected while another grant has greater application numbers (e.g. \$1,000 originally allocated to the Symposium Grant may be used for Professional Grant). 2. In these situations, the respective vice chair shall generate several funding plans, with or without reallocating funds. 3. At the appropriate GRAC meeting, the vice chair shall present these plans and the committee may have a discussion before holding a vote. 4. The GRAC Chair shall report all funding decisions at subsequent PGSS meetings. 	<p>b. Funds may be reallocated between the budget categories as needed with approval of the committee.</p> <ol style="list-style-type: none"> i. Reallocations between the Student Activity Fee Funded grants may occur in the spring semester when one grant receives fewer applications than expected while another grant has greater application numbers (e.g. \$1,000 originally allocated to the Symposium Grant may be used for Professional Grant). ii. In these situations, the respective vice chair shall generate several funding plans, with or without reallocating funds. iii. At the appropriate GRAC meeting, the vice chair shall present these plans and the committee may have a discussion before holding a vote. iv. The GRAC Chair shall report all funding decisions at subsequent PGSS meetings. 	<p>Generify text</p>
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<p>2. Authorization for disbursement of Strategic Partnerships, Graduate Student Equipment Fund, and Mental Health Partnership Fund shall be given by the PGSG President, Treasurer, Chief of Staff and the Chair of the Grant Review and Allocation Committee.</p> <p>a. Applications for the Strategic Partnership Fund are approved by the full Executive Board.</p> <p>b. Applications for the Graduate Student Equipment Fund are approved by the PGSG Treasurer, PGSG Senate Chair, GRAC Committee Chair, and GSOGA Vice Chair.</p> <p>i. The PGSG President will cast only a tie-breaking vote when necessary.</p> <p>c. Applications for the Mental Health Partnership Fund are approved by the PGSG President, PGSG Life Team Chair, and PGSG Mental Health Awareness Week Director.</p> <p>3. Authorization for the disbursement of the Emergency Needs Grant Funds shall be given by a Review Committee presided by the GRAC chair and consisting of: PGSG President, PGSG Treasurer, PGSG Chief of Staff,</p>	<p>3. Authorization for disbursement of Strategic Partnerships, Graduate Student Equipment Fund, Mental Health Partnership Fund, and Emergency Needs Grant Fund shall be given by the PGSG President, Treasurer, Chief of Staff and the GRAC Chair.</p> <p>a. Applications for the Strategic Partnership Fund are approved by the full Executive Board.</p> <p>b. Applications for the Graduate Student Equipment Fund are approved by the PGSG Treasurer, PGSG Senate Chair, GRAC Chair, and GSOGA Vice Chair.</p> <p>i. The PGSG President will cast only a tie-breaking vote when necessary.</p> <p>c. Applications for the Mental Health Partnership Fund are approved by the PGSG President, PGSG Life Team Chair, and PGSG Mental Health Awareness Week Director.</p> <p>d. Applications for the Emergency Needs Grant are approved by a Review Committee presided by the GRAC Chair and including the PGSG President, PGSG Treasurer, PGSG Chief of Staff, PGSG</p>	<p>Trim text</p> <p>Remove redundant word</p>
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<p>Director of the LGBTQ Center, and PGSG Advisor.</p>	<p>Advisor, and the Director of the LGBTQ Center.</p> <p>4. Authorization for the disbursement of the Childcare Grant shall be given by the Division of Financial Aid.</p>	<p>Update to match policy</p>
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Current Text	Suggested Text	Rationale
VIII. AMENDMENTS	VIII. AMENDMENTS	
<p>A. All amendments to the Financial Code must be proposed and voted on within meetings of the PGSS.</p> <p>B. Amendments may not be both proposed and voted on within the same PGSS meeting.</p> <p>C. Amendments must be voted on within one-hundred (100) days of proposal. This requirement is waived in the event that an amendment is proposed at the final PGSS meeting of the spring semester, in which case the amendment must be voted upon at the first PGSS meeting of the fall semester.</p> <p>D. Two (2) weeks written notice shall be given to all Senators before a vote may be taken on an amendment to the Financial Code. At the time of notification, a verbatim copy of the amendment to be considered will be provided to all Senators.</p> <p>E. Amendments shall require a two-thirds (2/3) majority vote in the PGSS to be ratified.</p> <p>F. The amendment shall take effect immediately upon ratification by the PGSS and approval by BOSO and SAO of that amendment. In</p>	<p>Amendments to this document shall follow the same amendment procedure outlined in the bylaws.</p>	<p>Reduce text duplication.</p>

the instance that BOSO and SAO does not approve of that amendment it shall be taken back to the PGSS for further discussion and correction of the amendment.		