Title: RESOLUTION REGULATING NON-BUDGETED EXPENSES FROM THE GPSS GENERAL FUND

Sponsored by: Ted Cohen (GPSS Senator), Julia Overfelt (GPSS Treasurer), Terrence Pope (GPSS Executive Senator), Danielle Brown (GPSS Senator), A.J. Balatico (GPSS Senator)
Written by: Ted Cohen (GPSS Senator)
Resolution Number: 03.20-21

WHEREAS the Graduate Professional Student Senate (GPSS) is responsible for a General Fund balance that carries over from each fiscal year; and

WHEREAS the balance of the General Fund greatly exceeds the minimum amount required by Article VI, Section A, Clause 2, h of the GPSS bylaws (where it is referred to as the reserve fund); and

WHEREAS a memorandum was prepared by the Treasurer (M-02.17-18) to create procedures for withdrawing money from the General Fund for non-budgeted expenses that could only be fulfilled using the General Fund balance; and

WHEREAS this memorandum required that a written proposal for every non-budgeted General Fund expenditure be presented by the Treasurer to the Finance and Budget Committee, who would then recommend -- by way of a majority vote -- that the Executive Committee either make or not make the expenditure. The Treasurer would then present the written proposal to the Executive Committee, who would either approve or reject the expenditure by a majority vote; and

WHEREAS instructions for written proposals were proposed in a memorandum (M-02.18-19) and approved by the Executive Committee for the 2018-2019 fiscal year as the “GPSS Special Projects Fund”, which required a two written page application and a budget spreadsheet to answer questions regarding the size, duration, and potential impact of the expenditure; and

WHEREAS the process was implemented in the 2018-2019 fiscal year through a $10,000 Special Projects Fund, which funded the Academic Conference, Huskies on the Hill, additional delegates for the SAGE Conference, and attendance of the Secretary to the NSLDC Diversity Conference. Nearly all of these expenditures were added to the 2019-2020 budget as line items due to their success; and

WHEREAS in the 2019-2020 fiscal year, non-budget general fund expenses included additional funds for a charter bus for GPSS Husky’s on the Hill and a new computer for the creative director; and

---

1 See October 31, 2018 Executive Committee Meeting Minutes for more information.
2 See November 9 and 16, 2018 Finance and Budget Meeting Minutes for more information.
3 See January 24, 2020 Finance and Budget Meeting Minutes for more information.
WHEREAS the GPSS Senate Body has not been asked in at least the last 3 years to vote on a procedure to fund non-budgeted expenses with money from the General Fund; and

WHEREAS it is critical that GPSS spends its General Fund balance in an equitable and responsible manner by implementing a series of checks and balances endorsed by the full GPSS senate body,

THEREFORE BE IT RESOLVED BY THE GRADUATE AND PROFESSIONAL STUDENT SENATE OF THE UNIVERSITY OF WASHINGTON:

THAT any non-budget General Fund expenditure request should be accompanied by a written application that follows the format described in the “GPSS Special Project Fund Application Form” from 2018-2019; and

THAT the application for a non-budget General Fund expenditure totaling less than $1,000 shall be presented by the treasurer to the Executive Committee, who will approve or reject the expenditure via a majority vote and will notify the Senate of the expenditure at the subsequent GPSS Senate Body meeting, or if there are no further GPSS Senate meetings in this session, will notify the newly elected Executive Committee who will notify the incoming senate in the first meeting of the following session; and

THAT the application for a non-budget General Fund expenditure totaling between $1,000 and $5,000 shall be presented by the treasurer to the Executive Committee and the Finance and Budget Committee, who will both approve or reject the expenditure via a majority vote and will notify the Senate of the expenditure at the subsequent GPSS Senate Body meeting, or if there are no further GPSS Senate meetings in this session, will notify the newly elected Executive Committee who will notify the incoming senate in the first meeting of the following session; and

THAT the application for a non-budget General Fund expenditure totaling greater than $5,000 shall be presented by the treasurer to the GPSS Senate Body, who will approve or reject the expenditure via a majority vote.

THAT the application for a non-budget General Fund expenditure totaling more than $1,000 that either must be completed over the summer or is an emergency expense that must be completed immediately by an Executive Committee shall be presented by the treasurer to the Executive Committee, who will approve or reject the expenditure via a majority vote. The treasurer must then present critical information regarding this expenditure at the subsequent GPSS Senate Body meeting to justify the need for the summer or emergency expense.

Presented to GPSS for approval on: November 18th, 2020
Approved on: December 2nd, 2020