



**gapsa**

GRADUATE *and* PROFESSIONAL STUDENT ASSEMBLY  
UNIVERSITY *of* PENNSYLVANIA

# Finance Bylaws

BYLAWS  
OF THE  
FINANCE DIVISION  
OF THE  
GRADUATE AND PROFESSIONAL STUDENT ASSEMBLY  
OF THE  
UNIVERSITY OF PENNSYLVANIA

GA/C.F/BYL/44/R.2

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**1. Funding Principles**

1.1. GAPSA funding shall support the purpose and values of GAPSA as set out in the GAPSA Constitution and resolutions, notably:

**1.2. PURPOSE**

1.2.1. GAPSA shall support coordinating representation of all graduate and professional students enrolled at the University. (I.A.)

1.2.2. GAPSA shall promote belonging and community for all GAPSA's constituents. (I.B.)

1.2.3. GAPSA shall be responsible to the concerns of all GAPSA's constituents. (I.C.)

1.2.4. GAPSA shall foster dialogue for advocacy of GAPSA's constituents. (I.D.)

1.2.5. GAPSA shall sponsor academic, cultural, and social events of interest to GAPSA's community. (I.E.)

**1.3. VALUES**

1.3.1. **COLLABORATION:** GAPSA funding shall support school-wide government activity, school-based student groups, and academic and social programming. (VIII.A.4.)

**1.3.2. ACCOUNTABILITY:**

1.3.2.1. GAPSA funding shall promote accountability and transparency to the General Assembly and its constituents. (VIII.B.2.)

1.3.2.2. GAPSA funding shall promote partnership and accountability among and between GAPSA and G12 student governments. (XIV.A.1.)

**1.3.3. DIVERSITY:**

1.3.3.1. GAPSA funding shall promote open community and inclusion, and representative forms of governance. (VIII.B.4.)

1.3.3.2. GAPSA is an inclusive organization which derives strength from the diversity of its members. (XI.A.)

1.3.3.3. GAPSA may withhold funding from groups that do not adhere to policies of non-discrimination. (XI.B.)

1.3.3.4. GAPSA funding shall promote the commitment to our diverse constituents. (XII.F.2.)

1.3.4. **INNOVATION:** GAPSA funding shall support the evolving mission and priorities of GAPSA. (VIII.C.1.)

- 1.3.5. **ACADEMIC, SOCIAL, and CULTURAL IMPACT:** GAPSA funding shall enhance the academic, social, and cultural pursuits of student groups. (XII.E.1.)
- 1.3.6. **INSTITUTIONAL INTEGRITY:** GAPSA funding shall promote intergovernmental collaboration and build institutional integrity. (XII.E.1.)
- 1.3.7. **SUSTAINABILITY:** GAPSA supports and encourages all funding recipients to embrace environmentally sustainable practices in all events. (Environmental Policy.)

## **2. General Funding Rules**

- 2.1. GAPSA funded groups must be registered annually with the Office of Student Affairs (OSA).  
*(See <https://osa.vpul.upenn.edu/pennclubs/>.)*
- 2.2. Funding proposals must be geared towards the graduate and professional student population.
  - 2.2.1. Undergraduate organizations generally are ineligible for GAPSA funding.
- 2.3. Priority will be given to groups with proposals that are designed to benefit students from multiple G12 schools and programs.
- 2.4. The funding process is very competitive. Applicants may receive full, partial, or no funding at all from GAPSA. Funding is NOT guaranteed.
- 2.5. All applicants are required to advertise their events and programs with GAPSA.
- 2.6. If an event or program receives GAPSA funding, then GAPSA must be acknowledged as a funding source on organizational and promotional material.
- 2.7. All GAPSA funded programs and organizations must support open community, inclusion, and representative governance. All funding must comply with GAPSA's Sunshine Policy, Environmental Policy, Anti-Harassment Policy, and all other policies.
- 2.8. Applicants must complete and upload the certification for a Finance 101 course before applying for funding in each funding round.

## **3. Funding Process**

- 3.1. Funding Rounds
  - 3.1.1. GAPSA Finance manages funding rounds throughout the academic year. During the rounds, eligible applicants may apply for all group/event funds via the Universal Funding Application.

Decisions are typically announced two to four weeks after each round closes.

### 3.2. Universal Funding Application & Auto-Referral

- 3.2.1. To promote greater equity and access to funding, several GAPSA group/event fund applications are consolidated into a universal application.
- 3.2.2. This includes but is not limited to the Academic Event Fund (AEF), Discretionary Fund, Student Group Event Fund (SGEF), Synergy Fund, and Community Outreach Fund.
- 3.2.3. Applications will be automatically referred to the appropriate fund(s) for consideration based on the information provided in the application.
- 3.2.4. Applicants may opt-out of the automatic referral process in the application.
- 3.2.5. Applicants should contact their respective G12 school government officers to inquire about Interschool Partnership Fund eligibility.

### 3.3. Funding Decision Notification

- 3.3.1. GAPSA Finance notifies applicants of funding decisions by email. Awards are also posted on the GAPSA website. Each applicant will receive an award or decline letter with related instructions.

### 3.4. Appealing Decisions

- 3.4.1. Eligible graduate and professional student groups with standing may appeal a funding recommendation or decision of GAPSA Finance to the General Assembly.
- 3.4.2. This applies for applications to the Discretionary Fund, Student Group Event Fund, Synergy Fund, Community Outreach Fund, and any other group funds managed by GAPSA.
- 3.4.3. The appeal must be filed in the fiscal year (7/1-6/30) of the application while the General Assembly is in session. (Note: The General Assembly does not meet in the summer.)
- 3.4.4. The appeal will be considered as an application to the GAPSA Discretionary Fund.
- 3.4.5. In order to seek an appeal before the General Assembly, the appellant must initiate the appeal by sending an email to the Vice President for Finance (or designee) and obtaining the endorsement of the lesser of: (1) two-thirds of the appellant's school (G12) delegation of GAPSA General Assembly representatives or (2) at least 10% of all certified General Assembly representatives.

### 3.5. Conditions for Receiving Funding

- 3.5.1. Requirements and instructions are provided with the award letter for each fund. Generally, the following applies for GAPSA funding recipients:
- 3.5.2. Funding recipients must request reimbursement within two weeks of the final date of the funded event, or receipt of the award letter, (whichever is later).
  - 3.5.2.1. Failure to meet these deadlines will result in forfeiture of funding.
  - 3.5.2.2. An extension may be granted in extenuating circumstances upon request and explanation.
- 3.5.3. Recipients must ensure that the student group is registered in the University-wide student group database via the Office of Student Affairs (OSA).
- 3.5.4. Recipients must attach funding award letter(s) and itemized receipts when submitting for reimbursement.
- 3.5.5. GAPSA will not reimburse gift cards. Recipients must contact OSA if they need non-monetary prizes for an event.
- 3.5.6. If awarded \$2,000 or more by GAPSA (in total), recipients must sign up for GAPSA Advisory Services (GAS) prior to the event, which will allow a member of GAS to visit the event and provide support (if needed).
- 3.5.7. Recipients are required to advertise the event in the GAPSA newsletter at least two weeks prior to the event.
- 3.5.8. Recipients must acknowledge GAPSA as a funding source on organizational and promotional material.
- 3.5.9. Recipients must display GAPSA banners at the event (wherever practical) and submit photos. Recipients must send GAPSA Finance event photos showing the visible banner.
- 3.5.10. Acceptance of an award constitutes recipients' approval for GAPSA to use the event, group, photos, and other collateral in publicity, reporting, and related disclosures.
- 3.5.11. Budgeted and actual revenues and expenses of the event/program and organization must be reported to GAPSA Finance.
- 3.5.12. Recipients must submit an After-Action Review (AAR) of the event(s)/program(s) to GAPSA Finance to claim an award.
- 3.5.13. All GAPSA funded events/programs and organizations must support open community, inclusion, and representative governance.

All funding must comply with GAPSA's Sunshine Policy, Environmental Policy, Anti-Harassment Policy, and all other policies.

- 3.5.14. Recipients must abide by the University's alcohol policies. Schools may have additional special policies regarding alcohol purchases.
- 3.5.15. Recipients are responsible for reviewing the OSA website for further details on University reimbursement policies and practices.
- 3.5.16. Funds that have been deposited with the University may not be used to provide donations to charitable organizations due to the University's designation as a non-profit organization. This also means GAPSA will not provide reimbursements from student group accounts for personal donations made to non-profits or any other fundraising causes.

#### **4. Funding Programs**

##### **4.1. Academic Events Fund (AEF)**

- 4.1.1. The Research Council provides funding for events that are primarily academic in nature. Some examples of academic events funded in the past are symposiums, workshops, small conferences, academic discussions, or gallery/exhibit tours. Events that are primarily social in nature are not eligible for funding (happy hours, mixers, etc.).
- 4.1.2. To be reviewed by the Research Council, each AEF application must receive the endorsement of at least one voting member of the Research Council.

##### **4.2. Community Outreach Fund**

- 4.2.1. The Outreach Fund is a program established in 2018 to support community outreach, including volunteering and service opportunities beyond the GAPSA community by members of the GAPSA community.

##### **4.3. Empowerment Fund**

- 4.3.1. The IDEAL Council is comprised of campus-wide affinity organizations. Funding for these student groups is available through the GAPSA Empowerment Fund to promote institutional development.

##### **4.4. Student Group Event Fund**

- 4.4.1. GAPSA's Finance Committee solicits applications from Penn student groups throughout the year and awards funding in the fall and spring semesters.

##### **4.5. Interschool Partnership Fund**

- 4.5.1. IPF is reserved for events or initiatives that span multiple graduate schools. The G12 student government presidents, treasurers, or designated proxies must be the registrants for events submitted under IPF.
- 4.5.2. IPF procedures are summarized in F.I.R.S.T.S:
  - 4.5.2.1. Form: Two or more G12 school governments agree to an IPF program
  - 4.5.2.2. Invite: Sponsors invite G12 schools to participate
  - 4.5.2.3. Register: Primary sponsor registers program with GAPSA Finance at least ten days in advance
  - 4.5.2.4. Sell: Publicize program in GAPSA newsletter, calendar, and social media
  - 4.5.2.5. Transact: OSA or G12 RBO conducts financial transactions (cc: GAPSA Finance)
  - 4.5.2.6. Summarize: Submit After Action Review (AAR) to GAPSA Finance
- 4.6. Discretionary Fund
  - 4.6.1. GAPSA General Assembly utilizes a discretionary fund to support academic and social enterprises and events that will benefit Penn's entire graduate student population. This is in place to reinforce GAPSA's mission to encourage students from all corners of the graduate student body to get together, learn together, and have fun together.
  - 4.6.2. Discretionary Fund procedures are summarized below:
    - 4.6.2.1. Finance Committee reviews and refers applications to the General Assembly.
    - 4.6.2.2. To be reviewed by the GA, each discretionary fund application must receive the endorsement of at least one voting member of the GA.
    - 4.6.2.3. Applicant makes presentation using presentation template. (See Appendix A.)
    - 4.6.2.4. Applicant answers questions from the GA.
    - 4.6.2.5. Applicant is escorted out of the meeting during deliberations.
    - 4.6.2.6. GAPSA Finance presents recommendations (pros/cons and amounts).
    - 4.6.2.7. GA debates and makes motions.
    - 4.6.2.8. GA votes on motions from most to least destructive amounts.



- 4.6.2.8.1. By default, the GA will vote on the applicant's requested amount.
- 4.6.2.8.2. By default, the GA will vote on Finance Committee's recommendation.
- 4.6.2.8.3. In determining the amount and type of award (if any), the GA determines the total amount of award first; then, the GA determines the mix of cash vs. in-kind vs. loans.
- 4.6.2.9. Applicant is escorted back into the meeting for notification of funding decision.
- 4.6.3. Alternatively, the Finance Committee may refer multiple discretionary fund applications as a portfolio with recommendations to the GA. Portfolio procedures are summarized below:
  - 4.6.3.1. Finance Committee reviews and refers portfolio of applications to the GA.
  - 4.6.3.2. To be reviewed by the GA, the portfolio of applications must receive the endorsement of at least one voting member of the GA.
  - 4.6.3.3. GAPSA Finance presents portfolio of recommendations.
  - 4.6.3.4. GAPSA Finance answers questions from the GA.
  - 4.6.3.5. GA debates and makes motions, subject to any line item vetoes.
  - 4.6.3.6. GA votes on omnibus portfolio without objections.
  - 4.6.3.7. GA votes on applications with line item vetoes separately.
  - 4.6.3.8. Applicants are notified of funding decisions by email.
- 4.7. Synergy Fund
  - 4.7.1. The Synergy Fund aims to enhance the academic, social, and cultural pursuits of graduate and professional student government organizations at the University of Pennsylvania by incentivizing them to create greater connections across campus.
- 4.8. Green Leaf Program
  - 4.8.1. Green Leaf is a funding start-up program to help new groups form. A group may be eligible to seek Green Leaf funding in its first year of operation.
    - 4.8.1.1. Applicants must register their groups with OSA.

- 4.8.1.2. Applicants should apply for Student Group Event Funding (SGEF).
- 4.8.1.3. In the application under Supplementary Information, applicants should indicate: "New group seeking Green Leaf funding".
- 4.8.1.4. Applicants should prepare one-, three-, and five-year plans for submission.

#### 4.9. Heritage Program

- 4.9.1. The Heritage program helps legacy student organizations coordinate funding packages across GAPSA funds for university-wide programming. A group may be eligible to seek Heritage funding if:
  - 4.9.1.1. The group has been operating for at least three years;
  - 4.9.1.2. The program budget is at least \$10,000;
  - 4.9.1.3. Estimated program attendance is at least 200 graduate and/or professional students; and
  - 4.9.1.4. The program is university-wide, involving multiple G12 schools.

#### 4.10. Lending Vehicle

- 4.10.1. The Lending Vehicle is a limited GAPSA Finance pre-approved loan program for IDEAL, SGEF, and G12 organizations to help accelerate cash-flow early in the school year for programming and recruitment.
  - 4.10.1.1. IDEAL affinity groups may borrow the greater of \$1,000 or up to 50% of their prior year Empowerment Fund base grant, provided they are currently participating in the Empowerment Fund; the loan is secured by the current year's Empowerment Fund awards and any carryover.
  - 4.10.1.2. SGEF groups may borrow up to 50% of their prior year revenue provided they are participating in the Cash In-Kind program; the loan is secured by the current year's GAPSA awards and any carryover.
  - 4.10.1.3. G12 organizations may borrow up to 50% of their prior year GAP investment provided they are participating in GAP; the loan is secured by the current year's GAPSA contribution and any carryover.
- 4.10.2. Outstanding loan balances are due by conclusion of the current fiscal year.

- 4.10.3. Loan limits are subject to change as the Finance Committee may promulgate in the Standing Rules of GAPSA.

#### 4.11. Cash In-Kind Program

- 4.11.1. To promote affordable access to ticketed programs, GAPSA may award groups with cash equivalents and/or through the in-kind purchase of tickets to funded programs. The Cash-in-Kind program increases diversity of student participation in group events. GAPSA may distribute in-kind tickets at no cost, discount, or face value.

### 5. Funding Guidelines

#### 5.1. ALCOHOL & FOOD

- 5.1.1. Unless otherwise specified, the maximum funding for alcohol and food is \$70 per capita per event.
- 5.1.2. GAPSA shall fund no more than two alcoholic drinks (or drink tickets) per person per event.
- 5.1.3. GAPSA funded groups shall provide food at any sponsored event that includes alcohol.
- 5.1.4. Except for alcohol purchased during a meal, GAPSA funded groups may only purchase alcohol from a university-approved vendor.
- 5.1.5. GAPSA funded groups must register alcohol-related events with the Office of Alcohol and Other Drugs.
- 5.1.6. Funding recipients must abide by the University's alcohol policies. Schools may have additional special policies regarding alcohol purchases.

#### 5.2. CLOTHING & COSTUMES

- 5.2.1. This category is used to fund the purchase of essential clothing to be used in shows (performing arts) and competitions (academic).
- 5.2.2. Group apparel may be funded at an annual cap of \$50 per member up to \$2,000 per season or semester.
- 5.2.3. Costumes may be funded at an annual cap of \$40 per member for a maximum of \$2,000 per show.
- 5.2.4. Funding for one-time event costumes may be funded in this category. GAPSA will not fund non-essential performance/competition attire.
- 5.2.5. T-shirts (or comparable swag) may be funded at an annual cap of \$40 per member for academic competitions.

- 5.2.6. Unless otherwise prohibited, any GAPSA funded group must include the GAPSA logo in the design of its clothing items (excluding costumes), whether GAPSA funded the specific item or not. The gapsa logo must be prominent and readable (i.e. visibly adequate font size).

### 5.3. DELIVERY SERVICES (SHIPPING)

- 5.3.1. This category consists of costs associated with food or items delivered to individual students.
- 5.3.2. Food orders may be funded up to a maximum of \$25 per person (including delivery fees) per single instance.
- 5.3.3. Shipping costs of non-food items may be funded up to a maximum of \$25 per person per event.
- 5.3.4. Funding limits for international delivery may be overridden per §10.1.4.

### 5.4. DIGITAL ADVERTISING

- 5.4.1. Digital advertising, including but not limited to social media, may be funded up to 10% of a group's total budget approved by GAPSA.
- 5.4.2. Digital advertising may be funded for placement on digital platforms, apps, and media that are generally accessible to the entire GAPSA community. (Digital advertising behind paywalls is generally ineligible for GAPSA funding.)
- 5.4.3. Unless otherwise prohibited, any GAPSA funded group must include the GAPSA logo in the design of its digital advertising, whether GAPSA funded the specific item or not. The gapsa logo must be prominent and readable (i.e. visibly adequate font size).

### 5.5. DUES-TBD

### 5.6. EQUIPMENT & SUPPLIES

- 5.6.1. General office supplies may be funded at an annual cap of \$100 per group.
- 5.6.2. Event/promotional supplies may be funded at an annual cap of \$2,000 per group.
- 5.6.3. Capital equipment:
  - 5.6.3.1. GAPSA may annually fund a maximum of 80% of the total cost for capital equipment, up to \$2,000.
  - 5.6.3.2. If organizations have exhausted all other financial resources, groups can apply for additional funding which will be reviewed on a case-by-case basis with proof of other financial reach outs.

- 5.6.3.3. Events must promote collaboration and contribute to the knowledge and learning of as many students as possible.

#### 5.7. FACILITIES & SECURITY

- 5.7.1. This category consists of costs related to the use of on-campus facilities and includes rental item costs and security deposits for the venue.
- 5.7.2. Revenue-generating events may be funded a maximum of 80% of costs for facilities and security.
- 5.7.3. On-campus conferences may be funded for facilities costs up to a maximum of \$2,000 per year.
  - 5.7.3.1. Conferences must have occurred at the University for two of the last three years, with supporting documentation from OSA if requested.
  - 5.7.3.2. Conferences to be held for the first time may be eligible for Green Leaf funding or considered upon more careful evaluation of the organizers' plan in terms of impact and scope.
- 5.7.4. Each group may be funded for a maximum of one conference per year.

#### 5.8. FUNDRAISING & DONATIONS

- 5.8.1. GAPSA funding may not be donated to charities. See §6.3.
- 5.8.2. Notwithstanding, GAPSA funding may be used to sponsor fundraising programs organized by student groups.
  - 5.8.2.1. If a group hosts an event using GAPSA funding, up to 50% of the revenue from the event may be donated.
  - 5.8.2.2. Donations must be made to a registered 501(c)(3) organization and be in accordance with University purchasing, conflict of interest, and other related policies.
  - 5.8.2.3. Donations to political organizations, including campaigns, are not allowed.

#### 5.9. GIFTS & PRIZES

- 5.9.1. GAPSA will not reimburse gift cards. Recipients must contact OSA if they need non-monetary prizes for an event.
- 5.9.2. GAPSA will not reimburse for gifts or prizes. Subject to taxes, recipients of gifts or prizes must submit a W-9 form per University policy.

#### 5.10. HONORARIA, SPEAKER FEES, & SERVICES

- 5.10.1. Honoraria is gratuitous payment of money or other thing of value to a person for their participation in a usual academic activity for which no fee is legally required.
- 5.10.2. Honoraria is provided as a token of appreciation for participation in an activity or event, and not as a contractual obligation to pay for services rendered.
- 5.10.3. Honoraria is usually a one-time payment made to an individual (not a corporation, business, or partnership) who is not an employee of the University, for a special and non-recurring activity or event.
- 5.10.4. Honoraria is subject to taxation. See University Division of Finance "Honoraria and Guest Reimbursement" for further policies and procedures.
- 5.10.5. Honoraria for speaker fees may be funded up to an annual maximum of \$1,500 per speaker.
- 5.10.6. Non-honoraria performer fees (excluding consultants) that exceed \$10,000 require three bids to be considered for GAPSA funding. (Bidding requirements may be waived by a two-thirds vote of the Finance Committee on a case by case basis.)

#### 5.11. INTRAMURAL SPORTS

- 5.11.1. Uniforms may be funded at an annual cap of \$40 per member for a maximum of \$2,000 per group for intramural competitions.
- 5.11.2. Sports equipment may be funded at an annual cap of the greater of \$100 per member or \$2,000 per group.
- 5.11.3. Unless otherwise prohibited, any GAPSA funded group must include the GAPSA logo in the design of its equipment and clothing, whether GAPSA funded the specific item or not.

#### 5.12. PHOTOCOPIES, PRINTING, & PUBLICITY (PPP)

- 5.12.1. This category pertains to the costs of all printed materials, be they operational requirements or publicity materials, including but not limited to informational booklets, documents, flyers, leaflets, and posters.
- 5.12.2. PPP costs are generally capped at \$250 per year per group.
- 5.12.3. Student groups may request funding for a banner once every two years. If approved, a maximum of \$150 may be granted per group.
- 5.12.4. In addition to the above provisions for all student groups:
  - 5.12.4.1. Performing arts and/or cultural/international student organizations have the following additional funding

allocations: Printing to advertise for shows/cultural programs may be funded up to an annual cap of \$300 per group.

- 5.12.4.2. Media/Publication groups may be funded up to an annual cap of \$5,000 and are not eligible for additional PPP funding. Three (3) separate quotes are required in annual budgets.

- 5.12.5. Any GAPSA funded group must include the GAPSA logo on all PPP whether GAPSA funded the specific item or not. The gapsa logo must be prominent and readable (i.e. visibly adequate font size).

### 5.13. PRODUCTION

- 5.13.1. This category is regarding all show performance or event-related expenses.

- 5.13.2. Performing arts groups may be funded up to an annual cap of the lesser of 50% of costs or \$2,000 for rights, royalties, rental, and set expenses to perform plays and musicals.

### 5.14. TRAVEL & CONFERENCE FEES-TBD

### 5.15. REVENUE

- 5.15.1. Applicants must include projected revenue and all funding sources in their budgets.

- 5.15.2. GAPSA funded groups should budget to recover at least one-third of program costs through ticket sales for revenue-generating events.

- 5.15.3. For fundraising, see §5.8.

## 6. Non-GAPSA Expenses

- 6.1. GAPSA funding may not reimburse taxes.

- 6.2. GAPSA funding may not reimburse tuition expenses or related fees.

- 6.2.1. Discussions about tuition reimbursement should be delegated to school administrators.

- 6.3. Charitable Donations

- 6.3.1. GAPSA funding may not be donated. For fundraising, see §5.8.

- 6.3.2. GAPSA will not provide reimbursements from student group accounts for personal donations made to non-profits or any other fundraising causes.

## 7. Umbrella Organizations

- 7.1. GAPSA will promote organizational coordination and efficiency in its funding. To assist student groups to collaborate and coordinate activities and programs around shared interests, GAPSA Finance encourages student groups to associate in Umbrella Student Organizations (USOs).

USOs provide co-investment strategies as well as support for programming and funding initiatives. The following USOs are organizing:

- 7.1.1. Academic/Professional
- 7.1.2. Community Service
- 7.1.3. Cultural Affinity
- 7.1.4. Performing Arts
- 7.1.5. Political/Advocacy
- 7.1.6. Religious/Spiritual
- 7.1.7. Sports/Recreational
- 7.1.8. Peer Education and Support
- 7.1.9. G12 Student Government

## 8. Alternative Funding Sources

- 8.1. GAPSA will promote sustainable development through diverse sponsorships and collaborative partnerships in its funding.
- 8.2. In addition to internal funding sources including the Discretionary Fund, Synergy Fund, Student Group Event Fund, Academic Events Fund, Empowerment Fund, Heritage Program, Green Leaf Program, Community Outreach Fund, Interschool Partnership Fund, and G12 school government funds, GAPSA will promote optimal utilization of University resources.
- 8.3. University funding sources include but are not limited to Vice Provost for University Life, Graduate Student Center, Community Impact Fund, Campaign for Community, Theme Year Grants, Center for Undergraduate Research & Fellowships (CURF), Greenfield Intercultural Center, La Casa Latina, Lesbian Gay Bisexual Transgender Center, Makuu, Pan-Asian American Community House (PAACH), and Penn Women's Center. (See <https://gsc.upenn.edu/resources/graduate-student-groups#groupresources>.)

## 9. Related Policies

### 9.1. ANTI-HARASSMENT POLICY

- 9.1.1. GAPSA funding will promote a safe and welcoming environment for all participants, free from harassment based on age, race, ethnicity, national origin, religion, sexual orientation, gender identity or gender expression, disability, health conditions, socioeconomic status, marital status, domestic status, or parental status (hereafter, simply harassment). "Participants" in GAPSA's Anti-Harassment Standards refers to anyone present at GAPSA events, including students, staff, faculty, vendors, and other attendees.



## 9.2. ENVIRONMENTAL POLICY

- 9.2.1. GAPSA supports and encourages all funding recipients to embrace environmentally sustainable practices in all events.

## 9.3. SUNSHINE POLICY

- 9.3.1. The Sunshine Policy is a Constitutional mandate established by the General Assembly and GAPSA Finance to promote financial transparency and accountability.
- 9.3.2. Monthly consolidated statement of accounts shall be reported to the General Assembly.
  - 9.3.2.1. Statements of accounts shall be posted to the GAPSA website.
- 9.3.3. All direct or indirect support by GAPSA requires disclosure of budgeted and actual expenses and revenue, including funding sources.
- 9.3.4. GAPSA Advisory Services (GAS) shall certify compliance with funding guidelines.
- 9.3.5. All GAPSA funding shall promote open community and inclusion, representative forms of governance.
- 9.3.6. Discretionary Fund applications shall be endorsed by a least one General Assembly representative prior to being presented to the General Assembly for consideration of funding.

## 10. General Provisions

### 10.1. Voting Authority & Override

- 10.1.1. The Finance Bylaws shall guide GAPSA group funding decisions.
- 10.1.2. Unless otherwise indicated, decisions of the Finance Committee require simple majority approval of the voting members of the Finance Committee.
- 10.1.3. Subject to budget limitations, the Finance Committee is authorized to approve allocations up to \$10,000 per funding application.
  - 10.1.3.1. For applications exceeding \$10,000, the Finance Committee may recommend referral to the General Assembly for consideration.
  - 10.1.3.2. Notwithstanding, the Finance Committee may refer any application to the General Assembly.
- 10.1.4. Upon approval by two-thirds vote of the Finance Committee, any Finance Bylaw may be overridden on a case-by-case basis with the following exception:

10.1.4.1. The Finance Committee may not override §10.1.3.

#### 10.2. Amendment

10.2.1. Upon approval by two-thirds majority vote of the Finance Committee and ratification by simple majority of the General Assembly, the Finance Bylaws may be revised.

10.2.2. Notwithstanding, the Finance Committee may adjust dollar limit thresholds by two-thirds majority vote without ratification of the General Assembly with the following exception:

10.2.2.1. The Finance Committee may not adjust §10.1.3 without the assent of the General Assembly.

10.2.3. The Finance Committee is encouraged to review the Finance Bylaws each semester.

#### 10.3. Incorporation & Supremacy

10.3.1. Previously established funding guidelines shall be incorporated into and revised by these Finance Bylaws.

10.3.2. Previously established funding guidelines (e.g. GAPSA Finance Frequently Asked Questions) shall be considered subordinate funding guidelines.

10.3.3. When conflicts of interpretation arise between GAPSA funding policies, the GAPSA Constitution shall be supreme, followed by the Finance Bylaws, followed by other subordinate funding guidelines.

#### 10.4. Ratification

10.4.1. Upon approval by absolute majority of the voting members of the Finance Committee and ratification by simple majority of the General Assembly, the Finance Bylaws shall take effect the fiscal year following ratification (i.e. July 1, 2021).

[END]