



Finance Committee Standing Rules Fall 2023

- Section I: Regular Meetings
1. Meetings will be held at 6:00 p.m. on Wednesday opposite Full Senate Meetings, or as called by the Chair.
 2. Pre-Finance Meetings will be held at 5:30 p.m. preceding all committee meetings, unless otherwise approved by the Chair.
 3. Pre-Finance meetings are not required to follow Robert's Rules of Order Newly Revised.
- Section II: Parliamentary Authority
1. The parliamentary authority will be Robert's Rules of Order Newly Revised.
- Section III: Funding Process
1. Appropriations - unforeseen one-time expenditures, one-time capital outlays, or travel. (ASUNM Law Book Finance Code, Article III, Section 2)
 2. Spring Budget Process – basic operating expenses (ASUNM Law Book Budget Code, Article I, Section 2, A)
 3. Fall Budget Process – basic operating expenses for groups that:
 - a. missed the previous spring process
 - b. were zeroed out by the Finance Committee in the spring process
 - c. are new student organizations.(ASUNM Law Book Budget Code, Article I, Section 2, B)
- Section IV: Funding
1. All requests for funding must be submitted to the ASUNM Finance Chair by 5:00 p.m. on the Friday prior to a Finance Committee meeting to be placed on the agenda as new business.
 2. Copies of the requests and agenda must be made available to each Committee member, the Vice President, and President Pro-Tempore by the Chair at least twenty-four (24) hours prior to the next regularly scheduled Committee Meeting.
 3. All Finance Committee business must be submitted in final form to the Vice President by 12 noon on the Friday following Committee meeting for consideration at the next full Senate meeting.
 4. Groups unable to attend their scheduled Finance Committee hearing must provide the Finance Committee Chair with 24 hour notice prior to

committee meeting and can be rescheduled at the Finance Committee Chair's discretion.

- a. If notice is not received, the appropriation will be failed and the organization will have the opportunity to re-submit an appropriation.
5. Any group requesting funds must have an undergraduate member of the organization to present at the Finance Committee meeting when their request is to be discussed.
6. Appropriations that are incomplete or need reconsideration, can be accepted or denied by the Finance Committee Chair. If denied, the organization will be instructed to revise and resubmit the appropriation by Tuesday preceding Finance Committee Meeting.
7. Section IV, Subsection 8 of the Finance Standing Rules may be suspended following a two-thirds vote of the committee.
8. The Finance Committee observes the following criteria in all funding:
 - a. The funds allotted to refreshments/food for organization meetings will not exceed **\$300**.
 - b. The funds allotted to refreshments/food for events will not exceed **\$800**.
 - c. The funds allotted to educational supplies will not exceed \$150.
 - d. The funds allotted to office supplies will not exceed \$150.
 - e. The maximum funds allotted to postage will be for one-hundred (100) first-class stamps based on standard rates.
 - f. The maximum funds allotted for telephone line charges will be at \$270 per line and \$15 for long distance charges.
 - g. The funds allotted to honorarium will not exceed \$100.
 - h. The maximum funds allotted for travel for student organizations:
 - i. \$250 per day (including overnight and travel days) up to 10 consecutive days (this includes food and lodging) **for organizations with less than ten (>10) members traveling OR \$350 per day (including overnight and travel days) up to 10 consecutive days (this includes food and lodging) for organizations with ten or more (10+) members traveling.** This cost applies to the entire organization. Any travel costs after the travel per diem are at the discretion of the Finance Committee.
 - ii. The Finance Committee funds auto mileage at 65.5 cents, the maximum allowable by the University of New Mexico policy, at a maximum of two vehicles including charter buses, excluding 15 passenger or greater vans. Estimates for ground transportation must be provided with the appropriation request.
 - iii. Funding for auto mileage will be consistent with current IRS standard mileage rate.

- iv. Airfare will be funded at a maximum of sixty-five (65%) percent in economy class. Airfare may not exceed the cost of alternate ground transportation to destination. Two (2) airline estimates and one (1) ground transportation estimate must be provided with the appropriation request. Organizations failing to provide estimates shall be denied funding for airfare.
- i. Student groups cannot receive funding for individual membership dues or for group dues paid to exist as a chapter of a larger organization.
- j. The maximum funds allotted to registration/conference fees will be funded at 65% up to \$1000 per event/chartered student organization.
- k. \$750 is the maximum amount a New Student Organization **with ten (>10) or less active members** requesting funds through the fall or spring budget process, or an appropriation bill may receive, **while \$1,000 is the maximum amount a New Student Organization with more than ten (10+) active members may receive**. A New Student Organization is defined for the purposes of Finance Committee funding as:
 - i. a student organization that did not participate in the prior fiscal year's budget process. OR:
 - ii. a student organization that has not received funding through an appropriation bill in the past two semesters.
- l. The maximum funds allotted for professional services; guest speaker/trainer/entertainers shall be:
 - i. Funded at a rate of up to 65% of the cost at a limit of **two (2)** per semester.
- m. The funds allotted to advertising (such as Daily Lobo or social media ads) may not exceed \$300.
- n. Student groups cannot receive funding for items such as laptops, digital cameras, or any form of mobile technology.
- o. ASUNM funding will not be used for chartered student organization expenditures, which will generate revenue or profit.
- p. ASUNM funding will not be used for expenditures, which will generate a donation of cash, materials, goods, or services for a political cause.
- q. **ASUNM funding prohibits groups from violating the anti-donation clause which states groups cannot use funding to spend, give away, or allow free use of university resources to benefit other organizations or individuals. This includes but is not limited to financial assets (cash), property (supplies, equipment, or furniture), provided services, and employee paid work time.**

- r. All items funded by the Finance Committee including, but not limited to, printers and computers, must be stored on campus, excluding individual residential hall rooms.
- s. Student groups must provide quotes on any single item exceeding \$500. Failure to provide a quote will result in a 50% reduction of funding. This quote must be provided at the time the appropriation is submitted to the Finance Chair.
- t. The Finance Committee reserves the right to request an active undergraduate membership roster at its discretion.

ASUNM Law Book Sections related to funding requests:

Finance Code, Article III, Section 3

Only chartered student organizations, ASUNM government, ASUNM Student Service Agencies and service entities may receive appropriation bills. They can receive funding through an appropriation bill only once per semester.

Finance Code, Article II, Section 5

Funds approved through any ASUNM Finance process may not be used for any financial obligation incurred before signing, enacting, or otherwise confirming the authorization of the expenditure of funds.

Section V: Speaking Time

- 1. Speaking time for members of the Committee will be limited to two (2) minutes unless responding to questions from the Committee.
- 2. In considering Appropriation Bills, the student group will be allotted ten (10) minutes speaking time followed by a ten (10) minute question and answer period from the Committee.

Section VI:

Agenda

- 1) Opening
 - a. Call to Order
 - b. Roll Call
 - c. Approval of Agenda
 - d. Approval of Minutes
- 2) Preliminary Business
 - a. Finance Chair
 - i. **Budget Revision Report**
 - b. Members of the Committee
 - c. Public Comment
- 3) Business
- 4) Appropriation Bills
 - a. Unfinished

- b. New Business
- 5) Closing
 - a. Members of the Committee
 - b. SGAO
 - c. Finance Vice Chair
 - d. Finance Chair
- 6) Adjournment

Section VII: Quorum
1. Quorum will be a simple majority of the seated Committee Members.

Section VIII: Voting
1. All votes will be taken by voice. In case of dissent, a roll call vote will be taken and will be recorded by the Vice Chair and Senate Aide.
2. Absolutely no proxy votes will be allowed from Committee Members. A Committee Member must be present to vote for an appropriation or budget request.

Section IX: Minutes
1. Minutes will be taken by the Office of the Vice President for each regular meeting, emergency meeting, Budget Hearing, and Budget Deliberations.
2. Only those minutes from regular meetings, emergency meetings, and Budget Deliberations should be typed for distribution and filing. Minutes shall be published by 5PM on Friday following regular meetings.
3. All minutes should include:

- a. Time and place the meeting was called to order, who was presiding, any guest speakers, the names of all Committee Members present, and names of Committee Members who are late, absent, or leave early.
- b. The Committee Member who presents the motion, the final vote on all motions, the final amounts allocated or revised for each line item, and any conditions or stipulations recommended by the Committee.

Section X: Absences
1. Any member having two (2) or more unexcused absences will lose voting privileges at the next meeting, and/or be subject to any further reprimands that the Committee feels are necessary. Excuses will be determined by the Chair of the Finance Committee.