



Finance Committee Standing Rules Spring 2024

Section 1. Regular Meetings

- A. Pre-Finance Meetings will be held at 5:30 p.m. preceding all committee meetings, unless otherwise approved by the Chair.
- B. Meetings will be held at 6:00 p.m. on Wednesday opposite Full Senate Meetings, or as called by the Chair.
- C. Pre-Finance meetings are not required to follow *Robert's Rules of Order Newly Revised*.
- D. In accordance with NMSA 10-15-1 to 4, Finance meetings of quorum are declared to be open to the public at all times, except as otherwise provided by the Open Meetings Act of the State of New Mexico.
 1. The Finance Chair must make the agenda available to each committee member, the Vice President, and President Pro-Tempore at least seventy-two (72) hours prior to the next regularly scheduled Committee Meeting.
 2. The Chair must make the agenda available to the general public at least seventy-two (72) hours prior to the next regularly scheduled Finance Committee Meeting.
 3. All Finance Committee business must be submitted in final form to the Vice president by 12 noon on the Friday following the Finance Committee Meeting for consideration at the next Full Senate Meeting.

Section 2. Parliamentary Authority

- A. The parliamentary authority will be *Robert's Rules of Order Newly Revised*.

Section 3. Definitions

- A. Appropriations: unforeseen one-time expenditures, one-time capital outlays, or travel. (ASUNM Law Book Finance Code, Article III, Section 2).
- B. Fall Budget Process: basic operating expenses for groups that either missed the previous Spring Process, were zeroed out by the Finance Committee in the Spring Budget Process, or are new student organizations (ASUNM Law Book Budget Code, Article I, Section 2, B).
- C. Spring Budget Process: basic operating expenses for organizations for the upcoming school year. Funding approved in the Spring Budget Process will be available to student organizations in the next Fall semester (ASUNM Law Book Budget Code, Article I, Section 2, A).
- D. Honorarium: A payment given to an individual or organization for a voluntary act or service.
- E. New Student Organization: a student organization that did not participate in the prior fiscal year's budget process OR a student organization that has not received funding through an appropriation bill in the past two semesters.



Section 4. Appropriation Funding Process

- A. All requests for funding must be submitted to the ASUNM Finance Chair by 5:00 PM on the Friday prior to a Finance Committee meeting to be placed on the agenda as new business.
 1. 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 (ASUNM Law Book Finance Code, Article III, Section 3).
 2. 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 (ASUNM Law Book Finance Code, Article II, Section 5).
- B. 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.
 1. If notice is not received, the appropriation will be failed, and the organization will have the opportunity to re-submit an appropriation.
- C. 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.
- D. 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 the Finance Committee Meeting.
- E. The Finance Committee reserves the right to request an active undergraduate membership roster at its discretion.
- F. Only sections five (5) and six (6) of the Finance Committee Standing Rules may be suspended following a two-thirds vote of the committee.

Section 5. Funding Criteria for the Budget Process

- A. The Finance Committee observes the following criteria in all funding:
 1. Food & Refreshments
 - a. The funds allotted to refreshments/food for general organization meetings will not exceed two hundred fifty dollars (\$250).
 - b. The funds allotted to refreshments/food for events will not exceed seven hundred fifty dollars (\$750).
 2. Operating & Supply Costs
 - a. The funds allotted to educational supplies will not exceed one hundred fifty dollars (\$150).
 - b. The funds allotted to office supplies will not exceed seventy-five dollars (\$75).
 - c. The maximum funds allotted to postage will be one hundred dollars (\$100) for first-class stamps based on standard rates.



- d. The maximum funds allotted for telephone line charges will be at two hundred seventy dollars (\$270) per line and fifteen dollars (\$15) for long distance charges.
3. Professional Services
 - a. The maximum funds allocated for professional services; guest speaker/trainer/entertainers shall be up to seventy percent (70%) of the cost at a limit of two (2) per academic year.
 - b. The funds allocated to advertising (such as Daily Lobo or social media ads) may not exceed one hundred fifty dollars (\$150).
4. New Student Organizations
 - a. New Student Organizations with less than ten (<10) active members may be allocated a maximum of one thousand dollars (\$1000) when requesting funds through the Fall or Spring budget processes.
 - b. New Student Organizations with ten or more (≥ 10) active members may be allocated a maximum of one thousand five hundred dollars (\$1,500) when requesting funds through the Fall or Spring budget processes.
5. Additional Funding Criteria
 - a. Funding requests for items that do not fall under one of the previously outlined categories will be funded at a maximum of seventy percent (70%) of the quoted price. Quotes must be provided at the time of submission to the Finance Chair.
6. Quotes
 - a. Quotes must be provided at the time of submission to the Finance Chair for requests including airfare, ground travel (includes vehicle rentals and gas mileage), conference fees, catering, and professional services.
 - b. Student groups must provide quotes on any single item exceeding two hundred fifty dollars (\$250). Failure to provide a quote will result in a minimum of an eighty percent (80%) reduction of funding. Unquoted items will be funded up to a maximum of four hundred dollars (\$400). This quote must be provided at the time the appropriation is submitted to the Finance Chair.

Section 6. Funding Criteria for the Appropriations Process

A. The Finance Committee observes the following criteria in all funding:

1. Food & Refreshments
 - a. The funds allotted to refreshments/food for events will not exceed seven hundred fifty dollars (\$750).
 - b. Student organizations may not receive funding for refreshments/food for meetings during the appropriations process unless the student organization did not receive a budget for the current semester or is a new student organization.



- c. The funds allotted to refreshments/food for meetings shall not be funded unless the student organization has not received a budget for their current fiscal year (ASUNM Lawbook, Finance Code, Article III, Section 2).
2. Operating & Supply Costs
 - a. The funds allotted to educational supplies will not exceed one hundred fifty dollars (\$150).
 - b. The funds allotted to office supplies will not exceed seventy-five dollars (\$75).
 - c. The maximum funds allotted to postage will be one hundred dollars (\$100) for first-class stamps based on standard rates.
 - d. The maximum funds allotted for telephone line charges will be at two hundred seventy dollars (\$270) per line and fifteen dollars (\$15) for long distance charges.
 - e. The funds allotted to honorarium shall not exceed one hundred dollars (\$100).
3. Travel
 - a. Student organizations may receive funding for up to two (2) trips per academic year, up to seven thousand five hundred dollars (\$7,500) per trip.
 - i. The funds for airfare/gas mileage, conference/event fees, or per diem may not exceed a cumulative sum of seven thousand five hundred dollars (\$7,500).
 - b. The Finance Committee funds auto mileage at sixty-seven cents (67¢) per mile, the maximum allowable by the University of New Mexico policy, at a maximum of two (2) vehicles including charter buses, excluding fifteen (15) passenger or greater vans. Estimates for ground transportation must be provided with the appropriation request.
 - i. Funding for auto mileage will be consistent with the current IRS standard mileage rate.
 - c. Vehicle rentals shall be funded at a maximum of seventy percent (70%) for up to two vehicles, twice an academic year.
 - d. Airfare for destinations within the United States of America, Canada, or Mexico will be funded at a maximum of seventy percent (70%) of the quoted ticket price in economy class for up to ten (10) traveling members.
 - i. Quotes from three (3) different airlines must be provided with the appropriation request. Organizations failing to provide quotes from three (3) unique airlines shall be denied funding for airfare.
 - e. Airfare for international destinations (outside of the United States of America, Canada, or Mexico) will be funded at a maximum of fifty percent (50%) of the quoted ticket price in economy class for up to ten (10) traveling members.



- i. Quotes from three (3) different airlines must be provided with the appropriation request. Organizations failing to provide quotes from three (3) unique airlines shall be denied funding for airfare.
 - ii. Per Diem
 - f. An organization with less than ten (<10) members traveling will receive a maximum two hundred fifty dollars (\$250) per day for up to six consecutive days. The maximum funding a student organization can receive for per diem with less than ten (<10) members traveling is one thousand five hundred dollars (\$1,500).
 - g. An organization with ten or more (≥ 10) members traveling will receive a maximum three hundred fifty dollars (\$350) per day for up to six consecutive days. The maximum funding a student organization can receive for per diem with ten or more (≥ 10) members traveling is two thousand one hundred dollars (2,100).
 - h. An organization may only receive funding for per diem two times (2) within an academic year.
 - i. The maximum funds allotted to registration/conference fees will be funded at seventy (70%) percent up to two thousand (\$2,000) dollars per event.
 - j. A student organization shall only receive funding for registration/conference fees two (2) times in an academic year.
4. Professional Services
 - a. The maximum funds allocated for professional services; guest speaker/trainer/entertainers shall be up to seventy percent (70%) of the cost at a limit of two (2) per academic year.
 - b. The funds allocated to advertising (such as Daily Lobo or social media ads) may not exceed one hundred fifty dollars (\$150).
5. New Student Organizations
 - a. New Student Organizations with less than ten (<10) active members may be allocated a maximum of one thousand dollars (\$1000) when requesting funds through an Appropriation Bill.
 - b. New Student Organizations with ten or more (≥ 10) active members may be allocated a maximum of one thousand five hundred dollars (\$1,500) when requesting funds through an Appropriation Bill.
6. Facilities Rental
 - a. Renting a UNM space shall be funded at seventy percent (70%) of the quoted price, up to five hundred dollars (\$500).
 - b. Renting a non-UNM space shall be funded at fifty percent (50%) of the quoted price, up to five hundred dollars (\$500).
7. Additional Funding Criteria
 - a. Funding requests for items that do not fall under one of the previously outlined categories will be funded at a maximum of seventy (70%) percent



of the quoted price. Quotes must be provided at the time of submission to the Finance Chair.

8. Quotes

- a. Quotes must be provided at the time of submission to the Finance Chair for requests including airfare, ground travel (includes vehicle rentals and gas mileage), conference fees, catering, and professional services.
- b. Student groups must provide quotes on any single item exceeding two hundred fifty (\$250) dollars. Failure to provide a quote will result in a minimum of an eighty (80%) percent reduction of funding. Unquoted items will be funded up to a maximum of four hundred (\$400) dollars. This quote must be provided at the time the appropriation is submitted to the Finance Chair.

Section 7. Funding Restrictions

- A. Student groups cannot receive funding for individual membership dues or for group dues paid to exist as a chapter of a larger organization.
- B. Student groups cannot receive funding for items such as laptops, digital cameras, or any form of mobile technology.
- C. ASUNM funding will not be used for chartered student organization expenditures, which will generate revenue or profit (ASUNM Lawbook, Finance Code, Article II, Section 9).
- D. ASUNM funding will not be used for expenditures, which will generate a donation of cash, materials, goods, or services for a political cause (ASUNM Lawbook, Finance Code, Article II, Section 9).
- E. 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 (ASUNM Lawbook, Finance Code, Article II, Section 10).
- F. 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 (ASUNM Lawbook, Finance Code, Article II, Section 10).
- G. ASUNM funding shall not be used to pay for recurring subscriptions.
- H. ASUNM funding for travel shall only be used for undergraduate students. ASUNM funding allocated for travel shall not be used for graduate students, University faculty, University employees, or non-UNM students.

Section 8. Speaking Time

- A. Speaking time for members of the Committee will be limited to two (2) minutes (2) unless they are responding to questions from the Committee.
- B. 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 9. Conflicts of Interest and Transparency

- A. In accordance with ASUNM Lawbook (Legislative Code, Article III, Section 2, K), all members of the Committee who have a financial or personal interest in any matter coming before the Finance Committee shall fully disclose their affiliation.
 - 1. Failure to do so may result in consequences that the Finance Committee may see fit or at the discretion of the Finance Chair.
- B. ASUNM Officers may not present or include their name on appropriations on behalf of any non-ASUNM student organizations

Section 10. Unbiased Disbursement

- A. In accordance with ASUNM Lawbook (Finance Code, Article II, Section 7) and federal case-law, all members of the Committee must make all financial decisions in a viewpoint neutral manner.
- B. No request for funding shall be favored or disfavored because of a viewpoint expressed by the organization seeking the funding including the organization's mission, beliefs, or objectives.
- C. Finance Committee members shall maintain an objective viewpoint in disbursement decisions, removing bias from the

Section 11. Amendments to the Standing Rules

- A. In accordance with ASUNM Lawbook (Finance Code, Article VII, Section 3), amendments to the Finance Committee Standing Rules may be proposed and voted on by the Finance Committee.
- B. Changes must receive a two-thirds vote by the members of the Finance Committee to pass.
- C. Changes made to the Standing Rules apply to any appropriation or budget bills following the change.
- D. All proposed changes to the Finance Committee Standing Rules must be submitted by 5:00 PM of the Friday before the next Finance Committee Meeting.

Section 12. Standing Committee Vice Chair Elections

- A. In accordance with ASUNM Lawbook (Legislative Code, Article III, Section 3), the Vice Chair of the Finance Committee must be nominated and voted on by the seated members of the Finance Committee.
- B. Vice Chair elections shall occur at the first Finance Committee meeting.
- C. If the seated Vice Chair resigns, an election of the Vice Chair shall occur at the next Finance Committee meeting.

Section 13. Agenda

- A. Opening
 - 1. Call to Order
 - 2. Roll Call



3. Approval of Agenda
4. Approval of Minutes
- B. Preliminary Business
 1. Finance Chair
 - a. Budget Revision Report
 2. Members of the Committee
 3. Public Comment
- C. Business
- D. Appropriation Bills
 1. Unfinished
 2. New Business
- E. Closing
 1. Members of the Committee
 2. SGAO
 3. Finance Vice Chair
 4. Finance Chair
- F. Adjournment

Section 14. Quorum

- A. Quorum will be a simple majority of the seated Committee Members.
- B. If Quorum is not met, the absent seat may be filled by the President Pro Tempore.

Section 15. Voting

- A. Any motions that violate ASUNM Standing Rules, ASUNM Lawbook, ASUNM Constitution, and/or any governing guidelines are considered out of order and dilatory.
- B. Votes will be taken by voice. In the case of dissent, the chair may elect to record votes by roll call.
- C. All roll call votes shall be taken by the Senate Aide.
- D. Absolutely no proxy votes shall not be accepted during Finance Committee meetings.
- E. In the case of a tie or in votes of two-thirds majority, the chair may elect to cast the deciding vote.
- F. All motions ending in a tied vote shall be considered failed.

Section 16. Minutes

- A. Meeting minutes shall be taken by the Office of the Vice President for each regular meeting, emergency meeting, Budget Hearing, and Budget Deliberations.
- B. 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.
- C. 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 17. Absences

- A. Any member who does not arrive on-time to any scheduled meeting shall be considered unexcused at the discretion of the Chair of the Finance Committee.
- B. 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 Chair of the Finance Committee decides are necessary. Excuses will be determined by the Chair of the Finance Committee.
- C. All members may file an absence from up to twenty-four (24) hours before the scheduled finance committee hearing.

Section 18. Accountability

- A. All committee members are expected to treat all students and committee members with respect and dignity, adherent to the ASUNM Constitution and Student Code of Conduct.
- B. No committee members may, whether indirectly or directly, attack the character of another committee member or member of a student organization.
- C. Any members who are found to be in violation of the ASUNM Standing Rules, ASUNM Lawbook, ASUNM Constitution, and/or any governing guideline may result in a loss of speaking and/or voting privileges at the committee meeting in which the violation(s) occurred, at the discretion of the Chair of the Finance Committee and/or the Finance Committee.