



GPSGA General Assembly Meeting

Wednesday, February 29, 2012

Murray 035

WHEREAS: The interpretation and enactment of the GPSGA Constitution and Bylaws often encompasses or influences operational policies of the GPSGA;

WHEREAS: The travel grant process, according to GPSGA Bylaws, lies under the purview of the Treasurer;

WHEREAS: The Treasurer's current duties as related to the travel grant process as outlined by the GPSGA Bylaws do not address either the need for or a method by which proper documentation should be made available to a secondary party;

WHEREAS: The travel grant process is important such that an interruption of the treasurer's duties or a change in officer membership would postpone and otherwise complicate the travel grant process, as well as place undue hardship on the rest of the GPSGA officers;

WHEREAS: All changes and addendums to the GPSGA Constitution, Bylaws and Manual of Standard Procedure must be presented to and approved by both the Executive Committee and General Assembly;

THEREFORE BE IT ENACTED BY THE GRADUATE STUDENTS OF OKLAHOMA STATE UNIVERSITY BY THE GRADUATE AND PROFESSIONAL STUDENT GOVERNMENT ASSOCIATION THAT:

Section 1:

The following changes be made to the GPSGA Bylaws:

Section 3 Duties of Officers

Clause D The Treasurer

The treasurer of an organization is the officer entrusted with the custody of its funds.

- Responsible for the maintenance of all financial records as required by the GPSGA.



- Serve as chair of the Finance Committee.
- Present an annual budget to the general assembly for approval within the first two meetings of the Fall semester.
- Examine the travel grant applications on a quarterly basis and also maintain appropriate documentation.
- **Forward or make otherwise available copies of any and all work deliberated on by the Finance Committee that requires the disbursement of GPSGA funds—including but not limited to travel grant, co-sponsorship, and group fund requests—to both the President of GPSGA and the Graduate Advisor of the GPSGA, either electronically or via hard copy, within five business days of the Finance Committee’s disbursement decision.**
- Assist in preparing the co-sponsorship bill with the appropriate party.
- Recommend allocation of Group Funds (GSGF/AFAP) during the Spring Semester.
- Prepare the annual budget and update it on a monthly basis.
- Record all purchases paid per university policy and maintain required P-card (university credit card) documentation.
- Monitor all ad-hoc reimbursements or budget proposals.

Section 3:

Upon its passage and approval bill shall become effective immediately.

bold additions indicate language to be added to the constitution