



SIS GSC GENERAL CALENDAR

SIS GSC Bill-2015101

(Leave the above blanks – the VP assigns Resolution numbers after submission)

A Bill

Application Process for Non-Competitive Student Organization Funding Bill

THE GSC OF THE SCHOOL OF INTERNATIONAL SERVICE, 19, OCTOBER, 2015

TREASURER NAZERA ABDUL-HAQQ INTRODUCED THE FOLLOWING BILL:

Section 1. Application Process for Non-Competitive Student Organization Funding Bill 2015

Section 2. Findings

- (a) WHEREAS, The GSC currently does not have an application process which governs the disbursement of funds to student groups;
- (b) WHEREAS, it would involve an online application process and adherence to stipulated criteria;
- (c) WHEREAS, GSC funds will be made more accessible to student groups and introduce a uniform and transparent structure for the disbursement of funds for the GSC, NOW THEREFORE;

Section 3. Conclusion

- (a) The Treasury Committee endorses and suggests that this new process for applying for non-competitive student funding should be accepted and adopted into the GSC Bylaws.

Rules Governing the Application Process for Non-Competitive Student Organization Funding

The GSC accepts and encourages all requests for funding from active Graduate Student Groups in the School of International Service (SIS) for group activities/events. The following details the rules/guidelines governing the application process for funds.

- I. All student groups must have an AU Student Group Account Number.
- II. Student groups must complete an online application form for funding at least two (2) weeks before the funds are needed.
- III. An itemized list of purchases along with two (2) invoices should be scanned and submitted to ausisgsc@american.edu, for requests in excess of US\$50. Only completed online application forms are required for funding requests that are not in excess of US\$50.
- IV. Each student group is allowed to submit receipts for reimbursement twice per semester for purchases valued at \$US 50 **at most**. Groups are advised not to spend any money without receiving written approval from the Council. Unapproved expenses will not be reimbursed by the Council. Also, the GSC cannot reimburse groups for money spent by individuals (i.e. do not make purchases 'out-of-pocket').
- V. Groups may adjust and resubmit their requests for the same event/activity if the first application is rejected.
- VI. Applications for money to purchase alcohol or tobacco, individual membership dues, donations, or funding for personal gain will not be approved.
- VII. The GSC reserves the right to approve or disapprove funding requests.**

Guidelines for the Internal Management of Funds:

In order to maintain transparency and accountability in the internal use of funds, the GSC will adhere to the following set of guidelines:

- I. The GSC will maintain a record of all transactions. Each record will include the amount debited/credited, the recipient/source, date, the category of expenditure and a brief description of the transaction.
- II. At the end of each semester, the GSC will disseminate information to the student body on how monies were allocated to student groups.
- III. The GSC will submit itself to audits, *if required*, by the Graduate Leadership Council of American University.