**Budget Guidelines**

*Georgetown Program Board (GPB)*

The following budget guidelines are taken directly from the most recent revision of the Constitution for the Georgetown Program Board.

**Budget Procedures**

1. The President and Vice President must submit, to the Executive Board, their proposed organizational budget for the year no later than May 15th.
2. This budget shall consist of revenues from, but not limited to, Georgetown University Student Association’s Financial Appropriations Committee Allocation, Tuition Reallocation from the Division of Student Affairs, and the Coke Grant.
3. This budget should be split into the following spend categories:
   1. Operational Budget
      1. Responsible for all member benefits and organizational expenses.
      2. Intended to be used, majoritarily, by the President, Vice President, and Finance Chair
      3. A Proposal is NOT required to spend money allotted to this budget
   2. Concerts budget
      1. Contains the annual allotment for the Spring Concert
      2. A Proposal is required to spend money allotted to this budget
   3. Films Budget
      1. Contains the annual allotment for the Weekend Films Program
      2. A Proposal is required to spend money allotted to this budget
   4. Marketing Budget
      1. Contains the annual allotment for marketing expenses
      2. A Proposal is required to spend money allotted to this budget
   5. Georgetown Day Budget
      1. Contains the annual allotment to Georgetown Day, prior to external sponsorships
      2. A Proposal is required to spend money allotted to this budget
   6. General Events Budget
      1. The main programming allotment for the organization
      2. Intended for the use by the events chairs
      3. A Proposal is required to spend money allotted to this budget
4. This budget must be approved by the CSE advisor, and, subsequently, a simple majority of the Executive Board.

**Proposals and Evaluations**

The format for submitting proposals shall adhere to the following:

1. All proposals for events should be made in a standardized form approved by the President and the Vice President, with the advice of the advisor appointed to GPB by the Center for Student Engagement. Proposals not made in the proper format shall be grounds for the board to withhold voting on an event.
2. All proposals shall be presented during general member meetings by the committee that is responsible for its programming. It is recommended that students from the general membership make proposals.
3. All proposals shall receive a period of discussion in which all members and board members may express their opinions on the proposal.
4. Voting on a proposal shall follow the rules presented in the section below.
5. After an event, the committee and the respective chair organizing that event is required to fill out an evaluation form for the event as well as a Center for Student Engagement approved receipt form, within 7 days of the end of the event.

**Voting**

Voting on proposals following the format presented in Section 2 shall adhere to the following:

1. Prior to the meeting at which the proposal is called to a vote, the executive board must conceptually approve of the proposal by a ⅔ majority.
2. The President or Vice President calls for a vote at a general body meeting.
3. All members meeting the membership requirements, as laid out in the Constitution, may vote either “for,” “against” or abstain from, a proposed event. An abstention is defined as voting neither “for” or “against” a substantive matter.
4. Voting for events will require a simple majority of those present for a decision. All members and chairs have one vote, with the exception of the President and the chair proposing the event, who receive zero votes. If there is a split, the President casts the deciding vote.
5. All voting shall be conducted by an anonymous vote and the official tabulations of the vote shall be conducted by the Vice President.
6. In the event a member meeting is not held before a proposal needs to come to a vote, voting by email by the executive board may be used, holding to the same voting procedures explained in this section. The use of electronic voting must be approved by the President and Vice President.
7. All voting occurring over the summer and when class is not in session shall follow the voting procedure as described under Article VIII, Section 3.
8. Voting concerning spending money from the Operational Budget shall only need majority approval from the Executive Board members present, with the President casting the deciding vote if there is a tie.