

**The Annual Budget of
The Graduate Student Organization,
University at Stony Brook
Final Copy**

(approved by the GSO Senate on May 9, 2002)

FISCAL YEAR: JULY 1, 2002 - JUNE 30, 2003

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1. Introduction

The GSO Budget Proposal is submitted each year by the Budget Committee to the Executive Council who then approves it to be presented to the Senate. The Budget Committee, along with the C&D Agent, have reviewed each of the budget areas and made changes as necessary based upon a review of the previous year's actual expenditures. This proposal will be given to the Senate and voted upon at the next scheduled meeting. The budget shall require a two-thirds vote of the Senate to be passed. The budget is then sent to Dr. Lawrence Martin, the SUNY Board of Trustees designee to oversee the student activity fee collected by the GSO, for final approval. Any changes in the budget proposal, after the final approval, of greater than \$1,000 requires additional approval from Dr. Lawrence Martin.

This year's budget follows the general format of last year. However, there have been several changes in the amounts allocated. We are including in this document a detailed description of the purpose and intent of each item in the budget, as well as the procedure for disbursing the money (the Guidelines). We have tried to continue our general policy of keeping operating expenses to a minimum, while still maintaining the important functions that the GSO performs on behalf of graduate students, and returning as much as possible of student activity fees directly to the students who pay them. For convenience, we write budget line items in boldface. Changes to this budget need to follow the

procedures outlined in the "GSO Budget Committee Guidelines." However, the guidelines established in the approved Budget supercede the same or relevant guidelines outlined in said "GSO Budget Committee Guidelines." The Senate can override any item or guideline in this budget with a two-thirds vote. Line items that are not defined as Executive Council items require Senate approval.

2. Disbursement of GSO Funds

Disbursement of GSO funds is made by check written by the C&D agent upon receipt of a properly endorsed GSO financial voucher drawn from an operating account maintained by the C&D agent, with the exception of payroll expenses, which are drawn from a payroll account. Policies regarding vouchers will be devised by the Executive Council and will be stipulated in Executive Council minutes and the C&D agent's contract. All vouchers will require the signature of the treasurer, an officer other than the treasurer, and the C&D agent. In the situation that the Executive Council or the Treasurer fails to approve an expenditure, the matter can be brought to the attention of the full Senate, who shall have the final authority to approve these expenditures. In such a situation, the Speaker of the Senate will sign the voucher and attach a copy of the minutes of the Senate meeting where the allocation was approved, certified by the secretary. This will then be presented to the C&D agent after which time a check will be drawn. In the situation that the C&D agent fails to make a check, the procedure outlined in the C&D agent's contract and the budget committee bylaws will be followed.

All of the expenses for the FY 2002-03 should be paid in that Fiscal Year. Any exceptions will be discussed by the Budget Committee and approved by the Executive Council.

3. Specific Changes

There have been several changes to the budget this year. The nature and the purpose of those changes are summarized here in this section:

Changes in Income:

1. Activity Fee: This is an estimate based on the activity fee income in the last two years.
2. Interest: This is an estimate based on interest rates for the previous year.
3. Cabaret at the Spot Income: Cabaret at the Spot is a theatre arts graduate student run theatre. It generates a small income based on door collections.
4. A line Miscellaneous Income has been added to the Budget for the various sources of income that the GSO might acquire (Survival Guide ads, newspaper ads, grants, etc).

Changes in Operational Expenses:

5. Office Supplies and Equipment: The two lines from the previous Budget are put together and the amount is decreased to represent actual expenses.
6. Insurance: Based on the previous year expenses this is reduced for \$500.
7. Officer Manager and Assistant: The amount presents the actual amount based on the number of hours the office is open. The previous year's Budget had a typographical error.
8. Payroll Tax/Insurance: This amount depends on the previous two amounts.
9. C&D Agent: The change reflects an increase in the FSA fee, this amount is not to increase more than 3% per year in the following 5 years.
10. Auditor: The amount is based on an estimated 3% increase.
11. Elections: The line has been reduced to reflect the actual expenses.
12. Meetings: The line has been adjusted to reflect actual expenses from the previous year.
13. GSO Sponsored Ads: This line has been reduced to reflect actual expenses.
14. Travel: This line has been adjusted to reflect the actual expenses.
15. Miscellaneous Expense: This line has been added for the unpredicted expenses that fall under no other category. The disbursement of this line lies in the discretion of the Senate.

Changes in Program Expenses:

16. The Survival Guide line is split into two lines: Editor and Printing but the amount remains the same.
17. The Editorial Staff: This line was increased to provide for the additional issue of the paper to come out in August.
18. Newspaper: This line was increased to provide for the additional issue of the paper to come out in August.
19. Faculty Staff Retreat: This line was decreased due to reduced request from the Faculty and Staff Retreat organizers.
20. Campus Life Awards: This line was added based on the continual GSO support of this campus wide event.
21. NYPIRG: The actual allocation to NYPIRG last year was close to \$13,000. The \$1,000 increase in the budget summary reflects the estimate of what will be allocated next year (\$13,000). Funding is based on an allocation \$1.50 per full time student per semester, and \$0.50 per part time student per semester.
22. General Cultural and Social Events: Due to the increase in spending in this category the line has been increased.
23. Speaker Series: Due to the actual amount spent this year and the limitations in the GSO funds available the line is decreased.
24. Cabaret at the Spot was allocated money in May 2000 by the GSO Senate. Somehow this never made it into the Budget. The Budget Committee proposes to correct this. The money is to be used for the development purposes.

25. RAP: Based on the current demand the Budget Committee estimates \$60,000 will be spent on RAP this year. This is an increase in the amount of \$ 2,500 in comparison to the previous year.
26. The Spot Subsidy: The increase is based on the increase in operational costs in 2001-2002, and what the Committee believes is a reasonable cost for maintaining the operation of the lounge.
27. Graduate Bash Due to the limitations in funding, Budget Committee and the Senate proposal estimate this line has been decreased.
23. Spring Fest: Due to the limitations in funding and the expenses from the previous year the line has been decreased.
24. Cabaret at the SPOT: This line should never be higher than The Cabaret at the SPOT income line. The Cabaret should be a self sufficient entity within the Budget.

4. Income

The GSO receives funds from several sources, the primary being the Student Activity Fee. The university collects the fee and it is the job of the C&D Agent to record the fee into an account maintained by the C&D Agent. The fee at present is \$20.50 per semester for full time students, \$6.00 per semester for part-time students, and is voted on every four years by referendum. The amount expected to be collected this year is \$174,000. Interest is accumulated against the GSO savings held by the C&D Agent and is based upon that amount.

The GSO receives four grants for RAP: one from the President's office (President's office RAP Grant), one from the Graduate School (Graduate School RAP Grant), one from the Research Foundation (Research Foundation RAP Grant), and one from the College of Arts and Sciences (College of Arts and Science RAP Grant). These supplement the GSO contribution of \$30,000. There are potential increases of the RAP grant contributions this year as well as some additional contributions from the offices of the academic Deans. Due to their tentative nature those potential increases have not been included in this budget.

For the savings and CDs, outlines certified statements are attached at the end of the Budget.

Overall, the total net assets of the GSO were \$68, 124 for the year ending June 30, 2001. These funds are under control of the Senate. The budget committee along with the C&D agent shall review these funds semi annually and recommend any changes in investments or reserves to the Executive Council and Senate.

The Cabaret at the Spot generates income through the door collections. They are estimated at \$150 per show. There is an average of 6 shows per semester. The Cabaret Treasurer is in charge of the Cabaret income. S/he will discuss the issues related to the Cabaret Budget with the GSO Treasurer at least once a semester.

Miscellaneous Income is usually generated through advertisements but can also be through grants, contributions, etc.

5. Operational Expenses

The money allocated for GSO operations is broken down into the following categories: GSO Office, Payroll, Accounting, and Internal GSO Functions. All of the budget lines under these categories are Executive Council items and do not require Senate approval. Senate approval is still necessary for reallocation of funds unless noted.

5.1 GSO Office

This category is for the purchase of general office equipment and supplies, postage, office rental equipment, telephone service and insurance policies including necessary employee liability and dishonesty insurance in addition to fire and theft insurance for the GSO office. The GSO Executive Council will have the authority to reallocate money in the subcategories as is necessary to perform GSO business, up to the total amount specified under the heading "GSO Office."

5.2 Payroll

The GSO will pay its officers (President, Vice President, Secretary, Treasurer and Speaker of the Senate) stipends for their services. For the fiscal year 2002-2003 the officer stipend will be:

President and Treasurer	\$4000 per fiscal year (each)
Vice President and Secretary	\$3000 per fiscal year (each)
Speaker of the Senate	\$1500 per fiscal year

The category Officer Stipends is designed for the purpose of paying the officers stipends. No other category should be used for this purpose.

The category Office Manager is to pay the GSO administrative personnel. The \$12,144 in this category is intended to cover the costs of the office manager's salary for 25 hours of work per week during the academic year (36 weeks), 15 hours of work per week during intercession and vacations (4 weeks) and 12 hours per week during the summer (12 weeks). The office manager base pay is \$11.00 per hour. The difference between \$13,000 and \$12,144 is to cover any unplanned office managing expenses.

The last category under Payroll is Payroll Tax/Insurance. This is designed to pay Social Security, Disability, Workers Compensation and Unemployment for any GSO office or executive personnel.

5.3 Accounting

As mandated in the GSO constitution, the GSO employs a Custodial and Disbursing Agent (C&D Agent) to manage the GSO bank accounts and disperse funds for payment in accordance with the GSO constitution, Budget Committee Bylaws and the current

GSO budget. The C&D agent also maintains financial records for the GSO. The allocation is based on the contract between the FSA and GSO.

As is mandated by the Chancellor's Guidelines, New York Corporate law and both Federal and State tax law, the GSO will contract an Accountant to provide a year-end audit. The Accountant will also prepare the GSO tax return. Our accounting services for 2002-2003 will be provided by Loeb & Troper. The fee for these services for the upcoming year is \$4,500 for the year-end audit. The budgeted amount for this year is based on a 3% increase.

5.4 Internal GSO Functions

Elections

The GSO holds elections every April/May to choose new officers as well as to vote on any referenda or amendments. This category is used to print ballots, pay the Election staff, and cover any incidental expenses that might incur. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item.

Meetings

The GSO provides food for various functions necessary to the normal course of running the GSO. This category is allocated by the Executive Council by majority vote, up to the amount specified in the line item.

GSO Sponsored Advertisements

The GSO also, from time to time, produces informational mailings, poster campaigns, and newspaper inserts, as well as supporting letter-writing campaigns to advance the interests of graduate students. This category may also be used for advertisements for the Spot and GSO sponsored events.

The GSO website

This amount is used to pay the webmaster. Our present website (www.ic.sunysb.edu/Clubs/gso) contains on-line general information describing the GSO and its activities as they affect the graduate student community. It also offers other services and information, including the following: the GSO Budget, our current policies and forms, schedule of events as well as the GSO meeting times. Future plans include the implementation of the GSO elections on line.

Travel

This category is for the travel expenses of the members of the Executive Council and the GSO senate, as well as other GSO members, in the course of performing their duties related to the GSO, or for travel expenses incurred during student advocacy.

Miscellaneous Expenses

This category is to be used for any unplanned expenses. The expense proposals will be reviewed by the Budget Committee and brought to the Senate for the vote.

6. Program Expenses

The remaining expenses are defined as Program Expenses. These are expenses that are directed at the graduate student population, campus community, and general welfare of graduate students.

6.1 GSO Publications

This category is to be used for the funding of the annual publication, the Survival Guide and the GSO newspaper (News and Blues).

Survival Guide

The GSO Survival Guide provides incoming graduate students with information about the services available on campus and the surrounding area. This is the first glimpse most graduate students have of the GSO. The line is divided in two subcategories: printing and editor. The editor is expected to update the previous year's Survival Guide, and with the web master's assistance post it online and help distribute the guide.

In addition, the editorial staff may solicit advertisement for the Survival's Guide with a finder's fee of 50% of the solicited amount. Others interested in ad solicitation should contact the Executive Council and coordinate the activities with the Editor. They must create an advertising rate structure detailing the costs per advertisement before soliciting advertisements.

Newspaper Editorial Staff

The editorial staff will consist of at least one primary editor who will be responsible for News and Blues publication and distribution. Additional personnel may be hired in response to any future changes in the demands of the job as determined by the Executive Council. The exact stipend of the editorial staff will be also be determined by the Executive Council. However, no matter how many people work on the paper the total amount should not exceed the amount allocated (\$400 per issue).

Newspaper

The GSO will publish a regular newspaper of 9 issues (4 issues per semester + a welcome to SBU issue in August). Its purpose will be to be the voice of the graduate community and a source of timely information on relevant issues, events, meetings and activities on campus. It will serve as a public forum for discussions among graduate students and other members of the campus community with an interest in graduate life. It will also serve as a record for the GSO, publishing meeting times, the budget, resolutions and referenda, and other GSO functions.

Funding for the newspaper will come from two sources. The GSO will subsidize most of the cost, and the rest will come from advertisement revenue. The Budget Committee will monitor the exact distribution of funds. This category will cover the cost of publishing the paper, the printing costs, distribution costs and the fee for invited articles. In addition, the editorial staff may solicit advertisement for the paper with a finder's fee of 50% of the solicited amount.

6.2 Contributions and Public Service

The GSO provides money and resources to a number of public service organizations and also provides several services specifically for graduate students. All of the money has to be requested by the groups in the current fiscal year (July 1-June 30).

Orientation

The GSO contributes funds to the Graduate School for new graduate student orientation. Also, the GSO may organize orientation events for new graduate students.

Faculty Staff Retreat

The GSO provides some funds to the University to cover the cost of the annual retreat. At this retreat undergraduates, graduates, faculty, and university officials (the President) meet and talk. This is an important opportunity and occasion for discussing general University issues.

NYPIRG

The GSO provides funding for the New York Public Interest Research Group (NYPIRG), at a rate of \$1.50 per full time student per semester, and \$0.50 per part time student per semester. This money will be allocated by a referendum every three years, voted on at the time of the general GSO elections. The next NYPIRG referendum will occur during the 2003-2004 academic year. Neither the GSO Senate nor Executive Council can withhold these funds if the referendum leads to an approval for the release of the funds, unless there is a breach in contract.

WUSB

The GSO subsidizes the SBU campus radio station WUSB for the subscription to Pacifica News. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item. In return WUSB will provide free advertisement of the GSO sponsored events and programs at the SPOT; also, WUSB will acknowledge GSO support during their broadcasts.

Child Care

The Stony Brook Child Care Services, Inc. provides child-care services for graduate students at this time. The GSO provides money to Stony Brook Child Care Services' general fund; without this subsidy, Stony Brook Child Care Services would not be able to provide care on a sliding scale, charging less to lower income students. Part of the allocation is based on an activity fee allocation of \$0.50 per full time student per semester, and \$0.25 per part time student per semester (about \$3500) and additional GSO funding to the total of \$12,000.

Volunteer Ambulance Corps

The Stony Brook Volunteer Ambulance Corps, Inc. provides free ambulance service to all persons needing medical transport on all state lands, including the University and the residence halls. The GSO provides a direct subsidy to the Ambulance Corps to help defray the cost of insurance and equipment.

NAGPS

The National Association for Graduate-Professional Students (NAGPS) provides all graduate students with an alternative to the University health insurance, a resume service, as well as various leadership-training seminars. It also acts as a clearinghouse for information on various resources available to graduate students.

Campus Life Awards

This category contributes to the Student Activities annual event that celebrates campus wide achievements. The Senate and the Executive Council will propose which students should be recognized at this event.

6.3 Program Funding

The GSO provides money and support for a wide variety of social organizations and events for the purpose of enhancing graduate students' social interaction and development. In particular, the GSO provides for Student Clubs and Organizations, General Cultural and Social Events, Speaker Series & Conferences and Student Publications. Any group may petition the GSO Senate if they want to contest the Budget Committee ruling.

Program funding is designed to increase social, educational and on-campus directed activities. These funds will be available to groups of graduate students who wish to provide events that are well planned, well advertised and of general interest to the entire graduate student community. Money from these categories will not be allocated for the following:

- a) Events that do not have a graduate student presence in attendance
- b) Events not open to all graduate students
- c) Funding for food except under \$200.

Funds must be requested during the fiscal year that the event will be held from the current GSO Treasurer.

Events **MUST** be advertised in English, this means that the date, time, location, sponsoring group (including the GSO), and title of the event must be in English. Other information included on the advertisement may be in any language.

In each request for funding there must be a single individual, designated by the group requesting the funds, who will be responsible for dispersing the funds. This person shall be responsible to see that the funds are dispersed in the proper manner as detailed in the request, and that the conditions listed below are carried out as stated.

All requests for funds to be used to pay a specific individual (i.e. performers, speakers, etc.) for their services must be submitted to the GSO Treasurer prior to the event in order

to receive funding for that service. Upon the Senate's approval the GSO will pay these individuals directly after the reception of the proper paperwork (W-9).

Student Clubs and Organizations Funding

Funding will be provided as follows:

1. Money from this category is available only to graduate student clubs and organizations recognized by the SBU Student Union and Activities Department. To be considered a graduate club 50% of the membership and the Executive council must be graduate students.
2. Requests for funding provided in this category are reviewed by the Treasurer after receipt of a properly completed Funding Request Proposal. A Funding Request Proposal shall consist of:
 - i. A signed memo from the club's or organization's president to the GSO Treasurer expressing a brief description of the activity and purpose of the club, and a statement of its benefits to the graduate student community. Included in this memo must be the names of all the officers of the club organization, as well as a means of contacting these officers,
 - ii. An itemized budget for the current fiscal year,
 - iii. A current club roster,
 - iv. The club's constitution, with a meaningful equal opportunity clause.
3. The maximum amount that can be allocated to any Club or Organization from this category shall not exceed a total of \$250 for the fiscal year.

General Cultural and Social Events

The GSO provides funding for events of interest to graduate students. In the interest of fairness these events must be open to all graduate students and widely publicized. This money is available to graduate student clubs and organizations, and graduate student event committees. Money from this category is available only to graduate student clubs and organizations recognized by the SBU Student Union and Activities Department and committees of greater than three graduate students formed for the purpose of planning and organizing an event. Each event must have a chairperson who is responsible for coordinating and running the event. The chairperson must be the person designated to be responsible for the event.

Graduate students cannot be charged to attend the event more than the members of the organizing club.

The Treasurer reviews requests for funding provided under this category, after receipt of a completed funding request proposal.

Events will only be funded to a **maximum of \$1000 for each specific event**. Each club or organization may only receive up to a **maximum of \$2000 funding for General Cultural and Social Events for each fiscal year**. Determination of the composition of a specific club or organizing committee will be made entirely at the discretion of the GSO Budget Committee. The purpose of this is to prevent clubs from organizing ad hoc committees in order to gain funding beyond the previously mentioned limit.

REQUESTS FOR FUNDING MUST BE SUBMITTED TO THE GSO TREASURER NO LATER THAN A WEEK BEFORE THE SENATE MEETING BEFORE THE EVENT.

PROPOSALS THAT ARE SUBMITTED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

The proposal shall consist of a filled out event funding request form that can be obtained at the GSO office or online and all the supporting documentation as outlined on the form.

The Treasurer shall report all such requests to the Budget Committee and the Senate. The Budget Committee will advise the Senate whether or not they recommend funding for the event and to what level. The Senate will vote to accept or reject the request as well as the amount of the request. Each request requires a two-thirds majority to be approved. The Senate may modify the amount of the request and impose any additional restrictions. This money is allocated up to the amount specified in the line item.

If approved by the Senate, the money allocated for an event will be released only after the GSO Treasurer receives the following documentation:

- 1) Original receipts for the expenses for the event.
- 2) A summary evaluation of the event, including:
 - 2.1 A narrative describing the event
 - 2.2 Number of people in attendance, and the number of graduate students
 - a. Actual costs
- 3) Original W-9's for the people who are getting reimbursed for the services.

Speaker Series/ Conferences

The GSO provides support for speakers and conferences of general interest to the entire graduate student community. The rules and procedures for obtaining funds from this category are the same as General Cultural and Social Events.

Events will only be funded to a **maximum of \$1000 for each specific Conference or Speaker Series**. Definition of a conference or speaker series will be made at the discretion of the GSO Budget Committee. Each club or organization may only receive up to a **maximum of \$1000 funding for General Cultural and Social Events for each fiscal year**. Determination of the composition of a specific club or organizing committee will be made entirely at the discretion of the GSO Budget Committee. The purpose of this is to prevent clubs from organizing ad hoc committees in order to gain funding beyond the previously mentioned limit.

Cabaret at the Spot Grant

This is a one time only expense. This grant had been allocated to the Cabaret in May 2000 by the Senate, but was never included in the 2000-01 Budget.

Student Publications

The GSO provides support for graduate student run literary or general interest publications. The rules and procedures for obtaining funds from this category are the same as General Cultural and Social Events.

Departmental Allocation

The GSO encourages departmental activities and programming. Each graduate department may use their allocation for whatever purpose their graduate students as a whole may decide, provided that benefits of these funds are available to all members of the department.

Applications for events and programs in the 2002-2003 fiscal year must be made during 2002-2003 fiscal year. An application has to include:

1. A completed GSO Departmental Allocation Form,
2. A petition of the lesser of (i) 30% of the total graduate population of the department or (ii) 50 students from the department,
3. A brief description on the intended use of the funds,
4. Verification of the number of full-time and part-time graduate students in the department from the Graduate Program Director or the Graduate Secretary.

Funding to each department will be provided up to a maximum rate of \$5.00 per full time student plus \$1.00 per part time student with a "CAP" of a \$1,000 per department. The Treasurer will process these requests.

RAP (Resource Access Project)

One of the most important and most accessible sources of funding from the GSO is provided through the Resource Access Project (RAP). The GSO RAP program is meant to provide small support to allow graduate students to attend conferences or workshops that will help them advance their careers.

RAP funds are intended for those graduate students who are actively participating at the conference or workshop. Examples of active participation include presenting a paper, performance of music or visual arts piece, involvement in discussion panels and active participation in new work.

The Treasurer shall process RAP requests, funding up to the amount specified in the line item. Each graduate student may receive up to a maximum of \$250 in the fiscal year. The funds shall be disbursed after the program has been completed; no funds are disbursed before the event. Disbursement of the funds will require original receipts of the expenses incurred along with some proof of active participation, such as abstracts, concert/exhibition listing.

It is a job of the Treasurer to apply for grants in order to increase this line. Funding must be requested from the President, Graduate School and College of Arts and Sciences annually.

6.4 General Service

The GSO, along with other groups, directly sponsors various activities and services for the benefit of the graduate population. These items are now grouped together under the new heading "General Service". Unless otherwise noted, these funds are allocated by the Executive Council by majority vote, up to the amount specified in the line items.

The SPOT (the Graduate Student Lounge).

The GSO and the FSA jointly operate a bar in the Fannie Brice Building on campus. The SPOT provides a wide selection of beers and other drinks. Because of the University restrictions which do not allow for the SPOT to open up to the larger community and because its main purpose is to serve graduate students, the SPOT is subsidized every year, which comes from the line item Subsidy. The SPOT shall be managed as outlined in The SPOT Operation Statement, and shall be overseen by the Lounge Committee and the C&D Agent (from FSA) for the GSO.

Graduate Bash

The GSO will sponsor several graduate student events during the academic year. The Lounge Committee organizes these events. The purpose of these events will be to provide a regular event/occasion when students from different departments can come together and socialize. The goal is to fill in the gap in social life and alleviate departmental isolation often experienced by the graduate community in this campus. The Lounge Committee will organize the events, and create a budget and request funding from the GSO Treasurer. The Treasurer will bring the request to the Budget Committee. The Budget Committee will discuss the proposal and approve funding for the event and to what level. This money is allocated up to the amount specified in the line item.

Springfest

The GSO sponsors an outdoor festival during May. The goal of this event is to give all graduate students something to look forward to next year and for those students graduating something to remember Stony Brook and the GSO. This event has food, beer and other beverages, and live music. It is held on campus outside the Spot. The rules and procedures for obtaining funds from this category are the same as Graduate Bash. It is a duty of the Lounge Committee to obtain proper licenses for this event.

Cabaret at the Spot

The Cabaret is an economically independent unit and its expenses should never be greater than its income. Since it is a graduate student group, it will run its finances through the GSO Budget. The Treasurer of the Cabaret will meet with the GSO Treasurer at least once a semester to discuss the Cabaret Budget issues.