

Supplement to the Financial Bylaws

This document shall be in effect between July 1st 2007 and the October 2007 Senate meeting unless the Senate approves an extension and/or approves a comprehensive Internal Control Program. It shall only be considered a supplement to the Budget Committee and Financial Bylaws and was designed to set the rules for new programs and lines being implemented in the 2007-2008 year.

1) Memorandums of Understanding

The following organizations or lines shall be guided by a signed Memorandum of Understanding between the GSO Executive Committee and the organization and or service provider. In addition, a Memorandum of Understanding between the employee and the GSO shall govern the job duties of all employees of the GSO. Funds cannot be released from these lines without a Memorandum of Understanding. All non-personnel Memorandum of Understanding must be made available over the GSO website.

- a) Legal Clinic
- b) Tax Clinic
- c) NYPIRG (New York Public Interest Research Group)
- d) Child Care
- e) Volunteer Ambulance Corps
- f) WUSB
- g) Bicycle Safety

2) Residential Support

Money from this category is available only to the representative resident associations of on-campus graduate apartment complexes that are recognized by the SBU Student Union and Activities Department. Receipt of these funds is contingent upon an official representative of the Resident Association serving as a committee member of the GSO Housing Committee. Requests for funding provided in this category are reviewed by the Treasurer after receipt of a completed Resident Association Funding Request Proposal. A Resident Association Funding Request Proposal shall consist of:

- a) A signed memo from the association's president to the GSO that includes a brief description including the purpose of the association, a statement of its benefits to the graduate student community, a list of all officers and their contact information.
- b) The club's constitution with a meaningful equal opportunity clause.
- c) A letter from the association's faculty advisor stating the total number of residents and the number of graduate student residents.

These associations are not eligible for funding under the Student Clubs and Organizations line. The funds will be released in two equal installments after the organization's Fall and Spring semester general meeting. Funding under this category cannot exceed the total line item amount.

3) Inter-University Doctoral Consortium (IUDC)

The purpose of this line item is to subsidize the roundtrip cost of travel on the Long Island Railroad (LIRR) between Stony Brook and Penn Station, Manhattan for graduate students who are enrolled in a course offered by the IUDC or any Stony Brook University course which regularly meets in Manhattan.

- a. At the beginning of every semester students wishing to receive funding from this line must submit an IUDC Enrollment Form including verification of their enrollment in an IUDC course and a schedule of required trips.
- b. A list of eligible graduate students will be approved by the GSO Treasurer. Only those graduate students on the approved list will be eligible for funding from this line.
- c. Each semester GSO will purchase a limited number of LIRR tickets contingent upon the discount offered specified in the Annual Operating Budget and half of the total line amount.
- d. The tickets will be offered to the eligible graduate students on a first come, first served basis at a discount specified by the BC in the Annual Operating Budget. The tickets can be purchased from the GSO office manager at the GSO office during regular office hours posted on the GSO website.

4) Recreation

Funds from this category are to be used to defray the costs to active graduate students of participation in recreational activities on-campus. Reimbursement of purchases will be made on a first come, first served basis at a percentage specified by the BC in the Annual Operating Budget. The Treasurer shall process these requests. No more than half of the line amount may be spent in each semester.

- a. Fitness Class Punch Cards: Students may apply once each semester to be reimbursed for one punch card purchased during that semester by submitting a Recreation Fee Reimbursement Form with the original receipt of purchase of the punch card attached.
- b. Intramural Fee: Students may apply once each semester to be reimbursed for one mandatory intramural fee during that semester by submitting a Recreation Fee Reimbursement Form with the original receipt of payment of the mandatory intramural fee attached.

5) Miscellaneous Grants

This line is intended to provide funds for initiatives promoting the mission of the GSO that do not fit into any other line item in the GSO's Annual Operating Budget.

- a. Individuals and groups wishing to apply for funds from this line must submit a Miscellaneous Grants Funding Request Proposal.
- b. The Miscellaneous Grants Funding Proposal shall consist of a completed Miscellaneous Grants Funding Request Form that can be obtained at the GSO office or online, an itemized budget for the grant, sources of external funding, the specific expenses the GSO funding will pay for and all the supporting documentation as per the request of the Treasurer and BC.
- c. The Treasurer reviews requests for funding provided under this category after receipt of a completed Miscellaneous Grants Funding Request Proposal.

- d. All funding requests must be submitted by the deadline stipulated by the BC and be approved by the Senate prior to the date of the event.
- e. The Treasurer shall report all funding requests in this category to the BC and the Senate. The BC will advise the Senate whether or not they recommend funding for the grant and to what level.
- f. The Senate will vote to approve or reject the request as well as the amount of the request. The Senate may modify the amount from the BC's recommendation and impose any additional restrictions. Each funding request motion requires a majority vote of the Senate to be approved.
- g. If approved by the Senate, the money allocated for a grant will be released only after the GSO Treasurer receives the following documentation:
 - i. Original receipts of the expenses for the grant (expenses for which receipts are not available will not be reimbursed)
 - ii. A summary evaluation of the initiative that includes a narrative describing the initiative, total number of people benefiting from the grant, the number of graduate students benefiting from the grant, the actual costs and the original W-9's for the people who are receiving reimbursement for their services.
- h. Proposals by non-GSO members or organizations must include a signed Memorandum of Understanding between the grant applicant and the GSO to be presented to the Senate.
- i. No more than half of this line may be allocated each semester without a majority vote of the Senate.

6) Other Lines

The GSO Travel Line, Committee Expenses line, and Campus Life Awards line shall be considered frozen until such time as the Senate approves a new Internal Control Program in the 2007-2008 academic year.