

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

FISCAL YEAR: JULY 1, 2001 - JUNE 30, 2002

CONTENTS

Section	Page
1. Introduction	(1)
2. Budget Outline	(2 - 3)
3. Specific Changes	(4)
4. Income	(5)
5. Operational Expenses	(6 - 8)
5.1 GSO Office	(6)
5.2 Payroll	(7)
5.3 Accounting	(7)
5.4 Internal GSO Functions	(7-8)
6. Program Expenses	(9-14)
6.1 GSO Publications	(9)
6.2 Contributions and Public Service	(10-11)
6.3 Program Funding	(11-13)
6.4 General Service	(14)

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.

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.

2. Budget Outline

Income

Activity Fee	\$159,000	(+17,500)	
Interest	1,700	(+300)	
Graduate School RAP Grant	9,500	(+1,500)	
Research Foundation RAP Grant	8,000		
Presidents Office RAP Grant	9,500	(+1,500)	
College of Arts and Sciences RAP Grant			3,000
(+3,000)			

Total Income **\$190,700**

Expenses

Operational Expenses

GSO Office	4,850		
Office Equipment	1,250	(-1,750)	
Office Supplies and Rental Equipment	1,500	(+500)	
Telephone	1,100		
Insurance	1,000		

Payroll **31,500**

Officer Stipends	15,500	(-3,000)	
Office Manager and Assistant	14,000		
Payroll Tax/Insurance	2,000	(-400)	

Accounting **13,910**

C&D Agent	9,535	(+1190)	
Auditor	4,375	(+275)	
Internal GSO Functions			4,450
Elections	1,000		
Meetings	1,600	(+100)	
Committee Meetings Honorarium	0		(-2000)
GSO Sponsored Advertisements		400	(-100)
World Wide Web Page		700	(+200)
Travel	750		
<hr/>			
Total Operational Expenses			\$54,710

(The numbers within brackets represent changes relative to the 2000-2001 budget)

Program Expenses

GSO Publications		10,000
Editorial staff	3,000	
Survival Guide	3,000	(+1,000)
Newspaper	4,000	

Contributions and Public Service		30,700
Orientation	1,500	
Faculty Staff Retreat	400	
NYPIRG	12,000	(+1,000)
WUSB	3,000	
Child Care	12,000	(+3,500)
Volunteer Ambulance Corps	1,500	
NAGPS	300	

Program Funding		83,000
Student Clubs and Organizations	2,000	(-1,000)
General Cultural and Social Events	11,500	(+4,500)
Speaker Series and Conferences	7,000	(+2,000)
Student Publications	1,000	
Departmental Allocations	4,000	
Resource Access Project (RAP)	57,500	(+25,500)

General Service		24,500
The SPOT (the Graduate Student Lounge)-		

Subsidy	17,000	(+2,000)
Graduate Bash	4,500	(+1,700)
Spring Fest	3,000	

Total Program Expenses 148,200

Total Operational Expenses 54,710

Total Expenses \$202,910

Total Income \$190,700

Total Expenses \$202,910

Projected Deficit (\$12,210)

(The numbers within brackets represent changes relative to the 2000-2001 budget)

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, plus the increases in the fee (both referenda passed).
2. Presidents Office RAP Grant: This was increased to \$9,500 in the 2000-2001 fiscal year.
3. Graduate School RAP Grant: This was increased to \$9,500 in the 2000-2001 fiscal year.
4. College of Arts and Sciences RAP Grant: This was a new contribution of \$3000 for the 2000-2001 fiscal year.

Changes in Operational Expenses:

5. Office Equipment: Based upon prior year expenses, and the state of our current equipment, we have determined that \$1250 should be sufficient for any major equipment purchases. Additional expenditures will be requested from the Senate as needed.
6. Office Supplies and Rental Equipment: Based upon prior year expenses, we estimate that that another \$500 for office supplies will be necessary to operate the GSO office next year.
7. Payroll: The decline in officer stipends is due to a clerical error made on the prior year budget, not an actual decline in officer stipends.
8. Payroll Tax and Insurance: Based upon prior year expenses, we suggest a decline of \$400 for this item.
9. Accounting: The minor change reflects the 3% annual increase for the Auditor and 5% of projected income for the C&D agent.
10. Meetings: This amount is based upon \$200 per meeting for 8 meetings of the GSO Senate.
11. Committee Meetings Honorarium: This line item was never fully implemented, and we recommend discontinuing the program for next year.
12. GSO Sponsored Advertisements: Based upon prior year expenses, we suggest a decline of \$100 for this item.
13. World Wide Web Page: The amount of time and expertise required to manage and upgrade the GSO website is growing, and we therefore recommend an additional \$200 for the webmaster.

Changes in Program Expenses:

14. Survival Guide: Added \$1000 for increased printing and distribution costs
15. Student Clubs and Organizations: Based upon prior year expenses, we recommend a reduction of \$1000 for this item.
16. NYPIRG: The actual allocation to NYPIRG this year was \$16,361.50, so the amount of \$12,000 actually represents a decrease in funding. The \$2000 increase in the budget summary reflects the change from what was originally budgeted last year (\$10,000). Funding is based on an allocation \$1.50 per full time student per semester, and \$0.75 per part time student per semester.
17. Child Care: The activity fee increase for Stony Brook Child Care Services, Inc. passed, so the annual allocation increases to approximately \$12,000. \$8500 of that is a Senate-approved grant, and the rest is based on a \$.50 per full time student per semester, and \$0.25 per part time student per semester, grant.

18. General Cultural and Social Events: Based upon the high volume of requests and expenses, plus the higher levels of support being requested of the GSO, we recommend an increase of \$4500 in this category in order to fund more programming.
19. Speaker Series and Conferences: Based upon the high volume of requests and expenses, plus the higher levels of support being requested of the GSO, we recommend an increase of \$1750 in this category.
20. RAP: The Committee recommends increasing the maximum RAP funding level to \$250 per student per year in 2001-2002. Since this is our most popular item, and the GSO does currently maintain a surplus of approximately \$75,000, we believe this increase is both justifiable and financially feasible.
21. Spot Subsidy: The increase is based on the increase in operational costs in 2000-2001, and what the Committee believes is a reasonable cost for maintaining the operation of the lounge.
22. Three Graduate Parties: The money, as for the prior year, is to hold quarterly events in the Spot for all graduate students. Based on experience from last year, we suggest that \$1500 per party is adequate funding.

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 retrieve the fee into an account maintained by the C&D Agent. The fee at present is \$18.50 per semester for full time students, \$5.00 per semester for part-time students, and is voted on every four years by referendum. The amount expected this year is \$146,000. **Interest** is accumulated against the GSO savings held by the C&D Agent and is based upon that amount.

The GSO receives four donations 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 \$27,500. 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. A combination of all additional funds will enable GSO to increase the current RAP allowance maximum of \$200 to a new maximum of \$250.

Along with the direct income of cash, the GSO, as mentioned above, has accumulated savings. The net worth of the GSO is outlined in Exhibit A of the June 30, 2000 Audit report, which is included at the end of the budget. Briefly, the GSO has cash in some CDs for a total of \$30,000, a checking account (cash) with \$47,938, accounts receivables of \$5,362 (money that GSO has not collected yet), and owns office equipment, which are considered net assets, in amount of \$7,023, depreciated from an original cost of about \$22,000. The GSO has liabilities of \$15,121, which reduces our total net assets.

Overall, the total net assets of the GSO were \$75,202 for the year ending June 30, 2000. These funds are under control of the Senate. The budget committee along with the C&D agent shall review these funds biyearly and recommend any changes in investments or reserves to the Executive Council and Senate.

5. Operational Expenses

The GSO maintains an office for three main reasons. Through the GSO office the GSO's services become available to the graduate student body. The office facilitates necessary communications between the GSO, its constituents and the campus administration and the outside world. Also, the office serves as the instrument for the execution of the policies of the GSO. This tri-fold purpose must be accounted for in any planning of the GSO office finances. Consideration must be given to allow the GSO to properly staff the office with responsible people. The GSO must have the means of quickly dispersing information to a large audience, the GSO must be able to make itself and its positions visible, and the GSO office must have the means of acting quickly to meet pressing demands.

While a properly running office is of vital importance to the operation of the GSO, it is important that we maintain a proper degree of efficiency at the lowest possible cost to the organization. In the past office expenses have been a sizable fraction of the total GSO budget. In this budget we have brought these expenses to a much more reasonable fraction, while at the same time identifying office expenditures that were not clear in previous budgets.

The money allocated for GSO operations is broken down into the following categories: **GSO Office, Payroll, Accounting, Internal GSO Functions** and **Travel**. 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 money 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. While a proposed breakdown is given in the GSO budget, experience has shown that such predictions are hard to make, and they inevitably are limiting to the operation of the GSO and lead to an overall sluggishness in the execution of GSO activities. For these reasons, 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) stipend for their services. For the fiscal year 2000-2001 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 \$13,000 in this category is intended to cover the costs of the office manager's salary and fringe benefits 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 last category under Payroll is **Payroll Tax/Insurance**. This is designed to pay FICA, 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 Accountant services for 2001-2002 will be provide by Loeb & Troper. The fee for these services for the upcoming year is \$4,300 for the year-end audit and \$525 for the preparation of the tax return. The budgeted amount for the next year is based on an estimated 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. Money to print ballots, distribute and post ballots, and food for ballot counters, as well as any incidental expenses incurred in holding the annual GSO is expenditures from the category **Elections**. 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. Money for this is taken from the category **Meetings**. This money 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. *Money from this category may also be used for advertisements for the Spot.* While this category is subdivided in the GSO budget, money for these categories will be allocated from **GSO Sponsored Advertisements**; the GSO Executive Council has the authority to reallocate money in the subcategories as is necessary to perform GSO business up to the total amount in the line item.

World Wide Web Page

This category allows the GSO to provide on-line services, such as the GSO World Wide Web homepage. Our present WWW page (<http://www.sinc.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 regarding funding for RAP, student clubs, organizations and events as well as our meeting times.

Future plans include the creation of the GSO On-line-Office to allow on line voting for the GSO yearly elections. This will hopefully increase the number of Students who vote. Also, graduate students could benefit from having a place on the Internet to advertise and read about upcoming social events. Our proposed newspaper will also be produced electronically and with a minimum expense made available on-line. We could even allow for interactive discussion forums and student postings of viewpoint articles. This money is allocated by the Executive Council by majority vote, up to the amount specified in the line item.

Travel

This money is for the travel expenses of the members of the Executive Council and the GSO senate in the course of performing their duties, or for travel expenses incurred during student advocacy.

6. Program Expenses

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

6.1 GSO Publications

As a student organization, among the most essential functions GSO is to be able to communicate and reach out to the student population efficiently and regularly. This can be primarily achieved through the means of regular publications. The GSO restarted a graduate newspaper/newsletter, News & Blues, last year, and continues to publish an annual guide to the GSO and graduate student life, the **Survival Guide**. This year, the budget committee has maintained the overall budget for this category to \$9,000 to operate both the newspaper and to update and print the survival guide.

Editorial Staff

The editorial staff will consist of at least one primary editor who will be responsible for all GSO publications and their distribution, including the Survival Guide and the monthly newspapers. 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.

Survival Guide

The GSO **Survival Guide** attempts to give new incoming graduate students information about the services available on campus and the surrounding area. This is the first glimpse most graduate students have of the GSO. Money for producing the 2001-2002 guide is the only expenditure from the category **Survival Guide**. A new line, **Editor/Advertisement Solicitor**, has been added to pay for an editor to update the Survival Guide and to solicit advertisers. It is the job of the editor to meet this expected revenue. The editor is also expected to help distribute the guide.

Newspaper

The GSO will publish a regular newspaper of 8 issues (4 issues per semester). Its purpose will be to be the voice of the graduate community and to be 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 only most of the cost, and the other will come from advertisement revenue. The Budget Committee will monitor the exact distribution of funds. This category entitled **Newspaper** 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. They must create an advertising rate structure detailing the costs per advertisement before soliciting advertisements. The final decision for the amount and payment of the finder's fee will be with the Executive Council.

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. These funds are allocated by the Executive Council by majority vote, up to the amount specified in the line items. However, the Senate will be notified before the funds are disbursed, when possible, so that they can be contested.

Orientation

The GSO may contribute 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 \$0.75 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 USB 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 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 from a flat Senate-approved grant (\$8500), and the other 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).

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.

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.

In an effort to increase awareness of the GSO **Program Funding**, the GSO will undertake in a small way to provide advertising for the groups and event that they fund. Current plans include the creation of printed fliers to be dispersed by office staff, ads in News and Views and mentioning the group or event along with a brief description on our WWW homepage. In the case of large events, the GSO may choose to provide mailings or to stuff graduate student mailboxes. Any additional advertising expenses, for advertising provided by the GSO office will be requested by the GSO executive council at the time the funding proposal is made, and will be included in the funding proposal to the Senate. Upon approval of the senate, the GSO executive council will then have the sole authority over the disbursement of additional advertising allocations, provided that the disbursements are made in the proper manner as detailed in the request as approved by the GSO Senate.

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) Non-graduate politically oriented activities,
- c) Department-oriented events, unless clearly interdisciplinary and of wide interest to graduate students
- d) Transportation for small groups of people,
- e) Funding for food, other than snacks and beverages (up to \$100).

- f) In fairness to other groups, funds must be requested during the **fiscal year** that the event will be held to the current GSO Treasurer.

Events **MUST** be advertised in American English, this means that the date, time, location, sponsoring group (including the GSO), and title of the event must be in English. Other information maybe included on the advertisement in any other language. The idea is that ALL graduate students can understand English (this is assumed as being a requirement to be a graduate student of the Graduate School).

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.

Student Clubs and Organizations Funding

Administrative and meeting expenses for student clubs and organizations are provided from the category **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 USB Student Union and Activities Department.
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 Treasurer shall report all such requests to the Budget Committee and the Senate. The Budget Committee will vote regarding funding to the club or Organization, requiring a majority vote for approval. This money is allocated up to the amount specified in the line item. 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 USB 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.

The Treasurer reviews requests for funding provided under this category, after receipt of a completed funding request proposal. **REQUESTS FOR FUNDING MUST BE SUBMITTED TO THE GSO TREASURER NO LATER THAN SIX WEEKS BEFORE THE EVENT. PROPOSALS THAT ARE SUBMITTED LESS THAN SIX WEEKS BEFORE THE EVENT WILL NOT BE ACCEPTED.**

The proposal shall consist of:

1. A signed memo from the event's chairperson to the GSO Treasurer, including:
 - a. A description of the event and a statement of its benefits to the graduate student community
 - b. The date of the event
 - c. The number of members in the sponsoring club or group
 - b. The names and contact information of all the organizing committee members
2. An itemized budget for the event
3. The club's constitution, with a meaningful equal opportunity clause, if the event is sponsored by a club.
4. An advertising plan, including copies of flyers.

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:
 - A narrative describing the event
 - Number of people in attendance, and the number of graduate students
 - Actual costs

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**.

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.

If the requesting party represents an organized departmental club, then that club must adhere to the equal opportunity and non-discriminatory policies of the Chancellor's Guidelines and the GSO Constitution. Otherwise, it is assumed that the entire graduate student body in the department has been given the opportunity to participate in the planning and execution of the proposed funded project.

Applications for events and programs in the 2001-2002 fiscal year must be made during 2001-2002 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,
2. 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 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 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.

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 Fanny Brice Building on campus. The SPOT provides a wide selection of beers and other drinks at lower prices than regional establishments. Because of the lower prices, the SPOT is subsidized every year, which comes from the line item **Subsidy**. No other uses of these funds are allowed. 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 three interdepartmental graduate student bash during the academic year: two in the fall semester, and one during the spring semester. 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 (usually in front of the Earth and Space Science building). The rules and procedures for obtaining funds from this category are the same as **Graduate Bash**.