

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

**(Approved on May, 2004 Senate Meeting)**

FISCAL YEAR: JULY 1, 2004 - JUNE 30, 2005

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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 2004-05 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 actual activity fee income for the previous year.
2. Interest: This is an estimate based on interest rates for the previous year.
3. Graduate School RAP: This is an estimate based on the previous year.
4. President's Office RAP: This is an estimate based on the previous year.
5. Miscellaneous Income: This is an estimate based on the advertisement income from publications.

#### **Changes in Operational Expenses:**

6. Office Supplies and Equipment: This line is based on current expenses.
7. Telephone: This line is an estimate based on the expenses of the previous year.
8. Insurance: This line is an estimate based on the expenses of the previous year.
9. Officer Stipends: This line is based on the previous year.
10. Officer Manager and Assistant: This line is reflecting the current expenses.
11. Payroll Tax/Insurance: This line is an estimate based on the previous year.
12. FSA Administration Fee: This line is adjusted to combine C & D Agent Fee and FSA Service Fee for graduate lounge together. The naming of this line is change to reflect the actual meaning.
13. Auditor: This is an estimate based on a 3% per year increase.
14. Elections: The line is based on the expenses of the previous year.
15. Meetings: The line has been increased to accommodate food for senate meeting.
16. The GSO Website: This line is eliminated based on hiring office manager with web management skills.
17. Travel: This line is eliminated based on the previous year.
18. Miscellaneous Expenses: This line is covering travel-related and miscellaneous expenses for operation.

#### **Changes in GSO Publications:**

19. The Survival Guide: This line is divided into two sub-lines: printing and editor. The printing sub-line is based on the expenses of the previous year. The editor sub-line is increased to accommodate a better stipend for the editors
20. The Graduate: This line is divided into 2 sub-lines. The total number of issues is reduced from 9 issues to 8 issues. The printing of the newspaper is reduced since the newspaper has another online version.

**Changes in Contributions and Public Service:**

21. NYPIRG: This line is an estimate based on the expenses of the previous year.
22. Donation to WUSB: This line is eliminated due to limitation of funding.
23. Child Care: This line is reduced based on limitation of funding.
24. GSO Appreciate: This line is replacing the Campus Life Award.

**Changes in Program Expenses:**

25. Student Clubs and Organizations: This line is an estimate based on the expenses of the previous year.
26. General Cultural and Social Events: This line is an estimate based on the expenses of the previous year.
27. Student Publication: This line is eliminated based on the decision from Budget Committee.
28. Department Allocation: This line is an estimate based on the expenses of the previous year.
29. RAP: This line is an estimate based on the expenses of the previous year.

**Changes in General Service:**

30. University Cafe Subsidy: This line is replaced by Graduate Lounge line.
31. Interdepartmental Bash: Due to the limitations in funding, this line is eliminated.
32. Spring Fest: Due to the limitations of funding, the line has been eliminated.
33. Cabaret Grant: This line is eliminated based on the actual nature of Cabaret Grant.

**Changes in Graduate Lounge:**

34. Graduate Lounge: This line is replacing the University Café line from previous year.

**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 \$22.00 per semester for full time students, \$7.00 per semester for part-time students, and is voted on every four years by referendum. The amount expecting to be collected this year is \$190,000. 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 \$40,000. 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.

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 2003-2004 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	\$2000 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 \$6,500 in this category is intended to cover the costs of the office manager's salary for 10 hours of work per week during the academic year (36 weeks), 10 hours of work per week during intercession and vacations (4 weeks) and 5 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 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. GSO is also paying a certain percentage of sales to FSA as the service fee. This year, the two difference fees are combined together as one line "FSA Administration Fee". This line will cover all fees related to GSO account management and all fees related to Graduate Lounge service provided by FSA. 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 2004-2005 will be provided by Loeb & Troper. The budget amount for this category is estimated based on 3% increase on this amount.

### *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 reflects the expenses for the event of online elections.

## 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.

## Miscellaneous Expenses

This category is to be used for any unplanned expenses. This line can also be used for necessary travel-related expenses based on the decision by the Budget Committee. The expense proposals will be reviewed by the Budget Committee and need to be approved by Executive Council.

## **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 (The Graduate).

#### 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 office manager'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 The Graduate 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.

#### 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 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 Graduate 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.

#### *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). The public service organizations specified below need to send at least one representative to GSO at the beginning of each fiscal year. At least one attendance and presentation in Senate meeting each semester is required for future funding consideration. A financial statement on the allocation is required at the end of each fiscal year.

#### **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.

#### **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. 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.

#### **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 \$1.00 per graduate student per semester, and additional GSO funding if available.

#### **Volunteer Ambulance Corps**

The Stony Brook Volunteer Ambulance Corps, Inc. provides free ambulance service

to all persons needing medical transport for locations on campus, 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.

#### **GSO Appreciation**

This category contributes to show GSO appreciation for all senators, graduate students and people who provide great help to GSO in the past year. The form of the appreciation will be determined by Executive Council and need to be approved by Budget Committee.

#### *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. A petition of the letter of 50% of the total graduate population of the club or organization at the beginning of the year.
3. 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. If there are difficulties in providing the roster, please contact the treasurer or Budget Committee for further consideration.
  - iv. The club's constitution, with a meaningful equal opportunity clause.
4. The fund will be provided based on the number of graduate students in the club or organization. The guidelines for the allocation amount are as follows.

Number of Graduate Students in Club/Organization	Maximum Amount
0-50	\$200
50-200	\$350
200 and up	\$500

#### **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.

Determination of the composition of a specific club or organizing committee will be made entirely at the discretion of the GSO Budget Committee. No more than one-half of this line item can be allocated each semester.

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 NOR CONSIDERED.

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.

Definition of a conference or speaker series will be made at the discretion of the GSO Budget Committee. Determination of the composition of a specific club or organizing committee will be made entirely at the discretion of the GSO Budget Committee. No more than one-half of this line item can be allocated each semester.

#### **Departmental Allocation**

The GSO encourages departmental activities and programming. Each graduate department may use their allocation for whatever purposes 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 2004-2005 fiscal year must be made during 2004-2005 fiscal year. An application has to include:

1. A completed GSO Departmental Allocation Form,
2. A petition of the letter of (a) 30% of the total graduate population of the department or (b) 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 \$4.00 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.

### **6.3 Graduate Lounge**

The GSO and the FSA jointly operate a lounge on campus. The Graduate Lounge shall be managed as outlined in the GSL Operation Statement, and shall be overseen by the Lounge Advisory Committee and the C&D Agent (from FSA) for the GSO. If the actual expenses for Graduate Lounge are less than the allocated amount under this line, the amount could be rolled over to the next fiscal year only for the purpose of Graduate Lounge operation. All roll over amount needs the approval of Budget Committee and Executive Council.