

The Graduate Student Organization Financial Bylaws

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Introduction

The GSO Budget Committee will submit a Budget Proposal to the Executive Council every year who will then present it to the Senate in the April senate meeting. The Budget Committee, along with the C&D Agent, will review each of the budget areas and make changes as necessary based upon a review of the previous year's actual expenditures. This budget proposal will be voted on at the next regularly scheduled senate meeting. The budget shall require a two-thirds vote of the Senate to be approved. The GSO approved budget will then be sent to the SUNY Board of Trustees designee overseeing GSO student activity fee collection, for final approval. Any changes in the budget proposal, after the final approval, of greater than \$1,000 will require additional approval from the SUNY Board of Trustees designee.

1) Disbursement of GSO Funds

- a) 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.
- b) 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 expenditure, the matter can be brought to the attention of the Senate during a regularly scheduled senate meeting. The senate shall have the final authority to approve these expenditures.

- c) When an expense is approved by the senate, 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 executive council. 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.
- d) In the case where an executive officer needs to be reimbursed, two other officers beside the officer in question and the treasurer need to approve the payment voucher
- e) All expenses over \$50 in the form of office equipment, supplies, miscellaneous spending requires a majority vote of the executive council.
- f) The funding allocation under internal GSO functions for meeting expenses are to be used in purchasing food for the monthly senate meetings. Food will be purchased by a member of the GSO executive committee who will be reimbursed pursuant to point D.
- g) Original receipts are required for all funding requests. If funding is requested to cover partial expenses not paid by another primary funding agency, an official written statement of funds provided and a photocopy of all receipts is required from the agency. Reimbursements for e-tickets will be made only on submission of the original boarding pass stub. If the boarding pass stub is unavailable, the funding request needs to be checked and approved by a majority vote of the budget committee.
- h) Funding requests for all of the expenses incurred during a particular fiscal year should be submitted and received in that same fiscal Year. Any exceptions will be discussed by the Budget Committee and approved by the Executive Council.

2) General Program Funding Procedures

- a) Program 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:
 - i. Events that do not have a graduate student presence in attendance
 - ii. Events not open to all graduate students
 - iii. Every year the budget committee will decide on a cap for amount that can be claimed to cover cost of food.
- b) 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.
- c) 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 a proper manner as detailed in the request, and that the conditions listed below are carried out as stated.

- d) 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).
- e) All funding requests must be submitted by the deadline stipulated by the budget committee and be approved by the senate prior to the date of the event.
- f) The Budget Committee may impose time limits on the presentation and discussion of each funding proposal.
- g) All events that require a budget proposal shall require a presentation before both the budget committee and the full senate.
- h) Every student or group has the right to appeal the decision of the GSO senate.

3) Student Clubs and Organization funding

Funding will be provided as follows:

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. 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:

- a) A signed memo from the club's or organization's president to the GSO Treasurer giving a brief description of the activity, 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.
- b) A student club and organization funding form for funds signed by 50% of the current graduate student population or 100 members of the club.
- c) A current club roster
- d) The club's constitution, with a meaningful equal opportunity clause

4) General Cultural and Social Events

Money from this category is available only to graduate student clubs and organizations recognized by the SBU Student Union and Activities Department and/or committees of greater than three graduate students and a faculty advisor formed for the purpose of planning and organizing an event.

- a) 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.
- b) Graduate students cannot be charged to attend the event more than the members of the organizing club.
- c) The Treasurer reviews requests for funding provided under this category, after receipt of a completed funding request proposal.
- d) The proposal shall consist of a complete event funding request form that can be obtained at the GSO office or online, an itemized budget of the event, sources of external funding, the specific expenses the GSO funding will pay for and all the supporting documentation as outlined on the form.
- e) All funding requests must be submitted by the deadline stipulated by the budget committee and be approved by the senate prior to the date of the event.
- f) The Treasurer shall report all funding 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.
- g) 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.
- h) If approved by the Senate, the money allocated for an event will be released only after the GSO Treasurer receives the following documentation:
 - i. Original receipts for the expenses for the event Expenses for which receipts are not available will not be reimbursed.
 - ii. 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, Original W-9's for the people who are getting reimbursed for the services.

5) Speaker Series/Conferences

The rules and procedures for obtaining funds from this category are the same as section 4 of the financial bylaws. Definition of a conference or speaker series will be made at the discretion of the GSO Budget Committee.

6) Department Allocations

An application for departmental allocation has to include:

- a) A completed GSO Departmental Allocation Form containing signatures from 30% of the total graduate population of the department or 50 students from the department, whichever is less
- b) Verification of the number of full-time and part-time graduate students in the department from the Graduate Program Director or the Graduate Secretary

7) RAP Funds

- a) RAP funds are intended to support those graduate students who are actively participate in a conference, workshop or professional meeting. Examples of active participation are: presenting a paper, a performance of music or visual arts piece, or involvement in discussion panels. Eligibility shall be determined by the GSO treasurer.
- b) 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 set by the GSO budget for the current fiscal year.
- c) A completed RAP form must be submitted for fund disbursement.
- d) 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.
- e) If funding is requested to cover partial expenses not paid by another primary funding agency, an official written statement of funds provided and a photocopy of all receipts is required from the agency. Reimbursements for e-tickets will be made only on submission of the original boarding pass stub. If the boarding pass stub is unavailable, the funding request needs to be checked and approved by a majority vote of the budget committee.
- f) Funding requests for expenses incurred during a particular fiscal year should be submitted and reimbursement should be received, in that same fiscal year. Any exceptions, within a reasonable time frame, will be discussed by the Budget Committee and approved by the Executive Council.
- g) RAP funds are directly tied to a department's senator's attendance at GSO senate meetings. A senator must be present at 2 out of the last 3 senate meetings before for the department to be considered active. RAP funds are only available to active departments.

8) GSO Inventory

- a) All expenses over \$50 in the form of office equipment, supplies, and miscellaneous spending for the GSO office requires a majority vote of the executive council.
- b) GSO inventory should be maintained by the GSO secretary and recorded in the executive council meeting minutes.

Approved on April 4, 2006 GSO Senate Meeting