

# **BUDGETARY GUIDELINES AND REGULATIONS FOR GRADUATE STUDENT ASSOCIATION ORGANIZATIONS**

**Last revised July, 2009**

## **I. FINANCIAL PROCEDURES**

1. *The official records of the GSA are kept by Sub-Board I, Inc.*
2. *The entire GSA budget as approved by the Senate, must be submitted to Sub-Board I, Inc.*
3. *The GSA is not responsible for expenses of an organization above and beyond its approved budget.*
4. *All funds must be encumbered prior to the date of expenditure. Funds are expended by the Requisition-Encumbrance-Purchase (REP) process. The Encumbrance Request Form is submitted to the GSA along with the signature of the club President or Treasurer. The club treasurer will be sent an email notifying them of approval of the expenditure. The actual reimbursement will take place after the event. Your club must return all the necessary paperwork (See REP Procedures) related to that type of expenditure by the following DEADLINES: Fall events (August-December), January 31, Spring events (January-May) June 30, and Summer events (June-July) September 1. At this time the REP is signed by the GSA President and Treasurer and the funds are released/reimbursed. Non-compliance with the above deadline could result in only partial reimbursement of the expense or club budget reduction for the following fiscal year. If you encounter problems*

- providing the necessary paperwork, contact the GSA BEFORE the deadline.*
5. *Any organization that wishes an advanced payment to cover a budgeted expense must first consult the GSA Treasurer. Usually, such payments will only be made to off-campus vendors upon presentation of an official business invoice. The funds for this type of payment can only be released through the REP process as described in the preceding paragraph and will be deducted from the club's budget.*
6. *Nothing can be charged to the GSA unless a Charge Authorization Form is first obtained from the GSA office and approved by the GSA Treasurer.*
7. *It is strictly forbidden for clubs to maintain any GSA moneys or any funds generated with the help of GSA moneys in any account outside of GSA supervision.*
8. *For all events that utilize ticket sales, similar forms of admission/contributions, or ANY collection of money, clubs must utilize the services of third party agents such as the UB Ticket Office. These agents will provide bonded service and their reports will satisfy the rather stringent auditing standards that the university must require of all of us (both club and parent GSA officers) since we are, in fact, handling "public" moneys.*
9. *The GSA cannot make payment of any expenses which were not encumbered by July 1<sup>st</sup> of that fiscal*

*year. An encumbrance can be made by submitting an Encumbrance Request Form with the proper description, and an estimate of the expenses involved. Funds must be used by July 31 or they will revert to the GSA general fund. Clubs will have until September 1 to turn in their receipts for expenses encumbered for June and July events. Receipts must be dated and event held prior to July 31.*

*10. Any unencumbered club funds will revert back to the GSA general fund on August 1. Any encumbered funds that are not petitioned for through the REP process by September 1 will also revert to the GSA general fund. Under no circumstance, in other words, will a club be allowed to build up or roll over its funds from one year to the next.*

*11. No amount of the present year's funds may be applied to expenses incurred in the previous year's budget.*

*12. The GSA Treasurer shall present a written financial report to the GSA Senate at each of its regularly scheduled monthly meetings.*

*13. Expenditures from the GSA Executive Committee's Special Projects line shall be reported by the Treasurer at the GSA Senate meeting immediately following the transaction.*

*14. Adjustments in the GSA's budget lines shall only be made with the signed approval of the GSA Treasurer and President, all such adjustments will be reported to the GSA Finance Committee at the Committee's meeting immediately following the transaction.*

*15. The financial record of the GSA in the Sub-Board Office will be open to all members of the GSA Senate and to all members of the GSA Financial Committee. The records are also open to all members of the GSA upon request to the GSA officers.*

## **II. SUBMISSION AND APPROVAL OF BUDGETS**

*1. The Treasurer will be responsible for submitting an annual budget to the Finance Committee. The Finance Committee will approve or amend the budget and make its recommendation to the GSA Senate. Budgets will be approved on a yearly basis, the fiscal year beginning August 1 and ending July 31.*

*2. Each member of the Senate will, at the time the Senate is requested to act, be provided a copy of the old budget, the requested budget and the recommendation of the Finance Committee.*

*3. All funds, except those allocated to the Mark Diamond Research Program, that remain unexpended at the end of the fiscal year will revert to the GSA general account.*

## **III. BUDGETARY GUIDELINES**

### **A. Departmental Clubs**

*1. Speakers – Allocations are allowed in the following categories: honorarium, travel, food, and lodging. For the GSA to pay these expenses, a Speaker's Contract and tax form (available at the GSA office) must be filled out and signed by the speaker. Co-sponsorship of speakers is urged. Speaker publicity must credit GSA club sponsorship. Original, itemized receipts must accompany all travel, food, and lodging expenses except personal car travel. Personal car travel will be reimbursed at the maximum rate of \$0.14 per mile for the round trip distance from the current address. The club must submit a copy of the advertisement announcing the speaker's program along with the Speaker's Contract.*

2. *Films, Slide Shows, Videos, or Other Media Presentation - may be rented.*

3. *Stationary, Postage, and Office Supplies – Funds may be requested for these items. Campus mail should be used where possible.*

4. *Printing and Publication – Clubs may publish a newsletter to increase communication between members. Also clubs may allocate up to 20% of their budgets for the publication of scholarly work of club members. Such money can be used to pay for supplies and/or services. A club wishing to allocate a larger percentage of its budget to this purpose must submit a detailed proposal in writing to GSA for approval. Such proposal will consist of a budget stating the nature of expenses and co-sponsorships, along with minutes of the club's meeting at which the proposal was approved. The proposal will be considered at a regular GSA Finance Committee meeting. A representative of the club must attend the meeting at which the proposal will be discussed. During those times when the Finance Committee does not meet, the Executive Committee will review and consider the club's application. Acknowledgement of GSA club support must be clearly stated.*

5. *Capital Equipment – Refers to purchases of items costing \$500.00+ each and which have an expected useful life of more than one year. Before any purchase can be made, a "Capital Equipment Form" must be submitted to the Finance Committee for approval. This capital equipment purchased with public moneys is owned by The Graduate Student Association and the Academic Club is the depository. Sub-Board I is the accounting agency for the equipment. All items purchased must be for the use of all graduate students in the Department and cannot be used by the Department Faculty or Staff for*

*educational or clerical purposes. Service contracts and measures to enhance security are strongly recommended. All the equipment is covered by an insurance policy under Sub-Board I.*

*At the beginning of the academic year, the GSA office will provide the club representatives with a list of all the capital equipment that the Departmental club is entrusted with. All capital equipment must be available for inspection by the GSA and/or Sub-Board I, and the club officers will be responsible for presenting the GSA with an accounting of the status of said capital equipment at the end of the academic year. A report must be submitted to the GSA office whenever a piece of equipment becomes inoperable. Loss or theft must be reported to Campus Security within 24 hours and a copy of the report must be sent to the GSA. Expenses, such as repair costs can be taken from the club budget. (This does not cover capital equipment purchased by the Mark Diamond Research Fund).*

6. *Socials – This includes parties, orientation, and coffee hours. All club events MUST be held in public places. Under no circumstances can events be held in a private residence. All members of each club must be invited and any abuse in this line will be presented to the Finance Committee which may freeze the club's budget until all club members are notified of any mishandling of club funds. A flyer or advertisement of the event must accompany the REP.*

7. *Conferences and Conventions – Clubs may reimburse their individual members for no more than \$200 each for presenters and \$100 for attendees for registration, transportation, lodging (maximum of \$150.00/night unless in a high demand area and received prior*

approval from the GSA treasurer), and food (maximum of \$30.00/day but no more than \$15.00 per meal). Requests for payment for conferences and conventions must be accompanied by club minutes from an open general membership meeting showing club approval of such expenditure. Other supporting documents such as original, itemized receipts, a Conference Grant Agreement, and conference programs must also accompany the REP.

8. *Senate Attendance* – All departmental and international clubs whose elected representatives (Senator/Alternates) miss two consecutive Senate meetings shall have their budgets frozen, to be reinstated only when the representative attends a subsequent Senate meeting. For the purpose of attendance at Senate meetings, no person can represent more than one club, organization, department, or special interest group.

9. Clubs desiring a full budget must activate each academic year by submitting officer and senator/alternate forms to the GSA no later than October 31. The following penalties will be enforced for those clubs not complying with the above stated deadline. Any club activating after the December Senate Meeting will only receive ½ of their total budget. Any club activating after March 15 will be considered as an active GSA club but will not be eligible for funding for the remainder of the current fiscal year.

### **B. Special Interest Clubs**

1. *Purpose* – the purpose of a Special Interest Club shall be to provide the Graduate Student Body at large with services which would not duplicate those already being provided by the GSA or Departmental Clubs.

2. *Membership* – No more than 30% of any Special Interest Club may belong to

any one department. Voting membership shall be limited to currently enrolled graduate students.

3. *Recognition* – Each Special Interest Club must be recognized by the Senate each year, unless said club has been approved under the early renewal process (4 and 5) below, and must be prepared at that time to present a summary of the past year's activities and proposals for future activities. This must be done before the club will be allocated a budget.

4. *Eligibility for Renewal* – Special Interest Clubs who have been originally recognized by the Senate are eligible to submit for early renewal of recognition and funding for the next budgetary year. Clubs who have missed three or more Senate meetings in the current year are NOT eligible for renewal by this process.

5. *Early Renewal Process* – Clubs interested in renewal should submit an "Application for Renewal". The Vice President shall review all requests for early renewal. Renewal of recognition shall be based on service to the GSA constituency, service to the club's membership and fiscal responsibility of the current budget year. The Vice President will then submit a list of clubs for proposed renewal to the Treasurer who will include the clubs in the proposed budget for the next budgetary year. This list should be submitted in writing to the Treasurer before the Finance Committee is convened for assembling the next year's proposed budget.

6. *Funding* – Special Interest Clubs must submit a proposed budget along with their renewal of recognition. Clubs will be funded up to a maximum of \$500.00 to be determined by the Senate at time of recognition. GSA sponsorship can only be cited by a Special Interest

*Club that has been funded by GSA. For allowable expenditures see III, A, 1-4 and 6.*

*7. Activities – All activities sponsored by Special Interest Clubs must be advertised to the Graduate Student Body at large by signs and announcements.*

*8. Senate Attendance – All Special Interest Clubs must send a non-voting representative to Senate meetings. If this representative is missed at two consecutive meetings, the club shall have its budget frozen, to be reinstated only when this representative appears at a subsequent Senate meeting. For purposes of attendance at Senate meetings, no person can represent more than one club, organization, department, or special interest group.*

### **C. International Student Clubs**

*1. Purpose – To provide service events such as festivals, culture nights, films and speakers of interest to the Graduate Student Body at large.*

*2. Membership – No more than 30% of any International Club may belong to any one department. Voting membership shall be limited to currently enrolled graduate students.*

*3. Recognition – Each International Student Club must be recognized by the Senate each year, unless said club has been approved under the early renewal process (4 and 5) below, and must be prepared at that time to present a summary of the past year's activities and proposals for future activities. This must be done before the club will be allocated a budget.*

*4. Eligibility for Renewal – International Student Clubs who have been originally recognized by the Senate are eligible to submit for early renewal of recognition and funding for the next budgetary year. Clubs who have missed three or more Senate meetings in the*

*current year are NOT eligible for renewal by this process.*

*5. Early Renewal Process – Clubs interested in renewal should submit an "Application for Renewal". The Vice President shall review all requests for early renewal. Renewal of recognition shall be based on service to the GSA constituency, service to the club's membership and fiscal responsibility of the current budgetary year. The Vice President will then submit a list of clubs for proposed renewal to the Treasurer who will include the clubs in the proposed budget for the next budgetary year. This list should be submitted in writing to the Treasurer before the Finance Committee is convened for assembling the next year's proposed budget.*

*6. Funding – International Student Clubs will be funded equally at an amount set at the time that the general GSA budget is approved by the Senate. For allowable expenditures see III, A, 1-4 and 6.*

*7. Activities – All activities sponsored by International Student Clubs must be advertised to the Graduate Student Body at large by signs and announcements written in English and/or bilingual, and one language must be English.*

*8. Senate Attendance – All International Student Clubs must send a voting representative to Senate meetings. If this representative is missed at two consecutive meetings, the club shall have its budget frozen, to be reinstated only when this representative appears at a subsequent Senate meeting. For purposes of attendance at Senate meetings, no person can represent more than one club, organization, department or special interest group.*

### **D. Special Activities Fund**

1. *Purpose – The Special Activities Fund is set up to promote activities that will be of benefit to a large number of graduate students and not just to a single departmental, international, or special interest club. The GSA as a whole sponsors the activity, not the individual or group of individuals who propose it to the Senate.*
2. *Allocation – The use of these funds is limited to projects adopted by the Senate. Such projects may be introduced by any graduate student or group of students and must also be co-sponsored by other groups both from within and outside the University community.*
3. *Expenses – Up to the limit of the Senate approved allocation will be paid directly from GSA, not through club budgets.*
4. *Visibility – GSA sponsorship must be made clear on any advertising for Special Activities Funded events.*
5. *Deadlines, Regulations and Funding Approval – Special Activities Funding Requests will be decided by the GSA Senate at regular Senate meetings. To be considered, the proposal must be received in the GSA office fourteen days before the Senate meeting for initial consideration by the GSA Finance Committee. Requests must be presented on the proper forms and in accordance with Finance Committee guidelines (copies of both the application form and the Committee’s guidelines are available in the GSA office or on the website at [www.gsa.buffalo.edu](http://www.gsa.buffalo.edu)). Basically, the request describes the activity, presents estimated expenses, and details expected revenues and other co-sponsorships. The Finance Committee will interview the applicant and review the proposed budget so that the committee can recommend a funding level to the Senate. No activity will be funded*

*retroactive to Senate approval. Special Interest and International Student Clubs are encouraged to seek Special Activities Funding.*

6. *Reimbursement – Following an event, the club or sponsoring agency must present a detailed account of all revenues and expenditures including co-sponsorship moneys and ticket sales. All GSA club co-sponsorships and the Special Activity reimbursement will be handled out of the Special Activity line of the GSA budget and will conform to the procedures outlined above in the “Financial Procedures” section of this document.*

### ***E. Mark Diamond Research Fund Program***

1. *Application – for Mark Diamond Research, funding must be submitted to the Research Council. All grants will be made as per the guidelines of the Mark Diamond Research Council. In general, the applications will be due some time in September, February and May. The funding periods will be for one year after the announcement of the funding decisions.*

2. *Funding activities – The following items are usually fundable by the Research Council. Consult the Mark Diamond Research Fund Guidelines (available in the GSA office or on the website at [www.gsa.buffalo.edu](http://www.gsa.buffalo.edu)) for more exact information.*

- a. *equipment for most research purposes.*
- b. *materials and non-reusable supplies.*
- c. *travel expenses for required field work or consultation.*
- d. *services requiring expertise not expected of the applicant or intrinsic costs of research.*
- e. *limited photocopying of required documents at facilities outside SUNY/Buffalo.*

f. computer time.

3. *Report to Senate* – The Director of the Research Council shall submit a report of the Council’s activity to the Senate at the end of each granting period.

#### **F. Graduate Symposia Fund**

1. *Purpose* – The Graduate Symposia Fund exists to promote the creation of formal meetings to give graduate students the opportunity to prepare and present research papers to their peers. The symposium must be public and open.

2. *Eligibility* – The symposia creation may be initiated by any graduate student or group(s) of graduate students and must be co-sponsored by other groups from within or outside the University community.

3. *Allocation* – The use of these funds are subject to the approval of the GSA Senate. The approved amount will be paid directly by GSA, not by any other means.

4. *Visibility* – GSA sponsorship must be included on all advertising (e.g. call for papers, abstract collection, program, etc.).

5. *Deadlines, Regulations, and Funding Approval* – Funding requests will be decided by the GSA Senate at regular Senate meetings. The proposal must be received in the GSA office fourteen days before the Senate meeting for initial consideration by the GSA Finance Committee. Requests must be presented on the proper forms and in accordance with the Finance Committee guidelines. Such forms and regulations are available at the GSA office or on the website at [www.gsa.buffalo.edu](http://www.gsa.buffalo.edu). Basically, the request defines the symposium, estimates the number of speakers and attendees, presents estimated expenses, and details expected revenues and other co-sponsorships.

The Finance Committee interviews the applicant(s) and reviews the proposed symposium’s budget so that the Committee can recommend a funding level to the GSA Senate. After the proposal has been approved by the GSA Senate, the Treasurer should receive periodic updates on the progress made by the organizer(s) of the symposium, including the public “call for papers”. As a result of updates, the Treasurer may review and increase the funding level, provided the availability of GSA funds. No symposium will be funded retroactive to the Senate approval. No extra funding will be considered once the Symposium has taken place.

6. *Reimbursement* – Following the approval by the GSA Senate of the symposium project, the organizer(s) will have access to a negotiated percentage of the funds to pay for expenses associated with the preparation of the symposium. After the event, the sponsoring individual or group must present a detailed account of all revenues and expenditures including co-sponsorships, registration fees, if any, along with original receipts for the funded amounts, and photocopies of receipts for all other expenditures. All GSA sponsorship moneys will be handled out of the Graduate Symposia Line of the GSA budget and will conform to the procedures outlined above in the “Financial Procedures” section of this document.

#### **G. Scholarly Publications Fund**

1. *Purpose* – The GSA Scholarly Publications Fund exists to support original and scholarly academic publications such as journals of varying periodicity and media or the formal proceedings of graduate student conferences.

2. *Eligibility Criteria* – A proposal may be initiated by any group of graduate students for the publication of graduate student scholarly academic works and must be co-sponsored by other groups from within or outside the University community. Some referee procedure must be established which must be submitted along with the application (e.g. peer review, written response with rebuttal, etc.).

3. *Proposal and Focus* – Applicants must apply in writing to GSA by completing the official GSA scholarly publication form. The following information must be provided: a) Purpose of the publication, including primary audience; b) Names of the institutions and departments contacted in the call for papers; c) Referee or peer review procedure, editorial guidelines; d) Proposed deadlines for: 1. formation of editorial board, 2. call for papers, 3. receipt of papers, 4. typesetting and proofreading, 5. printing and distribution; e) Plans for copywriting; f) Co-sponsorships: institutions and amounts; g) Budget: call for papers, mailing, printing and distribution costs.

4. *Exclusions* – a) Faculty input must be limited to that of advisory status on the publication's editorial board and short commentaries on graduate student articles; b) Undergraduate works are not usually suitable for inclusion in graduate student scholarly publications unless they are of unique merit such as essays that win special competitive awards conferred by the faculty of academic programs; c) Proposals for publications advocating specific political or social agendas; d) Publications that feature the work of graduate students but which are, in fact, publications for the benefit of an academic program itself, such as recruitment or informational flyers.

5. *Sales* – Since the moneys in this fund are generated from the student mandatory fees paid to the GSA by UB's graduate student population, any publication receiving funds must be available to the graduate student population free of charge. Publications may be sold to non-GSA members provided the publication holds a separate account within the university and the GSA sponsors the publication in the form of a grant.

6. *Visibility* – GSA support must be acknowledged and a disclaimer (provided by GSA) prominently included in the publication.

7. *Funding* – No grant will be in excess of \$1200.00. For the first year, applicants shall submit a written proposal describing the publication and a budget detailing projected production and distribution expenses. For each subsequent year, applicants must demonstrate that a number of steps have been taken to put the publication on solid financial and scholarly footing. Examples of these steps include but are not necessarily limited to: a) An organized call for papers which includes academic departments on this campus and other universities; b) Attracting a significant number of submissions from other departments and universities; c) Distributing copies of the publication to academic libraries; d) Distributing copies of the publication to national indexing services; e) Attracting additional funds or in-kind assistance from other sources such as 1. GSA Department and Special Interest clubs, 2. UB academic departments, 3. Any funding grants administered by Sub-Board, 4. Any funding grants administered by Campus Dining and Shops (CDS). Also, each group needs to put into place a continuation plan to

*ensure that the publication continues after they leave the University.*

*8. Allocation – The use of these funds are subject to approval by the GSA Senate. The approved amount will be paid directly by GSA, not by any other means. Proposals for support of a continuing publication that do not include the steps described above, and do not include a convincing argument with reasons why these steps should not apply to the publication, will be subject to reduced or denied funding by the GSA Finance Committee.*

*9. Deadlines and Regulations – a) Funding requests will be decided at the October and February GSA Senate meetings; b) Proposals must be received in the GSA office fourteen days before the Senate meeting for initial consideration by the GSA Finance Committee; c) Proposals must be presented on their proper forms and in accordance with Finance Committee guidelines. Such forms and guidelines are available at the GSA office or on the website at [www.gsa.buffalo.edu](http://www.gsa.buffalo.edu); d) The Finance Committee will interview applicants and review the proposed publication's budget so that a funding recommendation can be prepared for the GSA Senate; e) After the proposal has been approved by the GSA Senate, the Treasurer must receive periodic written updates on the progress corresponding to the proposed publication timetable made by the publication's editorial board; f) The Finance Committee cannot recommend and the Senate cannot approve retroactive funding for any expenses; g) A representative must be present at the Finance Committee Meeting and at the Senate Meeting where the funding proposal is to be approved.*

*10. Reimbursement – Upon approval, the organizers will have access to a*

*percentage of the funds (determined in consultation with the GSA Treasurer) to pay for expenses associated with the preparation of the publication. An example of these expenses might include the preparation, printing, and mailing of a "Call for Papers". All expenditures must receive prior approval. This means that funds must be encumbered before any purchases are made by submitting an Encumbrance Request form to the GSA office for each vendor. If expenditures are made before approval, this may jeopardize your reimbursement. After publication, the applicant must present a detailed accounting of all expenditures and revenues along with a copy of the publication to GSA.*

#### **H. Non-Profit Outreach Program**

*1. Purpose – The Non-Profit Outreach Program is set up to promote service to local non-profit agencies for the betterment of humanity, and to encourage graduate student involvement in the community.*

*2. Allocation – Upon completion of the community service activity, the organizing graduate student club will receive up to a \$250 increase to their general fund. Submissions will be based on their merits and awards will be made on a first come, first served basis.*

*3. Deadlines, Regulations and Funding Approval – Non-Profit Outreach Requests will be decided by the GSA Senate at regular Senate meetings. To be considered, the proposal must be received in the GSA office fourteen days before the Senate meeting for initial consideration by the GSA Finance Committee. Requests must be presented on the proper forms and in accordance with Finance Committee guidelines (copies of both the application form and the Committee's guidelines are available in the GSA office or on the website at*

[www.gsa.buffalo.edu](http://www.gsa.buffalo.edu)). Basically, the request describes the planned activity, lists how many graduate students will be involved, and gives us contact information for someone from the Non-Profit Agency. After the services have been performed, there is a follow-up questionnaire the Non-Profit must complete and return to the GSA in order for the award to be given. The Finance Committee will interview the applicant(s) and review the proposed activity so that the committee can recommend a funding level to the Senate. No activity will be funded retroactive to Senate approval. Special Interest and International Student Clubs are encouraged to seek Non-Profit Outreach Funding.

### **I. Exclusions From Funding**

1. *Speakers* – When the guest speaker is a faculty member of the University at Buffalo, University Policies prohibit the payment of honorarium to the speaker.

2. *Secretarial Expenses* – Each organization is expected to type its own minutes, news bulletins and notices. Note: This rule shall not apply to necessary clerical services that a department club may require to produce a scholarly publication (see III, A, 4. above).

3. *Political and Religious Activities* – No funds shall be allocated for partisan, electoral, political activities or sectarian religious activities. In this regard “partisan, electoral, political activities” applies only to persons or organizations involved in electoral campaigns, therefore, it does not apply to activities designed to provide information or scholarly debate regarding the academic, national, or world arenas.

4. *Sales Tax* – The GSA and all GSA clubs are exempt from sales tax as we fall under the not-for-profit laws of the

State of New York. Clubs must pick up a tax exempt form from Sub-Board I, 341 Student Union prior to making a purchase. Note: Misuse of this tax exempt number is against the law and carries stiff legal penalties. Not only would such actions be a violation of the law, but would also be beyond the scope of the club officers’ duties and authority. The GSA will not be responsible for any misuse of this number.

5. *Gifts and Contributions* – Clubs shall be limited in their spending on gifts and awards. Each club may spend up to \$50.00 per semester from their club budget on gifts and/or awards. These expenditures must follow other GSA guidelines and should be used for items in line with the club’s mission and goals. No funds may be allocated for donations or charitable contributions.

6. *Publications* - With the exception of club newsletters and student’s scholarly works, publications cannot be funded.

7. *Stipends* – The GSA will not finance stipends or salaries other than those necessary for its operation of GSA, its clubs and their events. All requests for salaried positions must carry a job description and must be approved by the Senate.

8. *Course Evaluations* – No funds shall be allocated for such purposes – SCATE or department funds should be sought.

9. *Individual Reimbursement* – No club member will be reimbursed for expenses incidental to holding a club activity without prior approval of the Finance Committee. Examples of such, telephone costs associated with the use of a personal phone for club business such as calling a guest speaker long distance, transportation expenses associated with holding a club activity such as gas money to pick up guest speaker or to go around town to get party supplies.

### ***J. Executive Committee Special Projects Fund***

*1. Purpose – to continue promoting activities which will be of benefit to a large number of graduate students: a) during the summer or whenever the Senate does not convene, and b) in ‘exceptional cases’ when the funding of an event cannot wait for a Senate meeting.*

*2. Allocation – Such projects must be introduced by any graduate student or group of students and may also be co-sponsored by other groups both from within and outside the University Community.*

*3. Limitations – No organization shall have an event funded more than once during the academic year under the ‘exceptional cases’ clause stated above in #1 b.*

*4. Expenses – up to the limit of the Executive Committee’s approved allocation within the annual GSA budget will be paid directly from the Executive Committee Special Projects Fund, not through club budgets. GSA sponsorship must be made clear on any advertising for Executive Committee Special Projects funded events.*

*5. Requests and Determinations – Requests must be in writing and submitted to the Treasurer whose responsibility will be to inform all Executive Committee members and notify the club/organization of the Executive Committee’s decision.*

*6. Reimbursements – All reimbursements for activities funded by the Executive Committee’s Special Projects Fund will conform to the procedures outlined above in the “Financial Procedures” section of this pamphlet.*

*1. The GSA Treasurer and Finance Committee shall be responsible for interpreting these guidelines and applying them to specific cases where they may be unclear.*

*2. The Treasurer and Executive Committee shall be responsible for enforcing these guidelines. This power of enforcement shall include any and all means necessary to insure that these guidelines are followed and that GSA club officers are fiscally responsible to their constituents.*

*3. The Finance Committee may recommend to the Senate exceptions to these guidelines. Such appeals must be made by written request and presented to the Finance Committee at its regular meeting by a representative of the appealing party.*

### **IV. INTERPRETATION AND ENFORCEMENT**