University at Albany

Graduate Student Association
1400 Washington Ave
Campus Center 307 & 308
Albany, NY

RGSO
Recognized Graduate Student Organization

Handbook & Guidelines

Prepared by:
Katherine E. Slye
GSA Vice President
September-November 2014
# Table of Contents

Forward & Disclaimer.................................................................................................................. 3  
Introduction............................................................................................................................... 3  
Part 1: New RGSOs.................................................... Recognition & Funding.............................................. 4  
Part 2: RGSO Recognition & Funding......................................................................................... 4  
Part 3: RGSO Requirements....................................................................................................... 6  
Part 4: RGSO Benefits............................................................................................................... 7  
Part 5: Purchase Requests & Event Requirements.................................................................... 8  
Part 6: Violations & Penalties.................................................................................................... 11  
Appendix A: RGSO Funding and Recognition Application......................................................... 9  
Appendix B: RGSO Committee Sheet.......................................................................................... 12  
Appendix C: Payee Certification

Appendix D: MCAA Requirements and Addendum
**Forward:**

The following guidelines describe the how graduate students may form Recognized Graduate Student Organizations, gain funds for professional development, advocacy, and social events and in exchange do service to the University community. These guidelines shall be considered inferior to the GSA constitution and bylaws.

**Disclaimer:**

If in the event there is a discrepancy between this document and GSA governing documents the GSA governing documents shall prevail.

**Introduction**

Recognized Graduate Student Organizations (RGSOs) are student groups whose membership consists of fee paying graduate students. These groups are a member of the Graduate Student Association (GSA) and are eligible for benefits and funding. The nature of these RGSOs vary in their interests, activities and participation. The GSA serves all member-groups in good standing and who comply with our statement of non-discrimination.

It is the aspiration of the GSA to encourage a vibrant graduate student community. We sincerely hope this document will help support and enhance the growth of existing RGSO groups and aid in the formation of new groups. In so doing, the GSA hopes to build a better and more robust university community for all graduate students.
Part 1: New RGSOs

This section is to help new RGSOs navigate the process of becoming an official recognized GSA group. If you have questions about applying to be an RGSO, how to fill out the paperwork, or anything else RGSO related, you can visit the RGSO FAQ page on the GSA website (www.albany.edu/gsa) or contact the GSA Vice President at GSAVP@albany.edu.

The RGSO application for the Fall is due by 5pm the Monday after the first GSA Assembly Meeting of the Fall semester (September) and the Spring application is due by 5pm the Monday after the first GSA Assembly Meeting of the Spring Semester (February). The applications for the Summer are due the first Monday of April. You need to e-mail the completed application to GSAVP@albany.edu.

- The dates of the GSA Assembly Meetings can be found on the GSA website: www.albany.edu/gsa.

Money is allocated to RGSOs by semester. Thus you apply for funding/recognition twice a year (once in the fall and once in the spring) and funding if you want it for the summer in early April. When you apply in September, you will want to request money for the fall semester meaning any events your group wants to hold between September and January. In February, which is the application deadline for the Spring semester, you will want to include all events you want to hold between February and May. If your RGSO wants to have any summer events (June-August) you submit that application by the first Monday in April.

If your RGSO does not have any events they want to hold, you can still be a recognized group eligible for all RGSO benefits and responsible to complete all RGSO requirements.

If you missed the deadline for the current funding period, contact the GSA Vice President to become a Baby Graduate Student Organization (BGSO) and get some seed money to have an event or two while you get established. Then you can apply to become an official recognized group at the beginning of the next funding period.

You will also need to register your group in the Myinvolvement System in order to process vouchers for their events. Contact the Campus Designee, Elizabeth Conrad, in the Office of Student Involvement and Leadership for more information. Note: You will need a written constitution for your RGSO in order to register.

A lot of information regarding the GSA, including Assembly Meeting information, is disseminated through the GSA Listserv every Monday. We suggest that your RGSOs E-board subscribe to this list by e-mailing GSAPR@albany.edu with Listserv in the subject line.
Part 24: RGSO Recognition and Funding

RGSO funding from the GSA is provided through Graduate Student activity fees. In order to distribute these funds systematically, our governing documents outline the policies and procedures guiding this process. A copy of these regulations can be obtained at the GSA Office or through the GSA website.

1. Recognition:
   a. Recognition Schedule: There are three recognition periods for each academic year.
      i. Fall (September – January): The deadline to apply for fall recognition and funding is 5pm on the second Friday Monday after the first GSA Assembly Meeting of the semester.
      ii. Spring (February – May): The deadline to apply for spring recognition and funding is 5pm on the second Friday Monday of the first GSA Assembly Meeting of the semester.
      iii. Summer (June – August): The deadline to apply for summer funding is the first Monday of April.
   b. Applications: RGSOs who wish to obtain or maintain their GSA recognition must submit a Recognition and Funding Application to the Vice President by the aforementioned deadline. You may obtain a copy of this application in Appendix A of this document.

2. Funding:
   a. Funding Schedule: The following is the breakdown of funds available for disbursement to RGSOs from the total GSA RGSO Budget during the Recognition & Funding Periods. There is not cap to how much money an RGSO can request.
      i. Fall: 50%
      ii. Spring: 45%, plus any roll over from the Fall Period
      iii. Summer: 10%, plus any roll over from the Spring Period
      iv. When applying for funding, only request money for the current funding period, not the entire year.
   b. Review Process: The RGSO committee, comprised of the Vice President and Assembly members is charged with ensuring that yearly RGSO programming serves a wide range of interests. RGSO programming’s can include professional development, cultural programs, and social events.
      i. Content Justification: The RGSO committee will organize its definition of content based upon, but not limited to, the following domains. These domains are not mutually exclusive, as some events may promote professional development, cultural, and social objectives:
         1. Professional Development: How does the content of your event serve students in your fields or related disciplines?
         2. Cultural: In what ways does your event promote diversity and inclusion for the UAlbany community?
         3. Social: How does your event meet valid social objectives (e.g., team building, networking, etc)?
      ii. Expense Justification: The RGSO committee will consider expenses linked to respective events including, but not limited to: food, speaker honorarium/travel expenses, room reservations, promotional material (e.g.,
programs, name tags etc.), decorations, and necessary equipment. In order to help the RGSO committee consider the reasonability of the cost, please provide as much information regarding the expense as possible.

iii. **NOTE:** Decisions regarding RGSO funding are based entirely upon the discretion of the RGSO committee.

iii.jv. In the event that the money requested by the RGSOs is more than the money available for distribution, the RGSO Committee will make reductions in the budgets of all RGSOs equally. One such way would be by percentage or dollar amount.

c. **Funding Appeals:** In the event that you do not agree with the funding decisions of the RGSO Committee, you may challenge the decision. The RGSO Committee will set an Appeals Meeting within two weeks from the date on the funding letters to allow groups to make their case to the Committee for why the money allocated to them for a certain event(s) was not sufficient. This appeal can be made by any member of the RGSO.

e. Submit an appeal in writing to the GSA Vice President. You must submit the following within two weeks of the date on your award letter.

i. A detailed explanation of why the award is unfit for a certain event(s) during the funding period.

ii. A spreadsheet detailing how much more money you need for the event(s).

All appeals are reviewed by the RGSO Committee and Vice President. The Vice President may bring any appeal to the GSA Executive Board for discussion. Revised awards will be sent at the discretion of the aforementioned entities with final decision given to the GSA Vice President based on the total RGSO budget and funding history.

d. **Reallocation Funding:** RGSOs may seek to reallocate unused monies within the current funding period. RGSOs seeking to relocate funding must submit a revised budget with adequate justification on the reallocation of funding. RGSOs may only seek to reallocate once a semester. The revised budget must be turned in by the first Monday of the month to be considered by RGSO Committee that month, and a decision regarding the reallocation shall be given to the RGSO no later than two weeks. Reallocation may only be sought in October, November, December, March, April, and May of each year. All decisions on budget reallocations will be deemed final.

e. **Money for Personal Items:** As per the financial guidelines as set forward by the University’s Board of Trustees, GSA money cannot be spent on personal items. This does not include marketing items, which are acceptable. Marketing items are items that cost less than $20 each and market either the university, the GSA, or the RGSO. Only items that include one or more of the logos listed will qualify as a marketing item. If you have questions about what qualifies, you can contact the GSA Vice President.
Part 3-2: RGSO Requirements

In order for the GSA to fulfill its mission of professional development, advocacy, and service, committee membership is a critical necessity. As a result, RGSOs who seek funding are expected to provide service in the form of committee/board/council/task force memberships.

1) Committee Requirement

RGSOs are required to fulfill at least four points for the academic year. Any member within a RGSO group can fulfill this requirement.

On page 14 is a list of a few recurring committees that fulfill this requirement, however RGSO groups are not limited to just these committees since new opportunities often arise. All of these Committees are yearlong appointments. (Note: If a member of your RGSO who sits on a committee is no longer able to fulfill the requirement, your RGSO will not get credit for service).

2) MCAA Requirement

The GSA affirms its commitment to the principles of equity and inclusion and acknowledges the pervasiveness of inequality in society and in higher education. Therefore RGSOs are expected to uphold MCAA values through one of the following options:

A) Holding an MCAA event approved by the MCAA Chair

B) Proposing an alternative MCAA project approved and tracked by the MCAA committee

See Appendix D for more information.

3) GSA Assembly Meeting Attendance

For continuity reasons, the RGSO Assembly Representatives and Alternates should be the ones attending these meetings. If a time arises where one of these two cannot attend a meeting, you can send another RGSO member in their place, but this is not preferred. In order to remain an RGSO in good- standing, you may not miss more than one Assembly meeting per semester. If a RGSO misses more than one meeting in a semester, the RGSO will not receive funding for the following funding period during the academic year (fall or spring). Missing the May GSA Assembly meeting will result in the RGSO not be able to apply for funding for the next academic year. (Note: an RGSO who cannot receive funding can still be a recognized group).

New RGSOs are not held accountable for not attending the first Assembly meeting of the semester in which they seek initial funding because the applications are not due until after this meeting. Thus, absence from that meeting will not count as an absence for that semester. It is suggested, however, that all New RGSOs attend. Continuing RGSOs are responsible for attending the first Assembly meeting and if they miss the meeting it will count as an absence for the semester.

Information regarding Assembly meetings, including officer reports and the location (which alternates between the three SUNY Albany Campuses), can be found here: http://www.albany.edu/gsa/assembly.shtml.
4) **RGSO Training**
This training is conducted by the GSA Vice President and either the GSA President and/or Treasurer will attend to field questions. The training reviews many GSA requirements such as room reservations, flyer postings, and procedures including the online voucher process. Due to the nature of the material covered, all RGSO President and/or Treasurers must attend this training at the beginning of the Fall and Spring semesters. It is the duty of the attendees to relay all information to all of their RGSO officers. If neither are able to attend, they must work with the Vice President to set up a different time to meet. *(Note: Your RGSO will not receive funding until you fulfill this requirement).*

5) **MyInvolvement Registration**
RGSOs are required to register on MyInvolvement in order to process vouchers for their events. Contact the Campus Designee, Elizabeth Conrad, in the Office of Student Involvement and Leadership for more information. *(Note: You will need a written constitution for your RGSO in order to register.)*

*Commented [SKE12]: Even though we no longer require this for recognition, the University does so RGSOs need to have one for this purpose.*
Part 43: RGSO Benefits

1) RGSO Funding from GSA
Funding provides financial resources for RGSO groups to conduct the business and activities planned for their group. The MCAA Chair may award additional funding to RGSO events which are in line with the MCAA Chair’s approved yearly agenda.

Other funding ideas:
Other sources of funding or potential co-sponsorships consider approaching: (1) your department, (2) fundraising, (3) The Office of Student Involvement and Leadership, (4) Administration, (5) Graduate Studies Office, (6) International Studies Office, (7) ITLAL, or (8) University Auxiliary Services (UAS) grant.

2) Copies and Printing
RGSOs can make free copies at the GSA Office for a RGSO-related purpose such as printing fliers for events, brochures, agendas for meetings, and other administrative items. RGSOs may not use more than 15 color copies per sponsored event. To use this service, please see an office manager at the GSA Uptown Office who will be able assist you. (Note: If you need to make more than 150 copies or prints at a single time you will need to coordinate with the GSA office since this is a shared resource for all graduate students.)

3) Using University Facilities
RGSO groups can sign out rooms for meetings and for special events. Some rooms are free of charge and others incur a fee. Please contact the Office of Student Involvement and Leadership for more information.

4) Access to the GSA Calendar
This online calendar is managed by the GSA Vice President. If you want to advertise your event on this calendar, e-mail GSAVP@albany.edu with "RGSO Calendar" in the subject line. Calendar announcements can be made a day in advance of the event or up to an entire year in advance of the event.
**Part 54: Purchase Requests & Event Requirements**

In order to be reimbursed for the cost of an event, the RGSO must do the following:

1. Advertise the event on at least the two GSA listservs prior to your event. You must submit your listserv announcement to GSAPR@albany.edu by **Sunday night at midnight** for it to be on the Monday listserv.

2. The RGSO President or Treasurer must submit an electronic reimbursement request within **three weeks** of your event/activity. (they are the only officers who are given such authority in my involvement).

3. Submit all required hard copy documents (e.g., payee certification with original signature, contracts with original signatures, original receipts etc.) to the Vice President within **four weeks** of your event/activity.

**Online reimbursement requests** must include the following:

1. Filled out purchase request
2. Upload blank document in the document field

You must submit the following documents to the GSA Vice President in **hardcopy**:

1. Payee Certification (found in Appendix C of this document or on the GSA Forms/Docs page: http://www.albany.edu/gsa/docs.shtml)
2. Original Receipts
3. Contracts**

*Note: The GSA cannot move your voucher through the process without this paperwork.*

**Contracts: All contracts require the GSA President's signature. The President must sign the contract **BEFORE** the event is held. RGSOs must submit the contract for signing no later than two weeks before the event is scheduled. All contracts will be signed within one week after submission, and placed in the respective RGSO's mailbox within the GSA uptown office. Once signed by all parties the contracts must be submitted to the GSA Vice President for financial processing.

Failure to meet the above requirements (during a semester) will lead to a penalty in a tiered system.

- **Strike 1:** We will assume it is human error and the GSA will e-mail the RGSO president and treasurer to alert them.
- **Strike 2:** The RGSO President and Treasurer will be required to meet with the GSA Vice President to review the RGSO guidelines.
- **Strike 3:** Your RGSO will be put on probation. Probation means that your RGSO will only be funded for one event up to $500 the following semester. Further errors will result in the cancelation of the rest of your events for the current semester and suspension for one full semester after.

Failure to submit all information may result in a delay or denial of the reimbursement. All checks will be mailed. The reimbursement process takes 2-3 weeks to complete.

**THE GSA WILL ONLY REIMBURSE EVENTS THAT HAVE PREVIOUSLY BEEN APPROVED FROM EACH APPLICATION**

Commented [SKE13]: There have been questions as to why just any member cannot do it so clarifying this in the process will be helpful.
RGSOs are responsible for their own bills!

**Part 6: Violations & Penalties**

While many of the RGSO policies outlined in this manual are subject to assembly input and approval, some policies are given to the GSA directly from the Board of Trustees (BOT). These policies can be found on the University's website:

- Student Activity Fees - Mandatory  
  http://www.suny.edu/sunypp/documents.cfm?doc_id=358

- Student Activity Fee Programs - Mandatory, Fiscal and Accounting Procedures for  
  http://www.suny.edu/sunypp/documents.cfm?doc_id=525

The above policies are distilled in the GSA's Financial Guidelines. Please refer to them if you have questions and feel free to contact the Vice President or Treasurer with questions.

The “three strike” system defined in the previous section is a new policy that was created to allow for small oversights and minor violations of RGSO policies. Under previous guidelines, minor violations of this type resulted in denial of reimbursement for events, and the new guidelines were created to recognize the financial situation of graduate students who often front their own money to put on events, and are reimbursed later. We felt that minor violations should not adversely affect students as much as those policies did.

Violations of Board of Trustee policies by RGSOs cannot be handled this way as neither GSA officers nor University personnel will process reimbursements or vendor contracts that are in violation of these policies. RGSOs that plan and put on events are subject to these policies and by holding events, affirm that their events are not in violation of University policy.

RGSOs will be held responsible for violations and will be responsible for all bills not in compliance with these regulations.

In the instance of a first violation, RGSOs will not be reimbursed for a non-compliant event.

Second offenses within two years from the date of the first offense will lose GSA recognition.

You can prevent violating Board of Trustee policy by familiarizing yourself with these policies and by asking questions. We are here to help!
Appendix A: RGSO Funding & Recognition Application

Name of Organization: _____________________________________________________

Departmental affiliation (if any): ___________________________________________

Total Amount Requested for Current Funding Period: $_____________________

I have read the University at Albany Graduate Student Association Constitution and Bylaws (http://www.albany.edu/gsa/docs.shtml) and the RGSO Handbook. I understand the requirements that must be met in order to receive GSA funding and maintain recognition, and understand that the President and/or Treasurer of my RGSO must attend RGSO training with the GSA President, Vice President, and Treasurer.

RGSO Statement of Non-Discrimination
It is the policy of the University at Albany Graduate Student Association (GSA) to provide equal opportunity to participate in GSA recognized graduate student groups for all qualified persons. To prohibit discrimination in all legally recognized forms.

I agree to adhere to this policy, knowing that failure to enforce the policy will result in a penalty that will be decided by the RGSO Committee and the MCAA Committee.

Please print the names and e-mail address of your RGSOs E-board Members, Assembly Representative, and Assembly Alternate and have them sign.

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
<th>E-mail:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
<th>E-mail:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
<th>E-mail:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
<th>E-mail:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
<th>E-mail:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name:</th>
<th>Position:</th>
<th>E-mail:</th>
<th>Signature:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**RGSO Planned Events**

For each and every planned event, please complete the following:

Title of event / project (to be used when requesting reimbursement): ____________

(Approximate) date of event / project: ________________________________

Planned location: ________________________________

Is this an MCAA event / Project? (circle one)                  YES            NO

Brief description of the event / project:

Number of people expected to attend: ____________

Total amount requested from GSA for event / project: ______

Justification for Expenses (including breakdown by food, speakers, space, etc.) Why should the GSA fund this event? Is any portion of this amount a contract fee that cannot be reduced?:

Has this event/project received GSA funding in the past? If so, how much? ______

How much will be contributed from other sources? (From whom and how much?) ______

Will you be charging anything for students to attend? Why? ^

Will you be collaborating with another RGSO for this event? If yes, which one(s)?
(lease be sure that the amount requested here is equivalent to your contribution to a cosponsored event).*

*GSA is working to promote more cooperation between RGSO groups to create a more unified graduate student population; therefore, we will be encouraging groups to work together to plan and host events as well as to share expenses. Funding preference will be given to events that are co-sponsored. We feel that this will not only save money by decreasing duplication of similar events, but it will bring the graduate community together to meet people outside of their program.

^ You can only charge students with prior approval of the RGSO Committee.

Commented [SKE14]: We removed this because in discussion with the MCAA chair, she thinks it would be more efficient for RGSOs to go directly to her so she and the committee can develop questions they want answered that this application does not address.

Commented [SKE15]: This is in line with BOT policy and this is just formally recognizing this in this document so RGSOs are aware as they are working on their applications.
GSA Committee Preference Form

Use the following box to select which committee(s) your RGSO would like to sit on. Remember that each RGSO must earn four points by the end of the year, meaning that service on multiple committees, by multiple individuals, may be necessary.

**NOTE:** Each RGSO must select at least FIVE different committees

<table>
<thead>
<tr>
<th>Committee Choices</th>
<th>Name &amp; Email of Individual Interested</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) __________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>2) __________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>3) __________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>4) __________________________</td>
<td>__________________________</td>
</tr>
<tr>
<td>5) __________________________</td>
<td>__________________________</td>
</tr>
</tbody>
</table>

**ADDITIONAL CHOICES IF DESIRED**

| 6) __________________________ | __________________________ |
| 7) __________________________ | __________________________ |
| 8) __________________________ | __________________________ |
Appendix B: Committees

GSA Committee Point Outline

In order to enhance membership of the Graduate Student Assembly, and to promote a proactive governing voice among graduate students, it is necessary to capitalize on system wide committee opportunities that have been given to the GSA. In exchange for funding, the each RGSO will be required to earn four points a year in GSA service. Service opportunities for 2014, and points are listed below.

**NOTE:** Any committee in italics and grayed out is a Presidential designee. You may submit your request for that committee membership, along with your C.V. to the current GSA President.

<table>
<thead>
<tr>
<th><strong>GENERAL COMMITTEES</strong></th>
<th><strong>MINIMUM REQUIRED MEMBERSHIP</strong></th>
<th><strong>POINTS (PER SEMESTER)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Elections Committee</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Grants Committee</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Judicial Board</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>MCAA Committee</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Programming Committee</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>RGSO Committee</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Wages and Benefits</td>
<td>4</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>ACADEMIC COMMITTEES</strong></th>
<th><strong>MINIMUM REQUIRED MEMBERSHIP</strong></th>
<th><strong>POINTS (PER SEMESTER)</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Council on Academic Assessment</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Council on Research</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Undergraduate Academic Council</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>University Life Council</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Governance Council</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Academic Council</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>University Planning and Policy Council</td>
<td>1</td>
<td>3</td>
</tr>
</tbody>
</table>

Commented [SKE16]: The Committee has taken on a larger role than just approving applications 3x a year. Any other committee can be changed as well as long as there is a justification for increasing or decreasing the points awarded.
<table>
<thead>
<tr>
<th>STRATEGIC COMMITTEES</th>
<th>MINIMUM REQUIRED MEMBERSHIP</th>
<th>POINTS (PER SEMESTER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisory Committee on Campus Security</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Advisory Planning, Architecture, and Aesthetics Committee</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Campus Planning Committee (special project)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Committee on University &amp; Community Relations</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>President’s Advisory Council on Prevention of Sexual Assault</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Sustainability Council</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>University Auxiliary Services Board</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>University Libraries Student Advisory Committee</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>University Police Department Advisory Committee</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Community Engagement</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>SUNY Student Assembly</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>UUP Contingent Concerns Committee</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXTERNAL COMMITTEES</th>
<th>MINIMUM REQUIRED MEMBERSHIP</th>
<th>POINTS (PER SEMESTER)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAGPS</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>SUNY SA</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>
Appendix C: Payee Certification

Graduate Student Association
Campus Center 307/308 University at Albany, SUNY Albany, NY 12222

Payee Certification – Required only for personal reimbursement

Please provide all requested information for the check recipient:

Print name, as it is to appear on the check: ________________________________

Address: _____________________________________________________________

Phone #: __________________ E-mail: ________________________________

Amount of Reimbursement: ____________________________________________

Event Reimbursement is for: ____________________________________________

Online Voucher #: _________________________________________________

I hereby certify that this reimbursement is just, true, and correct.

Signature: ___________________________ Date: __________________________