



# UNDERGRADUATE STUDENT GOVERNMENT CODE

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# **Title 1 — General Provisions**

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## ***Chapter 1 — Rules of Construction***

### § 101. Words denoting gender and so forth

In determining the meaning of any Act of the Senate, unless the context indicates otherwise—

- (a) words importing the singular include and apply to several persons, parties, or things;
- (b) words importing the plural include the singular;
- (c) words importing the masculine gender include the feminine on equal parity as well;
- (d) words used in the present tense include the future as well as the present;
- (e) “officer” includes any elected person authorized by law to perform the duties of the office;
- (f) “position” includes any role within the USG that is prescribed by law and/or established in an Operations Manual that also assigns responsibilities to said role;
- (g) “signature” or “subscription” includes a mark when the person making the same intended it as such;
- (h) “oath” includes affirmation, and “sworn” includes affirmed.

### § 102. Common Acronyms

In determining the definition of any acronym found in any Act of the Senate, unless the Act shall state otherwise—

- (a) the acronym “USG” shall mean the “Undergraduate Student Government”;
- (b) the acronym “US” or “USA” shall mean “United States” or “United States of America,” respectively;
- (c) the acronym “NY” or “NYS” shall mean “New York” or “New York State,” respectively;
- (d) the acronym “NYCRR” shall refer to “Official Compilation of Codes, Rules and Regulations of the State of New York.”

## ***Chapter 2 — Acts and Resolutions, Formalities of Enactment.***

### § 201. Enacting Clause

The enacting clause of all Acts of the Senate shall be in the following form: “*Be it enacted by the Senate of the Undergraduate Student Government.*”

### § 202. Resolving Clause

The resolving clause of all resolutions shall be in the following for: “*Resolved by the Senate of the Undergraduate Student Government.*”

### § 203. Printing of bills and resolution

Every bill or resolution in the Senate shall, when such bill or resolution passes the Senate, be printed, and such printed copy shall be called the enrolled bill, or resolution, as the case may be, and shall be signed by the presiding officer of the Senate certifying its accuracy. If it shall be a bill, it shall thereafter be sent to the President of the Undergraduate Student Government. If it shall be a resolution it shall thereafter be sent to the Officer Administrator of the Undergraduate Student Government by the Presiding Officer of the Senate, and he shall carefully preserve the originals.

### § 204. Promulgation of laws

Whenever a bill, having been approved by the President, or not having been returned by him with his objections, becomes a law or takes effect, it shall forthwith be received by the Officer Administrator of the USG from the President; and whenever a bill is returned by the President with his objections, and, on being reconsidered, is agreed to be passed, and is approved by two-thirds the Senate, and thereby becomes a law or takes effect, it shall be received by the Officer Administrator of the USG from the Presiding Officer of the Senate, and he shall carefully preserve the originals.

### § 205. Subject

No law shall embrace more than one subject, which shall be expressed in its title. Nor shall any law be revived or amended with reference to its title, but the act revived or the section amended shall be reenacted and published at length.

### § 206. Statutes-at-Large

- (a) The Officer Administrator of the USG shall cause to be compiled, edited, indexed, and published and available for viewing in the USG at the main desk, the Undergraduate Student Government Statutes at Large, which shall contain all the laws and resolutions and reports enacted or adopted during each session of the Senate; all proclamations by the President in the numbered series; all contracts and binding agreements; all regulations; and also any amendments to the Constitution of the USG proposed or ratified pursuant to the Constitution of the USG. The Undergraduate Student Government Statutes at Large shall be legal evidence of laws, resolutions, contracts, proclamations by the President, and proposed or ratified amendments to the Constitution of the USG therein contained, in all the courts of the USG.
- (b) Each branch of government and each agency shall have a designate that is responsible for ensuring that his or her relevant branch or agency is in compliance with this section. In the Senate, the designee shall be the Presiding Officer of the Senate; in the Executive Council it shall be the President or the Vice-President of Communications and Public Relations; in the judicial branch it shall be the Chief Justice and the Chief Judge of the Judicial council; and in the agencies, unless otherwise designated, it shall be the Chair thereof.

## **Title 2 — The Senate**

### **Chapter 1 — Organization of the Senate**

- § 101. Senate Terms
- § 102. Meeting Times and Default Times
- § 103. Exceptions of Meeting Times

### **Chapter 2 — Regulations Governing the Senate**

- § 201. Rules of the Senate
- § 202. Right to Be Fully Informed on Legislation
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- § 303. SUBPOENA PROCESS
- § 304. REQUIREMENT TO PRODUCE DOCUMENTS AND/OR TO APPEAR; EXCUSES FROM APPEARING
- § 305. CONTEMPT OF THE SENATE DEFINED
- § 306. PUNISHMENT
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### **Chapter 4 — Office of Law Revision**

- § 401. Establishment
- § 402. Purpose
- § 403. Functions
- § 404. Management

### **Appendix:**

**Bylaws of the Undergraduate Student Government Senate  
Special Rules of Order of the USG Senate**

## *Chapter 1 — Organization of the Senate*

### § 101. Senate Terms

The terms of the Senate shall be divided into two regular sessions; the first session shall be in the Fall semester and the second session shall be in the Spring semester.

### § 102. Meeting Times and Default Times

- (a) The Executive Vice President shall have power to establish the meeting times for the Senate, but if no time shall be chosen, the Senate shall first assemble for each session at 7:00 PM on the first Thursday of the semester.
- (b) The Executive Vice President shall have power to cancel regular Senate meetings in consultation with the President Pro Tempore of the Senate, if elected.

### § 103. Exceptions of Meeting Times

- (a) The Senate, while in session, shall not be required to meet on holidays, breaks or when the parliamentarian shall not be available.
- (b) Nothing in this Section shall be construed to deny or disparage the power of the Senate to adjourn to such fixed times and dates other than those scheduled by this act, or to convene in special sessions or meeting times, in accordance with the Constitution of the Undergraduate Student Government, the laws made in pursuance thereof, and Roberts Rules of Order, Newly Revised.

## *Chapter 2 — Regulations Governing the Senate*

### § 201. Rules of the Senate

The Senate shall be governed by rules established in the Senate By-Laws, which shall be binding upon members of the Senate.

### § 202. Right to Be Fully Informed on Legislation

1. Prior to any legislation's consideration by a committee of the Senate, the legislation shall be submitted to the Office of the EVP at least forty-eight hours prior to the scheduled meeting time. The legislation shall then be posted on the USG website and be marked as pending so that all members of the USG and other campus community members may view the legislation being considered by the Senate of the USG. After approval of the committee, the amended legislation shall be submitted to the Office of the EVP so that it can be updated on the website of the USG. Any legislation not submitted to the Office of the EVP at least forty-eight hours prior to when the committee shall be scheduled to meet cannot be voted upon until the 48-hour waiting period has passed.
2. The following process shall be required for any legislation to be lawfully voted upon by the Senate of the Undergraduate Student Government unless agreed upon by two-thirds of the Senate otherwise:
  1. All legislation, as well as standing committee minutes, must be certified by the presiding Chairperson of the committee with the affixation of the current date and the Chairperson's signature.
  2. Any document which is certified by the presiding Chairperson of a committee and submitted along with meeting minutes, also certified, will be available to be voted upon at the Senate meeting.
  3. Legislation as well as committee minutes must be photocopied by the chairperson or the designated committee officer, and delivered to the mailboxes of all Senators or delivered personally by no later than 2PM on the day of the Senate meeting.
  4. Failure to deliver said documents before the deadline of 2PM on the day of the Senate meeting will result in the documents being designated "DRAFT" and will therefore not be eligible to be voted upon that day's Senate meeting.

5. Attached to any bill amending a previously enacted law shall be a copy of said law in full.

§ 203. Office Hours Requirements

No less than half of the required office hours of Senators of the Undergraduate Student Government must take place during regular business hours.

§ 204. Publication of Minutes and Attendance

1. The approved minutes of the Senate meetings shall be posted on the USG website within 2 weeks of being approved by the Senate.
2. A log of each Senator's attendance to meetings of the Senate and its subordinate committees shall be posted on the USG website.

### *Chapter 3 — Senate Investigations*

#### § 301. SHORT TITLE

- (1) This chapter may be cited as the “Senate Investigations Act”

#### § 302. POWERS OF THE SENATE

- (1) The Senate, or any committee thereof empowered by a resolution of the Senate, shall have power to hold such hearings and sit and act at such times and places, take such testimony, receive such evidence, administer such oaths; and to compel, by issuance of a subpoena by a majority vote, the attendance and testimony of such witnesses and the production of such books, records, correspondence, memoranda, papers, and documents as it considers necessary.
- (2) The Senate shall have power to punish individuals who fail to comply with the demands of the Senate, or any committee thereof.

#### § 303. SUBPOENA PROCESS

- (1) All subpoenas issued by the Senate, or any committee thereof, shall contain the date, time, and place of the hearing a witness is to attend; and the particular kind of documents sought, and shall be signed by the presiding officer of the Senate, or of the committee, that shall have issued it.
- (2) The Senate Sergeant-at-Arms shall then serve such subpoenas to the proper parties.

#### § 304. REQUIREMENT TO PRODUCE DOCUMENTS AND/OR TO APPEAR; EXCUSES FROM APPEARING

- (1) All persons or parties served with a subpoena shall be required to appear at such time and place as the subpoena shall state, with any evidence that shall have been demanded.
- (2) The requirement to appear or produce evidence shall be postponed or waived by a vote of the Senate, or of the committees thereof, if such persons have a legitimate excuse, which shall be defined as having a class to attend, a job to work at, a physical or debilitating illness or injury which interferes with the officer’s duties, a religious holiday or a family emergency.
  - (a) If such persons are unable to meet with the Senate, or any committee thereof, at its regularly scheduled meetings for an indefinite period of

time, they shall provide a list of times which they shall be available to the Senate via the Executive Vice President, or the Chairperson in the case of a committee, and a time for a special meeting shall be set, stating when and where the persons shall be required to appear.

#### § 305. CONTEMPT OF THE SENATE DEFINED

The failure of any persons or parties to comply with the provisions of this act, or otherwise willfully interferes with the performance of the duties of the Senate, shall be guilty of contempt of the Senate.

#### § 306. PUNISHMENT

- (1) The Senate shall, by a vote of a majority of its members, determine whether persons or parties are in contempt of the Senate.
- (2) Whenever such persons guilty of contempt of the Senate shall be officers of the Undergraduate Student Government, or in the services thereof, the Senate may impose the following fines as punishments:
  - (a) The Senate may authorize the suspensions of their stipends or wages;  
or
  - (b) the Senate may reduce their stipends or wages to a level no lower than minimum wage.
- (3) If such persons shall thereafter come into compliance with the provisions of this act, the Senate shall vote to fully restore such stipends and wages retroactive to the date in which such persons or parties came into compliance; but no back pay shall be given for the period in which they shall have been in contempt of the Senate.
- (4) The imposition of fines by the Senate on officers for contempt of the Senate shall not preclude the punishment of impeachment on the same.
- (4) Fines for contempt of the Senate shall last no longer than the term of the Senate that imposed them.

#### § 307. APPEAL

- (1) Persons served with a subpoena shall have the right to appeal the required attendance or production of documents to the Supreme Court of the Undergraduate Student Government.

- (2) The Supreme Court may quash the subpoena if it determines the Senate acted in bad faith or if it was not pursuant to its powers to investigate for the purposes of legislation and operation of good government.
- (3) Persons punished for contempt of the Senate shall have the right to appeal the judgment of the Senate to the Supreme Court of the Undergraduate Student Government.
- (4) The Supreme Court shall only reverse the judgment of the Senate in cases when persons had not committed contempt of the Senate as defined in § 30 5 of this Act.

## ***Chapter 4 — Office of Law Revision***

### § 401. Establishment

There is established in the Senate an office to be known as the Office of the Law Revision Council, referred to hereinafter in this chapter as the “Office”.

### § 402. Purpose

The principal purpose of the Office shall be to develop and keep current an official and positive codification of the laws of the Undergraduate Student Government. The Office shall maintain impartiality as to issues of legislative policy to be determined by the Senate.

### § 403. Functions

The functions of the office shall be the following:

- (a) To prepare, and submit to the Legislative Review Committee, one title at a time a complete compilation, restatement, and revision of the general and permanent laws of the Undergraduate Student Government, which conforms to the understood policy, intent, and purpose of the Senate in the original enactments, with such amendments and corrections as will remove ambiguities, contradictions, and other imperfections both of substance and of form, separately stated, with a view to the enactment of such as positive law.
- (b) To examine periodically all of the public laws enacted by the Senate and submit to the Legislative Review Committee recommendations for the repeal of obsolete, superfluous, and superseded provisions contained therein.
- (c) To prepare and publish periodically a new edition of the Undergraduate Student Government Code (including those titles which are not yet enacted into positive law as well as those titles which have been so enacted), with annual cumulative supplements reflecting newly enacted laws.
- (d) To classify newly enacted provisions of law to their proper positions in the Code where the titles involved have not yet been enacted into positive law.
- (e) To provide the Legislative Review Committee with such advice and assistance as the committee may request in carrying out its functions with respect to the revision and codification of the Federal statutes.

### § 404. Management

The management, supervision, and administration of the Office are vested in the Law Revision Counsel, who shall be appointed by the Executive Vice President and the President Pro Tempore without regard to political affiliation and solely on the basis of fitness to perform the duties of the position. Any person so appointed

shall serve at the pleasure of the Executive Vice President, and in case of vacancy the responsibilities shall be filled by the Executive Vice-President.

## **Title 2 – Appendix**

**Bylaws of the Undergraduate Student Government Senate  
Special Rules of Order of the USG Senate**

**BYLAWS OF THE UNDERGRADUATE STUDENT GOVERNMENT SENATE**

## **Special Rules of Order for the USG Senate**

## **Title 3 — The Executive Council**

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- § 252. Staff
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### **Chapter 3 — Executive Council Reporting Acts**

- § 301. Short Title
- § 302. Required Executive Council Reports
- § 303. Required Executive Council Members

## ***Chapter 1 — Bylaws***

### § 101. Short Title

This chapter may be cited as the Executive Council Bylaws.

### § 102. **Purpose**

The purpose of these bylaws is to clarify the operations and procedures of the Executive Council of the Undergraduate Student Government.

### § 103. **Quorum**

A majority of members of the Executive Council shall constitute a Quorum to do business.

### § 104. **Meeting Times**

- (a) The Executive Council shall assemble no later than the second Tuesday of the Fall semester and shall subsequently meet at least once every two weeks during the academic year, with exceptions for Summer semester, winter session, vacations and breaks.
- (b) The President shall call all meetings of the Executive Council, unless no meeting shall have been schedule for two weeks, then the Executive Vice-President shall call a meeting of the council.

### § 105. **Rules**

- (a) The President shall be the chair, and in his absence, the Executive Vice-President shall serve as Chair.
- (b) All members shall be required to attend meetings unless they shall have a legitimate excuse.
- (c) Unless otherwise stated in the Constitution or these bylaws, Meetings shall conform to the latest version of Roberts Rules of Order, newly revised.

### § 106. **Office Hours**

No less than half of the required office hours of officers of the Executive Council must take place during regular business hours.

## *Chapter 2 — Offices of the Executive Council*

### **Subchapter I — Office of the President**

#### § 211. Establishment

There is established in the Executive Branch an Office of the President, headed by the President.

#### § 212. Staff

The Office of the President shall be staffed accordingly—

- (a) The President shall hire, at his or her discretion, Assistants, and may be removed by the same.
- (b) The total number of hours of all Assistants paid per week shall not exceed 30 hours.
- (c) An Assistant shall be paid per hour of work, and shall not be paid in excess of 20 hours per week.

#### § 213. Purpose

The staff of the Office of the President shall be responsible only for assisting the President in the execution of his duties and powers, and to assist him with secretarial duties.

## **Subchapter II — Office of the Executive Vice-President**

### § 221. Establishment

There is established in the Executive Branch an Office of the Executive Vice-President, headed by the Executive Vice-President.

### § 222. Staff

The Office of the Executive Vice-President shall be staffed accordingly—

- (a) The Executive Vice-President shall hire, at his or her discretion, Assistants, and may be removed by the same.
- (b) The total number of hours of all Assistants paid per week shall not exceed 25 hours.
- (c) An Assistant shall be paid per hour of work, and shall not be paid in excess of 20 hours per week.

### § 223. Purpose

The staff of the Office of the Executive Vice-President shall assist the USG Executive Vice-President in the execution of his duties and powers, and to assist with the administrative tasks required of him in managing the day-to-day and human resource operations of the government.

### **Subchapter III — Office of the Treasury**

#### § 231. Establishment

There is established in the Executive Branch an Office of the Treasury, headed by the Treasurer.

#### § 232. Staff

The Office of the Treasury shall be staffed accordingly—

- (a) The Treasurer shall have the power to hire, at his or her discretion, Assistant Treasurers, and the same may remove them.
- (b) The total number of hours of all Assistant Treasurers paid per week shall not exceed 40 hours and no Assistant Treasurer shall be paid in excess of 15 hours per week.
- (c) The Treasurer shall be responsible for overseeing the performance of the Assistant Treasurers.

#### § 233. Purpose

The staff of the office of the Treasury shall be responsible for assisting the Treasurer in the fulfillment of his or her roles and to carry out any duties or tasks delegated to them by the Treasurer.

#### § 234. Power of the Treasurer

Pursuant to the powers vested by the Constitution of the Undergraduate Student Government, the Treasurer of the Undergraduate Student Government, and his staff so-delegated, shall have the exclusive executive authority to execute audits of Clubs and Organizations at his or her discretion.

## Subchapter IV — Office of Communications

### § 241. Establishment

There is established in the Executive Branch an Office of Communications headed by the Vice President of Communications and Public Relations, referred hereinafter in this subchapter as the “Vice-President”.

### § 242. Staff

The Office of Communications shall be staffed accordingly—

- (a) The Vice-President shall hire, at his or her discretion, Agents of the Office of Communications (hereafter in this section referred to as “Agents”), and may be removed by the same.
- (b) The total number of hours of all Agents paid per week shall not exceed twenty (20) hours.
- (c) An Agent shall be paid per hour of work, and shall not be paid in excess of 20 hours per week.

### § 243. Responsibilities

It shall be the constitutional and legal responsibility of the Vice-President to promote the Undergraduate Student Government, the communication and dissemination of information to the members of the Undergraduate Student Government and/or its recognized groups, and the Office of Communications shall assist the same in his duties, and it shall be the responsibility of the Vice-President to insure that its staff’s duties are executed in accordance with this subchapter.

### § 244. Marketing

The Office of Communications shall—

- (a) Handle all marketing for events planned and executed by the USG SPA.
- (b) The Office of Communications shall be responsible for all marketing and promotion of the USG Elections; and
- (c) Retain control over all accounts and identities for the USG and USG planned events on all Social Networking and all other websites, including, but not limited to, *Facebook* and *Youtube*.

### § 245. Field Work

Work “in the field” shall be defined as services rendered outside of the USG offices under the direction of the Vice-President for the purposes of:

1. Distribution of flyers and advertisements
2. Promotional activities;
3. Take photographs for promotional purposes;
4. Communicating with students; and
5. Other similar services and acts as the Vice-President.

§ 246. Duplication and Enlargement

All materials given to the Vice-President by any Agency, USG officer or Senator, including the Elections Board, for duplication or enlargement shall be duplicated or enlarged, or sent to be enlarged, within one week of the request made.

§ 247. Funding

All funding for the USG publicity shall be allocated to the Vice-President, for duplication, enlargement and advertisements unless it has been otherwise allocated directly to the agencies.

## **Subchapter V — Office of the Vice-President of Student Life**

### § 251. Establishment

There is established in the Executive Branch an Office of the Vice President of Student Life, headed by the Vice-President of Student Life, Programming and Activities, referred hereinafter in this subchapter as the “Vice-President”.

### § 252. Staff

The Office of the Vice-President of Student Life shall be staffed accordingly—

- (a) The Vice-President shall hire, at his or her discretion, Agents, and may be removed by the same.
- (b) The total number of hours of all Agents paid per week shall not exceed 20 hours.
- (c) An Agent shall be paid per hour of work, and shall not be paid in excess of 20 hours per week.

### § 253. Purpose

The staff of the Office of the President shall be responsible only for assisting the President in the execution of his duties and powers, and to assist him with secretarial duties.

### ***Chapter 3 — Executive Council Reporting Acts***

#### § 301. Short Title

This act may be cited as the “Executive Council Reporting Act”

#### § 302. Required Executive Council Reports

- a) Members of the Executive Council required by this act shall give monthly reports to the USG Senate regarding their activities, expenditures, programs, and any other relevant information pertaining to the completion of their duties as outlined in the Undergraduate Student Government Constitution.
- b) The reports shall be delivered to the USG Senate in person, unless excused by the USG Senate chair due to time considerations.
- c) In the event the USG Senate does not meet during a week when reports are due or that the reports are excused by the USG Senate chair, the required Executive Members shall distribute written reports to the USG Senate before the end of that week.
- d) The required Executive Council members shall answer questions from the USG Senate regarding their reports.

#### § 303. Required Executive Council Member

All members of the Executive Council except the Executive Vice-President and Treasurer shall be required to report to the USG Senate.

## **Title 4 — Emblems, Seat of Government, and Campuses**

### **Chapter 1 — The Seal**

- § 101. Seal of the Undergraduate Student Government
- § 102. Same; custody and use of
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- § 301. Slogan of the Undergraduate Student Government
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- § 603. Same; Membership
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## **Chapter 1 — The Seal**

### § 101. Seal of the Undergraduate Student Government

The seal heretofore used by the Undergraduate Student Government in the Senate assembled is declared to be the seal of the Undergraduate Student Government.

### § 102. Same; custody and use of

The Executive Vice President shall have the custody and charge of such seal and shall affix the seal of the Undergraduate Student Government, to all official documentation of both the Executive and Legislative branches of the Undergraduate Student Government.

### § 103. Same; offices represented

All elected officials and executive departments of the Undergraduate Student Government shall use such seal to represent them.

## **Chapter 2 — The Logo**

### § 201. Logo of the Undergraduate Student Government

The logo of the Undergraduate Student Government, which contains the mascot of Stony Brook University, is declared to be the logo of the Undergraduate Student Government.

### § 202. Same; custody and use of

The Vice-President of Communications and Public Relations and thereby the Office of Communications shall have the custody and charge of such logo.

### § 203. Same; Duplication and Enlargement

All requests for duplication and enlargement of such logo must be requested through the Office of Communications, which retains the sole authority to grant this permission.

### § 204. Same; Modification

Any modifications to such logo, in part or as a whole, may only be made and issued by the Office of Communications.

### § 205. Same; offices represented

All agencies of the Undergraduate Student Government that provide direct services to students or organizations shall use the logo to represent them.

### **Chapter 3 — The Slogan**

#### § 301. Slogan of the Undergraduate Student Government

The slogan of the Undergraduate Student Government shall be “Students First.”

#### § 302. Same; custody and use of

The Vice-President of Communications and Public Relations and thereby the Office of Communications shall have the custody and charge of such slogan.

## **Chapter 4 — Web Identity**

### § 401. Uniform Resource Locator

The official Uniform Resource Locator (herein referred to as URL) of the USG shall be *http://www.stonybrookusg.org*.

### § 402. Club Directory and Event Listing

The name of the Club Directory and Event Listing of USG funded clubs and organizations shall be SBULife and its URL shall be *http://www.sbulife.com*. This section shall not be interpreted as meaning that participation in SBULife is limited only to funded organizations of the USG.

### § 403. Club Management System

The name of the electronic club management system that allows club leaders to manage their club and submit paperwork online for the USG and the Department of Student Activities, informally known as “ALLOCATE,” shall be called “Student Life Loupe.” Student Life Loupe may also be referred to as the “SLL Project” and its source code shall be released under the MIT License.

## **Chapter 5 — Seat of Government**

### § 501. Permanent Seat of Government

West Campus of Stony Brook University shall be the permanent seat of government of the Undergraduate Student Government.

### § 502. Public Offices; at seat of Government

All offices attached to the seat of government shall be exercised on the West Campus of Stony Brook University, and not elsewhere, except as expressly provided by law.

## **Chapter 6 — Campuses**

### § 601. Satellite Campus Governments

The USG shall maintain the right to establish satellite campus governments at any campus of Stony Brook University.

### § 602. Same; Establishment of

Following approval of the Vice President for Student Affairs of Stony Brook University, the Senate may establish legislation chartering a satellite campus government, which shall govern its officers, election, and operations.

### § 603. Same; Membership

All members of any satellite campus government shall be members of the Undergraduate Student Government and are guaranteed the same rights that afforded to all undergraduate students on West Campus, including, but not limited to, the right to vote in its elections, run for office, and make use of its services.

### § 604. Same; Student Activity Fee Collection

The Undergraduate Student Government shall be the custodian of the Undergraduate Student Activity Fee collected by the University for any Satellite Campus. After deducting overhead expenses proportionate to the cost incurred to the Undergraduate Student Government for running the operations of a satellite campus government, the satellite campus government shall receive ownership of its Student Activity Fee subject to the rules defined in its charter and the laws of the Undergraduate Student Government.

### § 605. Undergraduate Student Government; Supremacy Over

All laws of the Undergraduate Student Government shall have supremacy over any legislation or policy established by any satellite campus government.

# **Title 5 — Organization of the Government & Employment**

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## ***Chapter 1 — Organization of Executive Branch***

### § 101. Agencies

The Agencies of the Undergraduate Student Government are:

1. USG Reception
2. Audio/Visual Board
3. Elections Board
4. Events Management Staff
5. Undergraduate Student Government Student Activities Board
6. Undergraduate Student Government Student Programming Agency
7. Special Services Council
8. SBU-TV
9. Providing Academic Support to Students

### § 102. Bylaws

The Agencies of the USG shall operate in accordance with their duly enacted bylaws. They may also develop operations manuals to further detail to duties and responsibilities of officers and employees of agencies in accordance with the laws passed by the Senate, which shall be reviewed and approved by two-thirds of the filled seats of the Executive Council

### § 103. Revision

The bylaws of the Agencies of the USG shall be subject to revision by the Senate by law alone, anything in the bylaws of the agencies to the contrary notwithstanding.

### § 104. Executive Power

The Executive power shall be vested in the President of the Undergraduate Student Government; he shall be the Chief Executive Officer of the Undergraduate Student Government; he shall direct its activities and ensure that it is managed and functioning properly; and he may require in writing the Opinion of, or information from, the principal directors in each of the executive Departments or agencies, upon any subject relating to the Duties of their respective department or agency, and may remove directors of the executive branch.

## Subchapter I — USG Reception

### § 111. Establishment

There is established in the Executive Branch the USG Reception Agency.

### § 112. Officer Administrator; Functions

#### (a) Officer Administrator

##### (1) In General—

There is hired by the Undergraduate Student Government as professional staff an Officer Administrator.

##### (2) Head of the Agency—

The Officer Administrator is the head of the Agency and shall have direction, authority, and control over it.

(b) The Office Administrator shall provide a variety of administrative and office support tasks and activities including complicated clerical processing and records maintenance, supervision of staff assigned to clerical and reception duties; shall act as the first point of contact for the organization and is responsible as the Student Service Area coordinator and information provider for the organization.

### § 113. Staff

The USG Reception Agency shall be staffed accordingly—

(a) There shall be a number of USG Receptionists, the total number of hours of all receptionists paid per week not exceeding 70 hours.

(b) USG Receptionists shall be hired by the USG Officer Administrator, in coordination with the Executive Vice President, and may be removed by the same.

### § 114. Purposes

USG Receptionists shall work at the USG front desk, and shall assist visitors to the USG office. They shall also assist all Executive Council and Judicial Officers, Senators, Agency Chairs and members, and other employees of the USG offices, in USG-related office tasks and duties.

## **Subchapter II — Audio/Visual Board**

### § 121. Short Title

This subchapter may be cited as the Audio/Visual Board Bylaws.

### **Subchapter III — Events Management Staff**

#### § 131. Short Title

This subchapter may be cited as the Events Management Bylaws

## Subchapter IV — USG Student Activities Board

### § 1401. Short Title

This subchapter shall be known and may be cited as the “USG Student Activities Board Bylaws.”

### § 1402. Names

The name of this Organization shall be the “Undergraduate Student Government Activities Board,” or otherwise referred to as the “Undergraduate Student Government Student Activities Board,” “USG Student Activities Board” or “USG SAB.”

### § 1403. Purpose

The USG SAB shall— be the Board of Directors of the Student Programming Agency (herein referred to as the USG SPA), directly overseeing the USG SPA, a sub-agency of the USG SAB; ensure that the USG is enhancing the undergraduate experience at Stony Brook University through establishing a vibrant student life that responds to the diverse interests of the undergraduate student body while building a campus community; and control all funding for USG-sponsored events and activities, which it may entrust the planning of to the USG SPA.

### § 1404. Structure and Responsibilities

1. The Vice-President of Student Life, Programming and Activities of the USG shall—
  1. Be the Chair of the USG SAB;
  2. Be the spokesperson for USG-sponsored programming and activities; and
  3. Be the liaison between the USG SAB, the other branches of the USG and the Department of Student Affairs; and
  4. Only vote in cases when a tie needs to be broken.
2. An Assistant Treasurer, designated by the USG Treasurer to be the Treasurer of USG SAB, shall be responsible for —
  1. All USG SAB moneys subject to the policies and procedures of the USG;
  2. The preparation, submission and maintenance of the annual USG SAB budget including the maintenance of detailed records of all financial transactions;
  3. Reporting, at least twice per month, the financial activities of USG SAB to the USG Treasurer and President; and

4. Representing the Office of the Treasury with respect to financial matters of the USG SAB.
3. The Vice-President of Communications and Public Relations, as the Secretary of the USG SAB, shall be responsible for —
  1. Maintaining, subject to the policies and procedures of the USG SAB, accurate and accessible minutes of the meetings, records, and correspondences of the USG SAB;
  2. Informing all members of the USG of the policies, procedures, and actions of the USG SAB;
  3. Acting as the historian of the USG SAB; and
  4. Representing the Office of Communications in the marketing matters of the USG SAB.
4. The Presidents of both the Residence Hall Association and the Commuter Students Association shall select their respective designees to be members of the USG SAB.
  1. If the Presidents of the Residence Hall Association and Commuter Students Association have opted to select a designee for their Senate seat, they may opt to instead sit on the USG SAB instead of selecting a designee.
5. The Director of the Student Programming Agency (herein referred to as the Director) is an ex-officio member of the USG SAB, and shall—
  1. Serve as the Chair of the USG SAB in the absence of the Vice-President of Student Life, Programming and Activities; and
  2. Only have voting privileges to break a tie, while serving as Chair.
6. The USG SAB Chair shall be the President Signatory Officer for all official documentation of the USG SPA during the academic year.
  1. In the event of a vacancy, during the academic year, in the Office of the Vice President of Student Life, Programming and Activities, the USG President shall solely appoint an interim designee to be the President Signatory Officer for all vouchers of the USG SPA, until the vacancy in the Office of the Vice President of Student Life, Programming and Activities has been filled.
  2. The Director of the USG SPA may not serve simultaneously as the Director of the USG SPA and the President Signatory Officer.

7. The USG SAB Treasurer shall be the Treasurer Signatory Officer for all official documentation of the USG SAB and USG SPA during the fall and spring semesters.
8. The USG SAB Secretary shall be the Secretary Signatory Officer for all official documentation of the USG SAB and USG SPA during the fall and spring semesters.

§ 1405. Meetings

1. The USG SAB shall convene at least once every two weeks with the Director. Quorum for each meeting shall be defined as a majority of the filled voting seats of the USG SAB.
2. The Director shall propose events along with the planned budgets for such events to the USG SAB for its approval. Approval shall be subject to a simple affirmative majority vote of the present members of the USG SAB. Following the approval of an event, the USG SPA shall have access to the funds requested in the event budget.
3. The Director shall update the USG SAB on the progress of events being planned by the USG SPA.
4. The USG SAB shall evaluate the success of events planned and executed by the Student Programming Agency.
5. Meetings of the USG SAB shall have a time limit of two hours.
6. The USG SAB shall hold its meetings in accordance with New York State Open Meeting Law and Robert's Rules of Order, Newly Revised and hold them in venues such that seating is available for concerned members of the Stony Brook University community to attend and voice their opinions to the USG SAB during open agenda.

§ 1406. Co-sponsorships

The USG SAB, and thereby the USG SPA, may not co-sponsor any event with any club or organization. The USG SAB may however cooperatively schedule events with the University Administration or its Departments.

§ 1407. Removal of the USG SPA Director

1. The USG SAB may remove the USG SPA Director by a unanimous vote of the voting members of the USG SAB for—
  1. Inefficiency;
  2. Neglect of Duty;
  3. Insubordination; and
  4. Malfeasance in Office.

2. If the Chair of the meeting is the USG SPA Director when a vote for removal is proposed, the USG SPA Director shall be removed from the position of Chair, and a temporary Chair shall be elected who shall retain full voting privileges.

§ 1408. Academic year Funding

All funding for programming and activities during the fall or spring semesters shall be appropriated directly to the USG SAB.

§ 1409. Summer and Winter Session

During the winter and summer sessions, all funding shall be appropriated directly to the USG SPA. Procedures for programming and its expenditures during the winter and summer sessions shall be enumerated in the Student Programming Agency Bylaws.

§ 1410. Committee on Cinematic Arts

The USG SAB shall vest the power of forming the Committee on Cinematic Arts in the Student Programming Agency.

## Subchapter V — USG Student Programming Agency

### § 151. Short Title

This subchapter shall be known and may be cited as the “USG Student Programming Agency Bylaws.”

### § 152. Name

The name of this Organization shall be the “Student Programming Agency,” or otherwise referred to the “USG Student Programming Agency” or “USG SPA.”

### § 153. Purpose

The USG SPA shall— propose, plan, and execute events and activities on behalf of the USG with the consent of the USG SAB to improve student life on the campus of Stony Brook University; strive to be an integral part of the University programming through cooperative scheduling of activities with various departments; organize events and activities that target the entire undergraduate campus community, limited only by the venue and nature of the event; not organize any event or activity that targets a specific subset of the undergraduate student body; and foster a spirit of community, diversity and fellowship by creating programs for the benefit of all members of the campus community.

### § 154. Structure

1. The USG SPA shall be a sub-agency of the USG SAB.
2. The Director of the USG SPA (herein referred to as the Director) shall be an undergraduate student jointly appointed by the President and the Vice President of Student Life, Programming and Activities.
3. The Director shall—
  1. Hire Event Planners to assist in the coordination, planning and execution of events commissioned to the USG;
  2. Establish and maintain the Operations Manual for the USG SPA;
  3. Supervise the Event Planners to ensure that events commissioned to the USG SPA are being planned appropriately and within the USG SAB-approved budget, and that all necessary paperwork for said event is filed correctly; and
  4. Supervise the winter and summer activities committees.
4. The Event Planners shall—
  1. Plan and execute events assigned to them by the Director;

2. Draft budgets for prospective events that will be used for the commissioning of said event to the USG SPA by the USG SAB;
  3. Chair committees for specific events assigned to them when committees are deemed appropriate by the Director;
  4. Recruit and appoint members to the committees that they chair with the approval of the Director; and
  5. Carry out all other tasks specified by the Director.
5. The Director may be removed in writing, by the USG President or by the USG SAB in accordance with the Undergraduate Student Government Activities Board Bylaws.
  6. The Director may remove an event planner in writing for—
    1. Inefficiency;
    2. Neglect of Duty;
    3. Insubordination; and
    4. Malfeasance in Office.

§ 155. Committees

1. Committees shall each be chaired by an Event Planner in order to ensure the proper expenditure of Student Activity Fee.
2. Committees shall contain at least one undergraduate student for every non-undergraduate student on the committee, exclusive of the Chair.
3. Committee members shall be volunteers and thereby non-paid members of the USG SPA.
4. Committee members may—
  1. Be any member of the Stony Brook University community including, but not limited to, Undergraduate Students, Administrators, Faculty, Staff and Alumni of the University;
  2. Hold positions in any branch of the USG; and
  3. Sit on multiple event committees.

§ 156. Annual Event Committees

The USG SPA shall form a—

1. Committee on Cinematic Arts;
2. Concert Series Committee;
3. Opening Activities Committee;
4. Homecoming Committee; and

5. Senior Week Committee;

Where, the Chairs of the aforementioned committees shall be Event Planners, selected by the Director.

§ 157. Marketing

All marketing material for events and activities planned by the USG SPA shall bear the logo of the USG and shall not make mention of the USG SAB or USG SPA.

§ 158. Winter Session

The USG SAB shall appoint a Chair, Treasurer and Secretary to the Winter Activities Committee for the purposes of planning events during the Winter Session using the Winter USG SPA budget. The Chair, Treasurer and Secretary of the Winter Activities Committee shall be the signatory Officers of all vouchers using the Winter USG SPA budget.

§ 159. Summer Session

1. The USG President shall have the power to grant a commission as Summer Director of the USG SPA without approval from the Senate, which shall expire thirty days after the start of the Fall Senate session. No one may serve as Summer Director of the USG SPA who has previously had a nomination as Director of USG SPA fail before the Senate.
2. The USG SAB during the spring semester shall appoint a Chair, Treasurer and Secretary to the Summer Activities Committee for the purposes of planning events during the upcoming Summer Session using the Summer USG SPA budget. The Chair, Treasurer and Secretary of the Summer Activities Committee shall be the signatory Officers of all vouchers using—
  1. The Summer USG SPA budget; and
  2. Money appropriated to the Opening Activities Committee.

## Subchapter VI — Special Services Council

### § 161. Short Title and Purpose

- a) This subchapter may be cited as the Special Services Council Board Bylaws
- b) The Special Services Council (SSC), a joint agency of the Undergraduate Student Government (USG), shall review and approve/disapprove student groups that seek funding for their club/organization and that have paid the student activity fee. The council also is to provide additional funding for special events to individual clubs/organizations or committees and to serve as the overseer of the Inter-Fraternity and Sorority Council (IFSC). At all times, the Special Services Council is governed by the Constitution of the USG, the USG Financial Bylaws and the New York State Chancellor's Guidelines.

### § 162. **Council Membership** - This section contains stipulations relating to membership of the SSC.

- a) The council shall consist of no more than eight (8) and no fewer than five (5) members including the chair of the council.
- b) All council members must be fulltime matriculated undergraduates in good academic standing with a minimum grade point averages of 2.5.
- c) The SSC chair is appointed by the USG president. All other council members will be appointed through applications approved by the SSC chairperson and the USG president.
- d) The SSC must designate one member as liaison to IFSC and one member as liaison to the USG treasurer's Office. These designees will meet their respective offices on a weekly basis, and report to the SSC council at their weekly meeting.
- e) If any council member is not fulfilling their duties, they are subject to removal by their appointing officer.

### § 163. **Funding Application Procedure** - This section contains information on the requirements of clubs/organizations/committees seeking funding.

- a) Base Funding Requests
  - 1) Club/Organization must first be recognized by the Department of Student Union & Activities (SU&A)

before applying for SSC funding.

- 2) All club/organization executive board members must attend a New Club Training Workshop(s), which will be coordinated by the Department of SU&A, the USG treasurer's office and the SSC.
- 3) Club/Organization must provide the council with an anticipated budget outlining how allocated funds would be used.
- 4) Club/Organization must submit a copy of their ratified constitution, which therein sets forth a clear purpose. This also must include a non-discrimination clause in accordance with the Affirmative Action/ Equal Opportunity standards and the Chancellor's Guidelines.
- 5) Club/Organization must complete any other internally required forms.
- 6) Club/Organization may submit any additional supporting documentation that they feel further substantiates their request for funding.
- 7) Requests above the standard base funding cap must submit a proposal thoroughly describing the nature of their appeal.

b) Special Event Requests

- 1) Planning committee must submit a proposal detailing the event and describing the needs for additional funding.
- 2) A club/organization/committee soliciting funds for an event must have the date and location of the event set at the time of the request. The date set at the time of the allocation of funds will be binding except when amended with the consent of the SSC.
- 3) Planning committee must submit proof of booking for the event. In absence of booking documentation, other evidence may be substituted so to prove the legitimacy of the event.

- 4) Planning committee must provide a detailed, itemized budget for the whole event including the funds being requested of the SSC.
  - 5) Planning committee must complete any other internally required forms
  - 6) Planning committee may submit any additional supporting documentation that they feel further substantiates their request for funding.
  - 7) Requests for funding must be submitted five weeks prior to the event to allow adequate processing time. Exceptions can be made by the council chair in consultation with the Student Accounting Office.
  - 8) Requests above the standard special event funding cap must defend their appeal in their proposal.
  - 9) All clubs and organizations recognized by the Department of Student Union and Activities, including individual chapters of fraternities and sororities, shall be eligible for special event requests provided that the event is open to all undergraduate students.
- c) A standard cap on both base and special events funding requests should be set at the beginning of each academic year.
- 1) In the case of the base funding cap, the council may decrease the amount at set times during the semester proportional to the amount of time remaining to use funds. This must be decided upon at the beginning of each academic year
- d) Sports Teams and/or Athletic related clubs must seek recognition from the Recreation Department in the Sports Complex and from the USG Administrative Director to determine if the Sports Clubs can be added to USG insurance policy. An Athletic Questionnaire must be completed, signed, and sent to the USG Insurance Carrier, prior to any athletic club or team's approval to function.
- e) A club/organization/committee member must be present at all scheduled council meetings to receive funding for a special event/program or base funding. Although, it is preferred that the treasurer be the representative for the clubs/organizations

any member(s) may be attend the meeting. Failure to attend a meeting without proper notification will invalidate the request for funding, at the chair's discretion.

**§ 164. Factors to be Considered for Funding Allocations**

The Special Services Council shall consider the following factors when determining base funding and special event funding requests:

- (a) No club, organization, or entity shall be denied funding from the Undergraduate Student Government on the basis of belief, philosophy, creed, opinion, religion, or partisan political persuasion.
- (b) An organization's compliance with the laws and policies of the Undergraduate Student Government and New York State.
- (c) Compliance of an organization with their own constitution and mission statements.
- (d) Whether meeting times and publication schedules are consistent and timely.
- (e) That the organization is not providing a duplication of services with other funded organizations.
- (f) Whether money request is consistent with the organization's mission statement.
- (g) Review organization's membership and the number of students it serves.
- (h) Evaluate organization's effectiveness in serving its constituents and the entire student body.
- (i) Evaluate Organization's previous programs and activities.
- (j) Review whether the organization has been fiscally responsible with its budget in the past.
- (k) Review whether Organization has maintained adequate controls over its inventory.
- (l) Review organization's co-sponsorships.
- (m) Review club/organization's fundraising activities.
- (n) Fiscal prudence.

**§ 165. Allocation Procedure** - This section outlines the basis and procedure for funding decisions.

- a) Once a club/organization/committee has all appropriate paperwork submitted, the SSC must convene within one week to vote on the proposal.
- b) All council members have full voting privileges. The council chair however shall only vote in the event of a tie.

- c) All meetings shall be held in accordance with the New York State Open Meetings Law.
- d) In the case of base funding requests, the council members will review the documentation and decide on the request based on:
  - 1) completeness of all aforementioned registration and request requirements
  - 2) lack of duplicity with any existing funded organization
  - 3) evidence of proper budgetary planning giving indication that allocated funds will be used to the optimum benefit of the undergraduate population
  - 4) compliance with the Chancellor's Guidelines, the SSC Budgeting Bylaws, and the Constitution of the USG
- e) In the case of special event funding requests the council members will review the documentation and decide on the request based on:
  - 1) completeness of all aforementioned registration and request requirements
  - 2) beneficence to undergraduate population
  - 3) cost-effectiveness of provided budget
  - 4) compliance with the Chancellor's Guidelines, the SSC Budgeting Bylaws, the laws and Constitution of the USG
- f) The SSC may take steps to ensure that provided budgets both are cost-effective and maximize benefit to the undergraduate population.
- g) The SSC is not bound to accept any request wholly and may choose to only partially fund certain base and special event funding requests.
- h) SSC decisions should be governed by precedence. A log of all decisions with their relevant discussion must be kept for reference purposes. Any deviance from established precedent should be explicitly recorded for future reference. A note must also be made in that meeting's minutes.
- i) Motions are passed by a majority vote of present council members. Necessary quorum to entertain a motion to allocate funds is a majority of current council members.
- j) SSC members cannot vote on any motions concerning any clubs/organizations that they are either an officer of, or actively

involved. In this case, the council member(s) must exclude themselves for the duration of the discussion and voting.

k) At the chair's discretion, the SSC may entreat the USG Executive Council for consultation regarding any particular funding request.

l) After completion of a vote:

- 1) the relevant information regarding a club/organization/committee's request must be forwarded, along with a copy of that meeting's minutes, to the USG Treasurer's office for final approval.
- 2) It is the treasurer's responsibility to attend to the request within a week of its receipt to his/her office.
- 3) The treasurer has the ultimate authority over any SSC funding decisions. The treasurer may choose to accept the council's decision wholly, to modify the funding decision, or to bring the request to the USG Executive Council for consultation, all at his/her discretion.
- 4) Requests over the \$750 cap for base funding and the \$3000 cap for special event funding should be scrutinized thoroughly and brought to the USG Executive Council if necessary.
- 5) the club/organization/committee must be notified immediately of the council's decision. Also, council members should make all efforts to ensure those receiving funds understand the remaining process, including how they may receive funds out of their budgets.

§ 166. **Monetary Issues and Funding Restrictions** - This section contains information on the actual monies distributed and the transition between SSC base funding and USG line funding.

- a) All SSC allocations are considered pending until approved by the USG Treasurer.
- b) The standard base budget, at the writing of this document, is \$750, available at the beginning of each academic year. This amount decreases as the year progresses to \$560 on October 31st and to \$375 at the end of the fall semester. No base budget allocations will be made after March 31st.
- c) The SSC may not reimburse for any debts incurred by a club/organization/committee before funding allocation is finalized.

- d) The SSC may not allocate over 65% of their yearly budget in the fall academic semester.
- e) SSC groups may request full USG recognition as a Line Budget club/organization from the USG Senate after a minimum probationary period of one academic year is completed.
  - 1) One academic year entails two full semesters on SSC. To have a semester count as full a club/organization's budget must have been allocated and finalized before October 31st in the fall semester and before March 31st in the spring semester. Line budget applications are only accepted once a year so some clubs/organizations may have to be on SSC for upwards of two semesters.
  - 2) A two-thirds affirmative vote of the filled seats of the Senate is required for full student government recognition upon recommendation from SSC. Upon full recognition, a group will be granted a line budget.
- f) If an existing SSC club/organization is not granted full USG recognition, it can reapply for recognition in the next month following their denial. SSC will review the club/organization's prior year expenditures and programming reports to determine the degree of responsibility and discretion used. This will bear onto any subsequent allocations.
- g) Clubs/Organizations already funded by the USG, either through a line, SSC base budget, are ineligible for SSC special event funding
- h) If a non-USG funded club/organization/committee receives special event funding they will be ineligible for any type of base funding for the remainder of they year.
- i) All non-USG funded clubs/organizations/committees are only eligible for (1) one special event funding allocation per semester.

§ 167. **Terms of Use for SSC Funds** - This section contains restrictions pertaining to the usage of SSC funds.

- a) No SSC funded organization may enter into any contract with a vendor or any outside organization. The USG Administrative Director must approve all USG contracts.
- b) All members of SSC clubs must be fulltime matriculated undergraduates and in good academic standing with minimum

grade point averages of 2.5.

- c) All SSC clubs/organizations must comply with the USG regulation regarding disbursements. (Refer to Title 5, Financial Bylaws)
- d) All equipment and supplies obtained by SSC organizations are the sole property of USG. Equipment that is not secured during the intercession and summer must be returned to USG for storage.
- e) Any SSC funded club cannot transfer or receive funds from a line budget club.

§ 168. **Summer Funding Regulations** -This section contains regulations for any summer funds distributed by the SSC.

Funding regulations shall remain the same for summer operations with the following exception:

- a) Due to the size of summer budgets and the briefness of the summer sessions, there shall be no set base or special event funding amounts.

§ 169. **Inter – Fraternity and Sorority Council (IFSC)** - This section contains information regarding the funding of fraternity/ sorority related events through sponsorship by the IFSC.

- a) In order for an IFSC sponsored event to be funded by the SSC, the following criteria must be met:
  - 1) The event must be open to all undergraduates who have paid the student activities fee. This must be made clear in a written or oral publicity promoting the event. SSC reserves the right to question the accessibility of the event receiving funding from the SSC budget.
  - 2) The event or program must not be by word or by nature used for the recruitment or promotion of the individual organizations. The event or program must be planned with the enhancement of the campus life as the primary objective
  - 3) USG funded groups using their student fee allocation may not sponsor or co-sponsor events such as parties, concerts or other activities with individual Social Greek Fraternities or Sororities. The event must be planned, sponsored and executed by the IFSC and not by any of its constituent

sororities or fraternities. The SSC will not recognize co-sponsorship by two or more sororities or fraternities as an IFSC co-sponsored event.

- 4) The IFSC can co-sponsor an event with USG funded clubs and access USG budget allocations as long as the event is open to all students. As a consequence of this co-sponsorship all the official co-sponsors have an equal billing along with IFSC. (Individual Social Fraternities and Sororities may not display their organization's Greek letters on such co-sponsorship event's advertising as it implies student fee funding of social Greek organizations)
- 5) University wide sponsored events such as, Homecoming and Club Unity etc., with the approval of the Executive Council, may be co-sponsored with other USG groups, IFSC, & Individual Social Greek, Political, Charitable Groups and/or religious organizations.

## **Subchapter VII — SBU-TV**

### § 171. Short Title

This subchapter may be cited as the SBU-TV Bylaws

## Subchapter VIII — PASS

### § 181. Short Title

This subchapter shall be known and may be cited as the “PASS Bylaws.”

### § 182. Establishment

There is established in the Executive Branch of the Undergraduate Student Government at Stony Brook University (herein referred to as USG) a quasi-independent agency, PASS (Providing Academic Support to Students).

### § 183. Purposes

PASS shall—

1. Be a comprehensive undergraduate tutoring program for courses offered by the University;
2. Be a free tutoring service for all undergraduate students who pay the Student Activity Fee;
3. Give priority to fields of study in which the University does not already provide tutoring or other venues for additional help; and
4. Primarily provide one-on-one tutoring except when students request group tutoring, so long as the number of students per tutor does not exceed a 3:1 ratio.

### § 184. Structure

1. The Vice President of Academic Affairs shall be the Director of PASS (herein referred to as the Director).
  1. In the event of a vacancy in the Office of the Vice President of Academic Affairs, the President of USG shall solely appoint an interim Director until the vacancy is filled.
2. The Director shall—
  1. Jointly appoint with the President both the Student Liaison and the Supervisor of Tutors;
  2. Establish and maintain the Operations Manual for PASS;
  3. Confer with the University administration prior to the start of each semester to identify the prospective subject areas to be offered; and
  4. Regularly meet with the University administration throughout each semester to ensure that the needs of undergraduate students are being met.

3. The Supervisor of Tutors shall—
  1. Be the immediate supervisor of employed tutors;
  2. Be responsible for the recruitment and training of tutors;
  3. Be responsible for approving all tutoring sessions;
  4. Ensure that all tutors who are also undergraduate teaching assistants are not tutoring during their assigned office hours; and
  5. Conduct performance reviews of the tutors at least once per month.
4. The Student Liaison shall—
  1. Be responsible for creating tutor-student assignments;
  2. Ensure students are attending their sessions and be responsible for evaluating the students' progress;
  3. Be responsible for conducting monthly assessments of PASS; and
  4. Collect feedback from students at least once per month to ensure PASS is functioning adequately.
5. TUTOR ELIGIBILITY – In order for an applicant to be eligible to be a tutor in any given subject area, the applicant must have received an A- or higher in a relevant course or present a letter of recommendation from a Stony Brook University professor/faculty member in relevant subject area.

§ 185. Restrictions

1. PASS tutoring shall never occur in dormitories, apartments, or any other personal dwelling space.
2. Each student will be eligible to receive no more than 10 hours of tutoring per week.

## ***Chapter 2 — Organization of Executive Departments***

### § 201. Executive Departments

The Executive Departments of the Undergraduate Student Government are:

- (a) The Department of Justice
- (b) The Department of Web Technologies

## **Subchapter I — Department of Justice**

### §212. SHORT TITLE

This subchapter shall be known and may be cited as the “Department of Justice Act.”

### §212. ESTABLISHMENT OF THE DEPARTMENT OF JUSTICE

There is established in the Executive Branch the Department of Justice, which is an Executive Department.

### §213. ADVOCATE GENERAL

The President shall appoint, subject to confirmation by the Senate, an Advocate General of the Undergraduate Student Government. The Advocate General is the head of the Department of Justice. The Advocate General shall serve for the same term as the President that shall have appointed him or her, but President may remove the Advocate General prior to the end of that term.

### §213a. INTERM ADVOCATE GENERAL

The President may appoint for the time between the Spring and Fall semesters an interim Advocate General, who shall exercise all the powers and duties of the Advocate General, and whose term shall expire upon the first meeting of the Senate of the Undergraduate Student Government in the fall session.

### §214. FUNCTIONS; DELEGATION

(a) All functions of other officers of the Department of Justice and all functions of agencies and employees of the Department of Justice are vested in the Advocate General

(b) The Advocate General may from time to time make such provisions as he considers appropriate authorizing the performance by any other officer, employee, or agency of the Department of Justice of any function of the Advocate General.

### § 215. ROLE AS PROSECUTOR; SUPERVISION

(a) When the Advocate General considers it in the interests of the Undergraduate Student Government, he may personally conduct and argue any case in a court of the Undergraduate Student Government, except impeachment trials, in which the Executive Branch of the Undergraduate

Student Government is interested, or he may direct any officer of the Department of Justice to do so.

(b) Except as otherwise authorized by law, the Advocate General shall supervise all litigation to which the Undergraduate Student Government, an agency, or officer thereof is a party.

#### § 216. ROLE AS ADVISOR

(a) The Advocate General shall, in consultation with the Undergraduate Student Government's attorney, give his advice and opinion on questions of law when required by the President.

(b) The members of the Executive Council and the heads of executive departments or agencies may require the opinion of the Advocate General on questions of law arising in the administration of his or her office, department or agency.

#### § 217. COMPOSITION; DISMISSAL

(a) The Department of Justice shall be composed of any inferior officers required to assist the Advocate General in his or her duties, and advocates who operate at the direction of the Advocate General.

(b) Any advocate may be dismissed by the Advocate General for failure to fulfill the duties assigned by the Department of Justice.

(c) The Advocate General shall promulgate rules and regulations which require the disqualification of any officer or employee of the Department of Justice, including a Undergraduate Student Government advocate or a member of such advocate's staff, or agent of the Student Bureau of Investigations, from participation in a particular investigation or prosecution if such participation may result in a personal, financial, or political conflict of interest, or the appearance thereof. Such rules and regulations may provide that a willful violation of any provision thereof shall result in removal from office.

#### § 218. REPORT TO THE SENATE

The Advocate General shall submit to the Senate twice each semester a report outlining the activities and operations of the Department of Justice, which shall include reports on the investigation and prosecution of—

(1) any violation of USG law by any individual who holds or who at the time of such violation held a position, whether or not elective, as a USG officer, employee, or special employee, if such

violation relates directly or indirectly to such individual's USG position, employment, or compensation;

(2) any violation of any USG law relating to lobbying, conflict of interest, campaigns, and election to public office committed by any person,;

(3) any violation of USG law by any individual who holds or who at the time of such violation held a position, whether or not elective, as a Club or Organization officer or employee, if such violation relates directly or indirectly to such individual's Club or Organization position, employment, or compensation; and

(4) such other matters as the Advocate General may deem appropriate.

Such report shall include the number, type, and disposition of all investigations and prosecutions supervised by the Department of Justice.

#### § 219. CONSTRUCTION AND SEPARATION OF POWERS

Nothing in this title shall be construed to infringe upon the separation of powers between the branches of government of the Undergraduate Student Government. The Advocate General and the powers vested in him are exclusive to the Executive Branch; the Senate has always had, and shall always maintain, its authority to appoint its own counsel in its defense and its own managers of impeachments exhibited by the Senate.

## Subchapter II — Department of Web Technologies

### § 221. Short Title

This subchapter shall be known and may be cited as the “Office of Web Technologies and Financial Informatics Act.”

### § 222. Definitions

1. WEB ASSETS — The term “Web Assets” to any tangible or intangible web-based resource.

### § 223. Establishment of Department

There is established in the Executive Branch the Department of Web Technologies, which is an Executive Department.

### § 224. Department Structure

1. There shall be a Director of the Department of Web Technologies (herein referred to as the Director).
2. The Director shall hire at his or her discretion all necessary staff, assistants, and interns required for the operations of the Department.
3. All staff, assistants, and interns shall report directly to the Director.
4. The Director shall report directly to the USG President.

### § 225. Hiring Process of the Director

1. There shall be established a committee consisting of the USG President, USG Executive Vice-President, USG Treasurer, USG Vice-President of Communications and Public Relations and the outgoing Director, which shall hire the Director.
  1. The USG Administrative Director shall be an ex-officio member of the committee.
  2. Exceptions to the inclusion of the outgoing Director on the committee may be made when—
    1. The USG President removed the outgoing Director from office; or
    2. The current Director is a candidate being considered by the hiring committee.
2. The committee must come to a majority opinion, as the hiring of the Director shall require a simple majority vote of the aforementioned committee.

3. The hiring committee may not consider a candidate if they are a member of the Executive Council, Senate, Judiciary or are a Chair, Director, Supervisor, or Employee of any other USG agency.
4. The hiring committee shall convene in the first week of March every year to hire the Director for the upcoming academic year.
5. The new Director shall be selected at least five weeks before the end of the semester.

§ 226. Responsibilities

1. The responsibilities of this Department shall be—
  1. The development and maintenance of all USG web assets including those of its agencies;
  2. To serve as the custodian for all domains purchased using the Student Activity Fee;
  3. To contribute new features and patches to “Student Life Loupe”;
  4. The maintenance of the Internal Electronic Communications system; and
  5. To work closely with the USG Treasurer and USG Vice-President of Communications and Public Relations on the further development of “Student Life Loupe” and other USG web assets.

§ 227. Term of Appointment

The term of the Director shall start at the end of the Spring Semester until the end of the following Spring Semester.

### ***Chapter 3 — Other Professional Staff***

#### § 401. Professional Staff

The two classifications of the professional staff working with the Undergraduate Student Government are the administrative staff and the accounting staff.

#### § 402. Administrative Staff

The Administrative Staff work directly under the direction of the Undergraduate Student Government and consists of:

- (a) Administrative Director;
- (b) Office Administrator;
- (c) Ticket Office Manager; and
- (d) the SBU TV Manager

#### § 403. The Accounting Staff

The Accounting Staff work under the direction of the Custodial & Disbursement Agent and consists of:

- (a) Accountant;
- (b) Bookkeeper; and
- (c) Accounting clerk

#### § 404. Administrative Director

- (a) In general—

There is in the Executive Branch an Administrative Director, who shall report to the President.
- (b) The Administrative Director shall be responsible for working with student leaders in assuring the smooth and customer-oriented operation of the Undergraduate Student Government (USG) office and other duties outlined in the USG Personnel Manual.

## **Subchapter I — Ticket Office**

### § 411. Establishment

There is established in the Executive Branch a Ticket Office.

### § 412. Ticket Office Manager

#### (a) In general—

There is hired by the Undergraduate Student Government as professional staff a Ticket Office Manager.

#### (b) Head of the Office—

The Ticket Office Manager is the head of the Ticket Office and shall have direction, authority, and control over it.

#### (c) The Ticket Office Manager shall be responsible for selling tickets to all events sponsored by registered and recognized student clubs and organizations at Stony Brook University, and other duties outlined in the USG Personnel Manual.

### § 413. Staff

The ticket office shall be staffed at the discretion of the Ticket Office Manager in accordance with the bylaws or operating manual of the Ticket Office, and its payroll budget.

## Subchapter II — Accounting Office

### § 421. Establishment

There is established in the Executive Branch the Accounting Office, which operates under the Supervision of the Custodial and Disbursement Agent in accordance with its policies and the laws of the Undergraduate Student Government.

### § 422. Accountant

#### (a) In general—

There is a professional USG Accountant who shall be the head of the Accounting Office and shall have direction, authority, and control over it, and all professional staff shall report to him.

(b) The Accountant shall be responsible for various financial functions of the Undergraduate Student Government and its Agency Accounts under the general supervision of the Custodial and Disbursement (C&D) Agent, and other duties as outlined in the USG Personnel Manual. Daily activities include: development of budgets, signing of checks, supervising bookkeepers, daily decisions concerning transaction analysis and reconciliation of various accounts.

### § 423. Bookkeeper

#### (a) In general—

There is in the Accounting Office a professional USG Bookkeeper

(b) The bookkeeper shall be responsible for maintaining accounting records including accounts payable, payroll and various general ledger accounts for the day-to-day business operation of USG operating accounts; for interfacing with students in processing their budget expenditure requests; and for other duties as outlined in the USG Personnel Manual.

### § 424. Accounting Clerk

#### (a) In general—

There is in the Accounting Office a professional USG Accounting Clerk.

(b) The Accounting Clerk shall be responsible for assisting Accountant and Bookkeeper with processing vouchers, purchase orders, advances, etc., and maintaining accounts payable records in accounting systems software; shall also be responsible for interfacing with students in

processing their budget expenditure requests; for greeting students, answering phones, and filing.

## ***Chapter 4 — Employees and Pay Scale***

### § 5001. Stipend Level

The Senate shall have power to set all stipends and payroll of all officers and employees of the Undergraduate Student Government by law, with the exception of those employees that the USG is contractually obligated to pay a set stipend, wage or salary to. All stipends, wages and salaries not listed in this Chapter shall be estimated by the Treasurer and the Accountant when the administrative budget is prepared, and all student stipends unless otherwise noted shall be minimum wage.

### § 5002. Paperwork required.

Students working for the USG must complete and submit the following forms to the USG Accounting Office before they can receive compensation:

1. IRS Form W-4
2. NYS IT-2104 or 2104E
3. INS I-9 Form
4. Internal Personnel Forms for New Hires

### § 5003. Authority to Hire and Terminate Employees

1. The Officer of their respective Office may hire or terminate any employee of their Office at their discretion.
2. The USG Senate may terminate any employee of any Office with a three-fourths majority affirmative vote of the filled seats of the Senate.

### § 5004. Rates of Pay

Any wage paid to a person working for USG or a USG Agency that exceeds minimum wage must be pre-approved by the USG Senate and USG Treasurer. A base stipend for any student staff cannot be lower than the current minimum wage as set forth by the Federal and State Regulations.

### § 5005. Wage Increases

Salary increases for all students receiving stipends shall be based upon evaluation of performance of the duties and responsibilities include in their performance program. Supervisors will execute a performance evaluation program at least once per semester.

### § 5006. Task and Duties of Employees

The Officers of their respective Office may delegate any task, duty, or authority to any employee of their Offices, unless prescribed by law.

§ 5007. Requirements for Compensation

A base stipend for any student employee shall be paid only if—

1. The minimum number of office hours stipulated under USG Law are fulfilled; and
2. All other minimum requirements, including attending required meetings, are fulfilled.
  1. The requirement of attending meetings shall also be considered fulfilled if the student employee sends a proxy or has a legitimate excuse for missing the meeting.

§ 5008. Restrictions on Employment

1. No person may hold positions in more than one branch of government unless explicitly prescribed by law and while holding such positions may not discharge the powers and responsibilities granted to either positions or receive any form of compensation for either position.
  1. Failure to comply is an impeachable offense for elected officers or grounds for removal by the USG President or a two-thirds affirmative majority vote of the Senate.
2. No employee of any Office may be an employee of another Office simultaneously.

§ 5009. Restrictions on Compensation

No individual may collect monetary compensation—

1. From more than one position in the USG simultaneously;
2. For more than twenty (20) hours per week; and
3. For more than forty (40) hours per pay period.

§ 5010. Stipends and Wages

1. Stipends for USG Officials

- |              |            |
|--------------|------------|
| 1. President | \$180/week |
|--------------|------------|

2. Executive Vice President:	\$180/week
3. Treasurer	\$180/week
4. Vice President of Academic Affairs	\$135/week
5. Vice President of Club and Organizations	\$135/week
6. Vice President of Communications and Public Relations	\$135/week
7. Vice President of Student Life, Programming and Activities	\$135/week
8. Class Representatives	\$110/week
9. USG Senator	\$75.00/week
10. USG Senate President Pro Tempore	\$85.00/week
11. Judge/Justice	\$20.00/case
12. Advocate General	\$60.00/week

2. Stipends for USG Offices

1. Office of the President

1. Assistant to the President	\$7.25/hr
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2. Office of the Executive Vice-President

1. Assistant to the EVP	\$7.25/hr
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3. Office of the Treasury

1. Assistant Treasurer	\$8.00/hr
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2. Assistant to the Treasurer	\$7.25/hr
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4. Office of Communications

1. Assistant to the Vice-President of Communications	\$7.25/hr
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2. Interns	\$7.25/hr
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5. Office of the Vice-President of Student Life

1. Agents of the Office	\$7.25/hr
6. Office of Web Technologies and Financial Informatics	
1. Director	\$15.00/hr
2. Programmer	\$10.00/hr
3. Intern	\$7.25/hr
7. USG Office	
1. USG Receptionist	\$7.25/hr
3. Stipends for USG Agencies	
1. Events Management	
1. Events Management Director	\$9.50/hr
2. Events Management Supervisor	\$8.00/hr
3. Events Management Worker	\$7.25/hr
2. Audio Visual	
1. Audio Visual Director	\$9.50/hr
2. Audio Visual Supervisor	\$8.00/hr
3. Audio Visual Worker	\$7.25/hr
3. USG SAB	
1. USG SPA Director	\$9.50/hr
4. Special Services Council	
1. SSC Chair	\$80.00/week
2. SSC Treasurer	\$45.00/week
3. SSC Member	\$30.00/week
5. Elections Board	

1. Chair	\$60.00/week
2. Member (only during election process)	\$30.00/week
6. Ticket Office	
1. Ticket Agents	\$7.25/hr
7. PASS	
1. Tutor	\$12.00/hr
2. Director	\$9.50/hr
3. Supervisor of Tutors	\$8.25/hr
4. Student Liaison	\$8.25/hr

§ 5011. Compensation during Budget Process

During the Fall Revisions and Spring Budget Process, the following Officers shall be compensated for their increased responsibilities:

1. USG Treasurer	+ \$30.00/week
2. USG Senate Budget Committee	+ \$25.00/week

# **Title 5 — Appendix**

## **USG Personnel Manual**

## **Title 6 — Financial Policies and Procedures**

- § 101. SHORT TITLE
- § 102. DEFINITIONS
- § 103. BUDGET, REVENUE AND EXPENSES
- § 104. RESTRICTIONS ON EXPENDITURES
- § 105. OFF-CAMPUS TRIPS
- § 106. FUNDRAISING
- § 107. REQUIREMENTS TO BE ELIGIBLE FOR USG FUNDING
- § 108. AVAILABLE TYPES OF FUNDING
- § 109. CONSTITUTIONS
- § 110. FUNDED ORGANIZATIONS' MEMBERS BILL OF RIGHTS
- § 111. SPENDING APPROPRIATED MONEY
- § 112. PURCHASING EQUIPMENT
- § 113. CO-SPONSORSHIPS
- § 114. BUDGET PROCESS
- § 115. FACTORS CONSIDERED DURING THE BUDGET PROCESS
- § 116. USG SERVICES
- § 117. CONFLICTS OF INTEREST AND ETHICAL BEHAVIOR
- § 118. JUDICIAL REMEDY

## **§ 101. SHORT TITLE**

This title may be cited as the 'Financial Bylaws of the Undergraduate Student Government.'

## **§ 102. DEFINITIONS**

For the purpose of this act, the following definitions shall apply, unless the context indicates otherwise:

**CLUBS/ORGANIZATIONS** — The phrases 'funded organization' shall mean any program or group funded by the Undergraduate Student Government.

**DEPARTMENT** — The word 'Department' shall include any agency, department, office or officer of the Undergraduate Student Government.

**CONSTITUTION** — The term 'constitution' shall include the constitution, bylaws, operating guidelines, Acts of the Senate, corporate charter or any other like documents binding the operations of clubs and organizations.

**STUDENTS** — The term 'students' shall mean only current undergraduate students at Stony Brook University and therefore members of the Undergraduate Student Government.

**TREASURY** — The 'Treasury of the Undergraduate Student Government' shall consist of all money and assets under the control of the Undergraduate Student Government that have not been appropriated and disbursed.

**YEAR** — The term 'year' shall include the fall and spring semesters.

**FUNDRAISER** — The term 'fundraiser' shall include any means of raising revenue by a funded organization or department of the Undergraduate Student Government, including publishing advertisements.

## **§ 103. BUDGET, REVENUE AND EXPENSES**

- (a) The Undergraduate Student Government's annual budget is a projection of all estimated income and expenses during a given academic year.

- (b) The budget shall be divided into revenue and appropriations authorized by law to each funded organization.
- (c) No Money shall be drawn from the Treasury, but in Consequence of appropriations made by Law; and a regular Statement and Account of the Receipts and Expenditures of all public Money shall be published from time to time.
- (d) Revenue is derived from 4 sources, student activity fees, interest income, generated income, and miscellaneous income.
  - (1) Student Activity Fee – billed to each full-time and part-time (on a prorated basis) undergraduate student through the University billing process. The Office of the Vice President of Student Affairs provides to the USG Treasurer a projection of the number of students, who will enroll in the Fall/Spring and summer sessions.
  - (2) Interest Income – interest resulting from investments, such as certificates of deposit accounts, money market funds, and commercial bank accounts, which guarantee the preservation of principal.
  - (3) Generated Income – revenue generated from the sale of tickets to USG sponsored events, or revenues earned by USG Departments or funded organizations, e.g. Audio Visual, Events Management, COCA, or the Ticket Office.
  - (4) Miscellaneous Income – gifts and donations. In general, gifts and donations greater than \$500 should be deposited in the Stony Brook Foundation, a 501c3 corporation recognized by the Campus as the fundraising arm of the University. Gifts and donations will be deposited in the USG club/organization’s account, and must be utilized in the academic year received.
- (e) Appropriations are monies made available by law to funded organizations and to pay for administrative costs of the Undergraduate Student Government, which are divided into the following categories:
  - (1) Salaries and Wages – for full-time employees (e.g. Administrative Director, Office Administrator, and Ticket Office Manager), and also includes wages for student staff.
  - (2) Professional Fees e.g. Audit, Legal
  - (3) Operating expenses of the Undergraduate Student Government and the Departments thereof, which may differ or be distinct from

funded organization expenditures and subject to different restrictions.

- (A) Expenditures made by the executive branch, or its agencies, shall be subject to the approval of the President.
- (B) Expenditures made by the legislative branch shall be subject to the approval of the Senate, or an officer of the same, as the Senate shall by its rules direct.
- (C) Expenditures made by the Judicial branch shall be subject to the approval of the Chief Justice.

(4) Funded Organization Expenses

- (A) Equipment and Furniture – computers, printers, copiers, desks, lockers, etc.
- (B) Supplies – office supplies, such as pens, stationary, toner, paper, etc
- (C) Food and Beverages
- (D) Clothing
- (E) Travel
- (F) Telephone
- (G) Advertising and printing – flyers, banners, posters, invitations, etc.
- (H) Audio-Visual – charges related to audio/visual support for microphones, lighting, and sound equipment.
- (I) Ticket Office Fees – fees related to the use of the Ticket Office to sell tickets
- (J) Security – charges for security provided by Events Management or the Student Bureau of Investigation (student security at all student-sponsored events and/or outside professional security contractors, such as CSS)
- (K) Entertainment – the cost of DJs, bands, guest speakers, lecturers, etc.
- (L) Dues and Fees – fees related to dues, fees, and subscriptions.

**§ 104. RESTRICTIONS ON EXPENDITURES**

- (a) Funding limits and prohibitions —  
The expenditure of money appropriated by the Undergraduate Student Government shall be subject to the following restraints and restrictions:
  - (1) No part of the Undergraduate Student Government’s student activity fee may be used to purchase alcoholic beverages, but

alcoholic beverages may be served according to the policies and procedures of the Undergraduate Student Government and Stony Brook University.

- (2) Expenditures for Food and Beverages for the use at regular meetings shall not exceed \$250.00 per year, unless such expenses shall be deemed a part of their funded organization's mission statement.
- (3) Expenditures on promotional items shall not exceed 10% of a funded organization's budget, and all such promotion shall be for the use of promoting the funded organization on campus and/or to students.
- (4) Gifts and awards may not exceed \$200.00 in value per funded organization or Department per year. These gifts may not be given as cash and cannot be utilized for restaurants. A voucher, minutes, and attendance must be submitted to the USG Accounting Office along with an explanation for the gift/award. An itemized receipt must be provided to the Accounting Office within 5 business days of picking up the check. No Department Officer shall receive any gift from their own Department. **All gifts must be pre-approved by the Treasurer.**
- (5) Scholarships and Tuition -- The student activity fee, and/or revenue generated there from, cannot be utilized to grant scholarships.
- (6) No part of a funded organization's budget shall be used for the purposes of purchasing equipment, uniforms or gifts for non-students, including alumni or guests. Any expenditures for such persons shall be deemed either as (a) promotional or (b) fundraising and subject to the regulations of said categories.
- (7) No monies appropriated by the Undergraduate Student Government shall be used to print, publish or broadcast obscene or libelous materials.
- (8) For legal reasons and to comply with aforementioned requirements, all material printed, published or broadcast by funded organizations in languages other than English must also be made available to the Undergraduate Student Government and its members in English.

- (9) Expenditures for events or activities that significantly deviate from a funded organization or department's missions and goals shall not be permitted.
- (10) Funded organizations and departments are permitted to allocate no more than 5% of available tickets as complimentary tickets; and priority should go to people who have volunteered and assisted with the preparation of a particular event, but have received no compensation
  - (A) The proposed comp. list must be submitted to the USG Administrative Director at least 3 business days prior to the event for pre-approval.
  - (B) The list must include the following information:
    - (i) Full name of the person receiving the complimentary ticket
    - (ii) Solar ID number (where applicable);
    - (iii) Whether they are a student or non-student (e.g. faculty, staff, etc.);
    - (iv) Rationale for the person receiving a complimentary ticket (e.g. E-board member, volunteers, advisor etc.).

## **§ 105. OFF CAMPUS TRIPS**

### (a) Off Campus Trips defined.

- (1) Off-campus trips shall consist of activities which occur on property not belonging to Stony Brook University, including but not limited to, the following types of activities:
  - (A) Trips to hotels and conference halls.
  - (B) Trips to amusement parks and recreational facilities.
  - (C) Trips to athletic or academic competitions, or similar activities.
  - (D) Trips to performances or theaters.
- (2) The following activities shall not be considered off-campus trips for the purposes of restrictions found in subsections (c) of this section:
  - (A) Trips to facilities for the purposes of practices; Provided that the funded organization organizing the event provides means for all student members wishing to participate to do so on an equal opportunity basis.
  - (B) Travel expenses for officers and agents of the Undergraduate Student Government engaging in travel related to their duties

to the Undergraduate Student Government, including attendance of the SUNY Student Assembly.

(b) Prior Permission

Student organizations preparing trips off-campus, at least two (2) weeks prior to the trip, or one (1) week prior to the submission of a voucher, must complete an off-campus trip application and submit said application to the Administrative Director for pre-approval.

(1) Rejection of Application—

Off-campus trip requests can be rejected for the following reasons by the USG Treasurer and the Administrative Director, or in the case of disagreement between them, the President may make the final decision:

- (A) The trip is not in accordance with the stated mission, purpose of the funded organization.
- (B) The trip is fiscally irresponsible.
- (C) The expenditure is a violation of the USG's Financial Bylaws, or other laws or policies of the Undergraduate Student Government.
- (D) Incomplete or incorrect application and/or missing information.
- (E) Trips that are not necessary for the organization and appear to primarily serve to advance the interests of enjoyment of the particular members participating and not the organization as a whole.

(c) Responsibility of the Undergraduate Student Government

(1) The Undergraduate Student Government shall not assume the cost for any of the following during off-campus trips:

- (A) Additional activities beyond the original purpose of the off-campus trip.

(d) Participants and Tickets

- (1) Non-students participating in off-campus trips funded by the Undergraduate Student Government shall be responsible for paying 100% of the total cost of the trip per person.
- (2) The costs of coaches, trainers or staff participating in off-campus trips shall be determined by the duly-signed contracts between the USG, funded organizations and such persons.

(e) Enforcement

- (1) The Senate budget committee shall take the restrictions of this section into consideration during the budget process.
- (2) The President and Treasurer shall be responsible for developing procedures in order to carryout the provisions of this section.

**§ 106. FUNDRAISING**

(a) Rules Pertaining to Fundraisers —

Funded organizations and USG Departments may carry-out fundraisers to raise revenues for their organization and charity in addition to the money appropriated by the Undergraduate Student Government, but all fundraisers taking place on campus and/or utilizing appropriated money shall be subject to the following restraints:

- (1) Prior to engaging in fundraising activities on-campus, the officer(s) responsible for the event must complete the “Application for Permission to Fundraise on Campus,” be pre-approved by Student Union and Activities and receive pre-approval from the USG Treasurer and Administrative Director and all such pre-approvals must be received at least one week prior to the event.
- (2) All revenues generated on-campus by the sale of tickets must be collected by the USG Accounting Office, the USG Ticket Office, or other designated Department.
- (3) All other revenues generated on-campus shall be received under the supervision of the funded organization’s Treasurer or the USG Treasurer and submitted to the USG Accounting Office within one (1) week of its receipt to be placed in the organization’s on-campus account.
- (4) If funded organizations generate revenue by off-campus fundraising using appropriated money, or generated by sale of advertising space or time in publications, broadcasts or events paid for by appropriated money, then the organization’s on-campus account must be reimbursed the cost of such publishing, broadcasts, or events, but any additional revenue may be placed into the organization’s off-campus account.
- (5) Funded organization’s Treasurers or Department Head Officer shall be responsible for submitting to the USG Accounting Office

and Treasurer accurate accounts of money received and costs incurred.

(b) Off-campus accounts—

Funded organizations may be permitted to have off-campus not-for-profit bank accounts account that is verifiable by the local bank branch for the not-for-profit use of any funds raised off-campus in accordance with this section

(1) Neither Stony Brook University, the Undergraduate Student Government nor New York State's names shall be used by a club or organization in establishing an off-campus account.

(2) All funded organizations with off-campus accounts must submit full, accurate, and up-to-date financial records, including bank statements, full accounting information, and donor lists, of all off-campus fundraising activities to the Treasurer and Administrative Director annually or upon request.

**§ 107. REQUIREMENTS TO BE ELIGIBLE FOR USG FUNDING**

(a) Requirements for eligibility for funding—

In order to be eligible to receive funding from the Undergraduate Student Government, organizations must comply with the following requirements:

- (1) Organizations must be a registered club with the Office of Student Union and Activities;
- (2) must be open to all Undergraduate students.;
- (3) must not duplicate purpose or services provided by another funded organization or department;
- (4) must function under a duly-adopted organization constitution in accordance with the laws of the Undergraduate Student Government;
- (5) must meet regularly and in accordance with its Constitution;
- (6) must complete a USG budget application and conform with other requirements issued by the Senate and/or its budget committee;
- (7) must possess a clean record of behavior and be in good standing with the Undergraduate Student Government; and
- (8) must be in compliance with this act, and all other laws of the Undergraduate Student Government.

(b) If an organization is new or has not received funding within the last two years, prior to being eligible for funding, it must first receive recognition from the Special Services Council. And no such

organization shall be eligible for a line or revision budget until it receives two consecutive semesters of SSC funding and receives approval from the Senate for a line budget.

(c) Loss of eligibility—

- (1) No funded organizations or departments operating in violation of this Act shall be eligible for funding until they shall come into compliance with the same.
- (2) The USG Treasurer and the Administrative Director may freeze the budget of funded organizations in violation of this Act, or in the case of disagreement between them, the President may make the final decision.
- (3) The Senate may by law revise the appropriations of money made to funded organizations if they, by violating this act, lose eligibility for funding.

**§ 108. AVAILABLE TYPES OF FUNDING**

(a) Organization of Funds Distributed by Law—

Funds not yet appropriated by the Undergraduate Student Government shall be organized into a single account for appropriation by the Senate by law. Acts of appropriation are subject to amendment by the Senate at a later date. The types of funding available to organizations and departments is as follows:

(1) Line Budget Money—

A line budget is the account given to a funded organization or department for the entire year to be expended by them in accordance with the laws of the Undergraduate Student Government

(2) Grant Budget Money—

Grant Budget Money shall be given to funded organizations or departments for large one-time purchases or event in order to prevent sudden increases or fluctuations in their annual line budgets. Items that fall under the grant budget shall not be included in the line budget.

(A) In order to be eligible for a grant budget for equipment, there must be a proven need of the items necessary for the funded organization or department, and the lifespan of the items must be at least two (2) years from the date of purchase.

(B) Any funded organization or department that receives a grant budget shall not be eligible for another grant for two (2) years.

(3) Revision Budget Money—

Funded organizations or departments may request increases to their line budget during the course of the year. The Senate shall take into consideration the applicable criteria in determining whether to approve of such revisions.

(b) Funds available from the Special Service Council

(1) The Special Services Council (SSC) is an agency of the Undergraduate Student Government and receives an annual line budget. It shall use this budget to carry out the following:

(A) to distribute funds to clubs, organizations or event committees interested in running an event directed toward the Stony Brook Undergraduate Community;

(B) to distribute funds to new organizations with a provisional budget, but funds given for this purpose shall not exceed one-third (1/3) of SSC's total budget; and

(C) to serve as the oversight agency of the Inter-Fraternity Sorority Council (IFSC).

(2) The Special Services Council shall distribute funds in accordance with their Agency By-Laws, adopted by the Senate by law.

(A) The Special Services Council is hereby directed to, in coordination with the President and Treasurer, re-evaluate its current operating bylaws and submit its recommendations to the Senate, no later than December 1, 2007.

(3) Inter-Fraternity Sorority Council (IFSC)

In order for an IFSC sponsored event to be funded or partially funded by SSC, the following criteria must be met:

(1) The event must be open to all undergraduates. This must be made clear in a written or oral publicity promoting the event. SSC reserves the right to question the accessibility of the event receiving funding from the SSC budget.

(2) The event or program must not be by word or by nature used for the recruitment or promotion of the individual organizations. The event or program must be planned with the enhancement of the campus life as the primary objective.

- (3) USG funded organizations using their student fee allocation may not sponsor or co-sponsor events such as parties, concerts or other activities with individual Social Greek Fraternities or Sororities. The event must be planned, sponsored and executed by the SSC and IFSC and not by any of its constituent sororities or fraternities. The SSC will not recognize a co-sponsorship by two or more sororities or fraternities as an “IFSC cosponsored event.”
- (4) IFSC can co-sponsor an event with USG funded organizations, provided that Individual Social Fraternities and Sororities may not display their organization’s Greek letters on such co-sponsorship event advertising, as it implies student fee funding of Social Greek Organizations.

## § 109. CONSTITUTIONS

- (a) Every funded organization shall submit to the USG Treasurer a copy of its current duly adopted constitution, and no other copies of the constitution shall be recognized by any officer of the Undergraduate Student Government as lawful and legitimate.
- (b) The times, places and manner of holding elections for positions in funded Organizations shall be prescribed in the constitutions thereof; but the Senate may at any time by Law make or alter such regulations.
- (c) Every funded organization’s constitution shall include the following:
  - (1) An open membership clause stating that any member of the Undergraduate Student Government shall be permitted to join the organization and receive the services and benefits thereof on an equal-opportunity basis.
    - (A) Constitutions may provide qualifications on voting rights of members on the basis of the number of meetings attended or the student’s length of membership; but all such qualifications shall apply uniformly to all members.
      - (i) Constitutions of resident legislatures and the Commuter Student Association may restrict voting qualifications to residents in the buildings or commuters, respectively.
    - (B) Constitutions may provide qualifications on serving on the Executive Board of funded Organizations provided that such qualifications shall not discriminate on the basis of race, religion, sex, color, national origin, age, marital status, disability, viewpoint or sexual orientation—or other like criteria required by the laws of New York State.
  - (2) A dissolution clause stating that all funds and assets accrued from the Undergraduate Student Government by any funded

Organization shall, upon the dissolution of the Organization, revert to the control of the Undergraduate Student Government.

- (3) A statement of mission purposes and goals must be incorporated into all funded organizations constitutions.
  - (A) The aforementioned statement shall not be altered or amended without prior approval of the USG Treasurer and Senate.
  - (B) No statement shall be so expansive as to extend the scope of any funded organization's activities beyond a reasonable limit. The Senate reserves the power to decline funding for activities based upon over-expansive statements of purposes.

#### **§ 110. FUNDED ORGANIZATIONS' MEMBERS BILL OF RIGHTS**

- (a) All students shall have the right to join any Funded organizations if they so wish.
- (b) No Funded organizations shall deny any student membership on any basis whatsoever.
- (c) All members of Funded organizations shall have the right to participate in the benefits and activities thereof, including the right to vote and run for office, on an equal-opportunity basis; and no funded organizations shall place an undue burden upon members, nor impose excessive requirements, to gain such rights.
- (d) To secure the right to vote free from intimidation and corruption, upon request of a single voting member, elections for positions in funded organizations shall be by secret ballot, and all legible ballots shall be counted and the election results certified by the Secretary of the funded Organization. Members of funded Organizations shall have the right to challenge the results of elections to the USG Elections Board for review by the entire board. The USG Elections Board shall be responsible for informing the USG Treasurer of any funded organizations that have failed to carry-out certifiable elections in accordance with their constitution. All decisions by the USG Elections Board may be appealed to the Judicial Council.
- (e) All funded organizations' meetings shall be open and public in accordance with New York State's open meetings laws and no person shall be denied access to meetings, or deterred by intimidation or other means from attending and participating in any meetings, but may be removed by the proper authorities for disorderly conduct.

- (f) All promotional printings and the advertisements of meeting times by all Funded organizations must be in English in addition to any other languages.
- (g) All expenditures of student activity fee monies by Funded organizations, and the minutes and attendance sheets of the meetings where such expenditures were voted upon, shall be public record and accessible by any person in the USG Accounting Office.

**§ 111. SPENDING APPROPRIATED MONEY**

- (a) Voucher Process—
  - In order to utilize monies appropriated by law, the funded organization or department must submit a standard Voucher Form, accompanied by the minutes and attendance sheet documenting the allocation, and contracts or receipts when applicable.
  - (1) Completed vouchers and accompanying documents must be submitted to the USG Accounting Office 5-7 business days before the check is required, except in the case of contracts, which are required four (4) weeks prior the event.
    - (A) Requirements for a valid voucher—
      - In order for a voucher to be valid:
      - (i) It must be completely filled out;
      - (ii) It must be legible.
      - (iii) It must have original itemized receipts attached, when applicable.
      - (iv) Voucher must have the signatures of the President, Treasurer, and Secretary registered with Student Union and Activities and the USG Accounting Office.
      - (v) Must have the Minutes and Attendance of the meeting, which record the allocation (Allocations must be clearly indicated in the minutes.)
      - (vi) Must have a quote or a detailed list of the items being purchased
      - (vii) A Contract Request Form should be attached, if applicable. Such forms must be submitted four (4) weeks prior to the event and contracts for services must be submitted prior to services being rendered.
    - (B) Checks are processed Tuesdays and Thursdays, and are available by the end of the day.

(2) Voucher Rejection by the Accountant—

Vouchers can be rejected for the following reasons by the Accountant:

- (A) Missing documentation (Minutes, Attendance etc.)
- (B) Incomplete information.
- (C) Paperwork submitted late (not within the designated timeline)
- (D) Lack of funds in the organization account.
- (E) The Organization's budget is frozen
- (F) Wrong or improper signature on voucher.
- (G) Current signature card showing signatures of registered President, Treasurer and/or Secretary is not on file
- (H) Current organization constitution or bylaws is not on file.
- (I) Outstanding advances missing receipts.
- (J) Inventory list not on file.

(3) Rejection by the Treasurer and Administrative Director

Vouchers can be rejected for the following reasons by the USG Treasurer and the Administrative Director, or in the case of disagreement between them, the President may make the final decision:

- (A) The expenditure is not in accordance with the stated mission, purpose.
- (B) The expenditure is fiscally irresponsible.
- (C) The expenditure is a violation of the USG's Financial Bylaws, or other laws or policies of the Undergraduate Student Government

(4) Vouchers, which have been rejected, will be placed in the funded organization's mailbox. Funded organizations are responsible for checking their mailboxes at least once a week.

(b) Types of Disbursements

Requests for the disbursement of funds are divided into the following categories:

(1) Advances – Advances are requests for checks made payable to vendors, such as Walmart, Waldbaums, Party City, Home Depot, local restaurants, etc.

- (A) Advances may not be made payable to an individual.

- (B) Requests for individual advances equal to or greater than \$750 must be pre-approved by the Treasurer and Accountant.
  - (C) Within 5 business days, an original itemized receipt substantiating the advance must be submitted to the Accounting Office
  - (D) If it is impossible to recover a receipt, a Lost Receipt Form must be submitted to the USG Treasurer for approval.
  - (E) Only two Lost Receipt Forms will be permitted per year.
- (2) Contracts – Contracts between funded organizations or departments and outside vendors/contractors can only be signed by the USG President. In his/her absence, the USG President may delegate this authority to the USG Treasurer or Executive Vice President in writing.
  - (3) Invoices — Original invoices should be submitted to the USG Accounting Office for payment as soon as received.
  - (4) Reimbursements — Reimbursements are payment for items after they have been purchased by a funded organization, department or officer and members thereof with non-USG funds.
    - (A) All requests for reimbursement must be accompanied by original itemized receipts, along with voucher, minutes, and attendance.
    - (B) All reimbursements must be pre-approved by the USG Treasurer. Funded organizations will not be reimbursed for sales tax, since USG is a tax-exempt organization.
    - (C) Each account is only permitted up to two (2) reimbursements per semester.

## **§ 112. PURCHASING EQUIPMENT**

- (a) The Treasurer of each USG funded organization is responsible for safekeeping and tracking the organization's equipment. Ultimately the clubs are responsible to safeguarding and storing their equipment.
- (b) A list of all equipment purchased by USG's funded organizations and departments will be maintained by the Accountant, who will periodically verify the location and condition of the equipment.
- (c) If requesting to purchase equipment that cost more than \$1000 or greater, two formal price quotes from different vendors must also be submitted. The voucher should explain the reason for the purchase, and the location where the equipment will be kept.

- (d) Equipment should be purchased for the benefit of the funded organization, and not any officer or member thereof. Dissolution of the organization or misuse of equipment, as determined by the Treasurer and Administrative Director, shall require said equipment to be returned to USG.
- (e) NO EQUIPMENT SHALL BE DISPOSED OF WITHOUT PRIOR AUTHORIZATION FROM THE ACCOUNTANT and the Accountant shall notify the President and Treasurer when any equipment is disposed of.
- (f) Fixed assets are items that have physical substance and a life in excess of one year, and are acquired (purchased or donated) for use in the operation of the business. The more common examples are computer equipment, software, copy machines, furniture, fixtures, audio visual equipment, and boats. Purchased property and equipment will be capitalized at cost, including all of the costs necessary to place those assets into service. Donated property and equipment are recorded as contributions in the period received at fair market value. Small insignificant items are expensed in the year purchased.
- (g) USG's fixed asset policy is to capitalize fixed assets with a value of \$500 or greater, except for audio visual equipment and printers, which are capitalized at \$100 or greater.

### **§ 113. CO-SPONSORSHIPS**

USG funded organizations or departments may not transfer money between budgets appropriated by law, but co-sponsorship between funded organizations and unfunded organizations are permitted.

- (a) Prior to a co-sponsorship, a written budget agreement describing who shall pay for which expenses shall be pre-approved by the USG Treasurer and the Administrative Director. If there is a net profit from the ticket sales for the event, the percentage split between the co-sponsors should be the same as their financial participation.
- (b) No more than 50% of a USG funded organization or department budget can be utilized for co-sponsorships.

### **§ 114. BUDGET PROCESS**

- (a) Senate Budgeting Powers—
  - (1) The Senate, or the Senate budget committee, shall be authorized to hold such hearings and information sessions and sit and act at such

times and places, take such testimony, receive such evidence, and administer such oaths; and to compel the attendance and testimony of persons requesting money from the Undergraduate Student Government and the production of such records, correspondence, memoranda, papers, and documents as it considers necessary.

- (2) Clubs, Agencies and persons requesting money from the Undergraduate Student Government shall be contacted by the USG Treasurer's office, telling them when they shall be required to appear.

(b) Budget Timeline

The USG Treasurer shall propose, and the Senate shall adopt, a timeline for the annual budgeting process, including deadline for submission of applications.

(c) Budget Application

The USG Treasurer and the Senate budget committee are authorized develop paperwork necessary to be completed in order for funded organizations or departments to receive funding.

- (1) There shall be a separate application for the line budget requests, grant budget requests and revision requests.
- (2) Applications shall require a detailed account of off-campus accounts and past fundraising.

**§ 115. FACTORS CONSIDERED DURING THE BUDGET PROCESS**

The Budget Process shall be transparent and fair, consistent with the First Amendment of the United States Constitution, and no Preference shall be given by any Regulation or appropriation of Revenue to one organization over another on account of the viewpoint expressed by the organization.

- (1) In order to ensure viewpoint neutrality, the following criteria shall be the primary, but not the sole, factors considered when making funding decisions—
  - (A) No club, organization, or entity shall be denied funding from the Undergraduate Student Government on the basis of belief, philosophy, creed, opinion, religion, or partisan political persuasion.
  - (B) An organization's compliance with the laws and policies of the Undergraduate Student Government and New York State.

- (C) Compliance of an organization with their own constitution and mission statements.
- (D) Whether meeting times and publication schedules are consistent and timely.
- (E) That the organization is not providing a duplication of services with other funded organizations.
- (F) Whether money request is consistent with the organization's mission statement.
- (G) Review organization's membership and the number of students it serves.
- (H) Evaluate organization's effectiveness in serving its constituents and the entire student body.
- (I) Evaluate Organization's previous programs and activities.
- (J) Review whether the organization has been fiscally responsible with its budget in the past.
- (K) Review whether Organization has maintained adequate controls over its inventory.
- (L) Review organization's co-sponsorships.
- (M) Review club/organization's fundraising activities.
- (N) Fiscal prudence.

#### **§ 116. USG SERVICES**

- (a) The Undergraduate Student Government provides the following services:
  - (1) Ticket Office
  - (2) Events Management
  - (3) Audio/Visual
- (b) Funded organizations and departments are required to complete and submit a contract for the services they plan to use.
- (c) There is a charge for each of the above services, which will be taken out of the funded organization or department budget by the USG Accounting Office.

#### **§ 117. CONFLICTS OF INTEREST AND ETHICAL BEHAVIOR**

- (a) Senate Budget Ethics Rules

Any funded organization officer or former officer serving on the Budget Committee shall recuse him or herself from participating in any deliberations or vote of his or her own funded organization's budget in committee, on any line budget revisions, or on any grant for his or her funded organization.

(b) Undergraduate Student Government Statement of Ethical Behavior

No officer of the Undergraduate Student Government is expected to participate in any deliberations or vote on any matter relating to current or proposed business with any individual or organization with whom the entity with which the officer has a direct or indirect personal or financial interest that may conflict with the proper discharge of the member's duties. Presiding officer of any such body considering said business, in coordination with the body making a decision, shall determine whether the officer may participate in the deliberations or vote on the issue.

(c) A student cannot be an elected a signatory officer of two or more USG funded organizations, including USG, simultaneously.

(d) Officers or members of the Undergraduate Student Government or relatives of officers or members of funded organizations or departments cannot be hired on a contractual basis without the prior approval of the USG Administrative Director.

(e) The money, resources or authority of the Undergraduate Student Government shall not be used for the personal financial benefit of any officer, member of private person, except that the organization shall be authorized and empowered to pay reasonable compensation of services rendered.

(f) The use of fraud to receive property or money properly belonging to Undergraduate Student Government, embezzlement, gross misuse of USG property or assets for personal benefit, or any other such illegal activity is prohibited, and any person or organization caught engaging in such activities shall be subject to punishment by the Undergraduate Student Government, Stony Brook University and civil or criminal penalties of New York State and the United States, where applicable.

**§ 118. JUDICIAL REMEDY**

Any student affected by violations of this Act or any other laws of the Undergraduate Student Government, the Treasurer of the Undergraduate Student Government, or the Advocate General may initiate proceedings in the Judiciary of the Undergraduate Student Government against funded organizations for said violation.

(1) The courts of the Undergraduate Student Government are hereby authorized to:

- (A) Declare the constitution, in whole or in part, of any funded organization illegal, null and void, and the budget of said organization shall be immediately frozen until its constitution shall be amended and brought into compliance with the Constitution and laws of the Undergraduate Student Government;
  - (B) grant equitable relief to the harmed party; and
  - (C) freeze the budgets of funded organizations that engage in activities which violate the laws of the Undergraduate Student Government.
- (2) This section shall not be construed to limit or prohibit the Undergraduate Student Government from enacting punitive measures authorized by law against funded organizations in violations of the laws thereof.

## **Title 7 — Judiciary**

### **Chapter 1 — Judiciary Bylaws**

§ 101. Short title

### **Chapter 2 — Judiciary Act**

§ 201. Short title

§ 202. Jurisdiction

§ 203. Justiciability

§ 204. Standing

***Chapter 1 — Judiciary ByLaws***

§ 101. Short title

This chapter may be cited as the Judiciary Bylaws.

## *Chapter 2 — Judiciary Act*

### § 201. Short Title

This chapter may be cited as the Judiciary Act.

### § 202. Jurisdiction

- (a) Jurisdiction shall be defined as the court's authority to hear a case. If the court does not have jurisdiction to hear the case, it cannot proceed any further.
- (b) The Original Jurisdiction of the Supreme Court shall stem from Article 5, section 4 of the USG Constitution. The Appellate Jurisdiction of the Supreme Court shall be defined as any cases arising from appeals of Judicial Council rulings and other such regulations as the Senate shall make.
- (c) The Original Jurisdiction of the Judicial Council shall be defined as all matters arising between disputes of clubs/organizations and their respected constitutions, and matters prescribed to the Judicial Council under the Financial Bylaws and Judiciary Bylaws.

### § 203. Justiciability

- (a) Justiciability shall be defined as whether the matter at hand is appropriate for court resolution. If the case lacks justiciability, the court cannot proceed any further.
- (b) **Advisory Opinions**---shall be defined as an opinion issued by a court indicating how it would rule on a question of law should such a question come before it in an actual case. Advisory Opinions are prohibited and the court shall not issue any opinions of hypothetical situations.
- (c) **Collusive Suits**---shall be defined as cases where both parties seek the same outcome or remedy. Collusive Suites are prohibited and the court shall not proceeded if the matter at hand is determined to be a Collusive Suite. In order for the matter at hand to be appropriate for court resolution, there must be an actual dispute between the two parties.
- (d) **Mootness**---shall be defined as a controversy that has already been resolved by other means outside of the court. If a matter at hand is determined to be moot, then the court shall not proceed further. For a case to be appropriate for court resolution, an actual controversy must still exist.
- (e) **Ripeness**---shall be defined as a legal dispute that has evolved to the point where the issues it presents can be effectively resolved by a court. In order for the court to proceed with the matters at hand, the

controversy they present must be deemed as “ripe.” The Court shall not rule in hypothetical cases or in cases that present no controversy at the time the brief was filed.

§ 204. Standing

In order for parties to file a case before the Courts, they must be deemed as possessing legal standing. In order for a party to be deemed as having legal standing it must be able to show not only that the statute is invalid but that that he has sustained or is immediately in danger of sustaining some direct injury as the result of its enforcement, and not merely that he suffers in some indefinite way in common with people generally (Frothingham v. Mellon.). In order for the court to proceed with the case, both parties must have legal standing.

## **Title 8 — Elections Law**

### **Chapter 1 — Undergraduate Student Government Election Campaign Laws**

- § 101. Short title
- § 102. Definitions
- § 103. Elections Schedule
- § 104. Intent of Candidacy
- § 105. Petition Process
- § 106. Campaign
- § 107. Party Coalitions
- § 108. Polling
- § 109. Runoff
- § 110. Neutrality
- § 111. Violations

### **Chapter 2 — Funded Organizations Election Laws**

- § 201. Short Title
- § 202. Mandatory Elections Inspector Oversight
- § 203. Elections Notification

### **Appendix:**

#### **Elections Board Bylaws**

## *Chapter 1 — Undergraduate Student Government Campaign Laws*

### § 101. Short Title

This chapter shall be known and may be cited as the “Undergraduate Student Government Election Campaign Laws Act.”

### § 102. Definitions

1. **ELECTIONEERING** — The term “Electioneering” refers to the advocacy in written, oral or other fashion for or against a candidate for Office or a Referendum item while an Election for that Office or that referendum item is in progress.
2. **CAMPAIGN** — The Term “Campaign” refers to an organization that promotes a particular candidate or party coalition for election.
3. **SIGNATORY** — The term “Signatory” refers to the individual who has signed the petition of a candidate.

### § 103. Elections Schedule

1. The Elections Board shall approve an Elections Schedule, subject to the requirements in this Act, by an affirmative majority vote.
2. Following approval, the Elections Board shall open up the schedule for feedback for forty-eight hours from the Undergraduate Student Body. Any undergraduate student may submit feedback for consideration by the Elections Board. The Elections Board must consider all feedback, where a vote shall be taken on whether to make the proposed changes. All modifications to the elections schedule shall be subject to an affirmative majority vote of the Elections Board.
  1. If no feedback is submitted or if the elections schedule is not modified, the schedule shall become the official elections schedule.
  2. If any modifications are made to the original elections schedule, the Elections Board shall open up the revised schedule for feedback for a period of twenty-four hours. The Elections Board must consider all feedback, where a two-thirds affirmative vote is required to make any changes to the elections schedule. Following consideration of all feedback, this schedule becomes the official elections schedule.

### § 104. Information Session

1. An optional information session shall be held during “Campus Lifetime” by the Elections Board to explain the USG Elections Process and answer questions for the potential candidates.
2. The Information Session shall be designated as the beginning of the Elections Process.

#### § 105. Intent of Candidacy

1. The Intent of Candidacy deadline shall be 4:00pm on the first Friday following the Information Session.
  1. If classes shall not be held at 4:00pm on the first Friday, whether scheduled or not, the deadline shall be pushed to the end of the next full business day.
2. A potential candidate must declare the position for which they intend to run before the deadline, or they shall be ineligible to run. Candidates may not change positions after the deadline, leaving only the option to withdraw from the Election.
3. Along with their declaration of candidacy, the Candidate must also submit—
  1. Their legal name;
  2. Their Stony Brook University ID Number to verify that they meet the eligibility requirements according to the USG Constitution prior to being placed on the ballot;
  3. Contact Information, which includes, but is not limited to their full name, email address and telephone number so that they may be contacted as necessary;
  4. A platform statement;
  5. A signed statement acknowledging that they read the USG Elections Board Bylaws and all pertinent legislation regarding elections; and
  6. A signed statement acknowledging that upon winning election, they will uphold the USG Constitution and its laws, and if during the fall election a current USG member is elected to a new position, they automatically resign their previous position.

#### § 106. Petition Process

1. Petitions

1. Petitions shall contain at minimum, the USG Seal, name of the candidate, and the position that the candidate is running for.
  2. Petition sheets may only contain fields for the following information:
    1. Name
    2. NetID
    3. Telephone Number
    4. Signature
  3. Attached to any petition packet must be a copy of the candidate's platform statement.
2. Signature Collection
1. The petitioning process shall be open for a period of ten class days, closing at 4:00pm on the final day.
  2. Six hundred signatures shall be required for each of the following positions:
    1. President
    2. Executive Vice-President
    3. Treasurer
  3. Four hundred signatures shall be required for each of the following positions:
    1. Vice-President of Academic Affairs
    2. Vice-President of Clubs and Organizations
    3. Vice-President of Communications and Public Relations
    4. Vice-President of Student Life, Programming and Activities
  4. One hundred signatures shall be required for each of the following positions:
    1. Senator
    2. Senior Class Representative
    3. Junior Class Representative
    4. Sophomore Class Representative
    5. Freshman Class Representative
  5. A petition sheet may not be distributed in a class without permission from the instructor and without making an announcement in front of the class to explain its purpose.

3. Petitions shall be validated by:
  1. Calling ten percent of the phone numbers of signatories, with a successful validation shall be defined as calling a petitioner and asking them—
    1. “What is your name?”; and
    2. “Are you an undergraduate student at Stony Brook University?”with the answer for Question 1 matching the name listed on the petition sheet and the answer for Question 2 must be yes.
  2. If a number is not answered, it shall be not considered a successful or failed validation.
  3. If a number is listed as not being in service, it shall be considered a failed validation.
  4. All fields must be filled out or the line shall not be counted towards the required amount of signatures.
4. The results of the petition validation must be communicated to a candidate within forty-eight hours after their submission.
5. The final roster of candidates must be submitted to all candidates and posted on the USG website immediately after all petitions have been verified.

#### § 107. Campaign

1. Public Financing
  1. Eighty-five dollars shall be made available to any of the following candidates for use during the election:
    1. President
    2. Executive Vice-President
    3. Treasurer
  2. Sixty-five dollars shall made be available to any of the following candidates for use during the election:
    1. Vice-President of Academic Affairs
    2. Vice-President of Clubs and Organizations
    3. Vice-President of Communications and Public Relations
    4. Vice-President of Student Life, Programming and Activities

3. Forty dollars shall be made available to any of the following candidates for use during the election:
  4. Senator
  5. Senior Class Representative
  6. Junior Class Representative
  7. Sophomore Class Representative
  8. Freshman Class Representative
2. Private Financing
  1. No candidate shall be denied the right to take independent donations or to make expenditures using their own funds.
3. Finance Reporting
  1. All candidates must submit an accurate statement on behalf of their campaign to the Elections Board detailing all expenditures and donations within ten business days following the end of the election.
    1. Expenditures shall include, but not be limited to, Poster Printing, Campaign Apparel, SINC Site Quota and Campaign Payroll.
    2. The candidate shall sign the statement, thereby guaranteeing its accuracy.
  2. All candidates must submit receipts to the Elections Board to account for their campaign donations and expenditures.
  3. Failure to comply with this subsection shall make any candidate ineligible—
    1. For the Office in which they were elected;
    2. To run for any Office in the future; and
    3. Hold any position within the USG.
4. Campus Marketing
  1. Candidates and party coalitions are subject to the University requirements for advertising.
  2. A copy of all official campaign material should be submitted the Elections Board within twenty-four hours of first being posted.
5. Marketing on Online Social Networking Websites

1. Online content must be open to the public and accessible by any member of the Elections Board or rival campaigns. Membership for the website may not be construed as being in violation of this clause.
  2. URLs for any online presence of a campaign must be submitted to the Elections Board within 10 hours of its creation.
6. Campaign Staff
1. All Campaign staff must be declared with the Elections Board.
  2. Campaign staff may be authorized to handle any aspect of the petitioning or campaign process on behalf of a candidate unless otherwise noted.
7. Restrictions
1. Electioneering is forbidden within a one hundred foot radius of any—
    1. SINC Site;
    2. CoLA;
    3. Campus Residences Computing Lab;
    4. Departmental Computing Lab; or
    5. Any computing lab with 4 or more University owned computers.
  2. Electioneering for any candidate or party coalition is forbidden in any venue in which the USG is the principal proprietor. Such venues shall include, but are not be limited to, the USG Office Suite and any room in which the USG, or its subordinate Departments, Offices and Agencies, is listed on the lease or reservation.
  3. Any Officer or employee of the USG may not receive compensation from the Student Activity Fee for any time spent electioneering for any candidate or party coalition.
  4. No campaign may tear down, obstruct or damage any campaign materials of another campaign.
  5. Other than the Student Activity Fee funds acquired through Public Financing as delineated in § 107.1 of this Act, the Student Activity Fee may not be used for a campaign of any candidate or party coalition.

§ 108. Party Coalitions

1. All Party Coalitions shall be granted a Charter by the Elections Board, upon submission of Bylaws for such Party Coalition, which shall expire at the end of the semester in which the Charter was granted.
2. The Bylaws of a Party Coalition must, at minimum, designate a Chair who shall be the principal officer of the organization.
3. All candidates shall not be denied to right to join a party coalition. A written intent to join a party coalition must be submitted with the signature of the party coalition chair and candidate.
4. The deadline for joining a party coalition is forty-eight hours after the final roster is released following the petitioning process.
5. Party Coalitions may require in their Bylaws, a certain percentage of Public Financing funds from its members. The USG will authorize these funds directly to the party coalition subject to its Bylaws.
6. Party Coalitions are subject to the same requirements as candidates as delineated in §107.3 – §107.7 of this Act.

#### § 109. Polling

1. Only members of the Undergraduate Student Government may vote.
2. Polling shall be open for a period of four business days, starting at noon on a Monday and ending at noon on the following Friday.
3. All electronic voting must be conducted with an organization not affiliated with the USG or any candidates. The results must be emailed to the USG Administrative Director and all members of the Elections Board when voting has finished.
4. The platform statement of the candidate shall be linked to the candidate's name on the electronic ballot. A candidate may, if they wish, indicate on their platform statement if they are an incumbent seeking re-election, along with any applicable information on the candidate's participation in a party ticket.

#### § 110. Runoff

A runoff election, as required by the Constitution under certain circumstances, shall be conducted in the same manner as required by § 109 of this Act.

#### § 111. Neutrality

The USG or its subordinate Offices, Departments, or Agencies may not endorse any particular candidate or party coalition.

## § 112. Violations

### 1. Jurisdiction

1. The Elections Board shall have jurisdiction to rule on all issues that involve Candidates, Campaigns or Party Coalitions in elections for the USG that pertain to said elections.

### 2. Authorized Power

1. The Elections Board shall have the inalienable right to issue warnings and disqualify candidates. To discharge said powers, the Elections Board have a vote in which a simple majority of the members of the Elections Board vote in favor of using such power.

### 3. Warnings

1. A warning issued by the Elections Board shall serve as notification that the Candidate, Party Coalition or Referendum Campaign that they are in violation of this Act, the USG Constitution or other established legislation. If they shall not correct their behavior within ten hours of notification or as otherwise set by the Elections Board they shall be eligible for disqualification.

1. A Candidate should be contacted at the email address and telephone number provided when they declared their intent of candidacy. The Elections Board shall keep records of the contact. It shall be the responsibility of the Candidate to check the provided contact points for messages from the Elections Board.

### 4. Disqualification

1. The Elections Board may disqualify a Candidate without warning if they deem a violation by a Candidate, Party Coalition or Referendum Campaign of this Act, the USG Constitution or other established legislation as especially heinous, subject to a two-thirds affirmative vote of the Elections Board.
2. The Elections Board may disqualify a Candidate by an affirmative majority vote if they have deliberately ignored a warning issued by the Elections Board.

5. Appeal

1. If the Elections Board has disqualified a Candidate, they may appeal to the USG Judiciary. Rulings by the Judiciary are final.

## **Chapter 2 — Funded Organizations Election Laws**

### § 201. Short Title

This Act shall be known and may be cited as the “Undergraduate Student Government Funded Organizations Election Laws Act.”

### § 202. Mandatory Elections Inspector Oversight

Any funded club or organization with a budget of or over ten thousand dollars shall require an USG Elections Board Elections Inspector to oversee their election.

### § 203. Elections Notification

1. Any funded club or organization must notify the USG Elections Board at least one week prior to the General Body Meeting in which the Election will be held.
2. Organizations that require an Elections Inspector must coordinate the election with the Elections Board in order to ensure an Elections Inspector will be in attendance.

# **Title 8 — Appendix**

## **Elections Board Bylaws**

# ***Elections Board Bylaws***

## Article I. Name

The agency shall be known as the “USG Elections Board.”

## Article II. Organization

### Section 1. Structure

1. The Elections Board shall contain no fewer than five members and no more than fifteen members.
2. The members of the Elections Board shall, from their own membership, elect a Chair.

### Section 2. Qualifications.

Members of the Elections Board shall be undergraduate students and must maintain a 2.5 GPA for the entirety of their term.

### Section 3. Appointment

Any member of the Executive Council or Senate may make a nomination to the Elections Board. Confirmation of the nomination shall be made by an affirmative majority vote of the filled seats of the Senate.

### Section 4. Term of Appointment

Elections Board members remain in Office while they are an undergraduates of Stony Brook University or until they resign, are incapacitated, fail to maintain the minimum grade point average, run for Office, or graduate.

### Section 5. Impeachment and Removal

1. An Elections Board member may be impeached from the Elections Board for Material Violations of these Bylaws, the Constitution or for voting with bias to a political candidate or party.
2. Impeachment charges may originate in the Senate or the Elections Board.
  1. If the charges originate in the Senate, a three-fourths filled seats vote of the Senate shall be required to impeach an Elections Board member.

2. If the charges originate in the Elections Board, a three-fourths majority of the filled seats of the Elections board shall be required to impeach an Elections Board member.
3. Upon the impeachment of the Elections Board member, the USG Supreme Court shall have the sole power to remove the member by a three-fourths majority vote of the Court.

#### Section 6. Duties

1. The Chair shall—
  1. Oversee and coordinate the functions of the Elections Board;
  2. Create all necessary forms and paperwork;
  3. Ensure that there is an established grievance process for any election;
  4. Serve as the primary point of contact for the Elections Board;
  5. Organize meetings of the Elections Board, as necessary;
  6. Verify Petitions for the USG Elections;
  7. Hire and serve as the direct supervisor for all Elections Inspectors; and
  8. Train all members and Elections Inspectors in the necessary skills required to oversee and conduct fair and honest elections.
2. A member shall—
  1. Be readily available to attend meetings of the Elections Board as necessary;
  2. Verify Petitions for the USG Elections;
  3. Serve as an Elections Inspector as necessary; and
  4. Complete any task as assigned by the Chair.
3. An Elections Inspector shall—
  1. Oversee the Elections for funded organizations on behalf of the USG;
  2. Ensure that funded organizations are following their Constitution, democratic principles, USG Law and Robert's Rules of Order as it relates to the elections process; and

3. Count the ballots for the election along with a member of the general body who was not running for a position.
4. The Elections Board shall certify the results of all elections of the USG where it has jurisdiction.
  1. Results of the election shall not become official until certified by the Elections Board.
  2. Certification shall require an affirmative majority vote of the Elections Board.
  3. Certification must happen within seventy-two hours of an election's completion.
  4. If the vote by the Elections Board to certify an election fails, in which Executive Council and Senate Positions are concerned, it may be appealed to the USG Supreme Court.
  5. If the vote by the Elections Board to certify an election fails, in which a USG funded club or organization is concerned, it may be appealed to the USG Judicial Council or the USG Supreme Court.

#### Article III. Candidate Rights

No candidate, referendum campaign, party coalition, club, organization, party coalition, or student shall be denied the right to freedom of speech, or of the press; or of the right to peaceably assemble campaign supporters and volunteers, and to petition the USG for a redress of grievances in accordance with established grievance policies.

#### Article IV. Jurisdiction

The Elections Board shall have jurisdiction over all elections of the USG that are open to the Undergraduate Student Body, including that of funded clubs and organizations.

#### Article V. Amendments

These Bylaws may be amended by an affirmative majority vote of the filled seats of the Senate. Such amendments shall be appended to the end and not inserted therein.