



# UNDERGRADUATE STUDENT GOVERNMENT CODE

UPDATED SUMMER 2011

## Table of Contents

<b>TITLE 1 — GENERAL PROVISIONS .....</b>	<b>4</b>
CHAPTER 1 — RULES OF CONSTRUCTION .....	5
CHAPTER 2 — ACTS AND RESOLUTIONS, FORMALITIES OF ENACTMENT .....	7
<b>TITLE 2 — THE SENATE .....</b>	<b>9</b>
CHAPTER 1 — ORGANIZATION OF THE SENATE .....	10
CHAPTER 2 — REGULATIONS GOVERNING THE SENATE .....	11
CHAPTER 3 — RESIDENCE HALL ASSOCIATION .....	13
CHAPTER 4 — SENATE INVESTIGATIONS .....	15
CHAPTER 4 — OFFICE OF LAW REVISION .....	18
<b>TITLE 2 – APPENDIX .....</b>	<b>20</b>
<b>TITLE 3 — THE EXECUTIVE COUNCIL .....</b>	<b>31</b>
CHAPTER 1 — BYLAWS .....	32
CHAPTER 2 — OFFICES OF THE EXECUTIVE COUNCIL .....	33
<i>Subchapter I — Office of the President .....</i>	<i>33</i>
<i>Subchapter II — Office of the Executive Vice-President .....</i>	<i>34</i>
<i>Subchapter III — Office of the Treasury .....</i>	<i>35</i>
<i>Subchapter IV — Office of Communications .....</i>	<i>36</i>
<i>Subchapter V — Office of the Vice-President of Student Life .....</i>	<i>38</i>
CHAPTER 3 — EXECUTIVE COUNCIL REPORTING ACTS .....	39
<b>TITLE 4 — EMBLEMS, SEAT OF GOVERNMENT, AND CAMPUSES .....</b>	<b>40</b>
CHAPTER 1 — THE SEAL .....	41
CHAPTER 2 — THE LOGO .....	42
CHAPTER 3 — THE SLOGAN .....	43
CHAPTER 4 — WEB IDENTITY .....	44
CHAPTER 5 — SEAT OF GOVERNMENT .....	45
CHAPTER 6 — CAMPUSES .....	46
<b>TITLE 5 — ORGANIZATION OF THE GOVERNMENT &amp; EMPLOYMENT .....</b>	<b>47</b>
CHAPTER 1 — ORGANIZATION OF EXECUTIVE BRANCH .....	50
<i>Subchapter I — USG Reception .....</i>	<i>51</i>
<i>Subchapter II — Audio/Visual Board .....</i>	<i>52</i>
<i>Subchapter III — Undergraduate Student Government Events Management .....</i>	<i>53</i>
<i>Subchapter IV — USG Student Activities Board .....</i>	<i>55</i>
<i>Subchapter V — USG Student Programming Agency .....</i>	<i>59</i>
<i>Subchapter VI — Special Services Council .....</i>	<i>62</i>
<i>Subchapter VII — New Club Eligibility Act .....</i>	<i>65</i>
<i>Subchapter VIII — New Club Funding Act .....</i>	<i>68</i>
<i>Subchapter IX — SBU-TV .....</i>	<i>71</i>
<i>Subchapter X — PASS .....</i>	<i>72</i>
CHAPTER 2 — CHECKS AND BALANCES ACT .....	74
CHAPTER 3 — ORGANIZATION OF EXECUTIVE DEPARTMENTS .....	75
<i>Subchapter I — Department of Justice .....</i>	<i>76</i>
<i>Subchapter II — Department of Web Technologies .....</i>	<i>79</i>
CHAPTER 3 — OTHER STAFF .....	81
<i>Subchapter I — Ticket Office .....</i>	<i>82</i>
<i>Subchapter III — Accounting Office .....</i>	<i>83</i>
<i>Subchapter II - Human Resources .....</i>	<i>85</i>
CHAPTER 4 — EMPLOYEES AND PAY SCALE .....	87
1. <i>Stipends for USG Officials .....</i>	<i>89</i>
2. <i>Stipends for USG Offices .....</i>	<i>89</i>

1. Assistant to the President .....	90
1. Assistant to the EVP .....	90
1. Assistant Treasurer.....	90
<b>TITLE 5 — APPENDIX .....</b>	<b>93</b>
<b>TITLE 6 — FINANCIAL POLICIES AND PROCEDURES .....</b>	<b>94</b>
CHAPTER 1 - FINANCIAL BYLAWS.....	95
CHAPTER 2 – CONTRACT REFORM ACT .....	117
<b>TITLE 7 — JUDICIARY .....</b>	<b>119</b>
CHAPTER 1 — JUDICIARY BYLAWS .....	120
CHAPTER 2 — JUDICIARY ACT .....	121
<b>TITLE 8 — ELECTIONS LAW .....</b>	<b>123</b>
CHAPTER 1 — UNDERGRADUATE STUDENT GOVERNMENT CAMPAIGN LAWS .....	124
CHAPTER 2 — FUNDED ORGANIZATIONS ELECTION LAWS .....	133
<b>TITLE 9 — APPENDIX .....</b>	<b>134</b>
ELECTIONS BOARD BYLAWS .....	135

# **Title 1 — General Provisions**

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

- § 101. Words denoting gender and so forth
- § 102. Common Acronyms
- § 103. Dashes

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

- § 201. Enacting Clause
- § 202. Resolving Clause
- § 203. Printing of bills and resolution
- § 204. Promulgation of laws
- § 205. Subject
- § 206. Statutes-at-Large

## ***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.”

### § 103. Dashes

In determining the individual referred to in an Act of the Senate the following shall be considered interchangeable –

- (a) “Executive-Vice President” shall mean the “USG Executive Vice President”;
- (b) “President Pro-Tempore” shall mean the “President Pro Tempore of the USG Senate”; and
- (c) Any other words separated by a dash, which would in other instances be acceptable without a dash shall signify the same.

## ***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
- § 203. Office Hours Requirements
- § 204. Publication of Minutes and Attendance

### **Chapter 3 — Residence Hall Association**

- § 301. Short Title
- § 302. Establishment
- § 303. Funding Process
- § 304. Restrictions

### **Chapter 4 — Senate Investigations**

- § 401. Short Title
- § 402. Powers of the Senate
- § 403. Subpoena Process
- § 404. Requirement to Produce Documents and/or to Appear; Excuses from Appearing
- § 405. Contempt of the Senate Defined
- § 406. Punishment
- § 407. Appeal

### **Chapter 5 — Office of Law Revision**

- § 501. Establishment
- § 502. Purpose
- § 503. Functions
- § 504. 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 the 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 second Thursday of the semester.
- (b) The Executive Vice President shall have the 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 Bylaws, which shall be binding upon members of the Senate.

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

- (a) 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.
- (b) 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 shall take place during regular business hours.

§ 204. Publication of Minutes and Attendance

- (a) The approved minutes of the Senate meetings shall be posted on the USG website within 2 weeks of being approved by the Senate.
- (b) 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 — Residence Hall Association***

#### § 301. Short Title

This chapter may be cited as the “Responsible Hall Council Funding Act.”

#### § 302. Establishment

- (a) The Residence Hall Association (herein referred to as the “RHA”) shall be an independent agency of the Senate.
- (b) The President of the RHA or his designee shall be a Senator on the Undergraduate Student Government Senate.
- (c) The USG may not enact policy on the Residence Hall Association or its operation, except as it explicitly applies to the expenditure of the Undergraduate Student Activity Fee (herein referred to as the “SAF”).
  - 1. The USG shall consult with Campus Residences regarding any prospective change in policy
- (d) The RHA shall be appropriated an annual budget by the USG that shall be used in part to fund every Hall Council of Stony Brook University.
- (e) Expenditures of the RHA and its Hall Councils shall be subject to applicable USG policies and enacted legislation.
- (f) The RHA Treasurer and USG Treasurer shall meet on a monthly basis during the academic year to coordinate the operations of the two organizations and suggest policy changes to the USG Senate

#### § 303. Funding Process

- (a) The RHA shall develop and maintain an annual process to appropriate funding to the Hall Councils.
- (b) The RHA shall develop and maintain a voucher process for the Hall Councils and the RHA to make expenditures using the SAF monies that have been appropriated to the RHA. All vouchers of the RHA are subject to approval by the RHA Treasurer and shall not require approval of the USG Treasurer.

#### § 304. Restrictions

- (a) A Resident Assistant (herein referred to as an “RA”) shall not be considered towards quorum for a Hall Council.
- (b) A Residence Hall Director (herein referred to as an “RHD”) may not veto any expenditure of a Hall Council including preventing its placement on the Hall Council agenda. If the RHD wishes to prevent the expenditure, they may send a written request to the Treasurer of the RHA who may consider the request during their approval of the expenditure. A copy of this request must also be sent to the USG Treasurer.
- (c) Any Hall Council expenditure may not—
  - 1. Be for the purposes of funding an event in which an RA is using towards their programming requirements; or
  - 2. Be used for purchases that may be considered “building maintenance” and would otherwise be paid for by Campus Residences.
    - i. This clause shall not be misconstrued to include purchases for common areas of the building that build community amongst its members.
- (d) Hall Councils may not sponsor off-campus trips.
- (e) Hall Councils may restrict their voting membership to residents of the building, though its events must be open to all students who pay the SAF.
- (f) Hall Councils may not co-sponsor an event with any club other than another Hall Council at Stony Brook University.

## ***Chapter 4 – Senate Investigations***

### § 401. Short Title

This chapter may be cited as the “Senate Investigations Act”

### § 402. Powers of the Senate

- (a) 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.
- (b) The Senate shall have power to punish individuals who fail to comply with the demands of the Senate, or any committee thereof.

### § 403. Subpoena Process

- (a) 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.
- (b) The Senate Sergeant-at-Arms shall then serve such subpoenas to the proper parties.

### § 404. Requirement to Produce Documents and/or to Appear; Excuses from Appearing

- (a) 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.
- (b) 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.

1. 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.

#### § 405. Contempt of the Senate

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

#### § 406. Punishment

- (a) The Senate shall, by a vote of a majority of its members, determine whether persons or parties are in contempt of the Senate.
- (b) 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:
  1. The Senate may authorize the suspensions of their stipends or wages; or
  2. The Senate may reduce their stipends or wages to a level no lower than minimum wage.
- (c) 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.
- (d) The imposition of fines by the Senate on officers for contempt of the Senate shall not preclude the punishment of impeachment on the same.

- (e) Fines for contempt of the Senate shall last no longer than the term of the Senate that imposed them.

§ 407. Appeal

- (a) Persons served with subpoenas shall have the right to appeal the required attendance or production of documents to the Supreme Court of the Undergraduate Student Government.
- (b) 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.
- (c) 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.
- (d) 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 § 405 of this Act.

## ***Chapter 5 — Office of Law Revision***

### § 501. 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.”

### § 502. 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.

### § 503. 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 semesterly 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.

### § 504. Management

The management, supervision, and administration of the Office are vested in the Office of Law Revision, 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. Under normal circumstances, the Office shall be comprised of a minimum of five people, with a majority being voting members of the Senate. 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**

# UNDERGRADUATE STUDENT GOVERNMENT SENATE BYLAWS

## PREAMBLE

*This Senate of the Undergraduate Student Government is granted its authority and powers by the Constitution of the Undergraduate Student Government and shall at all times be in conformity with the same. The purpose of these bylaws is to establish a framework and structure to ensure the fair and just exchange of opinions amongst the voting and non-voting membership of the Senate.*

## ARTICLE I GENERAL PROVISIONS

### 1 Legislative Power

- 1.1 The legislative power of the Undergraduate Student Government shall be solely vested in a Senate of the Undergraduate Student Government; said powers are inherited from the Constitution of the Undergraduate Student Government.

### 2 Composition

#### 2.1 Membership

- 2.1.1 The Senate shall be composed of Senators, voting and non-voting, and of other Officers chosen by the Senate, as defined by the Constitution and these Bylaws.

#### 2.2 Officers

##### 2.2.1 Chair

- 2.2.1.1 The Executive Vice President of the Undergraduate Student Government shall be the Chair of the Senate, but shall have no vote, unless the Senate is equally divided.

##### 2.2.2 President Pro Tempore

- 2.2.2.1 The Senate, from its own voting membership, shall choose a President Pro Tempore. The President Pro Tempore shall be the official representative of the Senate to all other Governmental Branches and Agencies.

2.2.2.2 The Senate may, from time to time, vote to remove its President Pro Tempore by a two-thirds affirmative majority vote. At such times, the vote to remove the President Pro Tempore shall be separate and distinct from the vote to elect a new President Pro Tempore. At least seven (7) days prior to any motion to remove the President Pro Tempore, the Senate shall entertain a Motion of No Confidence in the President Pro Tempore, thereby granting the President Pro Tempore full notice of impending disciplinary actions.

### 2.2.3 Parliamentarian

2.2.3.1 The President of the USG, by and with the advice and consent of the Senate, shall hire a Parliamentarian to ensure meetings are held in accordance with the Senate Bylaws, the Constitution, *New York State Open Meetings Law*, and *Robert's Rules of Order, Newly Revised*.

2.2.3.2 The Parliamentarian shall advise the Chair on all Parliamentary matters, but the decision shall be reserved to the Chair.

### 2.2.4 Recording Secretary

2.2.4.1 The Senate shall choose a Recording Secretary, who shall keep a Journal of its proceedings, and from time to time, publish the same. The official published minutes shall include a summary of the debate conducted on each agenda item. This does not apply to minutes recorded during Executive Session, at which only a record of the motions made shall be recorded. The official published minutes shall also include a list of any and all affiliations of Senators and non-voting Senators with regards to USG recognized clubs and organizations. The Parliamentarian of the Senate may act as both Recording Secretary and Parliamentarian.

## 3 Meetings

3.1 The Senate shall assemble no later than the second Thursday of the Fall semester, unless the Senate shall by law appoint a different day, and shall subsequently meet at least once every two weeks during the academic year, with the exceptions of Summer Session, Winter Session, University Vacations or Breaks.

- 3.2 All Meetings of the Senate and its Committees shall be held in accordance with this Document, *New York State Open Meetings Law*, and *Robert's Rules of Order, Newly Revised*.
- 3.3 All members, voting and non-voting shall be required to attend meetings unless they have a legitimate academic obligation conflicting with the meeting or a generally accepted legitimate excuse for missing the meeting.
- 3.4 The President of the Undergraduate Student Government may, from time to time, call emergency Senate meetings, notifying appropriate officials, in writing, at least twenty-four hours prior to the start of the emergency meeting. Similarly, a Senate meeting shall be called within three days of a written request, signed by one-third of the voting or non-voting members of the Senate, being submitted to the President and the Executive Vice President. Public notice of such meetings shall be given to the news media and the remainder of the public.

#### **4 Agenda**

- 4.1 A simple affirmative majority vote of the Senate shall amend the agenda.

#### **5 Attendance**

- 5.1 Senators are expected to attend Senate meetings regularly.
- 5.2 Each Senator is allowed two unexcused absences and two opportunities to use a proxy per semester.
- 5.3 An excused absence is defined as an absence with an adequate and acceptable explanation.
- 5.4 If a Senator has more than two unexcused absences in a semester, he will be subject to impeachment by the Executive Council and removal from office by the Supreme Court.

#### **6 Executive Session**

- 6.1 The Senate may choose to enter into Executive Session in accordance with *New York State Open Meetings Law*. Such sessions may exclude any non-member of the Senate, with the exception of those acting as proxies for members of the Senate and those invited in to the Executive Session, as outlined in *New York State Open Meetings Law*.

#### **7 Quorum**

- 7.1 Quorum shall be defined as the presence, in person or by proxy, of a majority of the filled voting seats of the Senate. Quorum shall be required for any and all official Business of the Senate.
- 7.2 A filled seat shall be defined as a seat to which a Senator is elected, has taken an Oath or Affirmation of Office, and has been trained in

parliamentary procedures and all other policies as defined by the Executive Vice President of the Undergraduate Student Government.

## **8 Proxies**

- 8.1 A voting Senator, who is unable to attend a meeting of the Senate, may designate another undergraduate student at Stony Brook University as their proxy, by way of Proxy Designation Form. The Proxy Designation Form, initialed and time-stamped by the Front Desk Staff or a member of the Office of the Executive Vice President, shall be submitted to the Office of the Executive Vice President by 2:00 PM, the day of the meeting. Those acting as proxies for voting members of the Senate shall make readily available the initialed and time stamped Proxy Designation Form before and during the meeting.
- 8.2 The absence of a Senator represented by a proxy is considered an excused absence.
- 8.3 An individual may not serve as the proxy for more than one individual simultaneously at the same Senate meeting.
- 8.4 Any individual currently holding an elected position on the Executive Council, including and limited to, the President, Executive Vice President, Treasurer, Vice President of Communications and Public Relations, Vice President of Student Life and Programming and Activities, Vice President of Academic Affairs, Vice President of Clubs and Organizations, Senior Class Representative, Junior Class Representative, Sophomore Class Representative and Freshman Class Representative, shall be ineligible from serving as a proxy for a voting Senator.
- 8.5 Any individual holding an appointed and confirmed seat of the Judicial Branch, including and limited to the Chief Justice, Associate Justices, and members of the Judicial Council, shall be ineligible from serving as a proxy for a voting Senator.

## **9 Special Rules of Order**

- 9.1 The Senate shall be able to adopt its own Special Rules of Order, through an affirmative simple majority vote, to either supplement or overrule *Robert's Rules of Order, Newly Revised*.

# **ARTICLE II AUTHORITY AND ROLE OF SENATE CHAIR**

## **1 Chair**

- 1.1 The Executive Vice President of the Undergraduate Student Government shall serve as the Chair of the Senate. The President Pro Tempore shall preside over the Senate in the absence of the Executive Vice President, or

when the Executive Vice President shall exercise the Office of the President of the Undergraduate Student Government.

- 1.2 The Executive Vice President may resign as Chair for the full or temporary duration of the meeting for the reasons that he may no longer remain impartial or wishes to engage in debate, at such times, the President Pro Tempore shall preside as Chair.
- 1.3 The authority and duties of the Chair shall include but not be limited to, declaring the opening and adjournment of meetings, recognizing any and all speakers, acting as the principle and primary authority on all points of order or procedural matters, announcing the results of all votes, and setting the Agenda for meetings of the Senate, in consultation with the President Pro Tempore of the Senate.
- 1.4 The Chair has the final say on all procedural issues in the chamber and the right to make decisions on matters of procedure. The only power denied to the Chair is to reject a Motion to Appeal the Decision of the Chair, after it has been seconded.

## **2 President Pro Tempore**

- 2.1 The President Pro Tempore shall reserve the unrestricted right to vote unless serving as Chair of the Senate. While serving as Chair, the President Pro Tempore shall not vote unless the vote changes the outcome.

# **ARTICLE III POWERS & PROCEDURES**

## **1 Legislation**

- 1.1 The Senate shall have the sole power to enact Legislation of the Undergraduate Student Government. Such Legislation shall be binding on all other Governmental Branches or Agencies and Student Organizations receiving funding.
- 1.2 Any vote by the Senate resulting in a policy, procedure or fiscal appropriation that shall be binding on the USG, shall be defined as an Act.
- 1.3 The passage of legislation by the Senate shall require an affirmative majority vote of the filled seats of the Senate.
- 1.4 Amendments that originate from the floor of the Senate shall be submitted and subsequently announced by the Recording Secretary of the Senate. An amendment may only substantively amend a single clause of the Bill or Resolution, and all amendments shall be considered individually.
- 1.5 Legislation that originates from a petition of the student body shall require a petition that contains the following fields:
  - 1.5.1 Legal Name
  - 1.5.2 Signature

- 1.5.3 NetID
- 1.5.4 Phone Number

- 1.6 Petitions that introduce legislation shall be presented to the Office of the Executive Vice President at least one business day prior to the next Senate meeting. The petitions shall be verified by the Executive Vice President or his designee. The petitioners must receive formal notice from the Office of the Executive Vice President once validation is complete. Petitions that are not validated within twelve (12) hours after submission shall be considered validated, unless proven invalid by the Executive Vice President.
- 1.7 All legislation presented to the Senate of the Undergraduate Student Government shall be accompanied by, in writing, the following information:
  - 1.7.1 Author(s) of the Legislation;
  - 1.7.2 Sponsors and Co-Sponsors of the Legislation;
  - 1.7.3 The Committee that referred the Act to the Senate; and
  - 1.7.4 Date of referral by Committee to the Senate.

## **2 Resolutions**

- 2.1 A resolution is any written document drafted and adopted by the Senate that has any of the following qualities and effects: (1) it expresses the non-binding will of the Senate. (2) It contains complex motions or affects parliamentary procedure of the internal workings of the Senate. (3) It is an exercise of powers vested solely in the Senate, such as articles of impeachment or its own rules.
- 2.2 The Senate may adopt force resolutions to express its dissatisfaction with the actions taken by the Executive or Judicial Branch or its subordinate agencies and departments.

## **3 Friendly Amendments**

- 3.1 A friendly amendment shall be defined as an amendment that corrects the grammar, wording, punctuation, typing or otherwise clarifies the sponsor's original intent.
  - 3.1.1 It shall be adopted upon the suggestion by one Senator and the approval of the sponsor, without the formality of a vote.

## **4 Budgetary Matters**

- 4.1 A budgetary matter shall be defined as an allocation to or subtraction from an individual organization, budgetary line, or other forms of indirect allocation of funds.

- 4.2 All budgetary matters, excepting the passage of the annual budget of the Undergraduate Student Government, shall require a simple affirmative majority vote of the filled seats in a roll-call vote. The annual budget of the Undergraduate Student Government shall require a two-thirds affirmative vote of the filled seats of the Senate, through a roll-call vote.

## **5 Voting**

- 5.1 Voting shall consist of the voting “aye,” “nay” or “abstain.” All those with voting rights must vote in one of these three ways.

# **ARTICLE IV COMMITTEES**

## **1 Committee Assignments**

- 1.1 The Executive Vice President, by and with the advice and consent of the President Pro Tempore, shall assign voting members of the Senate to all Standing Committees of the Senate. In the case of Ad-Hoc Committees, the Senate reserves the right to assign individuals to such committees or to grant the authority to the Executive Vice President and/or President Pro Tempore.

- 1.1.1 In the case of a disagreement between the Executive Vice President and the President Pro Tempore over an individual Senator’s committee assignment, the Senate shall make the decision by a simple majority vote.

- 1.2 All Senators must serve on at least one Standing Committee of the Senate. Senators reserve the right to remove themselves from a Committee without the consent of the Executive Vice President or President Pro Tempore provided that said Senator remains on at least one standing committee.

- 1.2.1 Senators who are on one standing committee and disagree with their assignment shall have the power to appeal to the voting membership of the Senate, which, through a simple majority vote, may appoint or remove an individual to a specific committee.

- 1.3 Voting Senators shall be permitted to become full voting members of a Standing Committee to which they are not assigned if they attend three consecutive meetings of that committee.

## **2 Types of Committees**

## 2.1 Standing Committees

2.1.1 All Standing Committees are established by the Constitution of the Undergraduate Student Government. The Executive Vice President may, by and with the advice and consent of the President Pro Tempore, decide to combine Standing Committees when necessary.

## 2.2 Ad-Hoc Committees

2.2.1 Ad-Hoc committees may be established by the Senate, by an Act or Resolution, for fixed periods of time, not exceeding the term of the Senate, which established the committee. Said Act or Resolution shall act as the Charter for the committee unless otherwise specified.

2.2.2 All Ad-Hoc committees shall operate in accordance with this Document, unless expressly provided for in the Charter of the Committee.

## 3 Membership

3.1 Each Standing Committee shall be solely composed of voting members of the Senate, except in the case of the Budget Committee, which shall be composed of the Treasurer of the Undergraduate Student as its Chair and other voting members of the Senate.

## 4 Meetings

4.1 Each committee shall meet no fewer than once a month while the Senate is in session. If business is brought to the attention of the committee, the committee shall meet within two weeks to discuss or postpone the business.

4.2 Each chairperson, by and with the advice and consent of the majority of members of the committees, shall set a time and place for the committee's regular meetings. The Chair shall reserve the right to call special meetings of the committee, but he shall be required to provide adequate, written, notice for all such meetings.

## 5 Officers

5.1 Each committee, unless explicitly provided for otherwise by Law and this Document, shall select from its own membership a Chairperson, Vice Chairperson and Recording Secretary.

5.2 The Chairperson shall:

- 5.2.1 Preside over all meetings and call each meeting of the committee. The Chairperson shall not vote unless the committee is equally divided.
- 5.3 The Vice-Chairperson shall:
  - 5.3.1 Preside over meetings in the absence of the Chair and may call meetings if the Chair has resigned, fallen ill, or been otherwise incapacitated. The Vice-Chairperson shall reserve the right to vote unless acting as Chair. In such case, the Vice Chairperson shall not vote unless the committee is equally divided.
- 5.4 Recording Secretary shall:
  - 5.4.1 Take attendance, record all votes of the committee and all motions made, and shall, in coordination with the presiding officer, be responsible for ensuring that the Senate receives the correct version of any bill or resolution and a copy of the minutes.
  - 5.4.2 The committee may decide to appoint the Chair or their designee as the Recording Secretary.

## **6 Removal of Committee Members and Officers**

- 6.1 Committees shall reserve the right to expel a member of the committee by a three-fourths (3/4) vote of the committee membership. In such cases as when a member is expelled, quorum shall be recalculated to reflect the change in committee membership.
- 6.2 Each committee shall have the power, from time to time, to remove its elected officers with affirmative two-thirds majority vote of its members. Separate votes shall be held to elect new officers to fill vacancies.

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

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

### **Chapter 1 — Bylaws**

- § 101. Short Title
- § 102. Purpose
- § 103. Quorum
- § 104. Meeting Times
- § 105. Rules
- § 106. Office Hours

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

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

- § 211. Establishment
- § 212. Staff
- § 213. Purpose

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

- § 221. Establishment
- § 222. Staff
- § 224. Purpose

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

- § 231. Establishment
- § 232. Staff
- § 233. Purpose
- § 234. Power of the Treasurer

#### *Subchapter IV — Office of Communications*

- § 241. Establishment
- § 242. Staff
- § 243. Responsibilities
- § 244. Marketing
- § 245. Field Work
- § 246. Duplication and Enlargement
- § 247. Funding

#### *Subchapter IV — Office of the Vice President of Student Life*

- § 251. Establishment
- § 252. Staff
- § 253. Purpose

### **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) 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:

- (a) Distribution of flyers and advertisements;
- (b) Promotional activities;
- (c) Taking of photographs for promotional purposes;
- (d) Communicating with students; and
- (e) Other similar services and acts as specified by 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 being 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
- § 103. Same; offices represented

### **Chapter 2 — The Logo**

- § 201. Logo of the Undergraduate Student Government
- § 202. Same; custody and use of
- § 203. Duplication and Enlargement
- § 204. Same; modification
- § 205. Same; offices represented

### **Chapter 3 — Slogan**

- § 301. Slogan of the Undergraduate Student Government
- § 302. Same; custody and use of

### **Chapter 4 — Web Identity**

- § 401. Uniform Resource Locator
- § 402. Club Directory and Event Listing
- § 403. Club Management System

### **Chapter 5 — Seat of Government**

- § 501. Permanent seat of Government
- § 502. Public offices; at seat of Government

### **Chapter 6 — Campuses**

- § 601. Satellite Campus Governments
- § 602. Same; Establishment of
- § 603. Same; Membership
- § 604. Same; Student Activity Fee Collection
- § 605. Undergraduate Student Government; Supremacy Over

## ***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 are 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**

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

- § 101. Agencies
- § 102. Bylaws
- § 103. Revision
- § 104. Executive Power

### *Subchapter I — USG Reception*

- § 111. Establishment
- § 112. Officer Administrator; Functions
- § 113. Staff
- § 114. Purposes

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

- § 121. Short Title

### *Subchapter III — Events Management Bylaws*

- § 131. Short Title
- § 132. Preamble
- § 133. Structure
- § 134. Administrative
- § 135. Budgetary Restrictions
- § 136. Expenses
- § 137. Event Procedures

### *Subchapter IV — USG Student Activities Board*

- § 141. Short Title
- § 142. Names
- § 143. Purpose
- § 144. Structures and Responsibilities
- § 145. Meetings
- § 146. Co-Sponsorships
- § 147. Removal of the USG SPA Director
- § 148. Funding
- § 149. Committee on Cinematic Arts

### *Subchapter V — USG Student Programming Agency*

- § 151. Short Title
- § 152. Name
- § 153. Purpose
- § 154. Structure
- § 155. Committees
- § 156. Annual Event Committees
- § 157. Marketing
- § 158. Winter Session
- § 159. Summer Session

### *Subchapter VI — Special Services Council*

- § 161. Short Title and Purpose
- § 162. Council Membership
- § 163. Meetings
- § 164. Authority and Role of the Chair

### *Subchapter VII — New Club Eligibility Act*

- § 171. Short Title
- § 172. Definition

- § 173. Mandatory Prerequisites
- § 174. Attainment of Recognition by the Department of Student Activities
- § 175. Constitutional Requirements and Review
- § 176. Documentation
- § 177. Referral to the Senate
- Subchapter VIII — New Club Funding Act*
- § 181. Short Title
- § 182. Purpose
- § 183. Funding Requirements
- § 184. Procedure for Funding
- § 185. Funding Deadlines
- § 186. Funding Limits
- § 187. Misuse of SSC Funds
- § 188. Line Budget Status
- § 189. Dissolution
- Subchapter IX — SBUTV*
- § 191. Short Title
- § 192. Closure
- Subchapter X — PASS*
- § 1001. Short Title
- § 1002. Establishment
- § 1003. Purposes
- § 1004. Structure
- § 1005. Restrictions

**Chapter 2 — Checks and Balances Act**

- § 201. Definitions
- § 202. Presidential Appointments
- § 203. Separation of Powers

**Chapter 3 — Organization of Executive Departments**

- § 301. Executive Departments
- Subchapter I — Department of Justice*
- § 311. Short Title
- § 312. Establishment of the Department of Justice
- § 313. Advocate General
- § 314. Functions; Delegations
- § 315. Role as Prosecutor; Supervision
- § 316. Role as Advisor
- § 317. Composition; Dismissal
- § 318. Report to the Senate
- § 319. Construction and Separation of Powers
- Subchapter II — Department of Web Technologies*
- § 321. Short Title
- § 322. Definition
- § 323. Establishment of Department
- § 324. Department Structure
- § 325. Hiring Process for the Director
- § 326. Responsibilities
- § 327. Term of Appointment

**Chapter 4 — Other Professional Staff**

- § 401. Professional Staff
- § 402. Administrative Staff
- § 403. The Accounting Staff
- § 404. Administrative Director
- Subchapter I — Ticket Office*
  - § 411. Establishment
  - § 412. Ticket Office Manager
  - § 413. Staff
- Subchapter II — Accounting Office*
  - § 421. Establishment
  - § 422. Accountant
  - § 423. Bookkeeper
  - § 424. Accounting Clerk
- Subchapter III — Human Resources*
  - § 431. Short Title
  - § 422. Establishment
  - § 423. Role of the Director

**Chapter 5 — Employees and Pay Scale**

- § 501. Stipend Level
- § 502. Paperwork Required
- § 503. Authority to Hire and Terminate Employees
- § 504. Rates of Pay; Wage Increases
- § 505. Task and Duties of Employees
- § 506. Requirements for Compensation
- § 507. Restrictions on Employment; Restrictions on Compensation
- § 508. Stipends and Wages
- § 509. Compensation during Budget Process

## ***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 the 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 agencies.

## **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 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 Bylaws**

#### § 131. Short Title

This subchapter may be cited as the Events Management Bylaws

#### § 132. Preamble

*The Events Management Agency of the Undergraduate Student Government is hereby established, the purpose of this agency shall be to provide the skillful management of events by undergraduate students.*

#### § 133. Structure

- (a) The Executive Vice-President, or his designee, shall be the Chair of the Events Management Agency. The Executive Vice-President by and with the advice and consent of the President may designate a Director of the Events Management Agency as needed.
- (b) The Director of the Events Management Agency shall hire all Supervisors and Workers in accordance with the hiring procedures of the Undergraduate Student Government, as defined by the Constitution of the Undergraduate Student Government. In the event that no Director exists, the Executive Vice-President shall assume the authority and duties of the Director.

#### § 134. Administrative

The Administrative Director of USG shall be ultimately responsible for the administrative tasks of the Agency, including but not limited to, the receipt and maintenance of internal/external communications regarding contracts requesting the services of the Events Management Agency and the review and authorization of compensation for employees of the Events Management Agency.

#### § 135. Budgetary Restrictions

- (a) The Events Management Agency may not operate at a loss. Any organization or entity that contracts the services of the Events Management shall be billed for any and all expenses incurred relating to the event, including but not limited to, the time and effort of the employees of the agency.

- (b) Expenditures of the agency shall be limited to those necessary for the operation of the organization, including but not limited to, uniforms and equipment.

§ 136. Expenses

The Chair of Events Management shall be the sole signatory of allocations and expenditures of the agency.

§ 137. Event Procedures

- (a) The Director shall inform the employees of the Events Management Agency at least seventy-two hours prior to an event of the availability of workable hours.
- (b) The Director shall be ultimately responsible for the adequate staffing of events contracting the services of Events Management.
- (c) The University's guidelines on the ratio of supervisors to workers shall serve as the authority on the staffing of events contracting the Events Management Agency. The Executive Vice-President and Administrative Director may, in writing, provide exceptions at their discretion.
- (d) An employee designated as a supervisor may not work as a worker and receive the pay rate of a supervisor. An employee designated as the director may not work as a supervisor or worker and receive the pay rate of the director. Each individual employee shall complete the work he is designated for and shall be paid accordingly.

## Subchapter IV — USG Student Activities Board

### § 141. Short Title

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

### § 142. 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.”

### § 143. 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.

### § 144. Structure and Responsibilities

(a) 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.

(b) 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.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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.
- (g) 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.
  - (h) 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.

#### § 145. Meetings

- (a) 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.
- (b) 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.
- (c) The Director shall update the USG SAB on the progress of events being planned by the USG SPA.
- (d) The USG SAB shall evaluate the success of events planned and executed by the Student Programming Agency.
- (e) Meetings of the USG SAB shall have a time limit of two hours.
- (f) 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.

#### § 146. 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.

#### § 147. Removal of the USG SPA Director

- (a) 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.

(b) 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.

#### § 148. Funding

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

#### § 149. 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

- (a) The USG SPA shall be a sub-agency of the USG SAB.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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.
- (f) 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

- (a) Committees shall each be chaired by an Event Planner in order to ensure the proper expenditure of Student Activity Fee.
- (b) Committees shall contain at least one undergraduate student for every non-undergraduate student on the committee, exclusive of the Chair.
- (c) Committee members shall be volunteers and thereby non-paid members of the USG SPA.
- (d) 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

- (a) 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.
- (b) 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 Bylaws.
- (b) The Special Services Council of the Undergraduate Student Government is granted its authority and powers by the Constitution and Financial Bylaws of the Undergraduate Student Government and shall at all times be in conformity with the same. The purpose of these bylaws is to establish a framework and structure for the Special Services Council that would provide for the sufficient and legitimate qualitative and quantitative review of new student clubs seeking recognition and funding from the Undergraduate Student Government.
- (c) The Senate of the Undergraduate Student Government shall be the sole body to approve the recommendations and referrals made by the Special Services Council

### § 162. Council Membership

This section contains stipulations relating to membership of the SSC. The Special Services Council (herein referred to as the “SSC”) shall be composed of Senators, voting and non-voting, and those designated in this document.

- (a) The membership of the Senate Programming and Activities Committee shall be the voting membership of the SSC.
- (b) The Vice President of Clubs and Organizations of the USG shall be the Chair of the SSC, but shall have no vote, unless the SSC is equally divided.
- (c) In the temporary or permanent absence of the Vice President of Clubs and Organizations, the Vice Chair of the SSC shall act as the Chair.
- (d) The Chair of the Senate Programming and Activities Committee shall be the Vice Chair of the SSC. While acting as Chair, the Vice Chair shall have no vote unless the SSC is equally divided.
- (e) The SSC shall, from its membership, choose a Recording Secretary who shall keep a Journal of its proceedings, and from time to time, publish the same.

- (f) An Assistant Treasurer, designated by the USG Treasurer, shall be the Treasurer of the SSC, acting as the liaison between the SSC and the Office of the Treasury.

§ 163. Meetings

- (a) The SSC shall assemble no later than seven business days, excluding University breaks and vacations, of when a written request by a new student club for recognition or funding is made of the Council. The Council shall thereafter meet as relevant business demands.
- (b) All meetings of the SSC shall be held in accordance with this Document, NYS Open Meetings Law, and Robert's Rules of Order, Newly Revised.
- (c) All members, voting and non-voting, shall be required to attend meetings unless they have a legitimate academic obligation conflicting with the meeting, or a legitimate excuse for missing the meeting.
- (d) Quorum shall be defined as the presence of a Chair and a majority of the filled voting seats of the Council. The Chair shall count towards quorum. Quorum shall be required for any and all official business of the SSC.

§ 164. Authority and Role of the Chair

- (a) The Vice President of Clubs and Organizations of the USG shall serve as the Chair of the SSC. The Vice President of Clubs and Organizations may resign for the full or temporary duration of the meeting for the reasons that he/she may no longer remain impartial or wishes to engage in debate, in such times, the Vice Chair of the SSC shall preside as Chair.
- (b) The authority and duties of the Chair shall include but not be limited to, declaring the opening and adjournment of meetings, recognizing any and all speakers, be the principle and primary authority on all points of order or procedural matters, announce the results of all votes, and set the Agenda for meetings of the SSC.
- (c) The Chair has the final say on any procedural issues in the chamber, and the right to make decisions on matters of procedure. The only

power denied to the Chair is to reject a Motion to Appeal the Decision of the Chair, after it has been seconded.

## **Subchapter VII – New Club Eligibility Act**

### § 171. Short Title

This subchapter may be cited as the “New Club Eligibility Act.”

### § 172. Definition

Eligibility – the official and formal acknowledgement of a student club.

### § 173. Mandatory Prerequisites

(a) To attain the eligibility for funding from the USG, a new student club:

1. Must attain official written recognition by the University’s Department of Student Activities;
  - i. If the prospective student club is recreational in theme or nature, as defined by the University’s Department of Campus Recreation, the approval of the Department of Campus Recreation shall be required.
2. Must create a club constitution, and have it reviewed by the Supreme Court of the USG; and
3. Must complete all documentation required by this Document and the Financial Policies and Procedures of the USG.

### § 174. Attainment of Recognition by the Department of Student Activities

(a) To attain the recognition of the Department of Student Activities, the prospective student club shall complete the following:

1. Submit written notification to the Department of Student Activities of their intent to start a new club;
2. Complete Student Activities’ registration process in a timely and efficient manner;
3. Complete and attain a grade of fifty or higher on the exam provided by the Department of Student Activities; and

4. Submit a digital copy of the club's constitution to the Department of Student Activities.

(b) The Department of Student Activities shall then review the application to ensure the uniqueness of the prospective student club and either provide the official recognition of the student club or reject the application in accordance with the stated procedures of the Department of Student Activities.

#### § 175. Constitutional Requirements and Review

(a) The Supreme Court of the USG shall review the Constitution of each student club to ensure the following information is included:

1. The name of the organization;
2. A statement indicating the purpose(s) of the organization;
3. An open membership clause stating that any member of the USG shall be permitted to join the organization and receive the services and benefits thereof on an equal-opportunity basis;
4. A provision for meetings, with no fewer than two meetings per semester;
5. Definition of a quorum; and
6. Provisions for:
  - a. Impeachment of Officers of the Club;
  - b. Amendments to their Constitution; and
  - c. Dissolution of the Club/Organization.

(b) Upon review of the student club's constitution, the Supreme Court shall either accept the Constitution as being in accordance with the constitution and all other Laws of the USG or reject the constitution.

1. If the Supreme Court decides to reject the Constitution, the Court shall then provide, in writing, its reasoning for rejection.

#### § 176. Documentation

The Special Services Council, from time to time, may request documentation from the club seeking eligibility for funding from the Undergraduate Student Government. Documentation may include, but shall not be limited to, a membership roster, history of events sponsored by the student club, and results of officer elections.

§ 177. Referral to the Senate

- (a) Upon satisfactory completion of the mandatory prerequisites for attaining eligibility for funding, the Special Services Council shall entertain a motion to refer the recognition of the student club to the full Senate. A vote to refer the club to the Senate shall require two-thirds approval of the filled seats of the Special Services Council by roll-call vote.
- (b) The SSC may deny eligibility for funding on the following basis: A club does not follow the procedures and policies of the USG.

## **Subchapter VIII – New Club Funding Act**

### § 181. Short Title

This subchapter may be cited as the “New Club Funding Act.”

### § 182. Purpose

This Act was written to establish the methods and procedures upon which a student club, already eligible for funding by the USG, may apply and receive funding from the USG.

### § 183. Funding Requirements

- (a) A student club must first have attained eligibility for funding from the USG before being considered for funding by the SSC.
- (b) The student club must provide the Council with a detailed, itemized anticipated budget for each request, outlining how allocated funds would be used.
  - 1. Requests for funding shall be submitted on a semester-by-semester basis.
  - 2. If the student club requests equipment, two formal price quotes shall be required.

### § 184. Procedure for Funding

- (a) After obtaining eligibility, a student club may submit a budget application to the SSC for review.
- (b) A two-thirds affirmative majority vote is required to recommend a funding request to the Senate for approval.
- (c) A two-thirds roll call vote of the filled seats of the USG Senate is required to approve a funding request.

### § 185. Funding Deadlines

- (a) All applications for funding from the SSC shall be submitted on or before April 1<sup>st</sup> of the Spring Semester.

(b) Pursuant to the USG Constitution and Financial Policies and Procedures, clubs receiving funds from the SSC must complete one entire academic year on the SSC.

1. One academic year shall consist of funding in at least one Fall and Spring semester.
  - i. One Fall Semester shall entail receiving funding prior to the start of the tenth week of classes.
  - ii. One Spring Semester shall entail receiving funding prior to the start of the tenth week of classes.

#### § 186. Funding Limits

New Student Clubs seeking funds from the Undergraduate Student Government can request up to one thousand seven hundred and fifty dollars per year.

#### § 187. Misuse of SSC Funds

- (a) Misuse, as defined by the USG's Financial Policies and Procedures and the New York State Guidelines on the Student Activity Fee, of the funds allocated by the Special Services Council shall lead to the reallocation of the funds and termination of USG funding eligibility.
- (b) If the Special Services Council discovers the blatant misuse of its funds, it may entertain a motion to refer the reallocation of the funds of the student organization and the termination of its recognition to the Senate. The Senate of the Undergraduate Student Government shall then approve or deny the request
  1. A vote to reallocate funds and to terminate funding eligibility shall require a two-thirds affirmative majority vote of the Senate.
  2. Termination of USG-funding eligibility may be appealed to the USG Supreme Court.
- (c) To reapply for USG funding eligibility and SSC funding after termination, a club must wait a minimum of one semester.

§ 188. Line Budget Status

- (a) The SSC may recommend Line Budget Status for a club/organization from the USG Senate in accordance with the USG Constitution and Financial Policies and Procedure;
- (b) A two-thirds affirmative vote of the filled seats of the SSC is required to recommend a club for Line Budget Status to the Senate for approval before a club can apply for line budget.
- (c) A two-thirds roll call vote of the filled seats of the USG Senate is required to award a club line budget status.

§ 189. Dissolution

In the event of a club's ceasing to exist, all of its assets and monies shall revert to the USG.

## **Subchapter IX — SBU-TV**

### § 191. Short Title

This subchapter may be cited as the “Reform of Stony Brook Television Act.”

### § 192. Closure

The closed circuit, public access television channel of the USG shall hereafter be closed. The offices of Stony Brook Television shall be transferred to the USG Office of Communications.

## Subchapter X — PASS

### § 1001. Short Title

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

### § 1002. 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).

### § 1003. Purposes

PASS shall—

- (a) Be a comprehensive undergraduate tutoring program for courses offered by the University;
- (b) Be a free tutoring service for all undergraduate students who pay the Student Activity Fee;
- (c) Give priority to fields of study in which the University does not already provide tutoring or other venues for additional help; and
- (d) 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.

### § 1004. Structure

(a) The Vice President of Academic Affairs shall be the Director of PASS (herein referred to as the Director).

- (a) 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.

(b) The Director shall—

- (a) Jointly appoint with the President both the Student Liaison and the Supervisor of Tutors;
- (b) Establish and maintain the Operations Manual for PASS;
- (c) Confer with the University administration prior to the start of each semester to identify the prospective subject areas to be offered; and

- (d) Regularly meet with the University administration throughout each semester to ensure that the needs of undergraduate students are being met.
- (c) The Supervisor of Tutors shall—
  - (a) Be the immediate supervisor of employed tutors;
  - (b) Be responsible for the recruitment and training of tutors;
  - (c) Be responsible for approving all tutoring sessions;
  - (d) Ensure that all tutors who are also undergraduate teaching assistants are not tutoring during their assigned office hours; and
  - (e) Conduct performance reviews of the tutors at least once per month.
- (d) The Student Liaison shall—
  - (a) Be responsible for creating tutor-student assignments;
  - (b) Ensure students are attending their sessions and be responsible for evaluating the students' progress;
  - (c) Be responsible for conducting monthly assessments of PASS; and
  - (d) Collect feedback from students at least once per month to ensure PASS is functioning adequately.
- (e) 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.

§ 1005. 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 — Checks and Balances Act*

### § 201. Definitions

- (a) EXECUTIVE BRANCH — The term “Executive Branch” refers to any Officer of the Executive Council, Agency, Department or Office established within the Executive Branch.
- (b) LEGISLATIVE BRANCH — The term “Legislative Branch” refers to the USG Senate.
- (c) JUDICIAL BRANCH — The term “Judicial Branch” refers to the USG Supreme Court and Judicial Council.
- (d) POSITION — The term “position” refers to any role within the USG that is prescribed by law and/or established in an Operations Manual that also assigns responsibilities to said role.
- (e) OFFICER — The term “officer” means any elected Official of the USG.

### § 202. Presidential Appointments

- (a) Following the appointment of a candidate by the President for a position within the Executive or Judicial Branches, the Senate shall establish by joint appointment of the Executive Vice President and President Pro Tempore an ad-hoc committee for the purposes of vetting and interviewing the candidate. If the committee is satisfied with the appointment, it shall recommend in writing, the confirmation of the candidate to the Senate. The appointment must be approved by a simple majority vote of the filled seats of the Senate.
- (b) Joint appointments between the President and a Vice President shall be considered appointments made by the President.
- (c) Appointments made by the President and the President Pro Tempore of the Senate for the purposes of filling vacant Senate seats shall be confirmed by a two-thirds affirmative vote of the Executive Council

### § 203. Separation of Powers

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. 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.

### ***Chapter 3 – Organization of Executive Departments***

#### § 301. Executive Departments

The Executive Departments of the Undergraduate Student Government are:

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

## Subchapter I — Department of Justice

### §312. Short Title

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

### §312. Establishment of the Department of Justice

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

### §313. Advocate General

(a) 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.

(b) 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.

### §314. 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.

### § 315. 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.

#### § 316. 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.

#### § 317. 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.

§ 318. 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—

- (a) 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;
- (b) Any violation of any USG law relating to lobbying, conflict of interest, campaigns, and election to public office committed by any person;
- (c) 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
- (d) 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.

§ 319. 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

### § 321. Short Title

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

### § 322. Definition

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

### § 323. Establishment of Department

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

### § 324. Department Structure

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

### § 325. Hiring Process for the Director

- (a) 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.
- (b) The committee must come to a majority opinion, as the hiring of the Director shall require a simple majority vote of the aforementioned committee.

- (c) 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.
- (d) The hiring committee shall convene in the first week of March every year to hire the Director for the upcoming academic year.
- (e) The new Director shall be selected at least five weeks before the end of the semester.

§ 326. Responsibilities

- (a) 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.

§ 327. 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 4 — Other 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; and
- (c) Ticket Office 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.

### **Subchapter III — Human Resources**

#### § 431. Short Title

This subchapter shall be known and may be cited as the “Establishment of Human Resources Act.”

#### § 432. Establishment

- (a) There may be a Director of Human Resources (herein referred to as the Director) who shall be a Graduate Student currently enrolled in the Masters of Business Administration program at Stony Brook University, who shall be hired at the discretion of the President of the Undergraduate Student Government, by and with the consent of the Senate and in compliance with all applicable Affirmative Action and Equal Opportunity standards prescribed by Federal and State Laws.
- (b) The Director shall concurrently earn internship credit in coordination with the College of Business.
- (c) The Director shall report directly to the President of the Undergraduate Student Government.

#### § 433. Role of the Director

The Director shall –

- (a) Maintain an constantly updated registry of vacant positions within the Undergraduate Student Government and University Governance bodies;
- (b) Maintain a registry of students who have expressed interest in involvement with the Undergraduate Student Government or University Governance Bodies;
- (c) Work in coordination with the Vice President of Communications and Public Relations in the marketing of vacant positions within the Undergraduate Student Government and University Governance Bodies;
- (d) Conduct the initial screening process of prospective applicants;

1. This section shall not be construed as to endow the Director with the authority to reject prospective applicants. Instead the Director shall maintain a registry of all applicants with appropriate suggestions and comments.
- (e) Create and consistently maintain up-to-date operation manuals for Agencies of the Executive Branch of the Undergraduate Student Government;
  - (f) Work closely with the Student Staffing Resources Department at the Faculty Student Association and other applicable Human Resources officers in the Faculty Student Association; and
  - (g) Further complete any other task or duty assigned to them in human resources by the President.

## ***Chapter 5 — Employees and Pay Scale***

### § 501. 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.

### § 502. Paperwork Required.

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

- (a) IRS Form W-4
- (b) NYS IT-2104 or 2104E
- (c) INS I-9 Form
- (d) Internal Personnel Forms for New Hires

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

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

### § 504. Rates of Pay; Wage Increases

- (a) 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.
- (b) 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.

(c) Following a performance evaluation, a supervisor may recommend, subject to the approval of the USG Administrative Director and the USG Executive Vice President, a maximum raise of \$0.50 per hour at the end of each semester.

1. Merit Raises are only applicable for student employees who receive an hourly pay rate.
2. The maximum amount an employee may receive, over the course of employment, shall be \$1.50.
3. The USG Treasurer shall be consulted about Merit Raises for information about financial obligations and constraints of the USG.

§ 505. 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.

§ 506. Requirements for Compensation

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

- (a) The minimum number of office hours stipulated under USG Law are fulfilled; and
- (b) 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.

§ 507. Restrictions on Employment; Restrictions on Compensation

- (a) 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.

(b) No employee of any Office may be an employee of another Office simultaneously.

(c) 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.

§ 508. 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
2.	Office of the Executive Vice-President	
1.	Assistant to the EVP	\$7.25/hr
3.	Office of the Treasury	
1.	Assistant Treasurer	\$8.00/hr
2.	Assistant to the Treasurer	\$7.25/hr
4.	Office of Communications	
1.	Assistant to the Vice-President of Communications	\$7.25/hr
2.	Interns	\$7.25/hr
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.	Elections Board	
1.	Chair	\$60.00/week
2.	Member (only during election process)	\$30.00/week
5.	Ticket Office	
1.	Ticket Agents	\$7.25/hr
6.	PASS	
1.	Tutor	\$15.00/hr
2.	Director	\$9.50/hr
3.	Supervisor of Tutors	\$8.25/hr
4.	Student Liaison	\$8.25/hr
7.	Human Resources	
1.	Director	\$15.00/hr

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

- (a) USG Treasurer + \$30.00/week
- (b) USG Senate Budget Committee + \$25.00/week

# **Title 5 — Appendix**

## **USG Personnel Manual**

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

### **Chapter 1 — Financial Bylaws**

- § 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. Weekend Life Grants
- § 119. Judicial Remedy

### **Chapter 2 — Contract Reform Act**

- § 201. Short Title
- § 202. Definitions
- § 203. Treasurer Contracts
- § 204. President Contracts
- § 205. Restrictions

## ***Chapter 1 –Financial Bylaws***

### § 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:

- (a) CLUBS/ORGANIZATIONS — The phrases ‘funded organization’ shall mean any program or group funded by the Undergraduate Student Government.
- (b) DEPARTMENT — The word ‘Department’ shall include any agency, department, office or officer of the Undergraduate Student Government.
- (c) 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.
- (d) STUDENTS — The term ‘students’ shall mean only current undergraduate students at Stony Brook University and therefore members of the Undergraduate Student Government.
- (e) 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.
- (f) YEAR — The term ‘year’ shall include the fall and spring semesters.
- (g) 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.
  - i. Expenditures made by the executive branch, or its agencies, shall be subject to the approval of the President.
  - ii. 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.
  - iii. Expenditures made by the Judicial branch shall be subject to the approval of the Chief Justice.
4. Funded Organization Expenses
  - i. Equipment and Furniture – computers, printers, copiers, desks, lockers, etc.
  - ii. Supplies – office supplies, such as pens, stationary, toner, paper, etc.
  - iii. Food and Beverages
  - iv. Clothing
  - v. Travel
  - vi. Telephone
  - vii. Advertising and printing – flyers, banners, posters, invitations, etc.
  - viii. Audio-Visual – charges related to audio/visual support for microphones, lighting, and sound equipment.
  - ix. Ticket Office Fees – fees related to the use of the Ticket Office to sell tickets

- x. 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)
- xi. Entertainment – the cost of DJs, bands, guest speakers, lecturers, etc.
- xii. Dues and Fees – fees related to dues, fees, and subscriptions.

§ 104. Restrictions on Expenditures

Funding limits and prohibitions —

The expenditure of money appropriated by the Undergraduate Student Government shall be subject to the following restraints and restrictions:

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.**

- (e) Scholarships and Tuition -- The student activity fee, and/or revenue generated there from, cannot be utilized to grant scholarships.
- (f) 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.
- (g) No monies appropriated by the Undergraduate Student Government shall be used to print, publish or broadcast obscene or libelous materials.
- (h) 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.
- (i) Expenditures for events or activities that significantly deviate from a funded organization or department's missions and goals shall not be permitted.
- (j) 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.
  - 1. The proposed comp. list must be submitted to the USG Administrative Director at least 3 business days prior to the event for pre-approval.
  - 2. 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:
  - i. Trips to hotels and conference halls.
  - ii. Trips to amusement parks and recreational facilities.
  - iii. Trips to athletic or academic competitions, or similar activities.
  - iv. 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:
  - i. 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.
  - ii. 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:
  - i. The trip is not in accordance with the stated mission, purpose of the funded organization.

- ii. The trip is fiscally irresponsible.
- iii. The expenditure is a violation of the USG's Financial Bylaws, or other laws or policies of the Undergraduate Student Government.
- iv. Incomplete or incorrect application and/or missing information.
- v. 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:
  - i. 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 carry out 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.

- i. 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.
- ii. 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:
  - i. To distribute funds to clubs, organizations or event committees interested in running an event directed toward the Stony Brook Undergraduate Community; and
  - ii. To distribute funds to new organizations with a provisionary budget, but funds given for this purpose shall not exceed one-third (1/3) of SSC's total budget.
  
2. The Special Services Council shall distribute funds in accordance with their Agency By-Laws, adopted by the Senate by law.

§ 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.
    - i. 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.
      - a. Constitutions of resident legislatures and the Commuter Student Association may restrict voting qualifications to residents in the buildings or commuters, respectively.
    - ii. 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.
  - i. The aforementioned statement shall not be altered or amended without prior approval of the USG Treasurer and Senate.
  - ii. 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.

i. Requirements for a valid voucher—

In order for a voucher to be valid:

- a. It must be completely filled out;
- b. It must be legible;
- c. It must have original itemized receipts attached, when applicable;
- d. Voucher must have the signatures of the President, Treasurer, and Secretary registered with Student Union and Activities and the USG Accounting Office;

- e. Must have the Minutes and Attendance of the meeting, which record the allocation (Allocations must be clearly indicated in the minutes.)
  - f. Must have a quote or a detailed list of the items being purchased; and
  - g. 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.
- ii. 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:

- i. Missing documentation (Minutes, Attendance etc.)
- ii. Incomplete information.
- iii. Paperwork submitted late (not within the designated timeline)
- iv. Lack of funds in the organization account.
- v. The Organization's budget is frozen
- vi. Wrong or improper signature on voucher.
- vii. Current signature card showing signatures of registered President, Treasurer and/or Secretary is not on file
- viii. Current organization constitution or bylaws is not on file.
- ix. Outstanding advances missing receipts.
- x. 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:

- i. The expenditure is not in accordance with the stated mission, purpose.
- ii. The expenditure is fiscally irresponsible.

- iii. 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.
  - i. Advances may not be made payable to an individual.
  - ii. Requests for individual advances equal to or greater than \$750 must be pre-approved by the Treasurer and Accountant.
  - iii. Within 5 business days, an original itemized receipt substantiating the advance must be submitted to the Accounting Office
  - iv. If it is impossible to recover a receipt, a Lost Receipt Form must be submitted to the USG Treasurer for approval.
  - v. 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.

- i. All requests for reimbursement must be accompanied by original itemized receipts, along with voucher, minutes, and attendance.
- ii. 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.
- iii. 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 to 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

(a) 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.

(b) In order to ensure viewpoint neutrality, the following criteria shall be the primary, but not the sole, factors considered when making funding decisions—

1. 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;
2. An organization's compliance with the laws and policies of the Undergraduate Student Government and New York State;
3. Compliance of an organization with its own constitution and mission statements;
4. Whether meeting times and publication schedules are consistent and timely;
5. That the organization is not providing a duplication of services with other funded organizations;

6. Whether money requested is consistent with the organization's mission statement;
7. Review organization's membership and the number of students it serves;
8. Evaluate the organization's effectiveness in serving its constituents and the entire student body;
9. Evaluate the Organization's previous programs and activities;
10. Review whether the organization has been fiscally responsible with its budget in the past;
11. Review whether the Organization has maintained adequate controls over its inventory;
12. Review the organization's co-sponsorships;
13. Review the club/organization's fundraising activities; and
14. 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. The 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 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 or 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 the 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. Weekend Life Grants

(a) The USG shall encourage its recognized organizations to host programs and events over the course of the weekend to improve student life during these times. In order to be eligible for the Weekend Life Grant –

1. The organization shall be recognized and funded by the Undergraduate Student Government;

2. The proposed event shall occur on a weekend and be open to all Undergraduate Students of Stony Brook University; and
3. The advertising of events funded by the Weekend Life Grant shall include the USG logo, with the approval of the Vice President of Communications and Public Relations.

(b) The established timeline for the grant application process shall be the following –

1. The application process shall begin at the start of the fall semester and shall continue until the first week of April;
2. The Senate Budget Committee shall choose the best three events at its discretion after the application process terminates, but prior to the final Senate meeting of the semester. The Senate shall have the final decision regarding whether or not to award the grant to the selected organization(s);
3. The selected organization shall have a period of up to one week to accept or reject the proposed grant, allowing the runner(s) up to be notified; and
4. The proposed event shall occur over the course of the following academic year, during either the Fall or Spring semester.

(c) The Senate Budget Committee shall be responsible for overseeing and implementing the Weekend Life Grant –

1. The Budget Committee of the Senate shall be responsible for maintaining the proper use of the Weekend Life Grant;
2. The Budget Committee of the Senate shall select these events without regard to the organization's belief, philosophy, creed, opinion, religion, or partisan persuasion. The events, being innovative, interesting, and inclusive, shall be chosen based solely on their nature; and
3. The Budget Committee of the Senate shall setup additional criteria for granting organizations funding from the grant.

(d) The following stipulations shall be followed with regards to the Weekend Life Grant –

1. The Weekend Life Grant shall be granted only once per academic year;
2. No more than \$10,000 shall be granted to a single event; and
3. The Budget Committee of the Senate shall setup additional criteria for granting organizations funding from the grant.

§ 119. 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.

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

1. 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;
2. Grant equitable relief to the harmed party; and
3. Freeze the budgets of funded organizations that engage in activities which violate the laws of the Undergraduate Student Government.

(b) 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.

## ***Chapter 2 – Contract Reform Act***

### § 201. Short Title

This section may be cited as the USG Contract Reform Act .

### § 202. Definitions

For the purposes of this Act, the following definitions shall apply:

- (a) Club Services—Services rendered to funded clubs and organizations including but not limited to coaches, trainers, DJs, performers, photographers, public speakers.
- (b) Direct Pay Organizations—Direct Pay Organizations are organizations that receive USG funds pursuant to service contracts for direct payments. Direct Pay Organizations include, for example, SB Statesman, NYPIRG, and Response.
- (c) Contracts approved by the Senate shall not constitute acceptance by USG. Contracts shall not be executed until signed by the appropriate signatory

### § 203. Treasurer Contracts

The USG Treasurer shall sign USG contracts entered into on behalf of clubs and organizations without Senate approval only if funds for those purposes have already been appropriated by law.

### § 204. President Contracts

- (a) The USG President shall sign contracts on behalf of the Undergraduate Student Government and its agencies without Senate approval only if funds for those purposes have already been appropriated by law.
- (b) Any contract for goods or services to be rendered or paid beyond the current fiscal year shall be signed by the USG President subject to approval by the Senate.
- (c) USG contracts between the USG and Direct Pay Organizations shall be signed by the USG President subject to approval by the Senate.

### § 205. Restrictions

- (a) No Club Services shall be paid for except pursuant to a contract that was fully executed prior to the rendering of such Club Services.

- (b) Any invoice for Club Services without a contract shall not be paid.
- (c) No funded clubs and organizations shall contract or render payment to Stony Brook University students for goods or services.
- (d) Coaches and trainers may only be contracted after proof of requisite certificates, including CPR certification, has been presented to the USG Administrative Director, and after approval by the Campus Recreation advisors of the contracting clubs and organizations.
- (e) Contracts shall be considered as is by the Senate and may not be amended on the Senate floor.

## **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

- (a) **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.
- (b) **CAMPAIGN** — The Term “Campaign” refers to an organization that promotes a particular candidate or party coalition for election.
- (c) **SIGNATORY** — The term “Signatory” refers to the individual who has signed the petition of a candidate.

### § 103. Elections Schedule

- (a) The Elections Board shall approve an Elections Schedule, subject to the requirements in this Act, by an affirmative majority vote.
- (b) 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

- (a) 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.
- (b) The Information Session shall be designated as the beginning of the Elections Process.

#### § 105. Intent of Candidacy

- (a) 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.
- (b) 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.
- (c) 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

- (a) 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:
  - i. Name
  - ii. NetID
  - iii. Telephone Number
  - iv. Signature
3. Attached to any petition packet must be a copy of the candidate's platform statement.

(b) 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:
  - i. President
  - ii. Executive Vice-President
  - iii. Treasurer
3. Four hundred signatures shall be required for each of the following positions:
  - i. Vice-President of Academic Affairs
  - ii. Vice-President of Clubs and Organizations
  - iii. Vice-President of Communications and Public Relations
  - iv. Vice-President of Student Life, Programming and Activities
4. One hundred signatures shall be required for each of the following positions:
  - i. Senator
  - ii. Senior Class Representative
  - iii. Junior Class Representative
  - iv. Sophomore Class Representative
  - v. 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.

(c) 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—
  - i. “What is your name?”; and
  - ii. “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.

(d) The results of the petition validation must be communicated to a candidate within forty-eight hours after their submission.

(e) 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

(a) Public Financing

(a) Eighty-five dollars shall be made available to any of the following candidates for use during the election:

- i. President
- ii. Executive Vice-President
- iii. Treasurer

(b) Sixty-five dollars shall made be available to any of the following candidates for use during the election:

- i. Vice-President of Academic Affairs
- ii. Vice-President of Clubs and Organizations
- iii. Vice-President of Communications and Public Relations
- iv. Vice-President of Student Life, Programming and Activities

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

- (a) 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.
  - (b) URLs for any online presence of a campaign must be submitted to the Elections Board within 10 hours of its creation.
- (f) Campaign Staff
- (a) All Campaign staff must be declared with the Elections Board.
  - (b) Campaign staff may be authorized to handle any aspect of the petitioning or campaign process on behalf of a candidate unless otherwise noted.
- (g) Restrictions
1. Electioneering is forbidden within a one hundred foot radius of any—
    - i. SINC Site;
    - ii. CoLA;
    - iii. Campus Residences Computing Lab;
    - iv. Departmental Computing Lab; or
    - v. 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

- (a) 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.
- (b) The Bylaws of a Party Coalition must, at minimum, designate a Chair who shall be the principal officer of the organization.
- (c) 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.
- (d) The deadline for joining a party coalition is forty-eight hours after the final roster is released following the petitioning process.
- (e) 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.
- (f) Party Coalitions are subject to the same requirements as candidates as delineated in §107.3 – §107.7 of this Act.

#### § 109. Polling

- (a) Only members of the Undergraduate Student Government may vote.
- (b) 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.
- (c) 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.
- (d) 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

(a) 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.

(b) 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.

(c) 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.
  - i. 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.

(d) 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.

(e) 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

- (a) 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.
- (b) 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 9 — 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.