

# Financial Bylaws

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## § 101. SHORT TITLE

This Act 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:

**APPAREL**– The term “Apparel” means any items of clothing, including but not limited to, shirts, uniforms or costumes.

**CONSTITUTION** — The term “Constitution” shall include the constitution, operating guidelines, Acts of the Senate, corporate charter or any other like documents binding the operations of clubs/organizations.

**DEPARTMENT** — The term “Department” shall include any agency, department, or office of the Undergraduate Student Government.

**FUNDED ORGANIZATION** — The term “Funded Organization” shall mean any club, organization, agency, department, Residence Hall Association or group funded by the Undergraduate Student Government (USG).

**FUNDRAISER** — The term “Fundraiser” shall include any means of raising revenue by a USG Funded Organization including publishing advertisements.

**GIFTS** – The term “Gifts” includes all awards, or prizes except Apparel.

**GUEST SPEAKER** – Any speaker who is paid with the Student Activity Fee by a Funded Organization.

**STUDENTS** — The term “Students” shall mean only current matriculated undergraduate students at Stony Brook University.

**SIGNATORY POWERS** — The term “Signatory Powers” includes the President, Vice President, Treasurer, and Secretary of a given Funded Organization.

**TREASURY** — The term “Treasury” shall refer to the “Treasury of the USG” and shall consist of all monies and assets under the control of the USG that have not been appropriated and disbursed.

**ACADEMIC YEAR** — The term “Academic Year” shall include the Fall and subsequent Spring semester.

### **§ 103. USG BUDGET, REVENUE, AND APPROPRIATIONS**

1. The USG annual budget is a projection of all estimated income and expenses during a given Academic Year.
2. The budget shall be divided into revenue and appropriations authorized by law to each Funded Organization in a viewpoint neutral manner.
3. No money shall be drawn from the Treasury, but in the consequence of appropriations made by law; regular statement and account of receipts and expenditures of all public money shall be published from time to time.

4. Revenue is derived from four (4) sources, the Student Activity Fee, 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 shall provide to the USG Treasurer a projection of the number of students expected to enroll in the Fall/Spring semesters 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 the principal.
  3. Generated Income – revenue generated from the sale of tickets to USG sponsored events, or revenues earned by USG Funded Organizations.
  4. Miscellaneous Income – gifts and donations. In general, gifts and donations greater than \$500 should be deposited in the Stony Brook Foundation, a 501(c)(3) 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 in which they were received.
5. 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 – for contract services (e.g. Legal, Audit, and Insurance).
  3. Operating expenses of the Undergraduate Student Government and the Departments thereof, may differ or be distinct from Funded Organization expenditures and may be held to different restrictions
    1. Expenditures made by the Executive Branch, or its agencies, shall be subject to the approval of the President.
    2. Expenditures made by the Legislative Branch shall be subject to the approval of the Senate.
  4. Funded Organizations Expenses

1. Equipment and Furniture – computers, printers, copiers, desks, lockers, etc.
2. Office Supplies – pens, stationary, toner, paper, etc.
3. Event Supplies – utensils, crafts, tableware, etc.
4. Food and Beverages – drinks, snacks, meals, etc.
5. Clothing – t-shirts, hats, etc
6. Travel - car, bus, train, etc.
7. Telephone – landline, etc.
8. Advertising and Printing – flyers, banners, posters, invitations, etc.
9. Audio-Visual – charges related to audio/visual support for microphones, lighting, and sound equipment, etc.
10. Ticket Office Fees – fees related to the use of the Ticket Office to sell tickets.
11. 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).
12. Entertainment – the cost of DJs, bands, guest speakers, lecturers, etc.
13. Dues and Fees – dues, subscriptions, membership
14. Any other expenses relevant to the purpose of the Funded Organization and justified by said Funded Organization, allowed at the discretion of the USG Treasurer.

#### **§ 104. REQUIREMENTS TO BE ELIGIBLE FOR USG FUNDING**

1. In order to be eligible to receive line budget funding from the Undergraduate Student Government, organizations must comply with the following requirements:
  1. Be a registered club with the Office of Student Union and Activities by the end of the first week of each Academic Year.
  2. Be open to all undergraduate students at Stony Brook University at all times;
  3. Function under a duly-adopted organization Constitution in accordance with the laws of the Undergraduate Student Government;
  4. Meet regularly and in accordance with its Constitution;
  5. Have a functional E-Board;
  6. Possess a clean record of behavior and be in good standing with the Undergraduate Student Government; and
  7. Be in compliance with this Act, and all other laws of the Undergraduate Student Government.
2. The signatory powers of clubs/organizations funded by USG must register with Student Union and Activities by the end of the first week of each Academic Year. Failure to do so will result in the loss of Line Budget Status.
3. If an organization is new or has not received funding within the last two Academic Years, prior to being eligible for funding, it must first receive eligibility for funding

from the Special Services Council (SSC). And no such organization shall be eligible for a line budget, or grant, until it receives one full Academic Year of SSC funding and receives approval from the SSC and Senate for Line Budget Status.

4. Loss of eligibility –

1. No Funded Organization operating in violation of this Act or any laws set forth by USG 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 shall make the final decision. Upon freezing a Funded Organization budget, they shall notify the Funded Organization of the violation within one (1) business week.
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.
  1. Any club/organization that loses eligibility for funding shall apply through SSC for funding in the future to be eligible for Line Budget Status, unless the Senate decides otherwise by a majority vote of the filled seats.

## **§ 105. AVAILABLE TYPES OF FUNDING**

1. 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 are as follows:
  1. Line Budget— A line budget is the account given to a Funded Organization for the Academic Year to be expended by it in accordance with the laws of the Undergraduate Student Government. To be considered for Line Budget Status, a Funded Organization must have either been on line budget for the previous year or were SSC funded for an entire prior Academic Year and approved for Line Budget Status by the Senate.
  2. Grant Budget Money — There shall be two different types of grants a club/organization may apply for – an Asset Grant and an Event Grant. Only a club/organization that has Line Budget Status may request a grant. All grant applications shall be approved by the Senate Budget Committee, unless successfully petitioned, and the Senate of the Undergraduate Student Government. Any club/organization that is awarded a grant shall only be able to purchase the goods and services originally listed in the grant application.

1. Asset Grant:

1. An Asset Grant is used for long-term items that fulfill the entity's purpose.
2. Any club/organization that receives a grant budget shall not be eligible for another grant for four (4) semesters.

2. Event Grant:

1. An Event Grant shall be for the purpose of funding an event hosted by a funded club or organization, to improve student life. The Student Activities Board shall not be able to apply for this grant.
2. At least 40% of the previous Academic Year's rollover budget shall be allocated for Event Grants. The Senate Budget Committee, with a two-thirds approval of filled seats of the Senate, may choose to allocate less than the specific amount, when it deems necessary. The money set aside for Event Grants may not be spent entirely in the Fall Semester.
3. Only one event grant shall be given per event.
4. A club/organization will not be eligible to receive more than one event grant per month.
5. The Event Grant shall not be used for co-sponsored events.
6. Any given club/organization may apply for an Event Grant as often as it deems necessary, but each application shall be filed and considered separately. A club/organization interested in applying for an Event Grant shall be able to request up to the following, per application, based on its appropriated yearly budget:
  1. Less than or equal to \$10,000: \$1,000;
  2. Between \$10,000.01 and \$20,000: \$2,000; and
  3. Over \$20,000: \$3,000.
7. The Senate, with a two-thirds majority vote of the filled seats, may appropriate up to an additional \$500 per Event Grant.
8. In order to receive an Event Grant, a club/organization must demonstrate financial need, meaning that the proposed event cannot fit into its normal line budget. In order to do this, a club must provide an outline of its projected expenditures for the remainder of its line budget and an itemized breakdown of its Event Budget.
9. Money appropriated from the Event Grant Fund may only be used on the specific items approved from the Grant application; any leftover money will be put back into the Event Grant fund. Should an item exceed the cost stated in the grant proposal the

club/organization must use club or personal funds to pay for the additional cost.

10. Factors to be considered for the grant budget shall be: if it relates to the club/organization's purpose, if they show a financial need for the event, if the costs for the event are sufficiently planned, and if the USG has the available funds to appropriate. Priority for the consideration of an Event Grant will be given to clubs/organizations that haven't yet applied for an Event Grant in the current Academic Year.

### 3. Fall Revision Budget Money

1. The USG Treasurer and Budget Committee shall conduct the Fall Revision Process each Academic Year only if deemed necessary.
2. Only Funded Organizations who were cut by more than 40% of their previous year's budget may submit a request to the USG Treasurer and USG Senate Budget Committee for an increase to their line budget.
3. The Fall Revisions Process shall be initiated within the first (3) three weeks of the semester and finished within four (4) weeks thereafter.
4. If a Funded Organization on line budget didn't apply through the annual budget process and decides to apply for Fall Revisions that Funded Organization shall only receive up to 66% of the total budget they received in the previous Academic Year. Said Funded Organization may still be eligible to submit a Grant application(s).

4. National Tournament Grant — Should a sports club be eligible to attend a National Tournament after the completion of a regional competition, they are eligible to apply for a grant to cover the expenses of the National Tournament. This grant must be made through an Appropriations Act and can only be used for those expenses needed to attend the tournament. Expenses that may be paid for are as follows: ground transportation, hotel and lodging, and tournament registration. All National Tournament Grants are subject to Off-campus trip restrictions.

5. Contingency Fund – An account created strictly to protect the USG in scenarios where a Funded Organization goes over-budget.

1. There shall be an allocated Contingency fund of between \$15,000 and \$25,000 for an Academic Year.
2. Use of the Contingency fund must be approved by a simple majority vote of the filled seats of the Executive Council.

6. Funds available from the Special Service Council - The Special Services Council (SSC) is a joint agency of the Undergraduate Student Government and receives an annual line budget. It shall use this money to carry out the following:
  1. To distribute funds to new clubs/organizations in compliance with the New Student Club Policies and Procedures Act.
  2. All vouchers and contracts for SSC funded clubs must also be approved by the Chair of the SSC.
  3. The Chair of the Special Services Council may, with the written approval of the Treasurer, freeze the budget of a club/organization funded by SSC if it is not in compliance of USG laws.

## **§ 106. CONSTITUTIONS**

1. Every club/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.
2. Every club/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;
  2. A dissolution clause stating that all funds and assets accrued from the Undergraduate Student Government by any club/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 constitutions.
    1. 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.
  4. Qualifications for 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; and
  5. Qualifications for serving on the Executive Board of club/organization 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.
  6. Constitutions of Hall Councils and the Commuter Student Association may restrict voting qualifications to residents in the buildings or commuters,

respectively, but all events shall remain open to all Student Activity Fee paying undergraduates;

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

1. All students shall have the right to join any clubs/organizations if they so wish.
2. No club/organization shall deny any student membership on any basis whatsoever.
3. All members of clubs/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 club/organization shall place an undue burden upon members, nor impose excessive requirements, to gain such rights.
4. A week prior to the election of any member of an organization's executive board, the current executive board shall notify the USG Elections Board of the impending election. To secure the right to vote free from intimidation and corruption, upon request of a single voting member, elections for positions in club/organization shall be by secret ballot, and all legible ballots shall be counted and the election results certified by the Secretary of the club/organization and an Elections Inspector. Members of club/organization 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 club/organization that has failed to carry-out certifiable elections in accordance with its constitution. All decisions by the USG Elections Board may be appealed.
5. All Funded Organizations' meetings shall be open and public in accordance with New York State's Open Meetings Law 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.
6. All printings and advertisements produced by Funded Organizations may be written in any language of the organization's choosing, in addition to English.
7. 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.

## **§ 108. SPENDING APPROPRIATED MONEY**

1. Voucher Process— In order to utilize monies appropriated by law, the Funded Organization must submit a standard Voucher Form, accompanied by the minutes and attendance sheet documenting the allocation, and contracts or receipts when applicable.

2. 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.
3. In order for a voucher to be valid:
  1. It must be completely filled out;
  2. It must be legible.
  3. It must have original itemized receipts attached, when applicable.
  4. Voucher must have the signatures of the President, Treasurer, and Secretary registered with Student Union and Activities and the USG Accounting Office.
  5. Must have the Minutes and Attendance of the meeting, which record and clearly indicate, the allocation.
  6. Must have a quote or a detailed list of the items being purchased
  7. 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.
4. Checks are processed Tuesdays and Thursdays, and are available by the end of the day. Only signatory members of club/organizations may collect a check or purchase.
5. Vouchers can be rejected for the following reasons by the Accountant:
  1. Missing documentation (Minutes, Attendance etc.).
  2. Incomplete information.
  3. Paperwork submitted late (not within the designated timeline).
  4. Lack of funds in the organization account.
  5. The Funded Organization's budget is frozen.
  6. Wrong or improper signature on voucher.
  7. Current signature card showing signatures of registered President, Vice-President, Treasurer and/or Secretary is not on file.
  8. Current club/organization constitution or bylaws is not on file.
  9. Outstanding advances, missing receipts.
    1. Each Funded Organization may submit up to two (2) lost receipt forms per Academic Year, unless granted approval by the USG Treasurer.
  10. Inventory list not on file.
6. 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:
  1. The expenditure is not in accordance with the stated mission, purpose.
  2. The expenditure is fiscally irresponsible.
  3. The expenditure is a violation of the USG's Financial Bylaws, or other laws or policies of the Undergraduate Student Government
7. Requests for the disbursement of funds are divided into the following categories:

1. Advances are requests for checks made payable to vendors.
  1. Advances may not be made payable to an individual.
  2. Requests for individual advances equal to or greater than \$750 must be pre-approved by the Treasurer and Accountant.
  3. Within five (5) business days, an original itemized receipt substantiating the advance must be submitted to the Accounting Office.
  4. If it is impossible to recover a receipt, a Lost Receipt Form must be submitted to the USG Treasurer for approval.
  5. Only two Lost Receipt Forms will be permitted per year.
2. USG Policies regarding Contracts may be found in the USG Code, under the Contract Reform Act.
  
8. Original invoices should be submitted to the USG Accounting Office for payment as soon as received.
  
9. Reimbursements are payment for items after they have been purchased by a Funded Organization or members thereof with non-USG funds.
  1. All requests for reimbursement must be accompanied by original itemized receipts, along with voucher, minutes, and attendance.
  2. All reimbursements require pre-approved from the USG Treasurer. Funded Organizations will not be reimbursed for sales tax, since USG is a tax-exempt organization.
  3. Reimbursement forms must be submitted within one (1) month of the purchase.

## **§ 109. BUDGET PROCESS**

1. Senate Budgeting Powers –
  1. The Senate, and the Senate Budget Committee, shall be authorized to hold 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 at testimony of persons requesting money from the Undergraduate Student Government and the production of such records, correspondences, memoranda, papers, and documents as it considers necessary.
  
2. Budget Timeline
  1. The USG Treasurer and USG Budget Committee shall propose, and the Senate shall adopt, a timeline for the annual budgeting process, including deadline for submission of applications, a period for budget hearings, and a tentative date to propose the budget to the Senate, prior to the start of the Annual Budget Process.
  
  2. The tentative date to propose the budget shall be before April 15<sup>th</sup>.

### 3. Budget Application

1. The USG Treasurer and the Senate Budget Committee shall be authorized to develop the paperwork necessary to be completed in order for funded organizations to receive funding.

## **§ 110. OFFICE OF THE TREASURY**

1. The Office of the Treasury shall adhere to the following structure:
  1. The Treasurer of the Undergraduate Student Government shall be the Head of the Office.
  2. The Treasurer shall designate an employee(s) of the Office as the Assistant Treasurer who shall serve as the Treasurer of the Student Activities Board and the Special Services Council.
  3. The Treasurer shall hire and terminate, Assistants to the Treasurer, in compliance with Title 5 of the USG Code.
2. The Office of the Treasury shall carry out the Financial Bylaws of USG and any other subsequent laws related to the funds of USG.
3. The Treasurer has the ability to write executive orders regarding financial policies as long as they are not violating the duly adopted laws of the USG.
4. Directives shall remain in effect until they are subsequently made inactive by a future directive from the Office of the Treasury.

## **§ 111. FOOD AND BEVERAGES**

1. No part of the Undergraduate Student Government's Student Activity Fee may be used to purchase alcoholic beverages, but alcoholic beverages may be served according to the policies and procedures of the Undergraduate Student Government and Stony Brook University.
2. Expenditures for Food and Beverages for the use at general body meetings shall not exceed \$300.00 per year, unless such expenses shall be deemed a part of the club/organization's constitution.
3. No club/organization may pay for food and beverages at more than (12) twelve on-campus events for the Academic Year unless deemed necessary by the club's constitution.
4. A club/organization may not spend more than \$1,000.00 on food and beverages at any given on-campus event without pre-approval from the USG Treasurer.

## **§ 112. GIFTS AND AWARDS**

1. Funded Organizations may spend no more than \$200.00 per Academic Year on Gifts. No individual gift amount may exceed \$25.00. A gift may exceed \$25 with the pre-approval of the Treasurer.
2. Gifts may not be in the form of cash or restaurant gift cards.
3. Prohibited Recipients.
  1. Funded Organizations may not purchase any Gifts, equipment or Apparel for non-students, except plaques or certificates for invited guests.
  2. Funded Organizations may not purchase any Gifts, except plaques or certificates, for their own officers or employees.
4. All Gifts must be pre-approved by the Treasurer and must be accompanied by a justification of the purchase. The USG Treasurer may reject Gift requests if they:
  1. Are frivolous or unnecessary;
  2. Appear suspicious or to serve the personal gain of particular individuals and not the Funded Organization as a whole; or
  3. Violate any policy or procedure of the Undergraduate Student Government, including any other grounds for the rejection of other vouchers.
5. Scholarships and Tuition – The Student Activity Fee, and/or revenue generated there from, cannot be utilized to grant scholarships.
6. If any Funded Organization purchases gifts in violation of any provision of this section, the organization shall reimburse their USG Budget the total amount and may be subject to other disciplinary action.

## **§ 113. APPAREL**

1. A club/organization may spend no more \$750.00 or ten (10) percent of its USG Budget, whichever amount is smaller, on Apparel.
2. If a club/organization requires uniforms to carry out their mission statement, it shall be eligible to apply for an Asset Grant.
  1. Uniforms and costumes belong to the USG for use by the club/organization and not the individual members.
  2. Uniforms and costumes may not be disposed of without authorization from the Treasurer and USG Accountant.

3. Funded Organizations may not purchase items that violate University policy, are fiscally irresponsible or serve the personal gain of individuals and not the club as a whole. Such items include, but are not limited to:
  1. Personalized Apparel, including uniforms bearing the name of individual players;
  2. Sweatshirts;
  3. Jackets;
  4. The use of trademarks or copyrights without proper permission, including unauthorized use of “Seawolves,” Wolfie, or Stony Brook University.
4. If any club/organization purchases Apparel in violation of any provision of this section, the organization shall reimburse their USG Budget the total amount and may be subject to other disciplinary action as provided for in this Act.
5. If any club/organization uses on their Apparel protected material without permission from the appropriation party, the organization and its members shall surrender the Apparel to USG for destruction or disposal.

#### **§ 114. OFF CAMPUS TRIPS**

1. For the purposes of this Act, “Off-Campus Trips” means any activities that occur while not on Stony Brook’s Main Campus, including but not limited to, the following types of activities:
  1. Trips to hotels and conference halls;
  2. Trips to recreational facilities;
  3. Trips to athletic or academic competitions, or similar activities;
  4. Banquets at dining halls; and
  5. Trips to performances or theaters.
2. Funded Organizations planning Off-Campus Trips must submit a completed Off-Campus Trip Form (“OCT Form”) to the USG Administrative Director at least three (3) weeks before the trip date. If the event is within the first three (3) weeks of the semester, they OCT form must be submitted before the trip occurs.
3. Off-Campus Trips must be pre-approved by the USG Treasurer and Administrative Director. Either the Treasurer or Administrative Director may deny an Off-Campus Trip if:
  1. The trip is not in accordance with the Funded Organization’s mission or purpose;
  2. The trip is fiscally irresponsible;
  3. The OCT Form is incomplete or incorrect;
  4. The Funded Organization has misrepresented a material fact about its trip;

5. The trip or related expenditures violate any other policy or procedure of the Undergraduate Student Government.
4. The Undergraduate Student Government shall not assume the following costs or expenses on Off-Campus Trips:
  1. Additional activities beyond the original purposes of the Off-Campus Trip;
  2. Meals or food for participants;
  3. Airfare to and from the event;
  4. Non-students participating in off-campus trips, including but not limited to coaches, trainers or other staff.
5. The willful misrepresentation by a Funded Organization of any material fact in relation to an Off-Campus Trip shall result in the loss of Off-Campus Trip privileges for the remainder of the Academic Year.
6. A club/organization may not sponsor or co-sponsor more than one (1) Off-campus trip for the purpose of a banquet per Academic Year; any given banquet may not exceed more than \$1000.00.
7. Trip Reimbursements – as with all other reimbursements, trip-related reimbursements shall require prior approval from the Treasurer.
  1. *Lodging.* The Undergraduate Student Government will not reimburse individuals for lodging and related accommodations. All such accommodations must be arranged and payment prepared in advance.
  2. *Gas, Tolls, Parking, and Travel.* All requests for gas, tolls and parking reimbursements must be pre-approved by the Treasurer prior to the Off-Campus Trip. Unless directed otherwise by the Administrative Director, such reimbursements shall be submitted and calculated as follows:
    1. All original gas, toll and parking receipts must be submitted to the Administrative Director; no reimbursement will be approved without original receipts. Lost Receipt Forms cannot be used for such reimbursements.
    2. *Rented Cars.* If students rent automobiles, the receipts and vouchers must be submitted separately for each car. The Undergraduate Student Government will reimburse exact costs of gas, tolls and parking as indicated on the receipts.
    3. *Personal Cars.* If students drive their personal cars, the receipts and vouchers must be submitted separately for each pre-approved driver. The Undergraduate Student Government will reimburse the

pre-approved drivers a fixed rate per mile to compensate for gas and vehicle wear-and-tear.

3. *Parking Fines or Traffic Tickets.* The Undergraduate Student Government will not reimburse parking fines or traffic tickets.

8. The following are exemptions to Off-Campus Trip Requirements:

1. Trips to off-campus 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.
2. The expenses of officers and agents of the Undergraduate Student Government engaging in travel related to their USG duties or employment, including attendance at SUNY Assembly.

## **§ 115. MULTIMEDIA SERVICES**

1. Clubs/organizations shall not use the Student Activity Fee to pay for the following services:
  1. Multimedia Art Services, including but not limited to:
    1. Business card design;
    2. Advertising design; and
    3. Layout design.
2. Should a club/organization seek to contract out photography services for club events it must request approval, three (3) weeks prior to the event, from the USG Administrative Director and USG Treasurer. A prospective vendor for photography services must be able to provide a federal tax identification number.
3. Should a club/organization feel it requires Multimedia services for its organization's function, it must have a written request approved by the Treasurer and the Administrative Director. In the event of a disagreement the President shall make the final decision.

## **§ 116. PRINT, PUBLISH, AND BROADCAST MATERIALS**

1. No monies appropriated by the Undergraduate Student Government shall be used to print, publish or broadcast obscene or libelous materials
2. For legal reasons and to comply with the aforementioned requirements, all material printed, published or broadcasted by Funded Organizations in languages other than

English must also be made available to the Undergraduate Student Government and its members in English.

3. Funded Organizations whose constitutions do not include printing or publishing services must use the printing company available on campus unless:
  1. The company on campus does not provide the services necessary; or
  2. Another company provides the same service for a lower price, and has a federal tax ID.

## **§ 117. COACHING SERVICES**

1. Every coach must be hired on a semester-to-semester basis by the Funded Organization. Therefore, each must repeat the approval process every semester.
2. At no point in time may a Funded Organization use the Student Activity Fee to hire more than two (2) coaches.
3. A Funded Organization may not spend more than thirty-five (35) percent of its budget on coaching services.
4. Current Undergraduate students shall not be hired as coaches.
5. Coaches must be CPR/AED certified.
6. All coaching services must be pre-approved by Campus Recreation before they are brought to the USG Administrative Director and the USG Treasurer.
7. A contract for a coach must be executed before services by that individual are rendered. Any services rendered before the contract is executed will not be paid for.

## **§ 118. ON-CAMPUS EVENTS**

1. For the purposes of this Act, “On-Campus Event” means any activity that occurs on the Stony Brook University Main Campus, including but not limited to, the following types of activities:
  1. Guest Speakers;
  2. Fashion Shows; and
  3. Multi-cultural Shows
2. Expenditures for events that significantly deviate from a Funded Organization’s mission and goals shall not be permitted.
3. When hosting Guest Speakers a club/organization may not:

1. Purchase a guest speaker for more than \$2,000.00.
  2. Spend more than \$6,000.00 per Academic Year to host guest speakers; and
  3. Purchase more than \$300.00 worth of refreshments for the attendees of a speaker's event unless tickets are sold to the event that is projected to cover the difference in the amount.
4. A Funded Organization may not sponsor or co-sponsor more than one (1) fashion show per Academic Year; any given fashion show may not exceed more than \$5,000.00.
  5. Funded Organizations are permitted to allocate no more than 5% of available tickets as complimentary tickets; and priority shall go to people who have volunteered and assisted with the preparation of the particular event, but have received no compensation.
    1. The proposed complimentary list must be submitted to the USG Administrative Director at least three (3) business days prior to the event for pre-approval.
    2. The list must include the following information:
      1. Full name of each person receiving a complimentary ticket;
      2. Solar ID number (where applicable);
      3. The person's relationship to the University; and
      4. Reason for the person receiving a complimentary ticket (e.g. E-board member, volunteers, advisor, etc.).
  6. Each and every club/organization shall solely host a minimum of one (1) on-campus event per semester that is funded, in whole or in part, by the Student Activity Fee. Failure to do so will result in a loss of Line Budget Status. Exceptions will be made if the club/organization requires an off-campus venue to conduct its activities that relate to its constitution.

## **§ 119. CO-SPONSORSHIPS**

1. Club/organizations must notify the USG Treasurer of all co-sponsorships before they are to occur.
2. USG Funded Organizations may not transfer money between budget lines appropriated by law.
3. No more than 50% of a USG Funded Organization's budget can be utilized for co-sponsorships.

4. Clubs/Organizations cannot co-sponsor events with administration unless the club/organization handles the funds.

## § 120. FUNDRAISING

1. Rules Pertaining to Fundraisers — Funded Organizations 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,” to be pre-approved by Student Union and Activities.
  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 a club/organization generates 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 full 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.
2. Off-campus accounts— Funded Organizations may be permitted to have off-campus not-for-profit bank accounts that are verifiable by the local bank branch for the not for-profit use of any funds raised off-campus in accordance with this section.
  1. When establishing an off-campus account, a club/organization shall not use Stony Brook University, the Undergraduate Student Government nor New York State’s names.
  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. Failure to compile will result in loss of USG budget for the Academic Year.

## **§ 121. TICKETED EVENTS**

1. Any club/organization of the Undergraduate Student Government that sells tickets to attend their events must return 5% of the ticket sales back into USG Grant Fund to benefit future programming and to be appropriated by the USG Senate Budget Committee.
2. Any funds generated from ticket sales must be declared to the USG Treasurer within a week of the event.

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

### **1. Senate Budget Ethics Rules**

Any Funded Organization officer or former officer serving on the Budget Committee shall recuse him or herself from voting 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.

### **2. 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.

3. A student cannot be an elected a signatory officer of two or more USG funded organizations, including USG, simultaneously.
4. Officers or members of the Undergraduate Student Government or relatives of officers or members of Funded Organizations cannot be hired on a contractual basis without the prior approval of the USG Administrative Director.
5. The money, resources or authority of the Undergraduate Student Government shall not be used for the personal financial benefit of any officer, member of private person, except that the organization shall be authorized and empowered to pay reasonable compensation of services rendered.
6. The use of fraud to receive property or money properly belonging to Undergraduate Student Government, embezzlement, gross misuse of USG property or assets for personal benefit, or any other such illegal activity is prohibited, and any person or organization caught engaging in such activities shall be subject to punishment by the Undergraduate Student Government, Stony Brook University and

civil or criminal penalties of New York State and the United States, where applicable.

### **§ 123. JUDICIAL REMEDY**

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

1. The courts of the Undergraduate Student Government are hereby authorized to:
  1. Declare the constitution, in whole or in part, of any Funded Organization illegal, null, and void when lawfully and legally justifiable. 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 that violate the laws of the Undergraduate Student Government.
  4. 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.