

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.