

Undergraduate Student Government
Stony Brook University
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Deborah Machalow
Executive Vice President

Thomas Kirnbauer
President Pro Tempore

SENATE

2011 ESTABLISHMENT OF HUMAN RESOURCES ACT

An Act to establish a human resources position within the Undergraduate Student Government

Be it enacted by the Senate of the Undergraduate Student Government,

SECTION 1. SHORT TITLE

This Act may be referred to and cited as the “Establishment of Human Resources.”

SECTION 2. FINDINGS

The Senate finds that –

1. There currently exists no central repository for students wishing to express interest in involvement in university and student governance bodies;
2. Traditionally, the Undergraduate Student Government has been ineffective and inefficient in informing the student body of vacancies in university and student governance bodies;
3. There currently exists no initial screening or professional interviewing process for students interested in attaining employment or appointment at the undergraduate student government;
4. Traditionally, the Undergraduate Student Government has suffered from cronyism in its hiring and appointment practices;
5. There are currently no known operation manuals for Agencies of the Undergraduate Student Government; and
6. There are limited resources for student supervisors in the undergraduate Student Government.

SECTION 3. ESTABLISHMENT AND ROLE

1. There shall 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.
2. The Director shall concurrently earn internship credit in coordination with the College of Business.
3. The Director shall be hired by the President of the Undergraduate Student Government, by and with the advice and consent of the Senate of the Undergraduate Student

Government, in compliance with all applicable Affirmative Action and Equal Opportunity standards prescribed by relevant Federal and State laws.

4. The Director shall report directly to the President of the Undergraduate Student Government.
5. The Director shall –
 1. Maintain an constantly updated registry of vacant positions within the Undergraduate Student Government and University Governance bodies;
 2. Maintain a registry of students who have expressed interest in involvement with the Undergraduate Student Government or University Governance Bodies;
 3. 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;
 4. 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.
 5. Create and consistently maintain up-to-date operation manuals for Agencies of the Executive Branch of the Undergraduate Student Government;
 6. 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
 7. Further complete any other task or duty assigned to them in human resources by the President.

SECTION 4. COMPENSATION

1. The Director shall –
 1. Collect compensation at a rate of fifteen (15) dollars per hour for a maximum of twenty (20) hours per week.

SECTION 5. EFFECTIVE DATE

This Act shall take effect immediately following the enactment of this Act.

Deborah Machalow

Date

Matthew H. Graham

Date

Executive Vice President

President