

# Financial Bylaws

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

- § 101. SHORT TITLE
- § 102. DEFINITIONS
- § 103. BUDGET, REVENUE AND EXPENSES
- § 104. RESTRICTIONS ON EXPENDITURES
- § 105. OFF-CAMPUS TRIPS
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- § 114. BUDGET PROCESS
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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:

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

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

CONSTITUTION — The term 'constitution' shall include the constitution, bylaws, operating guidelines, Acts of the Senate, corporate

charter or any other like documents binding the operations of clubs and organizations.

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

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

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

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

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

- (a) The Undergraduate Student Government’s annual budget is a projection of all estimated income and expenses during a given academic year.
- (b) The budget shall be divided into revenue and appropriations authorized by law to each funded organization.
- (c) No Money shall be drawn from the Treasury, but in Consequence of appropriations made by Law; and a regular Statement and Account of the Receipts and Expenditures of all public Money shall be published from time to time.
- (d) Revenue is derived from 4 sources, student activity fees, interest income, generated income, and miscellaneous income.
  - (1) Student Activity Fee – billed to each full-time and part-time (on a prorated basis) undergraduate student through the University billing process. The Office of the Vice President of Student Affairs provides to the USG Treasurer a projection of the number of students, who will enroll in the Fall/Spring and summer sessions.
  - (2) Interest Income – interest resulting from investments, such as certificates of deposit accounts, money market funds, and commercial bank accounts, which guarantee the preservation of principal.
  - (3) Generated Income – revenue generated from the sale of tickets to USG sponsored events, or revenues earned by USG Departments or funded

organizations, e.g. Audio Visual, Events Management, COCA, or the Ticket Office.

- (4) Miscellaneous Income – gifts and donations. In general, gifts and donations greater than \$500 should be deposited in the Stony Brook Foundation, a 501c3 corporation recognized by the Campus as the fundraising arm of the University. Gifts and donations will be deposited in the USG club/organization’s account, and must be utilized in the academic year received.
- (e) Appropriations are monies made available by law to funded organizations and to pay for administrative costs of the Undergraduate Student Government, which are divided into the following categories:
  - (1) Salaries and Wages – for full-time employees (e.g. Administrative Director, Office Administrator, and Ticket Office Manager), and also includes wages for student staff.
  - (2) Professional Fees e.g. Audit, Legal
  - (3) Operating expenses of the Undergraduate Student Government and the Departments thereof, which may differ or be distinct from funded organization expenditures and subject to different restrictions.
    - (A) Expenditures made by the executive branch, or its agencies, shall be subject to the approval of the President.
    - (B) Expenditures made by the legislative branch shall be subject to the approval of the Senate, or an officer of the same, as the Senate shall by its rules direct.
    - (C) Expenditures made by the Judicial branch shall be subject to the approval of the Chief Justice.
  - (4) Funded Organization Expenses
    - (A) Equipment and Furniture – computers, printers, copiers, desks, lockers, etc.
    - (B) Supplies – office supplies, such as pens, stationary, toner, paper, etc
    - (C) Food and Beverages
    - (D) Clothing
    - (E) Travel
    - (F) Telephone
    - (G) Advertising and printing – flyers, banners, posters, invitations, etc.
    - (H) Audio-Visual – charges related to audio/visual support for microphones, lighting, and sound equipment.

- (I) Ticket Office Fees – fees related to the use of the Ticket Office to sell tickets
- (J) Security – charges for security provided by Events Management or the Student Bureau of Investigation (student security at all student-sponsored events and/or outside professional security contractors, such as CSS)
- (K) Entertainment – the cost of DJs, bands, guest speakers, lecturers, etc.
- (L) Dues and Fees – fees related to dues, fees, and subscriptions.

#### § 104. RESTRICTIONS ON EXPENDITURES

(a) Funding limits and prohibitions —

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

- (1) No part of the Undergraduate Student Government's student activity fee may be used to purchase alcoholic beverages, but alcoholic beverages may be served according to the policies and procedures of the Undergraduate Student Government and Stony Brook University.
- (2) Expenditures for Food and Beverages for the use at regular meetings shall not exceed \$250.00 per year, unless such expenses shall be deemed a part of their funded organization's mission statement.
- (3) Expenditures on promotional items shall not exceed 10% of a funded organization's budget, and all such promotion shall be for the use of promoting the funded organization on campus and/or to students.
- (4) Gifts and awards may not exceed \$200.00 in value per funded organization or Department per year. These gifts may not be given as cash and cannot be utilized for restaurants. A voucher, minutes, and attendance must be submitted to the USG Accounting Office along with an explanation for the gift/award. An itemized receipt must be provided to the Accounting Office within 5 business days of picking up the check. No Department Officer shall receive any gift from their own Department. **All gifts must be pre-approved by the Treasurer.**
- (5) Scholarships and Tuition -- The student activity fee, and/or revenue generated there from, cannot be utilized to grant scholarships.
- (6) No part of a funded organization's budget shall be used for the purposes of purchasing equipment, uniforms or gifts for non-students, including alumni or guests. Any expenditures for such persons shall be deemed either as (a) promotional or (b) fundraising and subject to the regulations of said categories.

- (7) No monies appropriated by the Undergraduate Student Government shall be used to print, publish or broadcast obscene or libelous materials.
- (8) For legal reasons and to comply with aforementioned requirements, all material printed, published or broadcast by funded organizations in languages other than English must also be made available to the Undergraduate Student Government and its members in English.
- (9) Expenditures for events or activities that significantly deviate from a funded organization or department's missions and goals shall not be permitted.
- (10) Funded organizations and departments are permitted to allocate no more than 5% of available tickets as complimentary tickets; and priority should go to people who have volunteered and assisted with the preparation of a particular event, but have received no compensation
  - (A) The proposed comp. list must be submitted to the USG Administrative Director at least 3 business days prior to the event for pre-approval.
  - (B) The list must include the following information:
    - (i) Full name of the person receiving the complimentary ticket
    - (ii) Solar ID number (where applicable);
    - (iii) Whether they are a student or non-student (e.g. faculty, staff, etc.);
    - (iv) Rationale for the person receiving a complimentary ticket (e.g. E-board member, volunteers, advisor etc.).

## **§ 105. OFF CAMPUS TRIPS**

- (a) Off Campus Trips defined.
  - (1) Off-campus trips shall consist of activities which occur on property not belonging to Stony Brook University, including but not limited to, the following types of activities:
    - (A) Trips to hotels and conference halls.
    - (B) Trips to amusement parks and recreational facilities.
    - (C) Trips to athletic or academic competitions, or similar activities.
    - (D) Trips to performances or theaters.
  - (2) The following activities shall not be considered off-campus trips for the purposes of restrictions found in subsections (c) of this section:

- (A) Trips to facilities for the purposes of practices; Provided that the funded organization organizing the event provides means for all student members wishing to participate to do so on an equal opportunity basis.
- (B) Travel expenses for officers and agents of the Undergraduate Student Government engaging in travel related to their duties to the Undergraduate Student Government, including attendance of the SUNY Student Assembly.

(b) Prior Permission

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

(1) Rejection of Application—

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

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

(c) Responsibility of the Undergraduate Student Government

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

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

(d) Participants and Tickets

(1) Ticket prices for off-campus trips organized by USG Departments shall be calculated to be no less than 15% of the total cost of the trip per person.

- (2) 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.
  - (3) The costs of coaches, trainers or staff participating in off-campus trips shall be determined by the duly-signed contracts between the USG, funded organizations and such persons.
- (e) Enforcement
- (1) The Senate budget committee shall take the restrictions of this section into consideration during the budget process.
  - (2) The President and Treasurer shall be responsible for developing procedures in order to carryout the provisions of this section.

## **§ 106. FUNDRAISING**

- (a) Rules Pertaining to Fundraisers —  
Funded organizations and USG Departments may carry-out fundraisers to raise revenues for their organization and charity in addition to the money appropriated by the Undergraduate Student Government, but all fundraisers taking place on campus and/or utilizing appropriated money shall be subject to the following restraints:
- (1) Prior to engaging in fundraising activities on-campus, the officer(s) responsible for the event must complete the “Application for Permission to Fundraise on Campus,” be pre-approved by Student Union and Activities and receive pre-approval from the USG Treasurer and Administrative Director and all such pre-approvals must be received at least one week prior to the event.
  - (2) All revenues generated on-campus by the sale of tickets must be collected by the USG Accounting Office, the USG Ticket Office, or other designated Department.
  - (3) All other revenues generated on-campus shall be received under the supervision of the funded organization’s Treasurer or the USG Treasurer and submitted to the USG Accounting Office within one (1) week of its receipt to be placed in the organization’s on-campus account.
  - (4) If funded organizations generate revenue by off-campus fundraising using appropriated money, or generated by sale of advertising space or time in publications, broadcasts or events paid for by appropriated money, then the organization’s on-campus account must be reimbursed the cost of such publishing, broadcasts, or events, but any additional revenue may be placed into the organization’s off-campus account.

(5) Funded organization's Treasurers or Department Head Officer shall be responsible for submitting to the USG Accounting Office and Treasurer accurate accounts of money received and costs incurred.

(b) Off-campus accounts—

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

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

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

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

(a) Requirements for eligibility for funding—

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

(1) Organizations must be a registered club with the Office of Student Union and Activities;

(2) must be open to all Undergraduate students.;

(3) must not duplicate purpose or services provided by another funded organization or department;

(4) must function under a duly-adopted organization constitution in accordance with the laws of the Undergraduate Student Government;

(5) must meet regularly and in accordance with its Constitution;

(6) must complete a USG budget application and conform with other requirements issued by the Senate and/or its budget committee;

(7) must possess a clean record of behavior and be in good standing with the Undergraduate Student Government; and

(8) must be in compliance with this act, and all other laws of the Undergraduate Student Government.

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



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

(c) Loss of eligibility—

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

**§ 108. AVAILABLE TYPES OF FUNDING**

(a) Organization of Funds Distributed by Law—

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

(1) Line Budget Money—

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

(2) Grant Budget Money—

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

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

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

(3) Revision Budget Money—

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

(b) Funds available from the Special Service Council

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

- (A) to distribute funds to clubs, organizations or event committees interested in running an event directed toward the Stony Brook Undergraduate Community;
- (B) to distribute funds to new organizations with a provisional budget, but funds given for this purpose shall not exceed one-third (1/3) of SSC's total budget; and
- (C) to serve as the oversight agency of the Inter-Fraternity Sorority Council (IFSC).

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

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

(3) Inter-Fraternity Sorority Council (IFSC)

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

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

SSC will not recognize a co-sponsorship by two or more sororities or fraternities as an “IFSC cosponsored event.”

- (4) IFSC can co-sponsor an event with USG funded organizations, provided that Individual Social Fraternities and Sororities may not display their organization’s Greek letters on such co-sponsorship event advertising, as it implies student fee funding of Social Greek Organizations.

## § 109. CONSTITUTIONS

- (a) Every funded organization shall submit to the USG Treasurer a copy of its current duly adopted constitution, and no other copies of the constitution shall be recognized by any officer of the Undergraduate Student Government as lawful and legitimate.
- (b) The times, places and manner of holding elections for positions in funded Organizations shall be prescribed in the constitutions thereof; but the Senate may at any time by Law make or alter such regulations.
- (c) Every funded organization’s constitution shall include the following:
  - (1) An open membership clause stating that any member of the Undergraduate Student Government shall be permitted to join the organization and receive the services and benefits thereof on an equal-opportunity basis.
    - (A) Constitutions may provide qualifications on voting rights of members on the basis of the number of meetings attended or the student’s length of membership; but all such qualifications shall apply uniformly to all members.
      - (i) Constitutions of resident legislatures and the Commuter Student Association may restrict voting qualifications to residents in the buildings or commuters, respectively.
    - (B) Constitutions may provide qualifications on serving on the Executive Board of funded Organizations provided that such qualifications shall not discriminate on the basis of race, religion, sex, color, national origin, age, marital status, disability, viewpoint or sexual orientation—or other like criteria required by the laws of New York State.
  - (2) A dissolution clause stating that all funds and assets accrued from the Undergraduate Student Government by any funded Organization shall, upon the dissolution of the Organization, revert to the control of the Undergraduate Student Government.
  - (3) A statement of mission purposes and goals must be incorporated into all funded organizations constitutions.
    - (A) The aforementioned statement shall not be altered or amended without prior approval of the USG Treasurer and Senate.

(B) No statement shall be so expansive as to extend the scope of any funded organization's activities beyond a reasonable limit. The Senate reserves the power to decline funding for activities based upon over-expansive statements of purposes.

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

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

**§ 111. SPENDING APPROPRIATED MONEY**

(a) Voucher Process—

In order to utilize monies appropriated by law, the funded organization or department must submit a standard Voucher Form, accompanied by the minutes and attendance sheet documenting the allocation, and contracts or receipts when applicable.

(1) Completed vouchers and accompanying documents must be submitted to the USG Accounting Office 5-7 business days before the check is required, except in the case of contracts, which are required four (4) weeks prior to the event.

(A) Requirements for a valid voucher—  
In order for a voucher to be valid:

- (i) It must be completely filled out;
- (ii) It must be legible.
- (iii) It must have original itemized receipts attached, when applicable.
- (iv) Voucher must have the signatures of the President, Treasurer, and Secretary registered with Student Union and Activities and the USG Accounting Office.
- (v) Must have the Minutes and Attendance of the meeting, which record the allocation (Allocations must be clearly indicated in the minutes.)
- (vi) Must have a quote or a detailed list of the items being purchased
- (vii) A Contract Request Form should be attached, if applicable. Such forms must be submitted four (4) weeks prior to the event and contracts for services must be submitted prior to services being rendered.

(B) Checks are processed Tuesdays and Thursdays, and are available by the end of the day.

(2) Voucher Rejection by the Accountant—

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

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

- (I) Outstanding advances missing receipts.
- (J) Inventory list not on file.

(3) Rejection by the Treasurer and Administrative Director

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

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

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

(b) Types of Disbursements

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

- (1) Advances – Advances are requests for checks made payable to vendors, such as Walmart, Waldbaums, Party City, Home Depot, local restaurants, etc.
- (A) Advances may not be made payable to an individual.
  - (B) Requests for individual advances equal to or greater than \$750 must be pre-approved by the Treasurer and Accountant.
  - (C) Within 5 business days, an original itemized receipt substantiating the advance must be submitted to the Accounting Office
  - (D) If it is impossible to recover a receipt, a Lost Receipt Form must be submitted to the USG Treasurer for approval.
  - (E) Only two Lost Receipt Forms will be permitted per year.
- (2) Contracts – Contracts between funded organizations or departments and outside vendors/contractors can only be signed by the USG President. In his/her absence, the USG President may delegate this authority to the USG Treasurer or Executive Vice President in writing.
- (3) Invoices — Original invoices should be submitted to the USG Accounting Office for payment as soon as received.

(4) Reimbursements — Reimbursements are payment for items after they have been purchased by a funded organization, department or officer and members thereof with non-USG funds.

(A) All requests for reimbursement must be accompanied by original itemized receipts, along with voucher, minutes, and attendance.

(B) All reimbursements must be pre-approved by the USG Treasurer. Funded organizations will not be reimbursed for sales tax, since USG is a tax-exempt organization.

(C) Each account is only permitted up to two (2) reimbursements per semester.

## **§ 112. PURCHASING EQUIPMENT**

(a) The Treasurer of each USG funded organization is responsible for safekeeping and tracking the organization's equipment. Ultimately the clubs are responsible to safeguarding and storing their equipment.

(b) A list of all equipment purchased by USG's funded organizations and departments will be maintained by the Accountant, who will periodically verify the location and condition of the equipment.

(c) If requesting to purchase equipment that cost more than \$1000 or greater, two formal price quotes from different vendors must also be submitted. The voucher should explain the reason for the purchase, and the location where the equipment will be kept.

(d) Equipment should be purchased for the benefit of the funded organization, and not any officer or member thereof. Dissolution of the organization or misuse of equipment, as determined by the Treasurer and Administrative Director, shall require said equipment to be returned to USG.

(e) **NO EQUIPMENT SHALL BE DISPOSED OF WITHOUT PRIOR AUTHORIZATION FROM THE ACCOUNTANT** and the Accountant shall notify the President and Treasurer when any equipment is disposed of.

(f) Fixed assets are items that have physical substance and a life in excess of one year, and are acquired (purchased or donated) for use in the operation of the business. The more common examples are computer equipment, software, copy machines, furniture, fixtures, audio visual equipment, and boats. Purchased property and equipment will be capitalized at cost, including all of the costs necessary to place those assets into service. Donated property and equipment are recorded as contributions in the period received at fair market value. Small insignificant items are expensed in the year purchased.

- (g) USG's fixed asset policy is to capitalize fixed assets with a value of \$500 or greater, except for audio visual equipment and printers, which are capitalized at \$100 or greater.

### **§ 113. CO-SPONSORSHIPS**

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

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

### **§ 114. BUDGET PROCESS**

- (a) Senate Budgeting Powers—

- (1) The Senate, or the Senate budget committee, shall be authorized to hold such hearings and information sessions and sit and act at such times and places, take such testimony, receive such evidence, and administer such oaths; and to compel the attendance and testimony of persons requesting money from the Undergraduate Student Government and the production of such records, correspondence, memoranda, papers, and documents as it considers necessary.
- (2) Clubs, Agencies and persons requesting money from the Undergraduate Student Government shall be contacted by the USG Treasurer's office, telling them when they shall be required to appear.

- (b) Budget Timeline

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

- (c) Budget Application

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



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

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

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

- (1) In order to ensure viewpoint neutrality, the following criteria shall be the primary, but not the sole, factors considered when making funding decisions—
  - (A) No club, organization, or entity shall be denied funding from the Undergraduate Student Government on the basis of belief, philosophy, creed, opinion, religion, or partisan political persuasion.
  - (B) An organization's compliance with the laws and policies of the Undergraduate Student Government and New York State.
  - (C) Compliance of an organization with their own constitution and mission statements.
  - (D) Whether meeting times and publication schedules are consistent and timely.
  - (E) That the organization is not providing a duplication of services with other funded organizations.
  - (F) Whether money request is consistent with the organization's mission statement.
  - (G) Review organization's membership and the number of students it serves.
  - (H) Evaluate organization's effectiveness in serving its constituents and the entire student body.
  - (I) Evaluate Organization's previous programs and activities.
  - (J) Review whether the organization has been fiscally responsible with its budget in the past.
  - (K) Review whether Organization has maintained adequate controls over its inventory.
  - (L) Review organization's co-sponsorships.
  - (M) Review club/organization's fundraising activities.
  - (N) Fiscal prudence.

## **§ 116. USG SERVICES**

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

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

- (a) Senate Budget Ethics Rules

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

- (b) Undergraduate Student Government Statement of Ethical Behavior

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

- (c) A student cannot be an elected a signatory officer of two or more USG funded organizations, including USG, simultaneously.
- (d) Officers or members of the Undergraduate Student Government or relatives of officers or members of funded organizations or departments cannot be hired on a contractual basis without the prior approval of the USG Administrative Director.
- (e) The money, resources or authority of the Undergraduate Student Government shall not be used for the personal financial benefit of any officer, member of private person, except that the organization shall be authorized and empowered to pay reasonable compensation of services rendered.

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

**§ 118. JUDICIAL REMEDY**

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

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

**§ 119. EFFECTIVE DATE; REPEAL**

- (a) This act shall take effect immediately following the enactment of this act.
- (b) The Financial Bylaws of the Undergraduate Student Government in effect prior to the enactment of this Act are hereby repealed.

Executive Vice President of the Undergraduate Student Government,  
And President of the Senate  
Passed by the Senate on the eighth day of November, two thousand and seven

President of the Undergraduate Student Government  
Signed the \_\_\_\_\_ day of November, Two Thousand and Seven

