

Undergraduate Student Government
Stony Brook University
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Deborah Machalow
Executive Vice President

SENATE

NEW STUDENT CLUB POLICIES AND PROCEDURES ACT

An Act to restore sanity to the eligibility and funding of new student clubs.
Be it enacted by the Senate of the Undergraduate Student Government,

SECTION 1. TITLE

This Act may be referred to and cited as the “New Student Club Policies and Procedures Act.”

SECTION 2. FINDINGS

The Senate finds that –

1. The Special Services Council failed to provide a legitimate quantitative and qualitative review of new clubs seeking recognition and funds from the USG; and

SECTION 3. REPEAL

1. This Act shall repeal the “New Student Club Policies and Procedures Act.”
2. This Act shall repeal the “Special Services Council Bylaws.”

SECTION 4. ESTABLISHMENT

1. The attached Document titled the “Special Services Council Bylaws” shall become the Bylaws of the Special Services Council.
2. The attached Document titled the “New Club Eligibility Act” shall be enacted into Law and shall be known as the “New Club Eligibility Process.”
3. The attached Document titled the “New Club Funding Act” shall be enacted into Law and shall be known as the “New Club Funding Process.”

SECTION 5. EFFECTIVE DATE

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

Deborah Machalow

Date

Matthew Graham

Date

Executive Vice President

President

SPECIAL SERVICES COUNCIL BYLAWS

PREAMBLE

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.

ARTICLE I

GENERAL PROVISIONS

1.0 Recognition and Funding Powers

1.1 The preliminary recognition and funding powers of new student clubs shall be solely vested in the Special Services Council of the Undergraduate Student Government, the Constitution and the Financial Bylaws of the Undergraduate Student Government grant the aforementioned powers.

1.2 The Senate of the Undergraduate Student Government shall be the sole body to approve the recommendations and referrals made by the Special Services Council.

2.0 Composition

2.1 Membership

2.1.1 The Special Services Council composed of Senators, voting and non-voting, and of other Officers, as defined by this document.

2.1.2 The membership of the Senate Programming and Activities Committee shall be the voting membership of the Special Services Council.

2.2 Officers

2.2.1 Chair

2.2.1.1 The Vice-President of Clubs and Organizations of the Undergraduate Student Government shall be the Chair of the Special Services Council, but shall have no vote, unless the Special Services Council is equally divided.

2.2.1.2 In the temporary or permanent absence of the Vice-President of Clubs and Organizations, the Vice-Chair of the Special Services Council shall act as the Chair.

2.2.2 Vice-Chair

2.2.2.1 The Chair of the Senate Programming and Activities Committee shall be the Vice-Chair of the Special Services Council.

2.2.2.2 While acting as Chair, the Vice-Chair shall have no vote, unless the Special Services Council is equally divided.

2.2.3 Recording Secretary

2.2.3.1 The Special Services Council shall, from its membership, choose a Recording Secretary who shall keep a Journal of its proceedings, and from time to time, publish the same.

2.2.4 Treasurer

2.2.4.1 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.

3.0 Meetings

3.1 The Special Services Council shall assemble no later than seven (7) 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.

3.2 All meetings of the Special Services Council shall be held in accordance with this Document, New York State Open Meeting Law, and Roberts Rules of Order, Newly Revised.

3.3 All members, voting and non-voting, shall be required to attend meetings unless they have a legitimate academic obligation conflicting with the meeting or legitimate excuse for missing the meeting.

4.0 Quorum

4.1 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 Special Services Council.

ARTICLE II

AUTHORITY AND ROLE OF CHAIR

1.0 Chair

- 1.1 The Vice-President of Clubs and Organizations of the Undergraduate Student Government shall serve as the Chair of the Special Services Council. 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 Special Services Council shall preside as Chair.
- 1.2 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 Special Services Council. .
- 1.3 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.

ARTICLE III

AMENDMENTS

Whenever the Senate shall deem it necessary, it shall propose Amendments to these Bylaws. All amendments shall be ratified by two-thirds affirmative majority vote of the Senate. All amendments shall be appended to the end of this Document and not inserted therein.

NEW CLUB ELIGIBILITY ACT

An Act to establish qualitative and quantitative metrics in the recognition process of new student clubs seeking the recognition of the Undergraduate Student Government.

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

SECTION 1. TITLE

This Act may be referred to and cited as the “New Club Eligibility Act.”

SECTION 2. DEFINITIONS

ELIGIBILITY – Shall be defined as the official and formal acknowledgement of a student club.

SECTION 3. MANDATORY PREREQUISITES

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

SECTION 4. ATTAINMENT OF RECOGNITION BY THE DEPARTMENT OF STUDENT ACTIVITIES

1. To attain the recognition of the Department of Student Activities, the prospective student club shall complete the following:
 1. Submit written notification to the Department of Student Activities of their intent to start a new club;
 2. Complete Student Activities’ registration process in a timely and efficient manner;
 3. Complete and attain a grade of fifty (50) or higher on the exam provided by the Department of Student Activities; and

4. Submit a digital copy of the club's constitution to the Department of Student Activities;
2. The Department of Student Activities shall then review the application to ensure the uniqueness of the prospective student club and either provide the official recognition of the student club or reject the application in accordance with the stated procedures of the Department of Student Activities.

SECTION 5. CONSTITUTIONAL REQUIREMENTS AND REVIEW

1. The Supreme Court of the Undergraduate Student Government shall review the Constitution of each student club to ensure the following information is included:
 1. The name of the organization;
 2. A statement indicating the purpose(s) of the organization;
 3. An open membership clause stating that any member of the Undergraduate Student Government shall be permitted to join the organization and receive the services and benefits thereof on an equal-opportunity basis;
 4. A provision for meetings, with no less than two meeting per semester;
 5. Definition of a quorum; and
 6. Provisions for:
 1. Impeachment of Officers of the club;
 2. Amendments to their Constitution; and
 3. Dissolution of the Club/Organization.
2. Upon review of the student club's constitution, the Supreme Court shall either accept the Constitution as being in accordance with the Constitution and all other Laws of the Undergraduate Student Government or reject the constitution.
 1. If the Supreme Court decides to reject the Constitution, the Court shall then provide, in writing, its reasoning for rejection.

SECTION 6. DOCUMENTATION

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

SECTION 7. REFERRAL OF ELIGIBILITY FOR FUNDING

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

SECTION 8. EFFECTIVE DATE

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

NEW CLUB FUNDING ACT

An Act to establish the methods and procedures upon which a student club, already eligible for funding by the Undergraduate Student Government, may apply and receive funding for from the Undergraduate Student Government.

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

SECTION 1. TITLE

This Act may be referred to and cited as the “New Club Funding Act.”

SECTION 2. FUNDING REQUIREMENTS

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

SECTION 3. PROCEDURE FOR FUNDING

1. After obtaining eligibility, a student club may submit a budget application to the Special Services Council for review.
2. A two-thirds affirmative majority vote is required to recommend a funding request to the Senate for approval.
3. A two-thirds roll call vote of the filled seats of the USG Senate is required to approve a funding request.

SECTION 4. FUNDING DEADLINES

1. All applications for funding from the Special Services Council shall be submitted on or before April 1st of the Spring Semester.
2. Pursuant to the USG Constitution and Financial Policies and Procedures, clubs receiving funds from the Special Services Council must complete one entire academic year on the Special Services Council.
 1. One academic year shall consist of funding in at least one Fall and Spring semester.
 1. One Fall Semester shall entail receiving funding prior to the start of the tenth (10th) week of classes.
 2. One Spring Semester shall entail receiving funding prior to the start of the tenth (10th) week of classes.

SECTION 5. FUNDING LIMITS

New Student Clubs seeking funds from the Undergraduate Student Government can request up to one thousand seven hundred and fifty (\$1,750) per year.

SECTION 6. MISUSE OF SPECIAL SERVICES COUNCIL FUNDS

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

SECTION 7. LINE BUDGET STATUS

1. Special Services Council clubs may recommend Line Budget status for a club/organization from the USG Senate in accordance with USG Constitution and Financial Policies and Procedures.
2. A two-thirds affirmative vote of the filled seats of the Special Services Council is required to recommend a club for Line Budget status to the Senate for approval before a club can apply for line budget.
3. A two-thirds roll call vote of the filled seats of the USG Senate is required to award a club line budget status.

SECTION 8. DISSOLUTION

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

SECTION 9. ENACTMENT

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