

USG Student Activities Board By-Laws Act

An Act

To reform the Student Activities Board to make it more efficient, transparent and responsive to the needs of the Undergraduate Student Body.

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

SECTION 1. SHORT TITLE

This act may be cited as the “Undergraduate Student Government Student Activities Board By-Laws Act”

SECTION 2. EFFECT

- (a) The Student Activities Board of the Undergraduate Student Government, or USG SAB, and its By-Laws, are hereby dissolved and the duties and responsibilities of the Officers of the Board shall be temporarily vested in the person currently serving as Chair of USG SAB immediately preceding its dissolution. He shall oversee the persons working in service to the Board at the time of its dissolution, ensure that all currently-planned programming is executed, and ensure a smooth transition between the USG SAB and its successor organization.
- (b) Pursuant to Article III, Section 3(B)(2) of the Constitution of the Undergraduate Student Government, person mentioned in subsection (a) is hereby authorized to establish in the Executive Branch a quasi-independent agency known as the “Undergraduate Student Government Student Activities Board” according to the By-Laws as adopted by the Senate of the Undergraduate Student Government.
- (c) All assets and funds of the USG SAB shall be temporarily transferred to the control of the person mentioned in subsection (a) until the establishment of the Undergraduate Student Government Student Activities Board referred to in subsection (b), which shall thereafter take control of said assets and funds.
- (d) The person described in subsection (a) shall hold a meeting of the Undergraduate Student Government Student Activities Board under the By-Laws provided herein no later than two weeks after the enactment of this act.

SECTION 3. BY-LAWS

The following shall be the By-Laws for the Undergraduate Student Government Student Activities Board:

‘Article I: Name

1. The name of this Organization shall be the “Undergraduate Student Government Student Activities Board,” or otherwise referred to as the “USG Student Activities Board” or “USG SAB.”
2. In all matters of advertising or promotion, the USG SAB shall present its full name, or other acronym, as given in Section 1.

Article II: Responsibilities and Purposes

1. The Vice President of Student Life, Programming and Activities is the Chief Programming Officer of the Undergraduate Student Government tasked with overseeing the USG SAB, and is further required to ensure that diversity is reflected in the programs provided by the Board.
2. Under the supervision of the Vice President of Student Life, Programming and Activities, the USG SAB shall be responsible for planning, advising, coordinating and executing quality programming and events for the membership of the Undergraduate Student Government, shall ensure that the Undergraduate Student Government and its respective organizations are doing the same.
3. Both the Vice President of Student Life, Programming and Activities and the other officers of the USG SAB shall take special account of the needs and desires of the various cultural and other special interests clubs and organizations on campus.
4. The USG SAB shall assist Clubs and Organizations with the execution of their events and programming through advising them, and by assisting them with advertising, and/or financing, their events when reasonable.
5. The USG SAB shall strive to be an integral part of the University programming through cooperative scheduling of activities with various departments.

Article III: Officers

1. The Executive Board shall consist only of the officers provided for herein, and shall serve for the same term as the Vice President of Student Life, Programming and Activities.
2. The Executive Board shall consist of a Chair, appointed by the USG President and confirmed by a simple majority of the USG

Senate, and of a Vice-Chair, Treasurer and Secretary chosen by the voting membership of the USG SAB.

3. Elections for Vice-Chair, Treasurer and Secretary shall occur within two weeks of a vacancy. Immediately upon a vacancy, there shall be a nominating period of one (1) week, followed by a closed-ballot election one (1) week later, to take place at a regular general body meeting.

Article IV: Duties and Organization Structure

1. The USG President
 - (a) Shall appoint the Chair of USG SAB, subject to confirmation of the USG Senate by a simple majority vote; and
 - (b) Shall have the power to remove, in writing, the Chair of USG SAB, but only for cause and all such removals shall be subject to appeal in the judiciary. Failure to reprimand and insure proper functioning of the USG SAB shall be an impeachable offense.
2. The Vice President of Student Life, Programming and Activities—
 - (a) Shall oversee the USG SAB and all of its operations;
 - (b) Shall attend meetings of USG SAB;
 - (c) Shall have the power to veto any expenditure made by USG SAB. This power may only be exercised if the Vice President of Student Life, Programming and Activities is in attendance of the meeting that the expenditure was made. There will be a forty-eight hour window to veto the expenditure. After forty-eight hours, if no action is taken, the expenditure is final. The veto may be overridden by a two-thirds vote of the voting members present;
 - (d) Shall present bi-weekly reports to the USG Senate on the operations of USG SAB;
2. Chair—
 - (a) Shall be the Chair of USG SAB and shall chair its meetings;
 - (b) shall direct its activities and ensure that it is operating properly and in accordance with the laws

of the Undergraduate Student Government and the USG SAB by-laws;

- (c) shall have the power to establish all committees;
- (d) shall have the power to remove, in writing, the chairs of all committees, but only for cause and all such removals shall be subject to appeal in the judiciary;
- (f) shall have the power to negotiate contracts, but may delegate such responsibility to other members when required; and
- (e) shall oversee the non-programming chairs executive board.

2. The Vice-Chair—

- (a) Shall assume the responsibilities of the Chair when delegated to him or her by the same, or when the position shall be vacant;
- (b) shall chair the general body meetings in the absence of the Chair of USG SAB;
- (c) shall oversee the programming executive board; and
- (d) shall be responsible for coordinating with other Clubs, Organizations and Agencies of the Undergraduate Student Government to put on programming and events, including co-sponsorships.

3. The Treasurer—

- (a) Shall keep detailed records of all transactions involving USG SAB funds and shall submit a report to the Executive Board and the general membership on a weekly basis.

4. The Secretary—

- (a) Shall take minutes and attendance at all meetings and shall maintain records for the USG SAB;
- (b) shall keep accurate membership rolls and ensure that only voting members vote;
- (c) shall keep a record of all active committees, with a list of their chairpersons and members; and
- (d) shall be in charge of maintaining mailing lists, and the USG SAB internet groups (i.e., facebook, myspace, etc.).

5. The Executive Board, in general,—
 - (a) shall have primary responsibility for the operation of the USG SAB's activities in order to achieve the purposes of the organization;
 - (b) shall be required to hold three (3) office hours per week; and
 - (b) shall carry out duties as directed by the Chair, and may be removed by the Chair for cause in writing. Cause for removal shall only consist of inefficiency, neglect of duty, or malfeasance in office and all such removals shall be subject to appeal in the judiciary.
6. The Executive Board shall meet at least once every two weeks during the fall and spring semesters as the Chair shall direct; but an Executive Board meeting may be called on the request of two (2) of its members, and all Executive Board meetings shall be chaired by the Chair of USG SAB. All Executive Board Meetings shall be advertised and open to the public.
7. The Non-programming Executive Board shall consist of all committee chairs that deal with non-programming responsibilities.
8. The Programming Executive Board shall consist of all committee chairs with programming responsibilities.

Article V: Committees

1. There shall be a permanent committee named the "Committee on Cinematic Arts," which shall provide film services to the undergraduate student body.
2. There shall be a permanent committee named the "Marketing Committee," which shall be responsible for coordinating public relations and the marketing of events, programs and activities and the distribution and production of flyers and posters as necessary.
3. All other committees shall be established by the Chair of USG SAB with the purposes of executing programming and events as needed. The Chair of USG SAB shall have the power to regulate the scope and authority of the committees and which officer the committee chairs shall report to if not directly the Chair of USG SAB; but committee membership shall be open to all members of the Undergraduate Student Government on an equal opportunity basis.

4. The committee chairs shall be chosen by the General Body Membership. Immediately upon a vacancy, there shall be a nominating period of one (1) week, followed by a closed-ballot election one (1) week later, to take place at a regular general body meeting. No person shall be eligible to be a committee chair if he/she is not a voting member of USG SAB.
5. The committee chairs shall meet with their committees at least once a month, and such meetings shall be advertised and open to the public.
6. The chairs of the committees shall propose programs and activities at the General Body Meetings.
7. The Chair of USG SAB shall require the attendance of all of the committee chairs at General Body Meetings or Executive Board meetings.

Article VI: Membership

1. Membership to the USG SAB shall be open to all members of the Undergraduate Student Government who wish to join. They shall inform the Secretary of their wish to join, and shall thereupon be placed upon the membership rolls.
2. Voting membership shall consist of members who:
 - (a) Have attended three (3) consecutive USG SAB meetings in a semester, with voting power granted upon the third meeting in attendance.
 - (b) The Presidents, Vice Presidents, Treasurers and Secretaries of all USG-recognized Clubs and Organizations, including RHA and CSA, shall be voting members of the USG SAB, but each club represented shall have a total of (1) indivisible vote.
 - (c) No person shall have more than one vote, nor shall they be permitted to cast individual votes and votes as representatives of Clubs and Organizations on the same motion.
 - (d) The officers of the Executive Board shall have a vote, but the Chair shall not vote unless his or her vote shall change the outcome.
3. A member shall lose voting privileges upon failure to attend three (3) general body meetings for an entire semester.

Article VII: General Body Meetings

1. General Body Meetings shall occur on the same day, at the same time, once a week while classes are in session during the fall and spring semesters. The General Body Meetings shall only be held on a weekday at a time chosen by the Executive Board, with a concurrence of the general membership, at the start of each semester.
2. No General Body meetings shall be held without a quorum, which shall be defined as fifteen (15) voting members of the USG SAB.
3. General Body Meetings shall be conducted as follows:
 - (a) Only the officers of the Executive Board shall sit in the front of the room. Committee chairs may sit in front if included in the agenda of the meeting.
4. No programs and activities shall be implemented and executed, or money allocated, without approval by a majority vote of the General Body Meetings.
5. Any two (2) members of the USG SAB shall be permitted to propose programs and activities to be voted upon by the General Body.
6. All meetings shall be held in accordance with New York State's Open-Meetings Law.

Article VIII: Advertising & Ticket Sales

1. The USG SAB shall post a listing of the events and programming occurring for the following two-weeks and when tickets shall become available for sale. The posting shall be in the USG display case on the first floor of the Student Activities Center.
2. Tickets for events shall be put on sale no sooner than two (2) weeks following the vote in the General Body Meeting to fund the event.
3. All ticket sales by, or on behalf of, USG SAB shall receive a reasonable amount of advertising before they shall be made available at least one (1) week in advance.

4. The number of tickets for sale by, or on behalf of, USG SAB to members of the Undergraduate Student Government shall not be less than eighty-eight (88) tickets per event (two coach busses, 44 persons on each), unless room occupancy limits or other justifiable cause shall require otherwise. This reason must be submitted to the USG President in writing.

Article IX: Budget Request

1. The Chair of USG SAB and/or the Treasurer shall be responsible for presenting any budget request to the Senate of the Undergraduate Student Government. If neither can attend, another member of the executive board may present.
2. USG SAB shall keep a complete record of all its events and programs, along with the costs and revenue of each. It shall also maintain a record of all cancelled events with all the costs incurred during its planning.
3. The information found in section (2) shall be given to the Senate, or its budget committee, and shall likewise be available for public viewing.

Article X: Freedom of Information

1. All expenditures and revenue, attendance lists, minutes, vouchers, reimbursements and other documents of the USG SAB shall be open and public. They shall be accessible by anyone in the main office of the Undergraduate Student Government.

Article XI: Summer and Winter Sessions

1. USG SAB shall have the power to establish a committee to operate during the summer and winter sessions for the sole purposes of spending the USG SAB summer and winter budgets respectively, under the rules and guidelines established by the Chair of USG SAB.
2. The USG SAB Summer Committee shall have the power to spend money from the USG SAB general budget for the sole purposes of Opening Activities, under the rules and guidelines established by the Chair of USG SAB.

Article XII: Ratification & Amendment

1. These By-Laws for the USG SAB shall be law following their passage by the Senate of the Undergraduate Student Government and enactment in law.
2. These By-Laws shall only be amended by law passed by the Senate of the Undergraduate Student Government.
3. A two-thirds vote of the General Membership of the USG SAB, and the concurrence of two members of the Executive Board, shall be required for the USG SAB to propose amendments to these By-Laws for consideration by the Senate of the Undergraduate Student Government; but no amendment shall take effect but by the laws passed by the Senate of the Undergraduate Student Government.'

SECTION 4. TRANSITION PERIOD

- (a) Members of USG SAB possessing voting rights shall likewise have voting rights under the By-Laws of the USG SAB, subject to the loss of voting rights provided for therein.
- (b) Upon the establishment of the By-Laws of the USG SAB, the following Committee's, with their current Chairs, or if vacant, chaired by persons chosen by the Chair of USG SAB, shall exist:
 - (1) Marketing Committee
 - (A) The chair shall be responsible for coordinating the marketing of events, programs and activities and the distribution and production of bi-weekly flyers and posters for USG SAB.
 - (B) Shall be responsible for the maintenance and updating of the "USG SAB Information Hotline" and website
 - (C) Responsible for forming and maintaining a campus wide marketing committee
 - (D) Shall ensure that marketing is diverse and find different aspects of marketing to the public
 - (E) Responsible to have all fliers approved by USG SAB chair and USG VP of Communications
 - (F) Responsible to market USG SAB general body meetings
 - (2) Music Committee
 - (A) Shall be responsible for the booking of local or relatively less expensive bands or talents for on Campus performances.

- (B) Shall provide the board all necessary information regarding such bands or talents in order for the board to be able to make wise and educated decisions regarding the performers.
 - (C) Shall be responsible for providing large campus events which are to cater to the diverse student population at Stony Brook University.
 - (D) Responsible to put on one relatively large concert a semester if the budget and venue availability permits it
 - (E) Responsible to put on music related event a month
- (3) Comedy and Lecture Committee
- (A) Shall be responsible for the booking of reputable comedians for on campus performances.
 - (B) Shall provide the board all necessary information regarding the comedians in order for the board to be able to make wise and educated decisions regarding such performers.
 - (C) Shall be responsible to bring lecturers to the Campus.
- (4) Campus Life Committee
- (A) Shall be responsible for providing quality Campus Life Time events for all undergraduate students.
 - (B) They shall put on at least two (2) campus life time events a month, small or large.
- (5) Committee on Off-Campus Activities Events
- (A) Shall be responsible for providing activities that are capable of improving the off-campus experience.
- (6) Committee on Cinematic Arts
- (A) The Cinematic Arts Chair must ensure that there are no less than two (2) films provided to the undergraduate student body every semester that school is in session (excluding summer and winter sessions).
 - (B) The Treasurer of the USG SAB must ensure that the Cinematic Arts Chair has appropriate funding in order to provide said film services.
 - (C) Cinematic Arts Chair shall ensure that diversity is reflected in film choices each semester.
 - (D) Responsible for providing discount movie tickets for students if budget permits.

- (7) Committee on Community Service
 - (A) Responsible for finding community service opportunities and organizing trips where members of the Undergraduate Student Government can volunteer on or off-campus.

- (8) Weekend/Night Life Committee
 - (A) Shall serve as the liaison between USG SAB and Student Activities
 - (B) Shall make sure that there are events being planned on the weekends.
 - (C) Shall be responsible for putting on USG SAB parties.
 - (D) Shall make sure that all weekend events reflect the diversity of the student population.

- (9) Committee on Special Events
 - (A) Shall be responsible for providing the events which are not stated under the other Committees.
 - (B) Shall take initiatives in providing unique and worthwhile activities to all undergraduate students.
 - (C) Shall put on at least two (2) special events a month.

- (10) Historical Committee
 - (A) Shall be responsible for the creation of a picture album reflecting all Executive Board members along with pictures of all USG SAB events, programs and activities with their respective flyers or advertisements.
 - (B) Responsible to find a replacement to take photos if the historian cannot attend an event.
 - (C) Upon entry into the album, a brief description of the event must be written or typed; this is so to create a sense of history and tradition within USG SAB.
 - (D) Responsible to keep and maintain a USG SAB event binder.
 - (E) Shall be responsible for provided photos of each event from the past month by the first meeting of the said month.
 - (F) Shall also be responsible for having event photos on the website within two weeks after each event.

- (c) The person currently serving as Chair of USG SAB immediately preceding its dissolution shall become the Chair of USG SAB and his term shall expire at the time fixed for the end of the term of the current Vice President of Student Life, Programming and Activities.

SECTION 5. EFFECTIVE DATE

This act, and the By-Laws of the Undergraduate Student Government Activities Board, shall take effective following the enactment of this act.