

# Financial Bylaws

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

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## 1. SHORT TITLE

This act may be cited as the “Financial Bylaws” and shall supersede all other USG legislation except the Constitution.

## 2. DEFINITIONS

For the purpose of this Act, the following definitions shall apply, unless the context indicates otherwise:

**ACADEMIC YEAR** —Includes the Fall and Spring semesters.

**AGENCY** – Organizations defined as such by the USG Code.

**APPAREL**– Any items of clothing, including but not limited to, shirts.

**ASSET** - A property owned, regarded as having economic value and provides future use and benefit.

**BANQUET** - A large meal held in recognition of some occasion or achievement.

**CONSTITUTION** — The term “Constitution” shall include the constitution, operating guidelines, Acts of the Senate, corporate charter or any other like documents binding the operations of clubs/organizations.

**CONTRACTED SERVICE** - An external organization or individual that is contracted to provide a particular service to the USG.

**DEPARTMENT** — Include any agency, department, or office of the Undergraduate Student Government.

**FUNDED ORGANIZATION** — Any club, organization, or group funded by the Undergraduate Student Government (USG). These shall not include any Agency/Department of USG.

**FOOD** – Refers to any item purchased for the purpose of consumption, including beverages.

**FUNDRAISER** — Include any means of raising revenue by a funded organization or department of the Undergraduate Student Government, including publishing advertisements.

**INTERSESSION** — Includes the Summer and Winter sessions.

**PERFORMANCE WEAR** – Any item of clothing worn specifically for performances, exhibitions, and demonstrations without intent of promotion.

**STUDENTS** — Only current matriculated undergraduate students at Stony Brook University who have paid the Student Activity Fee and therefore members of the Undergraduate Student Government

**SIGNATORY POWERS** — Includes the President, Vice President, Treasurer, and Secretary of a funded organization.

**TREASURY** — Consists of all money and assets under the control of the Undergraduate Student Government that have not been appropriated and disbursed.

### **3. BUDGET, REVENUE, and APPROPRIATIONS**

- 1) The USG annual budget is a projection of all estimated income and expenses during a given academic year.
- 2) The budget shall be divided into revenue and appropriations authorized by law to each funded organization in a viewpoint neutral manner.
- 3) No money shall be drawn from the Treasury, but in the consequence of appropriations made by Law; regular Statement and Account of Receipts and Expenditures of all public Money shall be published from time to time.
- 4) Revenue is derived from four (4) sources: student activity fee, interest income, generated income, and miscellaneous income.
  - a) 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 shall provide to the USG Treasurer a projection of the number of students expected to enroll in the Fall/Spring semesters, summer and winter sessions.

- b) Interest Income – interest resulting from investments, such as certificates of deposit accounts, money market funds, and commercial bank accounts, which guarantee the preservation of the principal.
  - c) Generated Income – revenue generated from the sale of tickets to USG sponsored events, or revenues earned by USG Departments or funded organizations.
  - d) Miscellaneous Income – gifts and donations.
    - i) Gifts and donations will be deposited in the USG club/organization’s account, and must be utilized in the academic year received. The USG Treasurer shall manage all finances of the USG.
- 5) Appropriations are monies made available by law to funded organizations and to pay for administrative costs of the Undergraduate Student Government, are divided into the following categories:
- a) Salaries and Wages – for full-time employees (e.g. Administrative Director, Office Administrator, and Ticket Office Manager), and also includes wages for student staff employed by the Undergraduate Student Government.
  - b) Professional Fees—for contracted services (e.g. Legal, Audit, and Insurance).
  - c) Operating expenses of the Undergraduate Student Government and the Departments thereof, may differ or be distinct from funded organization expenditures and may be held to different restrictions as deemed necessary by the Treasurer.
    - i) Expenditures made by the Executive Branch, or its agencies, shall be subject to the approval of the Treasurer.
    - ii) Expenditures made by the Legislative Branch shall be subject to the approval of the Senate.
  - d) Funded Organizations Expenses
    - i) Any expenses to be paid if pertinent to a club’s mission as deemed by the budget committee and/or Treasurer.
      - (1) Equipment and Furniture – computers, printers, copies, desks, lockers, etc.
      - (2) Office Supplies – pens, stationery, toner, paper, etc.
      - (3) Event Supplies – utensils, crafts, tableware, etc.
      - (4) Food and Beverages
      - (5) Clothing
      - (6) Travel
      - (7) Telephone
      - (8) Advertising and printing – flyers, banners, posters, invitations, etc.
      - (9) Audio-Visual – charges related to audio/visual support for microphones, lighting, and sound equipment.
      - (10) Ticket Office Fees – fees related to the use of the Ticket Office to sell tickets
      - (11) 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)
      - (12) Entertainment – the cost of DJs, bands, guest speakers, lecturers, etc.

- (13) Dues and Fees – fees related to dues, fees, and subscriptions
- (14) Promotional Materials – apparel, water bottles, pens, etc. that are personalized for the promotion of a club/organization
  - (a) Any other expenses relevant to the purpose of the Funded Organization and justified by said Funded Organization, allowed at the discretion of the USG Treasurer.

#### **4. REQUIREMENTS TO BE ELIGIBLE FOR USG FUNDING**

- 1) In order to be eligible to receive funding from the Undergraduate Student Government, organizations must comply with the following requirements:
  - a) Be a registered club with the Office of Student Activities;
  - b) Be open to all Undergraduate students at Stony Brook University at all times;
  - c) Function under a duly-adopted organization Constitution in accordance with the laws of the Undergraduate Student Government;
  - d) Meet regularly and in accordance with its Constitution;
  - e) Have a functional and full E-Board;
  - f) Complete a USG budget application and conform with other requirements issued by the Treasurer, Senate and/or its Budget Committee;
  - g) Possess a clean record of behavior and be in good standing with the Undergraduate Student Government;
  - h) Be in compliance with this Act, and all other laws of the Undergraduate Student Government; and
  - i) Be in compliance with New York State and Federal Statutes.
- 2) Clubs funded by USG must register their club with Student Activities by the end of the business day Friday of the third week of the fall academic semester. Failure to do so will result in the freezing of the club’s budget and loss of line budget status for the remainder of the academic year if registration is not done by the Student Activities deadline.
- 3) If an organization is new or has not received funding within the last two academic years, prior to being eligible for funding, it must first receive eligibility for funding from the Special Services Council. And no such organization shall be eligible for a line or revision budget, or grant, until it fulfills the requirements set out by Special Services Council funding guidelines and receives approval from the Special Services Council and Senate for Line Budget Status.
- 4) Loss of Eligibility—
  - a) No funded organizations or departments operating in violation of this Act or any laws set forth by USG shall be eligible for funding until they shall come into compliance with the law.
  - b) The USG Treasurer may freeze the budget of funded organizations in violation of this Act. Only the Fiscal Agent can unfreeze the budget.
    - i) Clubs may petition the fiscal agent in writing in order to unfreeze their budget.
    - ii) When a club’s budget is frozen, the Treasurer must notify the funded organization of the violation within one (1) business week.
  - c) The Vice President of Clubs and Organizations may submit in writing a request to the Treasurer to freeze the budget of a club or organization if it is not in compliance with USG laws.

- d) The Senate may revise the appropriations of money made to funded organizations if they, by a major violation of this act, lose eligibility for funding.
- e) Any club/organization that loses eligibility for funding shall apply through SSC for funding in the future to be eligible for Line Budget status. A club/organization may petition to the Senate in order to have its Line Budget status reinstated, this will require a  $\frac{2}{3}$  vote of the filled seats in the affirmative.
- f) Any club/organization that has been granted a budget and is in good standing with USG with regards to the Financial Bylaws, may choose to forfeit their annual budget, if they wish to do so, without loss of line-budget status. The club/organization shall be eligible to reapply for a budget, if it wishes to, during the Spring Budgeting period. Willfully forfeiting an annual budget also forfeits the club/organization's eligibility to apply for USG Grants. Additionally, if after the forfeiting of the club/organization's budget the club/organization is found to have violated the Financial Bylaws during the time in which they had a USG Budget, the club shall be disciplined in accordance with the violation. During the time in which the club/organization does not have a USG Budget, they are still required to hold an event beyond a General Body Meeting.

## 5. AVAILABLE TYPES OF FUNDING

- 1) 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 are as follows:
  - a) Line Budget — A line budget is the account given to a funded organization for the academic year to be expended by them in accordance with the laws of the Undergraduate Student Government. To be considered for line budget, a Funded Organization must have either been on line budget for the previous year or were SSC funded and approved for line budget status by the Senate, as stated in the Special Services Bylaws. A funded organization must also meet requirements set in Section 4 Eligibility for funding.
  - b) Grant Budget Money — There shall be four different types of grants a club/organization may apply for – an Asset Grant, a Novel Event Grant, and a National or Regional Event Grant. Only clubs/organizations that have line budget status may request a grant. Grants shall only be used during the Academic Year. At least 40% of the previous academic year's rollover budget shall be allocated for Grants. There shall also be a Student Activity grant that individual students may apply for.
    - i) Asset Grants
      - (1) Asset Grants shall fall into tiers based on the value of the grant.
        - (a) Tier 1: Less than or Equal to \$7500.00
        - (b) Tier 2: Greater than \$7500.00
      - (2) Each Tier shall have an associated minimum wait period between grant requests by a club.
        - (a) Tier 1: 4 Semesters
        - (b) Tier 2: 6 Semesters

- (3) An Asset Grant may be used to purchase long-term items that fulfill the entity's purpose. This includes any item that is expected to last 4 semesters or more.
    - (a) Equipment that exceeds \$2,500 shall be reviewed under an asset grant.
  - (4) The Treasurer and/or Budget Committee may deem what constitutes an asset appropriate for an Asset Grant.
  - (5) All requests for Asset Grants must be received by the Treasurer prior to start of 10th week of the semester to be considered during that semester.
  - (6) Funding requests approved for Asset Grants shall not exceed 50% of the total Grant funds present for that year in the Grant Fund Account at the time of the passing of Fall Revisions.
    - (a) A hard cap of \$5000.00 on Asset Grants shall come into effect immediately following the meeting in which the funds approved for Asset Grants reaches or exceeds 30% of the total Grant Fund, as approved by Fall Revisions.
    - (b) A hard cap of \$2500.00 on Asset Grants shall come into effect immediately following the meeting in which the funds approved for Asset Grants reaches or exceeds 50% of the total Grant Fund, as approved by Fall Revisions.
  - (7) Individual asset grants shall be capped at \$15,000.00 and those above \$10,000 must be approved by the Senate after being approved by the Grant Committee.
- ii) Novel Event Grants
- (1) A Novel Event Grant shall be for the purpose of improving student life through the hosting of novel events on campus by clubs/organizations. The events must be novel for both the club and the university as a whole.
  - (2) The Undergraduate Student Government shall not allocate greater than 25% of the total grant fund budget towards event grants during the fall semester.
  - (3) A club/organization may apply for three Novel Event Grants per semester before the grant deadline and may only receive a grant for an event taking place during the semester in which the grant was applied for. A club/organization shall not submit more than one Novel Event Grant at a time and may not submit a Novel Event Grant if the club/organization has one application yet to receive a decision.
  - (4) The deadline for receiving novel event grants shall be prior to the start of the 10<sup>th</sup> week of the semester.
  - (5) The event grant shall not be used for co-sponsored events.
  - (6) All the Novel Event Grant applications by a club/organization shall be filed and considered separately. A club or organization interested in applying for an Event Grant shall be able to request up to \$3000.00 per application.
  - (7) In order to receive a Novel Event Grant, a club/organization must demonstrate financial need in which the proposed event cannot fit into its normal line budget. In order to do this, a club must provide an outline of their projected expenditures for the remainder of their line budget and an itemized breakdown of their event budget.
  - (8) All events hosted by the use of a Novel Event Grant must bear the USG Logo on advertising for said event. Failure to do so may result in the club/organization losing the ability to apply for grants.
  - (9) Money appropriated from the Novel Event Grant may only be used on the specific items approved from the Grant; any leftover money will be put back into the Event Grant fund at the end of each semester. Should an item exceed the cost

stated in the grant proposal, the club/organization must use club or personal funds to pay for the excess cost.

- (10) Factors to be considered for the Novel Event grant budget shall be: if the club/organization showed a financial need for the event, if the costs for the event are sufficiently planned, if the event is a novel idea, and if the USG has the available funds to appropriate. Priority for the consideration of a Novel Event Grant will be given to club/organizations that haven't yet applied for a Grant in the current academic year.

iii) National or Regional Event Grant

- (1) The Grant system is intended to enable clubs to go to regional and national events that they otherwise would not have been able to get funding to attend. These events include but are not limited to qualifying-type events that, due to their nature, cannot possibly be planned for in an annual budget application.
- (2) A National or Regional Event Grant shall be for the purpose of funding an off-campus trip taken by a club/organization such as a Conference, Convention, Tournament, or other similar event that is National or Regional in nature in which other schools are invited to attend by an external governing body, league, national committee, etc.
- (3) A club/organization will not be eligible to receive more than two National or Regional Event Grants per academic year. National or Regional Event Grants shall not be approved more than three months prior to the start of the event.
- (4) There shall be a cap on National or Regional Event Grant of up to \$4000 total, up to \$400 per person, or up to 80% of the total cost of the trip. Clubs/Organizations shall be eligible to receive only whichever is the smallest of the three aforementioned amounts.
  - (a) In order to receive a National or Regional Event Grant, a club/organization must demonstrate financial need, meaning that the proposed event cannot entirely fit into its normal line budget. In order to do this, a club must provide an outline of its projected expenditures for the remainder of its line budget and an itemized breakdown of its National or Regional Event Budget.
  - (b) Clubs/organizations must be able to demonstrate that their desired event is national or regional in nature. It is the responsibility of the club to prove the proposed event is national or regional in nature, and the decision shall be at the discretion of the Budget Committee.
    - (i) A regional event shall be defined as an intercollegiate event that may be hosted by an organization or other governing body not affiliated with any particular university and includes representatives from multiple schools from within a defined region.
    - (ii) Additional factors to consider are: the scale of the event, the number of people in attendance at the event, the reputation of the event, and whether the event draws people from across the nation or region.
    - (iii) It shall be the responsibility of the club/organization applying for a National or Regional Event Grant to justify the prominence of the Event.
- (5) Money appropriated from the National or Regional Event Grant Fund may only be used on the specific items approved from the Grant application; any leftover money will be put back into the Grant Fund. Should an item exceed the cost

stated in the Grant application, the club/organization must use line budget or personal funds to pay for the additional cost.

- (6) Factors to be considered for the grant budget shall be: if it relates to the club/organization's purpose, if the club/organization shows financial need for the event, if the costs for the event are sufficiently planned, if the grant is fiscally responsible, and if the USG has the available funds to appropriate. Priority for the consideration of a National or Regional Event Grant will be given to clubs/organizations that have not yet been approved for a National or Regional Event Grant in the current Academic Year.
  - (7) National or Regional Event Grant shall not be used for the purchase of food, equipment, and/or coach's expenses.
- iv) Student Activity Grant
- (1) This grant cannot be on the behalf of any club or organization, contracted service, agency or department of the Undergraduate Student Government or Stony Brook University.
  - (2) The purpose of this grant is to drive student involvement by encouraging them to bring new event ideas to the SAB.
  - (3) No more than 15% of the grant pool may be used for this type of grant.
  - (4) No elected or hired person(s) by USG may apply for this grant as the purpose is to get involvement from the student community outside of USG.
  - (5) Process
    - (a) Application must be submitted to the USG Treasurer by the 10th week of the semester.
    - (b) Grant Committee shall review the application to ensure that the request is fiscally responsible and in compliance with all governing documents.
    - (c) If passed through Grant Committee, the application then goes to the SAB for approval. The SAB checks for feasibility and impact on the undergraduate student body, as they would ultimately be responsible for the event, with aid from the applicant. Approval through the SAB shall require a minimum approval of 3 of the 5 listed board members in the SAB Bylaws.
    - (d) The SAB must review the application if approved by Grant Committee within one (1) week and submit a response to Grant Committee and USG Treasurer.
  - (6) Maximum amount an individual can apply for or receive is \$1,500.00.
  - (7) An individual may only attain this grant once per academic year.
  - (8) The grant, if approved by Grant Committee and the SAB shall be placed under the SAB Project Code, but must be spent as stated on the approved application by Grant Committee
- v) Grant Committee – the purpose of the committee shall be: the review of Asset, Novel Event, National or Regional Event, and Student Activity Grants. The Grant Committee has the right to allocate any funds that are designated to Grants. The Grant Committee shall be convened when needed by the USG Treasurer. The USG Treasurer may also have the option to assign the powers and responsibilities of the Grant Committee to the Budget Committee.
- (1) The Grant Committee has the right to approve applicable legislation without the approval of the USG Senate.

- (2) The USG Treasurer shall be the Chair of the Committee. The USG Treasurer may designate an Assistant Treasurer to Chair the meetings. Only USG Senators may be part of this committee. In order for business to be approved, there must be at minimum three (3) voting Senators present. Grants must be approved with a majority vote in the affirmative. In the case of a tie, the Chair shall break the tie.
  - (3) All legislation approved by the Committee must be presented to the President within twenty-four (24) hours, where he/she has the right to veto the application within 72 hours. All vetoed legislation must go before the full USG Senate for override.
  - (4) A copy of all legislation signed by the President must be presented to the Office of the Executive Vice-President within one business week of the President receiving the legislation. This shall not be misinterpreted to mean that the Executive Vice-President is required to sign off on said legislation.
  - (5) It is the responsibility of the Office of the Treasury to make sure that applications are properly distributed through the Committee, to the President, and then the Fiscal Agent for processing. In addition, the Office of the Treasury must notify all club/organizations whose application is being reviewed, after their assigned meeting.
  - (6) Grant Committee must make a monthly report to the USG Senate. All reports must clearly indicate allocations made in the past month, including name of the club/organization and brief details of the Grant that were approved. In addition, every report must include the amount left in the Grant Fund.
  - (7) The Grant Committee shall meet within fourteen (14) days of receiving an application.
  - (8) This Committee must adhere to New York State Open Meetings Law.
- c) Fall Revisions Budget Money
- i) The USG Treasurer and Budget Committee shall conduct the Fall Revision Process each academic year only if deemed necessary
  - ii) Only funded clubs/organizations that were cut by 50% or more of their previous year's budget may submit a request to the Treasurer and the Budget Committee for an increase to their line budget.
  - iii) Any club/organization that has been moved up to Line Budget Status from SSC may request a budget during the Fall Revisions Process.
  - iv) If a funded organization with line budget status didn't apply through the annual budgeting process and then decides to apply for Fall Revisions, that club/organization may not apply for or receive more than 50% of the total budget they received from the previous academic year.
  - v) The Fall Revisions Process shall follow the same method laid out in Section 6, Budget Process.
  - vi) The Senate shall determine whether or not to approve the Fall Revisions Budget that is recommended by the Treasurer and the Budget Committee.
- d) Contingency Fund – An account created strictly to protect the USG in scenarios where a funded organization goes over-budget. There must be an allocated Contingency fund of at least \$5,000.00 for an academic year.

- e) Special Service Council Fund - The Special Services Council (SSC) is a joint agency of the Undergraduate Student Government and receives an annual line budget. It shall use this money to carry out the following:
  - i) To distribute funds to new clubs/organizations in compliance with the Special Services Council Bylaws.
  - ii) The Chair of the Special Services Council may, with the written approval of the Treasurer, freeze the budget of a club/organization funded by SSC should a club/organization not be in compliance of USG laws.

## **6. BUDGET PROCESS**

- 1) Senate Budgeting Powers—
  - a) The Senate, or the Budget Committee, shall be authorized to hold hearings and information sessions regarding the USG budget. The responsibility of the senate is to sit and act at such events, take such testimony, receive such evidence, administer such oaths and to compel the attendance at 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.
  - b) The Senate, or the Budget Committee, shall have the power to determine and enforce financial caps based on the total revenue of the Undergraduate Student Government. The cap can only be place with a 2/3 majority vote of the Budget Committee.
- 2) Budget Timeline
  - a) The USG Treasurer and Budget Committee shall propose, and the Senate shall adopt, a timeline for the annual budgeting process, including deadline for submission of applications, a period for budget hearings, and a tentative date to propose the budget to the Senate.
  - b) The tentative date to propose the budget must happen after April 1st.
- 3) Budget Application
  - a) The USG Treasurer and the Budget Committee shall be authorized to develop the paperwork necessary to be completed in order for the funded organization to receive funding.
- 4) Budget Approval
  - a) For the Academic Year, the Senate Budget Committee shall pass the budget proposed by the Treasurer by a two-thirds vote in the affirmative. If approved, the budget shall require the approval of two-thirds of the Senate.
  - b) If the Senate Budget Committee and/or Senate fail to approve a budget by the third week of the month of April, the Executive Council shall assume the responsibility to formulate the budget in an Executive Council meeting and passed with a two-thirds majority.
  - c) Once the budget is approved, the Treasurer shall have the budget certified by the Office of Student Affairs as required by the SUNY Chancellor Guidelines.

## **7. OFFICE OF THE TREASURY**

- 1) The Office of the Treasury shall adhere to the following structure:
  - a) The Treasurer of the Undergraduate Student Government shall be the Head of the Office.

- b) The Treasurer shall designate an employee(s) of the Office as the Assistant Treasurer(s) who shall serve as the Treasurer of the Student Activities Board, Treasurer to the Special Services Council and any other boards as defined by law.
- c) The Treasurer shall hire and terminate, Assistants to the Treasurer, in compliance with Title 4 of the USG Code.
- 2) The Office of the Treasury shall carry out the Financial Bylaws of USG and any other subsequent laws related to the funds of USG.
- 3) The Treasurer has the ability to write executive orders as long, as it is not violating the bylaws.
  - a) Directives shall remain in effect until they are subsequently made inactive by a future directive from the Office of the Treasurer.
- 4) The Treasurer shall be in charge of all monies and inventory of USG.

### **7.1 INTERSESSION GUIDELINES**

- 1. Budgets created during the intersession shall be at the discretion of the Treasurer
- 2. Summer Budgets shall be presented by the second week of summer session I by the Treasurer for approval by the Summer Senate.
- 3. Any club that exceeds their given budget shall have their excess retracted from their academic year budget.

### **8. VOUCHER PROCESS**

- 1) In order to start a voucher, a club/organization, department and/or agency shall follow the process to allocate their designated funds as required by their club constitution and/or bylaws.
- 2) For a club, the President, Vice President, Secretary and Treasurer shall sign a voucher. For USG affiliated agencies and departments they shall require the signatures as required by law or by the USG Treasurer.
- 3) The voucher shall then be up for approval by the USG Administrative Director. If approved the USG Treasurer shall review the voucher for approval. If approved the Independent Fiscal Agent shall review the voucher for approval. If approved the allocation shall be processed for payment.
- 4) Vouchers may be denied for any number of reasons including but not limited:
  - a) The expenditure is not in accordance with the club/organization, department and/or agency's stated mission or purpose. The expenditure is fiscally irresponsible.
  - b) The expenditure is a violation of the USG's Financial Bylaws, or other laws or policies of the Undergraduate Student Government
  - c) Should the Administrative Director and USG Treasurer disagree about a voucher, the affected club/organization, agency, and/or department may appeal, in writing, to have the USG President decide.
- 5) All actions of the members in charge of a voucher approval shall be required to approve/deny any voucher in a viewpoint neutral fashion.
- 6) Electronic signatures shall constitute a written signature.

- 7) Checks are only allowed to be picked-up by the signatory powers of each funded organization.

## **9. REIMBURSEMENTS & LOST RECEIPT FORMS**

- 1) Reimbursements are payments for items or services that have already been purchased with non-USG funds.
  - a) Reimbursements are to be pre-approved by the USG Treasurer.
    - i) All reimbursements not pre-approved by the USG Treasurer are subject to the discretion of the USG Treasurer and are not guaranteed to be processed.
  - b) Funded Organizations cannot be reimbursed for sales tax.
  - c) Funded Organizations cannot be reimbursed for food except when food permit has been acquired prior to the purchase of the food or when food permit is not required.
  - d) Reimbursements must include the itemized receipt.
  - e) Receipts for reimbursements must be submitted within one (1) month of the purchase.
  - f) A funded organization may only submit one missing receipt form per semester.

## **10. EXPENSES**

### **10.1 FOOD**

- 1) No part of the 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 for the use at general body meetings shall not exceed \$300.00 per year, unless such expenses shall be deemed a part of their club/organization's constitution.
- 3) No club/organization may pay for food at more than (10) ten on-campus events for the academic year unless deemed necessary by their club's constitution.
- 4) All pre-cooked food purchased must have a food permit approved by Environmental Health and Safety accompanied with the purchase.

### **10.2 GIFTS AND AWARDS**

- 1) Gift shall be defined as an item given willingly to someone without payment or expectation of return. Awards shall be defined as any prize or other mark of recognition given in honor of an achievement such as a trophy, plaque or certificate. Prize shall be defined as a give-away or reward for competitive purposes.
- 2) Funded Organizations may spend no more than \$300.00 per academic year on Gifts or Awards. No individual gift or award amount may exceed \$30.00.
- 3) Gifts, prizes, or awards cannot be in the form of cash or gift cards.
- 4) The following are prohibited recipients of gifts and awards:

- a. Funded Organizations may not purchase any Gifts, equipment or Apparel for non-students, with the exception of plaques or certificates.
  - b. Funded Organizations and Departments may not purchase any Gifts, except plaques or certificates, for their own officers or employees.
- 5) All Gifts must be pre-approved by the Treasurer and must be accompanied by a justification of the purchase. The USG Treasurer may reject Gift requests if they:
- a. Are frivolous or unnecessary;
  - b. Appear suspicious or to serve the personal gain of particular individuals and not the Funded Organization as a whole; or
  - c. Violate any policy or procedure of the Undergraduate Student Government, including any other grounds for the rejection of other vouchers.
- 6) Scholarships and Tuition – The Student Activity Fee, and/or revenue generated therefrom, cannot be utilized to grant scholarships.
- 7) If any Funded Organization purchases gifts and/or awards in violation of any provision of this section, the executive board of the club/organization shall reimburse their USG Budget the total amount and may be subject to other disciplinary action, including but not limited to violation of the University Student Conduct Code.

### **10.3 APPAREL**

- 1) Club/organization may spend no more \$1000.00 or ten (10) percent of their USG Budget; whichever amount is less, on Apparel.
- 2) Club/organization may spend no more \$1000.00 or ten (10) percent of their USG Budget; whichever amount is less, on performance wear.
- 3) If a club/organization requires uniforms to carry out their mission statement, they shall apply for an Asset Grant Budget under the guidelines stipulated with Asset Grants.
  - a. Uniforms and costumes belong to the USG for use by the club/organization and not the individual members and cannot be personalized.
  - b. Uniforms and costumes may not be disposed of without authorization from the Treasurer and USG Accountant.
- 4) Funded Organizations may not purchase items that violate university policy, are fiscally irresponsible or serve the personal gain of individuals and not the club as a whole. Such items include, but are not limited to:
  - a. The use of trademarks or copyrights without proper permission, including unauthorized use of “Seawolves” or Wolfie.
    - i. Print of trademarked material shall be bought through a university-approved vendor.
    - ii. If any club/organization uses on their Apparel protected material without permission from the appropriate party, the

organization and its members shall surrender the Apparel to USG for destruction or disposal.

- 5) If any club/organization purchases Apparel in violation of any provision of this section, the organization shall reimburse their USG Budget the total amount and may be subject to other disciplinary action as provided for in this Act.

#### **10.4 OFF CAMPUS TRIPS**

- 1) For the purposes of this Act, “Off-Campus Trips” means any activities that occur while not on Stony Brook’s Main Campus, including but not limited to, the following types of activities:
  - a. Trips to hotels and conference halls;
  - b. Trips to recreational facilities;
  - c. Trips to athletic or academic competitions, or similar activities;
  - d. Banquets at dining halls; and
  - e. Trips to performances or theaters.
- 2) Funded Organizations planning Off-Campus Trips must submit a completed Off-Campus Trip Form
- 3) Off Campus Trip Forms (“OCT Form”) must be submitted to the USG Administrative Director at least three (3) weeks before the trip date. If the event is within the first three (3) weeks of the semester, the OCT form must be submitted before the trip occurs.
- 4) Off-Campus Trips must be pre-approved by the USG Treasurer and Administrative Director. Either the Treasurer or Administrative Director may deny an Off-Campus Trip if, but not limited to:
  - a. The trip is not in accordance with the Funded Organization’s mission or purpose;
  - b. The trip is fiscally irresponsible;
  - c. The OCT Form is incomplete or incorrect;
  - d. The Funded Organization has misrepresented a material fact about its trip;
  - e. The trip or related expenditures violate any other policy or procedure of the Undergraduate Student Government.
- 5) The Undergraduate Student Government shall not assume the following costs or expenses of Off-Campus Trips’:
  - a. Additional activities beyond the original purposes of the Off-Campus Trip;
  - b. Meals or food for participants;
  - c. Non-students participating in off-campus trips, including but not limited to coaches, trainers or other staff.
    - i. When an organization rents a bus and or rental vehicle to attend off-campus trips, non-students who are related to the club (i.e. Coaches) shall be eligible to travel with the club/organization, pending approval from the Administrative Director.

- 6) Should a club/organization take a flight to attend an off-campus trip, the Undergraduate Student Government shall cover only the cost of economy seating.
- 7) The willful misrepresentation by a Funded Organization of any material fact in relation to an Off-Campus Trip shall result in the loss of Off-Campus Trip privileges for the remainder of the Academic Year.
- 8) A club/organization may not sponsor or co-sponsor more than one (1) Off-campus trip for the purpose of a banquet per Academic Year; any given banquet may not exceed more than \$1000.00.
- 9) Trip Reimbursements – as with all other reimbursements, trip-related reimbursements shall require prior approval from the Treasurer.
  - a. *Lodging.* The Undergraduate Student Government will not reimburse individuals for lodging and related accommodations. All such accommodations must be arranged and paid for in advance.
  - b. *Gas, Tolls, Parking, and Travel.* All requests for gas, tolls and parking reimbursements do not need to be pre-approved by the Treasurer prior to the Off-Campus Trip. Unless directed otherwise by the Administrative Director, such reimbursements shall be submitted and calculated as follows:
    - i. All original gas, toll and parking receipts must be submitted to the Administrative Director; no reimbursement will be approved without original receipts. Lost Receipt Forms cannot be used for such reimbursements.
      1. *Rented Cars.* If students rent automobiles, there should be a separate voucher with supplemental receipts created for each car. The Undergraduate Student Government will reimburse exact costs of gas, tolls and parking as indicated on the receipts.
      2. *Personal Cars.* If students drive their personal cars, the receipts and vouchers must be submitted separately for each pre-approved driver. The Undergraduate Student Government will reimburse the pre-approved drivers a fixed rate per mile to compensate for gas and vehicle wear-and-tear as set by the Internal Revenue Service in accordance with Treasury Regulation 1.62-2.
      3. *Parking Fines or Traffic Tickets.* The Undergraduate Student Government will not reimburse parking fines or traffic tickets. The Undergraduate Student Government shall not pay for accident related costs.
- 10) The following are exemptions to Off-Campus Trip Requirements:
  - a. Trips to off-campus 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. The expenses of officers and agents of the Undergraduate Student Government engaging in travel related to their USG duties or employment, including attendance at SUNY Assembly.

## **10.5 MULTIMEDIA SERVICES**

- 1) Clubs/organizations shall not use the Student Activity Fee to pay for the following services:
  - a. Multimedia Art Services, including but not limited to:
    - i. Business card design;
    - ii. Advertising design; and
    - iii. Layout design.
- 2) Should a club/organization seek to contract out photography services for club events it must request approval, three (3) weeks prior to the event, from the USG Administrative Director and USG Treasurer. A prospective vendor for photography services must be able to provide a federal tax identification number.
- 3) Should a club/organization feel it requires Multimedia services for its organization's function, it must have a written request approved by the Treasurer and the Administrative Director. In the event of a disagreement the President shall make the final decision.

### **10.5.1 PRINT, PUBLISH, AND BROADCAST MATERIALS**

- 1) No monies appropriated by the Undergraduate Student Government shall be used to print, publish or broadcast obscene or libelous materials
- 2) For legal reasons and to comply with the aforementioned requirements, all material printed, published or broadcasted by Funded Organizations in languages other than English must also be made available to the Undergraduate Student Government and its members in English.
- 3) Funded Organizations whose constitutions do not include printing or publishing services must use the printing company available on campus unless:
  - a. The company on campus does not provide the services necessary; or
  - b. Another company provides the same service for a lower price, and has a federal tax ID.

## **10.6 CONTRACTS**

- 1) The USG Treasurer and USG President shall sign all contracts on behalf of USG departments, agencies, affecting assets, inventory, and monies of the USG. If funds for the purposes have already been appropriated by law, they may sign it without senate approval.
  - a. The USG Treasurer shall sign all contracts on behalf of USG funded organizations affecting assets, inventory, and monies of the USG

without senate approval only if funds for the purposes have already been appropriated by law

- 2) USG may not enter into any contracts that exceed one fiscal year without senate approval.
- 3) All contracts must be fully executed prior to services being rendered.
- 4) Individuals who enter into a contract or agreement without documented approval from the USG Treasurer shall be solely responsible for meeting all requirements. USG shall not pay for any services rendered for said contracts.

### **10.6.1 COACHING SERVICES**

- 1) The Funded Organization must hire every coach on a semester-to-semester basis. Therefore, they must repeat the approval process every semester.
- 2) Current Undergraduate students shall not be hired as coaches for a USG Funded Organization.
- 3) Coaches must meet the following criteria to be paid:
  - a. Must be CPR/AED certified;
  - b. Shall submit to a background check upon request from the USG Treasurer.
- 4) All coaching services must be pre-approved by Campus Recreation before they are brought to the USG Administrative Director and the USG Treasurer.
- 5) A contract must be executed for all coaches.

### **10.7 ON-CAMPUS EVENTS**

- 1) For the purposes of this Act, “On-Campus Event” means any activities that occur on Stony Brook University’s Main Campus, including but not limited to, the following types of activities:
  - a. Guest Speakers;
  - b. Demonstrations;
  - c. Tournaments and games;
  - d. Fashion Shows; or
  - e. Multi-cultural Shows
  - f. Any given banquet may not exceed more than \$1000.00.
- 2) Expenditures for events that significantly deviate from a funded organization or department’s mission and goals shall not be permitted.
- 3) 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 the particular event, but have received no compensation.
- 4) The proposed complementary list must be submitted to the USG Administrative Director at least three (3) business days prior to the event for pre-approval.
  - a. The list must include the following information:
    - i. Full name of the person receiving the complimentary ticket;

- ii. Whether they are a student or non-student (e.g. faculty, staff, etc.);
  - iii. SOLAR ID (where applicable); and
  - iv. Reason for the person receiving a complimentary ticket (e.g. E-board member, volunteers, advisor, etc.)
- 5) A club/organization shall solely host at least one (1) on campus event per semester that is funded, in whole in part, by the Student Activity Fee. In addition, a club/organization must spend at least 20% of their USG Line Budget each semester. Failure to do so will result in a loss of line budget status.
- a. This is not to be misinterpreted as a club having a monetary minimum on how much they must on their on campus event. The 20% includes all expenses the club/organization has.

### **10.7.1 CO-SPONSORSHIPS**

- 1) All co-sponsorships between funded USG clubs/organizations must be pre-approved by the USG Treasurer on the co-sponsorship form, which is to be signed by the signatory powers of each organization involved.
- 2) Clubs/Organizations cannot co-sponsor events with administration unless they have special permission in writing from the USG Treasurer and Administrative Director.

## **11. FUNDRAISING and EXTERNAL INCOME**

- 1) Fundraising — 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:
  - a. 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,” to be pre-approved by Student Activities.
  - b. 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 as specified by the USG Fiscal Agent.
  - c. Any external income received not as a result of using the club’s USG budget may be submitted to their FSA account or USG account. This must be completed within one week of the club receiving the external funds.
  - d. Any fundraising event that uses USG funds must first fully reimburse their USG account. The profits, not purely revenues, may be placed in the organization’s FSA account.
  - e. 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. Failure to do so or

willful misrepresentation shall result in loss of budget for the remainder of the academic year.

- 2) *Off-Campus Accounts*— Funded organizations may be permitted to have off-campus not-for-profit bank accounts with the Faculty Student Association of Stony Brook University.
  - a. Neither Undergraduate Student Government nor New York State’s names shall be used by a club or organization in establishing an off-campus account. In addition, all university policies including Policy 117, apply.
  - b. All funded organizations with off-campus accounts must submit full, accurate, and up-to-date financial records, including bank statements, and full accounting information, of all off-campus fundraising activities to the Treasurer and Administrative Director annually or upon request. Failure to comply will result in freezing of USG budget until further investigation.

## **12. TICKETED EVENTS**

- 1) Any club/organization of the Undergraduate Student Government that sells tickets to attend their events must put 5% of the ticket sales back into USG Event Grant Fund to benefit future programming to be determined by the USG Senate Budget Committee.
- 2) Any funds generated from ticket sales must be declared to the USG Treasurer within one (1) week of the event.

## **13. OVERBUDGET**

- 1) Should a club/organization exceed their academic year budget, their subsequent year’s budget shall be deducted the amount that was exceeded during Fall Revisions. All clubs shall be notified of the change in budget within the first two weeks of the fall semester.
  - a. Should the exceeded amount exceed the subsequent year’s academic year budget, the said club/organization shall lose eligibility of funding.

## **14. CONFLICTS OF INTEREST AND ETHICAL BEHAVIOR**

- 1) Senate Budget Ethics Rules:
  - a. Any USG Senator that is an officer or former officer of a USG funded organization shall recuse him or herself from voting on said organization’s budget in any committee or senate meeting.
- 2) Undergraduate Student Government Statement of Ethical Behavior
  - a. 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. The 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.

- b. A student cannot be an elected signatory officer of two or more USG funded organizations, including USG, simultaneously.
- c. Officers or members of the Undergraduate Student Government or relatives of officers or members of Funded Organizations cannot be hired on a contractual basis without the prior approval of the USG Administrative Director.
- d. 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.
- e. 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.

## **16. 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 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 when lawfully and legally justifiable. 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 that violate the laws of the Undergraduate Student Government.
  - d. 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.