

NEW CLUB ACT 2016

An act to clarify the process of acknowledging and determining the eligibility for funding of new clubs.

Be it enacted by the Undergraduate Student Government.

SECTION 1. TITLE

This Act may be referred to and cited as the “New Club Act 2016.”

SECTION 2. FINDINGS

The Senate finds that –

1. The current Bylaws of the Special Services Council are unacceptably ambiguous regarding the process and powers associated with acknowledging and determining the eligibility for funding of new clubs.
2. There needs to be a definitive list of criteria for the Special Services Council to evaluate new clubs seeking eligibility for funding.
3. The resources of the Undergraduate Student Government are limited so efforts need to be taken to prevent the duplication of efforts and services.

SECTION 3. REPEAL

1. This Act shall repeal the “New Club Policies and Procedures Act.”
2. This Act shall repeal the “Special Services Council Bylaws.”
3. This Act shall repeal the “New Club Eligibility Act.”
4. This Act shall repeal the “New Club Funding Act.”
5. This Act shall repeal the “New Club Act.”

SECTION 4. ESTABLISHMENT

1. The attached document titled the “Special Services Council Bylaws” shall become the Bylaws of the Special Services Council.
2. All clubs previously funded by SSC and that have not moved to line budget status may continue to follow the SSC guidelines that were in place when they were declared eligible for SSC funding by the USG Senate. Any clubs granted USG acknowledgment prior to the enactment of this law and that have not been declared eligible for funding shall follow the laws and procedures of the newly established SSC bylaws. Any prospective clubs whose constitution was accepted by the USG Supreme Court prior to the enactment of this law and have not been acknowledged by USG Senate shall follow the laws and procedures of the newly established SSC bylaws.

SECTION 5. EFFECTIVE DATE

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

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 be at all times in conformity with the same. The purpose of these bylaws is to establish a framework and structure for the Special Services Council to provide a definitive and viewpoint neutral process of acknowledging clubs, determining clubs to be eligible for funding, managing the budgets of clubs funded by the Special Services Council, and determining whether or not clubs can move to line budget status.

ARTICLE I

GENERAL PROVISIONS

1.0. CLUB ACKNOWLEDGEMENT AND ELIGIBILITY OF FUNDING POWERS

1. The powers of preliminary acknowledgment and funding 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.
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

1. Membership

- 1.1. The Special Services Council shall be composed of Senators, voting and non-voting, and of other Officers, as defined by this document.
- 1.2. The membership of the Senate Programming and Activities Committee shall be the voting membership of the Special Services Council.

2. Officers

2.1. Chair

- 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.
- 2.2.2. 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. Vice-Chair

- 2.2.1. The Vice-Chair of the Special Services Council is elected by majority vote by the members of the Special Services Council at the beginning of each semester.

2.2.2. Only the Senators of the Special Services Council are eligible to become the Vice-Chair of the Special Services Council

2.2.3. The Vice-Chair of the Special Services Council shall have full voting rights as a senator.

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

2.3. Recording Secretary

2.3.1. The Special Services Council shall choose a Recording Secretary who shall keep minutes of the meetings' proceedings, and shall send the Executive Vice President all minutes. If the chosen Recording Secretary is already a member of the Special Services Council, they shall have the voting rights of their position on the council. Should the Recording Secretary be from outside of the existing Special Services Council, that member shall not have voting rights.

2.4. Treasurer

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. The designated Assistant Treasurer shall have full voting rights on SSC.

2.4.2. The Assistant Treasurer shall give an update of funds at the beginning of each Special Services Committee meeting.

2.4.3 Reporting, at least twice per month, the financial activities of the Special Services Council to the USG Treasurer and the Vice President of Clubs and Organizations.

3.0. MEETINGS

1. The Special Services Council shall assemble no later than seven (7) business days, excluding University breaks and vacations, of a written request by a new student club for acknowledgment or funding submitted to the Council. The Council shall thereafter meet as relevant business demands.

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. 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

1. Quorum shall be defined as the presence of a Chair and a majority of the filled voting seats of the Council. The Chair and Assistant Treasurer 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. 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.

2. The authority and duties of the Chair shall include but not be limited to, declaring the opening and adjournment of meetings, acknowledging 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.

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.

4. The Chair shall have the responsibility of setting-up the semesterly SSC Leadership Conference. The conference shall take place after the start of the semester but before the end of the 7th week of each semester and shall be attended by all acknowledged SSC clubs.

5. The Chair shall have the responsibility of meeting with any clubs acknowledged after the SSC Leadership Conference.

ARTICLE III

NEW CLUB ACKNOWLEDGMENT

DEFINITIONS:

ACKNOWLEDGMENT – Shall be defined as the determination that a club officially exists in the eyes of USG and is now expected to abide by the USG Constitution and Bylaws. Acknowledgment is specific to USG and does not affect the club's standing in Student Activities. Acknowledgment, although a necessary step towards funding, in no way guarantees the club will receive funding in the future.

1.0. MANDATORY PREREQUISITES

1. To be acknowledged as a club by the Undergraduate Student Government, a new club must;
 - 1.1. Be pre-approved as a club by the University's Department of Student Activities.
 - 1.1.1 The club must be categorized by the Department of Student Activities.
 - 1.2. Create a club constitution, and have it reviewed by the Supreme Court of the Undergraduate Student Government.

2. The Supreme Court shall review the constitution of the club to ensure the following information is included:

2.1. The name of the organization;
 2.2. A statement indicating the purpose(s) of the organization;
 2.3. An open membership clause stating that any member of the undergraduate student body shall be permitted to join the organization and receive the services and benefits thereof on an equal-opportunity basis;

2.4. A provision for meetings, with no less than one general membership meeting per month.

2.4.1 Definition of an active member stated in their constitution.

2.5. Definition of a quorum; and

2.6. Provisions for:

2.6.1 Impeachment of Officers of the club;

2.6.2. Amendments to their Constitution; and

2.6.3. Dissolution of the Club/Organization

3. 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.

3.1. If the Supreme Court decides to reject the Constitution, the Court shall then provide, in writing, its reasoning for the rejection. Upon reviewing the club's constitution and making the necessary changes, the club may resubmit their Constitution at their convenience.

3.2. If the Supreme Court fails to notify said club/organization of their decision or fails to act on the Constitution within four (4) weeks, the Constitution shall be deemed approved

3.2.1 Should the Supreme Court fail to notify a club as to the status of its constitution in the four week period with the fourth week being on or before the 7th week of the semester, the SSC shall be required to meet on the 8th week of the semester and make a decision regarding the constitution of the club.

3.2.2. The Supreme Court of the Undergraduate Student Government shall be required to meet within the first four weeks of each semester if there are club constitutions pending approval. After this period, the Supreme Court of the Undergraduate Student Government shall be required to meet to make a decision regarding a club constitution within 7 business days after receiving the club constitution.

2.0. REFERRAL FOR ACKNOWLEDGEMENT

1. Upon satisfactory completion of the mandatory prerequisites for attaining acknowledgment, the Special Services Council shall entertain a motion to refer the acknowledgment of the student club to the full Senate. The club shall make a prepared presentation to the Special Services Council addressing the necessary questions relating to the criteria listed below. 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 the acknowledgment of a club if they fail to meet the following criteria –

2.1. Based on its constitution, a club must demonstrate that the purpose(s) and potentially provided service(s) outlined in their constitution are not merely an extension of or minor deviation from, the purpose(s) and service(s) already provided by or potentially provided by another group or other groups on campus. This includes but is not limited to the services provided by other funded clubs and the university itself. The purpose(s) must be clearly and specifically outlined in the document.

2.2. The Club must have a reasonable plan to execute the purposes and services outlined in their constitution mission statement.

3. In the event that the Special Services Council does not decide to recommend a club's bid for acknowledgment to the Senate, the Special Services Council shall provide the club with a written statement as to why the club failed to be recommended to the senate. The club shall now have the option to revise their constitution in accordance with the statement and resubmit their constitution to the Special Services Council and the USG Supreme Court, should they wish to continue their bid for acknowledgement.

3.1. In the event, that there is no club representative present at the meeting and the Special Services Council decides not to recommend a club's bid for acknowledgment to the Senate, the Special Services Council reserves the right to table a club constitution until a meeting where a club representative is present. The tabling of a constitution requires a written statement to the club and does not require that the constitution go back through the Supreme Court. The club shall be contacted by the Vice President of Clubs and Organizations to be notified when they are tabled.

3.2 The club shall be able to appeal to the Vice President of Clubs and Organizations to have their bid for acknowledgement brought to the Senate for approval even without SSC approval.

4. The Special Services Council must always maintain a viewpoint neutral stance and this stance must be reflected when approving, denying, or tabling club requests for acknowledgment. Neither the political or religious views of a prospective club, nor the age, gender, race, creed, or sexual orientation of its members shall affect the decisions made by the committee. In determination of club acknowledgment, club membership and club history shall not be taken into account in the Special Services Council decision.

3.0. EXPECTATIONS OF ALL ACKNOWLEDGED CLUBS

1. An Acknowledged club is expected to:

- 1.1. Adhere to and fulfill the intentions, purposes, and services outlined in their club constitution.
- 1.2. Hold at least one on-campus event per semester solely hosted by the club and separate from their normal general body meetings.
- 1.3. Maintain accurate and truthful records including attendance of their general body meetings, descriptions and attendance of events, and e-board election activities and results.
- 1.4. All four Executive board members, which include the President, Vice President, Treasurer, and Secretary must attend the semesterly SSC Leadership Conference.

4.0. FAILURE TO ADHERE TO THE SSC BYLAWS

1. Risks of not complying can result in:
 - 1.1 Loss of SSC budget status
 - 1.1.1 Special Services Council budget is revoked.
 - 1.1.2 To reapply for Special Services Council funding after termination, a club must wait a minimum of one semester.
 - 1.2 Loss of USG Acknowledgement
 - 1.2.1 To reapply for USG acknowledgment after termination, a club must wait a minimum of one semester.
 - 1.3 An inability to receive a future budget within their funding eligible semester.

ARTICLE IV

DETERMINATION OF ELIGIBILITY FOR FUNDING

DEFINITIONS

DECLARED FUNDING ELIGIBLE – Shall be the determination by SSC that an acknowledged club may receive money from the Special Services Council to supplement their growth and activities as a club. The SSC funding period is a probationary period in which SSC can evaluate the club's ability to manage a budget.

1.0. MANDATORY PREREQUISITES

1. To be able to apply to the Special Services Council for a decision regarding eligibility of funding, a club must;
 - 1.1. Have been acknowledged by the Special Services Council and the Senate.
 - 1.2. Have completed at least two unfunded, probationary semesters as an acknowledged club
 - 1.2.1. For the semester in which a club initially received acknowledgment to count as a full, unfunded, probationary semester, the club must have received the decision of acknowledgment from the Special Services Council and the Senate prior to the start of the seventh (7th) week of classes.
3. The decision of the Special Services Council regarding the request of an acknowledged club to become a declared funding eligible club shall bear the following consequences –
 - 3.1. In the event that the Special Services Council declares that an acknowledged club fully meets the above criteria and thus is funding eligible, the club shall be subject to the following:
 - 3.1.1. If the club is declared funding eligible prior to the start of the 5th week, the Vice President of Clubs and Organizations shall be obligated to meet with the club in the two weeks following the declaration of funding eligibility so that the club may submit its budget prior to the 7th week of the semester.
 - 3.1.2. If the club is declared funding eligible after the start of the 5th week of the semester, the club shall wait until the following semester to submit its budget to SSC. The Vice

President of Clubs and Organizations shall meet with the club prior to the end of the semester in which the club was declared funding eligible.

3.2. In the event that the Special Services Council declares that an acknowledged club failed to meet any of the above criteria and thus is ineligible to be declared funding eligible, the status of the acknowledged club will be dependent upon which criteria were not met.

3.2.1. If the club is declared ineligible because it fails to provide the necessary documentation or is not deemed to have the potential for growth as described earlier, the club maintains its status as an acknowledged club but must wait until the following semester before reapplying to become a funding eligible club. The Special Services Council shall provide the club with a written statement listing the documentation the club failed to provide and/or the reasons they were not deemed eligible.

3.2.2. If the club is declared ineligible for funding because it fails to prove that it has fully and explicitly acted in accordance with the mission and details outlined in its own club constitution, the club shall lose its status as an acknowledged club. The Special Services Council shall provide the club with a written statement explaining how the club failed to act in accordance with its constitution. The club is then expected to revise its constitution to reflect how the club has actually functioned. When this is done, the club may resubmit their constitution to the Supreme Court and USG, whenever the club completes the changes, to regain acknowledgment as described above.

3.2.2.1. If rejected for the above reason, the club shall be able to appeal to the Vice President of Clubs and Organizations to have their bid for funding eligibility brought to the Senate for approval even without SSC approval.

3.2.3. If the club is declared ineligible because it fails to prove that its leadership has a detailed and functional knowledge of the bylaws of the Undergraduate Student Government including but not limited to the Financial Bylaws and the Special Services Council Bylaws, the club maintains its status as an acknowledged club but must wait until the following semester before reapplying to become a funding eligible club. The Special Services Council shall provide the club with a written statement declaring a lack of understanding of the appropriate bylaws.

4. The Special Services Council must always maintain a viewpoint neutral stance and this stance must be reflected when deciding the eligibility of clubs for funding. Neither the political or religious views of a prospective club, nor the age, gender, race, creed, or sexual orientation of its members shall affect the decisions made by the committee.

2.0. EXPECTATIONS OF FUNDING ELIGIBLE CLUBS

1. A Funding Eligible Club is expected to:

- 1.1. Adhere to and fulfill the intentions, purposes, and services outlined in their club constitution.
- 1.2. Hold at least one on-campus event per semester solely hosted by the club, separate from their normal general body meetings, and paid for by their USG budget.
- 1.3. Maintain accurate and truthful records including attendance of their general body meetings, descriptions and attendance of events, and e-board election activities and results.

- 1.4. Keep accurate records of the funds received and money spent by the club.
- 1.5 All four Executive board members, which include the President, Vice President, Treasurer, and Secretary must attend the semesterly SSC Leadership Conference.

3.0. FAILURE TO ADHERE TO THE SSC BYLAWS

1. Risks of not complying can result in:
 - 1.1 Loss of SSC budget status
 - 1.1.1 Special Services Council budget is revoked.
 - 1.1.2 To reapply for Special Services Council funding after termination, a club must wait a minimum of one semester.
 - 1.2 Loss of USG Acknowledgement
 - 1.2.1 To reapply for USG acknowledgment after termination, a club must wait a minimum of one semester.
 - 1.3 An inability to receive a future budget within their funding eligible semester.

ARTICLE V

FUNDING PROCEDURE, DEADLINES, AND LIMITATIONS

1.0. PROCEDURE AND DEADLINES FOR FUNDING

1. After being declared funding eligible by the Vice President of Clubs and Organizations, a student club may submit a budget application to the Special Services Council for review within the semester they are declared funding eligible.
 - 1.1. The student club must provide the Council with a detailed, itemized anticipated budget for each request, outlining how allocated funds would be used. (budget app)
 - 1.2. Requests for funding shall be submitted on a semester-by-semester basis and must be approved by the senate by the start of the seventh (7th) week of the semester to be valid. Any requests received by SSC or the Senate after the start of the seventh (7th) week are deemed invalid and that club is considered to have not been funded for that semester.
2. If the student club requests equipment, two formal price-quotes shall be required to recommend a funding request to the Special Services Council and 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.

2.0. LIMITATIONS OF FUNDING

1. New Student Clubs seeking funds from the Undergraduate Student Government can request up to Eight Hundred Dollars (\$800.00) per semester. Funds must be applied for on a semesterly basis.

2. Funding received by clubs from the Special Services Council is supplementary in nature and should not go beyond the scope of the direct goal of the club based on its constitution.

2.1. The following shall not be budgeted for any club by the Special Services Council:

- General Body Meeting food, beverages, or utensils
- Awards, prizes, or gifts of any kind
- Personal Apparel
- Anything else the Special Services Council deems not to be in furtherance of the clubs mission/goals

2.2. Budgets for transportation costs to off-campus events shall be determined by the cheapest transportation option. Driving costs shall be calculated for \$0.52 per mile per car.

3.0. MISUSES OF SPECIAL SERVICE 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 acknowledgment status to the Senate. The Senate of the Undergraduate Student Government shall then approve or deny the request.

2.1. A vote to reallocate funds and to terminate funding eligibility shall require a two thirds affirmative majority vote of the Senate.

3. Termination of USG-funding eligibility may be appealed to the USG Supreme Court.

4. To reapply for USG acknowledgment and Special Services Council funding after termination, a club must wait a minimum of four semesters. The club forfeits all standing within USG including their status as an acknowledged club and as a USG funding eligible club. After the four semesters, the club shall be able to reapply to Special Services Council to regain acknowledgment as a club and begin the process over again.

4.0. LINE BUDGET STATUS

1. The Special Services Council may recommend Line Budget status for a club/organization to the USG Senate in accordance with USG Constitution and Financial Policies and Procedures. To apply for Line Budget Status the club must have finished their probationary state and are in the process of finishing their SSC funded state. A club may not receive Line Budget funding until all stages are fully completed.

1.1 After successfully completing the probationary period, a club/organization is required to apply for Line Budget status unless deemed unfit by the Special Services Council and the Vice President of Clubs and Organizations.

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. To be considered for Line Budget status, the club must:

- 2.1. Provide the Special Services Council with accurate and truthful records of their general body meetings; descriptions and attendance of events; and e-board election activities and results.
- 2.2. Provide the Special Services Council with detailed accounting records of the funds given to them by USG since the time they were declared a funding eligible club by SSC.
- 2.3. Have spent USG funds on at least one on-campus event per semester solely hosted by the club during each of the two semesters directly preceding the club's application for line budget status.
- 2.4. Demonstrate an understanding of the procedures and functional information of the Financial Bylaws of USG.

3. A two-thirds roll call vote of the filled seats of the USG Senate is required to award a club line budget status.

5.0. EXPECTATIONS OF CLUBS ON LINE-BUDGET

1. Refer to the Financial Bylaws

6.0.: DISSOLUTION

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

ARTICLE VI

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.

Appendix A

* Questioning shall not be limited to the questions listed below, but any and all questions must directly correlate to a criteria listed for the relevant step of the bylaws the club are in at the time of the questioning. The reasons for rejection enumerated in the written statement accompanying the rejection of a club shall be solely based on the criteria found in the Special Services Council Bylaw.

ARTICLE III: NEW CLUB ACKNOWLEDGMENT

CRITERIA QUESTIONS AND RUBRIC

Section 2: Referral for Acknowledgment

Sub-Section 2.1:

- Is there a well-defined purpose and definitive description of potential services of the club in the Constitution?
- Is the purpose and are the provided core-services different from those already provided by other clubs or organizations on campus?

Sub-Section 2.2:

- Does the club have a plan to execute the purposes and services outlined in the constitution?
- Is the plan achievable and reasonable?

ARTICLE IV: DETERMINATION OF ELIGIBILITY FOR FUNDING

QUESTIONS AND RUBRIC

Section 2: Declaration of Eligibility for Funding

Sub-Section 2.1:

- Does the club provide records of general body meetings going back at least two semesters?
- Are the records of sufficient quality?
- Does the club provide descriptions and attendance of events going back at least two semesters?
- Are the event descriptions and attendance records of sufficient quality?
- Does the club provide election activities and results going back at least two semesters?
- Are the election activity records and results of sufficient quality?

Sub-Section 2.2:

- Has the club fully and explicitly acted in accordance with its own club constitution?

Sub-Section 2.3:

- Does the club have a sufficient understanding of the procedural and functional details of the Special Services Council Bylaws? What constitutes a sufficient level of understanding shall be up to the SSC to decide and shall remain consistent across all clubs. A quiz may be used if deemed appropriate by SSC.

ARTICLE V: FUNDING PROCEDURE, DEADLINES, AND LIMITATIONS

QUESTIONS AND RUBRIC

Section 4: Line Budget Status

Sub-Section 2.1:

- Does the club provide records of general body meetings of their time on SSC funding?
- Are the records and attendance records of sufficient quality?
- Does the club provide descriptions and attendance of events of their time on SSC funding?
- Are the event descriptions and attendance records of sufficient quality?
- Does the club provide election activities and results of their time on SSC funding?
- Are the election activity records and results of sufficient quality?

Sub-Section 2.2:

- Has the club proven to be financially responsible during its time on SSC funding?
- Has the club allocated more money than it was budgeted during any of the semesters in which the club has been budgeted funds from SSC?

Sub-Section 2.3:

- Does the club have a sufficient understanding of the procedural and functional details of the Financial Bylaws? What constitutes a sufficient level of understanding shall be up to the SSC to decide and shall remain consistent across all clubs. A quiz may be used if deemed appropriate by SSC.