

Student Activities Board Bylaws Act 2017

**I. TITLE**

A. This act shall be known as the “USG Student Activities Board Bylaws of 2017”

**II. FINDINGS**

A. Whereas SAB and its currently four voting board members and the Chair who votes on matters;

B. Whereas SAB plans campus-wide events with a budget of greater than \$620,000;

C. Whereas SAB should be held more accountable to communicate updates to the student body, USG, RHA, and CSA.

D. Whereas SAB should gather more diverse student opinions.

**III. DECISION**

A. This Act shall repeal the Student Activities Board Bylaws Act and corresponding amendments and replace it as noted.

**IV. ENACTMENT**

A. This Act shall take effect on May 20th, 2017

Presented by:

**Amanda Tam**

CAS Senator

Vice Chair of Special Services Council Committee

Sponsored by:

**Jonathan Rodriguez**

Senior Class Senator

\_\_\_\_\_  
Drazen Bacarra

\_\_\_\_\_  
Date

Executive Vice President

\_\_\_\_\_  
Cole Lee

President

\_\_\_\_\_  
Date

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

- § 101. Short Title
- § 102. Names
- § 103. Purpose
- § 104. Structure and Responsibilities
- § 105. Meetings
- § 106. Co-sponsorships
- § 107. Funding
- § 108. Committees
- § 109. Marketing
- § 110. Winter Session
- § 111. Summer Session
- § 112. USG Credential Policy for SAB Events

§ 101. Short Title

This act shall be known and may be cited as the “USG Student Activities Board Bylaws.”

§ 102. Names

The name of this Organization shall be the “Undergraduate Student Government Activities Board,” or otherwise referred to as the “Undergraduate Student Government Student Activities Board,” “USG Student Activities Board” or “USG SAB.”

§ 103. Purpose

The USG SAB shall— be the board tasked with ensuring that the **Undergraduate Student Government (USG)** is enhancing the undergraduate experience at Stony Brook University through establishing a vibrant student life that responds to the diverse interests of the undergraduate student body while building a campus community; and control all funding for USG-sponsored events and activities, which it may entrust the planning of to the Vice-President of Student Life, Programming and Activities. The board shall strive to be an integral part of University programming through cooperative scheduling of activities with various departments; organize events and activities that target the entire undergraduate campus community, limited only by the venue and nature of the event; not consistently organize any event or activity that targets a specific subset of the undergraduate student body; and foster a

spirit of community, diversity and fellowship by creating programs for the benefit of all members of the campus community.

§ 104. Structure and Responsibilities

(a) Voting membership of the USG SAB shall be made up of the

1. USG SAB Treasurer
2. the USG **Vice President of Communications and Public Relations otherwise known as the USG SAB Secretary**
3. the Residence Hall Association **Representative**
4. **the** Commuter Student Association Representative
5. **Two USG Senators**
6. The Chair of the USG SAB may vote only in cases when a tie needs to be broken.

(b) The Vice-President of Student Life, Programming and Activities of the USG shall—

1. Be the Chair of the USG SAB **for the purpose of leading discussion;**
2. Be the spokesperson for USG-sponsored programming and activities;
3. Be the liaison between the USG SAB, the other branches of the USG and the Office of Student Affairs; and
4. must provide biweekly reports to the Senate body and Executive Council

(c) The USG Treasurer **and/or** an Assistant Treasurer as designated by the USG Treasurer, shall be responsible for —

1. All USG SAB moneys subject to the policies and procedures of the USG;
2. The preparation, submission and maintenance of the annual USG SAB budget including the maintenance of detailed records of all financial transactions;
3. Reporting, at least twice per month, the financial activities of USG SAB to the USG Treasurer and **USG** President;
4. Working closely with the Vice President of Student Life, Programming and Activities to record the expected expenditures of all USG SAB; and
5. Representing the Office of the Treasury with respect to financial matters of the USG SAB.

(d) The USG Vice President of Communications and Public Relations, **and/or** an Assistant as designated by the USG Vice President of Communications and Public Relations, shall be responsible for —

1. Maintaining, subject to the policies and procedures of the USG SAB, accurate and accessible minutes of the meetings, records, and correspondences of the USG SAB;

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2. Informing all members of the USG of the policies, procedures, and actions of the USG SAB;
3. Acting as the historian of the USG SAB; and
4. Representing the Office of Communications in the marketing matters of the USG SAB.

**(e) The Residence Hall Association (RHA) Representative**

1. **Shall be an executive board member appointed by the RHA President until he/she/they can be approved by the RHA general body through a simple majority vote within the first two meetings of the fall semester**
2. **Shall report updates to the RHA general body and executive board at least once a month**
3. **Shall assist in gathering student opinions for diverse SAB events**
4. Cannot hold another elected or appointed position in the Undergraduate Student Government
5. The President of The Residence Hall Association, with at least 24 hours notice given to the Vice President of Student Life, may have a proxy attend the SAB Meetings, in place of the RHA Representative. The RHA President must provide the Vice President of Student Life the following information: Name of the Representative, name of the Proxy, date of the USG SAB meeting, and reason for the proxy. The RHA Representative cannot assign their own proxy, only the RHA President can.
6. No current elected or appointed student of the Undergraduate Student Government may be elected as a SAB representative in either the Residence Hall Association

**(f) The Commuter Student Association (CSA) Representative**

1. **Shall be an executive board member appointed by the CSA President until he/she/they can be approved by the CSA general body through a simple majority vote within the first two meetings of the fall semester**
2. **Shall report updates to the CSA general body and executive board at least once a month**
3. **Shall assist in gathering student opinions for diverse SAB events**
4. **Cannot hold another elected or appointed position in the Undergraduate Student Government**
5. The President of The Commuter Student Association can, with at least 24 hours notice given to the Vice President of Student Life, have a proxy attend the SAB Meetings, in place of the CSA Representative. The CSA President must provide the Vice President of Student Life

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the following information: Name of the Representative, name of the Proxy, date of the USG SAB meeting, and reason for the proxy. The CSA Representative cannot assign their own proxy, only the CSA President can.

6. No current elected or appointed student of the Undergraduate Student Government may be elected as a SAB representative in either the Residence Hall Association

**(g) The two USG Senators**

1. **Shall be appointed by the USG President and approved by the Senate body within the first two meetings of the fall semester;**
2. **Cannot be the RHA Senator or the CSA Senator;**
3. **Shall gather diverse student opinions for the benefit of SAB events**

(h) The USG SAB Chair shall be the President Signatory Officer for all official documentation of the SAB during the academic year.

1. In the event of a vacancy, during the academic year, in the Office of the Vice President of Student Life, Programming and Activities, the USG President shall solely appoint an interim designee to be the President Signatory Officer for all vouchers of the SAB, until the vacancy in the Office of the Vice President of Student Life, Programming and Activities has been filled.

2. The USG SAB Treasurer and the USG SAB Secretary may not serve simultaneously as their respective positions and the President Signatory Officer.

(h) The USG SAB Treasurer shall be the Treasurer Signatory Officer for all official documentation of the USG SAB during the fall and spring semesters.

(i) The **USG SAB Secretary**, shall be the Secretary Signatory Officer for all official documentation of the USG SAB during the fall and spring semesters.

§ 105. Meetings

(a) The USG SAB shall convene at least once every two weeks with the Vice President of Student Life as Chair.

(b) Quorum for each meeting shall be defined as a majority of the filled voting seats of the USG SAB. Meetings of the USG SAB shall have a time limit of two hours.

(c) The Vice-President of Student Life shall propose events along with the

planned budgets for such events to the USG SAB for its approval. Approval shall be subject to a simple affirmative majority vote of the present voting members of the USG SAB. Following the approval of an event, the Vice-President of Student Life shall have access to the funds requested in the event budget for the purpose of executing said event.

(c) The Vice-President of Student Life shall update the USG SAB on the progress of events being planned and executed

(d) The USG SAB shall evaluate the success of events planned and executed.

(f) The USG SAB shall hold its meetings in accordance with New York State Open Meeting Law and Robert's Rules of Order, Newly Revised and hold them in venues such that seating is available for concerned members of the Stony Brook University community to attend and voice their opinions to the USG SAB during open agenda.

§ 106. Co-sponsorships

The USG SAB, may not co-sponsor any event with any club or organization. The USG SAB may however cooperatively schedule events with the University Administration, Departments, or Offices.

§ 107. Funding

(a) Funding for programming and activities during the fall or spring semesters shall be appropriated directly to the USG SAB.

(b) During the winter and summer sessions, funding shall be appropriated directly to the **SAB Winter Committee and SAB Summer Committee**.

§ 108. Marketing

All marketing material for events and activities planned by the SAB and VP of Student Life, Programming and Activities shall bear the logo of the USG and shall not make mention of the USG SAB.

§ 109. Committees

(a) The VP of Student Life, Programming and Activities may form committees to propose, plan, and execute annual events.

(c) Committees shall each be chaired by an Event Planner in order to ensure the proper expenditure of Student Activity Fee.

(c) Committees shall contain at least one undergraduate student for every non-undergraduate student on the committee, exclusive of the Chair.

(d) Committee members shall be volunteers and thereby non-paid members of the SAB.

(e) Committee members may—

1. Be any member of the Stony Brook University community including, but not limited to, Undergraduate Students, Administrators, Faculty, Staff and Alumni of the University;
2. Hold positions in any branch of the USG; and
3. Sit on multiple event committees.

§ 110. Winter Session

- (a) There shall be a SAB Winter Committee during the Winter Session. The Winter Activities Committee shall be entrusted with planning and executing programs and events from the end of the Fall semester until the start of the Spring semester.
- (b) Voting membership of the SAB Winter Committee shall be made up of the **Vice President of Communications and Public Relations, USG Treasurer, the RHA Representative, the CSA Representative, two USG Senators, and the Vice President of Student Life, Programming and Activities**. The Vice President of Student Life, Programming and Activities may only vote in cases when a tie needs to be broken.
- (c) The VP of Student Life, Programming and Activities of the USG shall—
  1. Be the Chair of the SAB Winter Committee;
  2. Be the spokesperson for USG-sponsored programming and activities; and
  3. Be the liaison between the USG SAB, the other branches of the USG and the Department of Student Affairs.
- (d) The USG Treasurer shall be responsible for —
  1. All of the SAB Winter Committee's moneys subject to the policies and procedures of the USG; and
  2. The preparation, submission and maintenance of the SAB Winter Committee budget including the maintenance of detailed records of all financial transactions.
- (e) The Vice-President of Communications and Public Relations, as the Secretary of the SAB Winter Committee, shall be responsible for —
  1. Maintaining, subject to the policies and procedures of the SAB Winter Committee, accurate and accessible minutes of the meetings, records, and correspondences of the Committee;
  2. Informing all members of the USG of the policies, procedures, and actions of the Committee;
  3. Acting as the historian of the Committee; and
  4. Representing the Office of Communications in the marketing matters of the Committee.
- (f) The Chair, Treasurer and Secretary of USG SAB may select respective designees for the SAB Winter Committee for the purposes of planning events. No Committee member may select another committee member to be their designee.
- (g) The Chair, Treasurer and Secretary of the SAB Winter Committee shall be the



signatory Officers of all vouchers using the SAB Winter Committee Budget.

(h) The SAB Winter Committee shall hold its meetings in accordance with New York State Open Meeting Law and Robert's Rules of Order, Newly Revised and hold them in venues such that seating is available for concerned members of the Stony Brook University community to attend and voice their opinions to the SAB Winter Committee during open agenda.

§ 111. Summer  
Session

(a) There shall be a SAB Summer Committee during the Summer Session. The SAB Summer Committee shall be entrusted with planning and executing programs and events from the end of the Spring semester until the start of the Fall semester.

(b) The SAB Summer Committee shall convene at least once every two weeks. Quorum for each meeting shall be defined as a majority of thêe filled voting seats of the Committee.

(c) Voting membership of the Committee shall be made up of the Vice President of Communications and Public Relations, USG Treasurer, **two USG Senators, the RHA Representative, the CSA Representative, and the Vice President of Student Life, Programming and Activities.** and the Vice President of Student Life, Programming and Activities. The Vice President of Student Life, Programming and Activities may only vote in cases when a tie needs to be broken.

(d) The VP of Student Life, Programming and Activities of the USG shall—

1. Be the Chair of the SAB Summer Committee;
2. Be the spokesperson for USG-sponsored programming and activities; and
3. Be the liaison between the SAB Summer Committee, the other branches of the USG and the Department of Student Affairs.

(e) The USG Treasurer shall be responsible for —

1. All of the SAB Summer Committee's moneys subject to the policies and procedures of the USG; and
2. The preparation, submission and maintenance of the SAB Summer Committee budget including the maintenance of detailed records of all financial transactions.

(f) The Vice-President of Communications and Public Relations, as the Secretary of the SAB Summer Committee, shall be responsible for —

1. Maintaining, subject to the policies and procedures of the SAB Summer Committee, accurate and accessible minutes of the meetings, records, and correspondences of the Committee;
2. Informing all members of the USG of the policies, procedures, and actions of the Committee;
3. Acting as the historian of the Committee; and



4. Representing the Office of Communications in the marketing matters of the Committee.

(g) The VP of Student Life, Programming and Activities, USG Treasurer and VP of Communications and Public Relations may select respective designees for the SAB Summer Committee for the purposes of planning events. No Committee member may select another committee member to be their designee.

(h) The Chair, Treasurer and Secretary of the SAB Summer Committee shall be the signatory Officers of all vouchers using the Summer Committee Budget. (i) The SAB Summer Committee shall hold its meetings in accordance with New York State Open Meeting Law and Robert's Rules of Order, Newly Revised and hold them in venues such that seating is available for concerned members of the Stony Brook University community to attend and voice their opinions to the SAB Summer Committee during open agenda.

## § 112. USG Credential Policy for SAB Events

### I. Types of Passes

(a) USG will be the issuing authority of all credentials. Credentials will restrict people to certain areas:

1. **All Access** (Allowed anywhere in the venue, including access to dressing rooms)
  - i. This credential is very limited; an explanation of why the bearer requires dressing room access must be made in writing and included in the request for credentials.
  - ii. Must be working at the time.
  - iii. Included in this are media services.
2. **Crew** (Allowed in the stage area and production for hospitality, except dressing rooms)
  - i. Must be working at the time.
3. **VIP** (Allowed in designated VIP area, if there is one)
  - i. Do not need to be working.
  - ii. Not through application, invitation only
  - iii. **Cannot be a student**
4. **Press** (Allowed in the pit and ***MUST*** be escorted by USG VP of Communications staff only)
  - i. At no time is this credential valid without the escort of USG Staff
  - ii. At any time the bearer is not being escorted, they must remain in the public areas of the arena, such as the arena floor, or concourse.
  - iii. Must be working at the time.

## II. Submission and Approval Process

- (a) All requests for credentials at SAB events must be submitted in writing to the Vice President of Communications and Public Relations no less than 4 business days prior to the engagement. All requests shall be either approved or denied on an individual basis with a written response back to the requester, in accordance with the procedure and criteria listed below. There will be no requests accepted after the 4 day mark prior to the event except under special circumstances, which shall require written approval from the Vice President of Student Life, Programming, and Activities and either the Administrative Director or USG President..
- (b) The approval procedure for credentials will be as follows:
1. All requests are submitted to the Vice President of Communications and Public Relations. Once all requests have been received and the 4 day deadline has passed, the Vice President of Communications and Public Relations shall compile a preliminary list of all individuals receiving credentials with a brief explanation of why. This preliminary list shall be shared with each voting member of SAB, and the Administrative Director (who must receive it at least 3 days prior to the event as per the USG Financial Bylaws).
  2. A formal copy of the final list of people receiving passes shall require signatures from the individuals holding the positions below:
    - i. USG President
    - ii. Vice President of Student Life, Programming, and Activities
    - iii. Vice President of Communications and Public Relations
  3. The final signed list shall be redistributed to the voting members of SAB, the USG President, the USG Treasurer, the SAB Program Advisor and the Administrative Director.
- (c) Criteria to base approvals and denials of requests upon:
1. All-Access
    - i. Must have an inherent role at SAB events
    - ii. Group that arrives with artist/performer
    - iii. SAB Talent Agent**
  2. Crew
    - i. Agency or Head of Agency that is working shall provide list of those crew members working
    - ii. Additional crew outside of agencies shall be decided on a first come first serve basis with priority given to current members of USG. Other factors to be taken into account are past event experience, possible past event misconduct, possible past university misconduct, and past event experience.

3. VIP
  - i. By invitation only through the Vice-President of Communications and Public Relations along with advisement by the Vice-President of Student Life, Programming, and Activities
4. Press
  - i. As defined/allowed by contract
  - ii. Controlled by and subject to the approval of the Vice-President of Communications and Public Relations

### III. Issuance, Use, and Automatic Passes

- (a) The individuals receiving credentials must physically sign them out; they will be issued by the USG Administrative Director and will be available for pickup within the 24 hour period prior to event.
- (b) All Law Enforcement or Emergency Services (UPD, EMS, Fire Department, SBU Environmental Health and Safety, etc.) are automatically considered to have unrestricted access to all areas of the arena. All other positions, when filled, assumed to have automatic All-Access passes at every event, are as follows:
  1. USG President
    - i. Represents USG, asset responsibility
  5. USG Administrative Director
    - i. Contractual responsibility, financial responsibility
  6. USG Treasurer
    - i. Asset responsibility, financial responsibility
  7. USG Assistant Treasurer to SAB (SAB Treasurer)
    - i. Financial responsibility, event execution responsibility
  8. USG Vice President of Student Life, Programming, and Activities
    - i. Event management, execution responsibility
  9. USG Vice President of Communications and Public Relations
    - i. Coordination of media, event execution responsibility
  10. SAB Program Advisor
    - i. Event management, execution responsibility

11. CSA Representative to SAB
  - i. Event execution responsibility
12. RHA Representative to SAB
  - i. Event execution responsibility
13. USG Senator
  - i. Event execution responsibility
14. USG Senator
  - i. Event execution responsibility

- (c) Misuse of credential privileges may lead to immediate removal from the venue. Law enforcement may revoke credential privileges at any time for any reason. Other SBU Staff may request that an individual be removed, or their credential revoked. This decision to revoke/remove that individual must be made by the USG Vice-President of Student Life, Programming, and Activities in joint-agreement with the USG President or USG Administrative Director.
- (d) Each credential is intended for the person that it was issued and is nontransferable. The actual format that these credentials take (whether they be a sticker or a laminate) shall be up to the discretion of the Vice-President of Communications and Public Relations with the advisement of the Vice-President of Student Life, Programming, and Activities. These credentials must be worn at all times, either around a person's neck, or off their belt. The credential must always be visible.
- (e) A credential sheet detailing which credentials have access to which areas will be posted in key areas of the production space, including but not limited to every entrance to the venue, every entrance to behind the stage, and every entrance to the dressing room, as permitted by the venue. Additionally, the sheet will be disseminated to the proper authorities the day of the engagement (i.e.: CSS, Event Management Staff, UPD, etc.). It is the responsibility of the Vice President of Student Life, Programming, and Activities to ensure the sheets reach the proper locations and people.
- (f) In no way are these credentials to be used as an: in-kind agreement, quid pro quo, trade or exchange of any kind. These credentials are to be used solely by those individuals who require necessary access to restricted spaces during the engagement.