

Student Activities Board Bylaws Act

An Act to establish a new set of Student Activities Board Bylaws for the Undergraduate Student Government.

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

SECTION 1. TITLE

This Act may be referred to and cited as the “USG Student Activities Board Bylaws.”

SECTION 2. FINDINGS

The Senate finds that —

1. There were unexpressed negative opinions of the previously approved Student Activities Board Bylaws.

SECTION 3. REPEAL

1. This act shall repeal the current “USG Student Activities Board Bylaws.”

SECTION 4. ESTABLISHMENT

1. The attached Document titled the” USG Student Activities Board Bylaws” shall become the Student Activities Board Bylaws of the Undergraduate Student Government.

SECTION 5. EFFECTIVE DATE

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

Aimee Pomeroy
Executive Vice President

Date

Anna Lubitz
President

Date

USG Student Activities Board Bylaws

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

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§ 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 of Directors of the Agency of the Student Activities Board (herein referred to as the ASAB), directly overseeing the ASAB, a sub-agency of the USG SAB; ensure that the 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 ASAB.

§ 104. Structure and Responsibilities

(a) Voting membership of the USG SAB shall be made up of the USG SAB Treasurer, the USG SAB Secretary, the Residence Hall Association and Commuter Student Association Representatives. 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;
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; and

(c) An Assistant Treasurer, designated by the USG Treasurer to be the Treasurer of USG SAB, 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 President;
4. Working closely with the Director to record the expected expenditures of all USG SAB, and thereby ASAB, finances; and
5. Representing the Office of the Treasury with respect to financial matters of the USG SAB.

(d) The Vice-President of Communications and Public Relations, as the Secretary of the USG SAB, 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;
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 Presidents of both the Residence Hall Association and the Commuter Students Association shall select their respective undergraduate student designees to be a Representative to the USG SAB.

1. If the Presidents of the Residence Hall Association and Commuter Students Association have opted to select a designee for their Senate seat, they may opt to be the Representative for their respective organizations instead of selecting a designee.

2. No current elected or appointed student of the Undergraduate Student Government may be selected as a designee for either President of the Residence Hall Association or Commuter Student Association.

(f) The Director of the ASAB (herein referred to as the Director) is an ex-officio member of the USG SAB, and shall—

1. Serve as the Chair of the USG SAB in the absence of the Vice President of Student Life, Programming and Activities; and
2. Only have voting privileges to break a tie, while serving as Chair.

(g) The USG SAB Chair shall be the President Signatory Officer for all official documentation of the ASAB 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 ASAB, until the vacancy in the Office of the Vice President of Student Life, Programming and Activities has been filled.

2. The Director of the ASAB, 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 and ASAB 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 and ASAB during the fall and spring semesters.

§ 105. Meetings

(a) The USG SAB shall convene at least once every two weeks with the Director. Quorum for each meeting shall be defined as a majority of the filled voting seats of the USG SAB.

(b) The Director 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 members of the USG SAB.

Following the approval of an event, the ASAB shall have access to the funds requested in the event budget.

(c) The Director shall update the USG SAB on the progress of events being

planned by the ASAB.

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

(e) Meetings of the USG SAB shall have a time limit of two hours.

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

§ 107. Removal of the ASAB Director

(a) The USG SAB may remove the ASAB Director by a unanimous vote of the voting members of the USG SAB for—

1. Inefficiency;
2. Neglect of Duty;
3. Insubordination; and
4. Malfeasance in Office.

(b) If the Chair of the meeting is the ASAB Director when a vote for removal is proposed, the ASAB Director shall be removed from the position of Chair, and a temporary Chair shall be elected who shall retain full voting privileges.

§ 108. Funding

(a) All 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, all funding shall be appropriated directly to the Winter Activities Committee and Summer Activities Committee.

§ 109. The USG Agency of the Student Activities Board

There shall be an Organization which shall be named the "Agency of the Student Activities Board," or otherwise referred to as the "USG Agency of the Student Activities Board" or "ASAB."

§ 110. Agency Purpose

The ASAB shall— propose, plan, and execute events and activities on behalf of the USG with the consent of the USG SAB to improve student life on the campus of Stony Brook

University; strive to be an integral part of the 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 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.

§ 111. Agency Structure

(a) The ASAB shall be a sub-agency of the USG SAB.

(b) The Director of the ASAB(herein referred to as the Director) shall be an undergraduate student jointly appointed by the President and the Vice President of Student Life, Programming and Activities.

(c) The Director shall—

1. Be responsible for maintaining communications of events and planned events and reporting to the USG President, VP of Student Life, Programming and Activities, the USG SAB Treasurer and the USG SAB Secretary.
2. Recruit Event Planners to assist in the coordination, planning and execution of events commissioned to the USG;
3. Establish and maintain the Operations Manual for the ASAB;
4. Supervise the Event Planners to ensure that events commissioned to the ASAB are being planned appropriately and within the USG SAB-approved budget, and that all necessary paperwork for said event is filed correctly; and
5. Deliver a written monthly report to the Senate on the performance of recent events and the status of planned events of the ASAB.

(d) The Event Planners shall—

1. Plan and execute events assigned to them by the Director;
2. Draft budgets for prospective events that will be used for the commissioning of said event to the ASAB by the USG SAB;
3. Chair committees for specific events assigned to them when committees are deemed appropriate by the Director;
4. Recruit and appoint members to the committees that they chair with the approval of the Director; and
5. Carry out all other tasks specified by the Director.

(e) The Director may be removed in writing, by the USG President or by the USG SAB in accordance with the Undergraduate Student Government Student Activities Board Bylaws.

(f) The Director may remove an event planner in writing for—

1. Inefficiency;
2. Neglect of Duty;
3. Insubordination; and

4. Malfeasance in Office.

§ 112. Committees

- (a) The ASAB may form committees to propose, plan and execute annual events.
- (b) 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 ASAB.
- (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.

§ 113. Concert Series Committee and Committee on Cinematic Arts

- (a) The USG SAB shall vest the power of forming the Concert Series Committee and Committee on Cinematic Arts (CoCA) in the ASAB.
- (b) The Concert Series Committee shall be tasked with proposing, planning and executing both musical concerts and comedy shows.
- (c) CoCA shall be tasked with proposing, planning and executing video media based events.
- (d) These committee shall be subject to the same rules and regulations as stated above in Section 112.

§ 114. Marketing

All marketing material for events and activities planned by the ASAB shall bear the logo of the USG and shall not make mention of the USG SAB or ASAB.

§ 115. Winter Session

- (a) There shall be a Winter Activities 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 Winter Activities Committee shall be made up of the Vice President of Communications and Public Relations, USG Treasurer and the Director of the ASAB. 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 Winter Activities 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 Winter Activities Committee's moneys subject to the policies and procedures of the USG; and
2. The preparation, submission and maintenance of the Winter Activities 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 Winter Activities Committee, shall be responsible for —

1. Maintaining, subject to the policies and procedures of the Winter Activities 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 Director shall—

1. Serve as the Chair of the Winter Activities Committee in the absence of the Vice President of Student Life, Programming and Activities or their designee; and
2. Have voting privileges, though not while serving as Chair.

(g) The Chair, Treasurer and Secretary of USG SAB and the Director of ASAB may select respective designees for the Winter Activities Committee for the purposes of planning events. No Committee member may select another member to be their designee. No one may serve as the designee of the Director of the ASAB who has previously had a nomination as Director of ASAB fail before the Senate.

(h) The Director may not be appointed as a designee for any signatory power.

(i) The Chair, Treasurer and Secretary of the Winter Activities Committee shall be the signatory Officers of all vouchers using the Winter Activities Committee Budget.

(j) If more than half of the voting membership of the SAB Board are present during a winter session to hold an SAB meeting, they can plan and vote on events that take place during the first month of the spring semester.

(k) The Winter Activities 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 Winter Activities Committee during open agenda.

§ 116. Summer Session

(a) There shall be a Summer Activities Committee during the Summer Session. The Summer Activities 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 Summer Activities Committee shall convene at least once every two weeks with the Director. Quorum for each meeting shall be defined as a majority of the filled voting seats of the Committee.

(c) The USG President shall have the power to appoint a Summer Director of the ASAB without approval from the Senate, which shall expire three weeks after the start of the Fall Semester. No one may serve as Summer Director of the ASAB who has previously had a nomination as Director of ASAB fail before the Senate.

(d) Voting membership of the Committee shall be made up of the Vice President of Communications and Public Relations, USG Treasurer and the Director of the ASAB. The Vice President of Student Life, Programming and Activities may only vote in cases when a tie needs to be broken.

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

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

(f) The USG Treasurer shall be responsible for —

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

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

1. Maintaining, subject to the policies and procedures of the Summer Activities 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.

(h) The Director shall—

1. Serve as the Chair of the Summer Activities Committee in the absence of the Vice President of Student Life, Programming and Activities or their designee; and
2. Have voting privileges, though not while serving as Chair.

(i) The VP of Student Life, Programming and Activities, USG Treasurer and VP of Communications and Public Relations may select respective designees for the Summer Activities Committee for the purposes of planning events. If the Director of ASAB is continuing their duties from the previous Spring Semester into the following academic year, then they select a designee to represent them during the Summer. No Committee member may select another member to be their designee.

(j) If more than half of the voting membership of the SAB Board are present during a summer session SAB meeting, they can plan and vote on events that take place during the first month of the fall semester.

(k) The Director may not be appointed as a designee for any signatory power.

(l) The Chair, Treasurer and Secretary of the Summer Activities Committee shall be the signatory Officers of all vouchers using the Summer Activities Committee Budget.

(m) The Summer Activities 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 Summer Activities Committee during open agenda.