Financial Bylaws

Be it enacted by the Senate of the Undergraduate Student Government hereinafter referred to as “USG”,

1) SHORT TITLE
2) DEFINITIONS
3) BUDGET, REVENUE, AND APPROPRIATIONS
4) REQUIREMENTS TO BE ELIGIBLE FOR USG FUNDING
5) AVAILABLE TYPES OF FUNDING
6) BUDGET PROCESS
7) OFFICE OF THE TREASURY
   a) INTERSESSION GUIDELINES
8) VOUCHER PROCESS
9) REIMBURSEMENTS
10) EXPENDITURES
    a) FOOD
    b) GIFTS AND AWARDS
    c) APPAREL
    d) OFF-CAMPUS TRIPS
    e) MULTIMEDIA SERVICES
       i) PRINT, PUBLISHED, AND BROADCAST MATERIAL
    f) CONTRACTS
       i) COACHING SERVICES
    g) ON-CAMPUS EVENTS
       i) CO-SPONSORSHIPS
11) FUNDRAISING
12) TICKETED EVENTS
13) OVER BUDGET
14) CONFLICTS OF INTEREST AND ETHICAL BEHAVIOR
15) DISCIPLINARY ACTION
16) INSURANCE EXCLUSIONS

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 Constitution.
APPAREL— Any item of clothing that is not categorized as “Performance Wear” but is used as promotional material.
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 student 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
EXTERNAL REVENUE ACCOUNT — Any and all non-delegated funds acquired by a funded organization from external sources, such as fundraising, collecting dues, sponsorships, donations, etc. that are managed by USG.
FUNDED ORGANIZATION — Any club/organization, or group funded by the Undergraduate Student Government (USG). These shall not include any Agency/Department of USG or contracted service.
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 in order to pursue their mission statement.
STUDENTS — Only current matriculated undergraduate students at Stony Brook University who have paid the Student Activity Fee
SIGNATORY POWERS — Undergraduate Students who are The President, Vice President, Treasurer, and Secretary of a funded organization or equivalent roles
TREASURY — Consists of all money and assets under the control of the Undergraduate Student Government that has 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 under the Constitution to each funded organization and USG affiliated agency or department in a viewpoint neutral manner.

3) No money shall be drawn from the Treasury, but in consequence of appropriations made under the Constitution; regular Statement and Account of Receipts and Expenditures of all public Money shall be published periodically.

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 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 the finances of the USG.

5) Appropriations are monies made available under the Constitution to funded organizations and to pay for administrative costs of the Undergraduate Student Government, and are divided into the following categories:
   a) Salaries and Wages – for full-time employees (e.g. Administrative Director or Manager and Assistant Director of USG Contracted Services/Inventory Manager), and 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, departments, and agencies 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 Treasurer.
d) Funded Organizations Expenses
   i) Any expenses to be paid if pertinent to a funded organization’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) Apparel
      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(student security at all student sponsored events and/or outside professional security contractors, such as Concert Security Services)
     12) Entertainment – the cost of DJs, bands, guest speakers, lecturers, etc.
     13) Dues and Fees
     14) Promotional Materials – apparel, water bottles, pens, etc. that are personalized for the promotion of a club/organization
     15) 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, the USG Treasurer must be satisfied that the funded organization in question is in compliance with the following requirements:
   a) Be a registered and recognized student organization with Student Engagement and Activities hereafter referred as SEA;
   b) Be open to all Undergraduate students at Stony Brook University;
   c) Function under a duly-adopted organization constitution in accordance with the Constitution of the Undergraduate Student Government;
   d) Meet regularly and in accordance with the funded organization's constitution;
   e) Have a functional and full E-Board (i.e. fulfilling all Signatory Powers);
      i) Each signatory power may hold only one position on the board unless otherwise approved by SEA
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;
     i) Good standing refers to the club’s standing and status with SEA as well as past disciplinary history as outlined in section 15

h) Be in compliance with these Bylaws, and the Constitution of the Undergraduate Student Government;

  i) Adhere to and abide by these guidelines, as well as all regulations and policies maintained by the University including but not limited to: Code of Student Responsibility, University Policy Manual, the respective organization’s governing constitutions/bylaws, all local, state, and federal laws, and any guidelines imposed by externally incorporated organizations or sponsors where applicable and when in congruence with University policy. Organizations with inter/national risk management policies must abide by the stricter policy.

2) Clubs funded by USG must register their club with SEA by the deadline established by SEA. Failure to do so may result in the freezing of the club’s budget and loss of line budget status for the remainder of the academic year.

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 Probationary Budget Committee, hereinafter referred to as PBC. No such organization shall be eligible for a line or revision budget, or grant, until it fulfills the requirements set out by PBC funding guidelines and receives approval from the PBC and Senate for Line Budget Status.

4) Loss of Eligibility—
   a) No funded organizations or departments and agencies operating in violation of the USG Constitution shall be eligible for funding until they come into compliance.
   b) Refer to Section 15: Disciplinary Action for the consequences of violating the USG Constitution.
   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 the Constitution.
   d) The Senate may revise the appropriations of money made to funded organizations if they, by a major violation of the Constitution, lose eligibility for funding.
   e) Any club/organization that loses eligibility for funding shall apply through PBC for funding in the following semester in order to be eligible for Line Budget status again. A club/organization may appeal to the Budget/Grant Committee in order to have its Line Budget status reinstated, this will require a ⅔ 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 required to reapply through PBC.

5. AVAILABLE TYPES OF FUNDING

1) The types of funding available to organizations are as follows:
   a) Line Budget — An account given to a funded organization for the academic year to be expended by them in accordance with the Constitution of the Undergraduate Student Government. To be considered for a line budget, a Funded Organization must have either been on a Line Budget for the previous year or were PBC funded and approved for Line Budget status by the Senate, as stated in the PBC Guidelines. A funded organization must also meet requirements set in Section 4 “REQUIREMENTS TO BE ELIGIBLE FOR USG FUNDING”.
   b) Grant Budget Money — There shall be five different types of grants a club/organization may apply for – an Asset Grant, a Novel Event Grant, a National/Regional Event Grant, Sustainable Event Grant, and Sanitation Materials Grant. Only clubs/organizations that have Line Budget status may request a grant.
   i) Asset Grants
      (1) An Asset Grant may be used to purchase long-term items that fulfill the funded organization’s purpose. Eligibility for the Asset Grant typically covers any item that is expected to last 4 semesters or more.
      (2) The Treasurer and/or Budget Committee may determine for which items the use of an Asset Grant would be appropriate for.
      (3) All requests for Asset Grants must be received by the Office of the Treasurer prior to the deadline set by the Treasurer. The amount of Asset Grants available to funded organizations will also be determined by the Treasurer.
      (4) The total approved funding requests for Asset Grants shall not exceed 50% of the total Grant funds present in that year’s Grant Fund Account by the end of Fall Revisions.
         (a) A hard cap of $5,000.00 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 $2,500.00 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.
      (5) Any given asset grant 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 by funded organizations either on- or off-campus The events
must be novel for both the club and the university as a whole and must be accessible to all undergraduate students.

(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.

(4) All requests for Novel Event Grants must be received by the Office of the Treasurer prior to the deadline set by the Treasurer.

(5) The event grant may be used for co-sponsored events contingent on both clubs attending a budget-committee meeting.

(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 $3,000.00 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.

(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. Funds granted by the Novel Event Grant may only be used on the specific items approved from the grant application; should an item exceed the cost stated in the grant proposal, the funded 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, if the USG has the available funds to appropriate, is SEA approved, and present on 25Live. Priority for the consideration of a Novel Event Grant will be given to clubs/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.

(a) To be eligible for a National or Regional Event Grant the funded organization’s trip must be SEA approved, and present documentation of such.

(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.

(a) In the case that a funded organization cannot attend an off-campus event in person, they may apply for a National/Regional Event Grant for a comparable virtual alternative.

(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 for 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 $3,000 total, up to $350 per person. Clubs/Organizations shall be eligible to receive only whichever is the smallest of the two 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 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, if the trip is SEA approved, 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) Sustainable Event Grant - A funded organization that hosts an event may apply for USG co-sponsorship through the Sustainable Event Grant, should the event meet the following criteria:

1) The funded organization outlines the steps they have taken to reduce material and energy waste normally associated with running their event. The scope of these actions is dependent on the type and scale of the event, examples include but are not limited to:
   a) Eliminates unnecessary plastic or other material waste for promotional items, decorations, or event setup.
   b) Reusable decorations and setup materials, etc.
   c) Eliminates food waste by planning around the number of attendees, and making considerations ahead of time, both for composting waste and either donating or taking home leftovers.
   d) Eliminates disposable plastic waste in the forms of single-use utensils, bottles, plates, etc. Plans event’s food needs around reusable or compostable alternatives: water coolers / tumblers in place of bottles, etc.
   e) Eliminates material waste in the form of paper brochures or invites, and physical promotional materials.

2) The Grant Committee may decide the extent to which USG will subsidize an event eligible for the Sustainable Event Grant, up to the amount requested. Funded organizations are not limited to applying for just one event per semester. However, total funds granted from the Sustainable Event Grant may only be up to $3,000 per semester. The funds granted for any particular event may not exceed the total cost of hosting that event.

3) The event is SEA approved, and presents documentation of such.

4) All requests for Sustainable Event Grants must be received by the Office of the Treasurer prior to the deadline set by the Treasurer.

5) The Sustainable Event Grant may also be used for co-sponsored events contingent on both clubs attending a budget-committee meeting.

6) Money appropriated from the Sustainable 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. Funds granted by the Sustainable Event Grant may only be used on the specific items approved from the grant application; should an item exceed the cost stated in the grant proposal, the funded organization must use club or personal funds to pay for the excess cost.

7) Events subsidized by the Sustainable Event Grant must display the USG Logo on all advertisements.

v) Sanitation Materials Grant
(1) The Sanitation Materials Grant may be granted to meet a funded organization’s need for sanitation supplies to fulfill their club’s functioning in the wake of the COVID-19 pandemic, if the purchase of such supplies does not fall within the scope of the planned line budget expenditures.

(2) Funded organizations may apply for funding to cover purchases necessary for their club’s functioning, including but not limited to: gloves, sanitizing spray and wipes, sports equipment disinfectant, etc.

(3) The Sanitation Materials Grant may be approved for any amount up to the full amount of the application. Funded organizations may apply for no more than $1,000.

(4) The Treasurer and/or Budget Committee may determine which items the use of a Sanitation Materials Grant would be appropriate.

(5) All requests for Sanitation Materials Grants must be received by the Office of the Treasurer prior to the deadline set by the Treasurer. The amount of Sanitation Materials Grants available to funded organizations will also be determined by the Treasurer.

vi) Grant Committee – the purpose of the committee shall be: the review of Asset, Novel Event, and National or Regional Event. 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 grants applications without the approval of the USG Senate.

(2) The USG Treasurer shall be the Chair of the Grant Committee. The USG Treasurer may designate an Assistant Treasurer to chair the meetings. Only USG Senators and Assistant Treasurers may be part of this committee. In order for an order of business to be approved, there must be at minimum three (3) voting members present. Grants must be approved by a two-thirds majority vote in the affirmative. In the case of a tie, the Chair shall break the tie.

(3) 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.

(4) The USG Senate can request the Treasurer to make a report. All reports must clearly indicate allocations made in the past month, including the 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.

(5) The Grant Committee shall meet within fourteen (14) days of receiving an application, or the earliest scheduled Grant Committee meeting.

(6) 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.

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 during fall revisions.

iii) Any club/organization that has been moved up to Line Budget Status from PBC may request a budget during the Fall Revisions Process of the same academic year.

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. See Section 4.4.f for funded organization’s options in forfeiting their budget without repercussions.

v) The Fall Revisions Process shall follow the same method laid out in Section 6, Budget Process.

vi) The Senate shall approve the Fall Revisions Budget that is recommended by the Treasurer and the Budget Committee.

vii) In the event of extenuating circumstances the USG Treasurer may make more revisions following the same procedure in the same fiscal year.

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) Probationary Budget Committee Fund - The PBC 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 PBC.

ii) The Chair of the PBC may, with the written approval of the Treasurer, freeze the budget of a club/organization funded by PBC should a club/organization not be in compliance with the USG Constitution.

6. BUDGET PROCESS

1) Senate Budgeting Powers

a) The Senate, or the Budget Committee, shall be authorized to hold hearings and information sessions open to the students regarding the USG budget.

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 placed with a two-thirds 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 be after April 1st.

3) Budget Application
   a) The USG Treasurer and the Budget Committee shall be authorized to develop the paperwork needed for the funded organization to complete and 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 is presented a budget and fails to review and approve it 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 pass 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 Probationary Budget Committee and any other boards as defined by the Constitution.
   c) The Treasurer shall hire and terminate Assistants to the Treasurer at their discretion.
   d) The Office of the Treasury must adhere to Financial Bylaws under the Constitution of USG.

2) 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.

3) 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 the excess retracted from their academic year budget.
4) External Revenue Accounts, hereafter referred to as ERAs, are to be available during the intersession.

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 or external revenue 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 the Constitution or by the USG Treasurer.

3) The voucher shall then be up for approval by the USG Administrative Director or Manager. 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.
   a) If the voucher is made to use external revenue funds then the voucher will be up for approval by the Treasurer. 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 to:
   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 the USG Constitution
   c) The event is not approved by SEA.
   d) Should the Administrative Director or Manager and USG Treasurer disagree about a voucher meeting any of these qualifications, the USG President decides the outcome.

5) All actions of the members in charge of a voucher’s approval should be made objectively.

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 or the recipient of the check.

9. REIMBURSEMENTS AND 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.
      i) This excludes reimbursements for gas/diesel
   c) Funded Organizations cannot be reimbursed for food except when the food permit has been acquired prior to the purchase of food or when a 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 monies derived from 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. Refer to P122, A. 3 of the University Policy Manual.

2) Expenditures taken from USG funds for food for 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 at the Treasurer’s discretion.

3) All pre-cooked, purchased food must be in compliance with food permit guidelines as per SEA's Community Guidelines and Environmental Health and Safety

10.2 GIFTS, AWARDS, AND PRIZES

1) Gift shall be defined as an item given willingly to someone without payment or expectation of return.

2) Awards shall be defined as any mark of recognition given in honor of an achievement such as a trophy, plaque or certificate.

3) Prize shall be defined as a give-away or reward for competitive purposes.

4) Funded Organizations may spend no more than $500.00 or one (1) percent of their USG funds per semester; whichever amount is greater, on Gifts, Awards, and Prizes.

5) Gifts, prizes, or awards cannot be in the form of cash or gift cards.

6) The following are prohibited recipients of gifts:
   a. Funded Organizations, Departments, and Agencies may not use USG funds to purchase any gifts, awards, or prizes, equipment or apparel for non-students, with the exception of plaques or certificates.
   b. Funded Organizations, Departments, and Agencies may not use their USG funds to purchase any gifts, awards, or prizes, except awards or certificates, for their own officers or employees.

7) All gifts purchased using USG funds must be pre-approved by the Treasurer and must be accompanied by a justification of the purchase. The USG Treasurer may reject gift requests at their discretion 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.
8) Scholarships and Tuition – The Student Activity Fee, and/or revenue generated therefrom, cannot be utilized to grant scholarships.

9) If any Funded Organization uses USG funds to purchase 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 the funded organization may be subject to other disciplinary action within USG’s jurisdiction, as outlined by Section 15 Disciplinary Action.

10.3 APPAREL

1) Club/organization may spend no more $1,000.00 or ten (10) percent of their USG Budget; whichever amount is less, on apparel.

2) Club/organization may spend no more $1,000.00 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 protected material on their Apparel 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 using USG funds 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 decided by the USG Treasurer within the scope of the USG Constitution.

10.4 OFF CAMPUS EVENTS
1) For the purposes of these bylaws, “Off-Campus Events” are any event, service project, fundraiser, or trip scheduled outside the University. Including but not limited to:
   a. Trips to hotels and conference halls,
   b. Trips to recreational facilities,
   c. Trips to athletic or academic competitions, or similar activities,
   d. Banquets, and
   e. Trips to performances or theaters.

2) Off-Campus Events must be approved by SEA, and provide live confirmation to the USG Treasurer.

3) The Undergraduate Student Government shall not assume the following costs or expenses of Off-Campus Events:
   a. Additional activities beyond the original purposes of the Off-Campus Event,
   b. Meals or food for participants,
   c. Non-students participating in off-campus events, 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 events, 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 or Manager.

4) Should a club/organization take a flight to attend an off-campus event, the Undergraduate Student Government shall cover only the cost of economy seating.

5) The willful misrepresentation by a Funded Organization of any material fact in relation to an Off-Campus Trip shall result in the loss of funding for Off-Campus Events for the remainder of the Academic Year.

6) A club/organization may not use USG funds to sponsor or co-sponsor more than one (1) Off-Campus Event for the purpose of a banquet per Academic Year; any given banquet may not exceed more than $1,000.00.

7) 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 or Manager, such reimbursements shall be submitted and calculated as follows:
      i. All original gas, toll and parking receipts must be submitted to the Administrative Director or Manager; 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.

   c. The following do not require pre-approval:

   i. **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.

   ii. 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 Student Assembly.

**10.5 MULTIMEDIA SERVICES**

1) Clubs/organizations shall not use the funds sourced from 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 or Manager, and the 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 or email approval from the Treasurer and the Administrative Director or Manager. 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 and agencies, that affect assets, inventory, and monies of the USG. If funds for these purposes have already been appropriated under the Constitution, 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 under the Constitution.

2) USG may not enter into any contracts that exceed one 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.
   c. Title IX training

4) All coaching services must be pre-approved by Campus Recreation before they are brought to the USG Administrative Director or Manager and the USG Treasurer.

5) A contract must be executed for all coaches.

10.7 ON-CAMPUS EVENTS

1) For the purposes of these bylaws, “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,
   e. Multi-cultural Shows, or
   f. Any given banquet that exceeds $1,000.00.

2) Expenditures for events that significantly deviate from a funded organization or department’s mission and goals shall not be permitted.

3) A club/organization shall solely host at least one (1) on campus event per semester that is funded, in whole or in part, by the Student Activity Fee. In addition, a funded organization must spend at least 20% of their USG Line Budget each semester. Failure to do so may 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 spend on their on campus events. The 20% includes all expenses of the funded organization.
   b. In the event of extenuating circumstances, the treasurer may waive this requirement

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.
10.7.2 USG ADVERTISEMENT POLICY

1) All advertisement posters must include “USG funded” or “Paid for by your Student Activities Fee” and must be easily readable at face value.
2) An organization that is in the or probationary period should have the USG logo on all posters.

10.8 INVENTORY CONTROL

1) All USG-funded clubs and organizations that purchase equipment with their USG budget must sign the USG Assets/Inventory Policies and Procedures for USG Funded Clubs/Organizations.
2) Clubs and organizations looking to purchase inventory using their club budget must seek approval through the USG designated Fiscal Agent through Campus Vine. Once items are purchased, The USG Assistant Director or for Contract Services shall add that purchased inventory to the club’s list of inventory. It is also the responsibility of the club to secure and maintain the inventory. Purchased equipment belongs to USG and can not be used for personal use.
3) The Assistant Director for Contracted Services shall contact clubs to conduct an inventory on all equipment items on a bi-annual basis.
   a) All lost, stolen or damaged equipment must be reported to the USG Assistant Director of Contracted Service immediately so proper procedures are followed with the USG Fiscal Agent.
   b) For clubs that have misplaced inventory, their budgets shall freeze until the inventory has been found.
4) Information collected shall include each of the following:
   a) The current condition of the item.
   b) The current USG organization that manages the item.
   c) The current location of the item.
   d) The date purchased.
   e) The approximate value of the item.
   f) The model number of the item (if known).
   g) The serial number of the item (if known).
5) The Assistant Director for Contracted Services shall complete the inventory process. Any USG member may be added if extra assistance is needed.

10.9 PRINTING AND POSTAGE POLICY

1) The USG shall mail checks on the behalf of all USG funded organizations or services at no charge to the organizations. All other postage that a USG funded organization or service requires, within reason, will be paid for by the USG.

11. FUNDRAISING and EXTERNAL INCOME
1) Fundraising — Funded organizations and USG Departments and Agencies 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 funded organization or USG Department/Agency must have their fundraising event approved by SEA.
   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 without using the club’s USG budget may be submitted to their USG External Revenue Account.
   d) Any fundraising event that uses USG funds must first fully reimburse their USG line budget account. The profits, not purely revenues, may then be placed in the organization’s USG External Revenu account.
   e) A funded organization’s Treasurer or a Department’s 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 of such may result in a loss of budget for the remainder of the academic year.

2) Donations — Funded organizations and USG Departments and Agencies may receive donations to raise revenues for their own organization in addition to the money appropriated by the Undergraduate Student Government. All donations are to be placed directly into the organization’s ERA and made aware to the Undergraduate Student Government.
   a) Dues — Funded organizations may choose to collect dues from their members to subsidize their cost of operations.
   b) Sponsorships — Funded organizations may seek sponsorships to subsidize their cost of operations.

3) All funds in ERAs are not bound by the spending caps mentioned in Section 10.2 and 10.3. However they must comply with all University guidelines.

12. TICKETED EVENTS
1) All USG-funded clubs and organizations who wish to host events on campus must sell and distribute tickets through USG’s University Tickets and the USG Ticket Office.
2) Any club/organization of the Undergraduate Student Government that sells tickets to attend their events must put 5% of the ticket sales back into the USG Grant Fund to benefit future programming to be determined by the USG Senate Budget Committee.
3) Any funds generated from ticket sales must be declared to the USG Treasurer within one (1) week of the event.
4) Funded organizations and departments are permitted to allocate no more than 5% of the 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.
5) The proposed complementary list must be submitted to the USG Administrative Director or Manager 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 members, volunteers, advisor, etc.)

13. OVER BUDGET

1) Should a club/organization exceed their academic year budget, the club representatives are responsible for the over expended amount and it must be paid in full before the end of the academic year.
   a) Should the club have an over-expended amount after the academic year (at the end of finals), said club/organization may lose eligibility for funding; see Section 15: Disciplinary Action.

14. CONFLICTS OF INTEREST AND ETHICAL BEHAVIOR

1) 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) 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 or Manager.
   c) The money, resources or authority of the Undergraduate Student Government shall not be used for the personal financial benefit of any officer, member or private person, except that the USG shall be authorized and empowered to pay reasonable compensation for services rendered.
   d) 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 may be subject to disciplinary action by the Undergraduate Student Government, as outlined in section 15.

15. DISCIPLINARY ACTION
1) The Executive Council of the Undergraduate Student Government can call a disciplinary hearing by a majority vote if a funded organization is found to have violated the Constitution. These violations are including but not limited to:
   a) Falsifying club signatory powers.
   b) Gross misuse of granted funds
   c) Not utilizing granted budget
   d) Missing Spring budget weekend
2) In addition to this, USG will uphold any sanctions and status changes imposed on an organization by the university as a result of policy violations and respond accordingly with regard to any change in organizational status.

15.1 PRE-CONDUCT PROCEDURE MEETING

1) **Complaint or Referral:** Any member of the University community may make a complaint or referral or offer information concerning a funded organization violating the Constitution
2) These complaints and/or referrals shall be directed to a USG elected or delegated member. All complaints/referrals should be made within 30 days of the incident.
3) **Investigation:** The Treasurer shall investigate and determine whether further action is necessary within a reasonably prompt time frame and in an effective manner. The investigation may include interviews and requests for written statements from the parties (i.e. complainants, organization members, witnesses). The Treasurer will report to the USG Executive Council on any complaints/or referrals.
4) **Decision to Proceed:** If in the judgment of the Treasurer there is sufficient evidence to warrant further action, they shall initiate one of the following procedures:
   a) **Directive to Appear/Notice of Charges:** The funded organization charged with an alleged violation/s will be provided with written notice of charges and will be required to meet with the USG Senate for a conduct meeting on the date cited in the notice. The Treasurer will inform them of their rights and responsibilities before the meeting. The meeting shall be scheduled at the next senate meeting, unless extenuating circumstances prevent such a timeline.
   b) **Organizational Conduct Meeting Waiver:** The funded organization may choose to accept responsibility for and not contest the charges. If this election is made, leadership from the funded organization will sign a waiver of their right to a conduct meeting, and must accept the sanction(s) identified in the waiver. A funded organization’s decision to waive their right to a conduct meeting and accept the sanction(s) is final and not appealable.
5) **Information in Support/Defense of Allegations:** Information in support/defense of allegations (including statements, documentary and/or physical material) to be presented by the Complainant(s) and the Organization during a conduct meeting are typically shared with the opposing party at least two (2) business days in advance of the scheduled conduct
meeting. Sensitive and/or confidential information may be redacted and/or shared only at the time of the conduct meeting. The USG Executive Vice President or their designee presiding at the conduct meeting will make the final decision relating to the admissibility of all information in support/defense of allegations. The designated USG Executive Vice President may exclude information in support/defense of allegations, or adjourn the meeting to afford all parties the opportunity to review information in support/defense of allegations to be presented during the meeting. Hearsay information in support/defense of allegations, including written statements, may be considered. First hand oral statements subject to cross examination will be given greater weight than hearsay statements. Written statements from character witnesses are permitted into the hearing.

6) **Advisors:** The Complainant and Funded Organization’s representatives may appear at the conduct meeting with an advisor of their choice. The role of the advisor is to assist each party, but not to engage in any verbal presentation or questioning.

7) **Confidentiality:** In order to protect confidentiality, the proceedings shall be held during an executive session.

### 15.2 CONDUCT MEETING PROCEDURES

1) **Opening:** The presiding Executive Vice President or their designee states the alleged violations and identifies the individuals present.

2) **Challenge:** The presiding Executive Vice President or their designee states the alleged violations and identifies the individuals present.

3) **Organizational Response:** The Organization will be asked to state their response (i.e., responsible or not responsible) to each of the alleged violations.

4) **Complainant Presentation:** The Complainant should begin with an opening statement describing the alleged violation(s). Information in support/defense of allegations will be presented by the Complainant and by witnesses offered by the Complainant. The funded organization may question the Complainant/witnesses regarding the opening statement and information supporting the allegation.

5) **Organization Presentation:** The funded organization’s presentation should begin with an opening statement of its position regarding the alleged conduct. Information in support/defense of allegations will be presented by the funded organization and by witnesses offered by the funded organization. The Complainant may question the funded organization/witnesses regarding the opening statement and information presented in defense of the allegation.

6) **Closing Statements:** After all witnesses have presented statements and all questioning has been completed, closing statements are made first by the Complainant(s)/Executive Vice President, then by the funded organization. No questioning is allowed during or after closing statements.

7) **Deliberation:** After closing statements have been presented, a review of information in support/defense of allegations is conducted by the Senate to determine the
organization’s responsibility as to each of the charges.

8) **Decision:** Upon a review of the totality of the information discussed, a decision regarding the organization’s responsibility as to each of the charges shall be made by the Senate via majority vote. A decision of responsibility shall be made only if the allegations contained in each charge has been established by a preponderance of the evidence (more likely than not standard).

9) **Recommendation/Determination of Sanctions:** The Senate shall determine sanction(s) based upon the severity of the conduct as well as any prior conduct history see Section 15.4.2 Sanctions and Organizational Status Changes.

### 15.3 POST CONDUCT MEETING PROCEDURES

1) **Notification/Conduct Meeting Disposition:** The decision of the proceeding will be communicated in writing to the funded organization and the Complainant by the Executive Vice President or their designee. Written notification (also called a disposition) will include the date and time of the conduct meeting, the findings, and the sanctions to be imposed, if any. If the Organization charged is found responsible and a sanction is to be imposed, the notification/disposition shall inform the Organization of the right to appeal and the method for submitting the appeal.

2) **Meeting Documents:** A written notification/disposition summarizing the main points of the proceedings and information in support/defense of allegations presented during the conduct meeting becomes part of the proceeding’s official record. Any recordings made during the conduct meeting also become part of the official record. These materials are confidential. However, these materials may be made available, in cases of appeal and upon request, to an elected member of USG hearing the appeal and to the student(s) requesting the appeal.

3) **Enforcement:** The presiding Executive Vice President or their and other elected members of USG will ensure that any sanctions imposed are carried out on behalf of the University.

### 15.4 SANCTIONS AND ORGANIZATIONAL STATUS CHANGES

1) Failure to meet the criteria for recognition and/or organizational conduct violations may result in the imposition of sanctions and/or a change in organizational status. In determining the appropriate response for a student organization and/or individual, USG will consider the severity of the violation, the impact the violation had on the community, and the disciplinary record of the organization. Continued violations of policy/failure to complete a sanction may result in further conduct action, sanctions, and/or change in status. SEA has designated statuses to outline organizational standing with the University.

2) Sanctions shall include:

   a) **Informal Warning:** An informal warning advises a funded organization to be more mindful of their behavior and encourages them to review policies and procedures in
order to ensure future compliance. Informal warnings are not routinely reported as organizational conduct action unless subsequent violations occur.

b) **Written Warning:** A written warning indicates that a funded organization has violated a USG Financial Bylaw and that continued or repeated violations of the USG Financial Bylaws will result in further organizational conduct action.

c) **Special Restrictions or Loss of Privileges:** A funded organization’s privileges may be limited or suspended for a specific period of time. These restrictions may be suspended include the ability to:
   1. Freeze the budgets of funded organizations for a portion of the remaining academic year.
   2. Cut the budget of the funded organization up to 50 percent of their granted budget.
   3. Lose line budget status

### 15.5 APPEALS

1) **Grounds for Appeal:** Funded organizations found responsible for USG Financial Bylaw violations, and/or to whom sanctions/status changes have been levied against may appeal such findings on the following limited grounds:
   a) Significant violation of organizational conduct procedures;
   b) New information, unavailable at the time of the hearing, has become available and could have substantially impacted the decision; and/or
   c) The sanction(s) issued is/are disproportionate in relation to the organization’s conduct record and/or nature of the violation.

2) **Application for Appeal:** Funded organizations wishing to appeal a disposition must submit a written or electronic application to the Administrative Director or Manager of USG within seven (7) calendar days of receipt of the disposition. The application for appeal must identify which of the three grounds forms the basis of the appeal. Funded organizations must be in compliance with the disposition at the time of their appeal request and until a final decision on their appeal is rendered.

3) **Appeal Procedure:** If the appeal has been submitted within the specified time frame and has identified at least one of the permissible grounds for appeal, the Administrative Director or Manager of USG will review the complete record of the case, the statements of any parties, or any other information in defense of allegations, and where necessary, may require interviews with the parties involved. The Administrative Director or Manager will be a neutral decision-maker who will conduct the appeal in an impartial manner. The organization shall be notified in writing of the decision. The decision of the Admin Director or Manager will be final.

### 16. INSURANCE EXCLUSIONS

Below is a list of items that will not be funded, as they are not covered by the USG Insurance Policy.

- Equestrian activities (USG has a separate insurance policy for these activities)
• Activities exclusive to Sororities/Fraternities
• Fireworks
• Mechanical Amusement Devices
• Snowmobiles
• Martial Arts Competitions
• Off-road events including all-terrain vehicles and other off-road vehicles, except bicycles and bicycle clubs
• Gymnastic Events. This does not apply to cheerleading
• Any event greater than 5,000 people at any one-time (including otherwise acceptable events)

16.1 INJURY

1) Any injury incurred at a USG event or event sponsored by any departments within Stony Brook University must be reported immediately to the Department of Student Engagement and Activities.

2) Designated club sport safety officers are responsible for ensuring that this happens during club sports travel or events.