CONSTITUTION and BY-LAWS
of
THE UNIVERSITY COUNCIL
of
S.U.N.Y. DOWNSTATE MEDICAL CENTER

April 7, 1997
Amended May 12, 2001; subsequent change of HSCB to DMC.

ARTICLE I: NAME

SECTION I:
The name of the organization shall be the University Council of the State University of New York Downstate Medical Center (SUNY-DMC).

ARTICLE II: PURPOSE

SECTION I:
The purpose of the organization shall be to promote the interests and welfare of all the students at the SUNY-DMC as related to campus-wide issues and activities.

ARTICLE III: MEMBERSHIP AND VOTING PRIVILEGES

SECTION I:
All authority and powers granted by this Constitution shall be vested in a University Council to be composed of members representing all four student bodies of the Center.

SECTION II:
All students of the SUNY DMC are welcome to attend and provide input for discussions. Matriculated students who have paid an activity fee and attend two or more meetings within one school year (August-July) shall qualify for voting member status.

SECTION III:
In addition to the executive officers, each College shall have a maximum of one percent of their matriculated student body rounded up to the nearest hundred (as determined by the Registrar based on enrollment during Fall registration of that academic year) as voting members.

For example, at fall 1997 registration, the Registrar determined:
- College of Medicine - 750 students = 5
- College of Nursing - 349 students = 4
- College of Health Related Professions - 320 students = 4
- College of Graduate Studies - 251 students = 3

These voting members shall be determined at each meeting simply by the members present with the highest number of meetings attended within our school year (August-July) as determined by the secretary, with two meetings considered the minimum to qualify for voting member status.

Voting member status for each meeting shall be determined by the Secretary based on the previous attendance records and the members present in the first fifteen minutes of each meeting.

SECTION IV:
Of the maximum number of voting members allowed for each college, one of the voting members shall automatically be a student council executive board representative (President, Vice-President, Treasurer, or Secretary) from each college if present when attendance is taken for the meeting. If no student council executive board representative is present at that time, another member eligible for voting member status from the same school shall become a voting member for that meeting. If more than one student council executive board representative is present, the highest level position shall hold voting member status.

SECTION V:
In the event there are more members (with equal numbers of meetings attended) eligible for voting member status than the maximum allowed for each school, the last voting member position for the school shall be determined by the other voting members from that college.

SECTION VI:
All clubs and organizations funded by the University Council must have at least one member in attendance to each University Council meeting to update the council on their activities.

SECTION VII:
A quorum of University Council to conduct business shall require at least seven voting members with more than one school represented, except for the election of officers (see Article IV), for the year end budget meeting (see Article VIII), and for the ratification and amending of the Constitution (see Article XII). Voting member status for each meeting shall be determined by the Attendance Secretary based on the previous attendance records and the members present and accounted for in the first fifteen minutes of each meeting.
SECTION VIII:
In considering the above, voting member status for the first two meetings of the year shall consist of the University Council executive officers and the four student council representatives (one voting member from each college). All others in attendance shall be non-voting members.

ARTICLE IV: EXECUTIVE OFFICERS

SECTION I:
The officers of the University Council shall be elected from the members, both voting and non-voting. They shall be President, Vice-President, Treasurer, Attendance/Media Secretary and Meeting Secretary.

SECTION II:
Duties of the officers shall be as follows:
President-
  a) Shall serve chief spokesperson for the Council, and, as such, shall act as liaison between the students, faculty, and administration.
  b) Shall preside as chairperson at all meetings.
  c) Shall be the representative of SUNY HSCB in the SUNY Student Assembly (unless otherwise elected).
  d) Shall establish subcommittees as needed and appoint members to these committees.
  e) May co-sign payment requests.
  f) Oversee elections of representatives in conjunction with other officers.
  g) The President shall not have a vote except in cases of (1) a tied vote of the council, whereby the President shall cast the deciding vote, and (2) in elections.

Vice-President-
  a) Shall assist the President in carrying out his/her duties as assigned by the president.
  b) Shall be familiar with this constitution and ensure policies are upheld.
  c) Shall serve as chairperson at meetings of any subcommittees which have been established.
  d) Shall assume the Presidents duties in his/her absence.
  e) Shall tally votes on motions and at elections.
  f) May co-sign payment requests.

Treasurer -
  a) Shall keep a record of and report on finances of the Council.
  b) May co-sign payment requests in accordance with the certified budget of the Council.
  c) Shall assume the Presidents duties in the absence of both the President and Vice-President.

Attendance/Media Secretary -
  a) Shall keep and update a current list of eligible voting members.
  b) Shall record attendance at all meetings and determine at the first fifteen minutes of each meeting who the voting members for that meeting are based on previous attendance records and the presence of eligible voting members.
  c) Shall post notices of all meetings on at least four bulletin boards, at least three working days in advance.
  d) Shall notify the Director of Student Life, the Dean of Student Affairs, and the Secretaries of each student council of all meetings at least three working days in advance.
  e) Shall assume the responsibilities of the Recording Secretary in their absence.
  f) May co-sign payment requests.

Recording Secretary-
  a) Shall keep minutes at all meetings and distribute copies to all voting members and send copies to the President of FS.A., the director of Student Life, the Dean of Student Affairs, and the Secretaries of each student council.
  b) Shall assume the responsibilities of the Attendance/Media Secretary in their absence.
  c) May co-sign payment requests.

SECTION II:
Nominations for positions for the forthcoming year will be accepted at an April meeting. Any one individual may be nominated for more than one office. If all candidates are from a single college, the presidents of each college student council shall be placed onto the election ballot as candidates for any position other than President.

SECTION III:
Elections for the officers shall be held at the next general meeting, no later than May 31st, and shall require at least 75% (three-fourths) of the maximum number of voting members allowed, with at least three of the four schools represented.

SECTION IV:
Elections are to be carried out by simple majority secret ballot. Ballots are to be tallied by the Vice-President. (In the event the current Vice-President is running for office, that ballot is to be tallied by another officer)

SECTION V:
Elections are to be carried out in the following order: President, Vice-President, Treasurer, Attendance/Media Secretary, Recording Secretary. No one individual may be elected to hold more than one office, except in the case of Secretary, where Attendance/Media Secretary and Recording Secretary may be combined into one position as determined by the council.

SECTION VI:
All elected officers should not be from the same college, unless there were candidates representing more than one college available on the election ballot and simple majority vote by the voting members determined this outcome.

SECTION VII:
In the event a situation arises in which there is a demand for an officer to be removed from his/her position, a special meeting shall be held by the officers and the Director of Student Life to determine if the demand is justifiable. If so warranted, a special vote shall be held among the voting members to resolve the said issue, requiring at least 75% (three-fourths) of the maximum number of voting members allowed to be present, with at least three of the four schools represented.

ARTICLE V: FUNCTION AND RESPONSIBILITIES

SECTION I:
The general function and responsibility of the University Council shall be to promote the interests and welfare of all students at the Center as related to campus-wide issues and activities.
SECTION II:  
Specifically, it shall be the function and responsibility of the University Council to:  
a) Serve as a liaison group between students and administration on all pertinent matters of relevance to the total student body.  
b) Submit a budget to the President of the Faculty Student Association for expenditure of student activity fees, based on requests submitted by campus-wide organizations.  
c) Sponsor and oversee clubs and organizations with an interest on campus.  
d) Meet with the executive officers of the Student Center Governing Board to discuss financial matters, and the planning and implementation of campus-wide events.  
e) Distribute minutes to the four student councils, to keep them up to date with University Council business.

ARTICLE VI: MEETINGS

SECTION I:  
Regular meetings of the University Council shall be held at least once a month (from August through May) in one of the buildings of the SUNY Health Science Center at Brooklyn.

SECTION II:  
Emergency meetings may be called by the President, or must be called if requested by five members.

SECTION III:  
Notices of all meetings shall be posted on at least four bulletin boards, sent to each student council, the Director of Student Life, and the Dean of Student Affairs at least three working days in advance of the meeting.

SECTION IV:  
A quorum of University Council to conduct business shall require at least seven voting members with more than one school represented, except for the election of officers (see Article IV), for the year end budget meeting (see Article V), and for the ratification and amending of the Constitution (see Article XII).

SECTION V:  
The President, or Vice-President, shall preside over all meetings. If both are absent, the duty shall fall on one of the remaining executive officers.

SECTION VI:  
Meetings will run in an orderly fashion, and the chairperson will recognize members who wish to speak. Agenda will be as follows:  
a) Attendance sign in.  
b) Reading of the minutes of the last meeting.  
c) Attendance secretary shall announce the voting members for this meeting.  
d) Old business.  
e) New business.  
f) Open forum.

SECTION VII:  
A motion shall be considered an official action if carried by a majority vote of those voting members present, provided that three of the four schools are represented.

SECTION VIII:  
In the event of a tie, the President shall cast the deciding vote.

SECTION IX:  
All meetings are open to any member of the student body, and of the faculty of the SUNY Health Science Center at Brooklyn.

ARTICLE VII: CENTER-WIDE STUDENT ACTIVITY FEE

SECTION I:  
Members of the student body of the SUNY DMC shall be assessed at fall registration a center-wide student activity fee of $20.00, which shall be collected by the Bursar, in accordance with guidelines set up by the Board of Trustees. Changes in the activity fee shall be made by a majority vote of the University Council and must be in accordance with the SUNY Board of Trustee guidelines for activity fees.

SECTION II:  
The center-wide student activity fee shall be deposited in a special account for the University Council in the Faculty Student Association (FSA) of DMC in accordance with SUNY guidelines.

SECTION III:  
Expenses drawn from the University Council account shall be in accordance with the certified budget in place at that time, and in accordance with SUNY policies and FSA disbursement procedures. All withdrawals from the account shall be co-signed by the Treasurer and one other executive officer from the University Council.

SECTION IV:  
In the event of the dissolution of the organization provided for in this Constitution, the Board of Directors of FSA shall assume responsibility for the disposition of the unexpended funds which shall be distributed amongst the four student councils in the percentages based on the number of students each school has of the total student body.

ARTICLE VIII: BUDGET PROCESS

SECTION I:  
Before the beginning of the fiscal year, there will be a budget meeting requiring the attendance of at least 75% of the maximum number of voting members. This meeting should be held in April of the school year, and no later than April 30th.

SECTION II:  
All students representing a campus-wide club or organization are welcome to attend the budget meeting to request funds for the coming year. All clubs and organizations must be properly registered with the Office of Student Life before receiving funding.

SECTION III:  
Students requesting funds must submit a written budget, outlining expenditures for the fiscal year. These budgets must also contain the names, telephone, and box numbers of the students responsible for managing the club or organization.

SECTION IV:  
If any existing club or organization does not have representation at the budget meeting, its funds for the following year will be at the discretion of the University Council.

SECTION V:  
If at the end of the request period, the budget is not balanced, then University Council will reassess the individual budgets, and make changes to balance the budget.
Any excess funds, not allocated, will be placed in the Programs and Projects account, for the following year.

SECTION VII:
The Treasurer shall draft a budget for the forthcoming year as approved by the university council in the budget meeting in April. The budget for the next fiscal year beginning June 1, will be submitted to the President of F.S.A for certification in accordance with SUNY Board of Trustees Guidelines for activity fees. The budget may be revised during the year as needed, by a majority vote of the University Council.

ARTICLE IX: FUNDING OF THE CLUBS AND ORGANIZATIONS

SECTION I: The University Council provides funds to all student clubs and organizations that conduct meetings or hold events, or any other type of forum, that is open to all students of SUNY DMC.

SECTION II: Funds for each club or organization shall be disbursed by the FSA after approval by the President or Treasurer of the club or organization and approval by one executive officer of the University Council.

SECTION III: Funds are accessible on a reimbursement basis, as long as receipts are provided within thirty days of the purchase or the event. If thirty days have past before the submission of receipts for reimbursement, the reimbursement shall be at the discretion of the University Council after presentation and explanation by the organization.

SECTION IV: Advances of funds can be made in the form of checks provided invoices/receipts are received within thirty days of the request. These advances must be for services or merchandise and cannot be made to individuals within a student club or organization. If thirty days have past before the submission of invoices or receipts, all other requests for funds from that account shall be denied until the invoices or receipts are received.

SECTION V: No one club or organization, under the auspices of the University Council shall exceed $2500/year, unless there are special circumstances, as decided by the University Council.

SECTION VI: University Council allocated funds cannot be used for
a) Donations/gifts to charities.

b) The award of scholarships/awards for individual students within an organization or school.

c) Payment of personalized stationery printed (when they can be created on campus and then photocopied)
d) Conferences/National meetings- registration fees, membership dues, or lodging expenses. Travel expenses maybe covered if the group consists of members of at least three of the four schools, or at the discretion of the University Council.

e) Computer Programs

SECTION VII: A budget shall be deemed unacceptable if it is thought that the proposed expenditures are too high, wasteful, or misappropriate.

SECTION VIII: If a club or organization proposes a budget which is unacceptable, University Council shall propose changes in order to make it acceptable.

SECTION IX: In preparation for fundraising, a club or organization may choose to allocate $X for the initiation of the event, but that $X amount allocated must be returned and credited to the University Council account.

ARTICLE X: S.A.F. RESERVE FUND

SECTION I: The S.A.F. Reserve Fund is a special account made up of interests generated during the year and remaining funds at the end of the year, from all four individual student councils and the University Council accounts.

SECTION II: University Council, as appointed by the President of FSA, shall supervise the expenditure of this fund, which shall be primarily used for emergency situations and major projects.

ARTICLE XI: PROCEDURES

SECTION I: All meetings of the University Council shall proceed in accordance with Roberts Rules of Order, if not specifically provided for in this Constitution.

ARTICLE XII: RATIFICATION AND AMENDMENTS

SECTION I: This Constitution, having been written under the authority of the executive committee of the University Council and its voting members, shall be considered as ratified and in force when approved by a majority of voting members of the University Council, with at least three of the four colleges represented by one of their Student Council representatives.

SECTION II: Amendments to this Constitution shall be approved in the same manner as ratification, provided the amendment is approved by a majority of the voting members of the University Council (with at least three of the four schools represented by one of their Student Council representatives). Open forum shall be provided at the next council meeting, to be followed by a vote.