CONSTITUTION and BY-LAWS of
THE UNIVERSITY STUDENT COUNCIL of
SUNY DOWNSTATE MEDICAL CENTER

ARTICLE I: NAME
The name of the organization shall be the University Student Council of the State University of New York Downstate Medical Center (SUNY-DMC), hereinafter referred to as University Council.

ARTICLE II: PURPOSE
The purpose of the University Council shall be to promote the interests and welfare of all the students at Downstate on campus-wide issues and activities. Functions and responsibilities are further defined further in Article V.

ARTICLE III: MEMBERSHIP, VOTING PRIVILEGES
SECTION 1: Membership is open to all students of the SUNY-DMC who have paid a Student Activity fee.

SECTION 2: Voting Representatives: The University Council shall have ten (10) representatives, hereinafter referred to as “voting members” elected during the month of April of each year by the membership defined in Section III.1, with a minimum of one student from the College of Medicine (COM), one student from the School of Graduate Studies (SGS), one student from The College of Nursing (CON), one student from the College of Health Related Professions (CHRP) and one student from the School of Public Health (SPH) to the University Council. All other membership participants shall be in a non-voting capacity.

A. Nominations: The Secretary shall issue a call for Voting Member nominations to all eligible students during the month of March of each year, requesting any student who wishes to nominate themselves or another eligible student to submit the nomination to the Assistant Vice President (AVP) for Student Life office or designee no later than the last day of March of each year. In the absence of a nomination from the COM, SGS, CON, CHRP or SPH, the name of the current President of the applicable student council shall be added to the nominations.

B. Election: All nominations shall be placed on a voting ballot with the nominee's college, and made available to all eligible students for voting for period of at least two days during the first three weeks of April of each year. Elections shall take place by a ballot method on campus either in person or a campus electronic system with the appropriate voting controls to assure integrity.

C. Results shall be reviewed by the AVP for Student Life, Director of the Student Center or designee and the voting members shall be elected as follows: The highest number of votes received elect a minimum of one member each from COM, SGS, CON, CHRP, and SPH. Once this has been completed, the remaining members shall be elected on the highest number of votes received. In the event of a tie vote to determine the tenth elected member a run-off ballot shall be conducted during the last week in April amongst the current voting University Council members to elect the member.

D. Term of Office: The term of office for each member elected in accordance with the above process shall begin on June 1st of each year.

E. Officer Elections: Immediately following the election of all voting members of the University Council, a meeting of the voting members shall be scheduled during the last week of April in order to nominate from amongst themselves, the Officers of the University Council pursuant to Article IV.

F. Vacancies: Once elected, if a member resigns, is no longer a bona-fide SUNY-DMC student, or is removed from office pursuant to Article III.2.G then the remaining voting members of the University Council shall vote to select a new voting member to replace said member pursuant to the constituencies in Article III.2.A. In such cases, a majority vote of the voting members of the University Council in person or by proxy shall determine the new member.

G. Removal of the Voting Members: Any voting member of the University Council shall be automatically removed from office if the member has been absent in person or by proxy from two consecutive meetings of the University Council. Officers may be removed from the office held in accordance with Article IV.3.

H. Advisors: The Director of the Student Center, AVP Student Life and VP Student Affairs shall participate as non-voting advisors to the University Council.

I. Proxies: Voting members unable to attend a specific meeting may designate another voting member as their proxy for attendance and voting purposes. Said proxy must be issued to the Secretary in writing or via eMail prior to the meeting, and must specify the meeting date and name of the voting member being designated.

ARTICLE IV: OFFICERS
SECTION 1: There shall be four elected University Council Officers as President, Vice-President, Treasurer, and Secretary whose duties shall be as follows:

A. President: a) Shall be chief spokesperson for the Council, and act as liaison between students, faculty, and administration.

b) Shall preside as chairperson at all meetings.

c) Shall serve as the representative of SUNY DMC in the SUNY Student Assembly unless or until such a representative is otherwise separately elected.

d) Shall establish subcommittees as needed and appoint members to these committees.
e) The President shall not have a vote except in cases of (1) a tie vote of the council, whereby the President shall cast the deciding vote, and (2) in elections.

f) May co-sign payment requests.

B. 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 President’s duties in the President’s absence.
e) May co-sign payment requests.

C. Treasurer:  
a) Shall keep a record of and report on finances of the Council.
b) Shall prepare and present all Budget documents.
c) Must co-sign payment requests in accordance with the certified budget of the Council, except as provided in Article VII.B.3.iii.
d) Shall assume the President’s duties in the absence of both the President and Vice-President.

d) May co-sign payment requests.

D. Secretary:  
a) Shall record attendance of those present in person or by proxy at all meetings in accordance with DMC Guidelines for Meeting Minutes.
b) Shall e-mail notices of all meetings to the entire student body at least six business (Mon-Fri, excluding holidays) days in advance.
c) Shall keep minutes at all meetings, make available electronically to all members, and distribute signed copies with all applicable attachments to Advisors, and FSA Business Office. If unable to personally attend any meeting, shall appoint in advance a recording secretary to record minutes in his/her absence.
d) May co-sign payment requests.

SECTION 2 Officer Nominations and Election.

A. **Officer Nominations**: Pursuant to Article III.2.E, nominations for positions for the forthcoming year will be accepted at a meeting following the election of voting members during the last week of April each year. Any one individual voting member may be nominated for more than one office.

B. **Officer Elections**: shall be held at the general meeting following the Nominations meeting and shall be held no later than May 31st of each year, and

a. Officer Elections are to be conducted in the following order: President, Vice-President, Treasurer, and Secretary. No one individual may be elected to hold more than one office.

b. Officer Elections are to be carried out by simple majority secret ballot. Ballots are to be tallied by the Vice-President and a University Council Advisor. In the event the current Vice-President is running for office, that ballot is to be tallied by another officer with the Advisor.

c. Every possible effort shall be exhausted to avoid electing all officers from the same college.

SECTION 3: Removal of Officers. 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 other officers and the AVP for Student Life and Director of Student Center 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.

ARTICLE V: FUNCTION AND RESPONSIBILITIES

SECTION 1: 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 approved by the University Council to the Faculty Student Association for certification, noting income and expenditure of student activity fees, based on requests submitted by campus wide organizations.

C. Sponsor and oversee clubs and organizations that possess an interest on campus.

D. Meet with the executive officers and advisors of the Student Center Governing Board to discuss financial matters, and the planning and implementation of campus-wide events.

E. Distribute meeting minutes to all other DMC student councils, to keep them up to date with University Council business.

ARTICLE VI: MEETINGS

SECTION 1: All meetings are open to the membership as defined in Section III.1 and are encouraged to provide input for discussions. Only elected members as defined in Article III.2 shall qualify for voting member status. Additionally,

A. **Regular meetings**: of the University Council shall be held at least once a month (from September through May) in the Student Center of SUNY DMC.

B. **Emergency meetings**: may be added as needed by the President, or must be called if requested by six voting members. In the event that an urgent University Council agenda matter must be voted upon between monthly meetings, an electronic vote via eMail may be conducted, with a University Council Advisor defined in Article III.2.H serving as a non-voting moderator.
C. **Notice:** of all meetings shall be e-mailed to the entire student body and University Council Advisors at least six business days (Mon-Fri, excluding holidays) in advance of the meeting.

D. **Quorum:** A quorum of University Council to conduct business shall require at least six voting members in person or by proxy.

E. **Orderly Meetings:** Meetings shall be conducted in an orderly manner and with mutually respectful conduct, recognizing any member who wishes to speak, and shall follow Robert’s Rules of Order unless otherwise specified in this Constitution.

F. **Agenda:** will be in the general format as follows:
   a. Attendance sign in/Call meeting to Order
   b. Approval of the prior meeting minutes.
   c. Old business.
   d. New business.
   e. Open forum.

G. A motion shall be considered an official action if carried by a majority voting members present or by proxy.

H. In the event of a tie vote of the Council, the President may cast the deciding vote pursuant to Article IV.1.A.e.

**ARTICLE VII: STUDENT ACTIVITY FEE (SAF)**

**SECTION 1:** Members of the student body of the SUNY DMC shall be assessed at fall registration and spring registration a student activity fee, which shall be collected by the Bursar, in accordance with SUNY Board of Trustee Guidelines and consistent with the University Council’s annual budget that is certified by the campus. Furthermore,

A. The SAF and all other funds of the University Council and its clubs shall be deposited in a designated account for the University Council at the Faculty Student Association (FSA) in accordance with SUNY guidelines.

B. **Disbursements:** 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 and FSA disbursement policies and procedures, and shall be made from appropriate accounts requiring two authorized signatures as follows:
   i. For all non-club/organization accounts, authorized joint signators shall be (1) the University Council Treasurer plus (2) ONE additional University Council officer.
   ii. For Clubs and Organization accounts funded by University Council, authorized joint signators shall be (1) the University Council Treasurer plus (2) ONE Club/Organization Officer.
   iii. Should the University Council Treasurer be unavailable for signature of an urgent payment, another University Council officer may co-sign a Payment Form, but in such cases the officer signing the form is responsible to provide a copy of the Payment Form to the University Council Treasurer within five (5) business days of having signed said form.

**SECTION 2:** SAF RATE for the University Council is currently twenty dollars ($20) per year per full time student, and is pro-rated by the campus Bursar for part time students.

A. Increases in the activity fee shall require the University Council to provide at least six business days (Mon-Fri, excluding holidays) advance notification to all other DMC Student Councils, including the proposed rate change and its rationale, prior to the University Council voting on any increase in SAF rate. Decreases in rate require no advance notification.

B. Changes in SAF rate require a majority vote of the voting members and must be in accordance with the SUNY Board of Trustee guidelines for SAF, shall be subject to the campus certification as well as any applicable campus Bursar billing cycle requirements.

**ARTICLE VIII: ANNUAL BUDGET PROCESS**

**SECTION 1:** The Annual Budget cycle shall coincide with the fiscal year of the FSA, currently from June 1 to May 31st of each year.

A. During March of each year, there shall be a Budget Planning Meeting coordinated with other DMC student councils that provide funding to centerwide student Clubs and Organizations. All University Council Officers are expected to be in attendance.

B. All students representing a campus-wide club or organization are welcome to attend the Annual Budget Planning meeting to request SAF funds for the coming year.

C. All clubs and organizations must be properly registered with the Office of Student Life before receiving SAF funding.

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

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

F. SUNY Guidelines require that a Reserve Fund be established to address unforeseen circumstances.

G. If at the end of the budget request period, then University Council will prepare a balanced budget and where necessary reassess the individual club and event requested budgets to present and approve a balanced budget at its April meeting.

H. The University Council approved budget for the next fiscal year beginning June 1 will be submitted to the FSA for campus certification in accordance with SUNY Board of Trustees Guidelines.

**ARTICLE IX: FUNDING OF THE CLUBS AND ORGANIZATIONS**

**SECTION 1:** 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 SUNY-DMC students and comply with Article VIII.B,C,D and E. Furthermore,
A. No one club or organization, under the auspices of the University Council shall exceed $2000/year, unless there are special
  circumstances as determined by the University Council.
B. The Council may adopt any additional guidelines and procedures for clubs and organizations requesting funding.

**ARTICLE X: SAF RESERVE FUND**

**SECTION 1:** The SAF Reserve Fund is a separate account made up of interest generated during the year from all DMC student
councils.

**SECTION 2:** University Council has currently been designated by the FSA President to oversee expenditures of this fund, which shall
be primarily intended for unplanned student related urgent situations and major capital projects.

**ARTICLE XI: DISSOLUTION**

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 to any such successor campus wide student
government organization, or if none, shall be distributed amongst the remaining DMC college student councils in the percentages
based on the number of students each school has of the total student body at the time of dissolution.

**ARTICLE XII: RATIFICATION AND AMENDMENTS**

**SECTION 1:** This Constitution, having been written under the authority of the University Council voting members, shall be
considered as ratified and in force when approved by a majority of voting members of the University Council and certified by the
campus.

**SECTION 2:** 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. Advanced notice of proposed amendments to the
Constitution shall be made available to (1) all eligible voting members, (2) All Advisors, and (3) all DMC Student Councils. An
open forum shall be provided at the next following council meeting, prior to a University Council vote.

Adopted by Student Body Ratification on April 21, 2007 and certified by FSA President/RJB on behalf of campus.
Amended and approved by UC on February 20, 2014, and certified 9/10/14 by FSA President/RJB on behalf of campus.