

**CONSTITUTION and BY-LAWS**  
**of the**  
**Student Center Governing Board**  
**of SUNY-Downstate Medical Center**

**Article I: Name**

The name of the organization shall be the Student Center Governing Board of SUNY-Downstate Medical Center.

**Article II: Purpose**

The purpose of the organization shall be to provide the SUNY-DOWNSTATE community with a diverse program of social, cultural, educational, and recreational activities.

**Article III: Authority**

All authority and power granted by this Constitution, and all responsibilities delegated to the organization by the administration of the University shall be vested in the SCGB.

**Article IV: Membership and Voting Privileges**

Section 1: Membership to the SCGB is open to all matriculated students of the SUNY-DOWNSTATE who have paid an activity fee.

Section 2: There shall be ten (10) voting members elected, with a minimum of one student from the College of Medicine, one student from the school of Graduate Studies, and two students from CHRP/Nursing/PH to the SCGB during the month of April of each Spring term. The Secretary of the SCGB shall issue a nomination form 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 return the nomination form to the Assistant Vice President 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 College of Medicine, the School of Graduate Studies, and two nominees from CHRP/Nursing/PH, the name of the current President or Vice President of the applicable student council shall be added to the nominations. All nominations shall be placed on a voting ballot with the nominee's college, and mailed to all eligible students during the first three weeks of April of each year and said ballots shall be returned to the Assistant Vice President for Student Life or designee no later than the 21st day of April of each year.

Ballots shall then be tabulated by the current SCGB Vice President, and the voting members shall be elected as follows: The highest number of votes received elect a minimum of one member from College of Medicine, Graduate Studies, and two from CHRP/Nursing/PH). 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 SCGB members to elect the member. The term of office for each member elected in accordance with the above process shall begin on June 1st of each year. Immediately following the election of all voting members of the SCGB, a meeting of the voting members shall take place in order to nominate the Officers of the SCGB pursuant to Article VI.

Once elected, if a member resigns, is no longer a bona-fide SUNY-DOWNSTATE student, or is removed from office pursuant to Article IV.5, then the remaining voting members of the SCGB shall vote to select a new voting member to replace said member. In such cases, a majority vote of the voting members of the SCGB in person or by proxy shall determine the new member.

Section 3: The four Officers are elected at the end of the previous academic year (see Article VI).

Section 4: The Assistant Vice President for Student Life, the Director of the Student Center and the Night Manager shall participate as non-voting advisors to the SCGB.

Section 5: Removal of the Voting Members. Any voting member of the SCGB shall be automatically removed from office if the member has been absent in person or by proxy from three consecutive meetings of the SCGB. Officers may be removed from the office held in accordance with Article VI.3.D.

## **Article V: Functions and Responsibilities**

Section 1: The general functions and responsibilities of the SCGB shall be to promote the interests and welfare of all Student Center members, as defined by the Student Center Membership Policies, in accordance with all applicable regulations of the University.

Section 2: Specific functions and responsibilities of the SCGB shall be as follows:

- A. Determine, plan, and coordinate student activities conducted in the Student Center.
- B. Meet monthly, except when otherwise specified, during the academic year to discuss pertinent student center issues and to plan Student Center events.
- C. Make recommendations to the Assistant Vice President for Student Life concerning matters related to the members' welfare.
- D. Develop and present an annual budget for all SCGB income. Allocations for expenses in this budget shall require a simple majority vote of the council. The budget shall be presented to the President of the Faculty Student Association for certification in accordance with the SUNY Board of Trustee Guidelines for Student Activity Fees no later than May 31st of each year.
- E. Serve as a liaison group between the students and the administration and faculty of the University, and interact with other University student groups for the purpose of coordinating and co-sponsoring activities.

Section 3: To adopt other bylaws, by majority vote of council members, as may be necessary for the conduct of business at Council meetings, which are not otherwise provided in this constitution.

## **Article VI: Officers**

Section 1: Officers of the SCGB shall be elected from among SCGB members and shall consist of a President, Vice-President, Secretary, and Treasurer. Their terms of office shall begin in June, prior to the academic year of their service. Vacancies in any officer's position shall be filled by a majority of the remaining board members.

Section 2: Duties of the officers shall be as follows:

- A. President:
  - a. Shall serve as chief spokes person for the Council and, as such, shall communicate regularly with the Assistant Vice President for Student Life and with other administrative bodies as needed, to discuss Board issues.
  - b. Shall preside as chairperson at all SCGB meetings.
  - c. Shall establish subcommittees as needed and appoint members to these committees.
  - d. May co-sign fund payment requests.
  - e. Oversee elections of representatives in conjunction with other officers.
  - f. The President shall not have a vote unless in cases of a tie vote of the council, whereby the President shall cast the deciding vote.
- 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 that its policies are upheld.
  - c. Shall serve as chairperson at meetings of any sub-committees, which have been established.
  - d. Shall assume the president's duties in his/her absence.
  - e. Shall tally votes on motions and at elections.
  - f. May co-sign fund payment requests.
- C. Secretary -
  - a. Shall record attendance at all meetings and a list of current voting members.
  - b. Shall keep minutes at all meetings and distribute copies to all SCGB voting members and

- send copies to the President of FSA, the Assistant Vice President for Student Life, etc.
- c. Shall send out meeting notices to all members in advance of the meetings.
- d. May co-sign fund payment requests

**D. Treasurer -**

- a. Shall keep a record of and report on finances of the Board.
- b. Must sign fund payment requests in accordance with the certified budget of the Council.
- c. The Treasurer shall draft a budget for the forthcoming year prior to the first general meeting in March of each year.
- d. Shall assume the president's duties in the absence of both the president and vice president.

**Section 3:** Elections of SCGB officers shall be conducted as follows:

- A. Nominations for positions for the forthcoming year will be accepted at an April meeting. The nomination must be accepted by the nominee before the election. Any one individual may be nominated for and accept nomination for more than one office.
- B. An Election shall be held at the May meeting. Election is to be carried out by simple majority secret ballot, by any voting members attending the meeting, or by prior written proxy. Ballots are to be tallied by the Vice-President. (In the event the current Vice-President is running for an office, that ballot is to be tallied by another officer.)
- C. Elections are to be carried out in the following order: President, Vice-President, Secretary, and Treasurer. No one individual may be elected to hold more than one office.
- D. 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 Assistant Vice President for Student Life to determine if the demand is justifiable. If so warranted, a special vote shall be held among all voting members, to resolve said issue; it shall require a minimum of two-thirds majority in person to pass.
- E. In the event an officer is not able to complete his/her term of office, a special nomination and election shall be held at the next general meeting to fill the remaining term of office.

**Article VII: Meetings**

**Section 1:** General meetings of the SCGB will be held monthly, except when otherwise specified, from September through May. All voting members are requested to attend all general meetings; if a voting member is unable to attend a meeting in person, said member may issue a written proxy for their attendance and voting privileges to any other voting member of the SCGB or to the Assistant Vice President for Student Life, Student Center Night Manager, or the Director of the Student Center.

**Section 2:** Special meetings of the SCGB may be called for by the President.

**Section 3:** The general meetings of the SCGB will run in an orderly fashion and shall be chaired by the President. The chairperson will recognize members who wish to speak. Agenda will be as follows:

- a. Review of the minutes of the last meeting.
- b. Old business.
- c. New business.
- d. Open forum.

**Section 4:** A minimum of one-half of all current voting members shall be present, in person, or by proxy at all meetings as quorum.

**Section 5:** Unless specified in this constitution, procedures for conduct of business at all meetings shall be in accordance with Roberts's Rules of Order.

**Article VIII: Fees**

**Section 1:** The dues shall be paid by each student of the SUNY-DOWNSTATE at the of \$80 per year

for full-time students and \$40 for part-time students (as of Spring 2014) which shall be billed to students in accordance with the procedures established by the SUNY-DOWNSTATE Bursar's Office. Changes in activity fee rate shall be made by a two-thirds majority vote of the SCGB and must be in accordance with the SUNY Board of Trustee guidelines for activity fees. (see rate revision 12-17-13 below)

Section 2: Income received shall be deposited into a Trust and Agency account with the Faculty Student Association for the SCGB in accordance with SUNY guidelines.

Section 3: Expenses drawn from the SCGB account shall be in accordance with the certified budget in place at that time, and in accordance with SUNY policies and FSA disbursement procedures. Disbursements from the accounts shall be jointly signed by the Treasurer plus either one other officer or the Assistant Vice President for Student Life. The incumbent Board may designate similar joint signature procedures that accommodate circumstances when these primary signatories are not immediately available.

Section 4: In the event of dissolution of the SCGB, the funds remaining in the account shall be given to the Board of Directors of FSA who shall spend these funds for the benefit of the student center operations, or direct these funds to another organization which shall succeed this organization in providing activities for the student center population.

Section 5: After elections near the end of his/her term of office, the Treasure shall draft a budget for the forthcoming year. The budget shall be presented to the Board at the April general meeting, at which time it will be revised as necessary until approved by the voting membership by a simple majority vote. The budget for the next fiscal year, beginning June 1, will then be submitted to the President of FSA 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 entire voting body of the SCGB, in person or by proxy.

#### **Article IX: Ratification and Amendments**

Section 1: This constitution shall be considered ratified and in force when:

- A. Approved by a simple majority of the voting body, and
- B. Certified by the President of FSA, in accordance with pertinent FSA and SUNY guidelines.

Section 2: Amendments to this constitution shall be approved by a two-thirds majority of the voting body of the SCGB. Advance notice of proposed amendments to the Constitution shall be made available to all members. Open forum shall be provided at the next Board meeting, to be followed by a vote at the subsequent meeting.

Originally Adopted 10/12/01 and subsequently revised on:

10/1/02: SAF Rate increased to \$50/yr.

March 2005: Article VII – Meetings – revised to Monthly.

1/1/15: SAF Rate increased to \$80/yr., approved by SCGB 12/17/13.

3/17/15: Article VIII, Section 3 updated signature procedures 3/17/15

Each certified on behalf of campus by R Bentley, President, Faculty Student Association