

Fiscal Policy

500.0 Bylaws of the Board of Finance

500.1 Purpose and Responsibilities

500.1.1 To monitor and ensure fiscal responsibility and integrity within the Student Association.

500.1.2 To review the policies outlined in these bylaws bi-annually and recommend changes. Recommended changes shall take place as a bill to Senate. This bill shall be referred to the Rules and Operations Committee of the Student Association Senate for suggestions as per Section 202.3.3 of the Senate Policy.

500.1.3 To review all transactions and proposals made by the Office of the Comptroller.

500.1.4 To oversee the Student Association Budget and ensure that it is followed.

500.1.5 To compose a budget proposal for the next academic year and oversee the budgetary process.

500.2 Membership

500.2.1 Four (4) Student Association Board of Finance members appointed by the Student Association Senate Chair and confirmed by a majority of the Student Association Senate shall be voting members.

500.2.1.1 Members appointed by the Student Association Senate Chair must be members of the Student Association Senate.

500.2.1.2 Two (2) of the Board of Finance members appointed by the Senate Chair must be members of the Student Association Senate Appropriations Committee, one (1) of whom must be the Appropriations Chair.

500.2.1.3 One (1) of the Board of Finance members appointed by the Student Association Senate Chair shall be, upon two-thirds (2/3) confirmation of the Senate, given a two (2) year appointment to the Board of Finance.

500.2.2 Three (3) Student Association Board of Finance members appointed by the President of the Student Association and confirmed by a majority of the Student Association Senate shall be voting members.

500.2.2.1 One (1) of the Board of Finance members appointed by the President of the Student Association shall be, upon two-thirds (2/3) confirmation of the Student Association Senate, given a two (2) year appointment to the Board of Finance.

500.3 Chair and his/her responsibilities

February 28, 2010
By Andrew Ziegelstein
Student Association Senate Vice Chairman

500.3.1 The Chair must be an appointee of the Student Association Senate Chair.

500.3.2 The Chair shall preside over Board meetings.

500.3.3 The Chair shall be empowered to call emergency meetings of the Board of Finance.

500.3.3.1 Board of Finance members must be notified at least twenty four (24) hours in advance prior to calling an emergency meeting.

500.3.3.2 Board of Finance members shall not be penalized for absences from emergency meetings.

500.3.4 The Chair shall be responsible for making a weekly report at the Student Association Senate meetings.

500.3.5 The Chair shall vote last on any and all business of the Student Association Board of Finance that warrants a roll call vote.

500.4 Vice Chair and his/her responsibilities

500.4.1 The Vice Chair must be elected by his or her peers on the Board of Finance by a simple majority.

500.4.2 The Vice Chair shall be responsible for maintaining meeting attendance records in addition to a list of all voting members.

500.4.3 The Vice Chair shall record the minutes of every meeting of the Student Association Board of Finance.

500.4.4 The Vice Chair shall be an appointee of the Student Association Senate Chair.

500.5 Rules

500.5.1 All meetings shall follow Robert's Rules of Order, Revised.

500.5.2 Voting rights shall be rescinded after two (2) consecutive unexcused absences and/or four (4) total unexcused absences per semester. To be counted as present, a member must attend at least half of the meeting.

500.5.2.1 Any member of the Board of Finance who loses voting privileges shall be referred to the Student Association Senate Rules and Operations Committee.

500.6 Amendments to the Finance Policy

500.6.1 Any proposed amendments to the Finance Policy shall be effective upon approval of two-thirds (2/3) of the Board of Finance and a two-thirds (2/3) vote of the Student Association Senate.

500.7 Powers of Financial Review

500.7.1 In order to fulfill its purpose and responsibility as outlined in Section 500.1.3 of this Policy, the Student Association Board of Finance shall be empowered to inquiry and investigate any and all transactions made by the Office of the Student Association Comptroller.

500.7.2 Removal of the Comptroller shall comply with Section 4f of Article IV of the Student Association Constitution.

500.8 Appointment of the Student Association Comptroller

500.8.1 The Student Association Board of Finance shall review applicants and select nominees for the positions of Student Association Comptroller and Deputy Comptroller(s).

500.8.1.1 Board of Finance nominees for Comptroller and Deputy Comptroller(s) shall be referred to the Student Association Senate and shall take office upon approval by a two-thirds (2/3) vote of the Student Association Senate.

500.8.1.2 If the Board of Finance deems the applicants under qualified, in consultation with the Student Association Senate, they may re-open nominations with a two-thirds (2/3) vote of the Student Association Senate.

501.0 Finance

501.1 A minimum sum of \$50,000 shall be allocated for Summer Operation (Dept. 0297) and/or Deficit Reduction (Dept. 0298) starting with the 2001-2002 academic year.

501.2 A minimum sum of \$15,000 shall be allocated for the Ambulance Replacement Fund, starting with the 2009-2010 academic year.

501.3 If any budget passed by The Student Association Senate does not include this allocation, said budget shall be null and void.

502.0 Powers of Enforcement

502.1 The Comptroller of the Student Association and the Board of Finance shall freeze the budget of any organization or activity constituted and financed in whole, or in part, by the Student Association that is found to be in violation of any part of this policy. All budget freezes by the Comptroller and the Board of Finance must be reported to the Student Association Senate.

502.2 The Comptroller and the Board of Finance may unfreeze a group's budget as long as his/her decision does not conflict with a decision from the Student Association Senate. Only the party that froze the group's budget may have the power to unfreeze said budget.

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- 502.2.1 The Board of Finance shall act as the agent of the Student Association Senate in such matters
- 502.3 No group shall overspend their budget
- 502.3.1 A groups budget shall be considered overspent when its total expenditures exceeds its total appropriation plus its income at any time.
- 502.3.2 No voucher will be processed for any overspent group, nor will any voucher be processed that would overspend a group's account
- 502.3.3 The Student Association Senate may, by a two-thirds vote in the form of a bill from the Appropriations Committee, allow a group an exemption from this policy. Any such exemption must indicate the amount the group may overspend, its purpose for the over-expenditure, and an expiration date for this exemption.
- 502.3.4 Should a group overspend their budget during a fiscal year, one hundred and ten (110%) percent of the amount they overspend shall be deducted from their budget for the following fiscal year, up to the total amount of their appropriation. The Comptroller in conjunction with the President of said group shall determine which lines to reduce. No income line may be altered for this purpose. The Student Association Senate may exempt any amount in excess of one hundred percent (100%) of the overspending from a particular group by a two-thirds (2/3) majority vote in the form of a bill from the Board of Finance.
- 502.4 Both the Comptroller and the Board of Finance shall be empowered to deduct from the groups budget. Deductions from budgeted groups require a two-thirds (2/3) approval from the Student Association Senate.
- 502.5 Each signatory officer after attending the mandatory signatory officers meeting, must sign the following document, prior to his/her institution as a signatory officer: "I have read the Treasurer's handbook and I completely understand the laws and regulations of the Student Association By-Laws." Failure to attend the mandatory meeting or a similar meeting given by the Student Association Comptroller shall result in the budget of said group to be frozen.
- 502.6 In the beginning of the academic year, the Comptroller shall administer an exam on Finance By-Laws to each group's President and Treasurer, or their equivalent. Failure of either individual to pass this exam will result in the budget of said group to be frozen until such time as the Comptroller deems said individuals sound in the knowledge of the Finance By-Laws.
- 502.7 No student has the right to indebt or commit either the Student Association or the State University of New York At Albany itself in any written or verbal agreements. Therefore, all contracts must be approved and signed by the Comptroller and President of the Student Association. Any agreements between two (2) or more groups, which involve commitments of funding, must be made in writing, signed by the responsible budgetary officers of all groups involved and attested to by the Comptroller and President of the Student Association.

502.7.1 Approval by a Student Association official indicates only that the purpose of the fiscal commitment is in accordance with the student agency's constitution and the commitment does not constitute a fiscal obligation of the Student Association of the State University of New York at Albany.

502.7.2 Any agreement made without the signature of the Comptroller and President is not binding on the Student Association and will be the responsibility of the individual.

502.8 Monthly budget statements will be distributed to each group. If there is a discrepancy between the group's books and the statements, it shall be the group's responsibility to point out and settle this with the Comptroller's Office. If no attempt to correct the discrepancy is made, the statements figures will be deemed valid.

502.9 The Comptroller of the Student Association in conjunction with the Board of Finance may review any violations of this policy by an organization or activity financed in whole, or in part, but the Student Association and make recommendations to the Student Association Senate for approval to exact penalty upon the organization.

502.10 No group's budget may be frozen for a second time for the same instance of violation by the same party.

502.11 At the request of the Board of Finance and/or the Comptroller, Treasurers are required to produce their financial records and will be held accountable for the information present. An organization found to have improper, inadequate, or inaccurate information will have its budget automatically frozen. Budgets will be unfrozen only by rectifying the conditions that brought about the suspension.

503.0 Disbursements

503.1 General procedure for all disbursements

503.1.1 All general requests must be submitted on a Combined Purchase Order/Encumbrance Approval Payment Request voucher that has been properly filled out. Only those who currently hold signatory powers for said group will be permitted to sign out voucher proposals from Student Association funded groups

503.1.2 No group officer or member may commit any funds without the approval of the Comptroller of the Student Association. Approval may be in one of three forms:

503.1.2.1 Encumbrance approval (materials)

503.1.2.2 Contractual agreement (services)

503.1.2.3 Written consent (cash outlay)

503.1.2.3.1 If the approval of the Comptroller has not been received or it has been denied, the person who has made the commitment is legally responsible for the extent of the commitment.

503.1.3 No voucher can be made payable to oneself under any circumstances.

503.1.4 All vouchers and other monetary requests must fully detail the need to purchase either the product or service. Monthly statements and letters requesting

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payments are not sufficient evidence for payment; other supportive data must be included.

503.1.5 The President and the Comptroller of the Student Association will be the only authorized signatures to University Auxiliary Services for the Student Association.

503.1.6 Either the Student Association Senate Chair or the Student Association Vice Chair shall be the only authorized Group Officer signature for any Student Association Senate expenditure.

503.1.7 No checks shall be drawn to the University at Albany students for purposes of reimbursement except:

503.1.7.1 As payroll with the approval of the Comptroller

503.1.7.2 Written consent is obtained from the Comptroller with a valid and complete voucher or encumbrance proposal.

503.1.8 Both the Chair and the Vice Chair of the Board of Finance shall be the only authorized signatures for the Board of Finance account.

503.1.9 All payments needed in advance of receipt of the goods and services must have the expressed written consent of the Comptroller, and must be dully noted on the voucher request form. Upon payment, the group officer must submit to the Comptroller or his/her designee, adequate supportive data in the form of an original receipts or paid invoices within the next five (5) days upon receipt of goods and services. If adequate supportive data is not received, the individual group officers will be held personally liable for the purchase or contract made.

503.1.10 No Member of the Student Association shall have signatory power for more than one group. No member of a Student Association funded group shall have signatory power for their group and any Student Association internal funds.

503.1.11 Vouchers for disbursement shall be submitted to the Comptroller within 30 business days (while classes are in session and our budget is valid) upon receipt of a proper bill, invoice or receipt of purchase of goods or services.

503.1.11.1 Excluding any fully signed valid contract or encumbrance.

503.1.11.2 In order to ensure fiscal integrity, the Comptroller reserves the right to take action on said voucher at the end of this period.

504.0 Revenues

504.1 All revenues must be deposited by the next business day following collection at (UAS) Check Cashing. When Check Cashing is closed, money must be deposited in the Comptrollers safe for safekeeping until Check Cashing opens. This safe is open whenever the Campus Center is open. The safe receipt will be attached to the Income Deposit form. As proof of immediate deposit, receipt of the deposit drop-off (R.O.D.D.) must be attached to the Income Deposit form.

504.2 Supportive data must be submitted to the Comptroller within one week of collection. Proper data is determined by type of revenue

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504.2.1 Type A – Dues Revenue

504.2.1.1 Three part receipt book, which are available in the Student Association office must be used with the following disbursement:

504.2.1.1.1 Dues payers

504.2.1.1.2 Student Association

504.2.1.1.3 Group

504.2.1.2 As soon as dues are collected, their money must be deposited with Check Cashing. All dues must be accounted for. Receipt copies and list of dues payers must be submitted to the Comptroller within twenty four (24) hours or the next business day.

504.2.1.3 The Student Association copies of all receipts and the remainder of the receipt book must then be brought back to the Student Association office along with the completed Income Deposit form. The total amount of receipts must match the amount of the Check Cashing receipt.

504.2.2 Type B – Admissions

504.2.2.1 Any Student Association funded group must use pre-numbered tickets.

504.2.2.2 The price of admission will be stated on the tickets.

504.2.2.3 All tickets must be ripped in half before the patron is admitted to the event. The same person may not sell and rip the tickets.

504.2.2.4 One half of the ticket should be kept by the group, while the other half is to be kept by the patron.

504.2.2.5 In the next regular business day after the event is held, a report of attendance must be deposited to Check Cashing along with the Income Deposit form.

504.2.2.6 If the Comptroller deems it necessary, then a secondary form of accounting will be used.

504.2.3 Type C – Advertising Revenue

504.2.3.1 All advertising revenue will be supported by business forms. All receipts will be verified by weekly revenue reports.

504.2.4 Type D – Other revenue

504.2.4.1 All other revenue will be verified in agreement with the Comptroller and the group officer, in the methods listed above.

504.3 If after careful thorough investigation, it has been found that money taken in by a Student Association funded group has not been adequately accounted for, it is the Comptroller's responsibility to prosecute all those in question to the full extent of the law.

505.0 Finance Regulating

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- 505.1 Books must include all group copies of vouchers and all supportive documents no required by the Student Association. These must be retained for a minimum of three (3) years.
- 505.2 If there are any outstanding bills at the end of the academic year, any itemized account of those bills must be handed in to the Comptroller no later than the day before final examinations begin. All bills received after that date must be accompanied by a written explanation. If the Comptroller deems the explanations invalid, the bill becomes the legal responsibility of the signatory officers of the group.
- 505.3 Credit Purchases
 - 505.3.1 When any person uses credit, he/she should make sure that both his/her name and the name of the organization or the student group are on the sales slip.
- 505.4 Competitive Pricing
 - 505.4.1 All capital expenditures or purchases more than two hundred and fifty (\$250) dollars shall be subject to competitive pricing.
 - 505.4.2 Pricing shall be defined as the acquisition of three (3) price quotes being obtained by the group, with the group submitting those prices to the Comptroller before any such purchase.
- 505.5 Purchase of Equipment and Supplies
 - 505.5.1 All equipment and supplies purchased by any budgetary organization of the Student Association shall become the sole property of the Student Association with the purchaser controlling its use. If at any time a budgetary organization of the Student Association becomes defunct or separated from the Student Association, all equipment and supplies shall be claimed by the Comptroller on behalf of the Student Association Senate. The Comptroller and the Board of Finance shall be empowered to recommend the confiscation and/or sale of equipment and/or supplies from any organization that has failed to utilize the equipment in a proper and justifiable manner. The Comptroller and the Board of Finance shall also be empowered to review any and all budgets at any time and request that modifications or changes be made by the Student Association Senate.
- 505.6 Required Inventory of Equipment
 - 505.6.1 An inventory of all permanent equipment on hand of each budgetary organization must be submitted to the Comptroller and the Board of Finance at the beginning and end of the school year respectively, along with an explanation for any change in inventory that might have occurred. This must be completed before a budget proposal for the next academic year will be accepted. Without a final inventory list with the necessary justifications, a budgeted organization will not be considered for a budget in the next academic year. The Comptroller may also request an inventory list at his/her discretion from any budgeted organization.
 - 505.6.2 Inventory numbers will be issued for newly purchased items and properly filed in the Comptrollers office along with all inventory lists that have been submitted by budgeted organizations

505.6.3 Inventory shall consist of all items with an acquisition cost of fifty (\$50) dollars or more.

505.7 Student Association Salaried Positions

505.7.1 All stipend policies must be paid in accordance with the accepted Stipend Policy. No exceptions to this policy shall be tolerated.

505.8 Sales Tax

505.8.1 All organizations are required to use the tax exemption certificate whenever buying materials or services that are State taxed. The tax exemption certificates enable the Student Association to withhold New York State Sales Tax. No reimbursements shall be made for New York Sales Tax paid.

505.9 Special Contracts

505.9.1 Before the Comptroller signs any contract which:

505.9.1.1 Affects future fiscal years.

505.9.1.2 Affects personnel's tenure, rate of pay, or retainer.

505.9.1.3 Deals with a sum of five thousand (\$5000) dollars or more.

505.9.1.3.1 The Comptroller shall submit a copy of said contract to the Board of Finance for review and approval.

505.9.2 Any person(s) receiving student activity fee money who isn't a Student Association Official, or receiving a reimbursement must have a contract signed both the President and Comptroller of the Student Association. Said contracts must be one year in nature.

505.10 Appropriations Committee

505.10.1 The Appropriations Committee shall be the Sole Distributor of the Supplemental Line and the New and Unfunded Groups Line, pending a two-thirds (2/3) affirmative vote from the Student Association Senate.

505.10.2 Of the legislative appointments to the Board of Finance, two (2) shall be of the Appropriations Committee, one of which shall be the Chair of the Appropriations Committee or his/her designee.

505.11 Political Advisement

505.11.1 No Student Association group shall allocate any funds from its budget towards any advertisements with any issues involved in a campus election; specifically the Student Association group cannot, in advertisement, support or state opposition to any candidate, referenda, or other election.

505.12 Maximum Group Expenditures

505.12.1 Any group that has spent more than sixty (60%) percent of their appropriation by the end of the fall semester shall have their budget immediately frozen by the Comptroller. The Comptroller shall forward to the Appropriations Committee

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and the Board of Finance the names of all groups over the sixty (60%) percent level.

506.0 Budgets and Supplemental Appropriations

- 506.1 The Board of Finance shall present the budget for the next fiscal year to the Student Association President.
- 506.2 The Comptroller shall clearly define and publish the names of all budget lines. It shall be the responsibility of the Comptroller to make sure that each disbursement of Student Association funds shall be made appropriately to each line.
- 506.3 Any currently funded group must go through the budget procedure to receive funding for the following year.
- 506.4 Funding New Groups
 - 506.4.1 The term "New and Unfunded" will refer to any group that has not received a budget consisting of Activity fee monies through either the Appropriations Committee or the Budget Process for the past 2 semesters.
 - 506.4.2 A group that is "New and Unfunded" (either funded in the Spring semester or not at all funded) and requesting a budget during the Budget Process may receive funding if deemed worthy by a hearing similar to that of the Appropriations Committee. This allocation may not exceed \$250.
 - 506.4.3 For groups that are applying for funding during the "New and Unfunded" process, the Appropriations Committee may only allocate up to \$250 in the Fall semester. In the Spring semester, if it is the group's 2nd semester, they may be allocated up to twice the amount fundraised or \$250, whichever is lower.
 - 506.4.4 Following two semesters of funding through this manner, groups shall no longer be limited for funding by this provision.
- 506.5 The Comptroller shall be empowered with the ability to transfer within a groups budget one hundred (\$100) dollars from an original line to a newly designated line without having to appear before the Appropriations Committee.

507.0 The Dippikill Replacement Fund

- 507.1 In order for Dippikill or any part of Dippikill to be sold, the following must occur:
 - 507.1.1 An ad-hoc committee will be formed to research the issues and reasons for a sale.
 - 507.1.2 The committee shall consist of:
 - 507.1.2.1 Student Association President
 - 507.1.2.2 Student Association Vice President
 - 507.1.2.3 Student Association Senate Chair
 - 507.1.2.4 Two (2) members of the Student Association Senate appointed by the Chair

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507.1.2.5 Student Association Comptroller

507.1.2.6 One Dippikill Board Member

507.1.2.7 Student Association attorney (ex-officio)

507.1.3 This committee shall hold a public hearing on the issue, and make a recommendation based on the hearing and discussions of the committee to be issued to the Student Association Senate.

507.1.4 It must be passed by the Student Association Senate by a two-thirds (2/3) affirmative vote of the entire voting membership of the Student Association Senate in order for the sale to be allowed.

507.2 This fund will contain the surplus monies generated by Dippikill operations.

507.3 At the end of each fiscal year, surplus monies will be added to this fund.

507.4 Monies may only be removed from this fund through a two-thirds (2/3) affirmative vote from the Student Association Senate.

507.5 If any budget passed by The Student Association Senate does not include this allocation, said budget shall be null and void.

507.6 A minimum sum of \$210,000 shall be allocated for Dippikill Operating (Dept. 0100)

508.0 Appropriation Committee Hearings

508.1 All student groups applying for funds from the New and Unfunded Groups Line, or from the Supplemental Appropriations Line must do so through a Financial Hearing.

508.2 Financial Hearings must be scheduled by the Appropriations Committee within seven (7) business days after the Student Association receives all paperwork.

508.3 The Appropriations Committee must provide a Decision of Appropriation for every group or organization heard by the Committee.

508.4 A Decision of Appropriation shall be defined as the following:

508.4.1 A written record of the committee's reasoning on a decision

508.5 Any decisions, which are shown to be in violation of the Standard Evaluation Form (SEF), will be null and void.

508.6 All Decisions of Appropriation must be kept by the Student Association Senate for a minimum of two (2) academic years.

509.0 The Supplemental Appropriations Line

509.1 Any appropriation from this line should be submitted to the Student Association Senate as a bill from the Appropriations Committee and be approved by those in attendance Student Association Senate meeting.

509.2 Appropriations may not be made to groups to replace funds lost due to over expenditure or to late bills received by the Student Association.

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510.0 The New and Unfunded Groups Line

- 510.1 Any permanently recognized, non-funded group wishing to receive an appropriation may be budgeted through the New and Unfunded Groups Line in the form of a bill from the Appropriations Committee and be approved by those in attendance Student Association Senate meeting.
- 510.2 If a bill to allocate money from the New and Unfunded Groups Line is passed by the Student Association Senate, and it is vetoed, the Student Association Senate shall have the opportunity to veto it at the next regularly scheduled Student Association Senate meeting.

511.0 Emergency Spending Line

- 511.1 The Board of Finance may allocate money into the Emergency Spending Line during the budget process to defray unexpected emergency costs that may arise.
- 511.2 Any appropriation taken from this line shall be submitted to the Student Association Senate in the form of a bill from the Appropriations Committee and be approved by a two-thirds (2/3) affirmative vote of the Student Association Senate.

512.0 Deficit Reduction Line

- 512.1 In the case of a previous year deficit, the difference between the money recovered by the Comptroller from overspent groups and the net loss as reported by the auditors due to overspending groups shall be required to be allocated in the next year's budget.
- 512.2 This money shall be considered spent on the first day of the fiscal year (July first)

513.0 Prior Years Line

- 513.1 Appropriations may only be made from the Prior Years Line to cover expenses accrued by the Student Association groups and offices during the prior budgetary year.
- 513.2 No appropriation may be made from this line to cover expenses made by any Student Association group that finished the prior budgetary year with its budget overspent. All vouchers will be taken from their budget from the current year as detailed in section 502.0 of this policy.
- 513.3 The maximum amount that may be spent from this line to cover expenses made by any Student Association group shall be the amount remaining in the group's budget at the end of the prior budgetary year. All vouchers past this amount will be taken from their budget for the current year.
- 513.4 Appropriations may be made from this line in exception to the above policy to re-issue cancelled or stale dates checks or if the group's account has no remaining money. Further exceptions may be approved in the form of a bill submitted by the Board of Finance which is passed by a two-thirds (2/3) affirmative vote by the Student Association Senate.
- 513.5 The Board of Finance shall review expenses made from this line at least once a semester to ensure proper adherence to this policy and to make corrections as necessary.

514.0 Standard Evaluation Form (SEF)

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By Andrew Ziegelstein
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514.1 The Appropriations Committee shall create a Standard Evaluation Form (SEF) to serve the following purpose:

514.1.1 To ensure Viewpoint Neutrality for all student groups applying for funding through the Student Association

514.2 Viewpoint Neutrality shall be defined as a decision made in accordance with any procedural requirement for making the decisions; and without considering the viewpoint being expressed by the recipient of the funds.

514.2.1 All decisions made by the Appropriations Committee, the Board of Finance, the Student Association Senate, the Student Association President, the Student Association Comptroller, or any other officer or employee of the Student Association with regard to funding recognized student groups in the budget and/or in the New and Unfunded Groups Line and/or in the Supplemental Appropriations Line and/or any decision with regard to funding shall be made in accordance with the principle of Viewpoint Neutrality. Every such funding decision shall be made in accordance with every procedural requirement for making such decisions, and shall be made without considering the viewpoint or ideology expressed by the recipient of the funds. The principle of Viewpoint Neutrality will be implemented and compiled by the Appropriations Committee, the Board of Finance, the Student Association Senate, the Student Association President, the Student Association Comptroller, and every other officer or employee of the Student Association wherein funding decisions concerning recognized student groups videotape, stenographer, or other similarly reliable means. All documents concerning the decision to deny funding to a recognized student group and the record of the meeting of the Student Association Senate shall be made available to any representative of the recognized student group or any student within two (2) weeks of receipt of a written request and upon payment of reasonable copying charges. Upon request by any recognized student group whose applications for funding has been denied, the Student Association Senate shall provide a written statement of its reasons for denial within ten (10) days after the next regularly scheduled meeting of the Student Association Senate has adjourned. Any decisions by the Appropriations Committee, the Board of Finance, the Student Association Senate, the Student Association President, the Student Association Comptroller, or any other officer or employee of the Student Association that violates the principle of Viewpoint Neutrality shall be invalid and null and void. However, nothing herein shall be interpreted to mean that the Student Association is required to fund every recognized student organization simply because they have completed an application for funding, as long as the decision is made without considering the Viewpoint or the ideology expressed by the applicant for the funds. The requirement of Viewpoint Neutrality by the Student Association in making all funding decisions for recognized student organizations may be appealed to the Supreme Court of the Student Association pursuant to the Judicial Policy, and the Supreme Court shall enforce the requirement of Viewpoint Neutrality in making such decisions.

514.3 The Standard Evaluation Form (SEF) shall be approved in conjunction with the Board of Finance and the Comptroller and approved by a two-thirds (2/3) affirmative vote by the Student Association Senate.

- 514.4 All Standard Evaluation Forms (SEF) must be kept by the Student Association Senate for a minimum of two (2) academic years.

515.0 Student Activity Fee Policy

515.1 General Policy

515.1.1 Full membership in the Student Association shall be given to all Student Activity Fee-paying undergraduate students

515.1.2 Other members of the University community (Graduate students, alumni, faculty and staff, administration) may become affiliate members of Student Association contingent on the payment of the Student Activity Fee established by the Student Association Senate. Affiliate members will enjoy all the rights and privileges of full members with the exception of voting. The Student Association Senate may be a majority vote, establish other limitations to affiliate membership.

515.1.3 An organization or activity constituted and financed in whole or in part by the Student Association except Copies Plus which provides a publication or service to the student body shall establish a general admission or purchase price which shall be charged to all non-payers of the Student Activity Fee. Any charge greater than one (\$1) dollar but less than ten (\$10) dollars shall be fifty (50%) percent additional fee for non-fee payers. Any charge greater than ten (\$10) dollars for fee-payers shall be an additional five (\$5) dollars for non-payers. The Comptroller and the Student Association Senate shall have the authority to grant waivers to this differential as long as they are granted and reported to the Student Association Senate at least two (2) weeks prior to the event. The Student Association Senate shall have the authority to cancel any waivers by a majority vote. There shall be no waivers granted if the event is less than two (2) weeks away, unless the Student Association Senate votes with two-thirds (2/3) affirmative to grant such a waiver.

515.1.4 Student membership, participations or the ability to hold an office in any organization or activity financed in whole or in part by the Student Association shall be contingent upon payment of the Student Activity Fee.

515.2 Procedures

515.2.1 Special Events

515.2.1.1 The purchase of a ticket by a member of the Student Association to a special event shall be contingent upon the presentation of the students current valid SUNYcard to the seller of the tickets for that special event.

515.2.1.2 When tickets are required for admission to an event by an organization constituted and financed in whole or in part by the Student Association, then one ticket shall be used for one tax sticker, unless the Student Association President, the Student Association vice President, or the Student Association Presidents designee consents to a different ratio dependant on the nature of the event.

515.2.2 Voting in Polls, Referenda, and Elections

Last Update: February 28, 2010
By Andrew Ziegelstein
Student Association Senate Vice Chairman

515.2.2.1 Voting in a poll, referendum, or election affecting the Student Association as an organization is contingent on full membership in the Student Association.

515.2.2.2 Voting in a poll, referendum, or election directly affecting only the payers of the Student Activity Fee shall also be contingent upon the payment of the Student Activities Fee in addition to full membership in the Student Association.

516.0 Referendum on the Student Activity Fee

516.1 A referendum will be run by the Student Association at least every two (2) years beginning with the Spring Semester of 1973 to determine whether or not a mandatory or voluntary form of Student Activity Fee is preferred.

516.2 Such a referendum shall be binding if ten (10%) percent of the members of the Student Association eligible to vote cast their votes in said referendum.

517.0 Student Association of the University at Albany Activity Fee Resolution

517.1 The Student Association Senate of the Student Association of the University at Albany endorses the following resolution:

517.1.1 We support the exclusive right of students to govern and regulate the use of the Student Activity Fee and oppose all legislation, resolutions, and policies imposed by the legislature, the State University of New York Board of Trustees, or Campus administration to regulate or prohibit the use of the mandatory activity fee.

517.1.2 As the use of fees are already subject to the guidelines established by the Board of Trustees which requires a student referendum to determine the mandatory/voluntary nature of the fees and where students are required to approve all budgeted expenditures of their fees, an adequate self-governing process already exists. It is inappropriate for any groups other than students to control the Student Activity Fee.

518.0 Advisory Referenda Policy

518.1 In accordance with SUNY Board of Trustees' Guidelines, the Student Association will not use advisory referenda of the student body to garner student input with respect to particular funding decisions. Provided, however, that an advisory referendum can be used only to advise the SA regarding the appropriate level of funding and not to determine whether a group will or will not be funded.

519.0 Assorted Agencies

519.1 The function of each associated account must be consistent with the purpose of its organization as stated in the group's constitution. A brief written statement of the account's purpose must be on file with the Student Association and the University. The establishment of each account is to be reviewed and certified by the Student Association and the Director of Student Life or his/her designee prior to its activation by the University Auxiliary Service (UAS).

- 519.2 Each associated account may include funds collected on a voluntary basis, and funds generated by the activities of the organization. Mandatory Student Activity Fees are not to be deposited in associate accounts, nor are funds derived from activities supported all or in part by the mandatory fee.
- 519.3 Funds in associated accounts shall be used only for support of the following programs benefiting the University community:
- 519.3.1 Programs of cultural and educational enrichment.
 - 519.3.2 Recreational and social activities.
 - 519.3.3 Tutorial programs
 - 519.3.4 Intramural athletic programs
 - 519.3.5 Student publications and other media
 - 519.3.6 Assistance to recognized student organizations provided that the purpose and activities of the organization are of educational, cultural, or social in nature.
 - 519.3.7 Insurance related to conduct of these programs.
 - 519.3.8 Administration of these programs.
 - 519.3.9 Transportation in support of these programs.
 - 519.3.10 Student services to supplement or add to those provided by the University.
 - 519.3.11 Remuneration to student officers for service to the organization.
- 519.4 Money from associated accounts shall be disbursed by the student organization, provided that the fiscal commitment for each expenditure shall have approval by the Student Association Comptroller. In the event that the Student Association Comptroller concludes that a particular fiscal commitment may not be in compliance with any section within this policy, and/or it is not properly documented, an appeal shall be referred to the Student Association Senate for final disposition. Fiscal and accounting procedures prescribed by the Student Association Treasurer's Handbook, shall be observed by the student organization operating associated accounts. These procedures shall include provisions for an annual audit.
- 519.5 Expenditures of voluntary fees collected by the University (class dues, Five Quad) must be certified by the Vice-President of Student Affairs or his/her designee after review by the Student Association Comptroller. This officer's review is limited to assuring appropriate documentation and compliance with Section *&%^%. Money from the class dues and Five Quad are treated with this extra measure because they are collected directly by the University. The disbursement voucher for these funds should be signed by a group officer, the Student Association Comptroller, and the Vice President of Student Affairs or his/her designee. In instances of appeals on decisions made by the administrator, it shall be referred to the University President.
- 519.6 A monthly report of each associated account transaction is to be filed with the University by the Student Association prior to the tenth (10) day of the succeeding month.

520.0 Transportation Policy

Last Update: February 28, 2010
By Andrew Ziegelstein
Student Association Senate Vice Chairman

520.1 Eligibility

520.1.1 Only Student Association funded groups with the exception of agency accounts may apply to use the van.

520.1.2 Students working on Student Association business may also apply to use the van. Applications must be fully completed and returned to the Vice President of Student Association for the application to be considered.

520.1.3 Any traffic or parking violations are the responsibility of the driver of the van.

520.2 Administration

520.2.1 Applications will be handled by the Student Association Vice President or his/her designee.

520.2.2 Applications for use may be picked up in the Student Association office.

520.2.2.1 Requests will be treated on a daily basis, two weeks prior to the date requested and on Fridays for the weekend. Requests will be granted on an availability basis according to the need as determined by the Vice President of Student Association.

520.2.2.2 All dates not reserved in advance will be granted on a first come first serve basis.

520.2.3 Groups shall be told that a van is for official use only not a luxury or convenience. If buses or other means are available, the van is not to be used.

520.2.4 The Vice President will be responsible for making all arrangements for discount rentals and charter buses with local companies. Student Association recognized groups may apply for supplemental funding to reimburse travel expenditures.

520.3 Usage

520.3.1 No one other than those listed as drivers on the application and who have submitted a copy of their license with the application may drive the van.

520.3.2 Registration, keys, insurance card, and vehicle manual can be picked up at the Student Association office at the scheduled tie of departure, only by the authorized person.

520.3.3 Registration, keys and vehicle manual must be returned to the Student Association office at the scheduled time. The mileage form must also be filled out and returned at this time.

520.3.4 The van is to be parked in the Special Permit Area on Indian Quad on the Side of the Campus Center.

520.3.5 After each use, the Vice President or his/her designee will fill the gas tank using a credit card and charge the previous group the specified amount.

520.3.6 The Vice President or his/her designee shall keep a log book, which shall be used for record keeping purposes. This log book shall include group name, eligible

drivers, mileage in and out, as well as the amount being charged to the group after usage.

520.3.7 The credit card is for internal use only, and may be used for Student Association purposes only as deemed necessary by the Vice President of Student Association or his/her designee.

520.4 Damages, Violations and other Problems

520.4.1 Any violation of this policy is subject to the revocation or suspension of van privileges

520.4.2 Failure to report any damages or malfunctions of the van will result in the revocation of van privileges for that group for one academic year, under the discretion of the Vice President of the Student Association.

520.4.3 Any tickets received must be reported to the Vice President of the Student Association. Paying for the ticket is the responsibility of the individual driving the van at the time, not the group, except for tickets due to equipment failure.

520.4.4 All emergency repairs should be charged on the credit card.

520.4.5 Any group which misuses and damages the can do to negligence shall lose their van privileges.

520.4.6 If the van is left dirty or otherwise misused, the Vice President of the Student Association may fine the group, and van privileges may be revoked at the discretion of the Vice President of the Student Association.

520.4.7 Official New York State definitions of DWI and DWAI will be used.

520.4.8 Any individual or group who perpetrates a DWI or DWAI related traffic violation or accident in a Student Association owned, leased or rented vehicle will be banned from driving any such vehicle in the future, and is responsible for all legal actions associated with the violation

520.4.9 If the van is in any way damaged, by fault of the group responsible for the van, or by any other party, the Vice President at his/her discretion can charge all damages to the group.

520.5 Charges and Reimbursement

520.5.1 Groups using the van will be charged at the rate of twenty five cents (\$.25) per mile after the first two hundred (200) miles.

520.5.2 Private Car Reimbursement

520.5.2.1 Individuals will be reimbursed from the group's budget at a rate of twenty cents (\$.20) per mile.

520.5.2.2 No individual shall be reimbursed after driving four hundred (400) miles from Albany, roundtrip.

520.5.2.3 The Vice President of Student Association shall make a ruling as to the mileage to be reimbursed. Reimbursement shall be only for mileage to and from the destination directly.

520.5.2.4 All reimbursements must be approved by the Vice President of Student Association before going to the Comptroller.

520.5.3 Tolls will be reimbursed from the group's budget upon presentation of receipts to the Comptroller

521.0 Copies Plus Policy

521.1 Access

521.1.1 All persons using the copying machines must attend a training session.

521.1.2 The Copies Plus manager and the Vice President shall generate a list of those trained.

521.2 Student Association work will be done during normal business hours

521.3 "Emergencies" after normal business hours will be decided by the Vice President of the Student Association or his/her designee. The work will be done if a Student Association Copies Plus Student Assistant, the Vice President of the Student Association, or the Vice President's designee is available. Otherwise, Copies Plus will remain closed.

521.4 Charge backs

521.4.1 Copies Plus Billing Slips will be forwarded to the Director of Operations bi-monthly.

521.4.2 All work done by Copies Plus will be accounted for according to billing procedures

521.5 Billing

521.5.1 No copying may be charged to any group of internal account unless the group has provided an access list including names and student ID numbers. Only the people on this access list shall be eligible to charge to the group, and their student ID must be provided when doing so. A group's or office's access list may consist of no more than three people. The manager of Copies Plus shall be held responsible for the proper implementation of this program.

521.5.2 The only groups that can charge Copies Plus Services to their accounts are Student Association funded groups and agency accounts.

521.5.3 All groups that do not meet the above specifications, and those of the University Community, must pay cash on pickup

521.6 Job Description of the Copies Plus Manager

521.6.1 To supervise all operations of the Copies Plus and all aspects of employee performance.

521.6.2 To coordinate all dealings with the Trailways Company, including the filing of monthly reports, and accounting for all tickets.

521.6.3 To be responsible for repair and maintenance of the photocopy machines.

521.6.4 To set up training sessions for the copying machines in the beginning of the fall semester and as needed during the year.

521.6.5 To be responsible for other campus services as needed.

521.6.6 To maintain levels of inventory appropriate of items that are needed and used in day-to-day operations of Copies Plus.

522.0 Student Association Ticket Policy

522.1 Purpose

522.1.1 All presale tickets for any event sponsored by the Student Association must be sold at the Check Cashing window of Copies Plus.

522.1.2 All groups must submit a ticket sale summary sheet to Copies Plus prior to the sale date. This sheet along with a detailed list of purchases shall be attached to the deposit form for ticket sales.

522.1.3 Any exceptions to this will be determined by the Vice President of the Student Association, the Programming Director, and the Student Association Comptroller.

522.2 Fees

522.2.1 A surcharge can be applied to a Student Association funded group for this service.

522.3 Enforcement

522.3.1 Any group not complying with the above ticket policy will be referred to the Student Association Comptroller who may issue a warning, and if he/she chooses, may freeze the group's budget.

523.0 Student Donations to University Archives

523.1 Two copies of each issue of all student publications under the regulation of the Student Association will be given to the library in order that they may be kept in the University Archives. This is to be a prerequisite for publications of any nature, and also includes these publications not receiving Student Association funds.

523.2 Two copies of the programs for all University Theatre productions and musical concerts will be given to the library in order that they may be kept in the University Archives.

523.3 Two copies of the minutes of the Student Association Senate meetings will be given to the library in order that they may be kept in the University Archives.

523.4 Students will be made aware of the importance of the University Archives, and urged to contribute materials they deem of some lasting significance.

524.0 Stipend Policy

Last Update: February 28, 2010
By Andrew Ziegelstein
Student Association Senate Vice Chairman

524.1 The Student Association of the State University of New York at Albany has determined that in order to encourage the recruitment of qualified leadership, prevent economic disadvantage from being a factor in the application for a leadership position, and compensate the leaders for the time and effort required of them in their jobs, student leaders involved in major areas of operation of the organization should be appropriated a stipend.

524.2 Committee:

524.2.1 The Board of Finance shall be empowered to consider and alter stipends in accordance with the Budget Act of 1991.

524.2.2 All undergraduate students with a stipend in the Student Association Executive, Legislative or Judicial branches must be verified for registration status, prior to issuance of any stipend check, by the Director of Operations.

524.3 Executive Branch

524.3.1 The structure of the stipends for the Executive Branch will be determined by the Board of Finance and the Senate during the annual budgeting process. The distribution will be based on overall responsibility to the organization and anticipated time involvement.

524.3.2 Any person receiving a stipend shall be required to report to the Student Association Senate at least once a month to inform the Senate on what they have been doing in their offices.

524.3.3 The President, Vice President, and Comptroller, shall make themselves available over the summer months, as shall any other officer receiving a stipend as requested by the President and affirmed by the Senate.

524.4 Legislative Branch

524.4.1 In order that a balance of power between the Executive and Legislative Branches be maintained, the Chair of the Student Association Senate shall receive the same stipend as the President and be considered a tier one. The Chair will be available during the semester and summer breaks (at the discretion of the President and with the approval of the Senate), as well as during the academic year. The Vice Chair shall receive the same amount as the second tier of the Executive Branch Officers. The Vice Chair shall be available during the academic year.

524.5 Salaries

524.5.1 All those jobs not on stipend, but are paid positions must receive at least minimum wage.

524.5.2 Yearly Salaries

524.5.2.1 Student Association will budget and pay all taxes assessed by the government of the Student Association and its employees.

524.5.2.2 A contract must be signed before payment of a salary to a non-undergraduate employee may take place.

524.6 Budgeting

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By Andrew Ziegelstein
Student Association Senate Vice Chairman

524.6.1 A stipend cannot be increased at any other time other than the budget process.

524.6.2 A stipend can be granted or decreased with the two-thirds (2/3) affirmative vote of the Student Association Senate. The proposed stipend must be in the form of a bill from the Appropriations Committee or the Board of Finance.

524.6.3 No stipend shall be decreased without written consent from the person whose stipend would be affected.

524.6.4 Allocation of stipends:

524.6.5 Summer stipends will be equally dispersed in three installments; one in June; one in July and one in August.

524.6.6 Academic year stipends will be dispersed in four equal amounts per semester or at the discretion of the Student Association Comptroller and/or Vice President.

524.7 Contractual Obligations of Individuals Receiving a Stipend

524.7.1 Office hours

524.7.1.1 Office hours were established for the purpose of ensuring that the officers are performing work that they are being hired for. Officers must be available during office hours for students to come and interact with the officers as well. Therefore, during office hours, each officer:

524.7.1.1.1 Must follow their job descriptions as listed in policy, and must perform all duties that they are responsible for, as assigned by the policies that govern the Student Association.

524.7.1.1.2 Summer hours must be fulfilled for the months of June, July and August. If a newly elected officer is unable to fulfill these obligations, that officer must resign his/her office and a new election shall take place during the fall elections, or the Student Association President will appoint a new officer at the start of the Fall Semester, whichever is applicable.

524.7.1.1.3 Is required to do work for the office during office hours.

524.7.1.1.4 When an officer is scheduled for office hours and is required to be in a meeting for the purpose of their office, the meeting time and location and time of return shall be posted on the door of the office to alert students of the location of the officer.

524.7.1.1.5 If an officer who has been allocated a stipend chooses not to accept the stipend, they must still adhere to the stipend policy and the stipend shall go into the Supplemental Budget Line.

524.7.1.2 All officers receiving a stipend must post a minimum of ten (10) office hours a week.

524.7.1.2.1 Office hours are in effect for one week periods (Monday through Friday) from the hours of 9am to 5pm during the

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Student Association Senate Vice Chairman

academic year and 10am to 4pm for the duration of the summer.

524.7.1.2.1.1 During intersession and academic vacations, officers must be available for contact by the Student Association.

524.7.1.2.2 If office hours are going to be changed, they are to be posted the Friday before the week in which the change is going into effect.

524.7.1.2.2.1 If an officer is unable to be available during their office hours, that information must be reported to the Student Association Administrative Assistants and posted on the office door.

524.7.1.2.2.2 If an officer is not going to be at their office hours for a week period, this should be noted on the office hour board by the Friday before that week.

524.7.1.2.2.3 If an officer is going to be absent for more than a week, this must be reported to the Student Association Senate Chair, the Vice President of the Student Association and the Director of Operations by the Friday before that week

524.7.1.2.2.4 An officer shall be permitted ten (10) hours of sick leave, three full weeks (Monday through Friday) vacation over the course of the summer and one full week (Monday through Friday) vacation of the course of an academic semester.

524.7.1.2.3 When office hours are posted, the dates in which they are effective should also be noted along with the times.

524.7.1.3 That all Executive and Legislative officers and service positions receiving a stipend must:

524.7.1.3.1 Sign a legal contract binding them to perform the duties of their office as stated in the Policy Packet while in service of the Student Association.

524.7.1.3.2 That the contract will specifically state the duties and the functions of the office.

524.7.1.3.3 That the contract will also mandate the officers to give progress reports at monthly Student Association staff meetings.

524.7.1.3.4 Produce a bi-weekly written report for the Senate that complies with the provisions in Section 309.

524.7.1.4 The purpose of this policy is to ensure the proper performance of duties as outlined in policy.

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- 524.7.1.4.1 If an officer is not performing his/her duties, the Student Association President in consultation with the Student Association Vice President and the Student Association Senate Chair will have the responsibility to bring up dismissal proceedings in accordance with policy. The Student Association President is to use progress reports as a basis of performance of duties.
- 524.7.1.4.2 If a member of the service department is not performing his/her duties, the Student Association Vice President, in consultation with the Student Association President and the Student Association Senate Chair will have the responsibility to dismiss the individual in question.
- 524.7.1.4.3 In a situation when an officer or a member of the service department is dismissed, the individual is deserving of enumeration accordingly at the discretion of the Student Association President, the Student Association Vice President, and the Student Association Senate Chair in accordance with stipend policy

525.0 Credit Card Policy

525.1 Authorization

- 525.1.1 The Board of Finance can authorize a credit card with a two-thirds (2/3) vote of all members present and voting. Authorization must then be confirmed with a two-thirds (2/3) vote of the Student Association Senate's members present and voting.
- 525.1.2 Only Student Association elected or appointed officials can be considered for authorization.
- 525.1.3 Authorization can be removed by a two-thirds vote of the Student Association Senate.
- 525.1.4 Authorization is finalized by agreeing (by signature) to a contract stating the following:
 - 525.1.4.1 Any charge deemed unacceptable through the processes set forth in the Student Association Policies shall be reimbursed to the Student Association by the card holder.
 - 525.1.4.2 A copy of a list of active credit or debit cards must be given to the Comptroller and Director of Operations.

525.2 Card Holder Responsibilities

- 525.2.1 Prior to the use of the card, the card holder must present rationale for use in a memo. The memo must be signed off by at most 2 of the following students and at least 1 of the following administrators (excluding the card holder):
 - 525.2.1.1 The Student Association President

525.2.1.2 The Student Association Comptroller

525.2.1.3 The Student Association Senate Chair

525.2.1.4 The Board of Finance Chair

525.2.1.5 The Vice President of Student Success

525.2.1.6 The Associate Vice President of Student Success

525.2.1.7 The Director of Student Involvement & Leadership

525.2.2 All Student Association officers authorized to use a credit card must keep an accurate record of all charges.

525.2.2.1 An accurate record includes, but is not limited to, itemized purchase receipts and rationale for each charge.

525.2.3 Charges are to be made only in case of emergency or for online expenditures.

525.2.3.1 A Student Association credit card is not a supplement for the voucher process and should only be used as a last result.

525.3 Oversight

525.3.1 Each monthly statement and all applicable records shall be reviewed by the Board of Finance. Any charge deemed questionable by two or more Board of Finance members shall be reported in writing to the Comptroller, the President and the Appropriations Committee.

525.3.1.1 Upon further investigation, if a single one of these entities finds there to be probable cause of an abuse of a credit card they can forward any issues they have to the Rules and Operations Committee.

525.3.1.1.1 The Rules and Operations Committee has full discretion over investigating, punishing, and/or taking any necessary actions to insure any/all authorized card holder(s) uphold their responsibilities to the Student Association.

525.3.1.2 It is the duty of the Comptroller to pay each monthly statement before interest is accrued, until the exception that improper use is found by the Board of Finance and in accordance with the policies of the Student Association.

525.3.1.2.1 If the Comptroller pays a statement via electronic transfer, the Comptroller must provide proof of transfer to accompany the related voucher on file.

