



## Student Association at the State University of New York at Albany Inc.

### Bylaws

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## STUDENT GROUP POLICY

### 100 – GROUP ORGANIZATIONAL STRUCTURE AND GOVERNANCE

**100.1**– The Student Association recognizes and authorizes entities listed as “student groups,” “recognized student organizations,” “clubs,” and “student operated services,” to govern themselves pursuant to: the Student Association Constitution and Bylaws, the individual group’s constitution and governance structure, and any regulation made by the University at Albany and/or the State University of New York (SUNY).

**100.2** – Any reference made within these Bylaws to “student group(s)” or “group(s)” shall also apply to “recognized student organizations,” “clubs,” and “student operated services.”

#### **100.3**– Student Group Organizational Structure

100.3.1– Groups are to form an executive board that must be structured to have at least four (4) officers.

100.3.1.1– Two (2) executive members of the group must hold signatory authority for the purpose of financial accountability in accordance with the Finance Section of the Student Association Bylaws. Members authorized for signatory authority may include, but are not limited to, the President and/or Treasurer for the group.

100.3.1.2 – At least two (2) of the officers must be elected by the membership of the group.

100.3.1.3 – Anyone holding an elected office in any group must be a full time fee-paying undergraduate student in good standing (2.0 GPA) and remain so during their entire term.

100.3.2 – Groups are not to have fewer than ten (10) members at any time during the duration of the group’s existence.

100.3.3 – Groups are to have a set of governance, through a Constitution and/or set of Bylaws, that outlines the following:

100.3.3.1 – The name of the group.

100.3.3.2 – A statement indicating the purpose of the group.

100.3.3.3 – An open membership policy, defined as allowing any student activity fee-paying member of the University Community to become a member of the group and enjoy all rights and privileges afforded to any and all other regular, non-officer members.

100.3.3.3.1–A group if desired, may create classes of membership, provided that a definition of who is eligible for each class is included.

100.3.3.4 – The government of the group, identifying the affairs and designating at least two aforementioned officers to be responsible to the Student Association.

100.3.3.5 –A provision for meetings which outlines that a group must:

100.3.3.5.1 – Meet at least three (3) times a semester.

100.3.3.5.2 – Meet at least once (1) a month for an executive board meeting.

100.3.3.5.3 – A student group will decide what constitutes as a meeting.

100.3.3.6 – Definition of quorum.

100.3.3.7 – Provision for dues, if required and in accordance with the Finance Section of the Student Association Bylaws.

100.3.3.8 – Procedures for removal, resignation, and/or impeachment of group officers and members.

100.3.3.9 – Procedures for amendments.

100.3.3.10 – Procedures for ratification.

#### **100.4– Communication and Regulation**

100.4.1– Groups are responsible to have the following established:

100.4.1.1 – An electronic mail address either hosted by albany.edu or a recommended third party provider, and is accessible to the group's executive board.

100.4.1.1.1 – Recommended third party providers shall be Google, Yahoo, and MSN/Hotmail.

100.4.1.1.2 – Electronic mail address names must be representative of the group's name.

100.4.1.2 – An account registered with MyInvolvement.org through the Office of Student Involvement and Leadership or any other SA designated application.

100.4.1.3 – A Student Involvement and Leadership faculty advisor.

### **101 – PROCEDURES FOR ORGANIZATIONAL RECOGNITION**

**101.1** – Pursuant to Article III, Section 3, Subsection 5, of the Student Association Constitution, the President of the Student Association is hereby empowered to grant organizational recognition to a group that complies with these procedures.

**101.2** – Any group that is organizing may be granted temporary recognition by the Student Association President. The President may authorize a designee to assist such a temporarily recognized group.

101.2.1 – Any group granted temporary recognition will have two semesters in which to fulfill the requirements for permanent recognition. Any group failing to do so must either request an extension of temporary recognition or its status will be revoked.

**101.3** – A Student Association Senator, designated by the Student Association Senate Chair or designee, must be present for at least one meeting of a temporarily recognized group before granting permanent recognition.

**101.4** – Permanent recognition may be granted to any group which:

101.4.1– Submits to the Chief Justice a Constitution which complies with the Student Group Organizational Structure of the Student Association Bylaws and shall provide for identification, all other additional information which may be deemed necessary.

101.4.2 – Submits to the President or their designee, a statement signed by one of the student group's acting officers which:

101.4.2.1 – Lists the current Executive Board membership.

101.4.2.2 – Certifies that the group has voted to observe those rules provided for in Student Guidelines, with regard to reservation and use of University facilities.

101.4.2.3 – Certifies that the group is composed largely or totally of undergraduate students.

101.4.2.4 – Provides proof of an interest in the group by at least 10 regular Student Association members after three organizational meetings have taken place.

**101.5** – In the event that a group does not meet procedures listed above, the President of the group may bring the matter to the Student Association Senate, which retains the right to approve or deny organizational recognition in final appeal.

**101.6** – Any time the Student Association President recognizes a group, the President or a designee, must announce it at the following Student Association Senate meeting and must also print it in the minutes.

## **102 – PROCEDURES FOR MAINTENANCE OF PERMANENT CLUB RECOGNITION**

**102.1** – Responsibilities and Requirements for Maintaining Permanent Recognition

102.1.1 – Within the first month of each academic year, each group must submit a list of officers, which shall be kept on file with the Student Association Office.

102.1.1.1 – The President or a designee shall have published, commencing no later than four weeks after the beginning of the academic year and at least once each week for the two following weeks, to the student body, a list of those recognized groups whose officers are not recorded in the Student Association Office. Following this published list shall be a statement indicating the lack of reporting officers, a request for any available officers to contact the Student Association Office, and a warning that the groups's recognition is subject to revocation if no officers responds.

102.1.2 – Student groups must notify the individual designated by the President of the Student Association to handle student group affairs of all executive board changes within one (1) week.

102.1.3 – Student groups shall hold two events per academic year in line with the group's mission statement.

102.1.4 – Student group authorized signatories must attend all mandatory student group meeting called by the Student Association President, the President's designee, or the Student Association Senate, in accordance with the Student Association Constitution and with at least five (5) business days notice during the academic year.

102.1.4.1 – If a student group is unable to attend a mandatory student group meeting, that group must make prior arrangements to meet with the President or their designee.

102.1.5 – Groups must have an updated version of their Constitution on file with the Student Association Office.

102.1.6 – Group officer elections must be held by Monday of the third full week of April each academic year with an update form filed with Student Association by the end of the academic year.

102.1.7 – Groups must have an equipment inventory list submitted by the end of each semester to the Student Association Office. This list must be made available to members of the Student Association Senate at their request.

102.1.8 – Groups that have offices in the Campus Center must have a current list of key holders filed with the Student Association Office.

102.1.9 – Student groups must use and update MyInvolvement.org or any other SA designated application with the basic contact information of the group in accordance with the guidelines established by the Student Association Senate and the Office of Student Involvement & Leadership.

102.1.9.1 – Basic contact information shall consist of all of the following:

102.1.9.1.1 – Name of student group.

102.1.9.1.2 – Most recent list of E-Board members.

102.1.9.1.3 – An active E-mail address and/or mailbox number of group.

## **102.2 – Revocation of a Group's Recognition**

102.2.1 – The Student Association President may recommend to the Student Association Senate that a group's recognition be revoked if:

102.2.1.1 – The group violates any of the Responsibilities and Requirements for Maintaining Permanent Recognition.

100.2.1.2 – The President has other reasons to believe that the group is no longer qualified to be recognized and must explain reason of revocation to the Senate prior to action upon the group.

100.2.1.3 – The student group remains inactive for three consecutive semesters.

100.2.1.3.1 – "Inactive" shall be defined as failure to submit a group form and an E-board registration form to the Student Association office at the beginning of the academic year and/or failure to spend a majority (51%) of the previous year's budget.

102.2.2 – The Student Association Senate reserves the right to revoke a group's recognition in the form of a bill passed with a 2/3 vote.

**102.3** – The President shall be empowered to use any and all measures they deem necessary and proper to ensure that the requirements of group recognition are fulfilled by any and all permanently recognized student groups.

**102.4** – The Student Association Senate may, in the form of a bill passed with a 2/3 vote, waive certain groups from specific requirements listed above.

## **103 – PROCEDURES FOR SHORT TERM ORGANIZATIONAL RECOGNITION**

**103.1** – The Student Association acknowledges the need for flexibility in allowing student groups to function on campus, while also providing some means of assuring the Student Association that all policies are being followed. There are many instances where a group of interested students may form an organized group for a specific, yet short term, objective. When this is the case, and it is clearly understood that the group will not be of a permanent

STUDENT ASSOCIATION AT THE STATE UNIVERSITY OF NEW YORK AT ALBANY INC. ENFORCED BY THE SA SENATE.  
nature, the group will be allowed to use the University facilities as long as the conditions outlined in the Procedures for Short Term Organizational Recognition are met.

**103.2** – Pursuant to Article III, Section 3, Subsection 5, of the Student Association Constitution, the President of the Student Association is hereby empowered to grant short term organizational recognition to any group that complies with the Procedures for Short Term Organizational Recognition.

**103.3** – Group seeking short term organizational recognition shall submit to the President and Chief Justice a Constitution which shall provide for identification of all of the following and any other additional information which is deemed necessary:

103.3.1 – A formal requests for short-term organizational recognition.

103.3.2 – A clear demonstration that the group is of a short-term nature.

103.3.3 – Outlines the clubs purposes, objectives, types of activities, and means of promoting membership.

103.3.4 – Certifies that the group has voted to agree to observe the rules established by the Student Association for the governance of groups.

103.3.5 – Certifies that the group has voted to observe the rules provided for in the Student Guidelines with regard to reservation and use of University facilities.

103.3.6 – Certifies that the group is largely or totally made up of students.

103.3.7 – Certifies that the group does not intend to apply for funding from the Student Association.

103.3.8 – Specifies an appropriate date by which the objectives of the group should be accomplished.

**103.4** – When short term recognition is granted, a date on which such recognition expires shall be specified. If the group intends to function in the capacity after this date, they will be required to reapply for short-term recognition or organizational recognition (with a Constitution). If the group does not follow either of these two procedures, its recognition shall expire on the date specified. In no case, including renewals of short-term recognition, shall short-term recognition be granted for more than twelve calendar months to any group.

103.4.1 – Any time the Student Association President recognizes a group, the President or a designee, must announce it at the following Student Association Senate meeting and also print it in the minutes.

### **103.5 – Revocation of a Group's Short-Term Recognition**

103.5.1 – The Student Association President may recommend to the Student Association Senate that a group's short-term recognition be revoked if:

103.5.1.1 – The group violates any of the provisions as part of the Procedures for Short Term Organization Recognition.

103.5.1.2 – The President has other reasons to believe that the group is no longer qualified to be recognized and must explain the reason for revocation to the Senate prior to action upon the group.

103.5.2 – The Student Association Senate reserves the right to revoke a group's recognition in the form of a bill, passed with a 2/3 vote.



## SENATE POLICY

### 200 – RESPONSIBILITIES OF THE OFFICERS OF THE STUDENT ASSOCIATION SENATE

**200.1** – The responsibilities of the Chair of the Student Association Senate shall be as stated in Article II, Section 5. (Student Association Constitution)

200.1.1 – The Chair of the Student Association Senate, when acting as the presiding officer, shall vote last on all legislation and only if the result will be affected by his vote.

200.1.1.1 – If the vote of the Chair, or the presiding officer, will not affect the result of the vote then their vote shall be considered an automatic abstention.

200.1.2 – The Chair of the Senate may recommend the removal of a Committee Chair if the Committee Chair fails to comply with the committee “Chair and his/her R responsibilities” sections of their respective committee’s bylaws.

200.1.3 – In accordance with Article II, Section 1 of the by-laws of the University Auxiliary Services at Albany, Inc, the Chair of the Senate, or the Vice Chair of the Senate if he/she so designates, shall serve on the University Auxiliary Services Board of Directors.

**200.2** – The responsibilities of the Vice Chair of the Student Association Senate shall be as stated in Article II, Section 5. (Student Association Constitution)

**200.3** – Election of a Chair and Vice Chair of the Student Association Senate

200.3.1 – The Chair of the Student Association Senate shall be elected at the final meeting of the Student Association Senate in the spring by two-thirds (2/3) vote of the Student Association Senate.

200.3.1.1 – The Secretary of the Senate shall serve as the presiding officer until such time as a new Chair of the Senate is elected.

200.3.2 – The Vice Chair of the Student Association Senate, shall be elected no later than the fifth (5th) week of the fall semester by two-thirds (2/3) vote of the Student Association Senate

**200.4** – The Chair of the Senate shall appoint a Secretary of the Student Association Senate to serve as administrator and communications officer of the Senate.

200.4.1 – Responsibilities During Meetings

200.4.1.1 – Once the presiding officer has called the meeting to order, the Secretary shall be responsible for conducting the roll and keeping record of any absences.

200.4.1.1.1 – Should the Chair and Vice Chair of the Senate be absent, it shall be the duty of the Secretary to call the meeting to order, and after conducting roll, should the Chair and Vice Chair of the Senate still not be present, the Secretary shall yield to the next immediate officer present in the line of succession to serve as presiding officer in their absence.

200.4.1.2 – Shall be responsible for reading all legislation text aloud as well as all amended text prior to the commencement of the final vote on any legislation; shall also be responsible for reading anything else at the request of the presiding officer.

200.4.1.3 – Shall be responsible for calling the roll during a roll call vote. Roll should be called in alphabetical order with the presiding officer being called last and only if his/her vote will affect the result.

#### 200.4.2 – Responsibilities Outside Meetings

200.4.2.1 – Keep official records of the Student Association Senate, including, but not limited to, the Constitution and up-to-date by-laws, special rules of order and standing rules, minutes, membership roll and committee assignments, and committee chair reports.

200.4.2.2 – Shall be responsible for preparing the agenda for meetings of the Senate and the Senate Rules Committee, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Chair and Vice Chair of the Senate.

200.4.2.3 – Must provide committees with any documents necessary for their work.

200.4.2.4 – Shall be responsible for all correspondence, including, but not limited to, sending out weekly notice of regular and committee meeting times, and officially notifying appointed officers of their hearing and appointment dates.

200.4.2.5 – Shall be responsible for certification, via signature, of all legislation passed by the Student Association Senate and signed by the President of the Student Association.

200.4.2.5.1 – Certification shall include, but not be limited to, making sure legislation is up-to-date and grammatically correct and has the proper text.

200.4.2.5.2 – Any legislation that does not receive the signature of the President of the Student Association and the certification of the Secretary of the Senate, or the Chair of the Senate in the absence of a Secretary shall be considered null and void.

200.4.2.6 – Shall be responsible for Senate communications, including, but not limited to, overseeing all Senate-related New Media outlets as well as updating the Senate pages of the Student Association website in addition to any other duties related to Senate Communications.

200.4.3 – The Chair of the Senate may nominate an Assistant Secretary of the Senate, to assist in his/her duties, who shall be subject to the approval of the Vice Chair of the Senate.

200.4.3.1 – Must make minutes available for inspection by Senate members no later than two (2) full business days following a regular meeting.

200.4.3.1.1 – Minutes from special or emergency sessions should be made available no later than five (5) full business days following the session.

200.4.3.2 – Perform any other duties assigned by the Chair of the Student Association Senate.

200.4.3.3 – Shall assume all responsibilities of the Secretary in his/her absence.

200.4.3.4 – The position of Assistant Secretary of the Senate may not be held by any sitting Senator. If a sitting Senator wishes to be appointed, they must first resign their seat on the Senate.

**200.5** – The University at Albany Council Student Representative’s term of office shall run from the time of election to May 31<sup>st</sup>.

## **201 – STUDENT ASSOCIATION SENATE MEMBER RESPONSIBILITIES**

### **201.1 – Regular Meeting Attendance**

201.1.1 – It shall be the duty of each Senate member to attend each Senate meeting.

201.1.2 – The attendance roll call shall be called at least twice meeting; the first time being immediately after the Chair calls the meeting to order, the last at its conclusion.

201.1.2.1 – Each member who is not present for an attendance roll call shall be counted as having one-half of an absence, not to exceed one full absence per meeting.

201.1.2.2 – There will be a fifteen-minute grace period beginning upon the call to order. Any member who arrives during this period shall be counted as being present at attendance roll call.

201.1.2.3 – The following shall be the attendance limits for elected Student Association Senate members for regularly scheduled Senate meetings.

201.1.2.3.1 – At-Large Senate representatives elected in the regular spring elections shall be permitted no more than four (4) absences per term of office.

201.1.2.3.2 – All representatives elected in the Fall elections shall be permitted no more than three (3) absences per term in office.

201.1.2.3.3 – Any Student Association representatives elected in the By-elections shall be permitted no more than two (2) absences per term in office.

201.1.2.4 – No Senate member shall be permitted to miss more than three (3) consecutive meetings from Senate and/or Committee.

201.1.2.5 – Absences shall be counted from the first regular Senate meeting after election results are declared official, regardless of whether the member has been sworn into office.

201.1.2.6 – Absences from special meetings shall not count toward the number of absences permitted.

201.1.2.7 – An excused absence may be defined as an academic conflict (i.e. exams, papers, teacher meetings and/or family emergencies).

### **201.2 – Committee Membership**

201.2.1 – All Senate members shall be appointed to at least one standing committee of Student Association Senate.

201.2.2 – Student Association Senators shall be permitted to become full voting members of a committee to which they are not assigned if they attend three consecutive meetings of that committee and receive permission from that committee’s chair and the Chair of the Senate, provided that no cap on a committee is exceeded.

201.2.3 – The following shall be the attendance limits for elected Student Association Senate members for meetings of standing committees.

201.2.3.1 – At-Large Senate representatives elected in the regular Spring elections shall be permitted no more than four (4) absences per term of office.

201.2.3.2 – Representatives elected in the fall elections shall be permitted no more than three (3) absences per term in office.

201.2.3.3 – Any Student Association representatives elected in the By-elections shall be permitted no more than two (2) absences per term in office.

### **201.3 – Residence**

201.3.1 – All Student Association Senate members must be registered fee paying students of the University at Albany.

201.3.2 – All Living Area Senate members must reside in the living area from which they are elected.

### **201.4 – Enforcement**

201.4.1 – The Vice-Chair shall inform the Rules and Administration Committee when there is an infraction of sections 201.1, 201.2, 201.3, 201.4, 201.5 and/or their subsections.

201.4.2 – The Rules and Administration Committee shall investigate the matter.

201.4.3 – If an infraction of section 201.1 has occurred, the Rules and Administration committee shall investigate and decide whether or not to remove the member. The Rules and Administration Committee Chair shall report their decision to the Senate no later than the next meeting. Two-thirds of the Senate can vote to override due to extenuating circumstances. The representative who is to be removed cannot bring up his/her own override nor vote on the matter.

### **201.5 – Attendance Records**

201.5.1 – The attendance sheets from both the Vice Chair shall be filed with the Rules and Administration Committee no later than 48 hours after each Senate Meeting, along with any written excuses of any members not present.

201.5.2 – The Rules and Administration Committee has the power to review excuses if they become excessive for any particular Senate members.

201.5.3 – The Rules and Administration Committee shall report to Senate if the committee feels the excuse is unreasonable or unfair after an investigation has taken place.

201.5.4 – The Student Association Senate shall have the ability to overturn the decision of an excused absence with a two-thirds vote.

### **201.6 – Senate Meeting Minutes**

201.6.1 – Minutes shall be taken by the Legislative Aide

201.6.1.1 – The Legislative Aide shall be appointed by the Senate Chairperson and approved by a 2/3 Senate vote.

201.6.1.2 – The Legislative Aide shall serve at the discretion of the Chairperson.

201.6.2 – Minutes should be submitted 48 hours prior to next meeting.

## **201.7 – Student Association Service**

201.7.1 – Members of the Constituent Relations Committee and Community Engagement and Outreach Committee are required to attend three (3) student group meetings or programs throughout the year to become acquainted with their business and affairs, and to demonstrate the Senate's concern and involvement in our campus community. These meetings shall be cleared by each committee's respective Chair and must occur before April 1<sup>st</sup>. No senator shall be permitted to satisfy this requirement by attending a meeting of a student group that they are a member of.

201.7.1.1 – After the event or meeting is complete, a memo must be submitted to the Chair of the Constituent Relations Committee, the Vice Chair of the Senate, and the Chair of the Board of Finance which shall include at least an analysis of the event and a rough estimation of attendance.

201.7.1.2 – Senators are only required to attend meetings of those student groups who requested more than \$500 in their most recent budget packet.

201.7.1.3 – Senators may not satisfy his/her service requirement by joining the same student group more than once.

## **201.8 – Session Conduct Code**

201.8.1 – A member, officer, or employee of the Student Association shall conduct themselves at all times in a manner which shall reflect creditability on the Student Association Senate.

201.8.2 – A member, officer, or employee of the Senate shall adhere to the spirit and the letter of the rules of the Senate bylaws and to the rules of duly constituted committees thereof.

201.8.3 – Any member, officer, or employee of the Student Association who violates the Session Conduct Code detailed below will be subject to full review by Rules and Administration Committee.

201.8.3.1 – A breach of the Session Conduct Code is an act viewed as demeaning, disruptive, and unnecessary, that specifically targets a fellow and individual present at session.

201.8.3.2 – An act in which profanities are directed in a crude and disrespectful manner towards a Senator or visitor to the Senate Session.

201.8.3.3 – At the discretion of the Chair, any member of the session may be removed for actions out of line and disruptive to the session.

## **201.9 – Constituency Meetings**

201.9.1 – The Senate as a whole is required to hold one (1) "town hall" meeting in the fall semester and one (1) town hall meetings in the spring semester. This is to be organized by the Senate Chair or the Committee on Constituent Relations.

201.9.2 – All constituency meetings must be advertised for a minimum of two weeks.

## **201.10 – Communication with constituents**

201.10.1- Each Senator must create a tangible means of communication with their constituency throughout their term in office including but not limited to, social networking, printed materials, and office hours.

201.10.2- Tangible will be defined at the discretion of the committee on Constituent Relations.

201.10.3- All materials will be reviewed by the Committee on Constituent Relations.

## **202 – COMMITTEE ORGANIZATION**

**202.1** – The following shall be considered standing committees of the Student Association Senate:

202.1.1 – Executive - shall be responsible for crafting the agenda for meetings of the Student Association Senate as well as reviewing all legislative proposals and referring them to the proper committees. In addition, the committee shall be responsible for reviewing all Executive appointments of Cabinet and Sub-Cabinet level.

202.1.2 – Government Operations - shall deal with internal operations of the Student Association, investigate the enforcement of Student Association policies, and ensure action is taken by the appropriate Student Association agency.

202.1.2.1 – Ethics - shall be responsible for reviewing any complaints or violations with regard to ethics or conduct within the Student Association or breaches of conduct or employment contracts.

202.1.2.2 – Events and Awareness - shall oversee the Student Association's programming and marketing efforts. Strictly oversight; not empowered to make any decisions with regard to actual implementation.

202.1.3 – Rules and Administration - shall be responsible for making sure that the voice of the students at UAlbany are heard within the number of governance bodies on this campus, locally, and state-wide. Members of this committee will serve as University Senators, and as such they are responsible for attending monthly meetings of the University Senate. This committee will also serve as the Senate's liaison to the state-wide Student Assembly of the State University of New York. In addition, this committee shall be responsible for reviewing organizational policy. This committee will also be in charge with the duty of engaging the students and administration of the University, looking for concerns or desire from both, as well as serving as liaisons for the Senate to both of these groups.

202.1.4 – Appropriations - shall deal with matters regarding supplemental and new funding to Student Association groups.

202.1.5 – Community Engagement and Outreach – shall work together with the Director of Community Outreach in engaging students on the University at Albany campus and the Albany community in community-building and partnership endeavors. In addition, the committee will assist with community service projects undertaken by the Student Association.

202.1.5.1 – The Director of Community Outreach or a member of their department shall be required to attend the weekly committee meetings and act as a nonvoting Ex-officio member.

202.1.6 – Constituent Relations – Shall hear all issues from students and student groups in regard to the Student Association. Shall organize a “town hall” meeting on the behalf of the Student Association Senate for the interest of the constituency. The committee will also define a tangible means of communication that each Student Association Senator must create to contact their constituency throughout their term in office. This includes, but not limited to, social networking, printed materials, and office hours.

**202.2** – Any member of the Student Association Senate shall have the power to request the formation of an ad hoc committee and outline its functions. The formation of an ad hoc committee is subject to a majority vote of those Senate members present and voting.

**202.3** – Committee Procedures.

202.3.1 – Committee meetings shall be open to the general public.

202.3.2 – Each committee has the authority to determine its own procedures for conduct of committee business.

202.3.3 – Any procedures that require policy changes, including By-Law amendments, must be put in bill form and referred to the Committee on Rules and Administration for recommendations. The Chair of the Senate may introduce policy changes to the Senate.

202.3.4 – The Committee Chair or a designated representative shall present a report of committee proceedings at each Senate meeting including, but not limited to, bills passing their respective committees.

202.3.5 – A bill may be called out of committee by a two-thirds vote of those Senate members present and voting.

**202.4** – Senate Appointments

202.4.1 – Committee Chair Appointments

202.4.1.1 – Committee Chair appointments shall be made by the Chair of the Student Association Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate. These appointments are subject to confirmation by a two-thirds (2/3) vote of the Senate.

202.4.1.2 – Revocation of a committee chairship may be instituted by a two-thirds vote of Senate, upon recommendation of the Chair of the Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

202.4.2 – Committee assignments

202.4.2.1 – Shall be made by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate, with the approval of a majority of Senate.

## **203 – LEGISLATIVE PROCEDURE**

**203.1** – Introduction of Legislation

203.1.1 – Bills or Resolutions may only be introduced by official voting Members of the Student Association Senate

203.1.2 – Ex-officio Members of Senate may request that a voting Member of the Senate introduce legislation in their behalf.

203.1.3 – The Student Association President has the power and authority to introduce following pieces of legislation only:

203.1.3.1 – Executive Re-Organization- presented to the Student Association Senate in Plenary session.

203.1.4 – All legislation must be submitted to the Chair in proper form, with the Sponsor's name, date of introduction, and Title of the Bill no later than 5pm the Monday before the Senate meeting. All sponsors shall take part in the creation of the pertinent legislation.

203.1.4.1- A sponsor may be the Senate Chair, Chair of a Committee or author/co author of the legislation.

203.1.4.2- All sponsors shall make their best efforts to become fully familiar and aware of the provisions of the legislation to which they are signatories. This must occur prior to the legislation reaching the Senate floor.

203.1.4.3- If sponsors are unaware of the legislation provision, the legislation may not be considered by the full Senate, and shall be tabled. This shall not affect prior legislation once it has passed the Senate.

203.1.5 – The Chair will assign a Bill Number and refer the Bill to the appropriate committee.

203.1.6 – Student Association Senate Bills shall be numbered as follows:

203.1.6.1 – The first part of the number shall be the final two digits of the years of the current academic cycle.

203.1.6.2 – The second part of the number shall be the bill number of the Session.

203.1.6.3 – The two parts shall be separated by a hyphen.

203.1.6.4 – Resolutions will have the letter "R" following the Bill Number, designating them as such.

203.1.6.5 – The Secretary of the Senate shall keep an accurate and up-to-date index of all legislation of that Session, organized by the second part of the Bill Number.

203.1.7 – Legislation may also be introduced at Committee meetings, at the discretion of the Committee Chair.

## **203.2 – Legislation in Committee**

203.2.1 – All legislation referred to a Committee by the Chair of the Senate, must be placed on the Agenda at the Committee meeting following its receipt, unless otherwise directed by the Sponsor of the Legislation.



203.2.2 – All bills passed by the Committee must be reported by the Committee Chair to the Student Association Senate, no later than the next senate meeting, unless otherwise noted by the Student Association Vice Chair.

### **203.3 – Legislation in Plenary Session**

203.3.1 – The Senate may begin and conduct business in the absence of a quorum. Any action taken by the Senate in the absence of a quorum, however, may be overturned by a majority vote of the Senate, once a quorum is present. A quorum shall consist of two-thirds of the total voting membership of the Senate.

203.3.2 – Bills for consideration shall be introduced and read, as a motion, by the Chairperson. The Sponsor of the Bill, the Committee Chair, or designee, shall then be available to answer questions regarding the Bill. When there are no more questions on a bill Senate will move to debate.

203.3.3 – New Business may only be introduced under extenuating circumstances and with special permission of the Student Association Senate Chairman.

203.3.4 – A legislative motion may be withdrawn from the Floor of Senate with the consent of the motion's sponsor and second, provided that it has not been burdened by a passed subsidiary motion which affects the text of the legislation.

203.3.5 – All motions from the Floor of the Senate may be made by present and voting Members of Senate, only.

203.3.6 – Voting on legislation shall be by roll call, iclicker, or unanimous consent taken by the Vice-Chair of the Student Association Senate. For a motion not requiring a roll call vote, one may be conducted at the request of five (5) Members of Senate.

203.3.7 – There shall be no absentee or proxy voting.

203.3.8 – Passage of legislation shall be in accordance with guidelines set forth in Robert's Rules of Order, Newly Revised, with the exception of the following:

203.3.8.1 – All bills amending Student Association Policy shall require a two-thirds majority of those Members present and voting for passage.

203.3.8.2 – All appropriations bills require a two-thirds majority of those Members and voting for passage.

203.3.8.2.1- All appropriations bills at or exceeding one thousand dollars must be voted on by a roll-call vote or can be approved by unanimous consent.

203.3.9 – All Bills passed by the Student Association Senate shall be delivered to the Student Association President within 24 hours of passage, by the Vice Chair of the Student Association Senate or his/her designee.

### **203.4 – Legislative Review**

203.4.1 – All bylaw changes must go through the Committee on Rules and Administration prior to being introduced to the Senate floor

203.4.1.1 – Any bylaw changes not reviewed by the Committee of Rules and Administration prior to being introduced shall be considered null and void.

203.4.1.1.1 – If the Committee of Rules and Administration does not meet with quorum prior to the Senate meeting, the Senate shall consider all bills that were properly submitted to the Rules committee. This shall fulfill the requirements set forth in 203.4.1.1.

203.4.1.1.2 – The Senate shall not consider changes to the bylaws until after the swearing in, and training, of Senators in the Fall semester.

203.4.1.2 – All legislation must be submitted to the Office of the Chair of the Senate by the Monday prior to the Senate meeting at 5:00PM. Any legislation received after Monday 5:00PM shall not be put on the agenda for the next Senate meeting.

203.4.1.2.1 – A vote of two-thirds (2/3) of the Senate may introduce a bill on the agenda during a Senate meeting if it warrants extraordinary circumstances.

203.4.1.3 – Legislation must be sent out to Senators at least twenty four (24) hours prior to the Senate meetings.

## **204 – TRANSPARENT POLICY-MAKING DIRECTIVES**

**204.1** – All votes recorded in the Student Association Senate, individual members' voting records and their statements of justification for their votes shall be made available to the public, properly archived, and displayed on the Student Association Senate website, in order to ensure that the public and all senators' constituents are fully aware of how they are being represented and where their representatives stand on the issues.

**204.2** – Individual members shall be permitted to submit oral or written justifications for their votes on bills or resolutions during Senate meetings, or within 48 hours following a meeting. This information shall be made public in accordance with the aforementioned clause.

### **204.3 – Transparent Policy Editing**

204.3.1 – All bills shall reflect the following format in order to ensure that senators fully understand where and in what fashion proposed policy changes are occurring in certain instances:

204.3.1.1 – All additional/new language added to a policy/bill must be written in bold, italicized font.

204.3.1.2 – All deleted text (I.E. text being eliminated from a policy by any given bill) must be reflected as strikethrough font in the bill.

204.3.1.3 – All unchanged existing text must be reflected as regular Times New Roman font.

204.3.2 – All bills that alter a given policy in its entirety or consist of more than three pages of legislation shall include a memorandum explaining all changes to the legislation and the justification for doing so, to be provided by the bill sponsor.

204.3.3 – Any bill that fails to comply with the following shall be regarded as null and void.

204.3.4 – It shall be the responsibility of the Vice Chair of the Senate to submit this information to all parties responsible for placing the information online and into the appropriate archives.

### **204.4- Updating Bylaws**

204.4.1- The Office of the Student Association Senate Chair is responsible for updating the Student Association Bylaws in a timely manner.

204.4.1.1- Upon passage of legislation the Student Association bylaws must be updated within a calendar week of the President signing the legislation into law.

204.4.1.1.1- Within this time the legislation must be properly archived and the bylaws displayed on the Student Association website, or any links to an online version of the bylaws, be appropriately corrected to incorporate said legislation.

204.4.1.1.1.1- In the case of mitigating circumstances beyond the control of the Office of the Student Association Senate Chair, the time limit for the inclusion of the legislation into the Bylaws shall be no more than three days after the problem is solved, or a viable solution is presented.

204.4.1.1.2- Failure to comply with the provision articulated in section **204.4** and its subsections will result in all of the legislative and executive actions towards the affected legislation(s) being nullified and the Office of the Student Association Senate Chair will be in direct violation of the bylaws.

204.4.2 – The Chairperson of the Rules & Administration Committee shall be empowered to update the Student Association Bylaws in a timely manner

## **205 – STUDENT ASSOCIATION SENATE TERM OF OFFICE (SEE STUDENT ASSOCIATION CONSTITUTION)**

**205.1** – Out-of-Session-Emergency Powers Act (See Student Association Constitution Article II, Section 2.f).

**205.2** – In-Session

205.2.1 – Regular meetings of the Student Association Senate shall be held Wednesday at the discretion of the Chair and the approval of those Senators present and voting.

205.2.2 – Chair shall inform Senate of the agenda via email 24 hours prior to the beginning of the meeting. This agenda shall include full-text copies of every proposed piece of legislation on the agenda for the purposes of full review and analysis by senators prior to the meeting. Any piece of legislation not included in the agenda provided to senators at least 12 hours prior to the Senate meeting shall be null and void, as every senator shall be entitled to legislative vetting prior to Senate meetings. A paper copy of the agenda shall be available no later than the beginning of the meeting:

205.2.2.1 – The Chair shall call the meeting to order.

205.2.2.2 – The attendance roll call shall be taken by the Vice Chair.

205.2.2.3 – The Chair and Vice Chair may make introductory remarks.

205.2.2.4 – The reports of the standing committees shall be given on a rotational schedule, at the discretion of the Chair;

205.2.2.4.1 – Rules and Administration Committee

205.2.2.4.2 – Government Operations Committee

205.2.2.4.3 – Appropriations Committee

205.2.2.4.4 – Community Engagement and Outreach Committee

205.2.2.5 – Subcommittees can be created by the Chair of the Student Association Senate and the Chair of the committee for special purposes. This report shall be given after the original committee.

205.2.2.6 – Special or ad hoc committee reports shall be given in alphabetical order.

205.2.2.7 – There shall be time for public comment.

205.2.2.7.1 – No speaker during public comment may exceed five (5) minutes in their remarks to the senate.

205.2.2.7.2 – Exceptions to these rules may be made by a majority of Senate Members present and voting.

205.2.2.7.3 – The Chair is empowered to ensure that all comments made to the Senate be relevant and germane to issues that the Student Association is empowered to handle or finds pressing and important to the undergraduate student population as found and backed by a two-thirds majority of Senate Members present and voting.

205.2.2.8 – Reports by student groups shall be given.

205.2.2.8.1 – The time allotted per student group shall not exceed three (3) minutes total.

205.2.2.8.2 – The report shall consist of:

205.2.2.8.2.1 – Mission Statement

205.2.2.8.2.2 – Membership overview

205.2.2.8.2.3 – Organizational activities and events

205.2.2.8.2.3.1 – A written report, in addition, shall be submitted to the Legislative Aide no later than twenty four (24) hours before the Student Association Senate meeting.

205.2.2.8.2.4 – Budgetary activities

205.2.2.9 – The executive report shall be given.

205.2.2.10 – The judicial report shall be given.

205.2.2.11 – The legislative report shall be given

205.2.2.12 – Old Business

205.2.2.12.1 – The Chair shall bring to the floor old business as outlined in the agenda.

205.2.2.12.2 – The Chair shall call for any other old business.

205.2.2.13 – Announcements shall be made.

205.2.2.14 – The Chair, the Vice Chair, and other members of the Student Association Senate may make closing remarks.

205.2.2.15 – The attendance roll call shall be taken.

205.2.2.16 – A senate member shall make a motion to adjourn the meeting

205.2.2.17 – The Chair shall adjourn the meeting

205.2.3 – The agenda may be changed at the discretion of the Chairman.

205.2.4 – Special Meetings

205.2.4.1 – The President, the Chair or a majority of Senate, either in a meeting, or by a signed petition while outside a meeting may call a special meeting of Senate.

205.2.4.2 – The Chair shall be responsible for informing Senate members of the time and purpose of the special meeting.

205.2.4.3 – The only business that shall come to the floor of Senate shall be the item of business for which the meeting was intended.

205.2.5 – There shall be no smoking or alcoholic beverages in the meeting room while Senate is in session.

205.2.6 – There shall be no wearing of SA election campaign buttons (or any campaign paraphernalia) at Student Association Senate meetings.

**205.3** – Adjournment of Senate members' term of office shall be after the President has signed the budget and the new Senate has commenced.

## **206 – PARLIAMENTARY AUTHORITY**

**206.1** – The rules contained in Robert's Rules of Order, Newly Revised shall govern the Senate in all cases in which they are applicable, and in which they are not inconsistent with Senate Rules.

**206.2** – The Chair, in consultation with the Vice Chair, shall nominate a Senate Parliamentarian with the approval of a majority of those Senate members present and voting.

206.2.1- Parliamentarian:

206.2.1.1- Shall not be a voting member of the Student Association Senate, the Executive Branch, or Supreme Court however must be a student activity fee paying undergraduate student and shall be considered an ex-officio member of the Senate.

206.2.1.2- Shall be appointed no later than the swearing in of officers elected in the Fall semester.

206.2.1.3- Shall not be considered an officer under the office of the Chair or Vice-Chair of the Senate.

206.2.1.4- Must attend all Senate meetings and oversee proper use of Robert's Rules of Order and procedural processes of the Student Association By-Laws.

206.2.1.5- Must attend all Executive Board meetings of the Student Association Senate.

206.3 – Upon the swearing in of the officers elected in the Fall elections and election of a Vice-Chair, the Chair of the Senate, the Vice-Chair of the Senate, the Senate Parliamentarian and Senators who have been voting members for a minimum of two years conduct a brief training session of Robert's Rules of Order and other procedural processes of the Student Association as they see fit for the new officers, as well as those Senators At-Large elected in the previous Spring Semester.

206.3.1 – No legislation, unless emergency action is required, shall be voted on by the Senate after a Vice-Chair is elected and before Senate training has been completed.

206.3.2 – This training may take place during a regular meeting of the Senate and legislation may be voted on following its completion.

## **207 – SUCCESSION OF STUDENT ASSOCIATION SENATE OFFICERS**

**207.1** – In the absence of the Chair of the Student Association Senate, the Vice Chair of the Student Association Senate shall assume all duties and responsibilities of the Chair.

**207.2** – In the event of the absence of the Chair of the Student Association Senate and the Vice Chair of the Student Association Senate, the Secretary of the Senate shall call the meetings to order and conduct the roll.

207.2.1 – Should the Chair of the Senate or the Vice Chair of the Senate not arrive by the time roll is done, the Chair of the Rules and Administration Committee shall assume the duties of presiding officer until either of the aforementioned officer's return.

207.2.2 – In the absence of the Chair of the Senate, the Vice Chair of the Senate, and the Chair of the Rules and Administration Committee, the line of succession for the presiding officer of the Senate shall be as follows:

207.2.2.1 – Chair of the Government Operations Committee

207.2.2.2 – Chair of the Appropriations Committee

207.2.2.3 – Chair of the Community Engagement and Outreach Committee

207.2.2.4 – Chair of the Constituent Relations Committee

## **208 – SUPREME COURT CASES**

**208.1** – The Chair of the Student Association Senate must make available copies of any Supreme Court filing to the Student Association Senate representatives at the expense of the Student Association Senate.

## **209 – EXECUTIVE COMMITTEE**

**209.1** – Purpose and Responsibilities

209.1.1 – The Senate Executive Committee may meet without a quorum for general purposes, including preparation of the agenda, scheduling of Student Association Senate committee meetings, and preparation for other Senate functions. The Executive Committee shall meet at least one (1) day prior to each Student Association Senate meeting.

209.1.2 – The Executive Committee shall meet to prepare an agenda for the next Student Association Senate meeting. Anyone with a pending agenda item must be present at that meeting.

## **209.2 – Membership**

209.2.1 – The following shall be considered voting members of the Executive Committee of the Student Association Senate:

209.2.1.1 – Chair of the Student Association Senate

209.2.1.2 – Vice Chair of the Student Association Senate

209.2.1.3 – Senior Ranking Member of the Government Operations Committee; Chair of the Ethics Subcommittee

209.2.1.4 – Ranking Member of the Government Operations Committee; Chair of the Events and Awareness Subcommittee

209.2.1.5 – Chair of the Appropriations Committee

209.2.1.6 – Chair of the Community Engagement and Outreach Committee

209.2.1.7 – Chair of the Rules and Administration Committee

209.2.1.8 – Chair of the Government Operations Committee

209.2.1.9 – Chair of the Constituent Relations Committee

209.2.2 – Those listed below shall be considered ex officio, non-voting members of the Executive Committee:

209.2.2.1 – Secretary of the Student Association Senate

209.2.2.2 – President of the Student Association

209.2.2.3 – Vice President of the Student Association

209.2.2.4 – Comptroller of the Student Association

## **209.3 – Chair and his/her responsibilities**

209.3.1 – The Chair of the Senate shall chair the Executive Committee.

209.3.2 – The Chair shall preside over Committee meetings.

209.3.3 – The Chair shall attend all Committee meetings

209.3.4 – The Chair shall report all decisions to the Student Association Senate after the Committee meetings.

209.3.5 – The Chair may create ad hoc committees as needed

209.3.6 – In the absence of the Chair of the Senate, the Vice Chair of the Senate shall assume the duties and responsibilities of the presiding officer.

**209.4** – The Secretary of the Senate, or his/her designee, shall be responsible for keeping record of attendance, committee votes, and any other business conducted by the committee.

**209.5 – Guidelines**

209.5.1 – All meetings shall follow Robert’s Rules of Order, Newly Revised.

209.5.2 – Attendance - Voting privileges will be rescinded upon the second consecutive unexcused absence of member.

209.5.3 – The attendance roll call shall be taken at the beginning of each meeting. Attendance policy for committee shall be the same as in regular session.

**209.6 – Conducting Confirmation Hearings.**

**209.6.1 – General Provisions**

209.6.1.1 – There shall be confirmation hearings for all appointments that require the approval of the Student Association Senate. The Executive Committee shall conduct these hearings. After conducting hearings, the Committee shall report the appointment, in bill form, to the Student Association Senate with either a recommendation for confirmation or a recommendation for the denial of said confirmation. The committee shall issue a brief written statement explaining the majority decision as well as provide an oral report for presentation at the time the bill is brought for consideration on the floor of the Senate.

209.6.1.2 – The Executive Committee shall schedule hearings no later than two Student Association Senate meetings after the receipt of the proposed appointment from the Executive Board.

209.6.1.3 – The Executive Committee shall not hear appointees without at least one-half (1/2) of its members present. In the event that a quorum of one-half (1/2) cannot be present after two Student Association Senate meetings, the nomination shall be released from committee and heard by the Senate upon two-thirds (2/3) majority vote of the Senate.

**209.6.2 – Recordings of Proceedings**

209.6.2.1 – The Secretary of the Senate, or his/her designee, shall keep the record of all questions, responses, and comments throughout the hearings.

209.6.2.2 – Committee members may also take additional notes if they wish.

**210 – COMMITTEE ON GOVERNMENT OPERATIONS**

**210.1 – Purpose and Responsibilities**

210.1.1 – To facilitate and oversee the internal operations of the Student Association.

210.1.2 – Furthermore, they shall be responsible for enforcing all Student Association Bylaws.

210.1.3 – The Government Operations Committee shall have the power to meet with and discuss the fulfillment of duties of all Student Association officials, as predetermined in this Senate. Policy and the Student Association Constitution Article III, Section 2, Subsection e.



## **210.2 – Membership**

210.2.1 – All members appointed by the Chair of the Student Association Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Student Association Senate, and confirmed by a majority of the Student Association Senate shall be voting members.

210.2.2 – Any member of the committee, who accepts a position in the Executive or Judicial branches, shall automatically lose his/her voting right and membership on this committee upon the acceptance of such position in the Executive or Judicial branch.

## **210.3 – Committee Officers**

210.3.1 – There shall be a Committee Chair appointed by the Chair of the Student Association Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Student Association Senate and a Senior Ranking Member and a Ranking Member appointed by the Chair of the Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Committee Chair.

### **210.3.1.1 – Chair and his/her responsibilities**

210.3.1.1.1 – Shall preside over Committee meetings.

210.3.1.1.2 – Shall attend all committee meetings.

210.3.1.1.3 – Shall report all decisions to the Chair of the Senate following committee meetings.

210.3.1.1.4 – Shall be responsible for making a weekly report at the Student Association Senate meeting as well as submitting a thorough written report to the Office of the Chair no later than forty-eight (48) hours following the Senate meeting in which the report was given.

210.3.1.1.5 – May create ad hoc subcommittees as needed.

210.3.1.1.6 – Shall be responsible for adhering to any and all guidelines outlined in the Training Manual & Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

### **210.3.1.2 – Senior Ranking Member and his/her responsibilities**

210.3.1.2.1 – The Ranking Member shall assume all duties and responsibilities of the Chair or Vice Chair in his/her absence.

210.3.1.2.2 – The Senior Ranking Member shall be the Chair of the Government Operations Subcommittee on Ethics.

210.3.1.2.3 – Shall be responsible for adhering to any and all guidelines outlined in the Training Manual & Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written

notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate

#### 210.3.1.3 – Ranking Member and his/her responsibilities

210.3.1.3.1 – In the absence of the Committee Chair and the Senior Ranking Member, the Ranking Member shall assume all duties and responsibilities of the Committee Chair.

210.3.1.3.2 – The Ranking Member shall be responsible for maintaining weekly attendance records in addition to a list of all voting members.

210.3.1.3.3 – The Ranking Member shall be the Chair of the Government Operations Subcommittee on Events and Awareness.

210.3.1.3.4 – Shall be responsible for adhering to any and all guidelines outlined in the Training Manual & Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

### 210.4 – Guidelines

210.4.1 – All meetings shall follow Robert's Rules of Order, Newly Revised.

210.4.2 – Attendance – Voting privileges will be rescinded upon the third consecutive unexcused absence of member. Any Senator appointed to the committee who loses voting privileges shall be referred to the Chair of the Student Association Senate.

210.4.3 – The attendance roll call shall be taken at the beginning of each meeting. Attendance policy for committee shall be the same as in regular session.

210.4.4 – The Government Operations Committee shall meet bi-weekly. The committee may meet more often at the discretion of the Committee Chair, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Chair of the Senate.

### 210.5 – Powers of Investigation

210.5.1 – In order to fulfill its responsibilities and purpose, the Government Operations Committee shall be empowered to investigate any and all individuals and organizations receiving student activity fee monies.

210.5.2 – The Government Operations Committee shall report all of its findings to the Senate and shall, in consultation with the Chair of the Senate, recommend action to the Senate, the Executive Board, and the Supreme Court.

210.5.3 – All individuals shall be guaranteed the right of due process through the Student Association Constitution and have the right to appeal any decision of the Student Association Senate to the Student Association Supreme Court

### 210.6 – SUBCOMMITTEE ON ETHICS

210.6.1 – Purpose and Responsibilities

210.6.1.1 – The Government Operations Subcommittee on Ethics, hereafter referred to as the Ethics Subcommittee, shall protect the ethical integrity of the Student Association and review any and all breaches of Student Association Ethics Policy and any breaches of contractual conduct obligations of Student Association officers, officials, and employees.

210.6.1.2 – Shall agree on a set of rules that regulate what behavior is considered ethical for members, including, but not limited to, rules relating to campaign activities, treatment of colleagues, and conflicts of interest.

210.6.1.3 – Shall conduct investigations into whether members have violated the aforementioned standards.

210.6.1.4 – Shall make recommendations to the Government Operations Committee on what action, if any, should be taken as a result of the investigations, including, but not limited to, censure, expulsion or impeachment, or nothing if the accused is found not to be violating a rule.

210.6.1.5 – Provides advice to Government Operations members before they (the members) take action, so as to avoid uncertainty over ethical culpability

#### 210.6.2 – Membership

210.6.2.1 – All members appointed by the Chair of the Government Operations Committee, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Senior Ranking Member of the Government Operations Committee, and confirmed by a majority of the Senate shall be voting members.

210.6.2.2 – One (1) non-student advisor selected by the Office of Student Involvement & Leadership and/or their designee.

210.6.2.3 – The Chair of the Senate, the Vice Chair of the Senate, the Student Association President, and the Student Association Vice President shall be ex officio members of the Ethics Subcommittee.

#### 210.6.3 – Chair and his/her responsibilities

210.6.3.1 – The Chair of the Ethics Subcommittee shall be the Senior Ranking Member of the Senate Government Operations Committee.

210.6.3.2 – The Ethics Chair shall preside over Subcommittee meetings.

210.6.3.3 – The Ethics Chair shall attend all Subcommittee meetings.

210.6.3.4 – The Ethics Chair shall report all decisions to the Chair of the Government Operations Committee after the Subcommittee meetings.

210.6.3.5 – The Ethics Chair shall be responsible for making a monthly report at the Student Association Senate meetings.

210.6.3.5.1 – If an Ethics Policy violation complaint is filed with the committee, the Chair shall make a regular weekly report, starting at the immediate next Senate meeting, until the resolution of said complaint.

210.6.3.6 – Shall be responsible for adhering to any and all guidelines outlined in the Training Manual & Handbook, the contents of which are to be determined by the Chair of the Senate,

through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

#### 210.6.4 – Guidelines

210.6.4.1 – All meetings shall follow Robert's Rules of Order, Newly Revised.

210.6.4.2 – Attendance - Voting privileges will be rescinded upon the third consecutive unexcused absence of member. Any Senator appointed to the committee who loses voting privileges shall be referred to the Chair of the Student Association Senate.

210.6.4.3 – The attendance roll call shall be taken at the beginning of each meeting. Attendance policy for committee shall be the same as in regular session.

210.6.4.4 – The Ethics Subcommittee shall meet monthly. The committee may meet more often at the discretion of the Subcommittee Chair, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Chair of the Senate and the Chair of the Government Operations Committee.

210.6.4.5 – Any and all amendments and/or changes to the Ethics Policy must be reviewed, voted on, and passed by the Ethics Subcommittee prior to going to the Senate floor.

#### 210.6.5 – Ethics Violation Investigations

210.6.5.1 – Should any officer, official, or employee of the Student Association be suspected of being in violation of the Ethics Policy, a Breach of Conduct Form shall be submitted to the Ethics Subcommittee for review.

210.6.5.1.1 – All Breach of Conduct Forms must be reviewed within five (5) business days of submittal.

210.6.5.2 – In order to fulfill its responsibilities and purpose, the Ethics Subcommittee shall be empowered to investigate any and all individuals that are suspected of violating the Ethics Policy of the Student Association or that have breached their conduct contract.

210.6.5.3 – The Ethics Subcommittee shall report all of its findings to the Senate and shall, in consultation with the Chair of the Senate, recommend action to the Senate and the Executive Board; or refer the matter to the Supreme Court.

### **210.7 – SUBCOMMITTEE ON EVENTS AND AWARENESS**

#### 210.7.1 – Purpose and Responsibilities

210.7.1.1 – The Government Operations Subcommittee on Events and Awareness, hereby referred to as the Events and Awareness Subcommittee, shall work with the Student Association President and the Executive official in-charge of programming and consult on major programming decisions and initiatives.

210.7.1.2 – They shall, in conjunction with the Executive official in-charge of marketing, assist in developing a marketing plan/strategy for the Student Association and its events throughout the academic year.

#### 210.7.2 – Membership

210.7.2.1 – All members appointed by the Chair of the Government Operations Committee, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Ranking Member of the Government Operations Committee, and confirmed by a majority of the Government Operations Committee shall be voting members.

210.7.2.2 – Membership shall be limited to seven (7) Senators from the Government Operations Committee (including the Subcommittee Chair), excluding ex officio members.

#### 210.7.3 – Chair and his/her responsibilities

210.7.3.1 – The Chair of the Events and Awareness Subcommittee shall be the Ranking Member of the Senate Government Operations Committee.

210.7.3.2 – The Events and Awareness Chair shall preside over Subcommittee meetings.

210.7.3.3 – The Events and Awareness Chair shall attend all Subcommittee meetings.

210.7.3.4 – The Events and Awareness Chair shall report all decisions to the Chair of the Government Operations Committee after the Committee meetings.

210.7.3.5 – The Events and Awareness Chair shall be responsible for making a weekly report at the Student Association Senate meetings.

210.7.3.6 – The Events and Awareness Chair may create ad hoc committees as needed.

210.7.3.7 – Shall be responsible for adhering to any and all guidelines outlined in the Training Manual & Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

#### 210.7.4 – Guidelines

210.7.4.1 – All meetings shall follow Robert's Rules of Order, Newly Revised.

210.7.4.2 – Attendance - Voting privileges will be rescinded upon the third consecutive unexcused absence of member. Any Senator appointed to the committee who loses voting privileges shall be referred to the Chair of the Student Association Senate.

210.7.4.3 – The attendance roll call shall be taken at the beginning of each meeting. Attendance policy for committee shall be the same as in regular session.

210.7.4.4 – This body shall not be empowered to make any executive decisions and or take any executive actions in regard to Student Association programming or marketing efforts.

210.7.4.4.1 – The committee shall be responsible solely for appraising performance, assisting with strategic planning, and ensuring fiscal responsibility of the related executive departments and officials.

## 211 – COMMITTEE ON RULES AND ADMINISTRATION

### 211.1 – Purpose and Responsibilities

211.1.1 – To ensure that the voices of UAlbany students are being heard in the various governance bodies that exist at this University and throughout the State of New York.

211.1.2 – Shall serve, in conjunction with the SUNY Student Assembly Delegates, as the Senate’s liaison to the state-wide student government assembly.

211.1.3 – Shall be solely responsible for previewing proposals and legislation related to Student Association Policy.

211.1.4 – Shall be additionally responsible for, in conjunction with the Office of the Chair, reviewing the performance of Senate Committee Chairs and be empowered to recommend removal of a chair-ship should a Committee Chair be found to be in dereliction of duty.

## **211.2 – Membership**

211.2.1 – All members appointed by the Chair of the Student Association Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Student Association Senate, and confirmed by a majority of the Student Association Senate shall be voting members.

211.2.2 – Membership shall be limited to eight (8) appointed members (including the Committee Chair), excluding ex officio members.

211.2.3 – The Student Association Senate Chairman shall nominate the members of this committee to serve on the University Senate, with the committee chair serving as the “Chief Legislative Liaison.”

211.2.3.1 – These Senators shall perform all duties required by the University Senate By-Laws including but not limited to attending University Senate meetings and council meetings. Each Senator shall only be required to be a member on one of the University Senate’s Councils.

211.2.3.2 – There shall give a monthly report to the Student Association Senate pertaining to the University Senate’s legislation, and pending work to be given by the Rules and Administration Chair.

211.2.3.3 Grounds for removal from a University Senate position, and the Rules and Administration Committee, shall include, but not be limited to, failure to attend a University Senate meeting without prior notice, failure to attend a University Senate Council meeting without prior notice, or failure in presenting thorough reports to the Student Association Senate.

211.2.4 – The President of the Student Association, or his designee to the University Senate, will serve as an ex officio, non-voting member of the Rules and Administration Committee.

211.2.5 – One (1) non-student advisor selected by the Office of Student Involvement & Leadership and/or their designee.

211.2.6 The University at Albany Council Student Representative shall be an ex officio, non-voting member of the Committee.

## **211.3 – Committee Officers**

211.3.1 – There shall be a Chair appointed by the Chair of the Student Association Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Student Association Senate and a Ranking Member

appointed by the Chair of the Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Committee Chair.

#### 211.3.1.1 – Chair and his/her responsibilities

211.3.1.1.1 – The Rules and Administration Chair shall preside over Committee meetings.

211.3.1.1.2 – The Rules and Administration Chair shall attend all Committee meetings.

211.3.1.1.3 – The Rules and Administration Chair shall report all decisions to the Student Association Senate Chair after the Committee meetings.

211.3.1.1.4 – The Rules and Administration Chair shall serve as the Chair of the Senate's Chief Legislative Liaison to the University Senate.

211.3.1.1.5 – The Rules and Administration Chair shall be responsible for making a weekly report at the Student Association Senate meetings, and shall report the committee vote for every bill reviewed by the committee, regardless of whether the bill passes or fails.

211.3.1.1.6 – The Rules and Administration Chair may create ad hoc committees as needed.

211.3.1.1.7 – Shall be responsible for adhering to any and all guidelines outlined in the Committee Leadership & Responsibilities Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

#### 211.3.1.2 – Ranking Member and his/her responsibilities

211.3.1.2.1 – In the absence of the Chair, the Ranking Member shall assume all duties and responsibilities of the Chair.

211.3.1.2.2 – The Ranking Member shall be responsible for maintaining weekly attendance records in addition to a list of all voting members

211.3.1.2.3 – The Ranking Member shall work with all subcommittees of Rules and Administration

211.3.1.2.4 – Shall be responsible for adhering to any and all guidelines outlined in the Committee Leadership & Responsibilities Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

### 211.4 – Guidelines

211.4.1 – All meetings shall follow Robert's Rules of Order, Newly Revised.

211.4.2 – Attendance - voting privileges will be rescinded upon the third consecutive absence of member. Any Senator appointed to the committee who loses voting privileges shall be referred to the Chair of the Student Association Senate.

211.4.3 The attendance roll call shall be taken at the beginning of each meeting. Attendance policy for committee shall be the same as in regular session.

## **211.5 – Amendments to Student Association Policy**

211.5.1 – Any proposed amendments to the Bylaws shall be reviewed and voted on by the Rules and Administration Committee prior to being heard on the Senate floor.

211.5.2 – The Rules and Administration Chair shall present the committee's opinion to the Senate.

## **212 – COMMITTEE ON APPROPRIATIONS**

### **212.1 – Purpose and Responsibilities**

212.1.1 – To consider all supplementary budget requests.

212.1.2 – To consider all initial budget requests during the fiscal year.

212.1.3 – All bills for supplemental or new funding must be submitted through the Appropriations Committee.

### **212.2 – Membership**

212.2.1 – All members appointed by the Chair of the Student Association Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Student Association Senate, and confirmed by a majority of the Student Association Senate shall be voting members.

212.2.2 – Membership shall be limited to nine (9) appointed Senators (including the Committee Chair), excluding ex officio members.

### **212.3 – Committee Officers**

212.3.1 – There shall be a Committee Chair appointed by the Chair of the Student Association Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Student Association Senate and a Ranking Member appointed by the Chair of the Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Committee Chair.

#### **212.3.1.1 – Chair and his/her responsibilities**

212.3.1.1.1 – To attend all Appropriations Committee meetings.

212.3.1.1.2 – To meet with groups at their request, for advisement and viability of need, or to delegate the responsibility to a committee member.

212.3.1.1.3 – To be totally familiar with the Finance Policy and the SUNY Board of Trustees Guidelines, and implement the policy in every applicable situation; as well as, to provide a copy of the budget for each voting member of the committee.



212.3.1.1.4 – The Appropriations Chair shall have a current copy of the SUNY Board of Trustee Policy.

212.3.1.1.5 – The Appropriations Chair may create ad hoc committees as needed.

212.3.1.1.6 – Shall be responsible for adhering to any and all guidelines outlined in the Committee Leadership & Responsibilities Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

212.3.1.2 – Ranking Member and his/her responsibilities

212.3.1.2.1 – In the absence of the Appropriations Chair, the Appropriations Ranking Member shall assume all duties and responsibilities of the Appropriations Chair.

212.3.1.2.2 – The Appropriations Ranking Member shall be responsibilities for maintaining weekly attendance records in addition to a list of all voting members.

212.3.1.2.3 – Shall be responsible for adhering to any and all guidelines outlined in the Committee Leadership & Responsibilities Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

## **212.4 – Guidelines**

212.4.1 – The meetings will be governed by Robert's Rules of Order, Newly Revised.

212.4.2 – Attendance - voting privileges will be rescinded upon the third consecutive absence of member. Any Senator appointed to the committee who loses voting privileges shall be referred to the Chair of the Student Association Senate.

212.4.3 – The attendance roll call shall be taken at the beginning of each meeting. Attendance policy for committee shall be the same as in regular session.

212.4.4 – All groups seeking funding at a meeting may be asked to leave, at the presiding officer's discretion, during the debate of any appropriation bill.

212.4.5 – All bills pertaining to allocations of money, submitted as a bill to the Student Association Senate from Appropriations Committee, shall be itemized.

## **212.5 – Introduction of Bills**

212.5.1 – Requests will be put into the Appropriations Committee box in the Student Association office.

212.5.2 – Requests must be received by 5 p.m. two business days prior to the Appropriations Committee meeting in order for the Appropriations Committee to consider any proposal.

212.5.2.1 – Any proposals submitted on-time by Student Groups to the Appropriations Committee must be reviewed at the immediate next meeting following their submittal. Copies of said proposals shall be given to the Office of the Chair prior to submittal to the Appropriations Committee.

212.5.3 – Either the Appropriations Chair or his/her appointee will contact the requesting group at least twenty four (24) hours prior to the meeting.

212.5.4 – The Appropriations Chair or the Appropriations Ranking Member will present the bill to the Student Association Senate on the following Wednesday unless the following Wednesday is less than 48 hours away. In this case, the Committee Chair or the Ranking Member will present the bill the following Wednesday.

212.5.5 – All proposals submitted to Appropriation Committee must be itemized in accordance with their budget and be signed by a group officer, in order for any proper committee consideration.

212.5.6 – Legislation approved by the Appropriations Committee must be introduced.

212.5.7 – Proposals will be introduced by the Committee Chair or his/her designee into the agenda.

212.5.8 – A representative from the group must be present at the Senate meeting in which they're request is debated or their request will be automatically tabled until the next meeting of the Student Association Senate.

## **213 – COMMITTEE ON COMMUNITY ENGAGEMENT AND OUTREACH**

### **213.1 – Purpose and Responsibilities**

213.1.1 – Engage campus community through community-based endeavors including, but not limited to, SA Days.

213.1.2 – Conducting community service projects and assisting the Executive Board in expanding outreach to the Albany community.

213.1.3 – Seeking out opportunities to collaborate with University community service entities including, but not limited to, the University Office of Community Engagement and the Alumni Association.

213.1.4 – Spearhead, in conjunction with the President or the Student Association official responsible for programming, Student Association efforts in events including, but not limited to, Relay For Life.

### **213.2 – Membership**

213.2.1 – All members appointed by the Chair of the Student Association Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Student Association Senate, and confirmed by a majority of the Student Association Senate shall be voting members.

213.2.2 – Membership shall be limited to nine (9) appointed Senators, excluding ex officio members.

### **213.3 – Committee Officers**

213.3.1 – There shall be a Committee Chair appointed by the Chair of the Student Association Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Student Association Senate and a Ranking Member appointed by the Chair of the Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Committee Chair.

**213.3.1.1 – Chair and his/her responsibilities**

213.3.1.1.1 – The Chair shall preside over Committee meetings.

213.3.1.1.2 – The Chair shall attend all Committee meetings.

213.3.1.1.3 – The Chair shall report all decisions to the Student Association Senate Chair after the Committee meetings.

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

213.3.1.1.5 – The Chair may create ad hoc committees as needed

213.3.1.1.6 – Shall be responsible for adhering to any and all guidelines outlined in the Committee Leadership & Responsibilities Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

213.3.1.1.7 – The Chair shall not serve as the Chair or Ranking Member of the Board of Finance while simultaneously serving as the Chair of the Committee on Appropriations

**213.3.1.2 – Ranking Member and his/her responsibilities**

213.3.1.2.1 – In the absence of the Committee Chair, the Ranking Member shall assume all duties and responsibilities of the Committee Chair.

213.3.1.2.2 – The Ranking Member shall be responsible for maintaining weekly attendance records in addition to a list of all voting members.

213.3.1.2.3 – The Ranking Member shall work with all subcommittees of Community Engagement and Outreach.

213.3.1.2.4 – Shall be responsible for adhering to any and all guidelines outlined in the Committee Leadership & Responsibilities Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

213.3.1.2.5 – The Ranking Member shall not serve as the Chair or Ranking Member of the Board of Finance while simultaneously serving as the Ranking Member of the Committee on Appropriations

**213.4 – Guidelines**

213.4.1 – All meetings shall follow Robert's Rules of Order, Newly Revised.

213.4.2 – Attendance - voting privileges will be rescinded upon the third consecutive absence of member. Any Senator appointed to the committee who loses voting privileges shall be referred to the Student Association Senate Chair.

213.4.3 – The attendance roll call shall be taken at the beginning of each meeting. Attendance policy for committee shall be the same as in regular session.

## **214 – LONG RANGE PLANNING**

**214.1** – Student Association Planning and Policy Council – shall be responsible for crafting a long-range plans and recommending long term goals for the future of the Student Association.

214.1.1 – The Planning and Policy Council shall be comprised of:

214.1.1.1 – Five (5) students, three (3) of which must be Student Association Senators, appointed by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate, and confirmed by two-thirds (2/3) vote of the Senate.

214.1.1.2 – The President of the Student Association

214.1.1.3 – The Vice President of the Student Association

214.1.1.4 – The Comptroller of the Student Association

214.1.1.5 – One (1) member appointed by the President of the Student Association, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice President of the Student Association, and confirmed by a majority of the Student Association Senate.

214.1.1.6 – The Chief Justice of the Student Association

214.1.1.7 – The Student Association Executive Office Manager

214.1.1.7.1 – Shall serve as an ex officio, non-voting advisor to the Planning and Policy Council

214.1.1.8 – The Director of Student Involvement and Leadership or his/her designee

214.1.1.8.1 – Shall serve as an ex officio, non-voting advisor

214.1.2 – The Planning and Policy Council shall convene every five (5) years and be charged with creating a 5-year long term plan for the Student Association. The council should review the previous strategic plan and assess the organizations success and failures at implementing the plan.

214.1.3 – The Planning and Policy Council shall submit and present a report to the Student Association Senate before the midterm point of the Spring Semester. The report should include recommendations for the next 5 years.

214.1.4 – The Chair of the Student Association Senate shall serve as the chair of the council.

**214.2** – Planning and Policy Review Board – shall be responsible to perform an annual review of the strategic plan and its implementation.

214.2.1 – The review board shall meet twice (2) during the academic year: once in the Fall semester and once in the Spring semester.

214.2.2 – The Review Board shall consist of:

214.2.2.1 – The Chair of the Student Association Senate

214.2.2.2 – The President of the Student Association

214.2.2.3 – Three (3) Student Association Senators appointed by the Senate Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

214.2.2.4 – The Student Association Director of Operations

214.2.2.4.1 – Shall serve as an *ex officio*, non-voting advisor

214.2.2.5 – The Director of Student Involvement and Leadership or his/her designee

214.2.2.5.1 – Shall serve as an *ex officio*, non-voting advisor

214.2.2.6 – Two (2) presidential appointees, chosen through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice President, confirmed by a majority of the Senate.

214.2.3 – The Board shall present a report to the Student Association Senate before the midterm point of the Fall and Spring Semesters. The report should include an assessment of the success and failures of the strategic plan of that academic year.

214.2.4 – The Chair of the Senate shall chair the Review Board.

**214.3** – Copies of all documents for the Planning and Policy Council and the Review Board shall be held by the Executive Office Manager, the President of the Student Association, and the Student Association Senate.

## **215 – STUDENT DONATIONS TO UNIVERSITY ARCHIVES**

**215.1** – Two copies of the minutes and agendas of the Student Association Senate meetings will be given to the library in order that they may be kept in the University Archives.

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

## **216 – SENATE COMMUNICATIONS**

**216.1** – The Student Association Senate shall operate an Office of Senate Communications operated by the Senate Communications Aide.

216.1.1 – Senate Communications Aide

216.1.1.1 – The Senate Communications Aide shall be charged with documenting Senate meetings with a minimum of videotaping, audio recordings, photography, recording and transcribing events for the records of the Student Association Senate and to be used at the request of members of the Student Association Senate.

216.1.1.1.1 – All audio, video, records and documentation gathered by the Senate Communications Aide shall be the property of the Student Association Senate. At no time shall any recorded event be altered or destroyed.

216.1.1.1.2 – All audio and video recordings shall be placed into the archives according to provisions in Section 215.

216.1.1.1.3 – All audio and video recordings shall be placed on the Student Association Senate website for public viewing.

216.1.1.2 – This position shall be appointed by the Senate Chair and voted upon by the Student Association Senate by a 2/3 vote.

216.1.1.3 – The aide shall be present at each Student Association Senate meeting.

216.1.1.4 – The aide shall be compensated through a stipend to be determined at the annual budget meeting.

**216.2** – Funding for equipment shall be appropriated during each year’s budget meeting according to the estimated cost of equipment for usage, to be estimated by the Student Association Senate Chair and reported to the Senate.

## **217 – LIFETIME DIPPIKILL MEMBERSHIP**

**217.1** – In an effort to separate the operational functioning of Dippikill, Inc. from Student Association of the State University of New York at Albany, Inc. the Student Association Senate shall be empowered to recommend members of the Student Association to the Dippikill Board of Directors for Lifetime Dippikill Membership in the form of a bill from the Student Association Senate.

217.1.1- Procedures for granting membership shall be in accordance with policies set forth by the Dippikill Board of Directors and the President of the Student Association.

**217.2** – The Student Association Senate may not grant Lifetime Membership to Camp Dippikill without the approval of the Dippikill Board of Directors.

## **218 – COMMITTEE ON CONSTITUENT RELATIONS**

### **218.1 – Purpose and Responsibilities**

218.1.1 - To hear all issues with students and student groups in regard to the Student Association.

218.1.2 – To organize a “town hall” meeting on the behalf of the Student Association Senate for the interest of the constituency. One (1) in the Fall Semester and one (1) in the Spring Semester.

218.1.3 - Shall define a tangible means of communication that each Student Association Senator must create to contact their constituency throughout their term in office. This includes, but not limited to, social networking, printed materials, and office hours.

### **218.2 – Membership**

218.2.1 - All members appointed by the Chair of the Student Association Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Student Association Senate, and confirmed by a majority of the Student Association Senate shall be voting members.

218.2.2 – Membership shall include at least one senator from each of the 5 Academic Divisions only if the division has both senator seats filled. There is no limit to the size of the committee.

### **218.3 – Committee Officers**

218.3.1– There shall be a Committee Chair appointed by the Chair of the Student Association Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Student Association Senate and a Ranking Member appointed by the Chair of the Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Committee Chair.

#### **218.3.1.1 – Chair and his/her responsibilities**

218.3.1.1.1 – The Chair shall preside over Committee meetings.

218.3.1.1.2 – The Chair shall attend all Committee meetings.

218.3.1.1.3 – The Chair shall report all decisions to the Student Association Senate Chair after the Committee meetings.

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

218.3.1.1.5 – The Chair may create ad hoc committees as needed

218.3.1.1.6 – Shall be responsible for adhering to any and all guidelines outlined in the Committee Leadership & Responsibilities Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

#### **218.3.1.2 – Ranking Member and his/her responsibilities**

218.3.1.2.1 – In the absence of the Committee Chair, the Ranking Member shall assume all duties and responsibilities of the Committee Chair.

218.3.1.2.2 – The Ranking Member shall be responsible for maintaining weekly attendance records in addition to a list of all voting members.

218.3.1.2.3 – The Ranking Member shall work with all subcommittees of Constituent Relations

218.3.1.2.4 – Shall be responsible for adhering to any and all guidelines outlined in the Committee Leadership & Responsibilities Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

### **218.4 – Guidelines**

218.4.1 – All meetings shall follow Robert's Rules of Order, Newly Revised.

218.4.2 – Attendance - voting privileges will be rescinded upon the third consecutive absence of member. Any Senator appointed to the committee who loses voting privileges shall be referred to the Student Association Senate Chair.

218.4.3 – The attendance roll call shall be taken at the beginning of each meeting. Attendance policy for committee shall be the same as in regular session.

## EXECUTIVE POLICY

### 300 – COMPOSITION

**300.1** – All Executive Branch members appointed by the elected officials of Student Association must be fee paying undergraduate students.

300.1.1 – This does not pertain to the Director of Legal Services.

300.1.2 – This does not apply to the Executive Office Manager.

300.1.3 – This does not apply to the Assistant Office Manager.

**300.2** – All appointed executive officers must attend executive board office meetings.

300.2.1 – There will be a minimum of two executive board meetings per month while classes are in session.

300.2.2 – In the event that an executive board member cannot attend said meeting, s/he must duly notify the Vice President and/or President at least 48 hours in advance.

**300.3** – Any appointed assistant, advisor, or *ex officio* executive officer will have the option not to attend executive board office meetings unless:

300.3.1 – Specifically requested by the President, Vice President, or by any Executive Officer, whereby they would then be required to attend said meeting.

**300.4** – The Chair and the Vice Chair of Student Association Senate, and one Head Officer per Student Association funded and recognized group shall be *ex officio*, non-voting members of the Executive Branch.

300.4.1 – Only officers receiving a stipend must attend all board meetings.

**300.5** – All appointed executive board members or appointed *ex officio* board members hereby listed in 300 Executive Branch section of policy are subject to the following confirmation and removal procedure by Student Association Senate.

300.5.1 – The President shall, at the regular Student Association Senate meeting immediately following his/her appointment of an executive or *ex officio* board member, report the appointment to Student Association Senate which has to confirm it by two-thirds vote. If within 60 hours of the end of the second regular meeting after being informed of the appointment Student Association Senate does not confirm or refuse to confirm the appointment, then the appointment shall be valid.

300.5.2 – Can be subject to removal by the President and by a two-thirds (2/3) vote of the Student Association Senate in the form of a bill.



300.5.3 – An office assistant can be subject to removal on the advice of their office director by the President.

**300.6** – No Executive Branch officer or assistant whether elected or appointed may be a member of the Legislative and/or Judicial Branch.

**300.7** – All officers of the Executive Branch, when appointed, must be in good academic and judicial standing with the University with a cumulative GPA of 2.0 or higher.

**300.8** – Administrative Assistants are considered to be members of the executive branch.

## **301 – ORGANIZATION OF THE EXECUTIVE BRANCH**

**301.1** – The operational and executive power shall be vested in the President of the Student Association. The President shall act as the spokesperson for the Student Association and its policies and be an advocate for student issues. (Article II, Student Association Constitution)

**301.2** – The President shall have the duty to recommend plans for the organization of the executive branch (Article III, Section 2d, Student Association Constitution)

301.2.1 – The President, with consultation of the Vice President shall subject officer(s) to disciplinary measures if such officer(s) is/are found not to be performing her/his duties.

301.2.2 – The person disciplined shall have a right to appeal to the Student Association Supreme Court.

**301.3** – The President shall have the power to constitute the administrative policies and the administrative procedures of the executive branch, which may be rejected by a two-thirds vote of the Student Association Senate.

**301.4** – The Executive Branch, when filling either appointed or stipend positions must observe all Federal and New York State Affirmative Action laws. An emphasis must be placed on protected class recruitment and retention.

## **302 – EXECUTIVE BRANCH OFFICERS**

**302.1** – President

**302.2** – Vice President

**302.3** – Comptroller

**302.4** – Director of Programming

**302.5** – Director of Intercultural Affairs

**302.6** – Director of Gender and Sexuality Concerns

**302.7** – Director of Marketing

**302.8** – Director of Civic Action

**302.9** – Director of Student Group Affairs

**302.10** – Director of Academic Affairs

**302.11** – Student Advocate

**302.12** – Director of Community Engagement and Outreach

**302.13** – Director of Dippikill Outreach and Environmental Sustainability

## **303 – JOB DESCRIPTIONS**

**303.1** – President

303.1.1 – The President of the Student Association shall be the Chief Executive Officer of the Student Association.

303.1.2 – The President shall be responsible for carrying out the duties and powers of the President as specified in the Student Association Constitution including but not limited to establishment of Student Association operations and procedures.

303.1.3 – All authority herein vested in the subordinate officers of the Student Association is a delegation of the operational and executive powers and its use is subject to the President's review and recall when necessary.

303.1.4 – The President is hereby empowered to carry out the Student Association Constitution and shall expedite all measures resolved by Student Association Senate. (Article III, Section 2a, Student Association Constitution)

303.1.5 – The President shall have the power to call the legislature into a special session. (Article III, Section 2b, Student Association Constitution)

303.1.6 – President shall give a weekly report to Student Association Senate while they are in session. (Article I, Section 2c, Student Association Constitution)

303.1.7 – At the beginning of the term, the President shall have the duty to recommend the organization of the Executive Branch to Student Association Senate. This shall go into effect upon a two-thirds vote of approval by Student Association Senate. (Article II, Section 2d, Student Association Constitution)

303.1.8 – The President shall have the power to grant organizational recognition in accordance to the procedures established by the Student Association Senate and shall report the status of such requests to the body. (Article II, Section 2e, Student Association Constitution)

303.1.9 – Emergency Powers Act: The President shall have the power to act for the Student Association in an emergency with the approval of the Chairperson of the Student Association Senate, the Vice Chairperson of the Student Association Senate, the Chairperson of the Board of Finance, and two other members of the Student Association Senate. An emergency is defined as any occurrence that arises that cannot be postponed until the next regular Student Association Senate meeting. (Article II, Section 2f, Student Association Constitution)

303.1.10 – The President has the right to veto any Student Association Senate bill, except those pertaining to internal legislative matters. Any bill not acted upon by the President within six business days of its passage, will become law. The President may not use a Line Item Veto, and must either approve of or veto a bill in its entirety, as passed by the Senate. The Student Association Senate can override the veto by two-thirds majority vote.

303.1.11 – The President shall nominate members to the Supreme Court, including a Chief Justice, when there are vacancies. These nominations shall be subject to a two-thirds approval of Student Association Senate except as stipulated in Article V, Section 2d of the Student Association Constitution.

303.1.12 – The President of the Student Association shall be responsible for the oversight and management of Dippikill.

303.1.13 – The President may appoint an executive assistant. The assistant shall serve at the discretion of the President.

303.1.14 – President of the Student Association shall oversee the organization of the Student Association Officers Alumni Association.

303.1.15 – The President shall remain at the University during the summer, unless appropriate Educational Opportunities arise that present a valuable academic experience for the elected person. All appropriate educational opportunities shall be defined as Internships within their field of study, Studying Abroad, Fellowships, and Independents studies. In such circumstances the Vice President must assume the duties of the President for the duration of the summer, with exception to the last two weeks in which all Officers given an Exemption must report to the University. The allocated summer stipend of the President will be placed in a line for appropriations for student groups for the upcoming year. All exemptions will be approved by a majority of the Senate two weeks before the end of the academic year in which the President was elected.

303.1.16 – In accordance with Article II, Section 1 of the by-laws of University Auxiliary Services at Albany, Inc. the President has the power to appoint members of the UAS Board.

303.1.16.1 – The President, or if he or she so designates, the Vice President of the Student Association shall serve on the UAS Board of Directors.

303.1.16.2 – The President shall appoint four members of the student body of the State University of New York at Albany to provide broad-based, diverse living area and class year representation on the Board.

303.1.16.2.1 – One of these students shall be a member of the Albany Student Dining Advisory Committee (ASDAC) to be nominated by the Co-Chairs of ASDAC, approved by the President of SA, and confirmed by the Senate. This Board member shall represent the Advisory Committee and their outreach efforts to the student body.

303.1.16.2.2 – The final three seats shall be appointed by the President (taking into account the current make-up of the board with respect to class year and living area, and pursuant to by-law 301.4) and confirmed by the Senate.

303.1.17 – The Executive Branch and Comptroller shall have the responsibility of overseeing the sending out of new bids for new auditors and legal counsel to the Student Association at least every ten years (on the zero).

### **303.2 – Vice President**

303.2.1 – The Vice President shall serve as the chief administrative officer of the Student Association

303.2.1.1 – The Vice President, with the approval of the President, shall be responsible for arrangement and notification of any and all executive board office meetings, which shall be held at least twice a month.

303.2.1.2 – The Vice President of the Student Association shall be responsible for fulfilling all internal operations of Student Association.

303.2.2 – The Vice President shall work in conjunction with the President on issues affecting the campus and the welfare of the students.

303.2.3 – The Vice President, in the absence of the President, or at the President's request, shall assume any or all duties, powers, or responsibilities of the President.

303.2.4 – The President may appoint an executive assistant. The assistant shall serve at the discretion of the Vice President.

303.2.5 – The Vice President shall serve as an *ex officio* member of all Executive Branch organized Task Forces, Boards, and other consulting bodies.

303.2.6 – The Vice President shall oversee the operations and maintenance of Student Association Copies Plus.

303.2.7 – The Vice President or a designate of the Vice President shall be responsible for the upkeep of all Student Association vehicles, if any. S/He shall also be empowered to levy sanctions against violations of Transportation Policy with the approval of both the Comptroller and the President.

303.2.8 – The Vice President shall be part of the interview process for all applicable positions of Student Association. Being a part of shall be defined as, but not limited to attendance at all interviews.

303.2.9 – The Vice President shall remain at the University over the summer, unless in the case of appropriate Educational Opportunities arise that present a valuable academic experience for the elected person. The Vice President will only have the ability to pursue these opportunities as described in by-law 303.1.16, if the President chooses to not pursue their own Educational Opportunities. In the case that the Vice President is able to pursue these opportunities they must be defined as Internships within their field of study, Studying Abroad, Fellowships, and Independent studies. In the event the Vice President is allowed to forgo their summer duties, their summer stipend shall be allocated to a line for appropriations for student groups. In the case that the President chooses to not pursue other Educational Opportunities and remains at the University over the summer, the Vice President's request for pursuing such opportunities must be approved by a majority of the Senate two weeks before the end of the academic year in which the Vice President was elected.

303.2.10 – In accordance with Article II, Section 1 of the by-laws of University Auxiliary Services at Albany, Inc. the Vice President shall serve on the UAS Board of Directors if so designated by the President.

### **303.3 – Comptroller**

303.3.1 – There is hereby established in the Executive Branch the position of Comptroller of the Student Association. The Comptroller will be the Chief Financial Officer of the Student Association and in charge of the Finance Division of the Executive Branch, and shall be a authorized signature on all vouchers.

303.3.2 – The Comptroller of the Student Association shall be appointed by the Board of Finance of the Student Association and confirmed by two-thirds vote of the SA Senate. The Comptroller shall serve at the discretion of the President.

303.3.3 – The Comptroller shall be considered an *ex officio*, non-voting member of Student Association Senate.

303.3.4 – The Comptroller may nominate assistants and upon their approval by the President, will be stipend as deemed necessary by the budget. The assistants shall serve at the discretion of the Comptroller.

303.3.5 – In addition to the assistants mentioned above, the Board of Finance shall hold interviews for a semester deputy in the Comptroller's office.

303.3.5.1 – These deputies will have on the job training from the Comptroller and are responsible for any and all responsibilities the Comptroller bestows upon them.

303.3.5.2 – Deputies shall serve for an academic year. Interviews for fall shall be held in the spring.

303.3.5.3 – At the end of the Spring semester the Comptroller, if he or she chooses, shall endorse one of these two deputies to the Board of Finance to become the next Comptroller.

303.3.5.4 – The Board of Finance shall not be obligated to hire said endorsed candidate, however said candidate shall be taken into serious consideration for the position.

303.3.5.5 – These deputies shall receive a stipend greater than that of an assistant and according to the budget set forth by the board of Finance.

303.3.6 – The Comptroller shall be responsible, in conjunction with the President and Vice President, for the communication of Student Association finance and group policies to the funded student organizations and agency accounts.

303.3.7 – The Comptroller shall be involved in the planning of all major events.

303.3.8 – The Comptroller shall remain at the University during the summer.

303.3.9- The Comptroller or a designated member of the Office of the Comptroller shall be required to prepare a bi-weekly report to the Student Association Senate regarding internal expenditures.

303.3.9.1- The report shall be distributed to the Senate either on paper or digitally. Senators must have copies of the report by the time the Comptroller presents it to the Senate. The report shall include but not be limited to the following:

303.3.9.1.1- The report shall include the bottom line expenditures from all executive departments.

303.3.9.2- All reports created under 303.9.1 shall be immediately made public and published on the Student Association website after being presented to the Student Association Senate.

303.3.9.3- Failure to comply with 309.1 and 309.2 will result with charges of negligence and/or incompetence shall be filed against the Comptroller.

### **303.4 – Director of Programming**

303.4.1 – There is hereby established in the Executive Branch the existence of a Department of Programming. This office shall be the Programming Division of the Student Association. The Director shall head the office.

303.4.2 – The Director of Programming shall be appointed by the President in consultation with the Vice President. The Director shall serve at the discretion of the President and Vice President.

303.4.2.1 – The Department of Programming shall have up to one (1) Associate Director and two (2) Assistant Directors who shall be nominated by the Director and be subject to approval by the Vice President. They shall serve under the guidance of the Director.

303.4.2.2 – The Director shall have the following duties and responsibilities:

303.4.2.1 – Shall aid groups in coordinating programs and assisting newly formed SA groups in understanding university and SA policies by:

303.4.2.2 – Encouraging one-to-one contact between groups.

303.4.2.3.1.2 – Working with groups to carry out specific budgeted programs.

303.4.2.3.2 – Research and assess student needs for programming.

303.4.2.3.3 – Assuring that the Media Director and the Street Team are consulted on all events organized by the Programming Office.

303.4.2.3.4 – Submit a calendar of planned events for all internal offices and student groups to the Media Director and the Street Team who will be in charge of displaying it on the SA Website and other various public locations at the discretion of the President and the Vice President.

### **303.5 – Director of Intercultural Affairs**

303.5.1 – There is hereby established in the Executive Branch the Intercultural Affairs Office of the Student Association. The Intercultural Affairs Office shall be the Diversity and Cultural Division of the Student Association. The Director shall head the office.

303.5.2 – The Director of Student Association shall be appointed by the President. The Intercultural Affairs Director shall serve at the discretion of the President.

303.5.3 – The Director shall have the following duties and responsibilities:

303.5.3.1 – Shall oversee and coordinate the diverse and cultural groups through the following channels:

303.5.3.1.1 – Shall serve as an advocate of the recognized diverse and cultural based student groups to the Executive Branch of the Student Association.

303.5.3.1.2 – Shall, in consultation with the Programming Director, assist the diverse and cultural based groups with their programming.

303.5.3.1.3 – Shall also assist these groups in the following ways:

303.5.3.1.3.1 – Encouraging one-to-one contact between groups.

303.5.3.1.3.2 – Work with the groups in preparing histories and assessment of past program plans.

303.5.3.1.3.3 – Work with the groups to organize and execute programs.

303.5.3.1.4 – Promote greater involvement of diverse students functioning in the Student Association.

303.5.3.1.5 – Serve as an advocate for University wide concerns; particularly with regard to issues of diverse students, faculty, and administrative recruitment and retention.

303.5.4 – The Intercultural Affairs Office shall have one (1) Associate Director and one (1) Assistant Director who shall be nominated by the Director, subject to approval by the Vice President. S/he shall serve under the guidance of the Director. The assistant shall be responsible for the following:

303.5.4.1 – Interfaith Advisor:

303.5.4.1.1 – The Interfaith Assistant shall serve as an advisor to the Intercultural Affairs Director in religious groups, programming, and shall have the following responsibilities:

303.5.4.1.1.1 – Serve as liaison to the University at Albany Interfaith Council.

303.5.4.1.1.2 – Shall attend all group/special meetings of the University at Albany Interfaith Council.

303.5.4.1.1.3 – Shall serve as an advocate of the recognized religious based student groups to the Executive Branch of the Student Association.

303.5.4.1.1.4 – Shall, in consultation with the Intercultural Affairs Director, assist the religious based groups with their programming.

303.5.4.1.1.5 – Promote greater involvement of diverse students functioning in the Student Association.

### **303.6 – Director of Gender and Sexuality Concerns**

303.6.1 – There is hereby established in the Executive Branch of Student Association the Office of Gender and Sexuality Concerns. This office shall be responsible for acting as a facilitating agent between the student body and the University at Albany on issues dealing with gender and sexuality.

303.6.2 – The Director of Gender and Sexuality Concerns shall be appointed by the President in consultation with the Vice President and is subject to a two-thirds approval vote of the Student Association Senate.

303.6.3 – The Director of Gender and Sexuality Concerns shall be specifically responsible for the following:

303.6.3.1 – Acting as an informational resource on issues of gender and sexuality concern for the entire undergraduate body of the University at Albany.

303.6.3.2 – Act as an educator and advocate on issues of Student Concern at the University at Albany.

303.6.3.3 – Be available to perform diversity workshops.

### **303.7 – Director of Marketing**

303.7.1 – There is hereby established in the Executive Branch of Student Association the Department of Marketing. This department shall be responsible for publicizing and marketing all events of the Student Association as well as the general public relations for the Student Association as a whole.

303.7.2 – The Director shall be appointed by the President in consultation with the Vice President and is subject to a two-thirds approval vote of the Student Association Senate.

303.7.3 – The Director shall be specifically responsible for the following:

303.7.3.1 – Ensuring that there is, at all times, an active and working website for the Student Association and that it is updated on a regular basis.

303.7.3.2 – Actively promoting events sponsored by and produced by the Student Association.

303.7.3.3 – Developing, in consultation with the President and Vice President, marketing and promotional strategies.

303.7.3.4- Notifying the student body of the following, as well as advertising in a timely and sufficient manner:

303.7.3.4.1- All elections.

303.7.3.4.2- All vacancies in any branch of the Student Association.

303.7.3.4.3- This is including but not limited to general Student Association events, events organized by directors, and student group events.

### **303.8 – Director of Civic Action**

303.8.1 – There is hereby established in the Executive Branch the Civic Action Office of the Student Association. The Office of Civic Action shall head all Legislative Advocacy for the Student Association. The Director shall head the office.

303.8.2 – The Director shall be appointed by the President in consultation with the Vice President and is subject to a two-thirds approval vote of the Student Association Senate.

303.8.3 – The Director shall be responsible for the following:

303.8.3.1 – Shall coordinate efforts regarding legislative advocacy and lobbying for the Student Association.

303.8.3.2 – Shall develop the legislative agenda for the Student Association subject to guidance and review by the President.

303.8.3.3 – Shall make recommendations on policies of the Student Association regarding external Legislative Matters.

303.8.3.4 – Shall report to the Student Association Senate bi-weekly to report on the legislative agenda for the Student Association, and take suggestions from the Senate on the legislative policy for Student Association to pursue.

303.8.3.5 – Shall perform such additional applicable duties as requested by the Student Association, and the President.



303.9.1 – There shall hereby be established in the Executive Branch of Student Association the Department of Student Group Affairs. This department shall be focused on all needs and aspects of Student Groups. The Director shall organize and oversee the Student Group Affairs Department.

303.9.1.1 – The Student Group Affairs Department shall have one (1) Associate Director and two (2) Assistant Directors who shall be nominated by the Director, with the advice and consent of the Vice President, and appointed by the President. They shall serve under the guidance of the Director.

303.9.1.2 – The Associate Director of Student Group Affairs shall have the following duties and responsibilities:

303.9.1.2.1 – Assist the Director in organizing and overseeing the Student Group Affairs Department.

303.9.1.2.2 – Perform any duties assigned by the Director.

303.9.1.2.3 – In the absence of the Director, or upon his/her request, the Associate Director shall assume all duties and responsibilities of the Director.

303.9.2 – The Director of Student Group Affairs shall be appointed by the President with the advice and consent of the Vice President and confirmed by two-thirds (2/3) vote of the Student Association Senate.

303.9.3 – The Director of Student Group Affairs shall have the following duties and responsibilities:

303.9.3.1 – Shall serve as an advocate of the recognized student groups to the Executive Branch of the Student Association.

303.9.3.2 – Shall, in consultation with the Director of Programming, assist groups with their programming.

303.9.3.3 – Shall also assist these groups including, but not limited to, the following ways:

303.9.3.3.1 – Encouraging one-to-one contact between groups.

303.9.3.3.2 – Work with the groups in preparing histories and assessment of past program plans.

303.9.3.3.3 – Work with the groups to organize and execute programs.

303.9.3.3.4 – Co-sponsor events that have been coordinated by multiple student groups.

303.9.3.3.5 – Promote greater involvement of student group leaders in the functioning of the Student Association.

**303.10 – Director of Academic Affairs and Advocacy**

303.10.1 – There shall hereby be established in the Executive Branch of Student Association the Department of Academic Affairs and Advocacy. This department shall be responsible for making sure that the academic needs and concerns of University at Albany students are met. The Director shall organize and oversee the Academic Affairs Department.

303.10.1.1 – The Academic Affairs and Advocacy Department shall have one (1) Assistant Director who shall be nominated by the Director, with the advice and consent of the Vice President, and appointed by the President. They shall serve under the guidance of the Director.

303.10.1.2 – The Assistant Director of Academic Affairs and Advocacy shall have the following duties and responsibilities:

303.10.1.2.1 – Assist the Director in organizing and overseeing the Academic Affairs Department.

303.10.1.2.2 – Perform any duties assigned by the Director.

303.10.1.2.3 – In the absence of the Director, or upon his/her request, the Associate Director shall assume all duties and responsibilities of the Director.

303.10.1.3 – The Director of Academic Affairs and Advocacy shall be appointed by the President with the advice and consent of the Vice President and confirmed by two-thirds (2/3) vote of the Student Association Senate.

303.10.1.4 – The Director of Academic Affairs and Advocacy shall have the following duties and responsibilities:

303.10.1.4.1 – Shall be the President's default representative to the many governance bodies of the University, including, but not limited to the University Senate.

303.10.1.4.2 – Shall oversee the examination of all student academic concerns.

303.10.1.4.2.1 – Handle all student grievances pertaining to teachers/academics, working with the Marketing Department to publicize ways for students to file grievance.

303.10.1.4.3 – Shall serve as a channel of communication in academic matters between the Student Association and University administration.

303.10.1.4.4 – Shall do everything in his/her power to achieve/ensure the optimum amount of student input on all University academic policy-making bodies.

303.10.1.4.5 – Shall coordinate all Student Association operations in the area of faculty evaluation.

303.10.1.4.6 – The Director, or his/her designee, shall report weekly to the Senate Committee on Governance in addition to regular reporting requirements.

303.10.1.4.7 – Create and maintain a mechanism by which the Student Association may effectively respond to the problems of individual students.

303.10.1.4.7.1 – The Director of Academic Affairs and Advocacy shall ensure that this function of his/her office is publicized.

303.10.1.4.8 – Have the knowledge to write resolutions to problems proposed by the undergraduate student body.

303.10.1.4.9 – Initiate and execute programs, and act as the student's advocate in response to all relevant issues, in the area of student rights and student welfare.

303.10.1.4.10 – Serve as a channel of communication in non-academic matters between the Student Association and University administration.

303.10.1.4.11 – Do everything in his/her power to achieve/ensure the optimum amount of student input on all University nonacademic policy-making bodies.

### **303.11 – Director of Communications**

303.11.1 – There is hereby established in the Executive Branch of Student Association the Department of Communications. This department shall be responsible for assisting student groups with spreading their initiatives to the student body and surrounding community.

303.11.2– The Director shall be appointed by the President in consultation with the Vice President and is subject to a two-thirds approval vote of the Student Association Senate.

303.11.3 – The Director of Communications shall have the following duties and responsibilities:

303.11.3.1 – Assist members of the Executive with the formulation of news releases which work to advertise goals, initiatives and accomplishments

303.11.3.2 – Reach out to community organizations in an effort to partner with them and investigate how the Student Association can play a role in their initiatives

303.11.3.3 – Assist the President and other members of the Executive with any public addresses (speeches, announcements, etc.)

### **303.12 – Director of Community Engagement and Outreach**

303.12.1 – This Director is appointed by the President of the Student Association with consultation of the Vice President, and is subject to two-thirds approval by the Senate.

303.12.2 – The Director of Community Engagement and Outreach is responsible for planning, coordinating, administering, and fundraising for all Student Association community initiatives including overseeing all charitable endeavors for the Student Association, including, but not limited to, furthering the “SA Cares” brand.

303.12.3 – The Director will be required to hold events which can be but are not limited to walks, collection drives, community clean ups and other creative initiatives in which the Student Association at Albany may benefit the community as well as the surrounding Albany and Pine Hills area.

303.12.4 – The Director is also required to provide assistance to all Student Association registered student organizations upon request, with the approval of the President. The Director may use the resources of both Student Association office and their budget in order to provide further assistance.

303.12.5 – The Director shall report to the Senate bi-weekly.

303.12.6 – The Director of Community Engagement and Outreach is in compliance with bylaw 202.1.5.1.

303.12.7 – The Director of Community Engagement and Outreach attends all meetings for the Pine Hills Neighborhood Association.

303.12.8 – The Director of Community Engagement and Outreach attends all meetings for the University Committee on Community Relations per Miriam Trementozi.

**303.13 – Director of Dippikill Outreach and Environmental Sustainability**

303.13.1 – Also referred to Assistant Director of Marketing. This Director is to head a special task force whose duty is to the marketing, outreach, and engagement of the student body in regards to all things Dippikill. These endeavors include but are not limited to, holding monthly informational meetings, updating the Dippikill website, and create and expand the overall Dippikill marketing initiative.

303.13.2 – This Director shall be appointed by the Student Association President, with consultation of the Vice President and the Director of Marketing and approved with a two-thirds vote of the Senate.

303.13.4 – The Director of Dippikill Outreach and Environmental Sustainability shall report weekly to the Senate.

**304 – *EX OFFICIO* OFFICERS OF THE EXECUTIVE BRANCH**

**304.1** – The following shall be *ex officio*, non-voting officers of the Executive Branch of the Student Association:

304.1.1 – Director of Legal Services

304.1.1.1 – Bylaw 300.5, and all subparts of 300.5, do not apply to this position.

304.1.2 – Chief of Staff

**304.2 – Student Association Attorney/Director of Legal Services**

304.2.1 – There is hereby established an ex-officio position in the Executive Branch, the Student Association Attorney/Director of Student Legal Services. S/he pursuant shall be the presiding office in the Legal Services Division of Student Association.

304.2.2 – The President of Student Association shall enter into agreement with the Student Association Attorney/Director of Student Legal Services through a retainer. The President of Student Association shall appoint the Attorney/Director of Student Legal Services. The Student Association Attorney/Director of Student Legal Services shall serve at the discretion of the President.

304.2.3 – The Student Association Attorney/Director of Student Legal Services shall have those duties and responsibilities as outlined in the retainer agreement.

**304.3 – Chief of Staff**

304.4.1 – The Chief of Staff shall serve at the judgment of the President.

304.4.2 – The Chief of Staff is created to allow the Student Association President to meet the ever changing needs of Student Association and the student body.

## **305 – ACTS REPEALED**

305.1 – Any previous Organization(s) of the Executive Branch are hereby revoked and superseded by this bill.

305.2 – This organization of the Executive Branch shall be adopted by a two-thirds vote of Student Association Senate and shall be a by-law of Student Association when signed.

## **306 – AMENDMENTS**

306.1 – This organization of the Executive Branch may be amended by the President, subject to a two-thirds vote of the Student Association Senate. A petitioner may also bring a proposal for amendment from any office of the Executive Board. The Student Association Senate reserves the right to make changes to the proposal by the President.

## **307 – POWER TO THE COMPTROLLER**

307.1 – Student Association Senate gives the Comptroller the power to purchase, sell and otherwise maintain securities and similar assets from any financial institution authorized by the Student Association to act on their behalf.

## **308 – SUPREME COURT CASES**

308.1 – The President of the Student Association must make available copies of any Supreme Court filings to the Executive Branch at the expense of the Executive Branch.

## **309- STUDENT ASSOCIATION FULL TIME PROFESSIONAL STAFF**

309.1- There is hereby established a full-time position of Executive Office Manager of the Student Association

309.1.1- This position is not a part of the executive branch

309.1.1.1- Bylaw 300.5, and all subparts of 300.5, do not apply to this position

309.2- The President of the Student Association, in conjunction with the Comptroller of the Student Association shall enter into an agreement with the Executive Office Manager through a contract. The President of the Student Association shall hire the Executive Office Manager with the consent of the Student Association's Comptroller, and upon approval of the employment contract by the Board of Finance.

309.2.1- The employment contract must be an 'At-Will' employment contract

309.2.1.1- Any contract signed that is not 'at will' is subject to being voided by the SA Supreme Court

309.3- The Executive Office Manager shall serve at the discretion of both the SA President and the SA Vice President.

309.3.1- The Executive Office Manager shall work with the SA Comptroller, on matters pertaining to financial records filling.

309.3.2- The Executive Office Manager shall work with the SA Senate Chair, on manners pertaining to legislative tracking and bill filling.

309.4- The Executive Office Manager shall have the duties and responsibilities given to them by the SA President, with consultation of the SA Vice President.

309.4.1- The duties and responsibilities are subject to change by the SA President.

309.5- The Executive Office Manager will be responsible for overseeing the SA Administrative Assistants

### **310- STUDENT ASSOCIATION FULL TIME PROFESSIONAL STAFF**

310.1- There is hereby established a full-time position of Assistant Office Manager of the Student Association

310.1.1- This position is not a part of the executive branch

310.1.1.1- Bylaw 300.5, and all subparts of 300.5, do not apply to this position

310.2- The President of the Student Association, in conjunction with the Comptroller of the Student Association shall enter into an agreement with the Assistant Office Manager through a contract. The President of the Student Association shall hire the Assistant Office Manager with the consent of the Student Association's Comptroller, and upon approval of the employment contract by the Board of Finance.

310.2.1- The employment contract must be an 'At-Will' employment contract

309.2.1.1- Any contract signed that is not 'at will' is subject to being voided by the SA Supreme Court

310.3- The Assistant Office Manager shall serve at the discretion of the SA President, as well as the SA Executive Office Manager, and the SA Financial Manager

310.3.1- The Executive Office Manager shall work with the SA Comptroller, on manners pertaining to financial records of the Ticket Window.

310.4- The Assistant Office Manager shall have the duties and responsibilities given to them by the SA President, with consultation of Executive Office Manager, and the SA Financial Manager.

310.4.1- The duties and responsibilities are subject to change by the SA President.

310.5- The Assistant Office Manager will be responsible for overseeing the SA Ticket Window and the Ticket Window staff

## **JUDICIAL POLICY**

### **400 – RULES AND PROCEDURES OF THE SUPREME COURT**

#### **400.1 – Purpose**

400.1.1 – This will constitute the procedure and rules that shall hereby be enacted by Student Association Senate and be adopted pursuant to Article V of the Student Association Constitution. Any rule of procedure not covered by this policy will mandate the court to look to a higher authority (i.e. New York State Constitution, U.S Constitution).

400.1.2 – These rules shall be made for the Supreme Court of the Student Association at the State University of New York at Albany. Any inferior courts established shall have their own codes of procedures set up before any type of new judicial institution may be created.

#### **400.2 – Judicial Appointments**

400.2.1 – Appointments to the Supreme Court shall be in accordance to the Student Association Constitution Article V, Section 2.

#### **400.3 – Term**

400.3.1 – A Justice's term of office shall run through the conclusion of two academic years, regardless of time of appointment, pursuant to Article V, Section 2.c. of the Student Association Constitution.

400.3.2 – The Supreme Court shall run from the beginning of the academic year to the end of the academic year. The Supreme Court shall be considered out of session when classes are not in-session.

400.3.3 – If the court deems necessary, they may call an emergency Court session during intercessions in order to schedule a hearing which, because of its immediate and important nature, must be decided at once.

400.3.4 – The hearings of the Supreme Court shall be made public and announced.

#### **400.4 – Jurisdiction**

400.4.1 – The Court will have original jurisdiction on all cases of law and equity arising under the Constitution, statutes, provisions, and resolutions of the Student Association and all those under the auspices of the Student Association except if jurisdiction is delegated to another judicial or quasi-judicial body (Quasi-Judicial bodies are regulatory agencies such as the Elections Commission).

400.4.2 – The Supreme Court shall have appellant jurisdiction on all cases appealed from judicial or quasi-judicial bodies.

#### **400.5 – Regular Meeting Attendance**

400.5.1- It shall be the duty of each Justice of the Supreme Court of the Student Association to attend each meeting of the Supreme Court. Meetings shall be held when there is business before the Supreme Court of the Student Association or at the discretion of the Chief Justice.

400.5.2- Attendance shall be taken at the beginning of meetings.

400.5.2.1- Members shall be given a fifteen (15) minute grace period, after which time they shall be considered absent.

400.5.2.2- Justices shall have no more than three (3) consecutive absences per semester or four (4) total per semester.

400.5.2.3- Absences from special meetings shall not count toward the number of absences permitted.

400.5.2.4- An excused absence may be defined as a personal and/or academic conflict (i.e. exams, papers, teacher meetings, and/or family emergencies).

## **401 – DUTIES AND RESPONSIBILITIES OF SUPREME COURT OFFICERS**

### **401.1 – The Chief Justice shall:**

401.1.1 – Be the chief administrator of the Court.

401.1.2 – Schedule hearings, distribute briefs, and run the hearings of the Court.

401.1.3 – Create applications for all petitions and writs with proper restrictions necessary for all petitioners and make them available to all Student Association groups and members.

401.1.4 – Have signatory power over the funding of the Supreme Court.

401.1.5 – Be responsible for overseeing the creation of procedures for the hearing of the Court.

401.1.6 – Be responsible for giving a weekly report to the Student Association Senate.

401.1.7 – The Chief Justice of the Student Association shall be *ex officio*, non-voting, non-motioning member of the Senate.

401.1.8 – The Chief Justice of the Student Association shall be *ex officio*, non-voting, non-motioning member of the Senate Committee on Rules and Administration and shall attend every meeting, or send a designee in his or her place.

### **401.2 – The Deputy Chief Justice shall:**

401.2.1 – Be elected by the court at the end of the spring semester, after any vacancies on the court are filled by appointment and confirmation.

401.2.1.1 – Serve one year term. If the position is elected at any time other than the end of the spring semester, the term shall run through the end of the current academic year

401.2.2 – Assume all duties and responsibilities of the Chief Justice should he/she so designate or in the event Chief Justice is unable to discharge his/her duties.

401.2.3 – Serve as Acting-Chief Justice, and be addressed as such, should the Office of Chief Justice of the Student Association be vacated, until such time as a new Chief Justice can be appointed.

## **402 – PROCEDURES OF HEARINGS**

**402.1** – The Court must provide the Executive and Legislative Branches, in written form, a formal procedure for hearings for use in that term by the third meeting of the Student Association Senate in that academic year provided that the Court is complete or virtually complete (at least five justices).



**402.2** – The Court must report, in written form, to the Executive and Legislative Branches, any changes in the procedures adopted for that year.

**402.3** – Should the Court fail to submit a procedure for hearings, the Student Association Senate shall reserve the right to, in written form, provide said formal procedure for hearings which must be passed by the Government Operations Committee and confirmed by a majority vote of the Senate.

## **403 – FILING PROCEDURES OF PETITIONS**

**403.1** – All conflicts raised under the Court’s jurisdiction shall be decided by the Supreme Court with the exceptions previously noted. To file for a hearing and/or judgment of this body shall require the plaintiff to file a pleading (petition) which shall consist of:

403.1.1 – The facts according to the plaintiff

403.1.2 – The course of action resulting in personal injury or harm

403.1.3 – The remedy being sought

**403.2** – The court shall issue a motion of pleading to the defendant who shall answer to pleading of the plaintiff and file a counter suit if they desire.

**403.3** – The defendant may motion for dismissal of a case either at the hearing or before.

**403.4** – Grounds for dismissal:

403.4.1 – The Court has no jurisdiction

403.4.2 – The case is moot or unripe

403.4.3 – The plaintiff has no standing

403.4.4 – The plaintiff, in the Court’s determination, has not fulfilled the criteria stated in 404.1

**403.5** – The Court shall issue no advisory opinions.

**403.6** – At least ten copies of the petition must be submitted at the litigant’s expense

**403.7** – The copies of the petition must be sent to:

403.7.1 – The justices of the Supreme Court

403.7.2 – President of the Student Association

403.7.2.1 – The President of the Student Association must make available copies to all Executive Branch officers at the expense of the Executive Branch.

403.7.3 – Chair of the Student Association Senate

403.7.3.1 – The Chair of the Student Association Senate must make available copies to all Senators at the expense of the Legislative Branch.

403.7.4 Litigant (i.e. Student Association Counselors)

## **404 – WRITS OF APPEAL**

**404.1** – Any case brought up under the Court’s petitioner jurisdiction shall be filed by writ of appeal.

**404.2** – A writ of appeal shall consist of:

404.2.1 – The facts according to the appellant

404.2.2 – The course of action resulting in personal injury or harm.

404.2.3 – The remedy being sought

**404.3** – Upon the decision, the Chief Justice shall schedule a hearing within two days of this decision. The Chief Justice shall then contact both the petitioner and the respondent of the hearing time and date, giving both parties in the case at least two days notice.

## **405 – BRIEFS**

**405.1** – The parties of the case are allowed to file briefs in writing at least twenty-four hours before the case is to be heard by the court.

**405.2** – Amicus Curiae briefs (friends of the Court) may be filed by interested third parties at least twenty-four hours before the case is to be heard by the Court.

## **406 – STATUTE OF LIMITATIONS**

**406.1** – A litigant must seek remedy no later than eight weeks after the conflict has taken place. This will hold true only when the court is in session. The limit shall be from the day of the injury to the day of the pleading (petition) being filed.

**406.2** – Limitations for election appeals are three Student Association business days after the Elections Commissioner rules on an election issue.

**406.3** – Limitations on election cases shall be three Student Association business days from the official announcement of election results.

## **407 – HEARING PROCEDURES**

**407.1** – There must be at least four Justices present to hear a case.

**407.2** – The Court may set time limits on oral arguments if they deem necessary when they set procedures for the year.

**407.3** – The Justices may ask questions at any point in the hearing.

**407.4** – There shall be no jury trials.

**407.5** – Affidavits and written or verbal testimony shall be accepted at hearings.

**407.6** – All federal, state and Student Association rules of evidence and proper judicial decision shall be observed.

**407.7** – Any action by anyone who violates decorum and proper behavior in the courtroom may be found in contempt of court and shall be properly removed.

**407.8** – Anyone who disobeys an order of judgment of the Supreme Court or any official who fails to enforce rulings of the Court shall be found in contempt of Court. Further disciplinary action may then be initiated including, but not exclusively, a recommendation for removal from office for refusal to comply.

## **408 – DECISION**

**408.1** – A decision of the Court consisting of the majority opinion of the Court shall be delivered as soon as possible after the case has been decided.

**408.2** – The opinion and any dissent or concurrence shall be issued together in writing no later than ten Student Association business days after the hearing. Copies of the decision shall be sent to the following at the expense of the Supreme Court:

408.2.1 – The litigants

408.2.2 – President of the Student Association

408.2.3 – Chair of the Student Association Senate

408.2.4 – Albany Student Press

408.2.5 – Whoever else is deemed necessary

**408.3** – The secretary of the Supreme Court shall take the minutes of all hearings and submit an abridged version of the written decision to be added to the Student Association Supreme Court Summary of Cases which will be the strength of common law precedent in future cases.

**408.4** – The Court may consider Federal and State laws and statutes when making a decision if they feel it is applicable of that it means that Student Association policy is inconsistent with State or Federal laws or statutes.

## **409 – POWERS OF THE COURT**

### **409.1 – Injunctions and Equity**

409.1.1 – The Court may issue injunctions restricting Student Association governmental branches and groups from taking action which is contrary to the Constitution or Policy of the Student Association.

409.1.2 – Injunctions shall be filled according to 403.0 (filing procedures), and hearings shall commence pursuant to bylaw 407.0 (hearing procedures) of these rules.

409.1.3 – Temporary injunctions may be issued by the court by three or more Justices.

409.1.4 – Temporary injunctions shall not extend for more than five Student Association business days.

409.1.5 – Those temporary injunctions may be rescinded by the entire Court and can be extended to a permanent injunction by a majority of the Court.

### **409.2 – Declaratory Judgments**

409.2.1 – Declaratory judgments shall be issued by this Court. A declaratory judgment shall consist of a request by a student for a declaration of rights consistent with the Student Association Constitution and all of its policies.

409.2.2 – Declaratory judgments will only be made in accordance with the restricting injunctions and shall not be used as advisory opinions or laws to be enacted by the Student Association.

#### **409.3 – Subpoenas**

409.3.1 – The Supreme Court of the Student Association shall have the sole power of subpoena. The Student Association Senate may request that a subpoena be handed down by the Supreme Court for the purposes of Senate-conducted investigation.

409.3.2 – Subpoenas may be issued by the Court in the name of the Student Association requiring in court the presence of *ex officio* persons holding an office in the Student association, or in a group, or employed by such a group.

409.3.3 – Subpoenas may be issued by the Court temporarily surrendering the records or other materials possessed by the Student Association or any Student Association group. These materials may be requested and examined by the Court or by persons under the supervision of the Court.

409.3.4 – Anyone who disobeys a subpoena may be found in contempt of Court and further action may be instituted.

### **410 – IMPEACHMENT OF A SUPREME COURT JUSTICE**

**410.1** – A Supreme Court Justice of the Student Association shall be subject to impeachment for reasons of neglect of duty.

**410.2** – A request in writing for impeachment may be made by any elected or appointed member of the Student Association.

### **411 – IMPEACHMENT PROCEEDINGS**

**411.1** – A motion for impeachment shall be presented to the Student Association Senate Chair.

411.1.1 – The Chair shall notify the President and the Vice President of the Student Association of the motion of impeachment.

411.1.2 – The Chair will then call a special session of the Student Association Senate with the exception of the voting members of the Rules and Administration Committee, up until the impeachment is filed with the Student Association Senate Chair.

411.1.3 – The special session is henceforth considered the impeachment hearing.

#### **411.2 – Impeachment Hearing**

411.2.1 – The impeachment hearing shall follow Robert's Rules of Order.

411.2.2 – The Vice President of the Student Association shall be the presiding officer of the Impeachment Hearing.

411.2.3 – The voting members of the Impeachment Hearing shall include all members of the Student Association Senate excluding the Rules and Administration committee and the Student Association Senate Chair.

411.2.4 – If a motion of impeachment is approved by a two-thirds vote of the members of the Impeachment Hearing, it is then referred to the Trial Commission.

#### **411.3 – Removal of a Justice**

##### **411.3.1 – Trial Commission**

411.3.1.1 – The Trial Commission shall follow judicial procedure in the hearing of the charges.

411.3.1.2 – The President of the Student Association shall be the presiding officer of the Trial Commission.

411.3.1.3 – The voting members of these proceedings shall include the elected and appointed members of the Rules and Administration Committee and the Student Association Senate Chair.

411.3.1.4 – This commission shall consist of no less than five members.

411.3.1.5 – If the Commission decides to grant the impeachment by a two-thirds vote, the Supreme Court Justice shall be considered removed from office.

#### **412 – VACANCY OF OFFICE**

412.1 – When a vacancy in the Judicial Branch arises, the Supreme Court shall have the power to consider any nomination in accordance to Article III, Section 2.d. of the Student Association Constitution.

#### **413 – THE OFFICE ALLOCATION FAIRNESS ACT OF THE NEW MILLENNIUM**

413.1 – The Judicial Branch and the Legislative Branch shall each be given a permanent office.

413.1.1 – The offices belonging to the Executive Office Manager and Legal Services shall be deemed permanent.

413.1.2 – Office space will be allocated by a Commission consisting of the Chair of the Student Association Senate, the Vice President of the Student Association and the Chief Justice of the Student Association.

#### **414 – STUDENT COUNSELOR**

414.1 – There is hereby established the position Student Counselor. The Student Counselor is to serve at the discretion of the President of the Student Association with the advice and consent of the Vice President of the Student Association.

414.1.1 – The Student Counselor shall provide legal counsel to any student litigant. The Vice President with the approval of the President shall assign any other duties he/she deems pertinent.

414.1.2 – The President has 30 days while classes are in session to present a nominee for any vacancy in the position of Student Counselor to the Student Association Senate. A two-thirds vote is necessary to confirm the nominee. After the thirty-day period expires, the Student Association Senate shall be empowered to fill the vacancy.

414.2 – The term of office for the Student Counselor shall be valid until his/her graduation but no term shall extend past two years.

## **415 – COUNSELOR TO THE STUDENT ASSOCIATION**

**415.1** – There is hereby established the position of Counselor to the Student Association. The Counselor to the Student Association shall be responsible for representing the Student Association and any of its branches or funded groups in all cases.

**415.2** – The Counselor to the Student Association shall be appointed by the President with the advice and consent of the Vice President and confirmed by two-thirds (2/3) vote of the Student Association Senate.

415.2.1 – The Counselor to the Student Association is to serve at the discretion of the President of the Student Association with the consultation of the Vice President of the Student Association.

415.2.2 – The President in consultation with the Vice President shall assign any other duties s/he deems pertinent.

415.2.3 – The President has thirty (30) days while classes are in session to present a nominee for any vacancy in the position of Counselor to the Student Association to the Student Association Senate. A two-thirds (2/3) vote is necessary to confirm the nominee. After the thirty-day period expires, the Student Association Senate shall be empowered to fill the vacancy.

**415.3** – The term of office for the Counselor to the Student Association shall be valid until his/her graduation but no term shall extend past two years.

## **416 – CONSTITUTIONAL REVIEW**

**416.1** – The Chief Justice of the Student Association shall, with the advice of the associate justices, be responsible for reviewing all the constitutions of every student group of the Student Association.

**416.2** – Copies of all Student Group constitutions are to be kept on file with the Supreme Court of the Student Association and Student Association Executive Office Manager.

## **FINANCE POLICY**

### **500 – 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 Administration 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 Chair of the Student Association Senate must be members of the Student Association Senate.

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

500.2.1.3 – One (1) of the Board of Finance members appointed by the Chair of the Student Association Senate 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**

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

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 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.

### **500.5 – Rules**

500.5.1 – All meetings shall follow Robert’s Rules of Order, Newly 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.

500.5.3 – Any member of the Board of Finance who loses voting privileges shall be referred to the Student Association Senate Committee on Government Operations.

#### **500.6 – Amendments to 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 Review**

##### **500.7.1 – Financial Review**

500.7.1.1 – 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 Comptroller of the Student Association.

500.7.1.2 – The Board of Finance shall report all of its findings to the Senate and shall, in consultation with the Senate Committee on Government Operations and the Chair of the Senate, recommend appropriate action to the Senate, the President, and the Supreme Court.

500.7.1.3 – All individuals shall be guaranteed the right of due process through the impeachment process as outlined in Article VII of the Student Association Constitution.

##### **500.7.2 – Organizational and Systemic Review**

500.7.2.1 – The Board of Finance must interview all members of the Comptroller’s Office to assess the performance of the office within the two weeks following the midpoint of each semester as defined by the Registrar’s Office and again at the conclusion of each semester.

500.7.2.2 – At a minimum, the Board of Finance must ask the following questions. The Board of Finance may ask any other questions it deems necessary to assess the Comptroller’s Office.

500.7.2.2.1 – “How would you rate the performance of the Comptroller?”

500.7.2.2.2 – “What has the Comptroller’s Office done positively?”

500.7.2.2.3 – “What can the Comptroller’s Office do better?”

500.7.2.2.4 – “What actions can be taken or policies enacted to ensure those things are done better?”

500.7.2.3 – All responses are to be presented to the Comptroller in the most anonymous manner possible so that the Comptroller may improve the functioning of the office.

#### **500.8 – Appointment of the Comptroller of the Student Association**

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



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 – 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 – 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.

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 students have 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 – 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 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 fully 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 – 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.

504.1.1 – Unspent fundraised revenues shall carry over to the next year, with no limitations on the number of years that said revenue may roll over.

504.1.2 – Student Association funds do not roll over.

504.1.3 – If the expenditures of the student group are less than or equal to the amount of funding granted to the student group either through budgetary processes or by the Appropriations Committee, all money fundraised by the Student Group rolls over minus any fundraised money used to make an expenditure that would require fundraised money as stipulated by Student Activity Fee policy. If the expenditures are greater than the funding, the difference is to be subtracted from the amount of fundraised revenue. The resulting amount is to be rolled over.

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

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 – FINANCE REGULATING

**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 Comptroller's 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 signing a contract which satisfies any subsection herein, the Comptroller must submit said contract to the Board of Finance for review and approval. Failing to receive such approval, the comptroller shall not be empowered to sign the contract.

505.9.1.1 – Any contract which affects future fiscal years.

505.9.1.2 – Any contract which affects personnel's tenure, rate of pay, or retainer.

505.9.1.3 – Any contract which deals with a sum of five thousand (\$5000) dollars or more.

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 matters involved in a campus election; specifically the Student Association group cannot, in advertisement, support or state opposition to any candidate, or election, with the exemption of matters pertaining to the Student Activity Fee.

#### **505.12 – Maximum Group Expenditures**

505.12.1 – Any Registered Student Organization that has spent more than sixty (60%) percent of their appropriation by the end of the fall semester shall have their budget frozen at the discretion of the Comptroller. The Comptroller shall forward to the Senate and the Board of Finance a least of the organizations that have been frozen for exceeding the sixty (60%) percent level.

### **506 – BUDGETS AND SUPPLEMENTAL APPROPRIATIONS**

#### **506.1 – The Budgetary Process**

506.1.1 – The Board of Finance shall be empowered to construct and complete a budget for the following fiscal year of the Student Association.

506.1.1.1 – All registered Student Organizations shall submit a fully completed budget packet to the Board of Finance, no later than the third Friday in the month of February. This deadline may be extended by the SA Senate with 2/3 approval. In the event of extraordinary circumstances the Senate Chair in collaboration with the Chair of the Board of Finance may extend the deadline. If any changes take place the Senators and Justices must be notified within 12 hours.

506.1.1.2 – The Board of Finance shall notify all Registered Student Organizations that have submitted a budget packet their tentative allotted budget no later than the third Friday of March.

506.1.1.3 – The notified Registered Student Organizations shall respond to the Board of Finance with acceptance or appeal of their tentative budget allotment. The timeframe for this response shall be at the discretion of the Board of Finance Chairperson.

506.1.1.4 – Registered Student Groups that wish to appeal their allocation shall meet with the Senate Constituent Relations Committee for an appeals hearing. At least one member of the Board of Finance must be in attendance at the appeals hearing. The appealing Student Group shall provide a written memo of appeal. The memo of appeal will include the number of events and detailed description of the events that the student group wants to host next year. The appealing Student Group must also provide competitive pricing quotes from at least three different vendors and/or servicers. All of the documentation provided by the Student Group in the appeals hearing must be made accessible to all Student Association Senators within a week of the hearing. The Board of Finance must provide a memo of justification at the appeals hearing. The memo of justification must provide sound reasoning for the initial budget allocation to the Student Group. The memo of justification must be made accessible to all Student Association Senators within a week of the hearing. The Constituent Relations Committee, after hearing the arguments of both the appealing Student Group and the Board of Finance shall create a memo of recommendation. The memo of recommendation must include a summary of the appeals hearing and the Committee's recommendation as to whether the Student Groups appeal should be granted. The memo of recommendation must be made accessible to all Student Association Senators within a week of the hearing. After the appeals hearing the Board of Finance may chose to change the

Student Groups allocation. All of the aforementioned documents from all Student Group appeals hearings must be made accessible at the Student Association Senate's budget meetings.

506.1.1.5 – The President shall consult the Board of Finance on the creation of the internal portion of the budget.

506.1.2 – The Board of Finance shall submit a completed and balanced budget to the Senate. The date shall be determined by the Board of Finance Chairperson in consultation with the Senate Chairperson.

506.1.3 – The Senate shall review the internal and external portions of the budget in two separate meetings.

506.1.4 – The Senate shall debate and have the power to amend the budget. The Senate must then rectify the changes that have been made, and vote on a final balanced budget. The Senate cannot vote and pass the budget unless it is balanced.

506.1.4.1 – The budget shall be considered balanced when the proposed expenditures for the next fiscal year are the same as or less than the current fiscal year's revenue.

506.1.5 – Special rules of procedure shall be followed at all Senate budget meetings. These rules would be determined by the Board of Finance Chairperson and the Senate Chairperson.

506.1.5.1 – Violations of viewpoint neutrality by any senators shall result in removal from the meeting by the Senate Chairperson.

506.1.5.2 – Registered Student Organizations can be given permission to make appeals to the Senate during the Senate budget meeting at the discretion of the Chair of the Senate.

506.1.6 – The President shall sign the budget into law by the last designated Senate meeting. If they do not, or have objections they must voice these objections to the Senate. The Senate may amend the budget or by a two-thirds (2/3) vote override the President's objections and make the proposed budget.

**506.2** – The Board of Finance shall present the budget for the next fiscal year to the President of the Student Association.

**506.3** – 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.

**506.4** – Any currently funded group must go through the budget procedure to receive funding for the following year.

**506.5** – Funding New Groups

506.5.1 – 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.

506.5.2 – A group that is "New and Unfunded" shall only be allowed to receive a supplemental allotment of \$250.

506.5.3 – A "New and Unfunded" group must receive a supplemental allotment of \$250 for two semesters before being able to receive additional supplemental funding or apply for a budget. The two semesters must only be consecutive and are not limited to the same academic year.



**506.6** – 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 – 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 – President of the Student Association

507.1.2.2 – Chair of the Student Association Senate

507.1.2.3 – Vice President of the Student Association

507.1.2.4 – Comptroller of the Student Association

507.1.2.5 – Chair of the Student Association Board of Finance

507.1.2.6 – One (1) Student Association Senator appointed by the Chair of the Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

507.1.2.7 – 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 – THE SUPPLEMENTAL APPROPRIATIONS LINE**

**508.1** – 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.

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

## **509 – THE NEW AND UNFUNDED GROUPS LINE**

**509.1** – 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.

**509.2** – 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.

## **510 – EMERGENCY SPENDING LINE**

**510.1** – The Board of Finance may allocate money into the Emergency Spending Line during the budget process to defray unexpected emergency costs that may arise.

**510.2** – Any funds taken from this line shall be submitted to the Student Association Senate in the form of a bill from the Board of Finance and be approved by a two-thirds (2/3) affirmative vote of the Student Association Senate.

## **511 – DEFICIT REDUCTION LINE**

**511.1** – 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.

**511.2** – This money shall be considered spent on the first day of the fiscal year (July first).

## **512 – PRIOR YEARS LINE**

**512.1** – 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.

**512.2** – 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.

**512.3** – The maximum amount that may be spent from this line to cover expenses made by any Student Association group shall be the account 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.

**512.4** – Appropriations may be made from this line in exception to the above policy to re-issue cancelled or stale dates checks or of 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.

**512.5** – 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.

## **513 – STANDARD EVALUATION FORM (SEF)**

**513.1** – The Senate Appropriations Committee shall create a Standard Evaluation Form (SEF) to serve the following purpose:

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

**513.2** – 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.

513.2.1 – All decisions made by the Senate Appropriations Committee, the Student Association 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 Senate 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 if 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.

**513.3** – The Standard Evaluation Form (SEF) shall be approved with the advice and consent of the Board of Finance and the Comptroller and receive final approval by a two-thirds (2/3) affirmative vote by the Student Association Senate.

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

## **514 – STUDENT ACTIVITY FEE POLICY**

**514.1** – General Policy

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

514.1.2 – 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.

514.1.3 – An organization or activity constituted and financed in whole or in part by the Student Association 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, with the advice and consent of the Board of Finance, and/or 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.

514.1.4 – 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.

## **514.2 – Procedures**

### **514.2.1 – Special Events**

514.2.1.1 – 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.

514.2.1.2 – 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.

### **514.2.2 – Voting in Polls, Referenda, and Elections**

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

514.2.2.2 – 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.

## **515 – REFERENDUM ON THE STUDENT ACTIVITY FEE**

**515.1** – 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.

**515.2** – 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.

**515.3** - In every year in which a referendum on the mandatory status of the Student Activity Fee will be held, the Board of Finance shall be compelled to propose an alternative estimated budget taking into account the possibility that the Student Activity Fee should fail to be made mandatory.

515.3.1 - This estimated budget shall be based upon all incomes as well as an estimation of student activity fee income, and the estimate shall consist of the assumption that the bare minimum, that is, the fewest amount of members a student group can have and maintain recognition, will participate in the voluntary fee.

515.3.1.1 - The Student Association Senate must approve any proposed contingency budget.

515.3.2 - Following the commencement of any Fall Semester in which the student activity fee is voluntary, the Comptroller shall reconcile the actual student activity fee income with the proposed contingency budget, and the Board of Finance shall propose an amended budget to the Student Association Senate, which must approve the final reconciled amended budget proposal.

## **516 – STUDENT ASSOCIATION OF THE UNIVERSITY AT ALBANY ACTIVITY FEE RESOLUTION**

**516.1** – The Student Association Senate of the Student Association of the University at Albany endorses the following resolution:

516.1.1 – 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.

516.1.2 – 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.

## **517 – ADVISORY REFERENDA POLICY**

**517.1** – 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.

## **518 – ASSORTED AGENCIES**

**518.1** – 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 Involvement & Leadership or his/her designee prior to its activation by the University Auxiliary Services (UAS).

**518.2** – 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.

**518.3** – Funds in associated accounts shall be used only for support of the following programs benefiting the University community:

518.3.1 – Programs of cultural and educational enrichment.

518.3.2 – Recreational and social activities.

518.3.3 – Tutorial programs

518.3.4 – Intramural athletic programs

518.3.5 – Student publications and other media

518.3.6 – Assistance to recognized student organizations provided that the purpose and activities of the organization are of educational, cultural, or social in nature.

518.3.7 – Insurance related to conduct of these programs.

518.3.8 – Administration of these programs.

518.3.9 – Transportation in support of these programs.

518.3.10 – Student services to supplement or add to those provided by the University.

518.3.11 – Remuneration to student officers for service to the organization.

**518.4** – 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.

**518.5** – Expenditures of voluntary fees collected by the University (class dues, Five Quad) must be certified by the Vice President for Student Success or his/her designee after review by the Student Association Board of Finance, in conjunction with the Comptroller. This Student Association's review is limited to assuring appropriate documentation and compliance. 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 for Student Success or his/her designee. In instances of appeals on decisions made by the administrator, it shall be referred to the University President.

**518.6** – 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.

## **519 – TRANSPORTATION POLICY**

**519.1** – Liability

519.1.1 – Any and all students who host events off campus travel at their own risk.

519.1.2 – Students who utilize their own vehicles and/or a vehicle at their use shall hold harmless the Student Association of the State University of New York at Albany, Inc.; the University at Albany, SUNY; the State University of New York; and associated agencies of the State of New York.

519.1.2.1 – For out-of-state students, proof of insurance to be in compliance with New York State must be provided in addition to licenses.

519.1.3 – All student drivers must complete a Student Association background check form and submit their license to the front desk to have a DMV background check completed.

519.1.3.1 – Licenses must be submitted ten business days prior to date of departure.

## **519.2 – Reimbursements**

519.2.1 – The student driver and the Student Association agree with the amount of miles driven; there shall be no reimbursement for vehicular use.

## **520 – STUDENT ASSOCIATION TICKET POLICY**

### **520.1 – Purpose**

520.1.1 – All ticketed events hosted by Student Association funded organizations are required to utilize Student Association printed tickets that must be sold at the Student Association Office.

520.1.2 – Student Groups hosting ticketed events shall fill out a Ticket Order Form and submit it with documentation pertaining to the ticketed event.

520.1.2.1 – Number of tickets to be sold shall be decided immediately upon receiving said information from the Student Group. Ticket price shall also be printed on tickets upon obtaining said information.

520.1.3 – If the event and ticket request(s) are approved by the Student Association Comptroller the tickets are to be furnished within ten (10) business days of request submission.

520.1.3.1 – Printed tickets will be available at the Student Association Office upon completion of aforementioned requirements at which time further documentation must be completed at Copies Plus in order for tickets to be released to students.

520.1.4 – Any exceptions to this will be determined by the Comptroller of the Student Association and the Board of Finance.

### **520.2 – Employee Requests**

520.2.1 – If a ticketed event is being hosted on campus, Student Groups must submit an Employee Request Form with the Comptroller at least one (1) week prior to the event so that a Student Association employee can be present to monitor ticket sales.

520.2.1.1 – If a Student Association employee is unavailable to attend the event, a signatory officer of the group hosting the event may, with written permission from the Comptroller, may sign out their tickets to be sold at the door.

520.2.1.1.1 – Tickets can be picked up from the Student Association ticket window no later than one (1) hour before closing the day of the event.

520.2.1.1.1.1 – Should the event take place on a Saturday or Sunday, tickets may be picked up on the Friday before the event.

### **520.3 – Enforcement**

520.3.1 – 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 request the Board of Finance freeze the group's budget.

520.3.2 – The Office of the Comptroller and authorized Student Association officials including, but not limited to, the President, the Vice President, and the Financial Manager may perform random, on site verification for cash and tickets on hand.

520.3.3 – The Office of the Comptroller shall be authorized to perform the following actions at random:

520.3.3.1 – To require that all cash, funds, and tickets on hand be deposited in the Student Association safe immediately after a non-business day event or an event that takes place outside of banking hours.

520.3.3.2 – Request documentation of cash and tickets on hand at any given time.

520.3.3.2.1 – Request that cash on hand be deposited in the SEFCU Bank or into the Student Association safe.

## **521 – STIPEND POLICY**

**521.1** – 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 areas of operation of the organization that have a significant time commitment should be appropriated a stipend.

### **521.2 – Committee:**

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

521.2.2 – 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 Office of Student Involvement.

### **521.3 – Executive Branch**

521.3.1 – The structure of the stipends for the Executive Branch will be determined by the President, 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.

521.3.2 – Any person receiving a stipend or representative of said person and holding an Executive Board, Executive Cabinet, or representative in lieu of that director associated with the department shall be required to report to the Student Association Senate at every time that Senate convenes regularly to inform the Senate on what they have been doing in their positions.

521.3.2.1 – All *ex officio* members of the Student Association Senate shall be required to attend regular meetings. They shall give a report (if applicable).



521.3.3 – Any person receiving a stipend and holding an Executive Sub-Cabinet, Executive Assistant, or equivalent position shall be subject to performance appraisals conducted by, their direct supervisor, the Student Association Chief of Staff, the Vice President of the Student Association, or the President of the Student Association and may be requested to make a formal report at regular meetings of the Student Association Senate.

521.3.3.1 – The aforementioned performance appraisals may, at any time, be requested by the Senate Operations Committee to ensure that persons receiving stipends are performing their duties.

521.3.4 – 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.

#### **521.4 – Legislative Branch**

521.4.1 – The structure of the stipends for the Legislative 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 branch of service and anticipated time involvement.

521.4.2 – 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.

#### **521.5 – Judicial Branch**

521.5.1 – The structure of the stipends for the Supreme Court of the Student Association 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.

**521.6** – All officers, regardless of Branch or the holding stipend positions, shall be required to sign a contract listing their duties and responsibilities to the Student Association and adherence to the Ethics and Conduct Policy.

#### **521.7 – Salaries**

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

##### **521.7.2 – Yearly Salaries**

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

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

#### **521.8 – Budgeting**

521.8.1 – A stipend cannot be increased at any other time other than the budget process and if the officeholder retains their position for the following fiscal year.

521.8.2 – 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 Board of Finance.

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

521.8.4 – Allocation of stipends:

521.8.4.1 – Summer stipends will be dispersed in equal amounts per pay period or at the discretion of the Student Association Comptroller and/or Vice President.

521.8.4.2 – Academic year stipends will be dispersed in equal amounts per pay period or at the discretion of the Student Association Comptroller and/or Vice President.

## **521.9 – Contractual Obligations of Individuals Receiving a Stipend**

521.9.1 – Office hours

521.9.1.1 – 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:

521.9.1.1.1 – 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.

521.9.1.1.2 – 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.

521.9.1.1.3 – Is required to do work for the office during office hours.

521.9.1.1.4 – 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.

521.9.1.1.5- Office hours must be posted upon establishment. Office hours are to be posted on the inside and outside of the SA office door, and on the SA website on a singular page.

521.9.1.1.6- The Chief of Staff is responsible for making sure office hours are posted.

521.9.1.2 – All officers receiving a stipend and holding an Executive Board position or equivalent must post a minimum of ten (10) office hours per week.

521.9.1.3 – Office hours are in effect for one week periods (Monday through Friday) from the hours of 9am to 5pm Monday through Thursday and 9am to 4pm on Fridays during the academic year and 10am to 4pm Monday through Friday for the duration of the summer.

521.9.1.3.1 – All officers receiving a stipend must sign-in for their office hours at the Front Desk with the Administrative Assistants, to be reviewed by the Director of Operations, Assistant Director of Operations, the Vice President of the Student Association, and the Vice Chair of the Senate.

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

521.9.1.3.3 – 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.

521.9.1.3.3.1 – If an officer is unable to be available during their office hours, that information must be reported to the Student Association Administrative Assistants.

521.9.1.3.3.2 – 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.

521.9.1.3.3.3 – 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 Executive Officer Manager by the Friday before that week.

521.9.1.3.3.4 – 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.

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

521.9.1.4 – That all Executive, Legislative, and Judicial officers and service positions receiving a stipend must:

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

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

521.9.1.4.3 – That the contract will also mandate all officers to adhere to the Stipend Policy and all subsections therein.

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

521.9.1.5.1 – If an officer is not performing his/her duties, the Student Association President, with the advice and consent of 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 performance appraisals as a basis of performance of duties.

521.9.1.5.2 – If a member of the service department is not performing his/her duties, the Student Association Vice President, with the advice and consent of the Student Association President and the Student Association Senate Chair, will have the responsibility to dismiss the individual in question.

521.9.1.5.3 – 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.

## **521.10 – Advertisement Criteria**

521.10.1 – All appointed Student Association positions that receive a stipend must be advertised in at least the following fashion, if possible:

521.10.1.1 – Must be posted on the Student Association website for at least two (2) weeks prior to the formal interview process.

521.10.1.2 – Must be e-mailed to the student body, via University E-news, at least two weeks prior to the formal interview process.

521.10.1.3 – Must be distributed to the majority of the student body at least two weeks prior to the formal interview process through one of these acceptable formats:

521.10.1.3.1 – Mass Meeting

521.10.1.3.2 – Mass Publication

521.10.1.4 – Announced to the Student Association Senate at least one week prior to the beginning of the interview process.

521.10.2 – Complaints of the following process can be filed with the Vice President of the Student Association within a week of the end of the interview process or at any Student Senate Meeting prior to the meeting of appointment's confirmation.

521.10.2.1 – All complaints will be announced at the next available Student Association Senate meeting, and referred to the Events and Awareness Committee.

## **522 – CREDIT CARD POLICY**

### **522.1 – Authorization**

522.1.1 – 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.

522.1.2 – Only Student Association elected or appointed officials can be considered for authorization.

522.1.3 – Authorization can be removed by a two-thirds (2/3) vote of the Student Association Senate.

522.1.4 – Authorization is finalized by agreeing (by signature) to a contract stating the following:

522.1.4.1 – 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.

522.1.4.2 – A copy of a list of active credit or debit cards must be given to the Comptroller and Financial Manager.

### **522.2 – Card Holder Responsibilities**

522.2.1 – Prior to the use of the card, the user must submit a purchase request indicating their intent to use the card, as well as a justification for using the card in the memo section of the request. Before the card may be used, the request must have the Comptrollers approval, as well as one of the following administrator's approval;

522.2.1.1 – The Student Association President

522.2.1.2 – The Student Association Senate Chair

522.2.1.3 – The Student Association Comptroller

522.2.1.4 – The Student Association Finance Chair

522.2.1.5 – The Student Association Appropriations Chair

522.2.1.6 – The Vice President for Student Success

522.2.1.7 – The Associate Vice President for Student Success

522.2.1.8 – The Director of Student Involvement & Leadership

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

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

522.2.2.2 – All Student Association officers authorized to use a credit card must ensure that the monthly credit card statement is copied and sent to the office of the Comptroller and the Board of Finance.

522.2.2.3 – Failure to send the monthly statement to all aforementioned parties in a timely manner is grounds for revocation of card holding privileges by the Board of Finance or the office of the Comptroller.

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

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

### **522.3 – Oversight**

522.3.1 – 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.

522.3.1.1 – 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 Board of Finance.

522.3.1.1.1 – The Board of Finance, in conjunction with the Senate Appropriations Committee, shall have full discretion over investigating and/or taking any necessary actions to insure any and all authorized cardholder(s) uphold their responsibilities to the Student Association.

522.3.1.2 – 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.

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

## **523 - WIRE TRANSFER POLICY**

**523.1** – The wire transfer form must be completed before any Student Association wire transfer can be made. The form must be submitted to the Financial Manager, the office of the Comptroller, and the Board of Finance. The form must be signed off by at least 2 of the following students and at least 1 of the following administrators:

523.1.1 – The Student Association President

523.1.2 – The Student Association Senate Chair

523.1.3 – The Student Association Comptroller

523.1.4 – The Student Association Board of Finance Chair

523.1.5 – The Vice President for Student Success

523.1.6 – The Associate Vice President for Student Success

523.1.7 – The Director of Student Involvement & Leadership, or their designee

**523.2** – Any changes to the wire transfer policy must be sent and reported to the Student Associations banking institution.

## **524 – Financial Manager**

524.1-There is hereby established a full-time position of Financial Manager of the Student Association

524.2- The President of the Student Association, in conjunction with the Comptroller of the Student Association shall enter into an agreement with the Financial Manager through a contract. The President of the Student Association shall hire the Financial Manager with the consent of the Student Association's Comptroller, and upon approval of the employment contract by the Board of Finance.

524.3- The Financial Manager shall serve at the discretion of both the SA President and the SA Comptroller.

524.4- The Financial Manager shall have the duties and responsibilities as outlined in the contract agreement.

## **ELECTIONS POLICY**

## **600 – PREAMBLE**

**600.1** – The following policy was created to ensure just and fair Election for the Student Association at the State University of New York at Albany. This policy is there to serve these ends and should be followed strictly by those running and participating in the electoral process.

## **601 – STUDENT ASSOCIATION ELECTIONS COMMISSION**

**601.1** – There is hereby established the Student Association Elections Commission. The Elections Commission shall be empowered to oversee just and fair Student Association elections. The Commission shall be responsible for ensuring that candidates for Student Association offices are aware and adhere to the guidelines set forth in this policy.

### **601.2 – Composition**

601.2.1 – The Elections Commission shall be composed of the following members:

601.2.1.1 – Three (3) Commissioners appointed by the Chair of the Student Association Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate and confirmed by two-thirds (2/3) vote of the Student Association Senate. These Commissioners shall serve for one (1) year terms.

601.2.1.2 – Two (2) Commissioners appointed by the President of the Student Association, with the advice and consent of the Vice President of the Student Association, and confirmed by two-thirds (2/3) vote of the Student Association Senate. These Commissioners shall serve for two (2) year terms.

601.2.1.3 – Two (2) Commissioners appointed by the University at Albany Office of Conflict Resolution and Civic Responsibility from the Judicial Board. One (1) of these Commissioners shall serve a two (2) year term.

601.2.1.4 – There shall be one non-student Advisor to the Commission appointed by the Office of Student Involvement and Leadership. The Advisor to the Commission shall be an *ex officio*, non-voting member of the Elections Commission and shall serve in a strictly advisory capacity to the student members.

601.2.1.5- The elections commission shall be appointed directly before voting begins in the general election, with their terms not starting until after the spring elections, with the old commission terms ending after the full conclusion of the spring elections with final act as being meeting with the new commission.

601.2.1.5.1- In the event of resignation or delay of an appointment, commissioners can be appointed at another time.

601.2.1.6- No commissioner shall hold or run for any elected office.

601.2.2- The newly appointed commission must meet at least once with the old commission before the end of the school year in order to maintain a continuity of records and learn the responsibilities of the commission.

### **601.3 – Duties and Powers of the Elections Commission:**

601.3.1 – The Elections Commission shall be responsible for deciding and resolving any and all disputes arising out of this policy. Any decision may be appealed to the Supreme Court of the Student Association.

601.3.1.1 – The Elections Commission shall elect a Chair and Vice Chair from among the Commission membership at the beginning of the first meeting by a majority vote.

601.3.1.1.1 – Chair terms shall last one (1) academic year.

601.3.1.2 – Responsibilities of the Chair and Vice Chair of the Elections Commission shall be as follows:

601.3.1.2.1 – The duties and responsibilities of the Chair and Vice Chair written in these bylaws are only meant for when the commission conducts their regular meetings and nothing else.

601.3.1.2.2 – The Chair shall preside at all meetings of the Elections Commission, have powers to call special meetings of the Elections Commission, must notify the Chair of the Student Association Senate of all actions taken by the Elections Commission and report to the Senate regularly during election cycles. The Chair shall keep and manage all attendance records for the members of the Elections Commission.

601.3.1.2.3 – It shall be the duty of the Chair to enforce the responsibility of the Elections Commission to all members.

601.3.1.2.4 – The Elections Chair shall represent the Elections Commission before the Student Association Senate. If the Chairperson is unable to attend a Senate meeting then this responsibility of the Chair becomes the responsibility by the Vice Chair of the Elections Commission.

601.3.1.2.5 – At any time the Chair is absent from a Elections Commission meeting, then this duty of the Chair becomes the responsibility of the Vice Chair.

601.3.1.2.6 – The Chair and Vice Chair are given no more power or authority over any other commissioner. Every commissioner has equal power when supervising the election.

601.3.2 – The Commission shall ensure just and proper Student Association Elections.

601.3.3 – The commission shall ensure that all candidates are eligible to run as defined by university policies and election bylaw policies.

601.3.4 – The Commission shall have the responsibility of producing and/or updating the Student Association Election Rule Guide. The Election Rule Guide should contain all pertinent election information including, but not limited to, all relevant University policies as well.

601.3.4.1 – The Election Rule Handbook shall be presented to the Rules & Administration Committee by the beginning of the self-nomination process of every election.

601.3.4.1.1- The Election Rule Handbook shall contain, at the minimum, the pertinent contents of The Student Association Elections Policy, the relevant University policies and how they pertain to Student Association elections, and the consequences for failure to comply with the policies therein.

601.3.5 – The Commission shall be responsible for the tabulation of all ballots.



601.3.6 – The Commission shall hold a candidates meeting for all the candidates at the close of the nomination period, to hand out Election Rule Guides and to be certain that the candidates have been instructed on the contents of the Election Rule Guide, the Elections Policy, and to ensure that the candidates are aware of the election dates and times. Any candidate not to submit a nomination form by the deadline shall not be placed on the ballot.

601.3.6.1 – Any nominee who is not in attendance at this meeting without a valid excuse deemed by the Elections Commission will not be considered for candidacy.

601.3.7- The elections commission is responsible for ensuring that the nomination process as well as the election dates and times are well marketed by the Executive official responsible for marketing. These need to be advertised for at least two weeks before the filing deadlines.

601.3.8 – The Elections Commission shall be responsible for acquiring Residential Life/University policies on specific quads and distributing said policies, via the Election Rule Guide, to the respective candidates during the candidate's meeting.

#### **601.4 – Maintenance of Records**

601.4.1 – The Elections Commission shall maintain, for the semester after the election, all ballots, nomination forms, voter lists, reports, complaints, and tabulation sheets, as well as other written material used in the election.

601.4.2 – This material may be examined by any member of Student Association, in the presence of a Commissioner or his/her designee.

#### **601.5 – Student Identification**

601.5.1 – The Elections Commission shall be responsible for compiling a list of the candidates' student identification numbers. This list shall be submitted to the Office of Student Involvement and/or The Office of Conflict Resolution & Civic Responsibility for verification that the candidates are not on academic probation.

### **602 – CANDIDACY**

#### **602.1 – Declining Candidacy**

602.1.1 – Any nominated candidate may decline in writing to run at least two business days prior to the beginning of the elections and will have his/her name removed from the ballot.

#### **602.2 – Eligibility**

602.2.1 – The Chair of the Election commissions shall notify each candidate of their eligibility by means of written notification.

602.2.1.1 – No candidate may seek or hold any Student Association office if (s)he is currently in bad academic or judicial standing. Any candidate found to be ineligible due to academic or judicial reasons may appeal to the Elections Commission. Proof of being in good academic or judicial standing may be presented by the individual candidate through appropriate means determined by the Elections Commission.

602.2.1.2 – No person may receive candidacy for an office for which he/she will be ineligible, or run for more than one of the following positions in the same election.

602.2.1.2.1 – President of the Student Association

602.2.1.2.2 – Vice President of the Student Association

602.2.1.2.3 – Student Association Senator [Living Area Seat]

602.2.1.2.4 – Student Association Senator [At Large Seat]

602.2.1.2.5 – University at Albany Council Student Representative

602.2.1.2.6 – Student Association Senator [Academic Division]

602.2.1.3 – Eligibility for nomination to any Student Association office will be limited to matriculated activity-fee paying undergraduate students who intend to serve for the duration of their term, and have no foreseeable obligations which may conflict with or supersede their availability of performance of their duties.

## **603 – CAMPAIGN**

**603.1** – Candidates shall be expected to adhere to any and all University at Albany (Residential Life etc.) and Student Association policies whilst campaigning. It shall be the duty of the Elections Commission to supply the candidates with the proper information and serve as a resource to assist them in understanding the different applicable policies.

603.1.1 – Candidates shall take full responsibility to know, understand, and follow the policies of the University and the Student Association during their candidacy. Failure to comply with University and/or Student Association policy shall be the fault of the candidate. The Elections Commission shall not be held responsible for any candidate's ignorance of said policies.

**603.2** – Should there be any infractions incurred by the candidates during their candidacy, it shall be the Elections Commission's responsibility to deal with the dispute.

603.2.1 – The Elections Commission shall deal with the dispute using the following process:

603.2.1.1 – The Elections Commission shall meet with the candidate and issue them a warning and discuss with them the nature of their infraction. The Elections Commission shall rule upon the severity of the infraction, should the severity be ruled limited, the candidate shall be released with a warning.

603.2.1.2 – Should an infraction be deemed to have a heightened level of severity and/or the candidate in question has violated the same policy two or more times or has violated multiple policies, then the Elections Commission shall be empowered to remove privileges of the candidate.

603.2.1.3. – For multiple, recurring, and/or severe policy infractions, the Elections Commission shall be empowered to, but not be limited to, do the following:

603.2.1.3.1. – Complete suspension of all forms of campaigning

603.2.1.3.2 – Disqualification of candidacy and removal from the ballot

603.2.1.3.2.1 – Disqualification may only be done as a last resort and in the most dire of circumstances, to be decided by a two-thirds (2/3) vote of the Elections Commission.

## **604 – CONDUCTING ELECTIONS**

### **604.1 – General Elections**

604.1.1 – The announcement of elections will take place at the first (1<sup>st</sup>) Student Association Senate meeting of the spring semester.

604.1.1.1 – Self-Nomination Forms will be available at this time from the Elections Commission.

604.1.1.2 – Each person requesting a self-nomination form shall also receive an official Election Rule Guide from the Elections Commission.

604.1.1.3 – Self-Nomination Forms will be due the fourth (4<sup>th</sup>) week of the spring semester.

604.1.2 – The Open Forum, must be held within a reasonable time frame in accordance with SUNY bylaws at the discretion of the Elections Commission and with approval of the Student Association Senate Chair.

604.1.3 – The election date will be pursuant with SUNY guidelines, at the discretion of the Elections Commission, with approval by the Student Association Senate via majority vote.

604.1.4 – Between elections and the twelfth (12<sup>th</sup>) week of the Spring semester all newly elected officers shall be responsible for attending meetings of their respective branches and shadowing their predecessors to observe the operations and procedures of the organization and to see how to fulfill the duties of their offices.

604.1.5 – New officers will officially take office during the twelfth (12<sup>th</sup>) week of the Spring semester during the Student Association Senate meeting, or the closest Student Association Senate meeting to the twelfth (12<sup>th</sup>) week point.

604.1.5.1 – Old officers will open the Student Association meeting by finishing any old business and then turning over the administration by introducing new officers.

604.1.5.1.1 – The new officers will conclude the meeting.

604.1.5.2 – The University at Albany Council Student Representative has a separate term of office, which is outlined within their responsibilities description in the Senate Policy.

### **604.2 – Fall and Midterm Elections**

604.2.1 – Vacant Living Area seats in the Student Association Senate, University at Albany Council Student Representative, and any other elected vacancies shall be filled by the Self-Nomination process in the third (3<sup>rd</sup>) week of the semester in which the election is to be held.

604.2.1.1- Self-nomination forms will be due during the second week of the semester.

604.2.1.1.1- Self-nomination forms will be due two business days prior to the candidates meeting to ensure that the verification process can be completed.

### **604.3- Special Elections**

604.3.1- A special election may be called if necessary by the Student Association Senate if there are multiple vacant seats during the fall semester.

604.3.2- The date of the election shall be set by the Senate Chair, with the consultation with the Elections Commission.

#### **604.4 – Ballots**

604.4.1 – Only official ballots are valid.

604.4.2 – Only official ballots will include the following: the name of the specific election, the maximum number of votes allowed to be cast for the position, the names of the candidates in random order, as well as information for the proper completion of the ballot.

604.4.3 – All ballots will be prepared by the Elections Commission.

604.4.4 – The ballots will provide necessary and sufficient space for write-ins for each position.

604.4.5 – All ballots will be cast online through the MyUalbany system.

604.4.5.1- In extreme circumstances, a paper ballot system may be used at the discretion of the Elections Commission.

#### **604.5 – Polling Area**

604.5.1 – In Student Association elections, voting will take place for two consecutive days online through the MyUalbany system:

604.5.2- The election commission shall be responsible for ensuring that the online system is prepared and operational before the election begins.

604.5.3 – Since an online elections system is being used, the polling area shall be considered anything electronic with online capabilities. This includes but is not limited to computers, cell phones, Blackberries, Palm Pilots. The polling area shall not be brought to the voters.

#### **604.6 – Voting Procedures**

604.6.1 – All voters have the right to vote privately.

604.6.2 – Write-in votes shall be allowed but no candidate shall be considered elected until the Elections Commission determines whether the candidate is eligible for that office.

### **605 – POST-ELECTIONS**

#### **605.1 – Tabulation of the votes**

605.1.1 – The Elections Commission shall be present and involved in all vote tabulations.

605.1.2 – All ballots shall be counted three times. This process must take place the day following the end of the election.

605.1.3- The results of an election race will be considered official once the ballots have been counted and all checks are complete on any write-in candidate winners.

605.1.4 – Records—An official list of electoral results will be made and signed by the Chair of the Elections Commission and co-signed by at least two (2) additional Commissioners. Copies of this list shall be sent to the President of the Student Association, the Vice President of the student Association, the Chair of the Student Association Senate, and the Elections Commission and kept in a permanent file by the Student Association Executive Office Manager. This process may not be executed until all appeals processes have expired.

## **605.2- Release of Results**

605.2.1- The election results will be released by the commission in the following ways:

605.2.1.1- The official results must be posted on the door of the SA office, sent out to the student body through the listserv via SA President and communicated to all candidates directly by the Elections Commission. These results may be posted only when they have been completely verified.

605.2.1.1.1- Official results must include vote counts for each candidate and vote totals.

605.2.1.2- In the event of a write-in candidate victory unofficial results may be released with the stipulation that the candidates name will be withheld and the results will be published as “write-in candidate” until the candidates status has been verified.

## **606 – ELECTIONS INVALIDATION**

**606.1** – Any irregularity in the election procedure must be brought to the attention of the Elections Commission by 4:55pm two (2) business days after the elections have ended. Any irregularity received after this time will not be accepted.

**606.2** – The Elections Commission must rule on invalidation within three (3) Student Association business days of the closing of the polls. This decision may be appealed to the Supreme Court of the Student Association. The case must be brought to the Elections Commission first.

**606.3** – All irregularities shall be reported in writing to the Elections Commission by the Chair of the Elections Commission, or persons requesting invalidation.

**606.4** – All appeals must be brought to the Supreme Court within three (3) Student Association business days of the Elections Commission’s ruling.

**606.5** – There shall be no swearing in of any person where the election is under adjudication with the Supreme Court or awaiting the ruling of the Election Commission.

## **607 – AVAILABILITY**

**607.1** – These regulations will be well publicized

607.1.1 – Available in the Student Association Office and on the SA website.

## **608 – RUN-OFF ELECTIONS**

**608.1** – Tie Votes

608.1.1 – In the case of tie votes not all candidates involved can be elected the Election Commission will hold run-off elections within ten days of the posting of the results.

608.1.2 – Only those involved in a tie vote will appear on the ballot.

608.1.3 – Any person involved in a tie vote may decline to run in the run-off elections at least twenty hours before the beginning of the election.

608.1.4 – Write-in votes will not be accepted in run-off elections.

## **608.2 – Conditions**

608.2.1 – Run-off elections will be held if no candidate (for executive positions) receives a majority of the votes cast.

608.2.2 – The two people with the highest number of votes will be the candidates in the run-off election.

608.2.3 – Write-in votes will not be accepted in this election.

608.2.4- Run-off elections should be held during the week immediately following the regularly scheduled election.

## **609 – REFERENDA**

**609.1** – All referenda must be placed on the ballot by a two-thirds vote of the Senate or by petition of at least 15% of the fee-paying students of the University at Albany. The Senate shall refer to the relevant sections of the Finance Policy in setting up a referendum.

**609.2** – All referenda will be conducted according to the procedure for regular elections.

## **610 - ETHICS**

**610.1** - The ethics policy is in place to make sure that a candidate does not act unethically during the Student Association election process.

610.1.1 - Unethical behavior is defined, in this sense, as any action that serves to interfere with another candidates' campaigning of the Student Association election process.

610.1.2 - It is the responsibility and duty of every candidate and SA officials to report and unethical or suspicion of unethical behavior to the Election Commission to address the issue in a prompt and ordered manner.

## **ETHICS POLICY**

### **700 – ETHICS POLICY**

**700.1** - Any and all Student Association members shall adhere to the following Ethics Policy.

**700.2** - Act with integrity, including being honest and candid while still maintaining a work and business climate fostering such standards and the confidentiality of Student Association information where required.

**700.3** - Observe, fully, applicable governmental laws, rules and regulations.

**700.4** - Comply with the requirements of applicable Student Association policies in the maintenance of a high standard of accuracy and completeness in the Student Association records.

**700.5** - Comply with Student Association policies regarding disclosures in regulatory filings and other public communications by the Student Association.

**700.6** - Adhere to a high standard of business ethics and not seek competitive advantage through unlawful or unethical business practices.

**700.7** - Adhere to the applicable code of conduct outlined in the SA Senator Responsibilities Contract and/or the Student Association Employee Handbook

## **701 - UNETHICAL BEHAVIORS**

**701.1** - Student Association members are required to avoid but are not necessarily limited to:

**701.2** - Including him or herself from making any decision about an issue at hand in which a conflict of interests arises or could.

**701.3** - Any relationship with a contractor or supplier that could compromise the ability to transact business on a professional, impartial and competitive basis.

**701.4** - Any outside business activity that detracts from an individual's ability to devote appropriate time and attention to his or her responsibilities with the Student Association.

## **702 - JURISDICTION**

**702.1**- Each Student Association member is held accountable for the full compliance with this policy with respect to any issues within his or her control. Sanctions for breach of this policy shall be determined by the Student Association Committee on Ethics pursuant to section § 202.1.2.1.