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| 1400 WASHINGTON AVENUE  ALBANY, NY 12222  CAMPUS CENTER 116 (CC116)  www.albany.edu/sasenate  [sasenate@albany.edu](mailto:sasenate@albany.edu) | sa_logo.png | SEN. RYAN WITTE  *CHAIR*  SEN. MATT KRUSH  *VICE CHAIR* |

*COMMUNITY ENGAGEMENT & OUTREACH* SEN. MIKE TORRES

*APPROPRIATIONS* SEN. BEN ENGWER

*GOVERNMENT OPERATIONS* SEN. CONNOR WILKINS

*RULES & ADMINISTRATION* SEN. JOE MESSMER

*CONSTITUENT RELATIONS* SEN. PAT CRONIN

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| **S.1314-058** | **DATE INTRODUCED:** November 6, 2013 |
| **SPONSORED BY:** Witte | **COMMITTEE: Rules and Administration** |
| **SUBJECT: Student Group Policy Reform Act** | **COMMITTEE VOTE: 5-0-0** |
| **SENATE VOTE: Hand Count: 34-0-1** | **LEGISLATIVE RESULT: Pass** |

**Be it hereby proposed that the following be enacted:**

1. That the following sections be amended from the Student Association Bylaws:

**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 – Passwords to electronic mail addresses shall be submitted to the Student Association’s Director of Operations if hosted by a recommended third party provider.

104.1.1.2.1 – Passwords shall be kept by the Student Association for continuity purposes.

100.4.1.1.3 – 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 100.3.3 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 an organization does not meet procedures listed above, the President or 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 organizations 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 organization 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 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 organization has voted to agree to observe the rules established by the Student Association for the governance of groups.

103.3.5 – Certifies that the organization 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 organization 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.

1. That this bill goes into effect immediately upon passage in accordance with the Student Association Constitution.

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| Francis Agyemang, President |