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| 1400 WASHINGTON AVENUE  ALBANY, NY 12222  CAMPUS CENTER 116 (CC116)  www.albany.edu/sasenate  sasenate@albany.edu |  | SEN. RAYMOND J. WEBB, JR.  *CHAIR*  JARRETT R. ALTILIO  *VICE CHAIR* |

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| **S.1516-073** | **DATE INTRODUCED:**  December 2, 2015 |
| **SPONSORED BY:**  President Jemmott, Sen. Alford | **COMMITTEE:**  Rules & Administration |
| **SUBJECT:**  SA Restructuring | **COMMITTEE VOTE:** 6-0-1 |
| **SENATE VOTE:** 35-0-3 | **LEGISLATIVE RESULT:** PASS |

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

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

1. That the Student Association Bylaws be amended to read:

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:

~~214.1.1.7 – The Student Association Director of Operations~~

~~214.1.1.7.1 – Shall serve as an ex officio, non-voting advisor~~

***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***

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

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 pertain to the Director of Operations.~~

***301.1.2- This does not apply to the Executive Office Manager***

~~300.1.3 – This does not pertain to the Assistant Director of Operations.~~

***301.1.3- This does not apply to the Assistant Office Manager***

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 – Director of Operations~~

304.1.3 – Chief of Staff

~~304.3 – Director of Operations~~

~~304.3.1 – There is hereby established in the Executive Branch the ex-officio position of the Director of Operations of the Student Association.~~

~~304.3.2 – The President of the Student Association shall enter into an agreement with the Director of Operations through a contract. The President of the Student Association shall appoint the Director of Operations. The Director of Operations shall serve at the discretion of the President.~~

~~304.3.3 – The Director of Operations shall have those duties and responsibilities as outlined in the contract agreement.~~

~~304.5 – The Assistant Director of Operations~~

~~304.5.1 – There is hereby established in the Executive Branch the ex-officio position of the Assistant Director of Operations of the Student Association.~~

~~304.5.2 – The President of the Student Association shall enter into an agreement with the Assistant Director of Operations through a contract. The President and Vice President of the Student Association shall appoint the Assistant Director of Operations. The Assistant Director of Operations shall serve at the discretion of the Vice President.~~

~~304.5.3 – The Assistant Director of Operations shall have those duties and responsibilities as outlined in the contract agreement.~~

413.1 – The Judicial Branch and the Legislative Branch shall each be given a permanent office.

413.1.1 – The offices belonging to the ~~Director of Operations~~ ***Executive Office Manager*** and Legal Services shall be deemed permanent.

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 ~~Director of Operations~~ ***Executive Office Manager.***

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 ~~Director of Operations~~ ***Financial Manager*** may perform random, on site verification for cash and tickets on hand.

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 ~~Director of Operations~~ ***Office of Student Involvement.***

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~~ ***Executive Office Manager***, the Vice President of the Student Association, and the Vice Chair of the Senate.

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 ~~Director of Operations~~***Executive Office Manager*** by the Friday before that week.

522.1.4.2 – A copy of a list of active credit or debit cards must be given to the Comptroller and ~~Director of Operations~~***Financial Manager****.*

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 ~~Director of Operations~~, the office of the Comptroller, and the Board of Finance.

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 ~~Director of Operations~~ ***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:

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 ~~Director of Operations~~ ***Executive Office Manager***. This process may not be executed until all appeals processes have expired.

1. **That the Student Association Bylaws be amended to create the following bylaws:**

***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 manners 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***

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

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| *Jarius Jemmott*, *President* |