



# Bylaws

PURCHASE STUDENT GOVERNMENT ASSOCIATION

---

Revised April 27, 2016 by Chairwoman Megan Singer

## TABLE OF CONTENTS

<b>Student Bill of Rights</b>	<b>3</b>
<b>Service Board Bylaws</b>	<b>4</b>
<b>Council of Clubs and Organizations Bylaws</b>	<b>5</b>
<b>Steering Committee Bylaws</b>	<b>6</b>
<b>Diversity Committee Bylaws</b>	<b>8</b>
<b>Civic Actions Committee Bylaws</b>	<b>9</b>
<b>Major Events Committee Bylaws</b>	<b>10</b>
<b>General Programming Committee Bylaws</b>	<b>11</b>
<b>Tech Services Bylaws</b>	<b>12</b>
<b>Elections Bylaws</b>	<b>14</b>
<b>Senate Rules</b>	<b>18</b>
<b>PSGA Office Bylaws</b>	<b>19</b>
<b>The Student Center Bylaws</b>	<b>21</b>
<b>Public Relations Bylaws</b>	<b>24</b>
<b>Public Art Council Bylaws</b>	<b>28</b>
<b>The Green Fee Council Bylaws</b>	<b>32</b>
<b><u>Financial Bylaws and Policies</u></b>	<b>35</b>
<b>Section I – General Principals</b>	
<b>Section II – Budgets and the Annual Budgeting Process</b>	
<b>Section III – Policies Regarding Clubs, Organizations and Services</b>	
<b>Section IV – Income and Revenue Procedures</b>	
<b>Section V – Purchases and Expenditures</b>	
<b>Section VI – Equipment and Inventory</b>	
<b>Section VII – Payroll Procedures</b>	
<b>Section VIII - PSGA Grants</b>	
<b>Section IX – Remedial Measures</b>	
<b>Section X – Internal Procedures and Controls</b>	
<b>Section XI – Travel Addendum</b>	

*From the Chair of Senate,*

*Please note: This document is a compilation of individual bylaws belonging to departments, spaces, committees, boards and other entities of the PSGA. The document in itself may be changed in formatting or altered in its appearance, font or size without the approval of the Senate or Steering Committee. This document may change throughout the academic year and will be updated with a new date with each revision.*



Megan Singer

PSGA Chair of Senate

## Student Bill of Rights

### *A. Self Determination*

The College does not stand in loco parentis for its students. Students have the right to self-determination in their own affairs, including:

1. the ability to organize the structure of student government as they see fit;
2. the election to, and maintenance in office of student representatives selected by the student body at large, as defined by the student government constitution;
3. the complete control of the distribution of the Student Activity Fee monies, in accordance with SUNY Board of Trustees policy;
4. Appropriate voting student representation on all committees and councils of the larger governance bodies of the College, including all ad-hoc College-wide committees, task forces and advisory groups. This assures the right to share in the formulation of all academic and non-academic policy; and
5. Freedom to organize and join associations to promote their common interests. Such associations will be required to submit a statement of purpose, a statement of compliance with all anti-discrimination policies of the College, and a list of current officers.

### *B. Freedom of Speech, Press and Inquiry*

Neither the student government nor any faculty or administrative person or board shall make a rule or regulation or take any action which abridges students' freedom of speech, press or inquiry, as guaranteed Constitutional rights as citizens of the United States. Students of the campus are guaranteed:

- a) the right to examine and discuss all questions of interest to them, and to express opinion privately and publicly;
- b) the right to learn in the spirit of free inquiry;
- c) the right to be informed of the purposes of all research in which they are expected or encouraged to participate either as subject or researcher;
- d) the right to freedom from censorship in campus newspapers and other media;
- e) that the right to freedom of speech, press and inquiry shall not be interpreted as an authorization for a student, who sits on a committee, to disseminate or divulge any information that was given on a basis of confidentiality within a committee; and
- f) The right to hold public meetings and to engage in peaceful, orderly demonstrations.

### *C. Due Process, Privacy and Protection*

1. Students have a right to fair and equitable procedures which shall determine the validity of charges of violation of campus regulations. A detailed statement of Rights of Persons Subject to Disciplinary Hearings is found in Section V-C of this document.
2. This document guarantees all students:
  - a. the right of privacy in any personal or assigned space, except as specified in the College's License Agreement, in an emergency involving danger to life or property, when a condition exists which threatens the rights of other individuals of the College Community
  - b. Confidentiality of student records maintained by the College in accordance with state and federal law. Records shall contain only information which is reasonably related to the educational purposes of the College or safety of the College community.
3. Students of this campus have the right to a safe and secure environment in which to work and live. Students have a right to provision of services promised or agreed upon in writing, and orderly redress for unfulfilled commitments, as authorized by SUNY Board of Trustees policy.

## Service Board Bylaws

- 1 The Service Board will meet every other Tuesday at 10 pm, starting the second Tuesday of each semester. Service Board will not meet during finals week. If this is to be changed, the Coordinator of Clubs, Organizations, & Services will notify the Board 24 hours in advance.
- 2 A service may have up to three unexcused absences from business meetings in a year, not to exceed two per semester. After three unexcused absences a service may ask to be put on voluntary sabbatical or the Board will vote to place the service on sabbatical and dissolution procedure will be followed.
- 3 In order to start a service, a signed petition containing the signatures of at least 100 PSGA members must be submitted to the Coordinator of Clubs, Organizations, & Services.
- 4 No service may attempt to send out a campus-wide email. Instead, they must submit their notices and announcements to the Coordinator of Clubs, Organizations & Services by Fridays, at a time determined by the Coordinator of Clubs, Organizations & Services each semester, so that they may be included in one weekly campus-wide email.
- 5 In the event that a formal complaint is submitted pertaining to a hired Service Head of the PSGA, the Coordinator of Clubs, Organizations, & Services shall meet with the Service Head in question. This meeting serves as a warning. All subsequent complaints in regards to the same Service Head will be submitted to the Coordinator of Clubs, Organizations, & Services, who will bring them to the attention of the Executive Board. The Executive Board will discuss the complaints and potential dismissal of the individual.
- 6 The first Monday of April each Spring semester, the Coordinator of Clubs, Organizations, & Services will send out a campus wide job search for all paid Service Head positions for the following academic year. Resumes and cover letters will be submitted to the Coordinator of Clubs, Organizations, & Services for Review. The Coordinator of Clubs, 'Organizations, & Services will set up interviews for all positions. After each qualified applicant has been interviewed, the Coordinator of Clubs, Organizations, & Services will notify all applicants of the outcome no later than the last Friday of April. If a position is not filled, the process will be repeated during September the following academic year. If a position becomes available mid-year, the above process will be followed, not exceed a three-week period.
- 7 Each Service must attend a retreat in the fall and spring semester.
- 8 Each Service must meet with the Coordinator of Clubs, Organizations, & Services at least once per semester at an agreed upon time and place.
- 9 Each Service must respond to all emails from the Coordinator of Clubs, Organizations, & Services within two official class days.

## Council of Clubs and Organizations Bylaws

- 1 The Council of Clubs and Organizations will meet biweekly on Thursdays at 6:30pm. If this is to be changed, the Coordinator of Clubs, Organizations, & Services will notify the Council 24 hours in advance.
- 2 A club or organization may have up to three absences from business meetings in a year, not to exceed two per semester. At that point a club/organization may ask to be put on voluntary sabbatical or the Council will vote to place the club or organization on sabbatical and dissolution procedure will be followed.
- 3 In order to start a club, a meeting must be set up with CoCOaS, a signed petition containing the signatures of at least 100 PSGA members must be submitted to the Coordinator of Clubs, Organizations, & Services, the perspective club/org must have an interest and submit an attendance roster to the Council of Clubs and Orgs and a simple majority vote (greater than 50%) by the Council of Clubs & Organizations shall be required to pass a proposal for a new club or Org.
- 4 No two clubs or orgs shall have similar mission statements.
- 5 All club and organization charters must have an equal participation voting process and a removal from office section.
- 6 All clubs and organizations must notify the Coordinator of Clubs, Organizations, and Services in the event of a change in their leadership.
- 7 All clubs and organizations shall send a representative from their leadership to participate in a retreat in the fall and spring semester.
- 8 Each club and organization must meet with the Coordinator of Clubs, Organizations, and Services at least once per semester at an agreed upon time and place.
- 9 In order to access money from the General Fund, a club or organization must present a written proposal to the Coordinator of Clubs, Organizations, & Services a minimum of 4 days before the Council meeting at which the proposal is to be presented.
- 10 A simple majority vote (greater than 50%) by the Council of Clubs & Organizations shall be required to pass a proposal for money from the General Fund.
- 11 No club or organization may attempt to send out a campus-wide email. Instead, they must submit their notices and announcements to the Coordinator of Clubs, Organizations & Services by Fridays at a time pre-determined and announced at the start of the academic school year by the Coordinator of Clubs, Organizations & Services, so that they may be included in one weekly campus-wide email.
- 12 In order to take money from the General fund, a club or organization must have a specific purpose for the money. If granted, the amount will be earmarked within that club or organization's budget to be used for the stated purpose. Any unused remainder will be returned to the General Fund or the club will be able to ask the Council to keep it for another stated purpose.
- 13 Every Club and Organization charter shall include process and/or procedures to fill any vacancy for all Club and Organization executive positions listed in their respective charter.

## Steering Committee Bylaws

### *Section 1: Composition*

- a. The Steering Committee shall be chaired by the Chair of Senate.
- b. The Steering Committee shall consist of the following voting members, appointed directly by the Chair of Senate:
  - i. One Director/Coordinator
  - ii. Four Senators
  - iii. One Representative from the Council of Clubs and Organizations
  - iv. One Student at Large
- c. When an appointed position on the Committee becomes vacant, the vacancy shall be filled in a timely manner in the same manner as the original appointment was made.
- d. Three (3) consecutive absences by an appointed Committee member, without prior notification to the Chair, may be construed as resignation and the subsequent vacancy shall be filled.
- e. All non-voting members may be appointed in accordance to the PSGA Constitution and the latest edition of Robert's Rules of Order.

### *Section 2: Meetings*

- a. There shall be regularly scheduled weekly meetings of the Steering Committee at a time and location as determined by the Chair. Emergency Meetings may be scheduled as needed.

### *Section 3: Purpose*

- a. To make strategic decisions concerning future realization of the organizations mission, vision and values.
- b. To serve as an advisory committee to the Chair of Senate on matters relating to priorities of the organization, the general course of its operations and key governing issues.
- c. To provide administrative oversight over all aspects of internal operations specifically to Executive Departments, Legislative Activities and Operation/Personnel Compliance.

### *Section 4: Duties of the Steering Committee*

- a. Shall review the internal operations of the Purchase Student Government Association (PSGA).
- b. Shall review, and consider for approval, the charter of any proposed club, organization, service, committee, council, board or taskforce for constitutional and operational compliance prior to their recognition by the PSGA.
- c. Shall review, and consider for approval, any amendment, revision or addition to the PSGA Constitution, Bylaws, Adopted Polices or any Strategic Plan thereof.
- d. Shall review, and consider for approval, any contractual agreement between the PSGA or an operation of the PSGA and a third party, which does not fall directly under the purview of the Coordinator of Finance or Finance Committee.
- e. Shall review, and consider for approval, any new job position or any revision to a current job description.
- f. Shall conduct personnel or operation investigations at the request of the Chair of Senate, or by a simple majority vote of the Executive Board, Senate, Judicial Board, or this Committee.
- g. Shall actively participate in the bi-annual vote on the mandatory student activity fee in a manner deemed appropriate by the Chair of Senate.
- h. Shall advise the Chair of Senate on matters relating to internal operations, parliamentary procedure, governing bodies, documents and archives, and personnel.

- i. Shall perform such other duties as may, from time to time, be deemed appropriate by the PSGA Executive Board or Senate.

#### *Section 5: Powers*

- a. Shall produce an official interpretation of any Charter, Bylaw or Adopted Policy in the case of a dispute.
  - i. The Judicial Board shall have the sole authority to produce an official interpretation of the Constitution in the case of a dispute. *(VIII.4.1)*
- b. Shall, through the Chair, produce an official interpretation of the restrictions and allowances of our current Insurance Policy.
- c. May recommend to the Executive Board a 'request to terminate' following the investigation of an employee of the organization.
- d. May recommend to the Council of Clubs and Organization or Service Board a 'request for sabbatical' following the investigation of any Club, Organization or Service.
- e. If a new job position is approved, or a description of a current position is substantially altered, this Committee shall recommend a budgetary change or additional line item to the Coordinator of Finance and Finance Committee.
- f. May recommend to the Senate legislative action on prerogatives which fall within the Committee's purview including but not limited to:
  - i. A resolution to approve a Club, Organization, Service, Committee, Council, Board or Task Force.
  - ii. A resolution to approve an amendment, revision or addition to the PSGA Constitution, Bylaws, Adopted Policies and/or Strategic Plans.
  - iii. A resolution to remove from office a non-hired PSGA official, hired employee, Senator or Justice following an officially conducted investigation.
- g. Shall report any suspected financial discrepancies to the Finance Committee in accordance with the Whistleblower Policy.
- h. May produce internal resolutions and memorandums *recommending* advancements and changes to any operation of the PSGA.

#### *Section 6: Restrictions*

- a. The Committee may not recommend to the Senate any legislative action promoting the removal of a member of the Executive Board.
- b. To promote open communication, the Chair of Senate must notify the Chief Justice of the Judicial Board at the initiation of any investigation against personnel or an operation.

#### *Section 7: Review of Documents*

- a. The Committee shall ensure all documents receiving approval are Constitutional, relevant to operational standards, consistent with all other current governing documents, and permitted by our current Insurance Policy.
- b. The Committee shall ensure all documents receiving approval are grammatically correct, free from spelling and formatting errors, and include gender neutral pronouns.
- c. The Committee, from time to time, may set any such review standard relevant to the strategic goals of the organization.

## Diversity Committee Bylaws

### *Section 1: Composition*

- a. Chair of the Diversity Committee
  - i. The Chair of Diversity Committee must be elected by a 2/3 vote of the Senate. The Chair of Diversity may be a current Senator. This person shall be termed the Chair of Diversity Committee.
- b. The Diversity committee shall consist of the following voting members:
  - i. Two Senators are to be appointed by the Chair of Senate in consultation with the Chair of Diversity.
  - ii. Two CoCOs or Service Board representatives for the Chair to appoint
  - iii. Two Students at large for the Chair to appoint
- c. When an appointed position on the Council becomes vacant, the vacancy shall be filled in a timely manner in the same manner as the original appointment was made.
- d. Three (3) consecutive absences by an appointed Council member, without prior notification to the Chair of the Diversity Committee, shall be construed as resignation, and the subsequent vacancy shall be filled.

### *Section 2: Meetings*

- a. There shall be regularly scheduled weekly meetings of the Diversity Committee.

### *Section 3: Duties of the Committee*

- a. To increase awareness, encourage, and facilitate diversity within all spheres of the Campus Community.
- b. To educate the Campus at large as to how their actions and diction affect people within different ranges of sensitivity when it comes various social, economic, and political issues.
- c. To brainstorm, plan, and execute initiatives in collaboration with PSGA operations that will offer a more diverse, thought provoking and accepting college experience for Purchase College Students.
- d. To initiate programs with the Student Affairs Diversity Committee, the Diversity, Equity and Inclusion Committee, and the Purchase College Staff
- e. To encourage Programming at all major events and general events, which celebrate people of varying race, ethnicity, cultural heritage, gender, sexual orientation, gender expression, ability and the other categories of the Non-Discrimination Clause.
- f. To address situations where differences would hinder the atmosphere of learning at Purchase College.

### *Section 4: Additional Duties of the Chair of the Diversity Committee*

- a. To serve as the chief student representative on matters of Diversity within the PSGA and work in tandem with the SAC in order to diversify programming.
- b. To coordinate monthly visits from the MEC and GPC to Diversity Committee in order to aide with and ensure diverse acts and events within programming.
- c. To have biweekly meetings with the Student Activities Coordinator.
- d. To hold meetings with a representative from the Diversity, Equity, and Inclusion Committee.

### *Section 5: Removal of the Chair of Diversity Committee*

- a. The Diversity Chair may be relieved of their duties, due to delinquency or malfeasance, with a two-thirds vote of the Senate. If the Chair of Diversity Committee is a senator then this shall return them to Senator status while incurring a vacancy in the Chair of Diversity Committee position.



## **Civic Actions Committee Bylaws**

### *Section 1: Composition*

- a. The Civic Actions Committee will be chaired by the PSGA President.
- b. The Civic Actions Committee will consist of the following voting members:
  - a. There shall be 6 (six) seats for voting members.
  - b. There shall be 4 (four) seats for PSGA Senators
  - c. There shall be 1 (one) seat for a CoCOaS member.
  - d. There shall be 1 (one) seat for a non-official PSGA member
- c. 3 (Three) consecutive absences by an appointed Council member, without prior notification to the Chair of the Civic Actions Committee, shall be construed as resignation, and the subsequent vacancy shall be filled.

### *Section 2: Meetings*

- a. There shall be regularly scheduled weekly meetings of the Civic Actions Committee.
- b. Committee meeting times shall be published at least 5 days in advance by the PSGA President.

### *Section 3: Purpose*

- a. To research and advocate for projects that reflect student interest and need at Purchase College.
- b. To serve as an advisory committee to the President on matters relating to College Relations, SUNY wide affairs, and the quality of life for students at Purchase College.

### *Section 4: Duties*

- a. Shall carry out projects initiated by the Senate in order to improve campus life.
- b. Shall assist the President and Executive Board in preparing and facilitating at least one public town hall meeting per semester.
- c. In the case of not being assigned any task by the Senate, shall gauge student interest, and create initiatives to benefit the campus at large pending approval by the Senate. Tasks assigned by the Senate shall take priority, unless otherwise specified.

## Major Events Committee Bylaws

### *Section 1: Definition*

- a. Shall recommend and implement programming for the major events of the PSGA.
- b. Shall be chaired by the Coordinator of Major Events.

### *Section 2: Composition*

- a. There shall be 16 (sixteen) seats on the Major Events Committee
- b. There shall be AT LEAST 3 (three) seats for PSGA senators.
- c. There shall be AT LEAST 3 (three) seats for CoCOaS or Service Board representatives.
- d. There shall be AT LEAST 2 (two) seats for non-official PSGA members.
- e. Shall be chaired by the Coordinator of Major Events.
- f. Shall be co-chaired by the Student Activities Coordinator (SAC) as a non-voting member.

### *Section 3: Duties*

- a. Shall gauge interest and desire within the community in regards to Major Events.
- b. Shall discuss and approve the structure, location, billing and date of all Major Events of the PSGA.
- c. Shall keep the campus community informed on all processes taking or taken place in the planning of all PSGA Major Events.
- d. Shall present their cohesive and final plan for all Major Events of the PSGA to the Student Senate prior to their taking place.

### *Section 4: Powers*

- a. Shall vote in the affirmative on all decisions having to do with the Major Events of the PSGA.
- b. Shall, if necessary, meet with the Finance Committee prior to appealing to the Senate for emergency funds to cover remaining costs of all PSGA Major Events.

### *Section 5: Guidelines*

- a. Shall meet once every four weeks.
- b. Shall operate under the latest version of Robert's Rules of Order at the discretion of the Chair.
- c. Committee meeting times shall be published at least 5 days in advance by the Coordinator of Major Events

## General Programming Committee Bylaws

### *Section 1: Definition*

- a. Shall recommend and implement programming for the general programming of the PSGA.
- b. Shall be chaired by the General Programming Coordinator.

### *Section 2: Composition*

- a. There shall be at 16 (sixteen) seats on the General Programming Committee.
- b. There shall be AT LEAST 3 (three) seats for PSGA Senators.
- c. There shall be AT LEAST 3 (three) seats for CoCOaS or Service Board representatives.
- d. There shall be AT LEAST 2 (two) seats for non-official PSGA members.
- e. Shall be chaired by the General Programming Coordinator.

### *Section 3: Duties*

- a. Shall gauge interest and desire within the community in regards to General Programming.
- b. Shall discuss and approve the structure, location, billing and date of all General Programming of the PSGA.
- c. Shall keep the campus community informed on all processes taking or taken place in the planning of all PSGA General Programming.
- d. Shall present their cohesive and final plan for all the General Programming of the PSGA to the Student Senate prior to their taking place.

### *Section 4: Powers*

- a. Shall vote in the affirmative on all decisions having to do with the General Programming of the PSGA.
- b. Shall, if necessary, meet with the Finance Committee prior to appealing to the Senate for emergency funds to cover remaining costs of all PSGA General Programming.

### *Section 5: Guidelines*

- a. Shall meet once every two weeks.
- b. Shall operate under the latest version of Robert's Rules of Order at the discretion of the Chair.
- c. Committee meeting times shall be published at least 5 days in advance by the General Programming Coordinator.

## Tech Services Bylaws

### *Section 1: Staff*

- a. Tech Services Coordinator
  - i. Shall have a thorough knowledge of the inner workings of the Student Center and technical equipment in the Stood.
  - ii. Shall sit as a voting member of the Student Activities Board.
  - iii. Must be able to act as a liaison between operations using the Tech Services staff.
  - iv. Shall be responsible for all financial actions in the name of Tech Services.
  - v. Shall coordinate a schedule for major or extra event hours for the tech employees.
  - vi. Shall be readily available to Tech Services employees.
  - vii. Shall manage and finalize the Tech Services employee schedule
  - viii. Shall hold a training session for all new employees.
  - ix. Shall facilitate and coordinate employee meetings.
  - x. Shall be responsible for upkeep and maintenance of Tech Services equipment/inventory
- b. Live @ The Stood Manager
  - i. There shall be one Live @ The Stood Manager.
  - ii. Must be a current Tech Services employee or the current Tech Services Coordinator.
  - iii. Shall be in regular communication with the General Programming Coordinator regarding which future shows should be recorded.
  - iv. Shall communicate with artists and/or their management as to whether or not they want their shows recorded.
  - v. Shall create the final recording schedule and manages release dates.
  - vi. Shall be in charge of making sure contracts are collected and signed before the recording process.
- c. Tech Services Employees
  - i. Must be knowledgeable of all technical equipment that they will be using in the field.
  - ii. Shall carry out the activities delegated to them by the Tech Services Coordinator and/or what is required of the current event.
  - iii. In the event an employee cannot work one of their shifts, the employee shall find a replacement or contact the Tech Services Coordinator immediately.
  - iv. Shall attend training at the beginning of their term as a Tech Services employee by the Tech Services Coordinator.
  - v. Shall record shows/sessions as delegated to them by Live @ The Stood Manager.
  - vi. All employees must be available to work Fall Fest and Culture Shock.
  - vii. Employees must treat artists and showrunners with the utmost respect.

### *Section 2: Safety and Security*

- a. Employee Obligations
  - i. All employees shall make sure that all shows are over by quiet hours.
  - ii. All employees shall make sure that tech room door is locked when no techs are inside of the tech room.
  - iii. All employees shall make sure that cage door is locked when their shift is over.

iv. All employees shall allow no one in tech booth other than Tech Services employees and Student Activities Coordinator.

1. Exceptions

2. If a show requires an external lighting designer, the lighting designer is allowed in the booth (at discretion of Tech Services employees working)
3. If an artist comes with their own front of house engineer or monitor mixer, that person is allowed in the booth (at discretion of Tech Services employees working)
4. During a shift, at least one tech must always be present at the booth or where the equipment is being used.

b. Major Events

- i. All employees are obligated to be available to work all major events.
- ii. All employees must be wearing some form of employee identification during Major Events (as specified by the Tech Services Coordinator).

## Elections Bylaws

### *Section 1: Definition*

- a. The Elections Committee shall conduct elections for the PSGA.

### *Section 2: Composition*

- a. Three (3) Senate members shall sit on and be voting members of the Elections Committee.
- b. One (1) representative from the Council of Clubs and Organizations shall sit on and be a voting member of the Elections Committee.
- c. One (1) non-official PSGA member shall sit on and be a voting member of the Elections Committee.
- d. The PSGA Advisor shall be an ex-officio non-voting member of the Elections committee.
- e. The Chair of the Senate shall serve as the Chair and a non-voting member (except when the Chair has a deciding vote) of the Elections Committee.

### *Section 3: Duties*

- a. The Elections Committee shall conduct all campus-wide elections for the PSGA.
- b. The Elections Committee shall be convened to hold elections at any time by the PSGA Senate. Unless specified by the Senate, all elections requested by the Senate must take place within 10 days.
- c. The Elections Committee shall ensure that the Public Relations committee properly advertise all elections to all PSGA members.
- d. In the case of contested elections, shall inform the Chair of the Senate to call an emergency PSGA Senate meeting within 24 hours.
- e. Shall make available, upon request, all information pertaining to the eligibility of candidates to all PSGA members in writing.
- f. Shall provide elections packets consisting of bylaws, eligibility information, and candidate petitions.
- g. Shall review nominees for vacant Senate positions, presented by the Chair of the Senate, for a potential recommendation prior to being presented to Senate. At least one Elections Committee member must be present at each nominee interview, preferably a Senator.
  - i. A recommendation by the Elections Committee is not needed for the Chair of the Senate to proceed with the nomination to Senate.
- h. May, with the consent of the Senate, convene a special election to fill vacant Senate seats when there are three (3) or more vacant Senate seats at any given time.
  - i. A special election is defined as any election held outside of the Constitutionally mandated Fall (Residential Senators) and Spring (Executive and Academic Senator) elections.

### *Section 4: Committee Guidelines*

- a. All committee members shall maintain impartiality during the elections period.
- b. No member of the Elections Committee shall be candidates for an election.
- c. If at any time the Chair of the Elections Committee is running for election, the Senate shall appoint a new Chair of the Committee by a two-thirds vote.
- d. In the case of gross violation of Elections Committee bylaws, the PSGA President shall assume the role of Chair.

### *Section 5: Candidate Eligibility*

- a. Eligibility for the Executive Board.
  - i. Must be a current member of the PSGA.
  - ii. Must be in Good Academic and Disciplinary Standing with the College.

- iii. Must gather, and submit, 100 signatures from current members of the PSGA, during the period set forth by the Elections committee.
- iv. Must have served for at least one full semester, or the equivalent of a full semester sequentially, in good standing (having not been removed from office for a violation of The PSGA Constitution or its bylaws), as a Senator, Justice, Coordinator or Director, Club leader, or Service head.
  - 1. The elections period at the beginning of the fall semester will not count against a candidate's full semester.
- b. Eligibility for Major Events Coordinator and General Programming Coordinator.
  - i. Must be a current member of the PSGA.
  - ii. Must be in Good Academic and Disciplinary Standing with the College.
  - iii. Must gather, and submit, 100 signatures from current members of the PSGA, during the period set forth by the Elections committee.
- c. Eligibility for Senate seats
  - i. Must be a current member of the PSGA.
  - ii. Must be in Good Academic and Disciplinary Standing with the College.
  - iii. Must gather, and submit, 50 signatures from current members of the PSGA, during the period set forth by the Elections committee.
- d. Elections packets will be made available at least two weeks before the opening of polls
- e. All candidates must submit their completed election packet and petition by the published deadline, which shall be no earlier than a week after packets are made available.

#### *Section 6: Campaign Materials*

- a. Campaign materials must be approved by the Elections Committee co-chairs for compliance with Elections guidelines.
- b. Campaign materials shall not be modified in any way without approval from the Elections committee.
- c. A copy of approved campaign materials shall be filed in the PSGA office.
- d. All candidates for executive and coordinator positions, shall be allowed the following campaign materials:
  - i. 125 sheets of black and white mini flyers (up to 6/page on 8.5x11" paper)
  - ii. 35 black and white 8.5x11" posters
  - iii. 15 color 11x17" posters
- e. All candidates for Senate seats shall be allowed the following campaign materials:
  - i. 50 sheets of black and white mini flyers (up to 6/page on 8.5x11" paper)
  - ii. 25 black and white 8.5x11" posters
  - iii. 5 color 11x17" posters
- f. All candidates shall be allowed the following Media Services promotion:
  - i. 3 thirty-second video advertisements on PTV
  - ii. 3 thirty-second audio advertisements on WPSR
  - iii. 1 candidate information form to the Purchase Media Service
- g. All non-web campaign materials shall be produced exclusively by the PSGA.
- h. All campaign materials shall include "PAID FOR BY YOUR MANDATORY STUDENT ACTIVITY FEE."
- i. Campaign materials may only include one candidate name.
- j. All media services must offer an equal opportunity for each candidate in a given race.
- k. All internet campaigning must adhere to all Elections guidelines.
  - i. Internet campaign materials are defined as (but not limited to) social networking groups and events, mass emails and message board posts.
  - ii. Internet campaigning is defined as posting comments and messages.

*Section 7: Campaign Guidelines*

- a. Campaigning begins after certification of elections packets and petitions, at least a week prior to the opening of polls.
- b. A candidate may not accept any form of monetary donation/aid towards their campaign.
- c. A candidate may not give out any promotional gifts, items, or donations to aid in their campaign.
- d. Candidates may only post their materials on public bulletin boards.
- e. Only candidates and campaign assistants may hand out campaign materials.
- f. All candidates are expected to take part in the official Candidate Forum organized by the PSGA. The format of the candidate forum shall be determined by the Elections Committee and be publicized to all candidates.
- g. All campaigning and electioneering is prohibited while polls are open.
- h. Static online campaign materials may stay published whilst polls are open, so long as no alterations or comments are made by the candidate or campaign assistants.

*Section 8: Campaign Assistants*

- a. Candidates may have campaign assistants.
- b. Campaign Assistants may hand out campaign materials on behalf of the candidate.
- c. Campaign Assistants must adhere to all Elections Guidelines.
- d. In order to become a Campaign Assistant, one must sign and submit an Elections Committee agreement form to the Chair of the Elections committee.

*Section 9: Executive Board Elections*

- a. Shall be held no later than 20 days prior to the end of the Spring semester.
- b. Polls shall be open a minimum of 48 hours.

*Section 10: Senate Elections*

- a. Shall be held no later than 14 days following the start of the Fall semester.

*Section 11: Ties*

- a. In the event of a tie between two or more candidates running for the same elected seat the following procedure will be in effect:
  - i. The Chair of the Senate will notify the Elections Committee and each candidate of the tie.
  - ii. The Senate shall by a two-thirds vote appoint one of the candidates to the office in question.
  - iii. In the event that the Senate is unable to come to a decision the Elections Committee will conduct a run-off election. Only the tied candidates will participate in the election.

*Section 12: Disqualifications*

- a. Formal complaints of a violation of an Election Bylaw shall be submitted to the Chair of the Elections Committee in writing.
  - i. The Chair(s) of the Elections Committee shall review the complaint for validity before convening the Elections Committee.
- b. Any violation of the Elections Bylaws shall be reviewed by the Elections Committee prior to the opening of polls, or within 24 hours of receipt of the complaint during or after the polling period.
- c. The Elections Committee may, by a simple majority vote (50%+1) decide to overlook a violation, warn a candidate, disqualify a candidate, or call for a new election.
- d. If a candidate chooses to appeal a decision they must do so in writing to the chair(s) of the Election Committee.



- i. The chair(s) of the Election Committee shall notify the Judicial Board within 24 hours.
  - ii. The Judicial Board must convene to address the appeal within five (5) business days following notification of the appeal.
- e. The Judicial Board may overturn the Election Committee's decision (and call for a new election, if necessary) or discard the appeal

## Senate Rules

- 1 Regularly scheduled Senate meetings shall adjourn at 2:00 pm, unless moved otherwise.
- 2 The Jaffe Clause: Impeachment Charges must be filed at least twelve (12) hours prior to a scheduled meeting in order to be put on the agenda for that meeting.
- 3 The ratio of Students to Senators in any given constituency shall be 420 to 1
- 4 The Senate shall, each semester, receive from the President of the PSGA, the legislation of the Student Assembly and review such matters prior to each semester's Student Assembly Conference.
- 5 The Senate shall not recognize proxy or absentee voting.
- 6 Cell phones or other technological means shall not be used for the purposes of homework, gaming, or communication for the entirety of Senate without expressed consent from the Chair.
- 7 The chairperson of any PSGA recognized assembly, committee, council, board or task force may order the removal of any person whose conduct disrupts the orderly, efficient or safe conduct of the meeting.
- 8 The Civic Actions Committee shall consist of the following voting members:
  - i. Four Senators
  - ii. One CoCOs Representative
  - iii. One Student at Large
- 9 The Steering Committee shall consist of the following voting members:
  - i. One Director/Coordinator
  - ii. Four Senators
  - iii. One CoCOs Representative
  - iv. One Student at Large

## PSGA Office Bylaws

The PSGA Office shall be a clearinghouse of information and administrative activity for the PSGA, its Executive, Judicial and Legislative branches, Clubs, Organizations, Services and members. The PSGA Office shall not run as a Club, Organization, Service or powered entity of the PSGA, but as the professional headquarters of all PSGA operations.

### *Section 1: Composition*

#### a. Office Manager

- i. Shall be responsible for conducting a search of viable Office Assistant applicants at the beginning of each semester to be approved by the Executive Branch at the first Executive Board meeting of each semester.
- ii. Shall train the Office Assistant staff in office policy and practice at the start of each semester to make sure all staff are up to date on the use of office software, hardware, equipment and etiquette.
- iii. Shall take a monthly stock of PSGA office supplies and order and replenish them as necessary for the continued upkeep of all PSGA sponsored operations and functions.
- iv. Shall report to the Chair of the Senate and then to the entire Executive branch as needed concerning the performance of Office Assistants, the status of the Office budget and the physical upkeep of the office space.
- v. Shall delegate tasks to the Office Assistants as needed and within reason.
- vi. Shall make and adjust the Office Assistant work schedule as needed throughout the semester.
- vii. Shall have full power to open and close the PSGA Office as necessary.
- viii. Shall work in conjunction with the Office Staff, The Executive Branch and the Public Relations Committee to best make use of the PSGA bulletin boards for upcoming events, elections, programming and monthly initiatives.
- ix. Shall secure all information pertaining to equipment service contracts, hardware, software and furniture such as purchase orders, service contracts and warranties for archiving purposes.
- x. The office manager shall submit quarterly reports and budget requests to the Coordinator of Finance and the Finance Committee as necessary.
- xi. Shall maintain a list of contact information concerning office Assistants, Executives, Service heads and heads of PSGA recognized clubs and organizations to be kept on file in the PSGA Office.
- xii. Shall file complaints or grievances concerning the office Staff to the Chair of the Senate and Executive Branch as necessary.
- xiii. Shall, in collusion with the Executive Branch, have the power to hire and fire office Assistants and necessary.
- xiv. Shall make complaints, grievances or observations concerning the welfare and upkeep of the PSGA Office known to the Chair of the Senate in writing within 7 (seven) days time before taking action to the Executive Board.
- xv. Shall attend executive Board meetings as deemed necessary and after being given notice of at least 5 (five) class days.
- xvi. Shall conduct an assessment of the aptitude and professionalism of Office Assistants during the tenth week of classes to be submitted to the Executive Board for review.

## b. Office Staff

- i. Shall be trained in office policy and practice at the start of each semester and shall be up to date on the use of office software, hardware, equipment and etiquette.
- ii. Shall report directly to the Office Manager on the status of office hardware, software, furniture, equipment and supplies as needed.
- iii. May be asked to perform tasks, within reason, of the Executive Branch and office manager during regular office hours.
- iv. Shall be responsible for finding shift coverage if and when it is needed.
- v. Shall be responsible for enforcing the posting policy of the PSGA Bulletin Boards by allowing only those posters that meet the criteria to be posted while on duty.
- vi. Shall be fairly proficient in PSGA policy and practice and be able to direct PSGA members to the proper forms of communication concerning PSGA officials, events and their contact information.
- vii. Shall take minutes for PSGA Executive Board and Senate minutes when their shift falls within their scheduled times and submit them to the Chair of the Senate within 7 (seven) days class time.
- viii. Shall sort mail and send e-mail verification of package delivery to the proper PSGA Executives, Club, Organization or Service heads.
- ix. Shall be responsible for the opening and closing of the PSGA office on a daily basis as well as minor upkeep of the office during their shift times.
- x. Shall have priority in the use of Office equipment, supplies, hardware and software during regular office hours.
- xi. Shall have the ability to monitor the use of office equipment, supplied, hardware and software during regular office hours.
- xii. Shall make complaints, grievances or observations concerning the welfare and upkeep of the Office known to the Office Manager.
- xiii. Shall participate in an assessment of aptitude, professionalism and performance during the tenth week of classes each semester.

## c. Executive Assistant

- i. Shall function as a resource for the Executive and Legislative Branch in the obtaining, maintaining, cataloging of policies, bylaws, constitutions, paperwork, periodicals and information accumulated by the Purchase Student Government Association.
- ii. Shall maintain all collected materials in a hard copy format and an electronic copy in duplicate.
- iii. Shall, upon request of the Executive Board, evaluate the efficiency, reliability and adherence to any document supported by the PSGA.
- iv. Shall present their findings to the Legislative Branch once per semester during a regular business meeting.
- v. Shall report to the President and the Chair of the Senate for duties with the purview of the Executive Branch.
- vi. Shall work with the Executive and Judicial Branch and the office staff in the collection of ratified minutes, committee charters, finance paperwork duplicates and information pertaining to policy, contracts, bylaws and PSGA published periodicals.
- vii. Shall report to the Executive and Legislative branch as deemed necessary

## The Student Center Bylaws

The Purchase Student Center is a social utility for the entire student population. All students have access to the variety of materials within the center along with the general and major events scheduled for the main and side stages. The Student Center provides a social common ground where students can interact and form relationships with their peers.

### *ARTICLE I: Composition*

#### *Section I.1: Student Center Coordinator*

- I.1.1 – Shall have a thorough knowledge of the inner workings of the student center, and must be able to act as an effective, accessible liaison between the many entities that use the building and it's services
- I.1.2 – Shall sit as a voting member of the Student Activities Board
- I.1.3 – Shall dictate projects to the Student Center Maintenance Supervisor
- I.1.4 – Shall be responsible for all financial actions in the name of the Student Center
- I.1.5 – Shall put together the work schedule for Student Center employees and be in communication with the Office of Community Engagement staff when necessary
- I.1.6 – Shall coordinate a schedule for major or extra event hours
- I.1.7 – Shall be readily available to the employees of the Student Center
- I.1.8 – In the event that the Maintenance Supervisor is unable to fulfill their duties or removed from their position, shall act as interim Maintenance Supervisor until such a time that the Executive Board may hire a replacement
- I.1.9 – Shall hold a training session for all new employees
- I.1.10 – Shall at their discretion, facilitate and coordinate employee meetings
- I.1.11 – May change the dress code and uniform regulations of employees at any time, unless a code was specifically implemented by the Office of Community Engagement or the Student Center Committee
- I.1.12 – Shall hold a five (5) hour desk shift once a week

#### *Section I.2: Student Center Maintenance Supervisor*

- I.2.1 – There shall be one Student Center Maintenance Supervisor
- I.2.2 – Shall be responsible for the major and minor upkeep of the Student Center building
- I.2.3 – Shall carry out projects dictated by the Student Center Coordinator
- I.2.4 – Shall be responsible for keeping the Student Center Building up to fire and safety codes
- I.2.5 – Shall hold one five (5) hour desk shift bi-weekly

#### *Section I.3: Student Center Employees*

- I.3.1 – Shall serve one five (5) hour desk shift per week
- I.3.2 – Shall carry out the activities dictated by the Student Center Coordinator
- I.3.3 – In the event an employee cannot work on of their desk shifts, the employee shall find a replacement, (may use alternates), or contact the Student Center Coordinator.
- I.3.4 – Shall be trained at the beginning of their term as a Student Center employee by the Student Center Coordinator

#### *Section I.4: Alternates*

- I.4.1 – Shall be trained at the beginning of the year
- I.4.2 – Must fill out the proper paperwork when hired
- I.4.3 – May sit in for an employee if said person cannot make a shift
- I.4.4 – There shall be seven (7) alternate positions

*ARTICLE II: Safety and Security*

*Section I: Employee Obligations*

- II.1.1 – All employees shall remove, or have removed, a person under the influence or suspected to be under the influence of alcohol or narcotics
- II.1.2 – All employees shall remove, or have removed, a person who brings alcohol or narcotics into the Student Center at any time
- II.1.3 – All employees shall remove, or have removed, a person involved in excessive fighting, destruction of equipment or a violation of any Student Center, Purchase Student Government Association or Purchase College Code of Conduct rule or standard
- II.1.4 – All employees shall remove, or have removed, any person, when instructed to do so by the staff of the Office of Community Engagement, The Student Center Coordinator, or a Purchase Student Government Association Executive
- II.1.5 – All employees must be aware of fire exits and safety hazards, and keep doorways and evacuation routes clear of obstructions at all times

*Section II: Major Events*

- II.2.1 – Alternates are obligated to work all major events
- II.2.2 – During all major events, including but not limited to Culture Shock, Fall Fest, Zombie Prom, or an event where sixty (60) or more people are expected to attend, Student Center employees must be checking Purchase College identification and issuing Guest Passes as necessary at the front door
- II.2.3 – The Student Center Coordinator in collaboration with the Student Activities Coordinator must supervise safety during all major events; including issuing preventative measures when deemed necessary, including but not limited to, security fences and additional security guards
- II.2.4 – All Student Center employees must regularly check the rear door to the Student Center to ensure unauthorized guests do not enter

*Section III: Uniform*

- II.3.1 – Student Center employees must be wearing some form of employee identification during all major events
- III.3.2 – Student Center employees are not required to have a specific dress code during their shift; a nametag is recommended but not required during normal hours

*ARTICLE III: Hiring Process*

*Section I: Employee Hiring*

- III.1.1 – The Student Center Coordinator shall send out a campus wide email at the beginning of the year looking for employees.
- III.1.2 – The Student Center Coordinator upon receipt of the applicants, conduct a trial cleaning of the Student Center where all applicants are obligated to attend. The Student Center Coordinator will observe each applicant in their response to instructions and their ability to work with other applicants.
- III.1.3 – The Interviewers for any Student Center Employee shall be at minimum; The Student Center Coordinator, The Student Activities Coordinator and a staff representative from the Office of Community Engagement.
- III.1.4 – Upon decision of employee versus alternate the Student Center Coordinator shall submit his decision to the Executive Board

*ARTICLE IV: Student Center Committee*

Section I: *Composition*

IV.1.1 – The Student Center Coordinator is a non-voting member and Chair of the Student Center Committee

IV.1.2 – The committee shall consist of the Student Center Maintenance Supervisor, The Student Activities Coordinator and three (3) senators. Employees and Alternates, the MEC, GPC and representatives from clubs, organizations and services that inhabit the Student Center are welcome but not required.

Section II: *Duties*

IV.2.1 – Shall act as an open forum between Student Center staff and the Legislative and Executive branches of the PSGA

IV.2.2 – Shall approve, with a simple majority, any policy or regulation the Student Center Coordinator wishes to implement

IV.2.2.a – Shall implement any policy or regulation deemed necessary with a simple majority vote

IV.2.3 – Shall approve, with a simple majority, the purchase of a piece of equipment whose value totals to two thousand dollars or greater

IV.2.4 – Shall advise the Student Center Coordinator on issues and complications being experienced on the behalf of the Senate or Executives

IV.2.5 – Shall advice the Student Center Coordinator on employee actions or other staff infractions noticed over the past month

IV.2.6 – Shall be held once a month in the Student Center

IV.2.7 – The Student Center Coordinator or Maintenance Supervisor shall inform the committee on any new or completed projects

IV.2.8 – Shall assist in planning, especially in safety and security, of major events

IV.2.9 – Shall approve, with a simple majority, the allocation of a space of the Student Center to a club, organization or service

IV.2.10 – Shall bring employee dismissal charges to the Executive Board with a simple majority vote, the Executive Board may then dismiss the employee or refute the charges.

## Public Relations Bylaws

### 1 General Provisions

- a These by-laws are set to govern the Public Relations Committee and the general procedures of social media throughout the PSGA.
  - i The term “content generator” refers to the officer of a club, organization, or service with administrative access to a group’s website(s) or social media account(s). “Content generator” shall not be construed to mean a member or a third-party posting content on that groups social media account(s).

### 2 Purpose

- a The Public Relations Committee will decide upon all aspects of the PSGA’s community outreach. This will include: posters, surveys, community outreach programs, advertisements, press releases, print media, social media, mass media, websites, and all electronic information systems excluding mass emails.
- b The Public Relations Committee shall use its budget to help the PSGA’s campus reputation grow in a more positive direction. This shall include developing projects that, in the PSGA’s name, make students more aware of the PSGA’s existence and positive influence on campus life.

### 3 Membership

- a The Public Affairs Coordinator shall chair Public Relations Committee, and shall not vote in committee matters unless in the case of a tie.
- b The Public Relations Committee shall be composed of seven(7) standing voting members, who shall be:
  - i Three (3) senators, excluding the Public Art Chair
  - ii Two (2) service representatives
  - iii One (1) student at-large
  - iv The Public Art Chair
- c A simple majority (greater than 50%) of the membership is necessary for an action of the Public Relations Committee to be valid.
- d The Webmaster and the Graphic Designer shall be considered non-voting members of the Public Relations Committee.
- e The Public Relations Committee shall convene once per week each semester.

### 4 Public Relations Personnel

- a Webmaster
  - i Shall be responsible for maintaining the website presence of the PSGA, including but not limited to coding, aesthetics, and editing.
  - ii Shall, along with the Coordinator of Public Affairs, be an administrator to the PSGA’s website(s) and all its social media accounts.
  - iii Shall be responsible for updating the content of the website on a weekly basis, or as requested by the Coordinator of Public Affairs.
  - iv In the absence of a webmaster, the Coordinator of Public Affairs shall assume their duties until a new webmaster is hired.



- v The Coordinator of Public Affairs and the Webmaster may only collaborate on the comprehensive writing of new code provided a simple majority of the Public Relations Committee determines that it is in the best interest of the PSGA for such collaboration to occur.
- vi The Coordinator of Public Affairs independently posting content and making topical coding revisions to the PSGA website and social media shall not be construed as a conflict of interest. The comprehensive writing of new coding however when there is no inherent vacancy in the webmaster position shall be construed as a conflict of interest.
- b Graphic Designer
  - i The Graphic Designer shall be responsible for establishing the PSGA's aesthetics, and shall design the PSGA's posters and other graphic media.
  - ii May work with the Webmaster to maintain the aesthetics of the PSGA's website(s) and social media.
  - iii May assist PSGA members in the development of their own posters for PSGA sponsored events on a case by case basis.

#### 5 Regulations on Print Media

- a On all printed materials from PSGA clubs, organizations, services, operations and other sponsors, the byline Paid For By Your Mandatory Student Activity Fee must exist at a 16pt type minimum. Exceptions to regulations on print media must receive advance approval from the Coordinator of Public Affairs.
  - i If a sanctioned group's materials fail to meet these standards, then the materials shall be subject to removal. Disciplinary action in the form of budget freezing may be incurred in the case of repeat offenses.
- b The "Paid for by Your Mandatory Student Activity Fee" stamp shall be available at all times in the PSGA office.

#### 6 Regulations on Websites and Social Media

- a All digital content published shall be published with the understanding that it may be redistributed throughout the internet and viewed by the general public.
- b All content generators shall post content which is relevant, searchable, and easy to share with audiences of all ages.
- c All content generators shall post content which adheres to copyright, fair use, and intellectual property rights.
- d No content shall be posted which causes someone to believe that a person's name, image, likeness, or other identifying aspect of that person's identity is being used without their permission.
- e It is encouraged that content generations attempt to review content for grammatical and spelling mistakes, and seek to resolve errors quickly.
- f All content generators shall moderate comments and keep their group's social media accounts updated on a regular basis. This shall not be construed to abridge freedom of speech.
- g Social media accounts run by the PSGA or PSGA-sponsored groups and activities cannot explicitly endorse student government candidates.

- h Content generators shall not post content directed at individuals which is off-topic, contains profanity, or are threatening in tone.
  - i All individuals upon using the forums provided by the PSGA or a sponsored group's website or social media account, agree to abstain from posting content which is solicitous, vulgar, contains profanity, or is threatening in tone. Such content may be deleted immediately without advance notice. Additionally, content generators are allowed to ban such individuals immediately without advance notice.
  - ii All content generators are encouraged to provide a set of community guidelines defining in their own terms what constitutes sound behavior in a social media forum or account.
  - iii Nudity or pornography is allowable only as posted for educational or artistic purposes, and it must not, considering contemporary student values, appeal to prurient interests. A disclaimer stating that the content may not be suitable for minors or work environments is encouraged in these circumstances.
- i In the event that a content generator produces content deemed as combative, demeaning, or otherwise negative; individuals are encouraged to contact the Coordinator of Public Affairs to notify them of the situation.
- j In the event of malicious use or unauthorized access of a social media account by a third party (i.e. phishing), or suspicious behavior, individuals are encouraged to inform the Coordinator of Public Affairs as soon as possible.
- k If a sanctioned group's materials fail to meet these standards, then the Coordinator of Public Affairs may request the closure of that group's social media account(s) for the remainder of the academic year with the advice and consent of the Public Relations Committee and the Senate. Disciplinary action in the form of budget freezing may be incurred in the case of repeat offenses.
- l The social media presences of PSGA Clubs, Organizations and Services shall be run without the Coordinator of Public Affairs serving as a content generator.
- m The social media presences of PSGA-sponsored groups and activities that are not clubs, organizations and services shall be overseen both by at least a content generator from that group or activity, and the Coordinator of Public Affairs.

## 7 Logo and Ornamentation

- a Logo
  - i The logo of the Purchase Student Government Association shall be the same throughout the organization, as established in these bylaws. Any changes in color are permissible; and use of the logo in promotional material at Purchase College shall be supervised and/or authorized by the Coordinator of Public Affairs.
  - ii The logo shall consist of a filled-in circle with the word "purchase" in lowercase Universe typeface at the upper-left, and, in cursive, the letters "SGA" at the lower half of the circle.

b Official Colors

- i The following color combinations shall equally be deemed as representing the Purchase Student Government Association. Use of these colors in promotional material is encouraged but not mandatory:
  - 1 Heliotrope and Puce
  - 2 Blue and Orange
  - 3 Purple and Yellow

c Name

- i. Article I of the PSGA Constitution shall not be construed to limit the Purchase Student Government Association's ability to brand itself as it deems necessary, provided that all name re-brands are germane to "Purchase Student Government Association" (e.g. PSGA, Purchase SGA).

## Public Art Council Bylaws

### 1 Composition

- a The Public Art Council shall be chaired by a Senator, elected by and from the Senate, within the first three Senate meetings. That person shall be termed the Chair of Public Art.
  - i In the event of a vacancy in the Chair of Public Art position, the Coordinator of Public Affairs will act as interim Chair of Public Art until such a time that the Senate may produce a replacement from its body.
- b The Public Art Council shall consist of the following voting members:
  - i 3 Senators
  - ii 1 Student-Athlete
  - iii 1 CoCOs / Service Board representative
  - iv 1 Student-at-Large
- c When an appointed position on the Council becomes vacant, the vacancy shall be filled in a timely manner in the same manner as the original appointment was made.
- d Three (3) consecutive absences by an appointed Council member, without prior notification to the Chair of Public Art, shall be construed as resignation, and the subsequent vacancy shall be filled.
- e The Chair of the College's Beautification Committee shall be an ex-officio non-voting member of the Public Art Council.
- f The Coordinator of Public Affairs shall be an ex-officio non-voting member of the Public Art Council.

### 2 Meetings

- a There shall be regularly scheduled weekly meetings of the Public Art Council.

### 3 Duties of the Public Arts Council

- a To advise the Executive Board and the Senate regarding cultural activities on campus.
- b To promote the arts across the student body, regardless of their major, year, or conservatory status.
- c To provide a forum to foster awareness about artistic endeavors on campus.
- d To promote the value of public art.
- e To promote collaboration between the arts, humanities, sciences, and athletics at Purchase College.
- f To oversee public art selection, in conjunction with the President's Committee on Public Art.
- g To process all faculty and administration requests made to the PSGA for public art.
- h To be responsible for the honorary naming of public spaces at Purchase College.
- i To perform such other duties as may, from time to time, be deemed appropriate by the Senate.

### 4 Additional Duties of Public Art Chair

- a To serve as a student representative on the President's Committee for Public Art.
- b To attend meetings of the Public Relations Committee.

- c To coordinate student involvement among college-wide artistic institutions, including but not limited to the Performing Arts Center, the Maass Gallery, the Passage Gallery, the Neuberger Museum, etc.
- 5 Removal of the Chair of Public Art
  - a The Chair of Public Art may be relieved of their duties, due to delinquency or malfeasance, with a two-thirds majority of the Senate. This shall return the Chair of Public Art to Senator status while incurring a vacancy in the Chair of Public Art position.
- 6 Use of the Public Art Grant
  - a Submissions shall only be accepted from matriculated Purchase College students who have paid their Mandatory Student Activity Fee.
  - b The Public Art Grant Fund shall be used solely for the following purposes:
    - i Any live, public productions including but not limited to dance, music, or theatre.
    - ii Any public visual art installation, including the annual mural competition.
    - iii Gallery openings and art fairs.
  - c Funds shall not be used for a project to be entered into a third party's competition, nor shall they be used for projects to be academically graded.
- 7 Submission Rules
  - a For Live Productions
    - i All grant requests for live productions shall include:
      - 1 A written proposal that states:
        - i The intended purpose and meaning of the piece.
        - ii The estimated number of performers.
        - iii An estimate of required materials and costs for each.
        - iv Location of event/performance.
        - v Estimated length, show dates, or any time related.
      - 2 The choreographer and/or director's name must be attached to the project.
  - b For Artistic Installations
    - i All grant requests for artistic installations shall include:
      - 1 A written proposal including:
        - i A diagram of the proposal with dimensions.
        - ii An estimate of required materials and costs for each.
        - iii Exhibition space or location.
        - iv Dates of exhibition.
      - v The artist's name must be associated with the project.
      - vi For the annual mural competition only, the deadline for all submissions shall be the Public Art Council meeting immediately preceding Spring Recess of each academic year. The submissions shall be evaluated at the next Public Art Council meeting immediately following the deadline.
  - c For Galleries and Art Fairs
    - vii All grant requests for gallery events and art fairs shall include:
      - 1 A written proposal.
      - 2 A waiver stating that no food shall be prepared by students for the event.

- 3 A waiver stating that no alcohol shall be served at the event.
- 4 An estimate of required materials and costs for each.

## 8. Application Review

- a The Chair of Public Art shall review all applications for guideline adherence, completeness, and eligibility prior to their consideration by the Public Art Council.
- b Members of the Public Art Council shall examine requests for the following criteria:
  - i The artistic significance of the project.
  - ii The project's ability to engage and strengthen the campus community.
  - iii The ability for the project to be executed in an affordable and timely manner.
  - iv Plans for both record and bookkeeping.
  - v What the artist deems as a successful end-state for the work.
- c The Public Art Council reserves the right to request a portfolio of previous work during the selection process.
- d No student may be disqualified, nor receive preferential treatment, on the basis of their major or conservatory status.
- e Upon the awarding of funds, a letter shall be sent to both applicants not recommended for funding and new grantees.
- f New grantees shall receive an official grant award notification, along with information about reporting and fiduciary requirements.

## 9. Grant Regulations

- a. All expenses must occur within thirty (30) days of the grant award notification being sent. Payment requests must reflect project-related expenses already incurred, for the sake of reimbursement; and/or must reflect project-related expenses to be incurred within those thirty (30) days of the grant award notification being sent, for the sake of advance.
- b. At the conclusion of those thirty (30) days, and if the grant's conditions are upheld, grantees shall not receive financial compensation for receiving Public Art Council funds, but shall receive a certificate of participation.
- c. In accepting grant funds, students assume responsibility for administering the funds in accordance to the award and all stipulations therein.
- d. Grant recipients are responsible for maintaining copies of receipts, financial documents, and other records that may be pertinent to the award, which shall also be submitted to the Public Art Council on or before the thirteenth day.
- e. Grant recipients shall use their funds specifically for the designated art project. Materials that are either not germane to the project, or in excess of the stated needs of the project, shall not be reimbursed with grant funds.
- f. Funds unused by grant recipients at the conclusion of thirty (30) days of authorization shall be forwarded to the Purchase Student Government Association's Finance Committee for reallocation.
- g. Failure to comply with grant regulations may result in freezing or termination of grant funds. In this instance, the Purchase Student Government Association reserves the right to recover unused funds.

## 10. Conflict of Interest

- a. No Public Art Council member may review an application with which they are affiliated. In such circumstances, they shall inform the Public Art Chair of the conflict of interest and the Public Art Chair shall remove them from attending the selection panel.

11. Termination

- a. The Public Art Council reserves the right to cancel in the following circumstances:
  - i. Convenience of the artist with their consent.
  - ii. Failure to comply with grant regulations.
  - iii. In the event cancellation of the grant is deemed in the best interest of the Purchase Student Government Association.

## The Green Fee Council Bylaws

### Section 1: Composition

- a. The Green Fee Council shall be chaired by a Senator, elected by and from the Senate, who shall be termed the Chair of the Green Fee.
- b. In the event that the Senate fails to produce a nominee for the Chair of the Green Fee position, members of the PSGA Green Team may be considered and brought forward for the nomination.
- c. Any nominated individual for the Chair of the Green Fee must be able to fulfill the responsibilities of the position through both the Fall and Spring semesters of the academic year which they are appointed in.
- d. The Green Fee Council shall consist of the following voting members:
  - i. One Senator
  - ii. One CoCOs Representative
  - iii. Three Students-at-Large, to be appointed by the Chair of the Green Fee
    1. The three Student-at-Large seats may be filled by active PSGA members with advice and two-thirds consent of the Senate.
  - iv. Five Faculty/Staff representatives, to be appointed by the College
- e. When an appointed position on the Council becomes vacant, the vacancy shall be filled in a timely manner in the same manner as the original appointment was made.
- f. Three (3) consecutive absences by an appointed Council member, without prior notification to the Chair of the Green Fee, shall be construed as resignation, and the subsequent vacancy shall be filled.
- g. The PSGA President shall be an ex-officio non-voting member of the Green Fee Council.

### Section 2: The Green Fee Grant

- a. Name
  - i. The internal grant which funds the Green Fee Council for green initiatives, projects and promotions shall be called The Green Fee.
- b. Annual Budget Process
  - i. The Green Fee Grant shall be reviewed and may be altered each year in accordance with the PSGA Budget Request process and the Finance Bylaws.
  - ii. The Green Fee Grant shall be derived from the Mandatory Student Activity Fee.
  - iii. There shall be no predetermined amount coming from a 'per student' basis without proper approval from the Finance Committee and PSGA Senate.
    1. If a 'per student' basis is approved there may not be restrictions on annual revisions.

### Section 3: Meetings

- a. There shall be regularly scheduled biweekly meetings of the Green Fee Council.

### Section 4: Duties of the Green Fee Council

- a. To increase understanding and active sustainable behaviors among all members of the campus community.
- b. To meet the goals of the American College and University Presidents Climate Commitment.
- c. To advise the college and the Purchase Student Government Association on sustainable initiatives, projects or concerns.
- d. To provide a forum to foster awareness about green endeavors on campus.
- e. To oversee and approve Green Fee Grant projects and purchase requests.
- f. To perform such other duties as may, from time to time, be deemed appropriate by the Purchase Student Government Association Senate.

### Section 5: Additional Duties of the Green Fee Chair

- a. To serve as the chief student representative on matters of the Green Fee.



- b. To serve as the liaison between the Sustainability Committee and the PSGA Executive Board, Senate, the Finance Committee and the Green Team.
- c. To coordinate student involvement among college-wide sustainability projects.

#### Section 6: Removal of the Green Fee Chair

- a. The Green Fee Chair may be relieved of their duties, due to delinquency or malfeasance, with a two-thirds vote of the Senate. This shall return the Chair of the Green Fee to Senator status while incurring a vacancy in the Chair of the Green Fee position.

#### Section 7: Use of the Green Fee Grant

- a. Prerequisites
  - i. Submissions shall only be accepted from matriculated Purchase College Students or a faculty member with a student sponsor.
    - 1. A student sponsor shall be defined as a matriculated Purchase College student who is in active support of a faculty member's initiative.
    - 2. Faculty may not proceed with requests without a student sponsor.
- b. Initial Considerations
  - i. Initiatives must help the campus operate in a more sustainable manner.
  - ii. Initiatives must be in line with the Purchase College Strategic Plan 2010-2015 as well as the State University of New York Plan March 2010.
  - iii. Initiatives must be geared toward fiscal, academic or environmental sustainability.
  - iv. Initiatives must be cost effective and able to be executed in a timely manner.
  - v. Funds shall not be used for a project to be entered into a third party's competition, nor shall they be used for projects to be academically graded including Senior Projects.
  - vi. Applicants shall not be disqualified, nor receive preferential treatment on the basis of their major or departmental affiliation.
  - vii. Voting Members shall take into consideration the cost of each specified item as well as additional registration costs and shipping and handling.
- c. Submission Rules
  - i. Submissions shall be filled out electronically through a link annually publicized by the Green Fee Council.
  - ii. All required fields and information must be clearly filled out in order to be considered.
  - iii. All applicants must adhere to committee requests and follow up questions.
  - iv. Submissions shall include the following information:
    - 1. A detailed description of the request.
    - 2. Total dollar amount requested (including registration fees, shipping, etc...)
    - 3. Applicants' name, phone number, email, mailing address, CID Number and campus/departmental affiliation.
- d. Application Review
  - i. The Chair of the Green Fee shall review all applications for guideline adherence, completeness, and eligibility prior to their consideration by the full committee.
  - ii. The committee may approve or deny an application with a simple majority vote of the present voting membership.
- e. Approval
  - i. Upon the awarding of funds, a confirmation shall be sent to the applicant.
  - ii. The Green Fee Chair shall be responsible for filling out all necessary paperwork to provide the initiative funding including but not limited to Purchase Orders, Performer Contracts, Riders for Performance and Working Relationship Letters.
  - iii. The Purchase Student Government Association shall be responsible for maintaining copies of receipts, financial documents, and other records that may be pertinent to the award.

- iv. Approved funds unused by the applicant at the conclusion of thirty (30) days of authorization shall return to the Green Fee Fund.
- f. Termination of Approved Award
  - i. The Green Fee Council, The PSGA Executive Board and the PSGA Senate reserve to right to cancel an already approved award in the following circumstances:
    - 1. Convenience of the Applicant with their consent.
    - 2. Failure to comply with grant regulations.
    - 3. In the event cancellation of the grant is deemed in the best interest of the Purchase Student Government Association.

Section 8: Grant Regulations

- a. All expenses must occur within thirty (30) days of the grant award notification being sent. Payment requests must reflect project-related expenses already incurred, for the sake of reimbursement; and/or must reflect project-related expenses to be incurred within those thirty (30) days of the grant award notification being sent, for the sake of advance.
- b. At the conclusion of those thirty (30) days, and if the grant's conditions are upheld, grantees shall not receive financial compensation for receiving Green Fee Council funds.
- c. In accepting grant funds, students assume responsibility for administering the funds in accordance to the award and all stipulations therein.
- d. Grant recipients are responsible for maintaining copies of receipts, financial documents, and other records that may be pertinent to the award.
- e. Grant recipients shall use their funds specifically for the designated project. Materials that are either not germane to the project, or in excess of the stated needs of the project, shall not be reimbursed with grant funds.
- f. Funds unused by grant recipients at the conclusion of thirty (30) days of authorization shall be forwarded to the Purchase Student Government Association's Green Fee Council for reallocation.
- g. Failure to comply with grant regulations may result in freezing or termination of grant funds. In this instance, the Purchase Student Government Association reserves the right to recover unused funds.

Section 9: Conflict of Interest

- a. No Green Fee Council member may review an application with which they are affiliated. In such circumstances, they shall inform chair of the committee of the conflict of interest and the chair shall remove them from attending the selection panel.

## Financial Bylaws and Policy

### Section I – General Principles

#### General Principles:

For the purpose of this document, any service, program, club, organization, publication, or other entity receiving Purchase Student Government Association funding, including the operations of the student governmental body itself shall be referred to as a “PSGA operation” or “Group”.

1. All expenditures of moneys from PSGA operations must be made by PSGA check, credit card, or by cash advance procedure.
2. Under the rules of the State University Board of Trustees, PSGA operations may NOT invest in non-liquid, risky investments; may not open a private savings account, apart from that which is controlled by the PSGA Business Manager or the College on behalf of the PSGA (and subject to audit); or maintain any account which does not bear the name Student Senate Association, Inc. or PSGA, and/or is not subject to the annual audit which is independently conducted.
3. The officers of a PSGA operation may not make any contractual commitments or sign contracts on behalf of the operation nor on the behalf of the PSGA. Only the elected officers of the PSGA, including the liaison to the PSGA from the College, may make any such commitments and sign contracts on behalf of any PSGA operation. Individuals may be held personally responsible for any contractual expenses incurred by unauthorized commitments.
4. All PSGA operations must be advertised and available for participation by all activity fee paying students given practical limitations on facilities, etc. PSGA operations shall make no rules, policies, or legislation nor hold any function which denies access, membership, or full and active participation of any matriculated and/ or activities fee paying student on any basis including but not limited to real or perceived age, race, sex, gender identity/ expression, sexual history, color, religious orientation, national origin, marital or parental status, legally recognized domestic partnership status, national origin, ancestry, creed, physical or mental disability, alienage, citizenship, sexual orientation, political belief, veteran status, arrest and/ or conviction record, or any other criterion prohibited by federal, state, or local law.
5. All PSGA operations must have an officer designated as the treasurer or chief financial officer and cannot operate financially without one.
  - i. This individual is responsible for keeping adequate financial records which show the accurate financial condition of the organization.
  - ii. S/he must keep records containing all financial transactions of the organization and must follow all required and approved financial procedures.
  - iii. This individual [in conjunction with the designated overseeing executive] must sign all financial paperwork relating to the group.

6. No PSGA operation shall operate financially when the balance in its account indicates a deficit.
  7. No PSGA operation shall operate financially without being cleared in Treasurer Training or by explicit authorization of the Coordinator of Finance.
  8. The PSGA is a tax-exempt organization. Students must pick up a tax-exempt form from the Business Manager to take with them when making purchases. No reimbursement will be made for tax, even with a receipt.
- A. Finance Committee:
1. The Finance Committee shall consist of the following voting members:
    - a. Four (4) PSGA Senators, to be appointed by the Chair of Senate
    - b. One (1) PSGA club, organization, or service executive.
    - c. One (1) Student at Large.
  2. As per the PSGA Constitution (Article III, Section 6: Committees): “A simple majority vote (greater than 50%) by a committee may appoint or dismiss non-voting members to their committee”.
    - a. The Assistant to the Business Manager shall serve as a non-voting member of the Finance Committee, unless dismissed in accordance with the Constitution.
    - b. Should the Finance Committee vote in a new member, the new member must agree to serve on the committee for the remainder of the academic year.
    - c. No voting member may vote on his or her own proposal.

## Section II – Budgets and the Annual Budgeting Process

- A. PSGA Operations Which Are Budgeted on an Annual Basis
1. The following PSGA operations are budgeted on a yearly basis during the annual budget process:
    - a. PSGA Operational;
    - b. Savings and Grants;
    - c. Non Programming Activities;
    - d. General Programming Committee (and its subsidiary programming areas);
    - e. Major Event Programming Committee Fund;
    - f. Student groups recognized as “clubs”, “organizations”, or “services” by the PSGA;
    - g. CoCOs General Fund account;
    - h. Discretionary/ Unallocated Fund;
    - i. Payroll for employees of the PSGA;
    - j. PSGA Public Relations;
    - k. Any other areas as determined by the Finance Committee and the Senate, which are in conformity with all PSGA, Trustee & College guidelines.
- B. The Budget Process
1. All PSGA operations which desire a budget for the following year (as defined above) must prepare and submit a budget to the PSGA Finance Committee by the announced deadline.

- a. If a PSGA club, organization or service does not submit a Budget Request they may be returned to the CoCOs \$50 minimum at the discretion of the Coordinator of Finance and the Finance Committee.
    1. The Coordinator of Clubs, Organizations and Services shall be notified of any instance in which a club, organization or service has been returned to the CoCOs \$50 minimum.
  - b. Any operation that does not want money allocated to them for the next Fiscal Year, is not required to submit a Budget Request.
    1. In this case, it is the responsibility of the Chief Financial Officer to notify the Coordinator of Finance before the Budget Request Hearings.
2. The Chief Financial Officer or Treasurer of each annually budgeted operation must prepare and submit the Budget Requests for their respective areas. Failure to do so may result in a cut of funding for the coming fiscal year.
    - a. The Coordinator of Finance in conjunction with the Finance Committee may use the previous year's budget as a reference for any operation not submitting a Budget Request.
    - b. The Coordinator of Finance must notify the chief officer of the course of action chosen. The Finance Committee may also, at their option, decline to submit a budget for those operations not submitting a request.
    - c. Should the Finance Committee decide not to fund any operation for the above stated reason, and if said operation is not defunct, then that operation may, request funding from the CoCOs General Fund or the Finance Committee during the course of the following fiscal/ academic year.
  3. The Coordinator of Finance, in conjunction with the Business Manager, shall prepare budget requests for the following areas: PSGA Operational; Savings; Discretionary/ Unallocated Fund; and Payroll.
  4. The Coordinator of Finance, in conjunction with the Business Manager, will establish a reasonable projected budget figure for the upcoming fiscal/ academic year, based upon the current year's receivable estimate of student enrollment, and any other pertinent information available to them.
    - a. At their discretion, they may discount a percentage to accommodate a possible decline in enrollment and/or non-collectable fees.
  5. The Coordinator of Finance and his/ her committee may solicit grant applications from any department or group/ organization on campus that the Committee feels contributes to the quality of student life and that complies with the guidelines of the State University Trustees, the College and the PSGA.
    - a. The Committee and the PSGA are under no obligation to fund any grant or to continue to fund any department or group/ organization that may have received a grant in prior years. The Committee and the Senate decide upon these grants on a year-by-year basis.
  6. Annual Budget Request Deadlines.

- a. The Coordinator of Finance shall establish a deadline in which PSGA operations may sign up for a Budget Request Hearing. Notwithstanding unusual circumstances, this deadline should fall within the month of February each year.
- b. The Coordinator of Finance must advertise the deadline and the availability of budget request materials at least two weeks prior to the deadline, via email.
- c. The Coordinator of Finance shall receive all budget requests and be available to answer any related questions.

C. Budget Request Hearings

1. The Coordinator of Finance must allocate at least fifteen (15) minute time slots to all PSGA Financial Officers who request Budget Request Hearings. The Coordinator of Finance should announce and post sign-up times at least one (1) week prior to the start of budget request hearings.
2. The Budget Request Hearings will be attended by the following people:
  - a. The Coordinator of Finance
  - b. Two (2) PSGA Senators
  - c. The current and/or coming Chief Financial Officer from requesting PSGA operation.
3. All budget request hearings are open to attendance by members of the College community.
4. In the Budget Request Hearings the Chief Financial Officer, or his/her designee should make a presentation about their operation and general overview of the budget request and shall respond to questions from the hearing attendees.
5. Minutes shall be kept of each budget hearing and be made available upon request.
6. After the final hearing, the Coordinator of Finance, in conjunction with the Finance committee, will focus on preparing a balanced budget for the next Fiscal Year. Each request will be discussed, and the committee will decide upon its' recommendation.
  - a. The Finance Committee shall meet to prepare the final budget recommendation.
  - b. During the budget deliberation, the Finance Committee may request the attendance of PSGA Operation representatives, as points of reference in the budgeting process.

D. Final Budget Approval Process

1. The final budget recommendations of the Finance Committee shall be presented to the Senate no later than the second week in April. Consideration and approval of the budget by the Senate should be completed by the end of April.
  - a. These deadlines may be altered by the Coordinator of Finance to accommodate special or emergency circumstances only.
2. The time, place, and date(s) of the Senate meeting(s) where the budget will be discussed and approved must be advertised/ announced at least twenty-four hours prior to the meeting by the Coordinator of Finance in conjunction with the Coordinator of Public Affairs.
3. At the Senate meeting where the budget is discussed and voted upon, the Coordinator of Finance shall present the budget to the Senate, and solicit questions regarding the budget.

- a. After all questions and discussion have been completed, a motion may be entertained to vote for the budget.
  - b. Should there be any portion of the budget that is being contested, the Coordinator of Finance may ask for an itemized vote on each area.
4. Should an area of the budget not be approved by the Senate:
    - a. If there is consensus as to a proper budget figure for any area, and if that figure does not negatively impact the budget, the Senate may change said budget figure and re-vote on that particular area.
    - b. The budget can be deemed negatively impacted by the Coordinator of Finance at any time after the Senate votes on a particular area.
    - c. If the proposed change in budget figure would negatively impact the budget, the Finance Committee shall meet prior to the next Senate meeting to discuss its' recommendation.
    - d. The budget shall be presented at the next Senate meeting, and another vote may be taken at that time.
  5. As required by the Board of Trustees, a final copy of the budget, as approved by the Senate, shall be prepared by the end of the first week in May, and forwarded to the President of the College (or his designee) for approval.
  6. Should the budget not receive final approval prior to the start of the new fiscal year, all accounts are frozen until senate approval.
    - a. In an emergency situation, an interim financial plan utilizing accumulated unspent reserves from prior years is developed and approved by the College.
    - b. Until a budget is approved, normal due and payable invoices for the necessary operation of business (i.e. insurance invoices) may be paid by the Business Manager from the emergency operating reserve fund
    - c. During this time, no new obligations may be contracted.

#### E. Changes to Approved Budgets; Additional Allocations

1. Any proposed amendments or changes to the budget of a PSGA operation must be presented at a meeting of the Senate.
  - a. A budget change or amendment is defined to be any increase or decrease in any account, line, or operation's budget.
  - b. Budget changes recommended by the Coordinator of Finance in conjunction with the Finance Committee which adds new funds may be allocated from other funded budget lines, or from the General Reserves.
  - c. Should the Senate not approve of a presented budget change or amendment, the Senate may vote on such amendments and/or changes to the approved budget.
2. Allocations to new operations (i.e. new clubs, organizations, or services) not covered in the original budget as approved, may be allocated from either the Unallocated Fund, the General Reserves, or from lines where it has been determined that the budgeted money will not be used (such as a defunct organization).

3. New clubs or organizations automatically are awarded \$50.00 from the CoCOs general fund, following approval by CoCOs. These clubs or organizations may then also seek additional funding from the CoCOs General Fund or the Finance Committee.
4. Allocations to new groups from the Unallocated line or the General Reserves shall follow the following guidelines:
  - a. Prior to the vote-taking place, the Coordinator of Finance shall present to the Senate the Finance Committee's recommendation and the balance remaining in the Unallocated Fund.
  - b. The Coordinator of Finance and the Business Manager must agree that new allocations from the Unallocated line or the General Reserves are fiscally responsible and in compliance with regulations prior to those allocations being transferred to the new group.

#### F. Emergency Situations

1. An emergency situation is to be considered any expenditure that is required to be handled in an expedited manner, and has not been previously budgeted for.
2. The Coordinator of Finance will handle all emergency situations relating to funding or budgets on an individual basis in conjunction with at least one other Executive.
3. If emergency funds are requested or required, the Coordinator of Finance shall confer with the PSGA Business Manager and Student Government Advisor and bring their recommendation to the next Senate meeting.
  - a. If the situation does not permit waiting until the next Senate meeting, and the Coordinator of Finance determines that a true emergency exists, he/she shall call an Emergency Finance Committee meeting to make a decision or take action.
  - b. If a Finance Meeting is not possible, the Coordinator of Finance shall make a decision in conjunction with at least one other Executive.
  - c. At the next Senate meeting, the Coordinator of Finance will report on the situation, and any decisions made or action taken.
4. In the event that all other Executives cannot be contacted, the Coordinator of Finance shall make the decision alone (in conference with the Business Manager and/or Advisor if he/she is available) and report his/her decision to the Senate at the next scheduled Senate meeting.

### **Section III – Policies Regarding Clubs, Organizations, & Services**

#### A. The CoCOs General Fund

1. Funding for the CoCOs General Fund will be made on a year-by-year basis. The Coordinator of Finance, in conjunction with the Finance Committee and the Business Manager, will determine the recommended allocation during the budget process.



2. The purpose of the CoCOs General Fund is to provide financial support, over and above budgeted funding, on an as needed and approved basis, as well as for startup and event funding for clubs
3. The Coordinator of Clubs, Organizations, and Services shall prepare and represent the CoCOs General Fund during Budget Request Hearings.
4. CoCOs is made up of one member from each recognized club and organization and is chaired by the Coordinator of Clubs, Organizations, and Services (CoCOaS).
  - a. Each group must have on file with the PSGA a properly completed and current treasurer contract and a current and up to date copy of the approved charter.
  - b. The group's account must be in "Good Standing" with the PSGA.
    - i. A group is considered in "Good Standing" when their account is not in deficit, is not frozen, and they must adhere to the PSGA financial policies and procedures as outlined in this document.
5. Criteria for receiving allocations from the CoCOs General Fund:
  - a. Only those student groups recognized by the PSGA as a club, Organization or Service and those meeting the general eligibility criteria may receive funding through the PSGA CoCOs General Fund account.
  - b. The CoCOs General Fund may be used for activities, programs and events sponsored by clubs, organizations and services.
  - c. New clubs, and organizations formed during the course of the academic year, having received recognition by the PSGA, are eligible to apply for funding from the CoCOs General Fund.
  - d. The CoCOaS may establish other reasonable criteria for funding, as he/ she feels is necessary.
6. Because the CoCOs General Fund is limited, groups are encouraged to seek co-sponsorship and other sources of funding. However, this co-sponsorship must be indicated at the meeting where the funding request is to be considered.

#### B. CoCOs General Fund Requests and Approvals for Clubs, Services and Organizations:

1. Allocations cannot be made for any purpose that violates Board of Trustees Policies, or for:
  - a. Alcoholic beverages;
  - b. Individually contracted student performers;
  - c. Donations to any group outside of the PSGA;
2. A request for funds from the CoCOs General Fund must be submitted in writing and placed in the mailbox of the CoCOaS, or given to the CoCOaS, by a deadline, which shall be established, announced, and advertised by the CoCOaS.
3. A request for funds must be submitted before expenditures and commitments are made.
4. The funding request shall be presented to CoCOs for discussion and consideration.
  - a. During discussion, the CoCOaS will indicate whether the club or organization meets the eligibility criteria.

- i. Eligibility Criteria includes:
    1. Effective use of previous allocations.
    2. Adherence to financial policies and procedures of the PSGA.
    3. A fully itemized breakdown of all projected expenses (including those that will be funded through other sources).
    4. An itemized and complete list of all other sources of funding (including anticipated funding; projected revenue from tickets, contributions, etc.)
    5. A report of attendance at previous events, and a report of the group's plans for the balance of the semester.
  - ii. The CoCOaS shall provide the Council with all relevant documents from the above-mentioned required criteria.
  - b. A representative of the sponsoring group who is familiar with the funding request must be present.
    - i. The representative may make a brief presentation to explain the proposed funding request and provide background information on the group.
    - ii. During discussion of the funding request, representative(s) of the sponsoring club or organization may respond to questions and concerns.
5. In consideration of the funding request, members of CoCOs should take into consideration:
- a. How the proposed activity interacts with or affects already planned activities and events.
  - b. Benefit of the proposal to student needs and interests.
  - c. Relevance of the proposal to the group's purpose (as indicated in its charter).
6. All funding proposals must abide by the CoCOs bylaws, and other criteria established by the CoCOaS.

## **Section IV – Income and Revenue Procedures**

### **A. General Policies and Procedures Applicable to All Income Generating Activities**

1. Cash boxes and startup/change banks may be requested from the Business Manager a minimum of two (2) business days in advance of the time they are needed.
2. All revenue must be returned after each event, as stated below.
  - a. During normal business hours, the cash box and/or any revenues earned shall be returned directly to the Business Manager.
  - b. In the event that the Business Manager is unavailable, the cash should be secured until it can be returned on the first business day after the event to the Business Manager.
3. Money received may not be used or removed for any purpose (even with receipts).
4. All funds received by the Business Manager (less startup cash, if provided) will be deposited to the appropriate PSGA Operation's account.
5. All deposits must include a record of how the money was collected.
  - a. Failure to submit a record will result in action taken against the Operation by the Coordinator of Finance, and/or the Executive Board.

1. This action may include, but is not limited to, the freezing of the budget until such record is returned to the Coordinator of Finance.
  
6. The Business Manager must call to the attention of the Coordinator of Finance any unusual overages or shortages discovered in the reconciliations; any failure to abide by the PSGA policies and/or procedures; or when it appears there are any improprieties in the handling of income and/or revenue. The Coordinator of Finance may investigate and, if warranted, freeze an account as provided for in this document.

B. Ticket Sales

1. No admission may be charged to any MSAF paying student to any event using a club, organization or service's PSGA budget, or other PSGA monies.
  
2. For all films, events or programs where admission is charged, numbered two-part roll tickets may be used.
  - a. This is in addition to any other controls instituted such as hand stamping, etc.
  - b. These procedures may also be used when holding a raffle.
  
3. The first and last ticket number, the price per ticket and the amount of start-up cash shall be recorded on the reconciliation sheet.
  
4. Each ticket will have two parts. The "ticket" half shall be given to the person paying for the event. The "coupon" part shall be kept by the group. The coupon half of the first ticket sold, and the coupon half of the last ticket sold shall be stapled to the reconciliation slip.
  
5. The amount of cash deposited should equal the amount of startup cash received, plus all income. Income must equal the number of tickets sold times the price of the ticket. Tickets must be sequential and all tickets must be accounted for.
  - a. Unused, non-sequential tickets must be voided.
  
6. For any event taking place at the Performing Arts Center, an acceptable procedure shall be worked out prior to the event between the PSGA club, organization, or service sponsoring the event, and the Performing Arts Center for ticketing, reconciliation of receipts, itemization of expenses and forwarding of proceeds to the PSGA.

C. Sales of Goods or Services

1. For all sales of goods or services (e.g. T-shirts, bake sales, etc.), procedures similar to those for sales of tickets will be followed.
  - a. A cash box and startup change fund may be requested from the Business Manager at least two days in advance of need.
  - b. A record of sales must be submitted to the Business Manager.
  
2. The person conducting the sale must keep track of the number of items sold at each price and record this information before returning it to the Business Manager.
  - a. Information required will be:
    1. Description of items(s),
    2. Price at which it was sold,
    3. Number of items sold.

3. If the items being sold were purchased with PSGA funds (for example, T-shirts), then a beginning inventory as well as an ending inventory must also be submitted.
4. Arrangements should be made with the Coordinator of Finance for the storage and/or disposition of unsold items.
  - a. If the same items are being sold at more than one price (e.g. discounted) inventory figures must be kept for the number of items sold at each price.
5. All income or proceeds, a completed record of sales, startup cash, and cashbox must be returned to the Business Manager no later than the next business day immediately following the conclusion of the sale.
  - a. These items may be returned directly to the Business Manager during normal business hours.
  - b. Outside of normal business hours, the cash and record of sales should be kept secured until the next business day when it can be deposited with Business Manager.
6. The group holding the event will be held responsible for the cash and reconciliation items.

D. Providing food for events and/ or sales:

1. For safety and health concerns, Purchase College and the PSGA require that all food be provided by licensed food establishments.
2. Food for events and regular meetings may not be cooked and provided by any individual or entity that is not properly licensed.

E. Charitable and Benefit Programs

1. It is the strict policy of the PSGA that no student activity money may be used to contribute to any charity, or for the benefit of any group or organization, outside of the PSGA.

F. Acceptance of Personal Checks

1. If checks are accepted by the student club, organization or service as payment for goods, or services, they must be made payable to the Student Senate Association, Inc. and deposited in the office of the Business Manager.
2. Checks will be endorsed by the PSGA Business Manager and be deposited only into the PSGA operating account.
3. Checks shall be handled in the same manner as cash income.
4. Checks that are returned for non-payment (NSF) are subject to bank fees.
  - a. Any fees will be charged to the appropriate account and it is the obligation of the Chief Financial Officer of the club, organization or service to pursue the original issuer of the check for reimbursement to their account of the original amount plus the bank fee.

G. Advertising Revenues

1. The following special policies and procedures shall apply to all publications in which advertising or printed space is sold, whether regular periodic publications or one- time only publications or programs for a specific performance or event.
2. For each issue or publication, the Chief Financial Officer of the group(s) involved must submit to the Business Manager:
  - a. A complete summary listing the issue and/or publication date.
  - b. All advertising or space sold in that issue or publication.
  - c. The name, address and telephone number to whom the advertising or space was sold.
  - d. The size and price of the ad or space.
  - e. A full copy of the issue.
  - f. The completed Advertising Agreement.
  - g. A completed purchase order
  - h. The money collected.
3. If payment is not made at the time of placement of the ad, proof of billing must be provided to the Business Manager within 7 days of ad placement.
  - a. No additional ads from any individual or company or group that is more than 60 days in arrears may be published until payment is made for ads already published.
    1. This shall be clearly stated in the Advertising Agreement.
  - b. In addition, no ads may be accepted for a publication that is scheduled for release less than 60 days prior to the end of the academic year unless prior arrangements have been made for collection of those advertising fees.
4. Ads that are to be billed out must include with the billing, a copy of the publication as proof of publication of advertisement.
5. All publications containing advertisements must be dated or numbered and those dates or numbers must be referenced on the billing.
6. All checks for advertisements must be made payable to the Student Senate Association, Inc., and shall be so stated on the contract.
7. No advertising money collected may be used for any purpose, including reimbursements. All cash and checks in payment of advertising must be deposited with the Business Manager, who will deposit the payment into the appropriate account.

## **Section V - Purchases and Expenditures**

### **A. How Goods and Services May Be Purchased**

1. All purchases and expenditures for operations must be made with a PSGA check generated by use of a properly completed and signed Purchase Order, Performance Contract, or through the Cash Advance system.
2. No purchase may be made or contract negotiated prior to having a completed and approved form with all necessary signatures.

1. In the event that a purchase is made without the consent of the PSGA, the individual who made the purchase may be held financially responsible.

#### B. Purchase Orders

1. The vendor is contacted to obtain prices, model number, sizes, etc. The Purchase Order is filled out with the vendor information and necessary signatures of approval.
2. Payment is made upon receipt or billing of goods or service, depending on the individual company or store.
3. If a vendor requires a check upon receipt of goods or services, and will not bill the PSGA, students should ask the vendor for a bill or signed estimate/ invoice. That bill or estimate must be attached to a Purchase Order. The Purchase Order is then approved with all necessary signatures and submitted to the Business Manager for check processing.
4. In all cases, an invoice/receipt must be obtained when the goods/services are delivered and/or complete.
5. The PSGA cannot pay for political candidates or causes, alcohol, senior projects, academically graded work, or charitable causes.

#### C. Invoices and Performance Contracts

1. Invoices are sometimes mailed or given to the PSGA after a purchase has been made with an approved and completed Purchase Order. When the invoice is received, it is attached to the preapproved Purchase Order and submitted for payment to the Business Manager.
2. Performance Contracts are used when an individual agrees to perform a service. The Performance Contracts must be approved in advance of the event/activity.
  1. They must be submitted with a completed W-9 form and the contract must have all appropriate signatures in place.

#### D. Cash Advances

1. Cash advances are used for incidental expenses when the planners of an event or activity cannot predict what those specific expenses will be.
2. Cash advances will normally not exceed \$50.00, but may be issued for larger amounts at the discretion of the Coordinator of Finance.
3. Prior to receiving Cash Advances, the individual requesting funds must submit a Cash Advance Request form and all appropriate signatures relating to the cash advance.
4. Receipts supporting expenses incurred and remaining cash are returned to the Business Manager within 24 hours of use. The purchases made with the Cash Advance may not exceed the amount indicated on the Advance.
  1. Any excess expenditure will not be reimbursed.
  2. No expense will be reimbursed without a receipt.

## E. Reimbursements

1. Reimbursements to individuals for goods or services are to be used on occasions when the absolute need exists or time restrictions do not permit use of the normal paperwork approval process for cash or checks.
  1. Written approval of the Coordinator of Finance is required prior to making the expenditure for which a reimbursement will be requested.
  2. In the absence of the Coordinator of Finance, the Business Manager may approve the expenditure, conferring with the PSGA President.
2. Reimbursements cannot be made for the purchase of alcohol, or excessive tips in restaurants. An individual may not sign the request for payment form for his/her own reimbursement.
3. No reimbursement will be made for tax, even with a receipt.
4. Persons placing non-approved orders will be personally liable for payment of the goods or service ordered.
5. The original receipts are always required for any reimbursement.
  - i. The receipts must show:
    1. The date
    2. Itemized account of expenditures
    3. Contact information for the company/ individual purchased from
    4. Method of payment

## F. Signatures for Approval

1. In order for a Purchase Order, Performance Contract, Transfer of Funds Form, or Cash Advance to be valid the signatures indicated below and the initials of the Business Manager are necessary.
2. The signatures required and their purposes are:
  1. Authorized Signature:
    1. The authorized signature from the club, organization, service or operation is usually the head of the account; in any case, it must be one of the authorized signatures for the account.
    2. The Authorized Signature verifies that the expenditure is approved by the group/ service under their procedures. This is the first signature to be placed on the form.
  2. Supervising Executive:
    1. The signature of the direct supervisor of the operation, a member of the PSGA Executive Board, acknowledges that the Operation is approved for the expenditure.
    2. Executive supervision of operations is as follows:
      - a. President – Green Fee Fund; PSGA Leadership Gala; all PSGA Grants
      - b. Chair of Senate – Senate Operations; Internal Operations; Public Art; The PSGA Office and Office Manager; SUNY Student Assembly Conference

- c. CoCOaS – Clubs, Organizations and Services
  - d. Finance – Unallocated or Undefined Purchases
  - e. Student Activities Coordinator – Student Center; Tech Services; Major Events; General Programming
  - f. Coordinator of Public Affairs – Public Relations Staff; Public Art
3. The Coordinator of Finance
    1. The Coordinator of Finance signs in verification of the fact that all information is correct, that there are sufficient funds to his/her knowledge in that account, that the expenditure is within approved financial guidelines and the expenditure is made within a budget or allocation as approved by the Senate.
    2. In the absence of the Coordinator of Finance, The President of PSGA may sign.
  4. The College Designee:
    1. The College Designee signs for the College. This is usually the signature of the PSGA Advisor, but may be made by designated others. The College representative signs to indicate the fiscal commitment is in compliance with the provisions of the Trustee and College policy; his/her signature does not constitute a fiscal obligation of the State of New York.
    2. The College representative has the right to review the financial records of the account if he/she feels it is necessary to confirm the particular account's fund balance.
    3. In the absence of all Executives, a college representative may be given power of attorney to sign paperwork necessary to conduct PSGA business. The College representative signature is the last signature placed on the approval form.
  5. The Business Manager
    1. The Business Manager's initials are required to indicate that funds are available and expenditures properly recorded.
3. College representative signatories may be (and may be changed, with approval):
    1. Advisor to the PSGA
    2. Dean of Students
    3. Director of Community Engagement
    4. Vice President of Student Affairs
    5. President of the College
    6. Or any other person authorized by President of the college, or his designee.

G. Rules for Specific Types of Purchases:

1. Rental of Equipment.
  1. All rentals must be pre-approved and require the designated signatures of the PSGA on the appropriate paperwork.
2. Payments to individuals for services.
  1. Payments to independent contractors for service on a one time or non-regular basis may be made by Performance Contracts with completed W-9's.
  2. Payments to individuals on a regular or frequent basis must be processed either through PSGA payroll (in the case of a student), or by yearly contract with that person (in the case of a non-student).
  3. Exceptions to these procedures may be made on a case-by-case-basis, at the



Coordinator of Finance's discretion. The Business Manager will inform the student, and any other appropriate personnel, about the proper procedure to follow.

3. One PSGA operation may supply services, or give supplies to another PSGA operation.

#### H. Authorized Signatures for Accounts

1. Each PSGA account must have on file a signed treasurer contract with the names of two or more individuals authorized to approve purchases and expenditures from the account.
2. These two individuals must be the Chief Officer and the Chief Financial Officer of the operation.
3. These signatures must be updated immediately whenever changes in officers occur.
4. The authorized signature on the Purchase Order, Performance Contract, Transfer of Funds form, or Cash Advance must be one of the individuals authorized to sign for that group.

#### I. Shipping and Receiving of Ordered Goods

1. All materials ordered must be shipped to the PSGA Office. Upon receipt, the shipment will be checked by an office staff member against the Packing Slip to verify that all materials have been received.
2. It is the responsibility of the operation ordering the supplies to check the order to verify that everything ordered was received.
  1. If the full order was not received, that group should notify the vendor and the Business Manager immediately.
3. All packing slips must be given to the Business Manager. They may be put in the Business Manager's mailbox in the PSGA office.

#### J. Invoices and Bills - Processing for Payments

1. All invoices or bills from vendors resulting from a Purchase Order or Performance Contract must be sent to the Business Manager or the Coordinator of Finance. Payment will only be authorized when an itemized bill or invoice from the vendor is received.
2. In order for payment to be authorized, the bill or invoice must contain the following:
  1. The vendor's name, address and contact information
  2. The date,
  3. An itemization of materials ordered,
  4. Prices and the total due.
3. Exceptions to this rule may only be approved by the Business Manager and the Coordinator of Finance.
4. When receipt of materials has been verified, a copy of the invoice/bill is attached to each copy of the Purchase Order authorization form. The completed Purchase Order, with the invoice

attached is submitted to the Business Manager who will process it for payment.

#### K. Preparation of the Check for Payment (other than Payroll)

1. The Business Manager uses the completed, approved Purchase Order or Performance Contract with its attached invoice, if applicable, to prepare a check for signature for all payments other than payroll.
  1. Payroll checks are prepared by the payroll service.
2. The Coordinator of Finance and the Business Manager, in conjunction with the College's authorized signatures for checks, will establish a mutually acceptable schedule for preparation of the checks.
3. Checks will be presented for signature with all backup documentation attached.
4. Checks will not be signed without proper documentation attached.
5. The Business Manager notes the check number and date on each Purchase Order or Contract.
6. Completed checks are available for pickup in the Business Manager's office. If checks are to be mailed, that must be indicated on the front page of the paperwork.

#### L. Paperwork Copies and Retention

1. PSGA paperwork shall be available in the PSGA office.
  - a. PSGA paperwork may also be made available online.
    - i. It is the responsibility of the PSGA Operation to print and submit physical copies of paperwork to the appropriate executive for signature approval.
2. Once the paperwork receives all signatures required for approval, the paperwork is submitted to the Business Manager for processing.
3. The Business Manager, or their designee, shall process the order and scan a digital copy of the fully processed paperwork to the archives.
4. The physical copy is kept with the checking account files in the Business Manager's Office.
  - a. If the original was mailed to a vendor, or used as a Purchase Order, a photocopy will be maintained.
5. The Business Manager shall prepare a physical copy of any paperwork requested by the PSGA.

#### M. Credit Card Purchases

1. The PSGA may utilize a credit card for online purchasing at the discretion of the Business Manager and the Coordinator of Finance.
2. The Business Manager shall hold and manage the credit card, and is the only authorized user of that card.
  - a. The Business Manager may designate others to use the card, with the approval of the Coordinator of Finance.

3. Before payment of the credit card bill can be made, the Business Manager shall reconcile the outstanding paperwork and print a copy of the credit card statement to be reviewed for accuracy by the Coordinator of Finance.
  - a. After the review, the Coordinator of Finance shall sign the statement, provided that all charges are accurate and then payment for the card may be made.

## Section VI - Equipment and Inventory

### A. Equipment

1. Equipment shall be defined to include:
  - i. Any single item (fixtures, furnishings, office equipment, appliances, etc.), which is of a “permanent” nature;
  - ii. Items with a value over \$100;
2. Equipment purchased by PSGA operations may only be purchased from approved budgetary lines for this purpose or by special approval by the Senate, after a recommendation by the Finance Committee and the Coordinator of Finance.
  - i. Equipment purchased from reserve funds must be approved by the Senate.
3. All equipment must be inventoried and tagged.
4. Beginning in the year 1997, after conferring with the auditors, and for accounting purposes only, equipment valued over \$4999.99 will be depreciated.
5. The PSGA General Reserves may be utilized for equipment in certain situations deemed appropriate by the Finance Committee. This fund is also used to pay deductibles not covered by insurance in case of theft, or damage to equipment. However, a special Reserve fund may, by approval of the Senate, be set up specifically for the purchase of major equipment.
6. No operation may purchase equipment or fixtures unless an approved secure space has been provided for the purchase, on campus. All equipment purchased by the PSGA must be properly maintained and cared for. No equipment may be taken out of the approved storage location without prior authorization from the Coordinator of Finance.
7. Large quantities of equipment (such as tech equipment) must be stored in a secure area of the College and properly maintained. No removal of any such equipment may be made except with pre-approval of the Coordinator of Finance. Items removed must be logged out and in and records kept by a designated supervisor.
8. All purchases made with student’s activity fee funds remain the property of the PSGA. Any disposal of equipment must only be done with the consent of the Coordinator of Finance, in conjunction with the PSGA Advisor.
9. Should an operation cease to exist, any equipment purchased by the operation shall come back under direct control of the PSGA who will determine, in conference with the Coordinator of

Finance, how the equipment is to be distributed.

## B. Equipment Requests and Proposals

Student activity fee funds may not be used to purchase equipment as defined above without approval of the Coordinator of Finance.

1. Only equipment considered essential to the operation's activities or purpose may be purchased. For example, it would not be considered essential for a group to purchase a stereo for their office, unless there is a PSGA approved use for such equipment.
2. Contracts for extended warranties (for a one-time payment) may often be obtained at purchase and are encouraged to minimize future repair costs.
3. No purchase of equipment may be made on a loan or lease basis for a period exceeding the current fiscal year. It is Trustee policy that the PSGA may not encumber future PSGA funds and therefore no agreement may be made over a period of more than the current fiscal year.
  - i. Any equipment purchased through a loan or lease must have the approval and signature of The Coordinator of Finance and the PSGA Advisor.

## C. Acquisition of Donated Equipment and Other Goods/Services.

1. In order for the PSGA to accept Donated goods or services the following must be done.
  - i. The Senate must approve acquisition of donated equipment.
  - ii. The Coordinator of Finance, stating that the donation is to become the property of the PSGA, prepares a receipt.
  - iii. The property may be designated for use by a particular operation.
  - iv. The donor gives up all rights to the property and must sign a disclaimer to that effect.
  - v. To comply with standard accounting and IRS procedures, overt advertising may not be offered to a donor as payment for a donation.
    - i. However, it is permissible to raise a banner which simply shows the name of the donor at an event, or, for example, to make available in a public place menus from a restaurant if that restaurant donated food or beverages.

## D. Inventory

1. PSGA operations are responsible to secure equipment and maintain appropriate records and controls over use of the equipment.
2. Equipment lost through negligence may not be replaced with student activity fee funds without the express approval of the Senate, upon recommendation from the Finance Committee.
3. Any damaged or missing equipment from an operations' inventory is the responsibility of the operations chief officer.
  - i. In cases of missing or damaged equipment, the operations' chief officer should confer with the Coordinator of Finance who will investigate whether the loss is covered by insurance.
  - ii. All missing and damaged equipment must be immediately reported to the Coordinator

of Finance as soon as it is known to be missing or damaged.

4. The Coordinator of Finance, in conjunction with the PSGA Business Manager shall be responsible for maintaining an inventory control system, acceptable to the PSGA auditors.
  - i. The Business Manager will submit the Property Inventory records and all other required inventory records to the auditors, upon their request.
  
5. Any PSGA operation, which has purchased equipment with Student Activity funds, must submit to the following inventory procedures.
  - i. All PSGA Operations must inventory their equipment.
  
  - ii. All PSGA Operations are subject to an inventory check, by the Coordinator of Finance, at any time during the academic year.
    1. All PSGA Operations must submit an inventory list to the Coordinator of Finance by a previously announced deadline set by the Coordinator of Finance.
  
  - iii. The Coordinator of Finance shall perform an inventory check at the start and end of each academic year.
    1. Upon completion of the Coordinator of Finance's inventory check, a copy of the inventory list shall be given to the operation and a copy retained by the Coordinator of Finance.
    2. The Coordinator of Finance shall check the Operations inventory list against his/her own and bring any discrepancies to the Chief Financial Officer of the Operation.
    3. The Business Manager shall retain a file copy for inventory records. The Coordinator of Finance, the PSGA Advisor and the Chief Officer of the operation shall all sign the list.

#### E. Disposal of equipment

1. Any PSGA operation wishing to dispose of equipment, which was purchased with student activity funds, must follow these procedures.
  - i. Any item or items to be disposed of, must be reported to the Coordinator of Finance. In consultation with the PSGA Business Manager, the Coordinator of Finance will make a decision to:
    1. Return the equipment to the operation for repair.
    2. Give the equipment to another operation with the approval of the Senate.
    3. Dispose of the item through a junk, trash, salvage co., or by donating to a non-profit organization or other entity with the vote of approval by the Senate.
  
2. If the operation wishes to trade in or exchange the item(s), this request must go to the Coordinator of Finance for approval prior to trade in or exchange.
  
3. The Coordinator of Finance will make appropriate changes and notations on the Property Inventory Records to indicate equipment that has been disposed of through these procedures.
  - i. The Business Manager must receive a copy of these changes.

4. Any operation that ceases normal activity for any reason must return any and all equipment to the PSGA. They must give the Coordinator of Clubs Organizations and Services and the Coordinator of Finance a list of all inventories.
  - i. The group will be responsible for replacing any missing equipment that has not been reported and investigated as stolen prior to the dissolution of that group.

## Section VII - Payroll Procedures

### A. Payments to individuals for Services

1. Payments to individuals that occur on a regular or frequent basis must be processed through the PSGA payroll system.
2. Payments made to individuals on a one-time or on a non-regular basis may be made by Performance Contracts.
  - a. Performance Contract payments may only be made three times during the course of the fiscal year, per individual.

### B. Use of Payroll Service

1. All payments to student employees will be processed through a payroll service as contracted by the PSGA.
2. This service will be responsible for preparation of all payroll checks, preparation of monthly and quarterly summaries, deposit of taxes, and filing of quarterly tax reports.
3. The preparation of year-end tax returns will be handled by the audit firm contracted by the PSGA.

### C. Payroll Criteria

1. In order to be paid on the PSGA payroll system, an individual must meet one of the following criteria:
  - a. Be appointed/elected to a paid position.
    - i. Some positions within PSGA Operations are designated as appointed positions. Appointees may be paid on either a stipend basis or on a salary basis with limited hours per week.
    - ii. Only positions approved for a stipend/salary and funded through the annual budget process may receive stipends and or salaries.
    - iii. No student may hold more than one stipend position under the PSGA at any given time.
      - a. A student may hold one hourly wage position and one stipend position at any given time.
      - b. No student that is currently on the PSGA payroll may be contracted as an independent contractor via performance contract or any other means.
  - b. Be hired for a position.
    - i. Some positions within the PSGA operations are designated as hourly wage positions (e.g., Office Assistant).
    - ii. Persons must apply, meet criteria, be selected, and complete the hiring process (i.e. all paperwork.)

2. Policies, scheduling needs and/or budget restrictions may limit the number of hours per week for those hired hourly positions.
3. Only students may be put on the payroll service. Non-students must be contracted on a yearly basis and paid through another source.

#### D. Employment Paperwork

1. The Business Manager will ensure that for each individual on the payroll system, the proper forms required by state, federal and local governments are filed. The forms that must be completed and turned into the Business Manager upon hiring an individual include:
  - a. I-9 Immigration Form (if necessary);
  - b. W-4 Federal Tax Form;
  - c. Other tax forms as necessary;
  - d. Proper identification as required by law;
  - e. Student Employment Contract
2. Paychecks will not be processed unless, and until, all the necessary paperwork is completed.
3. An individual must wait until the Business Manager approves all of the necessary paperwork before they begin working.
  - a. The PSGA is not financially obligated to pay an individual if paperwork has not been submitted, nor is an individual entitled to claim back pay for any work done before all necessary paperwork had been approved.
  - b. In the event that the PSGA hires an international student, back pay for work completed before all paperwork had been submitted may be claimed at the discretion of the Executive Board in conjunction with the Business Manager.

#### E. Time Sheets

1. For each time period worked, all employees (both stipend and hourly employees) must complete and sign time sheets. These time sheets must also have the signature of the Supervising Executives affixed to them.
2. For Executives: The Coordinator of Finance signs for each.
  - a. In the absence of the Coordinator of Finance, any other Executive may serve as a backup signature.
  - b. The President of the PSGA shall sign the timesheet of the Coordinator of Finance.
    - i. In the absence of the President, any other Executive may serve as backup signature.
3. For Office Assistants: The Office Manager of the PSGA shall sign for all office assistants.
  - a. In the absence of the Office Manager, any Executive may serve as backup signature.
4. For the Office Manager: If the PSGA hires a student to manage the office, the Chair of Senate shall sign for the Office Manager.
5. For All Services where a stipend is designated: Coordinator of CoCOaS shall sign.

- a. In his/her absence, any other Executive may sign as backup.
6. For any category not listed above, the Coordinator of Finance shall serve as primary signature until a designated primary signature is decided upon.
  - a. As a backup, any other Executive may sign in the absence of the primary signature.
7. All Timesheets are forwarded to the Business Manager at a pre-determined and announced time. The Business Manager will prepare the payroll register for each time period and call the payroll into the Payroll Service.
8. Upon receipt of the checks and payroll register from the Payroll Service, the Business Manager shall check all for accuracy.
  - a. No student may be designated to sign on the payroll account.
  - b. Two signatures will be required on all payroll checks.

#### F. Reporting of Employee Hours

1. Upon signing and countersigning a timesheet, each employee and each supervisor agrees that the hours worked, as stated, are true and correct.
2. It shall be considered grounds for immediate investigation, conducted by the Finance Committee, should an employee or supervisor sign a fraudulent time sheet.
  - a. In addition, the employee will be required to return all payments for time not actually worked.
  - b. The PSGA may take any legal action it deems necessary to recover funds paid for fraudulent submissions.
3. The Coordinator of Finance and the Business Manager will establish a schedule of regular payroll periods and dates and times of submission.
4. Time sheets that are incomplete will be returned for missing items. Timesheets not completed by the deadline will be held until the next payroll period.

#### G. Payroll Checks

1. The payroll service prepares the payroll checks with proper deductions made for taxes, etc. Two signatures are required on payroll checks.
2. All employees are required to sign the payroll register to verify they have received their paycheck. Only the employee to whom the payroll check is written may pick up the check.
  - a. Another employee's check will only be released to a third party upon verification from the employee that his/her check may be given to another specified person.
  - b. During vacation periods, a payroll check may be mailed to an employee.
3. Should a paycheck not be processed due to an error or delay on the part of someone other than the individual to receive the paycheck, the individual may request that a manual check be written.
  - a. It is up to the discretion of the Coordinator of Finance and the Business Manager if such



check is warranted.

- b. If a manual check is written, the Business Manager shall report such check to the payroll service.
4. No manual check shall be written after the last payroll period in the calendar year for which the payroll was due, except as replacement checks.
    - a. The manual replacement check will immediately be reported to the payroll service so that the employees W-2 will be correct for that calendar year.
  5. Lost checks can be re-issued upon request, but the payee, prior to receiving a re-issued check must pay for a stop payment fee for the original check.
    - a. The stop payment fee is a standard nominal fee defined by the PSGA's current bank.

#### H. Stipend Accountability

1. Service Coordinator Stipend Accountability
  - a. The coordinators of PSGA services are responsible for keeping intern / employee time sheets factual and up to date, as well as submitting all necessary reports regarding their intern / employees in a timely manner.
2. Failure to comply with the above will result in:
  - a. First Offense: A written warning to the offending party from the Coordinator of Finance.
  - b. Second Offense: Withholding of check.
    - i. All information must be ready by the next week, not the next pay period.
  - c. Third Offense: Offending party is at risk for possible termination at the discretion of the PSGA Executive Board.
3. General Check Withholding
  - a. PSGA employees are paid via PSGA check only.
    - i. These checks are subject to withholding if intern employees or coordinators do not follow the correct guidelines or descriptions, laid out for their position.
  - b. Failure to comply with the above will result in:
    - i. First Offense: A written warning to the offending party;
      - a. All information must be ready by the next week, not the next pay period.
    - ii. Second Offense: Withholding of check
      - a. Employees will have another week to get the required information or project together.
      - b. If not, the check may be withheld until the correct information is supplied to the Coordinator of Finance.
    - iii. Third Offense: Offending party is at risk for possible termination at the discretion of the PSGA Executive Board.

### Section VIII - PSGA Grants

#### A. Grant Protocol

1. During the annual budget process, the Coordinator of Finance and the Finance Committee may solicit grant applications from any department or group / organization on campus that the

Committee feels contributes to the quality of student life and complies with the guidelines of the State University Board of Trustees, the College, and the PSGA.

2. A grant may be awarded either in a lump sum or incrementally during the academic year.
3. Any grants awarded based on enrollment will not be awarded until an enrollment report is requested by the Business Manager.
4. Any Grant may be subject to an audit by the PSGA at any time.
  - a. Grant Heads, not bound by a contractual agreement, shall log all expenditures on a PSGA accounting system.
5. The PSGA may rescind the grant award at any time.
  - a. The PSGA shall only be entitled to the remaining funding at the time of rescindment, not the initial allocation.

#### B. Caretaker Grants

1. Grants may be held by the PSGA in a caretaker manner, at the discretion of the Coordinator of Finance and the Business Manager.
  - a. These grants are subject to PSGA policy and procedure.
  - b. These grants must go through the PSGA paperwork process for signatures.
    - i. The Grant Head will sign for the Authorized Group.
    - ii. The PSGA President will sign for the Executive Supervisor.
  - c. The Coordinator of Finance shall meet with these Grant Heads and train them in PSGA policy and procedure.
  - d. The Grant Head will be responsible for keeping their expenditure log up to date.

## Section IX - Remedial Measures

#### A. "Freezing" of Budgets - Definition and Grounds

1. "Freezing" of a budget involves an immediate cessation of all financial transactions in an account. Authorization to make purchases or financial commitments on the part of the operation's officers or managers is withdrawn.
2. Freezing affects both PSGA funds and any revenue generated by the operation. The budget and account is placed in a "caretaker" status with the Coordinator of Finance as described below.
3. Individual members or officers who violate a freeze order may be held individually responsible for any debts incurred.
4. Violation of any financial policy, procedure, or regulation established by the PSGA is grounds for freezing a budget, as established below.
  - a. Serious or repeated violation(s) may be grounds for a continued freeze, reduction in, or dissolution of an operations' budget, as provided below.

#### B. Budget Freezing Process

1. The Coordinator of Finance may freeze an operation's use of its budget when he/she determines there is a definite violation of procedures.
2. Said procedures may be any within the Constitution and By-Laws or Policies, specific

procedures that have been instituted by the CoCOaS for CoCOs and/or the Service Board, or the Coordinator of Finance for financial matters.

3. When a violation occurs the appropriate Executive will inform the group of its violation. In addition, notification shall go to the Executive Board, the Finance Committee, the Senate, the Business Manager and the PSGA Advisor.
4. When the violation is corrected, the Coordinator of Finance will reinstate that budget accordingly (see Length of Freeze below) and so notify the above parties.
5. For repeated violations the Coordinator of Finance, upon receipt of an initial complaint and/or at the request of the Executive Board, Finance Committee, or Senate, with repeated violations, should freeze the budget.
  - a. The Coordinator of Finance, in consultation with the Business Manager, shall make the final decision.

#### C. Procedures while a budget is frozen

1. During periods when an operations' budget is frozen, the Coordinator of Finance shall act as the operation's Treasurer or Chief Financial Officer (in a "caretaker" mode) to initiate payments for outstanding debts of the operation, after appropriate investigation of such claims for legitimacy.
2. Upon notification of budget freeze, the group that is frozen will immediately cease all financial operations until further notice.
  - a. No financial commitments of any kind may be made (any purchases, contracts, etc.).
  - b. If there is a stipend payable to a Manager of that group, the stipend is immediately suspended.
    - i. The Manager of the group shall not be entitled to collect a stipend for the period during which a "freeze" is in effect.

#### D. Length of the "Freeze"

1. The Coordinator of Finance, in consultation with the Business Manager, will determine the length of the freeze.

#### E. Declaring an Operation's Budget Dissolved

1. When there has been a violation that is considered extremely serious by the Coordinator of Finance and/or the Finance Committee, s/he/they may convene a meeting of the Finance Committee to discuss a recommendation to CoCOs that the group be dissolved.
  - a. The group in question must be notified by e-mail of the final decision.
2. Any group declared to have their budget dissolved or having their budget frozen, and believing that they have not violated the policies, may ask for a hearing with the Judicial Board.
  - a. If after the hearing, the Judicial Board feels there were mitigating circumstances, they may recommend to the Executive Board and the Coordinator of Finance that the Finance Committee reverse their decision.

## Section X - Internal Procedures and Controls

### A. Fiscal Responsibility of the PSGA

1. It shall be recognized that the Executive Board, comprised of six (6) elected officials, has been given, through their election to office, the obligation and authority to ensure that any undertaking on the part of a recognized PSGA operation is conducted in a responsible manner.
2. It shall further be recognized that in the event the Executive Board believes such PSGA operation is not acting, or has not acted, in the best interests of the PSGA, (and, therefore, the Corporation), or not conducting its' operation in a fiscally responsible manner, or is placing the PSGA in jeopardy, or not properly caring for equipment placed in its safekeeping, or conducting itself in any other improper manner, then, the Executive Board may:
  - a. Recommend freezing the budget of that PSGA operation until such time as an investigation can be conducted and sufficient information gathered to render a sound judgment.
  - b. Take steps to render defunct any PSGA operation that the Executive Board believes has put the Corporation in jeopardy of legal actions.
3. Any PSGA operation which has had action taken against it, may seek to remedy the problem through meetings with the Executive Board or through the judicial process.
4. Both the Executive Board and a PSGA operation may ask the President of the College, or his/her designee, to assist with arbitrating the situation in the following circumstances:
  - a. The Executive Board feels it needs more input from an outside source in order to render a fair judgment.
  - b. The PSGA operation feels it has been unfairly judged by both the Judicial Board-and the Executive Board.

### B. Types of Records Kept by the Business Manager

1. The PSGA Business Manager is responsible for maintaining the following types of financial records for the PSGA in a complete and accurate fashion according to generally accepted accounting procedures:
  - a. General Ledger
    - i. A double entry format itemization of activity in all PSGA Accounts.
  - b. Cash Receipts Journal
    - i. A sequential, numbered listing of all cash received showing source of funds and deposit information.
  - c. Cash Disbursements Journal/Accounts Payable Journal
    - i. A sequential listing of all checks disbursed.
  - d. Bank Statements, reconciliations and canceled checks for each bank account of the PSGA.
  - e. Purchase Orders, Performance Contracts, Cash Advances –
    - i. Copies of all forms, with backup documentation (copies of invoices, etc.) must be kept on file.
  - f. Payroll Records containing time sheets, tax forms, payroll service reports, copies of W-

- 2s and 1099's and all pertinent payroll records must be kept.
- g. Copies of any contracts or lease agreements must be kept on file.
- h. Minutes of all current and past Senate meetings and any official meetings that would affect the financial record keeping of the PSGA must be kept on file.
- i. For a list of how long documentation must be retained, refer to the Document Retention/ Destruction Policy (Adopted Fall 2011).

#### C. Types of Reports Prepared by the Business Manager

1. The Business Manager shall make available, at the request of the Coordinator of Finance each quarter, a report of expenditures in relationship to budgets for all groups.
2. The Business Manager shall prepare monthly bank reconciliations. These reconciliations shall be made available to the Coordinator of Finance, at his/her request.
3. The Business Manager shall prepare financial records as required for his/her Supervisor.
4. The Business Manager shall prepare a monthly statement of financial activities, general ledger report, statement of financial position and check register to be kept on file for the auditors.
5. The Business Manager shall make every effort to provide other reports as requested by the Coordinator of Finance that assist the Executive Board in reporting on the financial condition of the PSGA to the Senate.

#### D. Coordinator of Finance Reports

1. The Coordinator of Finance shall report quarterly to the Senate on the financial status of the PSGA.
2. The Coordinator of Finance shall make known to the PSGA any significant financial problems, whether they are with the general financial condition of the PSGA, or the financial problems of any particular group.
3. The Coordinator of Finance shall meet with the officers of any group when a budget problem occurs, or when he/she feels that the group appears to be in financial difficulty.
  - a. At this meeting they shall discuss remedies and, if in the opinion of the Coordinator of Finance, any additional measures that may need to be taken.
  - b. The Coordinator of Finance may request the opinion of the Finance Committee on appropriate financial remedies.

#### E. PSGA Bank Accounts

1. The PSGA shall maintain an operating checking account where initial deposits of all fees, etc. are deposited.
  - a. This account serves as the primary cash disbursement account. Excess moneys may be transferred out to savings accounts as needed to maximize interest payments.

2. The PSGA shall maintain a separate checking account for payroll purposes.
  - a. This account shall be funded monthly from the operating account, or as needed, to cover all payroll and tax costs.
  - b. Payroll checks are generated by the payroll service.
  - c. The Business Manager shall report to the payroll service any checks that were hand written and any voided checks.
3. The PSGA may at any time open saving or investment accounts in which to deposit reserve funds or operating funds not currently needed. These accounts must always be in reputable banking institutions, and in safe, liquid accounts.
4. It is policy of the PSGA that no student may be a signer on any bank account.
5. An authorized signer on any bank account may not also sign the paperwork necessary to generate that particular check, except in special situations when a check must be generated and there is not a sufficient number of signers present and available on campus to comply with this rule.
6. The bank shall be notified each time the authorized signers change and new paperwork shall be completed for the bank.

#### F. Insurance

1. The PSGA shall maintain an annual corporate policy.
  - a. This policy shall cover liability, theft, fire, vandalism and any other provision deemed necessary by the PSGA.

#### G. Annual Audit

1. The PSGA shall be subject to an annual audit by an independent audit firm.
2. This audit shall be conducted after the close of each fiscal year.
3. Currently, the fiscal year ends on June 30<sup>th</sup> of each year.

### **Section XI – Travel Addendum**

- A. Travel must be approved as proscribed elsewhere in this document.
  1. Off-Campus trip attendees of the PSGA who have mobility disabilities may be entitled to reasonable and necessary expenses in excess of the rates quoted below. However, these must be pre approved by the Coordinator of Finance.
  2. Airline travel may only be used in circumstances where ground transportation is not practical, but required for the fulfillment of that group’s mission statement (such as PAST).
    - a. Official Members of the PSGA taking off-campus trips should avail themselves of cost-saving travel fares whenever available.
    - b. No reimbursement will be made for Business Class or First Class.
  3. The PSGA will reimburse for train travel, with the receipts and proper documentation.

4. The PSGA will reimburse for gas and tolls incurred by official members during transport to off-campus trips/conferences, in the personal vehicles of those official members.
5. The PSGA will not reimburse for the renting of cars, trucks, buses, etc.
6. Original receipts are required for all reimbursements.
7. Tips in excess of 20% will not be reimbursed.
8. Reimbursement for lodging will only be made for overnight trips.
  - a. Reimbursement for single occupancy rates will not be reimbursed unless only one member is attending a conference, etc.
  - b. The off-campus trip attendee is required to find suitable, low cost lodging.
  - c. Pre approval of lodging expenses is encouraged to assure reimbursement.
9. A maximum of \$2,000.00 can be spent on any one (1) off-campus trip by one sponsoring group.
10. A maximum of \$2,500.00 can be spent on any one (1) off-campus trip if two (2) or more groups are collaborating their resources and funds.
11. Transportation reimbursements must also be approved prior to the convention, etc.
12. The above price restrictions may be waived at the discretion of the Coordinator of Finance and the Finance Committee, in consultation with the Business Manager.