



Adopted Policies and Governing Resolutions

PURCHASE STUDENT GOVERNMENT ASSOCIATION

Revised October 26, 2016 by Jordan Handler, Chair of Senate

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From the Chair of Senate,

Please note: This document is a compilation of policies and governing resolutions adopted by the Purchase Student Government Association Steering Committee and Senate. The document in itself may be changed in formatting or altered in its appearance, font or size without the approval of the Steering Committee or Senate. This document may change throughout the academic year and will be updated with a new date with each revision.



Jordan Handler
PSGA Chair of Senate

Purchase Student Government Association

Whistleblower Policy

Adopted by the PSGA Steering Committee on November 14th, 2013, Chairman O'Rourke

Adopted by the PSGA Senate on November 20th, 2013, Chairman O'Rourke

Policy Statement

The Purchase Student Government Association requires directors, volunteers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of the organization must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

The objectives of the PSGA Whistleblower Policy are to establish policies and procedures for:

- The submission of concerns regarding questionable accounting or auditing matters by employees, directors, officers, and other stakeholders of the association, on a confidential and anonymous basis.
- The receipt, retention, and treatment of complaints received by the organization regarding accounting, internal controls, or auditing matters.
- The protection of directors, volunteers and employees reporting concerns from retaliatory actions.

Reporting Responsibility

Each director, volunteer, and employee of PSGA has an obligation to report in accordance with this Whistleblower Policy (a) questionable or improper accounting or auditing matters, and (b) violations and suspected violations of PSGA's Code (hereinafter collectively referred to as Concerns).

Authority of Finance Committee

All reported Concerns will be forwarded to the Finance Committee in accordance with the procedures set forth herein. The Finance Committee shall be responsible for investigating, and making appropriate recommendations to the Executive Board, with respect to all reported Concerns.

No Retaliation

This Whistleblower Policy is intended to encourage and enable directors, volunteers, and employees to raise Concerns within the Association for investigation and appropriate action. With this goal in mind, no director, volunteer, or employee who, in good faith, reports a Concern shall be subject to retaliation or, in the case of an employee, adverse employment

consequences. Moreover, a volunteer or employee who retaliates against someone who has reported a Concern in good faith is subject to discipline up to and including dismissal from the volunteer position or termination of employment.

Reporting Concerns

Employees

Employees should first discuss their Concern with their immediate supervisor. If, after speaking with his or her supervisor, the individual continues to have reasonable grounds to believe the Concern is valid, the individual should report the Concern to the Chair of Senate. In addition, if the individual is uncomfortable speaking with his or her supervisor, or the supervisor is a subject of the Concern, the individual should report his or her Concern directly to the Chair of Senate.

If the Concern was reported verbally to the Chair of Senate, the reporting individual, with assistance from the Chair of Senate, shall reduce the Concern to writing. The Chair of Senate is required to promptly report the Concern to the Chair of the Finance Committee, who has specific and exclusive responsibility to investigate all Concerns.

If the Chair of Senate, for any reason, does not promptly forward the Concern to the Finance Committee, the reporting individual should directly report the Concern to the Chair of the Finance Committee. Contact information for the Chair of the Finance Committee may be obtained through the Purchase Student Government Association. Concerns may also be submitted anonymously. Such anonymous Concerns should be in writing and sent directly to the Chair of the Finance Committee.

Directors and Other Volunteers

Directors and other volunteers should submit Concerns in writing directly to the Chair of the Finance Committee. Contact information for the Chair of the Finance Committee may be obtained from the Treasurer.

Handling of Reported Violations

The Finance Committee shall address all reported Concerns. The Chair of the Finance Committee shall immediately notify the Finance Committee, the President of the PSGA Executive Board, and the Chair of Senate of any such report.

The Chair of the Finance Committee will notify the sender and acknowledge receipt of the Concern within five business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted Concerns.

All reports will be promptly investigated by the Finance Committee, and appropriate corrective action will be recommended to the Executive Board, if warranted by the investigation. In

addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the Concern.

Acting in Good Faith

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the Codes. The act of making allegations that prove to be unsubstantiated, and that prove to have been made maliciously, recklessly, or with the foreknowledge that the allegations are false, will be viewed as a serious disciplinary offense and may result in discipline, up to and including dismissal from the volunteer position or termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Confidentiality

Reports of Concerns, and investigations pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Disclosure of reports of Concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits.

Purchase Student Government Association

Conflict of Interest Policy

Adopted by the PSGA Steering Committee Fall 2011, Chairman Sekellick

Adopted by the PSGA Senate Fall 2011, Chairman Sekellick

Policy Statement

As an official and/or employee of the Purchase Student Government Association (PSGA), you are expected to act at all times in the PSGA's best interests and to exercise sound judgment unclouded by personal interests or divided loyalties. Both in performing your duties with the PSGA and in your outside activities, you should avoid the appearance as well as the reality of a conflict of interest.

As Defined by the PSGA Constitution

V.6.2 – Conflicts of Interest

V.6.2.a – Whenever an elected official or committee member has a financial or personal interest in any matter coming before the Senate, or any Board or Committee, the affected person shall:

V.6.2.a.i – Fully disclose the nature of the interest and;

V.6.2.a.ii – Withdraw from discussion, lobbying, and voting on the matter.

V.6.2.b – Any transaction or vote involving a potential conflict of interest shall be approved only when a majority of disinterested members determine that it is in the best interest of the PSGA to do so.

V.6.2.c – The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

Definition of Conflict of Interest and Interested Persons

A conflict of interest exists if your circumstances would lead a reasonable person to question whether your motivations are aligned with the PSGA's best interests. If, for example, you are involved in an outside activity or have a financial or other personal interest that might interfere with your objectivity in performing company duties and responsibilities, you may have a conflict of interest.

While it is impractical to describe all situations that may create a conflict of interest, the following provides some of the most common conflict of interest situations:

- Use of PSGA Information for Private Gain
- Outside Activities - Non-Profit and Civic Organizations
- Service on a Board of Directors
- Technical Advisory Boards
- Family and Romantic Relationships

- Suppliers, Vendors, and other Business Partners
- Kickbacks and Personal Rebates by Suppliers or Vendors
- Personal Gifts from Vendors, Suppliers, or Customers

Please note that the above is not an exhaustive list of examples. There are many other situations that may also create a potential for a conflict of interest or the appearance of a conflict of interest. It is up to you to be aware of the potential for a conflict of interest in your own particular situation and to resolve the issue in accordance with this policy.

An interested person is any official and/or employee of the PSGA.

Outside Activities - Non-Profit and Civic Organizations

The PSGA may encourage its officials and/or employees to be active in their communities and to volunteer their time to bona fide charitable, educational, civic, and trade organizations, provided of course that such activities do not detract from their duties. Participation in these types of activities does not generally require prior approval.

In taking on outside obligations, however, you should guard against possible conflicts of interest or the appearance of such conflicts. If participation in an outside activity has the potential to cloud your judgment, prevent you from acting in the PSGA's best interests, or create an appearance that you will not act objectively, you should refrain from participation in the activity unless you obtain prior written approval through the conflict of interest review process.

Procedures for Addressing the Reasonable Appearance of a Conflict of Interest

The Judicial Board of the PSGA in coordination with the Office of Community Engagement shall review all complaints of any reasonable appearance of a conflict of interest.

Apparent Violations of the Conflict of Interest Policy

If the Judicial Board *and* the Office of Community Engagement have reasonable cause to believe an interested person has failed to disclose actual or possible conflicts of interest, it shall inform the interested person of the basis for such belief and afford the official and/or employee an opportunity to explain the alleged failure to disclose.

Consequences of Violating the Conflict of Interest Policy

If after hearing the member's response and after making further investigation as warranted by the circumstances, the Judicial Board *and* the Office of Community Engagement determines the official and/or employee has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action, including the possibility of removal from office.

Annual Statements

Each official and/or employee shall annually sign a statement which affirms such person:

- Has received a copy of the conflicts of interest policy,
- Has read and understands the policy,
- Has agreed to comply with the policy, and
- Understands the PSGA is a non-profit, educational organization and in order to maintain its federal tax exemption status it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.



Purchase Student Government Association Conflict of Interest Policy Statement

I, _____ acting as, _____, affirm that I,
(First Name, Last Name) (Position)

- Have received a copy of the conflicts of interest policy,
- Have read and understand the policy,
- Have agreed to comply with the policy, and
- Understand the PSGA is a non-profit, educational organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Signature

Date

Purchase Student Government Association

Code of Conduct for PSGA Executives

Adopted by the PSGA Steering Committee Fall 2011, Chairman Sekellick

Adopted by the PSGA Senate Fall 2011, Chairman Sekellick

Smoking, Drugs and Alcohol

All PSGA Executives regardless of age shall not be under the influence of drugs or alcohol while conducting official work business. This includes but is not limited to committees, Senate, Executive Board or other PSGA related meetings, retreats, PSGA sponsored dinners, events and concerts, or while in the office or conference room at any time. Smoking is not permitted in any building on campus, as well as any PSGA sponsored vehicles or golf carts.

If there is reasonable suspicion that a student is under the influence of drugs or alcohol he/she will be reported to the Office of Community Standards.

Dress Code

PSGA officials shall present themselves in a clean hygienic manner while conducting official work business. All clothing worn to work must be clean, modest and appropriate for a public environment.

Courtesy

No profanity or obscenity, either in speech or action, is allowed at any time while conducting official work business unless the matter in which the business regards allows for the discussion of profanity or obscenity. Courteous behavior toward administrators, staff, and other PSGA members is expected of all student officials. The PSGA will not tolerate any form of harassment.

Confidentiality

All PSGA Executives are trusted with personal information regarding PSGA members, information regarding policies that are not yet ready to publicize, as well as other important matters. This information is not for public dissemination until the proper authorities have deemed it public knowledge. Executives have an obligation to keep this information confidential. All matters discussed in closed session may never be discussed outside of the meeting; violation may result in impeachment charges. All matters that pertain to the hiring/firing of an employee or intern, or investigation thereof, or matters regarding information that is not fully developed as for the public to see, shall be kept confidential, and discussed only when *official* meetings are being conducted.

Probation

As per your election agreement and college policy; you may not serve as a PSGA Executive if on disciplinary or academic probation. A special election will be held as outlined in the PSGA Constitution and Bylaws.

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Purchase Student Government Association
Code of Conduct for PSGA Executives Statement

I have read the Code of Conduct for PSGA Executives and understand that violation of any item is potentially grounds for suspension or impeachment. The PSGA Business Manager will retain this signed sheet.

Signature

Date

Purchase Student Government Association

Document Retention/Destruction Policy

Adopted by the PSGA Steering Committee Fall 2011, Chairman Sekellick

Adopted by the PSGA Senate Fall 2011, Chairman Sekellick

Adaptation

Adapted from "Field Guide to Developing, Operating and Restoring Your Nonprofit Board"

To get the publication, click on "Publications" at www.authenticityconsulting.com

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Summary

This policy specifies how important documents (hardcopy, online or other media) should be retained, protected and eligible for destruction. The policy also ensures that documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Policy Statement

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule.

Corporate Records

Article of Incorporation to apply for corporate status	Permanent
IRS Form 1023 (in the USA) to file for tax-exempt and/or charitable status	Permanent
Letter of Determination (for example, from the IRS in the USA) granting tax-exempt and/or charitable status	Permanent
Bylaws	Permanent
Board Policies	Permanent
Resolutions	Permanent
Board Meeting Minutes	Permanent
Sales tax exemption documents	Permanent
Tax or employee identification number designation	Permanent
Annual corporate filings	Permanent

Financial Records

Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial statements	Permanent
General Ledger	Permanent
Check registers/books	7 years
Business expenses document	7 years
Bank deposit slips	7 years
Cancelled checks	7 years
Invoices	7 years
Investment records (deposits, earnings, withdrawals)	7 years
Property/asset inventories	7 years
Petty cash receipts/documents	3 years
Credit card receipts	3 years

Tax Records

Annual tax filing for the organization (IRS Form 990 in the USA)	Permanent
Payroll registers	Permanent
Filings of fees paid to professionals (IRS Form 1099 in the USA)	7 years
Payroll tax withholdings	7 years
Earnings records	7 years
Payroll tax returns	7 years
W-2 statements	7 years

Personnel Records

Employee offer letters	Permanent
Confirmation of employment letters	Permanent
Benefits descriptions per employee	Permanent
Pension records	Permanent
Employee applications and resumes	7 years after termination
Promotions, demotions, letter of reprimand, termination	7 years after termination
Job descriptions, performance goals	7 years after termination
Workers' Compensation records	5 years
Salary ranges per job description	5 years
I-9 Forms	5 years after termination
Time reports	3 years after termination

Insurance Records

Property Insurance policy	Permanent
Directors and Officers Insurance policy	Permanent
Workers' Compensation Insurance policy	Permanent
General Liability Insurance policy	Permanent
Insurance claims applications	Permanent
Insurance disbursements / denials	Permanent

Contracts

All insurance contracts	Permanent
Employee contracts	Permanent
Construction contracts	Permanent
Legal correspondence	Permanent
Loan / mortgage contracts	Permanent
Leases / deeds	Permanent
Vendor contracts	7 years
Warranties	7 years

Donations / Funder Records

Grant dispersal contract	Permanent
Donor lists	7 years
Grant applications	7 years
Donor acknowledgements	7 years

Management Plans and Procedures

Strategic Plans	7 years
Staffing, programs, marketing, finance, fundraising and evaluation plans	7 years
Vendor contracts	7 years
Disaster Recovery Plan	7 years

Document Protection

Documents (hardcopy, online or other media) will be stored in a protected environment for the duration of the Document Retention Schedule. Computer backup media will be included.

Document Destruction

Hardcopy of documents will be destroyed by shredding after they have been retained until the end of the Document Retention Schedule. Online copies will be destroyed by fire or other proven means to destroy such media after they have been retained until the end of the Document Retention Schedule.

Provision of Documentation for Investigations or Litigation

Documents requested and subpoenaed by legally authorized personnel will be provided within 5 business days. The Board Chair and CEO will authorize provision. No documents will be concealed, altered or destroyed with the intent to obstruct the investigation or litigation.

MEMORANDUM

TO: Chairman O'Rourke; PSGA Student Senate
FROM: Joseph Bissonnette, *Senator for the Olde*
DATE: Sunday, September 28, 2014
SUBJECT: 1415-16 Hyatt House Hotel Inclusion

Action Requested

The proposed resolution would mandate that an executive member of the PSGA attend the first meeting of residents at the Hyatt House or any other off site hotel in which students are being housed.

Resolution

I recommend that the PSGA Student Senate adopt the following resolution:

Whereas students housed in the hotels are typically new students; and,

Whereas hotel students have a right to know that the PSGA can advocate on their behalf; and,

Whereas off campus and other residential senators are not chosen until after the first residents meeting takes place; and,

Whereas In the past, hotel students have been largely ignored; now, therefore be it,

Resolved that an executive member of the PSGA will from now on be present at the first meeting of new hotel students, so that they may have knowledge of their representation by the PSGA.

Supplemental Documents

None

STUDENT SENATE
PURCHASE COLLEGE, STATE UNIVERSITY OF NEW YORK

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THIS SECTION OF THE DOCUMENT SHALL ONLY BE INSERTED ELECTRONICALLY AFTER PRESENTATION TO THE SENATE



Purchase Student Government Association
Action Taken

Petitioned to the Senate on: Wednesday, October 01, 2014
Departmental Affiliation (*if internal*): Joseph Bissonnette, Senate Sponsor

Action Taken: **APPROVED**
Motioned by: Senator Evan Nolan, Liberal Arts & Sciences
Seconded by: Senator Bumjo Park, Off- Campus

A handwritten signature in black ink, appearing to read "Teddy J. O'Rourke", is written over a horizontal line.

Teddy J. O'Rourke
Chairman
Student Senate, Purchase College
State University of New York

10/01/2014 4:50PM
Date

Purchase Student Government Association Promotional Policy

**Adopted by the PSGA Steering Committee on October, 15 2014, Chairman O'Rourke
Revised by the PSGA Steering Committee on, March, 13 2015, Chairman O'Rourke**

Policy Statement

The Purchase Student Government Association requires clubs, organizations, services, general programming, major events, and all other PSGA funded operations to submit posters and campus-wide emails for approval before distribution to the campus. The Promotional Policy has been designed to reduce clutter on bulletin boards, to assist sponsors in more effectively promoting their events, and to make event information more readily available to the campus community.

Required Information

All posters, whether printed or online, are required to have the following information: the sponsoring group's name, the event title, the time, the location, and the date for the event.

All student government recognized clubs, organizations, services, and operations are required to indicate on their posters, social media profiles, Facebook event pages, publications, and campus-wide emails that their program is paid for by the Mandatory Student Activity Fee. Posters that do not include the required information will not be approved for posting. Social media event pages and publications need not be approved before publication, but still must abide by the policy.

Noting the Use of the Mandatory Student Activity Fee

All student government recognized clubs, organizations, services, operations, and other sponsors are required to indicate that their program is paid for by the Mandatory Student Activity Fee on the poster submitted for approval.

The use of the Mandatory Student Activity Fee should be indicated as one of the following:

- Paid For By Your Mandatory Student Activity Fee
- Paid For By Your MSAF
- PFBYMSAF
- #PFBYMSAF

Regulations on Print Media as Defined by the PSGA Bylaws

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.

Submitting a Poster for Approval

- Posters must be submitted to both the Coordinator of Public Affairs and the Public Relations Associate via email in .PDF form with relevant printing information in the body of the email.
- Event posters may only be submitted after all financial paperwork has been completed and approved.
- In order for posters to be displayed in a PSGA enclosed bulletin board they must be submitted no sooner than two weeks before the event, and no later than three days before the event.
- After posters are submitted, the Public Relations Associate will review each poster individually for approval and forward them to the Office Assistants for printing. Following a confirmation email from an Office Assistant, sponsoring groups are responsible for poster pick up from the PSGA Office.
- The Coordinator of Public Affairs or the Public Relations Associate must approve any posters before they are shown online or displayed publicly.

Poster Distribution

- Sponsoring groups are permitted to hang posters on all public bulletin boards and on residential doors. Posters may not be posted on faculty, staff, or department office bulletin boards or on resident assistant bulletin boards without the permission of the faculty, staff or paraprofessional staff member.
- Posters are not permitted on doors, windows and walkways in non-residential areas, in or on elevators, on columns, floors, signposts, parked cars, bus shelters, vending machines, or building exteriors.
- Posters may not be placed over current posters of another sponsoring group.
- Poster removal is the responsibility of the sponsoring group. Posters must be removed from all public bulletin boards within 48 hours after the event.
- Posters and flyers may be distributed at any outdoor area on campus consistent with the orderly conduct of college affairs, the maintenance of college property, and the free flow of traffic and persons. Efforts must be made to avoid litter.

Special Circumstances

Non-Date Specific Posters

- Posters with content that does not apply to a single event can be hung indefinitely, as long as the information is still pertinent to the function of the sponsoring group.

Secret/Surprise Events

- Exceptions to posting location, timeline, and other non-content based posters will be made for secret or surprise events. These exceptions will be made on a case-by-case basis and requires that sponsoring groups contact the Coordinator of Public Affairs for approval.

Special Circumstances Continued**Hand Printed Posters**

- Posters printed by hand are not exempted from this policy but must be submitted to the PSGA Office.

Failure to Abide by the Promotional Policy

Violation of the Promotional Policy may result in the loss of posting privileges or budget freezing.

Removal and Concerns

Unauthorized posters and those posted outside of designated posting areas may be removed at the discretion of the Public Relations Associate or Coordinator of Public Affairs.

In the event that a poster produces content deemed to be combative, demeaning or otherwise negative, individuals are encouraged to contact the Coordinator of Public Affairs to notify them of the situation.

The Coordinator of Public Affairs reserves the right to deny promotional content if it does not comply with the aforementioned standards.

**STUDENT SENATE
PURCHASE COLLEGE, STATE UNIVERSITY OF NEW YORK**

MEMORANDUM

TO: PSGA Student Senate; Chairwoman Singer
FROM: Demetrius McCray, *Chair of the Diversity Committee*; Edyn Getz, *Senator for the School of Liberal Arts and Sciences*; Melissa Cabello, *Senator for the School of Liberal Arts and Sciences*; Jae Carino *Senator for the School of Liberal Arts and Sciences*; Jessica Tolve, *Senator for Big Haus*; and Zoe Williamson, *Coordinator of Clubs, Organizations, and Services*
DATE: February 8, 2016
SUBJECT: 1516- 93 Vote of No Confidence in University Police

Action Requested

The proposed resolution would adopt a Vote of No Confidence toward the Purchase College, State University of New York University Police Department.

Resolution

I recommend that the PSGA Student Senate adopt the following resolution:

Whereas a number of issues have arisen between the University Police Department and the student body at Purchase College, State University of New York; and,

Whereas The customer service phone calls when students feel uncomfortable are poorly handled and results in students feeling belittled; and,

Whereas according to multiple constituents, there have been multiple instances where the officers have generalized students as in a generally negative way since they are art students which promotes negative stereotypes that allow them to side step the calls they receive because some are ruled as unnecessary; and,

Whereas there is a lack of transparency in the department and general information (i.e. number of officers that actually work for the department, reports on diversity within the department, sharing of information that can be worked on by students like the nooses investigation that never ended or at least updates to let students know, etc...); and,

Whereas students have created multiple resources in order for them to feel safer in their spaces on campus because they no longer have confidence that UPD can do this for them anymore; and,

STUDENT SENATE
PURCHASE COLLEGE, STATE UNIVERSITY OF NEW YORK

Whereas UPD has not adequately advertised their complaint process and has not taken any steps to remedy this even after students request to do so; and,

Resolved the PSGA Senate puts forth a vote of no confidence in the University Police Department of Purchase College, State University of New York until we as a body feel that they have restored our confidence in them to keep our constituents safe on campus and has provided an adequate level of transparency; and be it,

Resolved the UPD works with the UPD sub committee of Diversity Committee in order to work on relations between students and create an environment where students feel safe; and be it,

Resolved the UPD hold at least two forums per semester where they answer questions from students and inform them of their basic staff information and tell them the process that goes along with staffing, the diversity of the staff, and other pertinent information that students feel they need to know so long as it doesn't clash with policies and legal procedures that UPD has to follow to maintain their internal order; and be it,

Resolved the UPD comes to senate at least once a month at the discretion of the Chair of Senate, to update the body on progress being made with the students; and be it,

Resolved that the officers that come to senate and forums are not limited to the Chief of UPD and in the event that the Chief comes, a patrol officer or dispatch officer must be present and must participate; and finally be it,

Resolved that the PSGA Senate remains seized on this matter until such a time that the Senate chooses to lift the vote of no confidence pending a formal assessment by the Diversity Committee.

**STUDENT SENATE
PURCHASE COLLEGE, STATE UNIVERSITY OF NEW YORK**

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THIS SECTION OF THE DOCUMENT SHALL ONLY BE INSERTED ELECTRONICALLY AFTER PRESENTATION TO THE SENATE



**Purchase Student Government Association
Action Taken**

Petitioned to the Senate on: Wednesday, March 16, 2016
Departmental Affiliation (*if internal*): PSGA; Diversity Committee

Action Taken: **APPROVED**
Motioned by: Senator Deanna Castello, Farside
Seconded by: Senator Jae Carino, School of Liberal Arts and Sciences

A handwritten signature in black ink, appearing to read "Megan Singer". The signature is fluid and cursive, with a large initial "M" and "S".

Megan Singer
Chairwoman
Student Senate, Purchase College
State University of New York

3/20/2016 2:57 PM
Date

**STUDENT SENATE
PURCHASE COLLEGE, STATE UNIVERSITY OF NEW YORK**

MEMORANDUM

TO: PSGA Student Senate

FROM: Daniel Sanchez *Senator of Crossroads*; Finance Committee Sponsor

DATE: Thursday October 15, 2015

SUBJECT: 1516-21 2-Year General Reserves Strategic Spending Plan

Action Requested

The proposed resolution will ask the PSGA Student Senate to adopt the 2 Year General Reserves Strategic Spending Plan initiated by the Finance Committee. This Strategic Plan will limit the amount of money allocated from the General Reserves to \$100,000 per year for two years. This amount does not include the use of the General Reserves as an emergency equipment fund. This Strategic Plan strongly recommends that proposals equal to or above the amount of \$10,000 will go to the Finance Committee for a fiscal review and potential recommendation before presentation to the Senate. The Finance Committee strongly recommends that proposals for the use of the General Reserves should be used towards the following purchases (but not limited to): large-scale programming, renovations, and to update equipment. This Strategic Plan will give the Finance Committee permission to create a set of guidelines for the PSGA Student Senate to consider when approving requests from the General Reserves.

Resolution

I recommend that the PSGA Student Senate adopt the following resolution:

Whereas in the PSGA Constitution, Article II, Section 1.6, the Purchase Student Government Association is charged “to manage funds brought in by the Mandatory Student Activities Fee, and any additional sources, in the interests of the student body”; and,

Whereas the Coordinator of Finance, in conjunction with the Business Manager and the Finance Committee, would like to prevent an overspending from the General Reserves; and,

Whereas it would be fiscally irresponsible to continue allocating funds from the General Reserves without a strategic plan of spending beyond our operating budget in accordance with the PSGA Constitution; and,

STUDENT SENATE
PURCHASE COLLEGE, STATE UNIVERSITY OF NEW YORK

Whereas this irresponsibility would halt PSGA operations until MSAF checks are received and a halt of PSGA operations deprives MSAF paying students from opportunities that the PSGA provides to its constituents; and,

Whereas in the PSGA Constitution, Article VI, Section 6.9, the Coordinator of Finance “shall, in consultation with the Business Manager, prepare a budget for the PSGA and all its operations for the upcoming academic year in the spring semester” and a depletion of the General Reserves will disrupt said budgeting process ; and,

Whereas such a deprivation would violate the purpose of the Purchase Student Government Association set in the PSGA Constitution under Article II, Section 1, “to represent, advocate, and further the interests and the welfare of the students of Purchase College;” and,

Whereas if there are no funds in the General Reserves then we cannot continue that purpose; now, therefore be it,

Resolved that the PSGA Student Senate adopt this Strategic Plan in accordance with the PSGA Constitution; and, be it

Resolved that this Strategic Plan will be a two-year plan, concluding at the end of the 2016-2017 Fiscal Year, in which the recommended limit to allocate funds from the General Reserves would be \$100,000 per year; and, be it

Resolved that proposals which request over \$10,000 from the General Reserves, will be forwarded to the Finance Committee for fiscal review and potential recommendation, before going to the PSGA Student Senate for approval; and, be it

Resolved that proposals which request under \$10,000 from the General Reserves will follow the normal process of getting approved by the PSGA Student Senate; and, be it

Resolved that the Finance Committee is charged with the responsibility to create guidelines for approving allocations from the General Reserves; and, be it

Resolved the PSGA Student Senate consider these guidelines created by the Finance Committee when approving requests for funds from the General Reserves; and, finally be it

Resolved that this Strategic Plan be effective immediately.

STUDENT SENATE
PURCHASE COLLEGE, STATE UNIVERSITY OF NEW YORK

Supplemental Documents

None

THIS SECTION OF THE DOCUMENT SHALL ONLY BE INSERTED ELECTRONICALLY AFTER PRESENTATION TO THE SENATE



Purchase Student Government Association
Action Taken

Petitioned to the Senate on: Wednesday, October 15, 2015
Departmental Affiliation (*if internal*): Finance Committee

Action Taken: **APPROVED**

Motioned by: Senator Matthew Mantione, Fort Awesome

Seconded by: Senator Samuel Land, School of Liberal Arts and Sciences

A handwritten signature in black ink, appearing to read "Megan Singer", is written over a horizontal line.

Megan Singer

Chairwoman

Student Senate, Purchase College
State University of New York

11/08/2015 1:16 PM

Date