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STUDENT GROUP POLICY

100 – GROUP ORGANIZATIONAL STRUCTURE AND GOVERNANCE

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

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

100.3 – Student Group Organizational Structure
100.3.1 – Groups are to form an executive board that must be structured to have at least five (5) officers.

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

100.3.1.2 – All of the officers must be elected by the membership of the group.

100.3.1.2.1 If a student was not elected by the membership of the group they must resign, and a special election must be held to fill the office with another member according to the group’s constitution.

100.3.1.3 – These officers’ positions include President, Vice President, Treasurer, Secretary, and Public Relations Chair (or a similar alternative).

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

100.3.1.5 – Anyone holding an elected office in any group cannot be a graduate student at the university.

100.3.1.5.1 - If a student graduates while holding an elected office, they must resign, and a special election must be held to fill the office with another undergraduate member according to the group’s constitution.

100.3.1.5.2 – Any student group found to be in violation of section 100.3 will be required to amend their executive board and work in accordance with the Judicial Branch and the Chief Justice of the Supreme Court to rectify their constitution to reflect any changes.

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

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

100.3.3.1 – The name of the group.

100.3.3.2 – A statement indicating the purpose of the group.

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

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

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

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

100.3.3.5.1 – Meet at least three (3) times a semester.
100.3.3.5.2 – Meet at least once (1) a month for an executive board meeting.

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

100.3.3.6 – Definition of quorum.

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

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

100.3.3.9 – Procedures for amendments.

100.3.3.10 – Procedures for ratification.

100.4 – Communication and Regulation

100.4.1 – Groups are responsible to have the following established:

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

100.4.1.1.1 – Electronic mail address names must be representative of the group’s name.

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

100.4.1.3 – A Student Involvement and Leadership faculty advisor.

101 – PROCEDURES FOR ORGANIZATIONAL RECOGNITION

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

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

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

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

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

101.4.1 – Submits to the Chief Justice a Constitution which complies with the Student Group Organizational Structure of the Student Association Bylaws and shall provide for identification, all other additional information which may be deemed necessary.
STUDENT ASSOCIATION AT THE STATE UNIVERSITY OF NEW YORK AT ALBANY INC. ENFORCED BY THE SA SENATE.

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

101.4.2.1 – Lists the current Executive Board membership.

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

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

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

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

101.6 – Any time the Student Association President recognizes a group, the President, or a designee, must announce it at the following Student Association Senate meeting, with one representative from the student group present, and must also print it in the minutes.

102 – PROCEDURES FOR MAINTENANCE OF PERMANENT CLUB RECOGNITION

102.1 – Responsibilities and Requirements for Maintaining Permanent Recognition

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

102.1.2 – Student groups must keep an undated e-board on MyInvolvement.org if a position changes.

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

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

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

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

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

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

102.1.9.1.1 – Name of student group.

102.1.9.1.2 – Most recent list of E-Board members.

102.1.9.1.3 – An active E-mail address and/or mailbox number of group.
102.2 – Revocation of a Group’s Recognition

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

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

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

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

100.2.1.3.1 – “Inactive” shall be defined as failure to submit a group form on myinvolvement.org by the midterm point in the semester.

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

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

103 – PROCEDURES FOR SHORT TERM ORGANIZATIONAL RECOGNITION

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

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

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

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

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

103.3.3 – Outlines the club’s purposes, objectives, types of activities, and means of promoting membership.

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

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

103.3.6 – Certifies that the group is largely or totally made up of undergraduates.
103.3.7 – Certifies that the group does not intend to apply for funding from the Student Association.

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

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

103.4.1 – Any time the Student Association President recognizes a group, the President, or a designee, must announce it at the following Student Association Senate meeting, with one member of student group present and print it in the minutes.

103.5 – Revocation of a Group’s Short-Term Recognition

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

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

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

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

SENATE POLICY

200 – RESPONSIBILITIES OF THE OFFICERS OF THE STUDENT ASSOCIATION SENATE

200.1 – The Student Association Senate Chair

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

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

200.1.2.1 – If the vote of the Chair, or the presiding officer, will not affect the result of the vote then their vote shall be considered an automatic abstention.
200.1.3 – The Chair of the Senate may recommend the removal of a Committee Chair if the Committee Chair fails to comply with the committee “Chair and their responsibilities” sections of their respective committee’s bylaws.

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

200.1.5 – The Chair of the Student Association Senate shall keep an updated public record of all legislative memoranda submitted in accordance with section 203.1.4.4.

200.1.5.1 – Sponsors of legislation shall submit a memo simultaneously to the Senate chairman, the president, and the chairperson of committees.

200.2 – The Student Association Senate Vice Chair

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

200.2.2 – The Vice Chair of the Student Association shall be responsible for the internal operations of the Student Association Senate.

200.3 – The Secretary of the Senate

200.3.1 - The Chair of the Senate shall appoint a Secretary of the Student Association Senate to serve as administrator and communications officer of the Senate.

200.3.2 – Responsibilities During Meetings

200.3.2.1 – The Secretary shall be responsible for taking the minutes of each Senate meeting.

200.3.2.2 – The Secretary shall send those minutes to the Chair no later than 24 hours after each Senate meeting, unless so directed otherwise by the Student Association Senate Chair.

200.3.2.3 – The Student Association Senate Chair shall make minutes available for inspection by Senate members no later than 24 hours after each Senate meeting.

200.3.3 – Responsibilities Outside Meetings

200.3.3.1 – The Secretary of the Senate shall be responsible for creating an archive of all the legislation and minutes of the Student Association Senate during that academic year.

200.4 – Senate Parliamentarian

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

200.4.2 – Responsibilities
STUDENT ASSOCIATION AT THE STATE UNIVERSITY OF NEW YORK AT ALBANY INC. ENFORCED BY THE SA SENATE.

200.4.2.1 - Shall not be a voting member of the Student Association Senate, the Executive Branch, or Supreme Court and shall be considered an ex-officio member of the Senate.

200.4.2.1.1 – Should there be no parliamentarian by the swearing in of elected officers in the fall, then the Parliamentarian can be a voting member of the Senate.

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

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

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

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

200.5 – Election of a Chair and Vice Chair of the Student Association Senate

200.5.1 – The Chair of the Student Association Senate, shall be elected no later than the second meeting of the Student Association Senate by two-thirds (2/3) vote of the Student Association Senate.

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

200.5.3 – Elections Procedures

200.5.3.1 – Seeing as the elections of Student Association Senate leadership (the Chair and Vice Chair of the SA Senate) are an internal election of the Student Association, these elections shall be administered and overseen by the SA Elections Commission, as pursuant with SA Bylaw 601.4.1.

200.5.3.2 – For the duration of the Senate leadership election, members of the Student Association Executive, Judicial, and Finance branches shall be forbidden from involving themselves in the proceedings.

200.5.3.2.1 – Involvement includes, but is not limited to, endorsements within the duration of the election, questioning, raising debate points, and lobbying senators.

200.5.3.3 – The President of the Student Association, as the leader of the Executive Branch may submit to the Elections Commission via email, by 5PM the day of the Senate meeting at which the election occurs, up to three (3) questions to be asked of the candidates for the position being contested.

200.5.3.3.1 – The Elections Commission may, upon consulting with the designee from the Office of Student Activities and the Chairperson of the Senate Committee on Rules and Administration (or highest ranking eligible member of the Senate Committee on Rules and Administration), choose to not ask a submitted question, if it is found to violate the principles of a fair and just election.

200.5.3.4.1.1 – In the event that a question is disregarded, a new question may be submitted.
200.5.3.3.2 – Should the election extend past one round of voting, the President may submit an additional one (1) question per round on behalf of the Executive Branch, beginning with the second round.

200.5.3.4 – The Chief Justice of the Student Association Supreme Court, as the leader of the Judicial Branch may submit to the Elections Commission via email, by 5PM the day of the Senate meeting at which the election occurs, up to three (3) questions to be asked of the candidates for the position being contested.

200.5.3.4.1 – The Elections Commission may, upon consulting with the designee from the Office of Student Activities and the Chairperson of the Senate Committee on Rules and Administration (or highest ranking eligible member of the Senate Committee on Rules and Administration), choose to not ask a question submitted by the Chief Justice, if it is found to violate the principles of a fair and just election.

200.5.3.4.1.1 – In the event that a question is disregarded, a new question may be submitted.

200.5.3.4.2 – Should the election extend past one round of voting, the Chief Justice may submit an additional one (1) question per round on behalf of the Judicial Branch, beginning with the second round.

200.5.3.5 – The SA Comptroller and Deputy Comptroller may submit to the Elections Commission via email, by 5PM the day of the Senate meeting at which the election occurs, up to three (3) questions to be asked of the candidates for the position being contested.

200.5.3.5.1 – The Elections Commission may, upon consulting with the designee from the Office of Student Activities and the Chairperson of the Senate Committee on Rules and Administration (or highest ranking eligible member of the Senate Committee on Rules and Administration), choose to not ask a question submitted by the SA Comptroller and SA Deputy Comptroller, if it is found to violate the principles of a fair and just election.

200.5.3.6 – The Board of Finance Chair and Vice Chair may submit to the Elections Commission via email, by 5PM the day of the Senate meeting at which the election occurs, up to three (3) questions to be asked of the candidates for the position being contested.

200.5.3.6.1 – The Elections Commission may, upon consulting with the designee from the Office of Student Activities and the Chairperson of the Senate Committee on Rules and Administration (or highest ranking eligible member of the Senate Committee on Rules and Administration), choose to not ask a question submitted by the SA Board of Finance Chair and Vice Chair, if it is found to violate the principles of a fair and just election.

200.5.3.7 – Any procedures not explicitly laid out shall be ordered at the discretion of the Senate Chairperson, or, if not possible, the highest-ranking officer of the Student Association Senate present at the election, the Student Association Elections Commission Chairperson, and the designee from the Office of Student Activities.
200.6 – Succession

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

200.6.2 – In the absence of the Chair of the Student Association Senate, and the Vice Chair of the Student Association Senate, the Chair of the Rules and Administration committee shall assume all duties and responsibilities of the Chair.

200.6.3 - In the absence of the Chair of the Student Association Senate, the Vice Chair of the Student Association Senate, and the Chair of the Rules and Administration committee, the line of succession for the presiding officer of the Senate shall be as follows:

200.6.3.1 – Chair of the Oversight and Reform Committee

200.6.3.2 – Chair of the Appropriations Committee

200.6.3.3 – Chair of the Community Engagement and Outreach Committee

200.6.3.4 – Chair of the Constituent Relations Committee

200.6.4 – Succession for the Senate Chair Election

200.6.4.1 – The immediate-past Senate Chair shall preside over the Senate through the election of a new Senate Chair, even if their term in the Senate has expired.

200.6.4.2 – Should the immediate-past Chair be unable to preside over the initial meeting of a new Senate, the immediate-past Senate Vice Chair shall preside over the meeting until the election of a new Senate Chair, even if their term in the Senate has expired.

200.6.4.3 – Should the immediate-past Chair and Vice Chair both be unable to preside over the initial meeting of a new Senate until the election of a new Senate Chair, the immediate-past officers in the line of succession outlined in these bylaws shall chair the meeting until the election of a new Chair.

200.6.5 – Succession in the Senate Vice Chair election

200.6.5.1 – Should the Senate Chair be unable to preside over the Senate through the election of a new Senate Vice Chair, the Senate Chair shall temporarily appoint a Senator to preside over the Vice Chair election.

201 – Student Association Senate Member Responsibilities

201.1 – Regular Meeting Attendance

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

201.1.2 – The attendance roll call shall be called at least twice per meeting; the first time being immediately after the Chair calls the meeting to order, the last at its conclusion.
201.1.2.1 – Each member who is not present for an attendance roll call shall be counted as having one-half of an absence, not to exceed one full absence per meeting.

201.1.2.2 – The attendance roll call shall be completed through iclicker vote. All Senate members shall mark “Present” on their iclicker. Senate members shall have 1 minute to mark down present on the iclicker vote.

201.1.2.2.1 – In the event of an electronic difficulty, absence of iclickers, or other circumstance that prevents iclicker attendance voting from happening, the attendance roll shall be conducted manually by the Vice-Chair of the Senate.

201.1.2.3 - No Senate member shall be permitted to miss more than four (4) meetings from Senate per semester.

201.1.2.3.1 – No Senate member shall exceed four (4) excused absences or two (2) unexcused absences from Senate meetings per semester.

201.1.2.4 – Absences from special sessions shall not count toward the number of absences permitted.

201.1.2.5 – An excused absence may be defined as an academic conflict (i.e. exams, papers, teacher meetings and/or family emergencies), or any absence for which the Chair of the Senate has been sufficiently notified in advance.

201.1.2.5.1 – An unexcused absence shall be defined as an absence in which an excuse was not provided to the Chair of the Senate, an absence where an excuse was not provided to the Chair of the Senate in a timely manner, or an absence that is not recognized as excused by the Chair of the Senate.

201.1.2.6 – It shall be the duty of each Senate member to vote at each Senate meeting

201.1.2.6.1 – If a Senator fails to vote “Yes, No, or Abstain” for at least 50% of the votes presented in session, they shall be considered absent for that meeting

201.1.2.6.2 – If a reasonable excuse is presented to the Vice Chair of the Senate as to why the Senator failed to vote “Yes, No, or Abstain” for at least 50% of the votes presented in the session, then the absent will be revoked, voided, and considered null.

201.1.2.6.1.1 – This absence shall count towards the Senators total absences for the semester.

201.2 – Committee Membership

201.2.1 – All Senate members shall be appointed to at least one standing committee of Student Association Senate.
201.2.2 – All Senate members shall not exceed the number of absences set by their committee chairs.

201.2.3 – The Chairs of the Standing Committees of the Senate shall submit to the Chair of the Senate, after formal consultation with the Vice-Chair of the Senate, a number of excused absences and unexcused Senators are allowed to miss per semester. Senators must not exceed the number of excused absences or unexcused set by their respective committee chair.
201.3 – Residence

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

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

201.4 – Student Association Service

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

201.4.1.1 – After the event or meeting is complete, a memo must be submitted to the Chair of the Senate.

201.4.1.2 – Senators may not satisfy their service requirement by joining the same student group more than once.

201.4.2 – All members of the Student Association Senate are required to attend three (3) events/programs created, hosted or endorsed by the Executive branch per semester.

201.4.2.1 – After the event or meeting is complete, a memo must be submitted to the Chair of the Senate, which shall include at least a brief description of the event.

201.5 – Constituency Meetings

201.5.1 – The Senate is required to hold at least one (1) “town hall” meeting in the fall semester and one (1) town hall meetings in the spring semester. This is to be organized by the Committee on Constituent Relations. This Senate, in coordination with the Committee on Constituent Relations, shall have the power to organize special topic town halls.

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

201.5.2.1 – If the constituency meeting is to be held within less than two weeks, but is communicated through multiple channels no later than three days before the constituency meeting, then it shall be considered valid and fulfill the requirement set forth in 201.8.2.

201.6 – Communication with Constituents

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

201.7 – Penalties

201.7.1 – The Rules and Administration Committee shall investigate all matters that break internal Senate policy.
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201.7.2 – Should a Senator miss more than three (3) meetings, they shall receive a warning of impeachment from the Chair of the Senate.

201.7.3 – Should a Senator miss more than four (4) meetings, they shall be impeached by the Rules and Administration committee.

201.7.4 – Should a Senator miss one absence less than the number set for regular meetings and committee meetings, they shall receive a warning of impeachment from the Chair of the Senate.

201.7.5 – Should a Senator miss more than the number of absences set by their committee chairs, they shall be impeached by the Rules and Administration committee.

201.7.6 – Should a Senator not comply and fulfill the requirements of Bylaws 201.4 and 201.5 the Rules and Administration committee shall investigate the matter. Should a direct violation be found, the rules and Administration committee shall impeach the Senator.

202 – STUDENT ASSOCIATION SENATE MEETING PROCEDURE


202.2 – In-Session

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

202.2.2 – The Chair shall inform Senate of the agenda via email 24 hours prior to the beginning of the meeting. This agenda shall include full-text copies of every proposed piece of legislation on the agenda for the purposes of full review and analysis by senators prior to the meeting. Any piece of legislation not included in the agenda provided to senators at least 24 hours prior to the Senate meeting shall be null and void, as every senator shall be entitled to legislative vetting prior to Senate meetings:

202.2.3 Orders of the Meetings

202.2.3.1 – The Chair shall call the meeting to order.

202.2.3.2 – The attendance roll call shall be taken and kept by the Vice Chair on a digital spreadsheet.

202.2.3.3 – There shall be time for public comment.

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

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

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

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

Last updated: June 1, 2020
Updated by: Bryan Ramsaran, Chairman of the Senate
202.2.3.5 – The reports of the standing committees shall be given as follows:

202.2.3.5.1 – Rules and Administration Committee

202.2.3.5.2 – Oversight and Reform Committee

202.2.3.5.3 – Appropriations Committee

202.2.3.5.4 – Community Engagement and Outreach Committee

202.2.3.5.5 – Constituent Relations Committee

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

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

202.2.3.8 – The executive report shall be given.

202.2.3.9 – The judicial report shall be given.

202.2.3.10 – Legislative agenda

202.2.3.11 – Old Business

202.2.3.12 – New Business

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

202.2.3.15 – The attendance roll call shall be taken.

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

202.2.3.17 – The Chair shall adjourn the meeting

202.2.4 – Special Meetings

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

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

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

202.3 – Session Conduct Code

202.3.1 – A member, officer, or employee of the Student Association shall conduct themselves at all times in a manner which shall reflect credibility on the Student Association Senate.
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202.3.2 – A member, officer, or employee of the Senate shall adhere to the spirit and the letter of the rules of the Senate bylaws and to the rules of duly constituted committees thereof.

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

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

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

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

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

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

202.4 – The rules contained in Robert’s Rules of Order, Newly Revised shall govern the Senate in all cases in which they are applicable, and in which they are consistent with Senate Rules.

202.4.1 – Upon the swearing in of the officers elected in the fall and special elections and the election of the Chair of the Senate, the Vice Chair of the Senate, and Senators the Chair shall conduct a training session of Robert’s Rules of Order, rules of Senate, responsibility of Senators, other procedural processes of the Student Association, and any additional information for the new officers as they see fit.

202.4.1.1 – No legislation, unless emergency action is required, shall be voted on by the Senate before Senate training has been completed.

202.5 – Ex-Officio Members

202.5.1- These shall be the Ex-officio members of the Senate: The President of the Student Association, The Vice President of the Student Association, The Chief Justice of the Supreme Court.

203 – LEGISLATIVE PROCEDURE

203.1 – Introduction of Legislation

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

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

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

203.1.3.1 – Executive Re-Organization- presented to the Student Association Senate in Plenary session.
203.1.4 – All legislation must be submitted to the Chair in proper form, with the Sponsor’s name, date of introduction, and Title of the Bill no later than 5pm the Monday before the Senate meeting. All sponsors shall take part in the creation of the pertinent legislation.

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

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

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

203.1.4.4 – All legislation submitted to the chair must be accompanied by a maximum of one-page sponsor’s memo written by the sponsor themselves including the following:

203.1.4.4.1 – A summary indicating the purpose of the bill;

203.1.4.4.2 – A justification for why the bill is needed;

203.1.4.4.3 – A brief history or background of the bill or related legislation, if any;

203.1.4.4.4 – A summary of fiscal implications to the Student Association budget or finances, if any

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

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

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

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

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

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

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

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

203.2 – Legislation in Committee

203.2.1 – All legislation referred to a Committee by the Chair of the Senate, must be placed on the Agenda at the Committee meeting following its receipt, unless otherwise directed by the Sponsor of the Legislation.
203.2.2 – All bills passed by the Committee must be reported by the Committee Chair to the Student Association Senate, no later than the next senate meeting, unless otherwise noted by the Student Association Vice Chair.

203.3 – Legislation in Plenary Session

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

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

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

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

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

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

203.3.7 – There shall be no absentee or proxy voting.

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

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

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

203.3.8.2.1 – All appropriations bills at or exceeding one thousand dollars must be voted on by an electronic voting system or can be approved by unanimous consent.

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

203.4 – Legislative Review

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

execu – Any bylaw changes not reviewed by the Committee of Rules and Administration prior to being introduced shall be considered invalid.
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203.4.1.1.1 – If the Committee of Rules and Administration does not meet with quorum prior to the Senate meeting, the Senate shall consider all bills that were properly submitted to the Rules committee. This shall fulfill the requirements set forth in 203.4.1.1.

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

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

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

203.5- Transparent Policy Making Directives

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

203.5.2 – Transparent Policy Editing

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

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

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

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

203.5.2.2 – Any bill that fails to comply with the following shall be regarded as invalid.

203.5.3- Updating Bylaws

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

203.5.3.1.1- Upon passage of legislation the Student Association bylaws must be updated within two days of the President signing the legislation into law.

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

203.5.3.1.1.2 - Failure to comply with the provision articulated in section 204.3 and its subsections will result in all the legislative and executive actions towards the affected legislation(s) being nullified and the Office of the Student Association Senate Chair will be in direct violation of the bylaws. They shall be removed from office by the Rules and Administration committee.
203.5.4 – Itemized Appropriations Policy

203.5.4.1 – Any and all appropriation bills, originating from the Appropriations Committee, shall have an itemized list of expenses should such appropriation requests match or exceed the price of $1,000.

203.5.5 – Any conferences to be attended by any elected or appointed official in the Student Association (including the executive, legislative, and judicial branches, the Board of Finance, and professional staff) be approved by a two-thirds vote of the Student Association Senate prior to any purchases related to the conference.

203.5.5.1 – The Student Association Senate must be notified of any conferences and all associated expenses at least two (2) weeks prior to the students and/or staff’s departure.

203.5.5.2 – The following criteria must be included in the notification to the Senate:

203.5.5.2.1 – Estimated breakdown of cost of attendance

203.5.5.2.2 – Anticipated price per person for attendees from Student Association

203.5.5.2.3 – Description of the conference (Date, time, and location)

203.5.5.3 – Upon the conclusion of the conference, at the next Student Association Senate meeting, all conference attendees must report to the Senate what they learned at the conference and how they intend to utilize this new information to better the Student Association and/or help the student body.

203.5.6 – Appropriations Committee Quorum

203.5.6.1 - If the Committee on Appropriations does not meet with quorum prior to the Senate meeting, the Senate shall consider all bills that were properly submitted to the Committee on Appropriations.

204 – COMMITTEE ORGANIZATION

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

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

204.1.2 – Rules and Administration - shall be responsible for making sure that the voice of the students at UAlbany is heard within a number of governance bodies on this campus, locally, and state-wide, by reviewing and updating provisions of the Student Association Constitution and Bylaws. Members of this committee will serve as University Senators, and as such they are responsible for attending monthly meetings of the University Senate. In addition, this committee shall be responsible for reviewing organizational policy and investigating all internal matters and bylaw disputes within the Senate. They shall have the power to investigate all internal Senate matters and enforce Senate policy. They shall have the power to impeach Senators or Officers.
204.1.3 Oversight and Reform - shall deal with internal operations of the Student Association, investigate the enforcement of Student Association policies, and ensure action is taken by the appropriate Student Association agency. They shall not have jurisdiction over internal Senate investigations.

204.1.3.1 – Ethics - shall be responsible for reviewing any complaints or violations regarding to ethics or conduct within the Student Association or breaches of conduct or employment contracts and ultimately making a recommendation based on its investigations.

204.1.4 – Appropriations – Shall deal with matters regarding supplemental and new funding to Student Association groups, as well as unfunded groups that are legitimately recognized outside of the Student Association.

204.1.5 – Community Engagement and Outreach – Shall work together with the Director of Community Engagement and Outreach in engaging students on the University at Albany campus and the Albany community in community-building and partnership endeavors. In addition, the committee will assist with community service projects undertaken by the Student Association and various student groups, as well as facilitate the planning and execution of the annual SA Day.

204.1.6 – Constituent Relations – Shall hear all issues from students and student groups with regard to the Student Association. In addition, the committee shall organize a town hall meeting on the behalf of the Student Association Senate. The committee shall also be tasked with working toward ways, in consultation with the Departments of Marketing and Public Relations, respectively, to communicate and maintain contact with the student body on issues of campus advocacy. This includes, but is not limited to, social networking, printed materials, and office hours.

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

204.3 – Committee Procedures.

204.3.1 – Committee meetings shall be open to the public.

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

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

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

204.4 – Senate Appointments

204.4.1 – Committee Chair Appointments

204.4.1.1 – Committee chair appointments shall be made by the Chair of the Student Association Senate through formal consultation with the Vice Chair of the Senate. These appointments require 24-hour notification to the Senate prior to becoming eligible for a vote and are subject to confirmation by a two-thirds (2/3) majority of Senators present and voting.

204.4.1.2 – A Committee Chair may be removed from their position via a two-thirds (2/3) vote of the Student Association Senate or through their direct dismissal by the Chair of the Senate, through
formal consultation with the Vice Chair of the Senate. Dismissal of a Committee Chair shall only be initiated as a result of neglect of duty, unethical behavior, or a high degree of demonstrable ineffectiveness.

204.4.2 – Committee assignments

204.4.2.1 – Committee assignments shall be made by the Chair of the Student Association Senate through formal consultation, with the Vice Chair of the Senate. These assignments require 24-hour notification to the Senate prior to becoming eligible for a vote and are subject to confirmation by a simple majority of Senators present and voting.

205 – Executive Committee

205.1 – Purpose and Responsibilities

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

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

205.2 – Membership

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

205.2.1.1 – Chair of the Student Association Senate

205.2.1.2 – Vice Chair of the Student Association Senate

205.2.1.3 – Ranking Member of the Oversight and Reform Committee

205.2.1.4 – Chair of the Appropriations Committee

205.2.1.5 – Chair of the Community Engagement and Outreach Committee

205.2.1.6 – Chair of the Rules and Administration Committee

205.2.1.7 – Chair of the Oversight and Reform Committee

205.2.1.8 – Chair of the Constituent Relations Committee

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

205.2.2.1 – Secretary of the Student Association Senate

205.2.2.2 – President of the Student Association

205.2.2.3 – Vice President of the Student Association
205.2.2.4 – Comptroller of the Student Association

205.3 – Chair and their responsibilities

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

205.3.2 – The Chair shall preside over Committee meetings.

205.3.3 – The Chair shall attend all Committee meetings

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

205.3.5 – The Chair may create ad hoc committees as needed

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

205.4 – The Secretary of the Senate, or their designee, shall be responsible for keeping record of attendance, committee votes, and any other business conducted by the committee.

205.5 – Guidelines

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

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

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

205.6 – Conducting Confirmation Hearings.

205.6.1 – General Provisions

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

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

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

205.6.2 – Recordings of Proceedings
206 – **COMMITTEE ON RULES AND ADMINISTRATION**

206.1 – Purpose and Responsibilities

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

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

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

206.1.4 – Shall be solely responsible for investigating and enforcing all internal Senate policies of the Senate. They shall have the power to impeach Senators after thoroughly investigating the situation and circumstances.

206.2 – Membership

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

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

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

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

206.2.3.2 – There shall be a report to the Student Association Senate pertaining to the University Senate’s legislation and pending work to be given by the Rules and Administration Chair when meetings occur and/or when new information is given.

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

206.2.4 – The President of the Student Association, or their designee to the University Senate, will serve as an ex officio, non-voting member of the Rules and Administration Committee.
206.2.5 – One (1) non-student advisor selected by the Office of Student Involvement & Leadership and/or their designee.

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

206.3 – Committee Officers

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

206.3.1.1 – Chair and their responsibilities

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

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

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

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

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

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

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

206.3.1.2 – Ranking Member and their responsibilities

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

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

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

206.3.1.2.4 – Shall be responsible for adhering to all guidelines outlined in the Committee Leadership & Responsibilities Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited
206.4 – Guidelines

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

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

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

206.5 – Amendments to Student Association Policy

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

206.5.2 – The Rules and Administration Chair shall present the committee’s opinion to the Senate.

207 – OVERSIGHT AND REFORM COMMITTEE

207.1 – Purpose and Responsibilities

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

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

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

207.1.4 – The Oversight and Reform committee shall not have power to investigate internal Senate policy and disputes. Only the Rules and Administration committee shall have the power to do that.

207.2 – Membership

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

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

207.3 – Committee Officers

207.3.1 – There shall be a Committee Chair appointed by the Chair of the Student Association Senate through formal consultation, which shall include but not be limited to written notification at least twenty-four (24) hours prior to appointment, with the Vice Chair of the Student Association Senate and a Senior Ranking Member and a Ranking Member appointed by the Chair of the Senate through formal consultation,
207.3.1.1 – Chair and their responsibilities

207.3.1.1.1 – Shall preside over Committee meetings.

207.3.1.1.2 – Shall attend all committee meetings.

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

207.3.1.1.4 – Shall be responsible for making a weekly report at the Student Association Senate meeting as well as submitting a thorough written report to the Office of the Chair no later than twenty-four (24) hours following the Senate meeting in which the report was given.

207.3.1.1.5 – May create ad hoc subcommittees as needed.

207.3.1.1.6 – Shall be responsible for adhering to all guidelines outlined in the Training Manual & Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least twenty-four (24) hours prior to appointment, with the Vice Chair of the Senate.

207.3.1.2 – Senior Ranking Member and their responsibilities

207.3.1.2.1 – The Ranking Member shall assume all duties and responsibilities of the Chair or Vice Chair in their absence.

207.3.1.2.2 – The Senior Ranking Member shall be the Chair of the Oversight and Reform Subcommittee on Ethics.

207.3.1.2.3 – Shall be responsible for adhering to all guidelines outlined in the Training Manual & Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least twenty-four (24) hours prior to appointment, with the Vice Chair of the Senate.

207.3.1.3 – Ranking Member and their responsibilities

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

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

207.3.1.3.3 – Shall be responsible for adhering to all guidelines outlined in the Training Manual & Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least twenty-four (24) hours prior to appointment, with the Vice Chair of the Senate.

207.4 – Guidelines

207.4.1 – All meetings shall follow Robert's Rules of Order, Newly Revised.
207.4.2 – Attendance – Voting privileges will be rescinded upon the third consecutive unexcused absence of member. Any Senator appointed to the committee who loses voting privileges shall be referred to the Chair of the Student Association Senate.

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

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

207.5 – Powers of Investigation

207.5.1 – To fulfill its responsibilities and purpose, the Oversight and Reform Committee shall be empowered to investigate all individuals and organizations receiving student activity fee monies.

207.5.2 – The Oversight and Reform Committee shall report all its findings to the Senate and shall, recommend action to the Senate, the Executive Board, and the Supreme Court.

207.5.2.1 – When the Oversight and Reform Committee or its Subcommittee on Ethics receives a complaint, it shall notify the Senate Chair and an OSI representative. A meeting on the complaint shall be held within five (5) business days.

207.5.2.2 - All individual(s) pertinent to the complaint shall be notified.

207.5.2.3 - A meeting shall be held by the Committee to discuss the validity of the complaint.

207.5.2.3.1 - If the complaint is deemed to be valid, the Committee may choose to call the relevant parties in for questioning.

207.5.2.3.2 - If the Committee does not find validity in the complaint(s), it has the power to terminate the investigation.

207.5.2.4 - The Committee has the ability to call hearings. All members of the Committee on Oversight and Reform must remain viewpoint neutral during said hearings.

207.5.2.5 - After all parties have been questioned by the Committee, the Committee shall discuss whether any bylaws have been broken and what, if any, consequences should be referred to the Senate.

207.5.2.5.1 - The Committee has the power to suggest, among other options, a censure or impeachment to the Senate during its report.

207.5.2.6 - All procedures listed above shall apply to any complaints submitted to the Subcommittee on Ethics.

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

207.6 – Subcommittee on Ethics

207.6.1 – Purpose and Responsibilities
STUDENT ASSOCIATION AT THE STATE UNIVERSITY OF NEW YORK AT ALBANY INC. ENFORCED BY THE SA SENATE.

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

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

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

207.6.1.4 – Shall make recommendations to the Oversight and Reform Committee on what action, if any, should be taken because of the investigations, including, but not limited to, censure, expulsion or impeachment, or nothing if the accused is found not to be violating a rule.

207.6.1.5 – Provides advice to Oversight and Reform members before they (the members) take action, to avoid uncertainty over ethical culpability.

207.6.2 – Membership

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

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

207.6.3 – Chair and their responsibilities

207.6.3.1 – The Chair of the Ethics Subcommittee shall be the Senior Ranking Member of the Senate Oversight and Reform Committee.

207.6.3.2 – The Ethics Chair shall preside over Subcommittee meetings.

207.6.3.3 – The Ethics Chair shall attend all Subcommittee meetings.

207.6.3.4 – The Ethics Chair shall report all decisions to the Chair of the Oversight and Reform Committee after the Subcommittee meetings.

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

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

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

207.6.4 – Guidelines
207.6.4.1 – All meetings shall follow Robert's Rules of Order, Newly Revised.

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

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

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

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

207.6.5 – Ethics Violation Investigations

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

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

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

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

208 – COMMITTEE ON APPROPRIATIONS

208.1 – Purpose and Responsibilities

208.1.1 – To consider all student group budgetary requests during the Student Association fiscal year.

208.1.1.1 – The supplemental budget line shall be reserved for recognized student groups seeking additional funding during the academic year.

208.1.1.2 – The new and unfunded budget line shall be reserved for new and temporarily recognized student groups seeking up to $250 in funding per semester during the academic year.

208.1.1.5 – The Appropriations Committee is allowed to impose a 10% reduction fee to a request of a student group.

208.1.1.5.1 – This 10% reduction fee can only be imposed if the request is proposed to the committee with less than 2 weeks from when said event is to occur.
208.1.5.2 – The Appropriations Committee can only impose this reduction on SA recognized student groups.

208.2 – Membership

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

208.2.2 – Membership shall be limited to ten (10) appointed Senators (including the Committee Chair), excluding ex officio members.

208.2.3 – All appointed Senators to this committee must take and pass the Treasurer’s Exam administered by the Comptroller’s Office with at least an 80% or higher. There will be two (2) opportunities to take Exam. If a senator fails both attempts, they may be removed from the committee, stripped of voting rights, or any such consequence that the Senate Chair sees fit.

208.3 – Committee Officers

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

208.3.1.1 – Chair and their responsibilities

208.3.1.1.1 – To attend all Appropriations Committee meetings.

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

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

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

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

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

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

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

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

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

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

208.4 – Guidelines

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

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

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

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

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

208.4.6 The Appropriations Handbook shall be present at every Appropriations Committee Meeting and referenced in every Appropriations Committee decision.

208.4.6.1 - The contents of the Appropriations Handbook must include but are not limited to:

208.4.6.1.1 - All Bylaws related to the Committee on Appropriations, all Bylaws related to supplemental funding, the appropriations rubric, and the Student Association Budget of the academic year.

208.4.6.2 - The Appropriations Handbook shall be updated at the start of every academic year.

208.4.6.3 - If there is a Bylaw change during the academic year related to the Committee on Appropriations or supplemental funding, the Appropriations Handbook must be updated in a timely manner.

208.4.6.4 - If there is an update that is not related to the Bylaws, the Appropriations Handbook may be updated as the current Appropriations Committee sees fit. The committee may facilitate that change at the current Appropriations Committee Chair’s discretion.
208.4.6.4.1 - A committee roll call vote shall be the process for any updates to the Appropriations Handbook.

208.4.6.5 - At the start of each academic year, the Appropriations Handbook shall be voted on by the current Appropriations Committee to approve the validity of the newly updated Handbook.

208.4.6.5.1 - A roll call vote shall be the process to approve the validity of the Appropriations Handbook at the start of the academic year.

208.5 – Introduction of Bills

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

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

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

208.5.3 – Either the Appropriations Chair or their appointee will contact the requesting group at least twenty-four (24) hours prior to the meeting.

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

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

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

208.5.7 – Proposals will be introduced by the Committee Chair or their designee into the agenda.

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

209 – Committee on Community Engagement and Outreach

209.1 – Purpose and Responsibilities

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

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

209.1.3 – Seeking out opportunities to collaborate with University community service entities including, but not limited to, the University Office of Community Engagement and the Alumni Association.
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209.1.4 – Spearhead, in conjunction with the President or the Student Association official responsible for programming, Student Association efforts in events including, but not limited to, Relay for Life.

209.2 – Membership

209.2.1 – All members appointed by the Chair of the Student Association Senate, through formal consultation, which shall include but not be limited to written notification at least twenty-four (24) hours prior to appointment, with the Vice Chair of the Student Association Senate, and confirmed by a majority of the Student Association Senate shall be voting members.

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

209.3 – Committee Officers

209.3.1 – There shall be a Committee Chair appointed by the Chair of the Student Association Senate through formal consultation, which shall include but not be limited to written notification at least twenty-four (24) hours prior to appointment, with the Vice Chair of the Student Association Senate and a Ranking Member appointed by the Chair of the Senate through formal consultation, which shall include but not be limited to written notification at least twenty-four (24) hours prior to appointment, with the Committee Chair.

209.3.1.1 – Chair and their responsibilities

209.3.1.1.1 – The Chair shall preside over Committee meetings.

209.3.1.1.2 – The Chair shall attend all Committee meetings.

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

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

209.3.1.1.5 – The Chair may create ad hoc committees as needed

209.3.1.1.6 – Shall be responsible for adhering to all guidelines outlined in the Committee Leadership & Responsibilities Handbook, the contents of which are to be determined by the Chair of the Senate, through formal consultation, which shall include but not be limited to written notification at least twenty-four (24) hours prior to appointment, with the Vice Chair of the Senate.

209.3.1.2 – Ranking Member and their responsibilities

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

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

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

209.3.1.2.4 – Shall be responsible for adhering to all guidelines outlined in the Committee Leadership & Responsibilities Handbook, the contents of which are to be determined by

Last updated: June 1, 2020
Updated by: Bryan Ramsaran, Chairman of the Senate
209.4 – Guidelines

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

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

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

210 – COMMITTEE ON CONSTITUENT RELATIONS

210.1 – Purpose and Responsibilities

210.1.1 - To hear and address all issues with students and student groups regarding the Student Association.

210.1.1.1 – The Committee on Constituent Relations establish a system to hear and address the issues students of the University at Albany have.

210.1.1.2 – The Committee on Constituent Relations shall submit a report to the Rules and Administration Committee, once a month, that depicts the concerns the students of the University at Albany so that they shall communicate it to the University Senate.

210.1.2 – The Committee on Constituent Relations shall have the power to approve or deny any nominations submitted for Senate Certificates of Recognition, according to ByLaw 212.1.2 and ByLaw 212.1.3.

210.1.3 – To organize a “town hall” meeting on the behalf of the Student Association Senate for the interest of the constituency. One (1) in the Fall Semester and one (1) in the Spring Semester. The committee shall have the power to organize special topic town halls.

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

210.2 – Membership

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

210.3 – Committee Officers

210.3.1– There shall be a Committee Chair appointed by the Chair of the Student Association Senate through formal consultation, which shall include but not be limited to written notification at least forty-
STUDENT ASSOCIATION AT THE STATE UNIVERSITY OF NEW YORK AT ALBANY INC. ENFORCED BY THE SA SENATE.

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

210.3.1.1 – Chair and their responsibilities

210.3.1.1.1 – The Chair shall preside over Committee meetings.

210.3.1.1.2 – The Chair shall attend all Committee meetings.

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

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

210.3.1.1.5 – The Chair may create ad hoc committees as needed

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

210.3.1.2 – Ranking Member and their responsibilities

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

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

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

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

210.4 – Guidelines

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

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

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

211 – MISCELLANEOUS SENATE POLICY

Last updated: June 1, 2020
Updated by: Bryan Ramsaran, Chairman of the Senate
211.1 – The University at Albany Council Student Representative’s term of office shall run from the time of election to May 31st.

211.2 - All members of the Executive Committee must submit a transitional guide to the Senate Chair by the second-to-last Senate meeting of the academic year.

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

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

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

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

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

212 – Student Association Senate Awards and Recognition

212.1 – Certificates of Recognition

    212.1.1 – The Student Association Senate shall be empowered to recognize On-Campus Organizations, Student Organizations, Fraternities, Sororities, Clubs, and Student-run Services in addition to, individuals, for acts of distinguishing value to the University at Albany Community.

    212.1.2 – Any Senator may nominate an On-Campus Organization, Student Organization, Fraternity, Sorority, Club, Student-run Service, and/or individual(s) in the form of a resolution, to the Committee on Constituent Relations.

    212.1.3 – All approved resolutions must pass the Constituent Relations Committee by a simple majority.

        212.1.3.1 – The Constituent Relations Chairperson shall send all approved resolutions to the Chairperson of the Senate and the Vice Chairperson of the Senate.

    212.1.4 – All approved resolutions must pass the Student Association Senate by a simple majority.

        212.1.4.1 – All resolutions, once approved, must be accompanied by a Certificate of Recognition.

            212.1.4.1.1 – The Certificate of Recognition will be publicly awarded to the corresponding On-Campus Organization, Student Organization, Fraternity, Sorority, Club, Student-run Service, or individual(s) the meeting following the passage of the resolution.
EXECUTIVE POLICY

300 – COMPOSITION

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

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

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

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

300.1.4 – This does not apply to the Financial Manager.

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

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

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

300.3 – Any appointed assistant, advisor, or ex officio executive officer will have the option not to attend executive board office meetings unless told to do so by the President, Vice President, or by any Executive Officer.

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

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

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

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

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

300.5.3 – An office assistant can be subject to removal on the advice of their office director by the President.
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**300.6** – No Executive Branch officer or assistant whether elected or appointed may be a member of the Legislative and/or Judicial Branch.

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

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

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**301 – ORGANIZATION OF THE EXECUTIVE BRANCH**

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

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

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

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

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

**301.5** - All Executive Officers including President, Vice President, Comptroller and all department heads must submit a transitional guide to the Senate Chair by the second-to-last Senate meeting of the academic year.

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**302 – EXECUTIVE BRANCH OFFICERS**

**302.1** – President

**302.2** – Vice President

**302.3** – Director of Programming

**302.4** – Director of Intercultural Affairs

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

**302.6** – Director of Marketing

**302.7** – Director of Public Relations

**302.8** – Director of Student Group Affairs

**302.9** – Director of Information Technology

**302.10** – Director of Health and Sustainability

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

**302.12** – Director of Civic Action
302.13 – Director of Dippikill

302.14 – Director of Communications

302.15 – Director of Academic Affairs

302.16 – Director of Disability Services

303 – JOB DESCRIPTIONS

303.1 – President

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

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

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

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

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

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

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

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

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

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

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

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

303.2 – Vice President

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

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

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

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

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

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

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

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

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

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

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

304.1.1 – Director of Legal Services

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

304.2 – Student Association Attorney/Director of Legal Services

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

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

304.3 – Chief of Staff

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

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

305 – Amendments

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

306 – Power to the Comptroller

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

306.1.1 – Should the Comptroller be unable to exercise this power for a period; the Student Association Vice President shall be empowered to act as Comptroller until the Comptroller is able to reassume their duties.

306.1.2 – Should both the Comptroller and the Vice President be unable to exercise this power for a period; the Chairperson of the Board of Finance shall be empowered to act as Comptroller until the Comptroller is able to reassume their duties.

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

308 - STUDENT ASSOCIATION FULL TIME PROFESSIONAL STAFF

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

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

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

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

308.2.1- The employment contract must be an ‘At-Will” employment contract

308.2.1.1- Any contract signed that is not ‘at will’ is subject to being voided by the SA Supreme Court

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

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

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

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

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

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

309- STUDENT ASSOCIATION FULL TIME PROFESSIONAL STAFF

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

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

309.1.1.1- Bylaw 300.5, and all subparts of 300.5, do not apply to this position
309.2- The President of the Student Association, in conjunction with the Comptroller of the Student Association shall enter into an agreement with the Assistant Office Manager through a contract. The President of the Student Association shall hire the Assistant Office Manager with the consent of the Student Association’s Comptroller, and upon approval of the employment contract by the Board of Finance.

309.2.1- The employment contract must be an ‘At-Will” employment contract

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

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

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

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

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

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

310 – EXECUTIVE OFFICER ACCOUNTABILITY

310.1- The Student Association President, with the consultation and assent of the Student Association Vice President, shall have the power to remove from office appointed officers of the Executive Branch of the Student Association.

310.1.1- The Student Association President and Vice President must give written notice to an officer of their dismissal. The removed officer shall be given one week’s notice of the decision before their employment is formally terminated with the Student Association.

310.1.2- The Student Association President must report the removal of an executive branch officer to the Student Association Senate at the meeting immediately following the removal of the officer.

310.1.3- The Student Association Vice President shall report the cause for the removal in an executive session of the Student Association Senate. Formal documentation of said cause shall be presented to the senate.

310.1.4- This by-law shall only apply to appointed officers of the President of the Student Association as outlined in Section 302 of the Student Association By-Laws.

JUDICIAL POLICY

400 – RULES AND PROCEDURES OF THE SUPREME COURT
400.1 – Purpose

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

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

400.2 – Term

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

400.2.2 – The Court shall hold elections for Chief Justice and Deputy Chief Justice at the end of the spring semester or, if vacancies exist, as soon as all seven Justices have been confirmed to the Court. The Student Association Senate shall be empowered to enforce this provision by setting a fall deadline by which the elections must have been completed.

400.2.2.1 – A representative of the Student Association Elections Commission shall be in attendance to administer the elections of the Chief Justice and Deputy Chief Justice.

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

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

400.3 – Jurisdiction

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

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

400.4 – Regular Meeting Attendance

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

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

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

400.4.2.2- Justices shall have no more than three (3) consecutive absences per semester or four (4) total per semester.
400.4.2.3 Absences from special meetings shall not count toward the number of absences permitted.

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

401 – Duties and Responsibilities of Supreme Court Officers

401.1 The Chief Justice shall:

401.1.1 Be the chief administrator of the Court.

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

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

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

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

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

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

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

401.2 The Deputy Chief Justice shall:

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

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

401.2.2 Assume all duties and responsibilities of the Chief Justice should they so designate or in the event Chief Justice is unable to discharge their duties.

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

402 – Procedures of Hearings

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

402.2 The Court must report, in written form, to the Executive and Legislative Branches, any changes in the procedures adopted for that year.
402.3 – Should the Court fail to submit a procedure for hearings, the Student Association Senate shall reserve the right to, in written form, provide said formal procedure for hearings which must be passed by the Oversight and Reform and confirmed by a majority vote of the Senate.

403 – Filing Procedures of Petitions

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

403.1.1 – The facts according to the plaintiff
403.1.2 – The course of action resulting in personal injury or harm
403.1.3 – The remedy being sought

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

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

403.4 – Grounds for dismissal:

403.4.1 – The Court has no jurisdiction
403.4.2 – The case is moot or unripe
403.4.3 – The plaintiff has no standing
403.4.4 – The plaintiff, in the Court’s determination, has not fulfilled the criteria stated in 404.1

403.5 – The Court shall issue no advisory opinions.

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

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

403.7.1 – The justices of the Supreme Court
403.7.2 – President of the Student Association

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

403.7.3 – Chair of the Student Association Senate

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

403.7.4 Litigant (i.e. Student Association Counselors)

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

404.2 – A writ of appeal shall consist of:

   404.2.1 – The facts according to the appellant
   404.2.2 – The course of action resulting in personal injury or harm.
   404.2.3 – The remedy being sought

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

405 – Briefs

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

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

406 – Statute of Limitations

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

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

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

407 – Hearing Procedures

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

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

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

407.4 – There shall be no jury trials.

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

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

407.7 – Any action by anyone who violates decorum and proper behavior in the courtroom may be found in contempt of court and shall be properly removed.
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407.8 – Anyone who disobeys an order of judgment of the Supreme Court or any official who fails to enforce rulings of the Court shall be found in contempt of Court. Further disciplinary action may then be initiated including, but not exclusively, a recommendation for removal from office for refusal to comply.

408 – DECISION

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

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

408.2.1 – The litigants
408.2.2 – President of the Student Association
408.2.3 – Chair of the Student Association Senate
408.2.4 – Albany Student Press
408.2.5 – Whoever else is deemed necessary

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

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

409 – POWERS OF THE COURT

409.1 – Injunctions and Equity

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

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

409.1.3 – Temporary injunctions may be issued by the court by three or more Justices.

409.1.4 – Temporary injunctions shall not extend for more than five Student Association business days.

409.1.5 – Those temporary injunctions may be rescinded by the entire Court and can be extended to a permanent injunction by a majority of the Court.

409.2 – Declaratory Judgments

409.2.1 – Declaratory judgments shall be issued by this Court. A declaratory judgment shall consist of a request by a student for a declaration of rights consistent with the Student Association Constitution and all its policies.
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409.2.2 – Declaratory judgments will only be made in accordance with the restricting injunctions and shall not be used as advisory opinions or laws to be enacted by the Student Association.

409.3 – Subpoenas

409.3.1 – The Supreme Court of the Student Association shall have the sole power of subpoena. The Student Association Senate may request that a subpoena be handed down by the Supreme Court for the purposes of Senate-conducted investigation.

409.3.2 – Subpoenas may be issued by the Court in the name of the Student Association requiring in court the presence of ex officio persons holding an office in the Student Association, or in a group, or employed by such a group.

409.3.3 – Subpoenas may be issued by the Court temporarily surrendering the records or other materials possessed by the Student Association or any Student Association group. These materials may be requested and examined by the Court or by persons under the supervision of the Court.

409.3.4 – Anyone who disobeys a subpoena may be found in contempt of Court. The Chief Justice may file an injunction, cease operations on MyInvolvement.org, and freeze any budget the organization receives from Student Association.

410 – IMPEACHMENT PROCEEDINGS

410.1 – A motion for impeachment shall be presented to the Student Association Senate Chair.

410.1.1 – The Chair shall notify the President and the Vice President of the Student Association of the motion of impeachment.

410.1.2 – The Chair will then call a special session of the Student Association Senate except for the voting members of the Rules and Administration Committee, up until the impeachment is filed with the Student Association Senate Chair.

410.1.3 – The special session is henceforth considered the impeachment hearing.

410.2 – Impeachment Hearing

410.2.1 – The impeachment hearing shall follow Robert’s Rules of Order.

410.2.2 – The Vice President of the Student Association shall be the presiding officer of the Impeachment Hearing.

410.2.3 – The voting members of the Impeachment Hearing shall include all members of the Student Association Senate excluding the Rules and Administration committee and the Student Association Senate Chair.

410.2.4 – If a motion of impeachment is approved by a two-thirds vote of the members of the Impeachment Hearing, it is then referred to the Supreme Court of the Student Association.

410.2.4.1 – In the event that a Student Association Supreme Court Justice is the subject of impeachment proceedings, the motion of impeachment is referred to the Trial Commission.

410.3 – Removal of a Justice

410.3.1 – Trial Commission

Last updated: June 1, 2020
Updated by: Bryan Ramsaran, Chairman of the Senate
410.3.1.1 – The Trial Commission shall follow judicial procedure in the hearing of the charges.

410.3.1.2 – The President of the Student Association shall be the presiding officer of the Trial Commission.

410.3.1.3 – The voting members of these proceedings shall include the elected and appointed members of the Rules and Administration Committee, the Student Association Senate Chair, Student Association Vice Chair, and the Justices present at the trial.

410.3.1.3.1 – The Justices present at the trial may give testimony as to the performance of the Justice facing removal.

410.3.1.4 – This commission shall consist of no less than five members.

410.3.1.5 – If the Commission decides to grant the impeachment by a two-thirds vote, the Supreme Court Justice shall be considered removed from office.

411 – The Office Allocation Fairness Act of the New Millennium

411.1 – Office space will be allocated by a Commission consisting of the Chair of the Student Association Senate, the Vice President of the Student Association, and the Chief Justice of the Student Association.

412 – Student Counselor

412.1 – There is hereby established the position Student Counselor. The Student Counselor is to serve at the discretion of the President of the Student Association with the advice and consent of the Vice President of the Student Association.

412.1.1 – The Student Counselor shall provide legal counsel to any student litigant. The Vice President with the approval of the President shall assign any other duties they deem pertinent.

412.1.2 – The President has 30 days while classes are in session to present a nominee for any vacancy in the position of Student Counselor to the Student Association Senate. A two-thirds vote is necessary to confirm the nominee. After the thirty-day period expires, the Student Association Senate shall be empowered to fill the vacancy.

412.2 – The term of office for the Student Counselor shall be valid until their graduation but no term shall extend past two years.

413 – Counselor to the Student Association

413.1 – There is hereby established the position of Counselor to the Student Association. The Counselor to the Student Association shall be responsible for representing the Student Association and any of its branches or funded groups in all cases.

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

413.2.1 – The Counselor to the Student Association is to serve at the discretion of the President of the Student Association with the consultation of the Vice President of the Student Association.
413.2.2 – The President in consultation with the Vice President shall assign any other duties s/he deems pertinent.

413.2.3 – The President has thirty (30) days while classes are in session to present a nominee for any vacancy in the position of Counselor to the Student Association to the Student Association Senate. A two-thirds (2/3) vote is necessary to confirm the nominee. After the thirty-day period expires, the Student Association Senate shall be empowered to fill the vacancy.

413.3 – The term of office for the Counselor to the Student Association shall be valid until their graduation but no term shall extend past two years.

414 – CONSTITUTIONAL REVIEW

414.1 – The Chief Justice of the Student Association shall, with the advice of the associate justices, be responsible for reviewing all the constitutions of every student group of the Student Association.

414.2 – Copies of all Student Group constitutions are to be kept on file with the Supreme Court of the Student Association, Student Association Executive Office Manager, and the Director of Student Group Affairs.

FINANCE POLICY

500 – BYLAWS OF THE BOARD OF FINANCE

500.1 – Membership

500.1.1 – Four (4) Student Association Board of Finance members appointed by the Student Association Senate Chair and confirmed by a two-thirds (2/3) of the Student Association Senate shall be voting members.

500.1.1.1 – Members appointed by the Chair of the Student Association Senate must be voting members of the Student Association Senate.

500.1.1.2 – The Chair of the Senate Committee on Appropriations shall be considered an automatic member of the Board of Finance

500.1.1.3 – One (1) of the Board of Finance members appointed by the Chair of the Student Association Senate shall be, upon two-thirds (2/3) confirmation of the Senate, given a two (2) year appointment to the Board of Finance.

500.1.2 – Three (3) Student Association Board of Finance members appointed by the President of the Student Association and confirmed by a two-thirds (2/3) of the Student Association Senate shall be voting members.

500.1.2.1 – One (1) of the Board of Finance members appointed by the President of the Student Association shall be, upon two-thirds (2/3) confirmation of the Student Association Senate, given a two (2) year appointment to the Board of Finance.

500.1.3 – The Comptroller of the Student Association shall be a non-voting, ex-officio member of the Board of Finance and shall give a report every time the Board meets.

500.2 – Chair of the Board of Finance
500.2.1 – The Chair shall preside over all Board meetings and represent the Board of Finance on all occasions.

500.2.2 – The Chair shall be empowered to call all meetings of the Board of Finance.

500.2.2.1 – Board of Finance members must be sent an agenda and notified at least twenty-four (24) hours in advance prior to calling meeting, unless all members agree to meet at an earlier time.

500.2.2.2 – The Chair of the Board of Finance shall be empowered to create a semesterly schedule for all Board members. This shall be called the Fiscal Calendar Session for the Board to complete any and all action. This shall be subject to change at any time.

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

500.2.4 – The Chair shall be responsible for meeting with the Campus Designee and the Comptroller no less than once a month to discuss the financial situation of the Student Association.

500.2.5 – The Chair shall be responsible for maintaining all of the records of the Board of Finance which include but are not limited to: contract agreements for Board members, attendance and voting files from the Vice Chair, All contracts reviewed, All Senate bills reviewed, All Board agendas and minutes, the current fiscal year’s budget, investigation documents, and other documents that the Board reviews and/or utilizes.

500.2.6 – The Chair shall vote last on all business of the Board of Finance

500.2.7 - The Chair of the Board of Finance must submit a transitional guide to the Senate Chair by the second-to-last Senate meeting of the academic year.

500.3 – Vice-Chair of the Board of Finance

500.3.1– The Vice-Chair shall be responsible for maintaining meeting attendance records in addition to a list of all voting members.

500.3.2 – The Vice-Chair shall record the minutes of every meeting of the Student Association Board of Finance.

500.3.3 – The Vice-Chair shall be responsible for maintaining all voting records.

500.3.5 – the Vice-Chair shall assume the duties of the Chair in the absence of the Chair of the Board of Finance and/or at their request.

500.3.6 – The Vice-Chair shall be responsible for meeting with the Chair of the Board of Finance regularly and to assist in creating the Fiscal Calendar Session.

500.4 – Rules for Meetings

500.4.1 – All meetings shall follow Robert’s Rules of Order, Newly Revised 11th edition.

500.4.2 – Members shall be impeached after four (4) absences both excused and unexcused. To be counted as present, a member must attend at least half of the meeting.
500.4.3 – Any member of the Board of Finance who is impeached shall be referred to the Rules and Administration Committee.

500.4.4 – All meetings shall be open to the public unless noted by the Chair of the Board of Finance. Public comment shall be at the discretion of the Chair of the Board of Finance.

500.4.4.1 – A unanimous vote of the Board, not including that of the subject of the vote, shall be sufficient means to remove the Chair or Vice Chair of the Board of Finance from their respective positions. The completion of this process shall immediately trigger a new election.

500.4.4.2 – A two-thirds vote of the Board, not including that of the subject of the vote, supplemented by a two-thirds vote of the Student Association Senate, shall be sufficient means to remove the Chair or Vice Chair of the Board of Finance from their respective positions. The completion of this process shall immediately trigger a new election.

500.5 – Amendments to Finance Policy

500.5.1 – Any proposed amendments to the Finance Policy shall be effective upon approval of two-thirds (2/3) of the Board of Finance and a two-thirds (2/3) vote of the Student Association Senate.

500.5.2 – Conference Committee

500.5.2.1. The Board of Finance shall have the power to review the entire section of the Financial policy of the Student Association every 3 years beginning on the passage of the Student Association Financial Reform Act of 2020. During this time a conference committee will be created to review the finance policy of Student Association. The Board of Finance Chair shall appoint three members, the Chair of the Rules and Administration shall appoint three members and the Comptroller shall all be voting members.

500.5.2.2 – Passage of the Conference Committee bill shall be in effect upon a two-thirds (2/3) approval of the Committee and a two-thirds (2/3) vote of the Student Association Senate.

500.6 – Powers of Review

500.6.1 – Financial Review

500.6.1.1 – To fulfill its purpose and responsibility, the Student Association Board of Finance shall be empowered to investigate all financial matters of the Student Association. A majority vote shall be sufficient to start an investigation. To facilitate this, the Board of Finance shall have the ability to subpoena Student Association financial documents and witnesses by a majority vote.

500.6.1.2 – The Board of Finance shall report all its findings to the Senate and recommend appropriate action to the Senate.

500.6.1.3 – All individuals shall be guaranteed the right of due process through the impeachment process as outlined in Article VII of the Student Association Constitution.

500.6.2 – Office of the Comptroller Review

500.6.2.1 – The Board of Finance must review all members of the Comptroller’s Office to assess the performance of the office within the one month following the midpoint of each semester as defined by the Registrar’s Office and again after each semester.
500.6.2.2 – The Review Rubric shall be created at the second meeting of the Board Finance and subject to a two-thirds vote of the Board of Finance. This rubric shall be used to assess the performance of the Office.

500.7 – The Board of Finance must create a Standard Evaluation Form (SEF) every 2 years beginning after the Student Association Financial Reform Act of 2020 to serve the following purpose:

500.7.1 – To ensure Viewpoint Neutrality for all student organizations applying for funding through the Student Association

500.7.2 – Viewpoint Neutrality shall be defined as a decision made in accordance with any procedural requirement for making the decisions; and without considering the viewpoint being expressed by the recipient of the funds. Organization

500.7.2.1 – All decisions made by the Senate Appropriations Committee, the Student Association Board of Finance, the Student Association Senate, the Student Association President, the Student Association c, or any other officer or employee of the Student Association with regard to funding recognized student organizations in the budget and/or in the New and Unfunded organizations Line and/or in the Supplemental Appropriations Line and/or any decision with regard to funding shall be made in accordance with the principle of Viewpoint Neutrality. Every such funding decision shall be made in accordance with every procedural requirement for making such decisions and shall be made without considering the viewpoint or ideology expressed by the recipient of the funds. The principle of Viewpoint Neutrality will be implemented and compiled by the Senate Appropriations Committee, the Board of Finance, the Student Association Senate, the Student Association President, the Student Association Comptroller, and every other officer or employee of the Student Association wherein funding decisions concerning recognized student organizations videotape, stenographer, or other similarly reliable means. All documents concerning the decision to deny funding to a recognized student organization and the record of the meeting of the Student Association Senate shall be made available to any representative of the recognized student organization or any student within two (2) weeks of receipt of a written request and upon payment of reasonable copying charges. Upon request by any recognized student organization whose applications for funding has been denied, the Student Association Senate shall provide a written statement of its reasons for denial within ten (10) days after the next regularly scheduled meeting of the Student Association Senate has adjourned. Any decisions by the Appropriations Committee, the Board of Finance, the Student Association Senate, the Student Association President, the Student Association Comptroller, or any other officer or employee of the Student Association that violates the principle of Viewpoint Neutrality shall be invalid and null and void. However, nothing herein shall be interpreted to mean that the Student Association is required to fund every recognized student organization simply because they have completed an application for funding, if the decision is made without considering the Viewpoint or the ideology expressed by the applicant for the funds. The requirement of Viewpoint Neutrality by the Student Association in making all funding decisions for recognized student organizations may be appealed to the Supreme Court of the Student Association pursuant to the Judicial Policy, and the Supreme Court shall enforce the requirement of Viewpoint Neutrality in making such decisions.

500.7.3 – The Standard Evaluation Form (SEF) shall be approved by two thirds vote of the Board of Finance.

500.8 – Selection of next Comptroller and Deputy Comptroller(s)

500.8.1 – Selection Process

500.8.1.1 – The Board of Finance shall open applications from the February 1st at 9 AM to the last day of February at 11:59 PM. The application shall be created by the Chair of the Board of Finance.
500.8.1.2 – The Board of Finance shall then interview all applicants for all positions no later than the last week of March. The Board of Finance shall select nominees by a two-thirds vote.

500.8.1.3 – The Board of Finance shall select a Comptroller and Deputy Comptroller(s) no later than the last week of March. They shall be sent to be confirmed by a two-thirds vote (2/3) of the Student Association Senate no later than the second week in April.

500.8.1.4 – Upon Confirmation, the Comptroller-designate and Deputy Comptroller(s)-designate shall receive training from the current Comptroller and Deputy Comptroller(s) for the entire month of April unless otherwise told so by the current Comptroller and Deputy Comptroller(s).

500.8.1.5 – The Comptroller-designate must attend the Senate Budget meeting.

501 – BYLAWS OF THE COMPTROLLER

501.1 – Comptroller

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

501.1.2 – The Comptroller shall be considered an ex officio, non-voting member of Student Association Senate and the Board of Finance.

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

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

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

501.1.6 – The Comptroller or a designated member of the Office of the Comptroller shall be required to prepare a bi-weekly report to the Board of Finance regarding internal expenditures.

505.1.1.6.1 – The report shall be distributed to the Board either on paper or digitally. Board members must have copies of the report by the time the Comptroller presents it to the Board of Finance. The report shall include but not be limited to the following:

505.1.1.6.1.1 - The report shall include the bottom-line expenditures from both the internal budget and external budget.

501.2 – Deputy Comptroller(s)

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

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

501.2.2.1 – At the end of the Spring semester the Comptroller, if he or she chooses, shall endorse one deputy comptroller to the Board of Finance to become the next Comptroller.
501.2.2.2 – The Board of Finance shall not be obligated to hire said endorsed candidate, however said candidate shall be taken into serious consideration for the position.

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

501.3 – Assistant Comptroller(s)

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

502 – STUDENT ACTIVITY FEE POLICY

502.1 – General Policy

502.1.1 – Full membership in the Student Association shall be given to all Student Activity Fee-paying undergraduate students.

502.1.2 – Other members of the University community (Graduate students, alumni, faculty and staff, administration) may become affiliate members of Student Association contingent on the payment of the Student Activity Fee established by the Student Association Senate. Affiliate members will enjoy all the rights and privileges of full members except for voting in student association elections. The Student Association Senate may be a majority vote, establish other limitations to affiliate membership.

502.1.3 – Student membership, participations, or the ability to hold an office in any organization or activity financed in whole or in part by the Student Association shall be contingent upon payment of the Student Activity Fee.

502.2 – Procedures

502.2.1 – Special Events

502.2.1.1 – The purchase of a ticket by a member of the Student Association to a special event shall be contingent upon the presentation of the students current valid SUNYcard to the seller of the tickets for that special event.

502.2.2 – Voting in Polls, Referenda, and Elections

502.2.2.1 – Voting in a poll, referendum, or election affecting the Student Association as an organization is contingent on full membership in the Student Association.

502.2.2.2 – Voting in a poll, referendum, or election directly affecting only the payers of the Student Activity Fee shall also be contingent upon the payment of the Student Activities Fee in addition to full membership in the Student Association.

502.3 – The Student Association will run a referendum at least every two (2) years beginning with the Spring Semester of 1973 to determine whether a mandatory or voluntary form of Student Activity Fee is preferred.

502.4 – Such a referendum shall be binding if ten (10%) percent of the members of the Student Association eligible to vote cast their votes in said referendum.
502.5 - In every year in which a referendum on the mandatory status of the Student Activity Fee will be held, the Board of Finance shall be compelled to propose an alternative estimated budget considering the possibility that the Student Activity Fee should fail to be made mandatory.

502.5.1 - This estimated budget shall be based upon all incomes as well as an estimation of student activity fee income, and the estimate shall consist of the assumption that the bare minimum, that is, the fewest number of members a student organization can have and maintain recognition, will participate in the voluntary fee.

502.5.1.1 - The Student Association Senate must approve any proposed contingency budget.

502.5.2 - Following the commencement of any Fall Semester in which the student activity fee is voluntary, the Comptroller shall reconcile the actual student activity fee income with the proposed contingency budget, and the Board of Finance shall propose an amended budget to the Student Association Senate, which must approve the final reconciled amended budget proposal.

502.6 – The Student Association Senate of the Student Association of the University at Albany endorses the following resolution:

502.6.1 – We support the exclusive right of students to govern and regulate the use of the Student Activity Fee and oppose all legislation, resolutions, and policies imposed by the legislature, the State University of New York Board of Trustees, or Campus administration to regulate or prohibit the use of the mandatory activity fee.

502.6.2 – As the use of fees are already subject to the guidelines established by the Board of Trustees which requires a student referendum to determine the mandatory/voluntary nature of the fees and where students are required to approve all budgeted expenditures of their fees, an adequate self-governing process already exists. It is inappropriate for any organizations other than students to control the Student Activity Fee.

502.7 – In accordance with SUNY Board of Trustees’ Guidelines, the Student Association will not use advisory referenda of the student body to garner student input with respect to funding decisions. Provided, however, that an advisory referendum can be used only to advise the SA regarding the appropriate level of funding and not to determine whether a organization will or will not be funded.

503 – POWERS OF ENFORCEMENT

503.1 - The Comptroller of the Student Association shall have the power to freeze any budget of any organization or activity constituted and financed in whole, or in part, by the Student Association that is found to be in violation of any part of financial policy. Should the party frozen by the Comptroller wish to appeal their decision they must appeal to the Board of Finance. The Board of Finance shall have the right to override the comptroller’s decision by a two-thirds vote (2/3). All budget freezes must be reported to the Student Association Senate.

503.2 – No organization shall oversPEND their budget

503.2.1 – A organizations budget shall be considered overspent when its total expenditures exceed its total appropriation at any time.

503.2.2 – No voucher will be processed for any overspent organization, nor will any voucher be processed that would overspend a organization’s account.
503.2.3 – Should a organization overspend their budget during a fiscal year, one hundred and ten (110%) percent of the amount they overspend shall be deducted from their budget for the following fiscal year, up to the total amount of their appropriation. The Comptroller in conjunction with the President of said organization shall determine which lines to reduce. No income line may be altered for this purpose.

503.3 – In the case of mitigating circumstances, the Comptroller shall be empowered to deduct from the organizations budget. Deductions from budgeted organizations require a two-thirds (2/3) approval from the Student Association Board of Finance.

503.4 – Each signatory officer after attending the mandatory signatory officers meeting, must sign the following document, prior to their institution as a signatory officer: “I have read the Financial Literacy and I completely understand the laws and regulations of the Student Association By-Laws.” Failure to attend the mandatory meeting or a similar meeting given by the Student Association Comptroller shall result in the budget of said organization to be frozen by the Comptroller of the Student Association.

503.5 – In the beginning of the academic year, the Comptroller shall administer an exam on Finance By-Laws to each organization’s President and Treasurer, or their equivalent. Failure of either individual to pass this exam will result in the budget of said organization to be frozen until the Comptroller deems said individuals sound in the knowledge of the Finance By-Laws.

503.5.1 – All student organization signatories and Student Association officers responsible for executing a budget must attend financial literacy training given by the Student Association before taking the Financial Literacy Exam in the beginning of the academic year. If the assigned student leaders do not attend, they will be denied access to the Finance By-Laws Exam and any allocated funds given by the Student Association.

503.5.2 – A closed book Financial Literacy Exam must be given in-house. Exams will take place on multiple scheduled dates. Tests must be proctored by the Student Association Office of the Comptroller or their designee. If the Student organization executive board member neglects to take the exam, position of will be revoked and a new board member must be elected.

503.5.3 – If a student organization executive board member fails the exam, a new member must be elected before 72 hours prior to the final scheduled Finance By-Laws Exam. Failure to adhere to this policy shall result in the budget being frozen by the Comptroller of the Student Association. Failure of Student Association officers to pass or take the exam will result in removal of signatory powers and access to their account(s) until they pass the exam.

503.6 – No students have the right to indebt or commit either the Student Association or the State University of New York at Albany itself in any written or verbal agreements. Therefore, all contracts must be approved and signed by the Comptroller and President of the Student Association. Any agreements between two (2) or more organizations, which involve commitments of funding, must be made in writing, signed by the responsible budgetary officers of all organizations involved and attested to by the Comptroller and President of the Student Association.

503.6.1 – Any agreement made without the signature of the Comptroller and President is not binding on the Student Association and will be the responsibility of the individual.

503.7 – The Comptroller of the Student Association in conjunction with the Board of Finance may review any violations of this policy by an organization or activity financed in whole, or in part, but the Student Association and make recommendations to the Student Association Senate for approval to exact penalty upon the organization.
504 – BUDGETS AND SUPPLEMENTAL APPROPRIATIONS

504.1 – The Budgetary Process

504.1.1 - The Board of Finance shall be empowered to create the entire budgetary calendar including but not limited to: the mandatory student organization meeting, budget packet deadline, notification of allocation, appeal process and timeline, the senate budget meeting and official budget signing. This Timeline shall be voted on no later than the last day of November by the Board of Finance.

504.1.2 The Board of Finance must assess the current state of income gathered by the Student Activity Fee and how that compares to the estimated activity fee income, as estimated by UAlbany Research, and the surplus line. This assessment must be done with the SA custodian and the Office of Student Activities. This assessment must be done before the internal and external budget process starts.

504.1.3 – The Board of Finance shall be empowered to construct and complete a balanced budget for the following fiscal year of the Student Association.

504.1.3.1 – All registered Student Organizations must attend the mandatory budget meeting scheduled by the Board of Finance in order to receive funding for the next fiscal year. Both the Signatories must be in attendance of the meeting. Should one or both not be able to attend, they must send a designee in their place. The Chair of the Board of Finance shall be responsible for creating the presentation in consultation with the Comptroller of the Student Association. The meeting must be scheduled before the submissions of budget packets go live.

504.1.3.2- All registered Student Organizations must submit a fully completed budget packet to the Board of Finance, no later than the deadline set forth by the Board of Finance.

504.1.3.3 – The Board of Finance shall notify all Registered Student Organizations that have submitted a budget packet their tentative allotted budget.

504.1.3.4 – The notified Registered Student Organizations shall respond to the Board of Finance with acceptance or appeal of their tentative budget allotment.

504.1.3.5 – Registered Student organizations that wish to appeal their allocation shall meet with the Senate Constituent Relations Committee for an appeal hearing. At least one member of the Board of Finance must attend the appeals hearing. The appealing Student Organization shall provide a written memo of appeal. All the documentation provided by the Student Organization in the appeals hearing must be made accessible to all Student Association Senators within a week of the hearing. The Board of Finance must provide a memo of justification at the appeals hearing. The memo of justification must provide sound reasoning for the initial budget allocation to the Student Organization. The memo of justification must be made accessible to all Student Association Senators within a week of the hearing. The Constituent Relations Committee, after hearing the arguments of both the appealing Student Organization and the Board of Finance shall create a memo of recommendation. The memo of recommendation must include a summary of the appeals hearing and the Committee’s recommendation as to whether the Student Organizations appeal should be granted. The memo of recommendation must be made accessible to all Student Association Senators within a week of the hearing. After the appeals hearing the Board of Finance may choose...
to change the Student organizations allocation. All the documents from all Student Organization appeals hearings must be made accessible at the Student Association Senate’s budget meetings.

504.1.3.6 – The President-elect shall submit to the Comptroller a list of all budgetary requests for the internal budget for the next fiscal year. The Comptroller shall then, along with the President-elect consult the Board of Finance on the creation of the internal portion of the budget.

504.1.4 – The Board of Finance shall submit a completed and balanced budget to the Senate. The date shall be determined by the Board of Finance Chair.

504.1.5 – The Senate shall review the internal and external portions of the budget in one meeting.

504.1.6 – The Senate shall debate and have the power to amend the budget by a two-thirds (2/3) vote. The Senate must then rectify the changes that have been made, and vote on a final balanced budget. The Senate cannot vote and pass the budget unless it is balanced.

505.1.6.1 – The budget shall be considered balanced when the proposed expenditures for the next fiscal year are the same as or less than the current fiscal year’s revenue.

504.1.7 – Senate budget meetings

504.1.7.1 – The Chair of the Board of Finance shall Lead the Senate budget meeting along with the Vice-Chair of the Board of Finance.

504.1.7.2 – Special Rules of Procedure shall be followed at all Senate budget meetings. These rules would be determined by the Chair of the Board of Finance after formal consultation with the Chair of the Senate.

504.1.7.3 – Violations of viewpoint neutrality by any senators shall result in removal from the meeting by the Chair of the Board of Finance.

504.1.8 – Registered Student Organizations can be given permission to make appeals to the Senate during the Senate budget meeting at the discretion of the Chair of the Board of Finance

504.1.9 – The Board of Finance shall hold the power to create a signing ceremony where all members of the Student Association are invited. This event shall take place on the last week classes are in session of the Spring semester as determined by the University at Albany Registrar’s office.

504.1.9.1 - In order for the budget of the Student Association to take into effect, the President-elect, shall sign the budget into law by the last designated Senate meeting. If the President-elect has objections they must voice these objections to the Senate. The Senate may amend the budget or by a two-thirds (2/3) vote override the President-elect’s objections and make the proposed budget.

504.1.9.1.1 The following must sign the official budget:

- The President-elect
- The Comptroller – Designate
- The Vice-President-elect
- The Comptroller
- The Board of Finance Chair
- The Board of Finance Vice-Chair
- The Senate Chair
- The Senate Vice-Chair
STUDENT ASSOCIATION AT THE STATE UNIVERSITY OF NEW YORK AT ALBANY INC. ENFORCED BY THE SA SENATE.

504.1.10 – Any leftover or excess unallocated funds shall be reviewed and automatically allocated. 30% shall go to the surplus/deficit line and 70% shall be voted on for use, or reserved, by the Senate upon a two-thirds vote.

504.1.10.1- The surplus/deficit line should not fall below $50,000 at any given time.

504.1.11 - Re-opening of the Budget

504.1.11.1 - In the case of extraordinary circumstances, the Budget for the current Student Association Fiscal year can be opened. It can be opened up until the mid-term point of the fall semester as determined by the Registrar’s office. In order to this the following criteria must be met:

504.1.11.2 – A Full Board of Finance must be confirmed by the Student Association Senate.

504.1.11.3 - A Bill must be submitted to the Chair of the Student Association Senate instructing the Board of Finance to evaluate the budget and make the necessary changes. The bill must be approved by a two-thirds (2/3) vote of the Student Association Senate and signed by the President.

504.1.11.4 – The Board of Finance shall have no more than thirty-five (35) solar days to review the changes and bring back a balanced budget. The Board of Finance shall present this balanced budget in a special session of the Student Association Senate.

504.1.11.5 – Special Rules of Procedure shall be followed during this special session. The Rules shall be created by the Chair of the Board of Finance upon consultation with the Chair of the Senate.

504.1.12 – The Budget shall become effective upon a two-thirds (2/3) vote of the Student Association Senate. It must be signed by the President.

504.2 – The Comptroller shall clearly define and publish the names of all budget lines. It shall be the responsibility of the Comptroller to make sure that each disbursement of Student Association funds shall be made appropriately to each line.

504.3 – Any currently funded organization must go through the budget procedure to receive funding for the following year.

504.4 – The Comptroller shall be empowered with the ability to transfer within any line item one thousand ($ 1,000) from an original line to a newly designated line without having to appear before the Board of Finance.

504.5 - Miscellaneous Budget Policy:

504.5.1 – Contingency Spending Line

The Board of Finance may allocate money into the Contingency Spending Line during the budget process to defray emergency costs that may arise.

504.5.2 – Any funds taken from this line shall be submitted to the Student Association Senate in the form of a bill from the Board of Finance and be approved by a two-thirds (2/3) affirmative vote of the Student Association Senate.
504.5.3 – In the case of a previous year deficit, the difference between the money recovered by the Comptroller from overspent organizations and the net loss as reported by the auditors due to overspending organizations shall be required to be allocated in the next year’s budget.

504.5.4 – This money shall be considered spent on the first day of the fiscal year (July first).

504.5.5 – Appropriations may only be made from the Prior Years Line to cover expenses accrued by the Student Association organizations and offices during the prior budgetary year.

504.5.6 – No appropriation may be made from this line to cover expenses made by any Student Association organization that finished the prior budgetary year with its budget overspent. All vouchers will be taken from their budget from the current year.

504.5.7 – The maximum amount that may be spent from this line to cover expenses made by any Student Association organization shall be the account remaining in the organization’s budget at the end of the prior budgetary year. All vouchers past this amount will be taken from their budget for the current year.

504.5.8 – Appropriations may be made from this line in exception to the above policy to re-issue cancelled or stale dates checks or of the organization’s account has no remaining money. Further exceptions may be approved in the form of a bill submitted by the Board of Finance which is passed by a two-thirds (2/3) affirmative vote by the Student Association Senate.

504.5.9 – The Board of Finance shall review expenses made from this line at least once a semester to ensure proper adherence to this policy and to make corrections as necessary.

505 – NEW AND UNFUNDED ORGANIZATIONS

505.1 – Funding New Organizations

505.1.1 – The term “New and Unfunded” will refer to any organization that has not received a budget consisting of Activity fee monies through either the Appropriations Committee or the Budget Process for the past 2 semesters.

505.1.2 – A organization that is “New and Unfunded” shall only be allowed to receive a supplemental allotment of $400.

505.2 – Any permanently recognized, non-funded organization wishing to receive an appropriation may be budgeted through the New and Unfunded organizations Line in the form of a bill from the Appropriations Committee and be approved by those in attendance Student Association Senate meeting.

505.3 – If a bill to allocate money from the New and Unfunded organizations Line is passed by the Student Association Senate, and it is vetoed, the Student Association Senate shall have the opportunity to override it at the next regularly scheduled Student Association Senate meeting.

506 – SUPPLEMENTAL APPROPRIATIONS

506.1 – Any appropriation from this line should be submitted to the Student Association Senate as a bill from the Appropriations Committee and be approved by those in attendance Student Association Senate meeting.
506.2 – Appropriations may not be made to organizations to replace funds lost due to over expenditure or to late bills received by the Student Association.

507 – Revenues

507.1 – All revenues must be deposited by the next business day following collection at (UAS) Check Cashing. When Check Cashing is closed, money must be deposited in the Comptrollers safe for safekeeping until Check Cashing opens. This safe is open whenever the Student Association is open. The safe receipt will be attached to the Income Deposit form. As proof of immediate deposit, receipt of the deposit drop-off (R.O.D.D.) must be attached to the Income Deposit form.

507.1.1 – Unspent fundraised revenues shall carry over to the next year, with no limitations on the number of years that said revenue may roll over.

507.1.2 – Student Association funds do not roll over.

507.1.3 – If the expenditures of the student organization are less than or equal to the amount of funding granted to the student organization either through budgetary processes or by the Appropriations Committee, all money fundraised by the Student Organization rolls over minus any fundraised money used to make an expenditure that would require fundraised money as stipulated by Student Activity Fee policy. If the expenditures are greater than the funding, the difference is to be subtracted from the amount of fundraised revenue. The resulting amount is to be rolled over.

508 – Disbursements

508.1 – General procedure for all disbursements

508.1.1 – All general requests must be submitted on a MyInvolvement.org form that has been properly filled out. Only those who currently hold signatory powers for said organization will be permitted to sign out voucher proposals from Student Association funded organizations.

508.1.2 – No student organization or Student Association officer or member may commit any funds without the approval of the Comptroller of the Student Association. If the Comptroller cannot approve it then the President shall approve of it. Approval may be in one of three forms:

508.1.2.1 – Encumbrance approval (materials)

508.1.2.2 – Contractual agreement (services)

508.1.2.2.1 – If the approval of the Comptroller has not been received or it has been denied, the person who has made the commitment is legally responsible for the extent of the commitment.

508.1.3 – No voucher can be made payable to oneself under any circumstances.

508.1.4 – All vouchers and other monetary requests must fully detail the need to purchase either the product or service. Monthly statements and letters requesting payments are not sufficient evidence for payment; other supportive data must be included.

508.1.5 – The President, Comptroller of the Student Association, and Vice-President will be the only authorized signatures to University Auxiliary Services for the Student Association.
STUDENT ASSOCIATION AT THE STATE UNIVERSITY OF NEW YORK AT ALBANY INC. ENFORCED BY THE SA SENATE.

508.1.6 – Either the Student Association Senate Chair or the Student Association Vice Chair shall be the only authorized Organization Officer signature for any Student Association Senate expenditure.

508.1.7 – Written consent is obtained from the Comptroller with a valid and complete voucher or encumbrance proposal.

508.1.8 – Both the Chair and the Vice Chair of the Board of Finance shall be the only authorized signatures for the Board of Finance account.

508.1.9 – All payments needed in advance of receipt of the goods and services must have the expressed written consent of the Comptroller and must be dully noted on the voucher request form. Upon payment, the organization officer must submit to the Comptroller or their designee, adequate supportive data in the form of an original receipts or paid invoices within the next five (5) days upon receipt of goods and services. If adequate supportive data is not received, the individual organization officers will be held personally liable for the purchase or contract made.

508.1.10 – No officer of the Student Association who is an authorized signatory on the University Auxiliary Services (UAS) account shall have signatory power for their student organization.

508.1.11 – Vouchers for disbursement shall be submitted to the Comptroller within 30 business days (while classes are in session and our budget is valid) upon receipt of a proper bill, invoice, or receipt of purchase of goods or services.

508.1.11.1 – Excluding any fully signed valid contract or encumbrance.

508.1.11.2 – In order to ensure fiscal integrity, the Comptroller reserves the right to act on said voucher at the end of this period.

509 – Finance Regulating

509.1 – Books must include all organization copies of vouchers and all supportive documents required by the Student Association. These must be retained for a minimum of three (3) years.

509.2 – If there are any outstanding bills at the end of the academic year, any itemized account of those bills must be handed in to the Comptroller no later than the day before final examinations begin. All bills received after that date must be accompanied by a written explanation. If the Comptroller deems the explanations invalid, the bill becomes the legal responsibility of the signatory officers of the organization.

509.3 – Competitive Pricing

509.4.1 – All expenditures or purchases can be subject to competitive pricing.

509.4.2 – Pricing shall be defined as the acquisition of three (3) price quotes being obtained by the organization, with the organization submitting those prices to the Comptroller before any such purchase.

509.4.2.1 - Student organizations who have used a re-occurring service and wish to waive the 3-quote policy will be able to submit a waiver to the Comptroller. Upon approval from the Comptroller the student organization will be able to waive the above requirement.

509.4.2.1.1 - A “reoccurring service” is henceforth defined as the use of a vendor, location, transportation company, or other service or good provided in exchange for Student Activity Fee monies, and such “service” utilized by a student organization for two consecutive years or more.
509.4.2.2 - The acquisition of three (3) price quotes may also be waived for those organizations which wish to hold events on campus and are therefore subject to utilize University vendors.

509.5 – Purchase of Equipment and Supplies

509.5.1 – All equipment and supplies purchased by any budgetary organization of the Student Association, that has a value of over $500 shall become the sole property of the Student Association with the purchaser controlling its use. If at any time a budgetary organization of the Student Association becomes defunct or separated from the Student Association, all equipment and supplies shall be claimed by the Comptroller on behalf of the Student Association Senate. The Comptroller shall be empowered to recommend the confiscation and/or sale of equipment and/or supplies from any organization that has failed to utilize the equipment in a proper and justifiable manner. The Comptroller shall also be empowered to review all budgets at any time and request that modifications or changes be made by the Student Association Senate.

509.6 – Required Inventory of Equipment

509.6.1 – An inventory of all permanent equipment on hand of each budgetary organization must be submitted to the Comptroller at the beginning and end of the school year respectively, along with an explanation for any change in inventory that might have occurred. This must be completed before a budget proposal for the next academic year will be accepted. Without a final inventory list with the necessary justifications, a budgeted organization will not be considered for a budget in the next academic year. The Comptroller may also request an inventory list at their discretion from any budgeted organization.

509.6.2 – Inventory numbers will be issued for newly purchased items and properly filed in the Comptroller’s office along with all inventory lists that have been submitted by budgeted organizations.

509.6.3 – Inventory shall consist of all items with an acquisition cost of fifty ($50) dollars or more.

509.8 – Sales Tax

509.8.1 – All organizations are required to use the tax exemption certificate whenever buying materials or services that are State taxed. The tax exemption certificates enable the Student Association to withhold New York State Sales Tax. No reimbursements shall be made for New York Sales Tax paid.

509.9 – Special Contracts

509.9.1 – Before signing a contract which satisfies any subsection herein, the Comptroller must submit said contract to the Board of Finance and the SA lawyer for review and approval. Failing to receive such approval, the comptroller shall not be empowered to sign the contract.

509.9.1.1 – Any contract which affects personnel’s tenure, rate of pay, or retainer.

509.9.1.2 – Any contract which deals with a sum of five thousand ($5,000) dollars or more must be given to the SA lawyer.

509.9.1.3 – Any contract which deals with a sum of eight thousand ($8,000) dollars or more is subject to approval by the Board of Finance.
509.9.2 – Any person(s) receiving student activity fee money who isn’t a Student Association Official or receiving a reimbursement must have a contract signed by both the President and Comptroller of the Student Association. Said contracts must be one year in nature.

509.10 – Gifts

509.10.1 – The Student Association shall not accept gifts as a request item. A gift shall be defined as any item with monetary value that is not available for any recipient to earn because there is a predetermined recipient.

509.11 – Donations

509.11.1 - The Student Association shall not use any Student Activity Fee funds to donate to any cause unless approved by the Board of Finance by a two-thirds (2/3) vote. This would be in accordance with the Student Activity Fee Policy.

509.12 – Political Advisement

509.12.1 – No Student Association organization shall allocate any funds from its budget towards any advertisements with any matters involved in a campus election; specifically, the Student Association organization cannot, in advertisement, support or state opposition

511 – CREDIT CARD POLICY

511.1 – Authorization

511.1.1 – The Board of Finance can authorize a credit card with a two-thirds (2/3) vote of all members present and voting.

511.1.2 – Only Student Association elected, or appointed officials can be considered for authorization.

511.1.3 – Authorization can be removed by a two-thirds (2/3) vote of the Board of Finance.

511.1.4 – Authorization is finalized by agreeing (by signature) to a contract stating the following:

511.1.4.1 – Any charge deemed unacceptable through the processes set forth in the Student Association Policies shall be reimbursed to the Student Association by the card holder.

511.2 – Card Holder Responsibilities

511.2.1- The Credit Card shall be in the official possession of the Student Association at all times. The Credit Card shall not leave the Student Association physical office of the Comptroller without the written permission of the Comptroller and Campus Designee. The Credit Card should also not exist in electronic form or on any individuals personal portable electronic or electronic device(s).

511.2.1 – Prior to the use of the card, the user must submit a purchase request indicating their intent to use the card, as well as a justification for using the card in the memo section of the request. Before the card may be used, the request must have the Comptroller’s approval. The President shall be able to approve usage in written consultation with the Comptroller.

511.2.2 – All Student Association officers authorized to use a credit card must keep an accurate record of all charges.
511.2.2.1 – An accurate record includes, but is not limited to, itemized purchase receipts and rationale for each charge.

511.2.2.2 – All Student Association officers authorized to use a credit card must ensure that the monthly credit card statement is copied and sent to the office of the Comptroller and the Board of Finance.

511.2.2.3 – Failure to send the monthly statement to all aforementioned parties in a timely manner is grounds for revocation of card holding privileges by the Board of Finance

511.2.3 – Charges are to be made only in case of emergency or for online expenditures.

511.2.3.1 – A Student Association credit card is not a supplement for the voucher process and should only be used as a last result.

511.3 – Oversight

511.3.1 – Each monthly statement and all applicable records shall be reviewed by the Board of Finance. Any charge deemed questionable by two or more Board of Finance members shall be reported in writing to the Comptroller.

511.3.1.1 – Upon further investigation, if one of these entities finds there to be probable cause of an abuse of a credit card they can forward any issues they have to the Board of Finance.

511.3.1.1.1 – The Board of Finance shall have full discretion over investigating and/or taking any necessary actions to ensure all authorized cardholder(s) uphold their responsibilities to the Student Association.

511.3.1.2 – It is the duty of the Comptroller to reconcile each credit card statement with the applicable purchase requests and send that to University Auxiliary Services. The Comptroller must do this monthly.

512 - WIRE TRANSFER POLICY

512.1 – The wire transfer form must be completed before any Student Association wire transfer can be made. The form must be submitted to, the office of the Comptroller. The form must be signed off by the Student Association Comptroller, and/or Student Association President and the Campus Designee.

512.2 – Any changes to the wire transfer policy must be sent and reported to the Student Associations banking institution.

513 – STIPEND POLICY

513.1 – The Student Association of the State University of New York at Albany has determined that to encourage the recruitment of qualified leadership, prevent economic disadvantage from being a factor in the application for a leadership position, and compensate the leaders for the time and effort required of them in their jobs, student leaders involved in areas of operation of the organization that have a significant time commitment should be appropriated a stipend.

513.2 – Committee:

513.2.1 – The Board of Finance shall be empowered to consider and alter stipends in accordance with the Student Association Financial Reform Act of 2020.
513.2.2 – All undergraduate students with a stipend in the Student Association Executive, Legislative or Judicial branches must be verified for registration status, prior to issuance of any stipend check, by the Office of Student Activities.

513.3 – Executive Branch

513.3.1 – The structure of the stipends for the Executive Branch will be determined by the President-elect, Board of Finance, and the Senate during the annual budgeting process. The distribution will be based on overall responsibility to the organization and anticipated time involvement.

513.3.2 – Any Member of the Executive Branch receiving a stipend, or their designee shall be required to report to the Student Association Senate at every time that Senate convenes regularly to inform the Senate on what they have been doing in their positions.

513.3.2.1 – All ex officio members of the Student Association Senate shall be required to attend regular meetings. They shall give a report (if applicable).

513.3.2.2 – All members of the Executive Board and Executive Cabinet shall report to Student Association Senate meetings every week and shall be granted three unexcused absences.

513.3.3 – Any person receiving a stipend and holding an Executive Sub-Cabinet, Executive Assistant, or equivalent position shall be subject to performance appraisals conducted by, their direct supervisor, the Student Association Chief of Staff, the Vice President of the Student Association, or the President of the Student Association and may be requested to make a formal report at regular meetings of the Student Association Senate.

513.3.3.1 – The performance appraisals may, at any time, be requested by the Senate Oversight and Reform Committee to ensure that persons receiving stipends are performing their duties.

513.3.4 – The President, Vice President, and Comptroller, shall make themselves available over the summer months, as shall any other officer receiving a stipend as requested by the President and affirmed by the Senate.

513.4 – Legislative Branch

513.4.1 – The structure of the stipends for the Legislative Branch will be determined by the Board of Finance and the Senate during the annual budgeting process. The distribution will be based on overall responsibility to the branch of service and anticipated time involvement.

513.4.2 – The Chair will be available during the semester as well as during the academic year.

513.5 – Judicial Branch

513.5.1 – The structure of the stipends for the Supreme Court of the Student Association will be determined by the Board of Finance and the Senate during the annual budgeting process. The distribution will be based on overall responsibility to the organization and anticipated time involvement.

513.6 – All officers, regardless of Branch or the holding stipend positions, shall be required to sign a contract listing their duties and responsibilities to the Student Association and adherence to the Ethics and Conduct Policy. This policy shall be drafted by the President-elect and confirmed by the Board of Finance and Senate prior to the last Senate meeting of the Spring semester. Failure to draft the contract by the President-elect shall empower the Comptroller to draft the contract.

513.7 – Salaries
513.7.1 – All those jobs not on stipend but are paid positions must receive at least minimum wage.

513.7.2 – Yearly Salaries

513.7.2.1 – Student Association will budget and pay all taxes.

513.7.2.2 – A contract must be signed before payment of a salary to a non-undergraduate employee may take place.

513.8 – Budgeting

513.8.1 – A stipend cannot be modified at any other time other than the budgetary process.

513.8.3 – No stipend shall be decreased without written consent from the person whose stipend would be affected.

513.8.4 – Allocation of stipends:

513.8.4.1 – Summer stipends will be dispersed in equal amounts per pay period or at the discretion of the Student Association Comptroller and/or Vice President.

513.8.4.2 – Academic year stipends will be dispersed in equal amounts per pay period or at the discretion of the Student Association Comptroller and/or Vice President.

513.9 – Contractual Obligations of Individuals Receiving a Stipend

513.9.1 – Office hours

513.9.1.1 – Office hours were established for ensuring that the officers are performing work that they are being hired for. Officers must be available during office hours for students to come and interact with the officers as well. Therefore, during office hours, each officer:

513.9.1.1.1 – Must follow their job descriptions as listed in policy and must perform all duties that they are responsible for, as assigned by the policies that govern the Student Association.

513.9.1.1.2 – Summer hours must be fulfilled for the months of June, July, and August. If a newly elected officer is unable to fulfill these obligations, that officer must resign their office and a new election shall take place during the fall elections, or the Student Association President will appoint a new officer at the start of the Fall Semester, whichever is applicable.

513.9.1.1.3 – Is required to do work for the office during office hours.

513.9.1.1.4 – When an officer is scheduled for office hours and is required to be in a meeting for their office, the meeting time and location and time of return shall be posted on the door of the office to alert students of the location of the officer.

513.9.1.1.5- Office hours must be posted upon establishment. Office hours are to be visibly posted in the SA office.

513.9.1.1.6- The Chief of Staff is responsible for making sure all office hours are posted.
513.9.1.2 – All officers receiving a stipend and holding an Executive Board position or equivalent must post a minimum of ten (10) office hours per week.

513.9.1.3 – Office hours are in effect for one-week periods (Monday through Friday) from the hours of 9am to 6pm Monday through Thursday and 9am to 5pm on Fridays during the academic year and 10am to 4pm Monday through Friday for the duration of the summer.

513.9.1.3.1 – All officers receiving a stipend must clock in and out for their office hours through the time clock, to be reviewed by the President, Comptroller, Executive Office Manager, the Vice President of the Student Association. The Committee on Oversight and Reform shall have the power to request the information from the time clock.

513.9.1.3.2 – In the event that the time clock is not functioning, all officers receiving a stipend must sign-in and sign out for their office hours at the Front Desk with the Administrative Assistants, to be reviewed by the President, Comptroller, Executive Office Manager, the Vice President of the Student Association. The Committee on Oversight and Reform shall have the power to request the information from the time clock.

513.9.1.3.2 – During intersession and academic vacations, officers must be available for contact by the Student Association.

513.9.1.3.3 – If office hours are going to be changed, they are to be posted the Friday before the week in which the change is going into effect.

513.9.1.3.3.1 – If an officer is unable to be available during their office hours, that information must be reported to their Supervisor. They shall then report this to the front desk.

513.9.1.3.3.2 – If an officer is not going to be at their office hours for a week period, this should be noted on the office hour board by the Executive Office Manager the Friday before that week.

513.9.1.3.3.3 – If an officer is going to be absent for more than a week, this must be reported to the President, Comptroller, Executive Office Manager, the Vice President of the Student Association. The Committee on Oversight and Reform shall have the power to request the information.

513.9.1.3.3.4 – An officer shall be permitted fifteen (15) hours of sick leave, three full weeks (Monday through Friday) vacation over the course of the summer and one and a half full week (Monday through Friday) vacation of the course of an academic semester.

513.9.1.3.4 – When office hours are posted, the dates in which they are effective should also be noted along with the times.

513.9.1.4 – That all Executive, Legislative, and Judicial officers, and service positions receiving a stipend must:

513.9.1.4.1 – Sign a legal contract binding them to perform the duties of their office determined by their respective supervisors

513.9.1.4.2 – That the contract will specifically state the duties and the functions of the office.
513.9.1.4.3 – That the contract will also mandate all officers to adhere to the Stipend Policy and all subsections therein.

513.9.1.5 – The purpose of this policy is to ensure the proper performance of duties as outlined in policy.

513.9.1.5.1 – If an officer is not performing their duties, their respective supervisor shall meet with individual to determine ways to avoid the problem and grow from it. They shall use performance appraisals as a basis of performance of duties. Should a serious infraction occur their supervisor must inform the Oversight and Reform committee about the serious infraction. It will then be up to the Oversight and Reform Committee to determine the appropriate sanction.

513.10 – Advertisement Criteria

513.10.1 – All appointed Student Association positions that receive a stipend must be advertised in at least the following fashion:

513.10.1.3 – Must be distributed to the majority of the student body at least two weeks prior to the formal interview process through one of these acceptable formats:

513.10.1.3.1 – Mass Meeting

513.10.1.3.2 – Mass Publication

513.10.1.4 – Announced to the Student Association Senate at least one week prior to the beginning of the interview process.

513.10.2 – Complaints of the following process can be filed with the Oversight and Reform committee within a week of the end of the interview process or at any Student Senate Meeting prior to the meeting of appointment’s confirmation.

514 – **Student Association Ticket Policy**

514.1 – Purpose

514.1.1 – All ticketed events hosted by Student Association funded organizations are required to utilize Student Association ticket policies. These policies shall be developed by the Comptroller.

514.1.2 – Student organizations hosting ticketed events must fill out a Ticket Order Form and submit it with documentation pertaining to the ticketed event.

514.1.2.1 – Number of tickets to be sold shall be decided immediately upon receiving said information from the Student Organization. Ticket price shall also be printed on tickets upon obtaining said information.

514.1.3 – If the event and ticket request(s) are approved by the Student Association Comptroller the tickets are to be furnished within ten (10) business days of request submission.

519.1.3.1 – Printed tickets will be available at the Student Association Office upon completion of requirements at which time further documentation must be completed at Copies Plus for tickets to be released to students.
514.2 – Enforcement

514.2.1 – Any organization not complying with the above ticket policy will be referred to the Student Association Comptroller who may issue a warning, and if they choose, may freeze the organization’s budget.

514.2.2 – The Office of the Comptroller shall be authorized to perform the following actions at random:

514.2.2.1 – To require that all funds be deposited to University Auxiliary Services immediately after a non-business day event or an event that takes place outside of banking hours.

514.2.2.2 – Request documentation of income at any given time.

515 – ASSORTED AGENCIES

515.1 – The function of each associated account must be consistent with the purpose of its organization as stated in the organization’s constitution. A brief written statement of the account’s purpose must be on file with the Student Association and the University. The establishment of each account is to be reviewed and certified by the Student Association and the Director of Student Involvement & Leadership or their designee prior to its activation by the University Auxiliary Services (UAS).

515.2 – Each associated account may include funds collected on a voluntary basis, and funds generated by the activities of the organization. Mandatory Student Activity Fees are not to be deposited in associate accounts, nor are funds derived from activities supported all or in part by the mandatory fee.

515.3 – Funds in associated accounts shall be used only for support of the following programs benefiting the University community:

515.3.1 – Programs of cultural and educational enrichment.

515.3.2 – Recreational and social activities.

515.3.3 – Tutorial programs

515.3.4 – Intramural athletic programs

515.3.5 – Student publications and other media

515.3.6 – Assistance to recognized student organizations provided that the purpose and activities of the organization are of educational, cultural, or social in nature.

515.3.7 – Insurance related to conduct of these programs.

515.3.8 – Administration of these programs.

515.3.9 – Transportation in support of these programs.

515.3.10 – Student services to supplement or add to those provided by the University.

515.3.11 – Remuneration to student officers for service to the organization.
STUDENT ASSOCIATION AT THE STATE UNIVERSITY OF NEW YORK AT ALBANY INC. ENFORCED BY THE SA SENATE.

515.4 – Money from associated accounts shall be disbursed by the student organization, provided that the fiscal commitment for each expenditure shall have approval by the Student Association Comptroller. If the Student Association Comptroller concludes that a particular fiscal commitment may not be in compliance with any section within this policy, and/or it is not properly documented, an appeal shall be referred to the Student Association Senate for final disposition. Fiscal and accounting procedures prescribed by the Student Association Treasurer’s Handbook, shall be observed by the student organization operating associated accounts. These procedures shall include provisions for an annual audit.

515.5 – Expenditures of voluntary fees collected by the University (class dues, Five Quad) must be certified by the Vice President for Student Success or their designee after review by the Student Association Board of Finance, in conjunction with the Comptroller. This Student Association’s review is limited to assuring appropriate documentation and compliance. Money from the class dues and Five Quad are treated with this extra measure because the University directly collects them. The disbursement voucher for these funds should be signed by an organization officer, the Student Association Comptroller, and the Vice President for Student Success or their designee. In instances of appeals on decisions made by the administrator, it shall be referred to the University President.

515.6 – A monthly report of each associated account transaction is to be filed with the University by the Student Association prior to the tenth (10) day of the succeeding month.

516 – TRANSPORTATION POLICY

516.1 – Liability

516.1.1 – All students who host events off campus travel at their own risk.

516.1.2 – Students who utilize their own vehicles and/or a vehicle at their use shall hold harmless the Student Association of the State University of New York at Albany, Inc.; the University at Albany, SUNY; the State University of New York; and associate agencies of the State of New York.

516.1.2.1 – For out-of-state students, proof of insurance to follow New York State must be provided in addition to licenses.

516.1.3 – Licenses must be submitted ten business days prior to date of departure.

516.2 – Reimbursements

516.2.1 – There shall be no reimbursement for vehicular use for any student driver.

517 – THE DIPPIKILL REPLACEMENT FUND

517.1 – For Dippikill or any part of Dippikill to be sold, the following must occur:

517.1.1 – An ad-hoc committee will be formed to research the issues and reasons for a sale.

517.1.2 – The committee shall consist of:

517.1.2.1 – President of the Student Association

517.1.2.2 – Chair of the Student Association Senate
517.1.2.3 – Vice President of the Student Association

517.1.2.4 – Comptroller of the Student Association

517.1.2.5 – Chair of the Student Association Board of Finance

517.1.2.6 – One (1) Student Association Senator appointed by the Chair of the Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

517.1.2.7 – One Dippikill Board Member

517.1.2.7 – Student Association attorney (ex-officio)

517.1.3 – This committee shall hold a public hearing on the issue, and make a recommendation based on the hearing and discussions of the committee to be issued to the Student Association Senate.

517.1.4 – It must be passed by the Student Association Senate by a two-thirds (2/3) affirmative vote of the entire voting membership of the Student Association Senate for the sale to be allowed.

517.2 – This fund will contain the surplus monies generated by Dippikill operations.

517.3 – At the end of each fiscal year, surplus monies will be added to this fund.

517.4 – Monies may only be removed from this fund through a two-thirds (2/3) affirmative vote from the Student Association Senate.

517.5 – A minimum sum of $120,000 shall be allocated for Dippikill Operating (Dept. 0100).

518 – Scholarship Policy

518.1 – The Affordable Testing Act

518.1.1 – General Purpose

518.1.1.1 - The line item “Affordable Testing” in the Student Association finalized and enacted budget shall serve the function of subsidizing the cost of applying to law school, medical school, graduate school, and other higher education institutions that require undergraduate experience through a scholarship for full-time, student activity fee paying undergraduates at the University at Albany.

518.1.2 – Honorable Mentions

518.1.2.1 – This scholarship can be dedicated or named after any University at Albany alumni, faculty, employee, or student in honor or recognition of their work to improve this University by an act of the Senate for an academic year disbursement.

518.1.3 – Eligibility
518.1.3.1 – For applicants to be eligible for benefits described in this section, and in the general spirit of the Affordable Testing Act (ATA), they must demonstrate the following characteristics:

518.1.3.1.1 – A cumulative grade point average of 3.25 or above on the 4.00 grading scale;

518.1.3.1.2 – Involvement on-campus and/or professional experiences during their undergraduate career at the University at Albany;

518.1.3.1.3 – Intent to enroll in or enrollment in any one of the following accredited or approved institutions within two years:

518.1.3.1.3.1 – An American Bar Association (ABA) approved law school;

518.1.3.1.3.2 – A Liaison Committee on Medical Education (LCME) accredited medical school program;

518.1.3.1.3.3 – A Council for Higher Education Accreditation (CHEA) accredited program or;

518.1.3.1.3.4 – An Association to Advance Collegiate Schools of Business (AACSB) accredited program.

518.1.3.1.4 – An applicant may not be awarded or considered if they have already received a benefit as a result of the Affordable Testing Act or have already applied in the same semester.

518.1.4 – Application

518.1.4.1 – To apply for the scholarship described in this Affordable Testing Act article, eligible applicants must submit the following to the University at Albany Student Association’s Academic Affairs Director or their designee:

518.1.4.1.1 – An official transcript from the University at Albany procured within the last academic semester or a document package of these 2 documents; a Degree Audit and a Letter of Enrollment from the National Student Clearinghouse."

518.1.4.1.2 – An updated, one-page resume summarizing the applicant’s experience with on-campus involvement and professional development;

518.1.4.1.3 – A 400-word statement explaining or describing the applicants reasoning for the scholarship, listing the name(s) of either the institutions to which the applicant has applied or has enrolled in, and explaining why they wish to pursue this degree;

518.1.4.1.4 – A proof of intent to pursue enrollment or enrollment of any institution described in article 518.1.2.1.3 including, but not limited to:
518.1.4.1.4.1 – A proof of purchase or receipt by the applicant to either the Law School Admissions Council (LSAC), the American Association of Medical Colleges (AAMC), the Educational Testing Service (ETS), or the Graduate Management Admissions Council (GMAC);

518.1.4.1.4.2 – An official correspondence from any of these institutions signifying enrollment decision or enrollment in said institution

518.1.4.2 – Any eligible individuals for this scholarship can only apply once per academic year to receive benefits described in this article.

518.1.4.3 – Student Association Director of Academic Affairs or their designee is ineligible for the Affordable Testing Act.

518.1.5 – Implementation

518.1.5.1 – Jurisdiction

518.1.5.1.1 – The University at Albany Student Association’s Director of Academic Affairs or their designee shall be responsible for leading the effective implementation of this article and the general spirit of the Affordable Testing Act.

518.1.5.1.2 – The University at Albany Student Association’s Constituent Relations Committee shall be responsible for rendering determinations of awards to eligible applicants.

518.1.5.1.3 – The University at Albany Student Association’s Office of the Comptroller shall be responsible for the disbursement of funds described in this article in coordination with the Director of Academic Affairs or their designee.

518.1.5.1.4 – The University at Albany Student Association’s Director Student Group Affairs in conjunction with the Student Association Senate or their designee shall be responsible for the effective and proper marketing of this act. This includes but is not limited to a Listserv.

518.1.5.2 – Processing Applications Timeline

518.1.5.2.1 – The Director of Academic Affairs or their designee shall defer to sections 518.1.2 and 518.1.3 of the bylaws in determining eligibility for award and consideration for scholarship and benefits under this article.

518.1.5.2.2 – Applications for the ATA will be accepted twice an academic year on a rolling basis until 50 applications are accepted. The application will be officially released at the discretion of the Director of Academic Affairs. The priority deadline for applicants will also be set by the Director of Academic Affairs. The deadline for all applications will be November 30th and April 30th for each period.
518.1.5.2.3 – The Director of Academic Affairs or their designee shall give eligible application materials to the University at Albany Student Association Senate’s Chair of Constituent Relations Committee within two business days of receipt of the application. The application material shall be given in the form of copies or online, but must have the name, last name, Albany ID number, and other personal identifying information redacted for the committee to prevent bias and protect privacy. The Director of Academic Affairs or their designee shall assign a unique identification code or number to the application for recording purposes in place of redacted personal identifying information.

518.1.5.2.3.1 – The Chair of the Constituent Relations Committee will call a meeting of the Student Association Senate’s Constituent Relations Committee within one week of receipt of application materials for review.

518.1.5.2.3.2 – The Chair of the Constituent Relations Committee shall deliver results via minutes for each application they received to the Director of Academic Affairs within two business days of the committee’s determination.

518.1.5.2.4 – Upon receipt of the determination from the Constituent Relations Committee, the Director of Academic Affairs or their designee shall notify the applicant of their award status in two weeks.

518.1.5.2.5 – Once the Director of Academic Affairs or their designee has notified the applicant of their award, they shall notify the Office of the Comptroller within two business days for funds disbursement to the winner or beneficiary via the University at Albany’s EPAY system. The Director or their designee will also provide the Office of the Comptroller all application materials and a copy of the Constituent Relations Committee minutes.

518.1.5.3 – Constituent Relations Committee Deliberations

518.1.5.3.1 – The University at Albany Student Association’s Constituent Relations Committee shall assess and evaluate eligible applications for award on the following basis:

518.1.5.3.1.1 – Adherence to sections 518.1.2 and 518.1.3 of this section.

518.1.5.3.1.2 – Substantial involvement on campus.

518.1.5.3.1.3 – Relevant need and explanation as to why the applicant is pursuing such degree.

518.1.5.3.2 – The University at Albany Student Association’s Senate Constituent Relations Committee will vote by simple majority to determine whether an applicant will receive an award.

518.1.5.3.2.1 – This vote must occur immediately following deliberations and must render a conclusion about all applications received by the end of the meeting.
518.1.5.3.3 – The University at Albany Student Association’s Senate Constituent Relations Committee shall keep accurate minutes, in accordance with the bylaws, of reasoning for determination. The minutes will use the identification code or number assigned by the Director of Academic Affairs to refer to the applicant.

518.1.5.4 – Reporting and Recording

518.1.5.4.1 – The Director of Academic Affairs or their designee, in conjunction with the Chair of the Senate Constituent Relations Committee will produce a public report once a semester concerning the implementation of the Affordable Testing Act containing the following information:

518.1.5.4.1.1 – Number of applicants that applied in the semester;

518.1.5.4.1.2 – Number of beneficiaries that qualified and have received funding within the semester;

518.1.5.4.1.3 – Amount of funding disbursed to beneficiaries within the semester;

518.1.5.4.1.4 – Recommendations regarding more effective implementation of this act.

518.1.5.4.2 – This report must be produced and orally given by the end of the semester in a Student Association Senate meeting.

518.1.5.4.3 – The Student Association’s Department of Academic Affairs must maintain an accurate record of awardees and applicants on file for reference. This record must include application materials, identification number, and a record of approval or denial.

518.1.5.5 – Authority of the Director of Academic Affairs for ATA Implementation

518.1.5.5.1 – The Director of Academic Affairs may set a cap on a semester basis for the number of beneficiaries or awardees for the Affordable Testing Act. This cap must be announced at a Student Association Senate meeting before applications are accepted that semester.

518.1.5.5.2 – The Director of Academic Affairs may set a start date and an end date per semester for the acceptance of applications. This date must be announced at a Student Association Senate meeting before applications are accepted that semester. The period between the start date and end date of application acceptance must be greater than 30 days.

518.1.5.5.3 – The Director of Academic Affairs or their designee shall make available an application through MyInvolvement.org.

518.1.5.6 – ATA Marketing

518.1.5.6.1 – The Student Association’s Director of Marketing or their designee shall coordinate with the Student Association’s Office of Academic Affairs to solicit and
advertise the Affordable Testing Act to the University at Albany undergraduate student body in the two weeks before the application opens.

518.1.5.6.1.1 – Any solicitation or advertisement of the Affordable Testing Act shall include the start date and end date established by the Director of Academic Affairs.

518.1.6 – Reward Disbursement

518.1.6.1 – Each awardee or beneficiary of the Affordable Testing Act or within this section shall be given no more than $250.00 in scholarship funding through their University at Albany EPAY account.

518.1.7 - The Constituent Relations Committee is encouraged to refrain from applying for the Affordable Testing Act (ATA).

ELECTIONS POLICY

600 – PREAMBLE

600.1 – The following policy was created to ensure just and fair Election for the Student Association at the State University of New York at Albany. This policy is there to serve these ends and should be followed strictly by those running and participating in the electoral process.

600.2 - Any policy found under the Student Elections Guidelines carry the same weight as the following bylaws and must be followed as so.

601 – STUDENT ASSOCIATION ELECTIONS COMMISSION

601.1 – There is hereby established the Student Association Elections Commission. The Elections Commission shall be empowered to oversee just and fair Student Association elections. The Commission shall be responsible for ensuring that candidates for Student Association offices are aware and adhere to the guidelines set forth in this policy.

601.2 – Composition

601.2.1 – The Elections Commission shall be composed of the following members:

601.2.1.1 – One (1) Commissioner appointed by the Chair of the Student Association Senate through formal consultation of the Vice Chair of the Senate, which shall include but not be limited to written notification at least forty-eight (48) hours prior to the appointment, and then confirmed by a two-thirds (2/3) vote of the Student Association Senate.

601.2.1.2 – One (1) Commissioner appointed by the President of the Student Association, with the advice and consent of the Vice President of the Student Association and confirmed by a two-thirds (2/3) vote of the Student Association Senate.

601.2.1.3 – Three (3) Commissioners appointed by the University at Albany Office of Student Affairs and confirmed by a two-thirds (2/3) vote of the Student Association Senate.
601.2.1.4 – There shall be one non-student advisor that will be appointed to the Commission by the Office of Student Involvement and Leadership. The advisor to the Commission shall be an ex officio (non-voting) member of the Elections Commission and shall serve in a strictly advisory capacity to the student members.

601.2.1.5 – No Commissioner shall hold or run for any elected office.

601.3 – Appointment to the Commission

601.3.1 – The Elections Commission shall be appointed upon the conclusion of the Student Association spring general election, with their duties effective once three (3) of the five (5) “new” Commissioners have been appointed and approved by the SA Senate. The “old” Commission term ends after the full conclusion of the Spring Election and the appointment of three (3) of the five (5) “new” Commissioners.

601.3.1.1 – In the event of a resignation, delay of appointment, or removal from the Commission, Commissioners can be appointed at another time, at the discretion of the SA Senate, by the person who appointed them.

601.3.2 – Each Commissioner is expected to carry equal responsibility for the general workings and proceedings of the Elections Commission. Should three (3) of the five (5) Commissioners deem that one of their own is not attending to his/her duties to the best of their abilities, the Commission may pursue impeachment. Duties include, but are not limited to, the “Duties and Powers” included under Section 601.4.

601.3.2.1 – Impeachment proceedings will follow the proper procedures as determined by the Student Association bylaws.

601.4 – Duties and Powers of the Elections Commission:

601.4.1 – The Elections Commission shall be responsible for running all internal and external Student Association elections, in addition to deciding and resolving any and all disputes arising out of this policy and its interpretation. Any decision made by the Elections Commission may be appealed to the Supreme Court of the Student Association by a candidate.

601.4.1.1 – The Elections Commission shall elect a Chair and Vice Chair from among the Commission membership at the beginning of the first meeting of the fall semester by a majority vote.

601.4.1.1.1 – Chair terms shall last one (1) academic year.

601.4.1.2 – Responsibilities of the Chair and Vice Chair of the Elections Commission shall be as follows:

601.4.1.2.1 – The duties and responsibilities of the Chair and Vice Chair written in these bylaws are only meant for when the Commission conducts their regular meetings or when representation of the Commission is required.

601.4.1.2.2 – The Chair shall preside at all meetings of the Elections Commission, have powers to call special meetings of the Elections Commission, must notify the Chair of the Student Association Senate of all actions taken by the Elections Commission and report to the Senate regularly during election cycles. The Chair shall keep and manage all attendance records for the members of the Elections Commission.
601.4.1.2.2.1 - For the duration of elections cycles, the Elections Commission Chair shall be an ex officio, non-voting member of the Student Association Senate.

601.4.1.2.2.1.1 - The duration of the elections cycle shall be defined as from the beginning of the self-nomination period until (and including) the Senate meeting following the publicization of the winners of the election.

601.4.1.2.3 – It shall be the duty of the Chair to enforce the responsibility of the Elections Commission to all members.

601.4.1.2.4 – The Vice-Chairperson, in the absence of the Chairperson or at their request, shall assume all duties and responsibilities of the Chairperson.

601.4.2 – The Commission shall ensure just and proper Student Association Elections.

601.4.3 – The Commission shall, in conjunction with the Office of Student Involvement, ensure that all candidates are eligible to run as defined by university policies and election bylaw policies.

601.4.4 – The Commission shall have the responsibility of producing and/or updating the Student Elections Guidelines. The Election Guidelines should contain all pertinent election information including, but not limited to, all relevant University policies.

601.4.4.1 – The Election Guidelines shall be presented to the Rules & Administration Committee by the beginning of the self-nomination process of every election.

601.4.4.1.1 - The Election Guidelines shall contain, at the minimum, the pertinent contents of The Student Association Elections Policy, the relevant University policies and how they pertain to Student Association elections, and the consequences for failure to comply with the policies therein.

601.4.5 – The Commission shall be responsible for the tabulation of all ballots.

601.4.6 – The Commission shall hold a mandatory candidate meeting at the close of the nomination period. At this meeting, the commission will review the SA Elections Guidelines and ensure that all candidates are aware of the election dates. Any candidate who does not submit a nomination form by the advertised deadline shall not be placed on the ballot.

601.4.7 – The elections commission is responsible for ensuring that the nomination process as well as the election dates and times are well marketed by the Executive official responsible for marketing. This needs to be advertised for at least two weeks before the filing deadlines.

601.4.8 – The Elections Commission shall be responsible for acquiring Residential Life/University policies on specific quads and distributing said policies, via the Election Rule Guide, to the respective candidates during the candidate’s meeting.

601.5 – Maintenance of Records

601.5.1 – The Elections Commission shall retain all election materials for one academic semester after each election.

601.5.2 – This material may be examined by any member of Student Association, in the presence of a Commissioner or their designee.
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601.5 – Student Identification

601.5.1 – The Elections Commission shall be responsible for compiling a list of the candidates’ student identification numbers. This list shall be submitted to the Office of Student Involvement and/or The Office of Conflict Resolution & Civic Responsibility for verification that the candidates are not on academic probation.

602 – CANDIDACY

602.1 – Declining Candidacy

602.1.1 – Any candidate may withdraw their name from the ballot if such a request is made in writing to the elections commission 48 hours in advance of the ballot going live.

602.2 – Eligibility

602.2.1 – The Chair of the Elections Commission shall notify each candidate of their eligibility by means of written notification.

602.2.1.1 – No candidate may seek or hold any Student Association office if (s)he is currently in bad academic or judicial standing.

602.2.1.2 – No person may receive candidacy for an office for which he/she will be ineligible, or run for (or hold) more than one of the following positions:

   602.2.1.2.1 – President of the Student Association

   602.2.1.2.2 – Vice President of the Student Association

   602.2.1.2.3 – Student Association Senator

602.2.1.3– The only exception to this rule is when students want to also run to be the University at Albany Council Student Representative, which is not a conflictual position.

602.2.1.4 – Eligibility for nomination to any Student Association office will be limited to matriculated, activity-fee paying undergraduate students who intend to serve for the duration of their term and have no foreseeable obligations which may conflict with or supersede their availability of performance of their duties. Candidates who have applied for graduation for the spring semester are not eligible to be nominated for any office in the spring general election.

602.2.1.5 – Any student who has not submitted a nomination form by the deadline determined by the Commission shall not be placed on the ballot, with absolutely no exceptions permitted.

602.2.1.6 – Any nominee who is not in attendance at the mandatory candidates meeting (without a valid excuse deemed by the discretion of the Elections Commission before the meeting) will not be considered for candidacy, with absolutely no exceptions permitted.

   602.2.1.6.1 - Students with a valid excuse must notify the Elections Commission of their intended absence no later than exactly twenty-four (24) hours in advance from the time of the normally scheduled candidates meeting. Absolutely no exceptions will be permitted.

   602.2.1.6.2 - It is the duty of the candidate to follow-up with the Elections Commission to schedule a separate meeting time in order to go over the election rules.
602.2.1.6.2.1 - Candidates who skip the agreed upon meeting time and place with the Elections Commission will not be eligible to run, with absolutely no exceptions permitted.

602.2.1.6.2.2 - All re-scheduled meetings must happen within three (3) SA business days of the original candidates meeting. Any candidate who does not meet with the Elections Commission within the following three (3) days will be ineligible to run, with absolutely no exceptions permitted.

602.2.1.6.2.3 - No candidate or outside person(s) is allowed to advertise their candidacy or do any campaigning, as defined in the Election Guidelines and the below section 603 (Campaign), until they have met with the Elections Commission.

602.2.1.7 – Any candidate for a SA Academic Division Senator seat must be a declared (not intended) major within their division’s approved majors by the end of the last day of classes of the semester preceding the semester in which the election occurs.

602.2.1.7.1 – This verification can come in the form of a written or electronic notice from an advisor or the department in question, if there is a dispute.

602.2.1.7.2 – Any candidate for a SA Academic Division Senator seat found ineligible due to the major requirement will have the opportunity to switch into the Senator At-Large race.

602.2.1.7.2.1 – No candidates may switch from the Senator At-Large race to an Academic Division Senator race under any circumstances once they have declared their candidacy for the At-Large race, either voluntarily or after having been moved to that race once the major check for an Academic Division Senator seat was confirmed.

602.2.2 – Any candidate found to be ineligible due to any reason, including but not limited to, academic or judicial reasons may appeal to the Elections Commission within forty-eight (48) SA business hours of notification of ineligibility.

602.2.2.1 – The Elections Commission must rule on eligibility within twenty-four (24) SA business hours of the appeal.

602.2.2.1.1 – Upon notification of the Elections Commission’s decision, the candidate may decide to appeal the decision to the SA Supreme Court within forty-eight (48) SA business hours.

603 – CAMPAIGN

603.1 – Candidates shall be expected to adhere to all University at Albany (Residential Life etc.) and Student Association policies whilst campaigning. It shall be the duty of the Elections Commission to supply the candidates with the proper information and serve as a resource to assist them in understanding the different applicable policies.

603.1.1 – Candidates shall take full responsibility to know, understand, and follow the policies of the University and the Student Association during their candidacy. Failure to comply with University and/or Student Association policy shall be the fault of the candidate. The Elections Commission shall not be held responsible for any candidate’s ignorance of said policies.
603.1.1.1 - Candidates shall also take full responsibility in ensuring that any person(s) that campaign on their behalf are aware of the election policies. Failure to comply with those policies will be the fault of the candidate, and the consequences following any infraction will directly affect the candidate.

603.2 – Should there be any infractions incurred by the candidates during their candidacy, it shall be the Elections Commission’s responsibility to address the dispute in adherence with the Elections Guidelines.

603.2.1 – The Elections Commission shall deal with the dispute using the following process:

603.2.1.1 – The Elections Commission shall meet with the candidate and issue them a warning and discuss with them the nature of their infraction. The Elections Commission shall rule upon the severity of the infraction, should the severity be ruled limited, the candidate shall be released with a warning.

603.2.1.2 – Should an infraction be deemed to have a heightened level of severity and/or the candidate in question has violated the same policy two or more times or has violated multiple policies, then the Elections Commission shall be empowered to remove privileges of the candidate.

603.2.1.3. – For multiple, recurring, and/or severe policy infractions, the Elections Commission shall be empowered to, but not be limited to, do the following:

603.2.1.3.1. – Complete suspension of all forms of campaigning

603.2.1.3.2 – Disqualification of candidacy and removal from the ballot

603.2.1.3.2.1 – Disqualification may be a last resort and in the direst of circumstances and is to be decided by a four-fifths (4/5) vote of the Elections Commission.

604 – CONDUCTING ELECTIONS

604.1 – Fall Elections

604.1.1 – The announcement and advertisement of the fall election will begin on the first (1st) day of the (1st) week of the fall semester. This election will fill all living area seats, and any other known vacant seats since the previous spring election. These positions shall be filled by the third (3rd) week of the fall semester.

604.1.1.1 – Self-nomination forms will be due during the second week of the semester.

604.1.1.1.1 – Self-nomination forms will be due a minimum of two (2) SA business days prior to the candidates meeting to ensure that the verification process can be completed in a timely manner.

604.1.2. - The election date will be pursuant with SUNY guidelines, at the discretion of the Elections Commission, with approval by the Student Association Senate via majority vote.

604.1.2 - The fall election will follow all normal procedures regarding the candidates meeting.

604.2 – Spring General Elections

604.2.1 – The announcement and advertisement of, and schedule for, the spring elections will begin after the first (1st) SA Senate meeting of the spring semester upon approval of the Senate. This election will fill
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all academic division Senate seats, Senator At-Large seats, and the SA President and Vice-President positions for the following academic year.

604.2.1.1 – The election timeline will be determined and proposed to the SA Senate by the SA Elections Commission and approved by a majority of the Senate.

604.2.1.1.1 – Self-nomination forms will be due a minimum of seven (7) SA business days prior to the candidates meeting to ensure that the verification process can be completed.

604.2.1.2. - The election date will be pursuant with SUNY guidelines, at the discretion of the Elections Commission, with approval by the Student Association Senate via majority vote.

604.2.1.3 - The spring election will follow all normal procedures regarding the candidates meeting.

604.2.2 – The Presidential and Vice-Presidential Open Forum must be held within a reasonable time frame after the candidates meeting, but before the start of the voting period, at the discretion of the Elections Commission and with approval of the Student Association Senate Chair.

604.2.2.1 - The Presidential and Vice-Presidential Open Forum shall be held and moderated by the Elections Commission.

604.2.3.2 - All official questions asked by the Elections Commission will be applicable for all candidates to answer.

604.2.3.3. - An Elections Commissioner shall be tasked with sitting in a visible spot and providing the speaking candidate with their remaining available time, in a method like, but not limited to, timecards.

604.2.3.4. - The Open Forum is open for all students and staff of the State University of New York at Albany to attend.

604.2.3 – The election date will be pursuant with SUNY guidelines, at the discretion of the Elections Commission, with approval by the Student Association Senate via majority vote.

604.2.4 – Between elections and the twelfth (12th) week of the Spring semester all newly elected officers shall be responsible for attending meetings of their respective branches and shadowing their predecessors to observe the operations and procedures of the organization and to see how to fulfill the duties of their offices.

604.2.5 – New officers will officially take office during the twelfth (12th) week of the Spring semester during the Student Association Senate meeting, or the closest Student Association Senate meeting to the twelfth (12th) week point.

604.2.5.1 – Old officers will open the Student Association meeting by finishing any old business and then turning over the administration by introducing new officers.

604.2.5.1.1 – The new officers must be sworn in by a Supreme Court Justice official in order to take control of the administration.

604.2.5.1.2 - The new officers will conclude the meeting.

604.2.5.2 – The University at Albany Council Student Representative has a separate term of office, which is outlined within their responsibilities description in the Senate Policy.
604.3- Special Elections

604.3.1 – A special election may be called if necessary, by the Student Association Senate if there are vacant seats during the late fall semester or early spring semester.

604.3.2 – The date of the election shall be set by the Senate Chair, with the consultation of the Elections Commission.

604.4 – Ballots

604.4.1 – Only official ballots are valid.

604.4.2 – Only official ballots will include the following: the name of the specific election, the maximum number of votes allowed to be cast for the position, the names of the candidates in random order, as well as information for the proper completion of the ballot.

604.4.3 – All ballots will be prepared by the Elections Commission.

604.4.4 – The ballots will provide necessary and sufficient space for write-ins for each position.

604.4.5 – All ballots will be cast online through the MyUalbany system.

604.4.5.1- In extreme circumstances, a paper ballot system may be used at the discretion of the Elections Commission, affirmed by a majority vote of the Commission.

604.5 – Polling Area

604.5.1 – Voting will take place for forty-eight (48) consecutive hours through the MyInvolvement system.

604.5.1.1 – The Elections Commission shall be responsible for ensuring that the online system is prepared and operational before the election begins.

604.5.2 – The polling area shall be considered anything electronic with Internet capabilities. This includes, but is not limited to, computers, cell phones, and tablets.

604.5.2.1 – The polling area shall not be brought to the voters by – candidates or their campaign representatives. Each voter must cast their vote on their own personal device, on their own personal accord, without the influence of any parties with a vested interest in the outcome of the election in question.

604.5.2.1.1- Such parties include, but are not limited to, members or representatives of the executive, legislative, and judicial branches of SA.

604.5.2.2.- The Elections Commission may choose to establish a physical polling area during an election cycle to increase and encourage voter turnout.

604.5.2.2.1-The Elections Commission, or their designee(s), may be the only individuals tasked with staffing and/ or overseeing these polling locations.

604.5.2.2.2- There shall be no campaigning allowed within viewing distance, and/ or within audible distance, and/or within 50 feet of the designated polling area.
604.5.2.2.2.1 - The determination of these violations are subject to the judgement of the Elections Commission.

604.6 – Voting Procedures

604.6.1 – All voters have the right to vote privately.

604.6.2 – Write-in votes shall be allowed and counted.

604.6.2.1 – Write-in votes shall carry the weight equal to that of any votes submitted through the default polling options,

604.6.2.2 – No write-in candidate elected to office shall be considered elected until the Elections Commission determines whether the candidate is, but not limited to, academically and judicially eligible for that office.

605 – POST-ELECTIONS

605.1 – Tabulation of the votes

605.1.1 – The Elections Commission shall be present and involved in all vote tabulations; there should be at least three (3) Commissioners present and involved in the voting tabulation, or two (2) Commissioners and the Elections Commission advisor.

605.1.2 - The results of an election race will be considered official once the ballots have been counted and all checks are complete on any write-in candidate winners.

605.1.3 – An official list of electoral results will be made and signed by the Chair of the Elections Commission and co-signed by at least two (2) additional Commissioners. Copies of this list shall be sent to the President of the Student Association, the Vice President of the student Association, the Chair of the Student Association Senate, and the Elections Commission and kept in a permanent file by the Student Association Executive Office Manager. This process may not be executed until all appeals processes have expired.

605.1.4 - This process may not be executed until all appeals processes have expired.

605.2 - Release of Results

605.2.1 - The election results will be released by the commission in the following ways:

605.2.1.1 - The official results must be posted on the door of the SA office, sent out to the student body through the listserv via SA President and communicated to all candidates directly by the Elections Commission. These results may be posted only when they have been completely verified.

605.2.1.1.1 - Official results must include vote counts for each candidate and vote totals.

605.2.1.2 - In the event of a write-in candidate victory unofficial results may be released with the stipulation that the candidates name with be withheld and the results will be published as “write-in candidate” until the candidate’s status has been verified.
605.2.2 - In the event of a pending investigation into a particular election, the Commission reserves the right to withhold the results of the election until the investigation has concluded.

605.2.2.1 - The powers of the Commission in this situation may include, but are not limited to, invalidation of an election and administration of a new election and the retroactive removal of a candidate from the ballot.

606 – ELECTIONS INVALIDATION

606.1 – Any irregularity in the election procedure must be brought to the attention of the Elections Commission within forty-eight (48) SA business hours after the elections have ended. Any irregularity received after this time will not be accepted.

606.2 – The Elections Commission must rule on the irregularity within twenty-four (24) SA business hours after being notified of said irregularity.

606.2.1 – This decision may be appealed to the Supreme Court of the Student Association. The case, however, must first be brought to the Elections Commission in order to be considered valid.

606.3 – All irregularities shall be reported in writing to the entire Elections Commission by the Chair of the Elections Commission, or person(s) requesting invalidation.

606.4 – All appeals must be brought to the Supreme Court within forty-eight (48) SA business hours of the Elections Commission’s ruling.

606.5 – There shall be no swearing in of any person where the election is under adjudication with the Supreme Court or awaiting the ruling of the Election Commission.

607 – RUNOFF ELECTIONS

607.1 – Tie Votes

607.1.1 – In the case of tie votes, meeting the conditions under section 607.2, concerning presidential and senatorial candidates, the Commission will hold runoff elections within ten (10) SA business days of the posting of the results of the election.

607.1.2 – Only those involved in a tie vote will appear on the ballot.

607.1.2 – Any person involved in a tie vote who wishes to not run in the runoff election must notify the Commission at least twenty-four (24) SA business hours before the beginning of the runoff election.

607.2 – Conditions

607.2.1 – Runoff elections will be held if no candidate (for executive positions) receives a majority (50% +1) of the votes cast.

607.2.2 – The two candidates for President/VP tickets with the highest number of votes will be the candidates in the runoff election.

607.2.3 – Write-in votes will not be accepted in this election.
607.2.4 – Runoff elections should be held during the week immediately following the regularly scheduled election.

607.2.5 - A runoff election will be held for a Senate seat in the event of an absolute, equal tie for said seat.

608 – REFERENDA

608.1 – All referenda must be placed on the ballot by a two-thirds vote of the Senate or by petition of at least 15% of the fee-paying students of the University at Albany. The Senate shall refer to the relevant sections of the Finance Policy in setting up a referendum.

608.2 – All referenda will be conducted according to the procedure for regular elections.

609 – AVAILABILITY

609.1 – These regulations will be well publicized.

609.1.1 – The regulations are available in the Student Association Office, on the SA website, and directly from the Elections Commission.

610 – ETHICS

610.1 – The ethics policy is in place to make sure that all candidates act ethically during the Student Association election process.

610.1.1 – Unethical behavior is defined, in this sense, as any action that serves to interfere with another candidates’ campaigning of the Student Association election process.

610.1.2 – It is the responsibility and duty of every candidate and all SA officials to report any unethical (or suspicion of unethical behavior) to the Elections Commission as so to address the issue in a prompt and ordered manner.

610.1.3 – The Commission will make this information readily available to candidates in the form of the Elections Guidelines and potential sanctions sheet.

ETHICS POLICY

700 – ETHICS POLICY

700.1 - All Student Association members shall adhere to the following Ethics Policy.

700.2 - Act with integrity, including being honest and candid while still maintaining a work and business climate fostering such standards and the confidentiality of Student Association information where required.

700.3 - Observe, fully, applicable governmental laws, rules, and regulations.

700.4 - Comply with the requirements of applicable Student Association policies in the maintenance of a high standard of accuracy and completeness in the Student Association records.
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700.5 - Comply with Student Association policies regarding disclosures in regulatory filings and other public communications by the Student Association.

700.6 - Adhere to a high standard of business ethics and not seek competitive advantage through unlawful or unethical business practices.

700.7 - Adhere to the applicable code of conduct outlined in the SA Senator Responsibilities Contract and/or the Student Association Employee Handbook

701 - UNETHICAL BEHAVIORS

701.1 - Student Association members are required to avoid unethical behaviors including, but are not necessarily limited to:

701.2 - Including themselves in making any decision about an issue at hand in which a conflict of interests arise or could.

701.3 - Any relationship with a contractor or supplier that could compromise the ability to transact business on a professional, impartial, and competitive basis.

701.4 - Any outside business activity that detracts from an individual's ability to devote appropriate time and attention to their responsibilities with the Student Association.

702 – SANCTIONS

702.1 - Any Student Association Officer that has been found in violation of three separate ethics complaints during their term of office shall be requested for impeachment by the Ethics Sub-Committee in the next available Senate meeting.
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