

**The Bylaws of
The State University of New York, College at
Cortland Student Government Association**

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Section 1: General

§1.01 Oath of Office

The Oath of Office for every officer within the Student Government shall be as follows:

“I, (name), do affirm that I will uphold the Student Government Association Constitution and fulfill the duties of the office to which I have been entrusted, to the best of my ability.”

This oath may be administered in groups or individually.

§1.02 Key Definitions

The following shall be standard terms and definitions:

- (a) Club shall mean any student-run organization funded and regulated directly by the Student Government Association.
- (b) The State University of New York, College at Cortland may hereafter be referred to as “SUNY Cortland”, or “the College.”
- (c) The Student Government Association may hereafter be referred to as “the Student Government”, “the S.G.A”, or “the Association.”
- (d) The Auxiliary Services Corporation of SUNY Cortland may hereafter be referred to as “the A.S.C.”
- (e) “Semester” shall only refer to the fall and spring semesters, as defined by the College, and never the winter or summer sessions, unless otherwise specified.
- (f) Any requirement for regular occurrence, such as for events, meetings, or office hours, shall not apply during any breaks or any other time when classes are not in session during the fall and spring semesters.
- (g) The fiscal year of the Student Government shall be from the beginning of July until the end of June.
- (h) In all purchase requests, event forms, and similar financial forms and processes, the Executive Board shall be held to the same standard as any club.

§1.03 Policy Exemptions

The Finance Committee may grant an override of any policies in sections 7, 8, 9, and 10 of the Bylaws, and the Review Committee may grant an override of any other policies within the Bylaws, upon request and allow clubs, officers, or other bodies to do actions that would otherwise violate a policy. Such requests must not violate the following rules:

- (a) The request must be limited to a specific policy or set of policies.
- (b) Approval must be received prior to carrying out the act in question.
- (c) A clear and compelling reason must be presented to be granted the override.

Section 2: Executive

§2.01 Requirements to serve on the Executive Board & Cabinet

All members of the Executive Board and Cabinet, and any candidates for an Executive Board or Cabinet position, must meet and maintain the following requirements:

- (a) Have a 2.5 GPA, subject to verification by the College.
- (b) Not be on academic or student conduct probation from the College.
- (c) Be enrolled full-time at SUNY Cortland.

If any of the officers or candidates do not meet these requirements, the Senate may grant an override and allow the officer or candidate to run for or continue to hold office by a 2/3rds majority.

§2.02 Office Hours

The Executive Board must serve at least ten office hours per week, and the Cabinet must serve at least five office hours per week.

- (a) "Office hours" shall constitute time spent in the S.G.A. Office and available to the public and not necessarily time spent working on S.G.A. projects or activities, or time spent elsewhere on campus, even if publicly available.
- (b) "Office hours" must be completed between the hours of 8:00 a.m. and 6:00 p.m., during weekdays.
- (c) The Director of Student Activities may divide their office hours between the S.G.A. office and the Student Activities Board office, so long as at least two office hours a week are completed in the S.G.A. office.

§2.03 The President

In addition to the duties outlined in the Constitution, the President shall:

- (a) Ensure a representative from the Student Government attends every summer orientation session for the College to introduce new students to the S.G.A.
- (b) Serve as a student representative on the A.S.C. Board of Directors.
- (c) Serve as a liaison between the S.G.A. and the SUNY Student Assembly, or designate another officer of the Student Government to do the same.

§2.04 The Vice President

In addition to the duties outlined in the Constitution, the Vice President shall:

- (a) Serve as a student representative on the A.S.C. Board of Directors.
- (b) Maintain an efficient process for review of proposals to create and dissolve clubs and amend club constitutions.
- (c) Conduct a training during the fall semester to ensure senators are properly informed and able to carry out their duties.

§2.05 The Chief Financial Officer

In addition to the duties outlined in the Constitution, the Chief Financial Officer shall:

- (a) Serve as a student representative on the A.S.C. Board of Directors.
- (b) Maintain an efficient processing system for reviewing financial requests and processes, in conjunction with the Associate Financial Officer and fiscal agent.
- (c) Maintain an accurate inventory of all property of significance owned by the S.G.A.
- (d) Provide regular reports regarding S.G.A. accounts and expenditures to the Executive Board and Senate.
- (e) Hold semesterly training for club treasurers, which club treasurers must attend each training, or otherwise arrange for an alternative time to be trained by the C.F.O.

In the case of the vacancy of the office of C.F.O., when the Senate elects the new C.F.O. in accordance with Article V, Section 7 of the Constitution, the Senate shall first consider the interim, acting-C.F.O.

§2.06 The Secretary

In addition to the duties outlined in the Constitution, the Secretary shall:

- (a) Ensure an accurate record of attendance for all Senate, Executive Board and Judicial Board meetings.
- (b) Work with the Vice President to ensure an accurate record of all active and inactive clubs, as well as all club officers.
- (c) Maintain and revise a handbook of the general operations of the S.G.A., including the typical responsibilities and roles of all S.G.A. officers.

§2.07 The Associate Financial Officer

There shall be an Associate Financial Officer, and they shall:

- (a) Serve as a member of the Cabinet, reporting directly to the Executive Board
- (b) Assist the Chief Financial Officer in their duties, as directed.

§2.08 The Director of Public Relations

There shall be a Director of Public Relations, and they shall:

- (a) Serve as a member of the Cabinet, reporting directly to the Executive Board
- (b) Be responsible for all press releases, posters, pamphlets or merchandise design, S.G.A. social media, and anything else related to S.G.A. branding and engagement.

§2.09 The Director of Student Activities

There shall be a Director of Student Activities, and they shall:

- (a) Serve as a member of the Cabinet, reporting directly to the Executive Board, but elected by the members of the Student Activities Board in accordance with their own rules.
- (b) Be responsible for coordinating a number of events each semester for the benefit of the Student Body
- (c) Serve as a resource for clubs on running their own events.

§2.10 The Director of Diversity, Equity, & Inclusion

There shall be a Director of Diversity, Equity, & Inclusion, and they shall:

- (a) Serve as a member of the Cabinet, reporting directly to the Executive Board
- (b) Shall be responsible for finding areas of potential improvement within the area of diversity, equity and inclusion, and advocating for such improvement.

§2.11 The Administrative Assistant

Appropriations shall be made for the employment of a S.G.A. Administrative Assistant, who shall be hired by the Executive Board. The Administrative Assistant is tasked with overseeing the day to day operations of the S.G.A. Office including:

- (a) Tracking the office hours of Executive Board officers.
- (b) Scheduling the use of the S.G.A. Conference Room.
- (c) Overseeing the S.G.A. email, SGA@cortland.edu
- (d) Receiving shipments and mail to the S.G.A. office.
- (e) Taking messages for Executive Board officers, and delivering those messages in a timely manner.
- (f) Assisting with overseeing the physical office space.
- (g) Assisting the Executive Board in any other reasonable manner required.

§2.12 Student Activities Board

The Student Activities Board (S.A.B.) shall be chaired by the Director of Student Activities and shall serve to assist the Director of Student Activities in running events for the Student Body. The Student Activities Board shall:

- (a) Be open to all members of the Student Body.
- (b) Elect the Director of Student Activities.
- (c) Be financially independent of the rest of the Executive Board, operating as any other club.
- (d) Maintain their own set of rules.

Section 3: Legislative

§3.01 **Senate Meetings**

The Senate shall meet bi-weekly unless any conflict should arise. The Chair shall schedule and make publicly available the Senate meetings for the entire semester before each semester begins. The Chair must distribute a copy of the Senate agenda, the last Senate's minutes, and any proposed resolutions to all members of the Senate no later than 24 hours prior to each Senate session.

§3.02 **Voting Procedure**

Normal voting during Senate meetings shall be done by a show of club name or senator name plaque. The vote will then be counted by the Chair, or a designee of the Chair, and the result announced. If the vote is within a margin of five or less, a roll call vote shall be conducted.

- (a) Any vote on impeachment or recall shall be done by secret ballot, and the results counted in front of the Senate by the Chair and counted again by the Secretary to ensure accuracy. If either the Chair or the Secretary is the officer being voted on, then another member of the Senate or the Executive Board shall be selected by the Senate to count the votes in their place. The vote shall be counted and announced during the session of the vote in question.

§3.03 **Resolutions**

Any changes of significance to a resolution distributed to the Senate in advance between its submission to the Chair and its presentation to Senate must be explicitly noted during its presentation in Senate. The Chair may resolve grammar, spelling, or formatting errors in resolutions before their presentation to Senate or after their passage, so long as the changes made do not affect the purpose, intent, or effect of the resolution.

§3.04 **Senators**

All Senators, and any candidate for Senator, must meet and maintain the following requirements:

- (a) Not be on academic or student conduct probation from the College.
- (b) Be enrolled full-time at SUNY Cortland.

Senators must attend each Senate session, or inform the Chair of their absence at least 24 hours in advance.

§3.05 **Attendance**

All voting members of Senate are required to be in attendance at all meetings of Senate. Excused absences from Senate meetings shall be determined at the discretion of the Secretary but shall not exceed three per member per semester.

Section 4: Judicial

§4.01 Requirements to serve on the Judicial Board

All members of the Judicial Board must meet and maintain the following requirements:

- (a) Not be on academic or student conduct probation from the College.
- (b) Be enrolled full-time at SUNY Cortland.

If any of members do not meet these requirements, the Senate may grant an override and allow the officer or candidate to run for or continue to hold office by a 2/3rds majority.

Section 5: Committees

§5.01 Standing Committees

The standing committees within the Senate shall be the Advocacy Committee, the Review Committee, and the Finance committee. Each standing committee shall consist of at least five and no more than twelve members, all of whom must be members of the Student Body. All On-Campus and Off-Campus Senators must sit on at least one standing committee, and each standing committee must have at least three residency-based Senators.

§5.02 Ad Hoc Committees

The Senate may establish as many ad hoc committees as it may deem necessary to fulfil its duties. The membership of each ad hoc committee shall be voted on by the Senate, and any member of the student body shall be eligible. No ad hoc committee may have more than 12 members. The chair of each ad hoc committee shall be elected by the membership of the committee at the first committee meeting of the academic year. The Chair of Senate shall serve as the chair of any ad hoc committee until the new chair is elected.

§5.03 Advocacy Committee

The Advocacy Committee shall work to research student concerns, develop potential solutions, work with the Executive Board and all relevant parties on addressing such concerns, conduct oversight of the Executive Board's advocacy operations, and review any resolution relating to advocacy, or the S.G.A.'s positions on any given issue before any such proposal is presented to Senate. The Advocacy Committee shall be chaired by the President or their designee, and the members of the Advocacy Committee shall be nominated by the Chair with approval from the Senate.

§5.04 Review Committee

The Review Committee shall set the timeline for elections, review any proposal to create a new club, reactivate inactive clubs, dissolve a club, or amend a club's constitution, as well as any proposals to amend the Student Government's constitution or bylaws before any such proposal is presented to the Senate. The Review Committee shall be chaired by the Vice President or their designee, and the members of the Review Committee shall be nominated by the Chair with approval from the Senate.

§5.05 Finance Committee

The Finance Committee shall be responsible for the oversight of S.G.A.'s financial operations, creation of the S.G.A. budget, and the allocation contingency funds. The Finance Committee shall be chaired by the C.F.O. or their designee, and the members of the Finance Committee shall be nominated by the Chair with approval from the Senate.

Section 6: Clubs

§6.01 Club Creation

Prior to a vote to approve a club in the Review Committee and Senate, the sponsor of the new club shall draft a club constitution and submit it to the Vice President along with a list of students committed to serving as club officers for all positions established in the proposed constitution. Neither the Review Committee nor the Senate may amend a club creation proposal, but they must include reasons for the rejection of any proposal in the minutes.

§6.02 Required Club Offices

All clubs must have the following offices:

- (a) President, or other chief executive.
- (b) Treasurer, or other chief financial officer.
- (c) Club Senator, or other officer dedicated to attending Senate.
- (d) Secretary, or other officer dedicated to keeping and maintaining records.

No person may be both the president and treasurer of the same club

§6.03 Club President

The president of each club shall have the following responsibilities:

- (a) to represent their club to all other bodies and organizations
- (b) to work with the club treasurer to craft and present a budget proposal during the annual budget process.
- (c) to familiarize themselves with the policies and processes of the S.G.A., especially those relevant to the operation of their club.

§6.04 Club Treasurer

The treasurer of each club shall have the following responsibilities:

- (a) to represent their club to the C.F.O. and the Finance Committee
- (b) to submit any financial form or proposal on behalf of their club.
- (c) to keep an accurate accounting of their club's budget at all times.
- (d) to work with the club president to craft and present a budget proposal during the annual budget process.
- (e) to maintain an up-to-date record of all club property with a value of at least \$100 or an expected useful life of over a year and report any lost or destroyed inventory to the C.F.O. or their designee as soon as possible after its discovery. If any items were purposely removed from a club's inventory the treasurer must explain if the item was sold, surplus, disposed of, etc
- (f) to familiarize themselves with the policies and processes of the S.G.A., especially those relevant to the financial operation of their club.

§6.05 Club Dissolution

Any club that has been inactive for at least one semester shall be reviewed by the Review Committee, who shall make a recommendation to Senate on whether or not to dissolve the club in question. Clubs shall be considered inactive if they have no officers that were duly selected or approved, or if they meet the following criteria:

- (a) have not had a representative attend Senate for one full semester.
- (b) have not updated their public records or information for one full semester.
- (c) did not apply for a budget during the previous budget process

§6.06 Club Reactivation

Inactive clubs may be reactivated prior to dissolution if enough students commit to filling all positions established in the club constitution and those students are approved to fill those positions by the Review Committee and Senate, or if the club no longer meets the criteria for being considered inactive.

§6.07 Amending Club Constitutions

Any amendments to a club's constitution must be approved by the club as prescribed by that club's constitution and policies, reviewed by the Review Committee, and approved by the Senate in order to be ratified.

§6.08 Club Elections & Referenda

Any official club vote, such as votes to propose an amendment to the club's bylaws or elect club officers, must be reported to the Secretary including all pertinent details, including vote counts. Any election or referenda not reported to the Secretary shall be considered illegitimate.

§6.09 Public Access to Club Information

The following information shall be made publicly available on whatever platform the S.G.A. has established:

- (a) All officers of the club's Executive Board.
- (b) The regular meeting place and time, if applicable.
- (c) The club constitution and any bylaws, standing rules, or other official policies.

§6.10 Requirements for Voting Membership

Only active members of any given club shall be able to vote on regular club business or in club elections. Clubs may define their own requirements for the designation of active members. The default requirements for a student to be considered an active member of a club, if that club has not set their own definition, shall be to attend at least two meetings per semester.

§6.11 Club Events

Each club must have at least one event in the fall and spring semesters.

Section 7: Elections

§7.01 Candidate Qualifications

All candidates for an office elected directly by the student body must certify in writing that they understand and agree to abide by the policies and guidelines for elections and campaigning, and authorize the S.G.A. Advisor to verify with any relevant officials that the candidate meets all eligibility requirements.

§7.02 General

General policies will be applicable to the entire election period and will include:

- (a) Any resources or opportunities made available to any individual candidate must be made available for all other candidates for the same office.
- (b) Candidates may campaign collaboratively; however, no official slate or tickets may be recognized or in any way indicated on the ballot.
- (c) All SUNY Cortland faculty and staff are prohibited from campaigning on behalf of any candidate, but may inform students about the election and encourage students to vote.
- (d) The Review Committee shall ensure all relevant information and documents relating to the election process are maintained and publicly available by the start of the spring semester.
- (e) Candidates must seek to uphold the policies of the S.G.A., and may not in any way encourage or support the violation of S.G.A. policies.

§7.03 Petitioning

In order to be recognized as a candidate and appear on the ballot, a student must gather a petition from the members of the Student Body. For Executive Board positions, a student must obtain a petition of 300 signatures. For Off-Campus or On-Campus Senator, a student must obtain a petition of 100 signatures. The Review Committee shall set the deadline for submission of petitions and the written certification of understanding by the start of the spring semester.

- (a) Signatures must be physically written by the student indicated by the signature.
- (b) The purpose of the petition must be made clear and apparent to any student that signs the petition.
- (c) Petitions are only valid for the academic year in which they were begun.

§7.04 Campaigning

Candidates may only campaign during the dates set by the Review committee, after all candidates have been certified.

- (a) No candidate may infringe upon another's ability to campaign, including destroying or altering promotional material, and publicly slandering or disparaging other candidates.
- (b) All campaign materials must be approved by the Review Committee before distribution or publication.
- (c) All digital campaign materials, including social media posts, may only be distributed through the S.G.A.
- (d) Candidates may reach out to campus media outlets for coverage of their campaign.
- (e) Candidates must receive approval from the appropriate authorities, such as the business or property owner, to distribute campaign materials on any property not belonging to SUNY Cortland or the S.G.A.
- (f) Candidates must abide by all campus policies governing the distribution of material on campus, such as in residence or dining halls.
- (g) Candidates may continue to campaign during the voting period, including tabling or distributing campaign material, but may not approach students or in any way directly pressure a student to vote.
- (h) All campaign materials, such as posters and flyers, must be removed within one week of the end of the voting period. Should the Review Committee provide physical locations to vote or promote voting during the election days, any campaign materials present will be removed.

§7.05 Voting

Voting will begin directly following the end of campaigning, and shall last for 48 hours. Voting shall be done online, via a platform available to the entire student body. Elections shall be by plurality vote. In case of a tie, a runoff shall be held for 48 hours. Votes are to be reviewed and validated by the Review Committee within 24 hours of the end of voting.

Section 8: Budget

§8.01 Student Activity Fee

The default level of the Student Activity Fee (S.A.F.) shall be the level of the S.A.F. the previous year. In order to change the S.A.F. level, the Finance Committee must propose a new S.A.F. level with approval of SUNY before the start of the spring semester. Then the SUNY-approved S.A.F. must be approved by the Senate within the first month of the spring semester. If approved, the new S.A.F. level will take effect for the next fall semester.

§8.02 Budget Process

A general budget for the allocation of funds within the S.G.A. must be created and passed each fiscal year, before May 1st, according to the following procedure:

- (a) Finance Committee will review budget requests from clubs and the executive board.
- (b) The C.F.O. shall draft a general budget proposal and present it to Finance Committee, who may approve or amend it as they see fit.
- (c) The C.F.O. shall distribute the first draft of the general budget approved by Finance committee to all clubs. The Finance Committee shall then host a round of appeals hearings for any clubs unsatisfied with their allocation in the first draft, and create a second draft.
- (d) The second draft passed by Finance Committee is then presented to Senate by the C.F.O. Senate may pass or reject the general budget with a statement describing their reason for doing so, but may not amend.
 - (i) If the Senate passes the general budget, it is adopted for the following fiscal year.
 - (ii) If the Senate rejects the general budget, it returns to Finance Committee, who may amend the budget and then present it again to Senate. This process is repeated until the general budget is passed.

Should a general budget not pass by May 1st, clubs that submitted a budget request shall be allocated \$1,000, and the budget for all SGA executive budget accounts shall remain at the level of the previous fiscal year, until a general budget can pass.

§8.03 Budget Requests & Appeals

Budget requests must be submitted by the deadline set by the CFO, and such requests must include a breakdown of planned expenditures and an updated list of club inventory. Clubs that do not submit a budget request or provide a representative at the appeals hearing will not receive a budget for the following year.

The schedule for budget requests and appeals hearings must be created by the C.F.O. and Finance Committee at least two weeks prior to the budget request, and by March 1st. The Finance Committee must provide at least 5 minutes but not more than 15 minutes for each appeal hearing.

§8.04 Executive Budget

The executive budget shall be administered by the Executive Board and shall include any accounts or expenditures not included in any club's budget. The executive budget shall be binding in regard to the following accounts:

- (a) Operations: Any expenses necessary to conduct the regular administrative business of the S.G.A., including insurance, legal, auditing or accounting fees, office supplies, etc.
- (b) Compensation & Benefits: Stipends, salaries, and other direct benefits.
- (c) Programming: Events, projects, promotional material, and any programs run directly by the Executive Board.
- (d) Outside Support: Funds allocated to outside groups to provide services to campus, or for contribution to campus programs, including contributions to club sports, NYPIRG, or campus programs.
- (e) Contingency: Funds allocated for later distribution by Finance Committee throughout the year through the contingency process. Contingency funding may be allocated to new clubs or to existing clubs with unexpected expenses upon request. The Finance Committee shall have the authority to approve or deny requests for access to contingency funds.
- (f) Reserve: Funds allocated only for use in case of an unforeseen and extraordinary circumstance, such as a sudden decrease in revenue. No funds may be drawn from the reserve account without the approval of the Finance Committee.

§8.05 Club Budgets & Accounts

Club budgets shall only be binding in regard to the total amount of funds allocated to each club, and not any internal budgeting in regard to planned events or projects.

Section 9: Purchases

§9.01 Purchase Request

All expenditures must be approved before they occur. S.G.A. funds may not be used to cover any purchases made without proper approval. All planned expenditures must be submitted for approval via a purchase request, which shall be maintained and made publicly available by the C.F.O. or their designee. Club treasurers shall have access to, and be responsible for, submitting purchase requests on behalf of their club.

§9.02 Purchase Request Review and Timeline

In order to allow appropriate time for thorough review, all purchase requests must be submitted at least fourteen days in advance of the requested expenditure.

Purchase requests shall be reviewed according to the following steps:

- (a) The C.F.O. or their designee
- (b) The fiscal agent
- (c) The S.G.A. Advisor
- (d) Any and all relevant campus offices or administrators

Any official responsible for reviewing a purchase request may reject it for violation of any relevant policy, lack of appropriate funds, and/or inappropriate use of the Student Activity Fee.

§9.03 Requirements Based on Expenditure Level

Any purchase request for equipment valued over \$500 shall require approval from the Finance Committee. All purchase requests valuing over \$2,500 shall require written documentation proving the reasonability of the purchase to be submitted with the purchase request, consisting of at least three price quotes for a comparable item or service from competing vendors. Clubs may request to purchase from a vendor whose price for the item or service is higher than those of the competitor rates submitted, but must adequately justify that request.

§9.04 Other Requirements

The following requirements shall also apply to purchase requests:

- (a) Documentation supporting the price for each listed item must be included.
- (b) Purchase requests for catered food must include proof of insurance and a copy of a health and food safety permit for any company not directly associated with the college.
- (c) Purchase requests for apparel must include the proposed design.
- (d) In any collaborative event or purchase, the primary organization shall be the organization that contributes the largest share of the financial costs. Clubs that spend or request to spend more than \$1,000 on any collaborative event or project as a secondary organization must justify how the event or project furthers the fundamental mission of their club.

§9.05 Expenditure Limits & Restrictions

The following limits and restrictions shall apply to all uses of S.A.F. funds:

- (a) Clubs may spend \$15 of their budget per item on one club-related apparel in the fall and one club-related apparel in the spring semester, or the club may choose to combine the funds to \$30 for one apparel item in the spring semester only.
- (b) No purchase requests for apparel or office supplies may be submitted after April 1st. The deadline for all purchase requests is two weeks prior to the last day of classes.
- (c) No more than \$500 total or \$75 per item may be spent on prizes for an event. A prize is any item received for winning some form of contest or competition. Prize recipients must have their name and SUNY Cortland student ID number documented and submitted to SGA's administrative assistant, fiscal agent, or another designee appointed by the CFO.
- (d) No more than \$10 per item may be spent on giveaways, or promotional material for distribution to the general public.
- (e) SUNY Cortland faculty or staff members may not receive honorariums.
- (f) No more than \$30 per speaker per event may be spent on meals before or after the event. No more than \$30 per person may be spent to cover the cost of off-campus dinners or banquets.
- (g) No more than 50% of the registration, entry, and/or conference fees per student may be paid for using S.A.F. funds.
- (h) No more than 40% of a club's total budget may be spent on travel expenses.
- (i) No more than \$32 per person per day for food overall, and no more than \$7 per person per day for breakfast, \$10 for lunch, and \$15 for dinner may be spent on food during travel; no more than \$50 per student and \$150 per faculty/staff per night for lodging and no more than \$0.58 per mile driven may be spent during travel.
- (j) Prize recipients must have their name and SUNY Cortland student ID number documented and submitted to SGA's administrative assistant, fiscal agent, or another designee appointed by the CFO.

§9.06 Prohibited Purchases

S.G.A. funds may not be:

- (a) Used to supplement funding for academic departments or administrative offices, including purchasing equipment or funding events for use primarily by academic departments or administrative offices.
 - (i) Events targeted towards the greater SUNY Cortland community may be co-sponsored by clubs and departments.
- (b) Allocated to any honor society, fraternity, or sorority.

- (c) Used for purchasing gifts. Awards may be purchased, but must be limited to items with no functional purpose beyond displaying recognition for the award, such as a plaque or certificate.
- (d) Used to purchase alcohol, or to purchase gift cards for businesses where alcohol is served.
- (e) Used to purchase airline tickets.
- (f) Used to cover the attendance of any non-SUNY Cortland student for any event or conference.
- (g) Used to pay any family, club member, and/or registered SUNY Cortland student to perform, cook, speak, and/or DJ etc.

§9.07 Fundraisers & Donations

No S.A.F. funds may be used to donate to any outside organization or individual. Non-S.A.F., S.G.A. funds, such as fundraised money, may be donated to a registered non-profit organization with tax exempt status from the U.S. Federal Government; however, fundraised money must first be used to replace the costs of the fundraiser, such as the event where the money was raised, before it may be used for any other purpose.

§9.08 Packages

All packages must be shipped to the S.G.A. or A.S.C. Office. Any club officer, except the treasurer, may pick up packages on behalf of their club. The Administrative Assistant or fiscal agent shall keep a record of all packages picked up, including the item received, the time it was picked up, and the officer that picked it up.

Section 10: Events & Travel

§10.01 Event Forms

All events, with the exception of regular meetings, shall require approval prior to their promotion or occurrence. Requests for event approval shall be submitted via an event form, which shall be maintained and made publicly available by the C.F.O. or their designee. Event forms must include an itemized budget for the event, and must be submitted at least fourteen days prior to the proposed event.

§10.02 Approval Process

Event forms shall be reviewed according to the following steps:

- (a) The C.F.O. or their designee
- (b) The fiscal agent
- (c) The S.G.A. Advisor
- (d) Any and all relevant campus offices or administrators

Any official responsible for reviewing an event form may reject it for violation of any relevant policy.

§10.03 Entrance Charges & Tickets

Events which include an entrance or admission fee shall require approval of the Finance Committee, and SUNY Cortland students must be charged less for such fees than the general public. Sales of tickets for entrance to an event must be done through the designated online digital ticketing service, or the S.G.A. Administrative Assistant, or be overseen by the C.F.O. or their designee

§10.04 Raffles

The C.F.O. or their designee must oversee all raffle ticket sales. Tickets will be numbered and provided by the S.G.A. The officers and advisor of any club sponsoring the event shall not be eligible to win any raffle.

§10.05 Other Restrictions & Requirements

No events may be held during finals testing weeks or study days, or be held in a bar, nightclub, tavern, or other venue that operates primarily for serving alcohol.

§10.06 Travel Events

All events which take place outside of a 50 mile radius from SUNY Cortland, shall be considered a travel event. Transportation to any travel event must use a campus-owned vehicle, or approved rental vehicle service. Travel events outside the State of New York must be accompanied by a SUNY Cortland faculty or staff member.

§10.07 Travel Permission

A list of all people attending a travel event must be submitted prior to departure. All SUNY Cortland students attending a travel event must fill out an event permission form prior to departure, including an emergency contact.

§10.08 Travel Expenses

Any expenses associated with a travel event, must be collected from the attendees and deposited with the fiscal agent seven days before the departure date. A printed receipt must be obtained for every expense made during the travel event and submitted to the fiscal agent along with any unspent travel advance funds within the first three business days after the club's return.

Section 11: Contracts

§11.01 General

All services provided to the S.G.A. must be formalized by a written contract prior to the provision of the service. The C.F.O. shall be the only person authorized to sign a contract on behalf of the S.G.A. or any club therein. All contracts must be submitted as a purchase request, and must include an IRS W-9 form.

- (a) A contract is not binding on the S.G.A. until the purchase request has been approved and the contract has been signed by the C.F.O.
- (b) It is the responsibility of the party within the S.G.A. that is negotiating directly with the service provider to inform the service provider that any agreement made is with the S.G.A. and not the State of New York, the State University of New York, or SUNY Cortland, and inform the service provider about the purchase request process and all relevant policies.
- (c) The fiscal agent may have a W-9 on file for vendors that have been used before, in which case a new W-9 is not required to be attached to a purchase request.
- (d) Multi-year contracts shall require the approval of both the Finance Committee and Senate.
- (e) No service provider may be paid in cash.

§11.02 Contract to Use

If the service provider has their own contract, that contract should be attached, unsigned, to the purchase request for review. If a service provider's contract is deemed inadequate, the C.F.O. or their designee shall draft an addendum in consultation with the S.G.A. Advisor, and with the S.G.A.'s legal counsel if necessary, to be added to the vendor's contract.

The C.F.O. shall maintain a default contract to be used for any applicable service. If the service provider has no contract of their own, the default S.G.A. contract shall be used. The default S.G.A. contract may not be sent to the vendor until the purchase request has been approved.

Section 12: Adjudication

§12.01 Adjudication of Policies

The process for adjudicating violations of non-finance based S.G.A. policy shall be as follows:

- (a) A member of the student body shall submit a complaint to the Chair of the Judicial Board detailing any violations that they discover.
- (b) The Chair shall notify the accused individual or organization, and request that they attend the Judicial Board hearing in which their case will be heard, at least one week prior.
- (c) The Judicial Board will hear the case and the argument from both the Chair and the representative of the accused organization or individual, and decide, by a majority vote, if the individual or organization did violate any of the aforementioned policies.
- (d) If the Judicial Board decides that the officer or club did violate a policy, they shall decide, by majority vote, what sanctions or remedies to apply.
- (e) The Chair shall notify the organization or individual of the decision within one week.

Only Judicial Board members, the Chair, the S.G.A. Advisor, and the Secretary may be present during deliberations and voting. If a member of the Judicial Board has a conflict of interest, such as membership in a relevant organization or personal relationship with any relevant person, they may not take part in the proceedings of the Judicial Board.

§12.02 Adjudication of Financial Policies

The process for adjudicating violations of S.G.A. financial policy shall be as follows:

- (a) The C.F.O., or the Associate Financial Officer, shall bring charges before the Finance Committee of any financial violations that they discover.
- (b) The C.F.O. shall notify the accused officer or the president and treasurer of the club in question, and request that they attend the Finance Committee hearing in which their case will be heard, at least one week prior.
- (c) The Finance Committee will hear the case and the argument from both the C.F.O. and the representative of the accused club, and decide, by a majority vote, if the officer or club did violate any of the aforementioned financial policies.
- (d) If the Finance Committee decides that the officer or club did violate a financial policy, they shall decide, by majority vote, what sanctions to levy.
- (e) The C.F.O. or their designee shall notify the officer or club of the decision within one week.

Only Finance Committee members, Financial Officers, the S.G.A. Advisor, and the Secretary may be present during deliberations and voting. If a member of the Finance Committee has a conflict of interest, such as membership in a relevant organization or

personal relationship with any relevant person, they may not take part in the proceedings of the Finance Committee.

§12.03 Fines & Other Statutory Sanctions

Fines & Other Sanctions

As outlined in the constitution, Senate fines and other financial sanctions for violation of SGA financial policy are implemented at the discretion of the Finance Committee. The following shall serve as a standard for the implementation of fines, but the Finance Committee may institute a lesser or greater fine or alternative sanction at their discretion.

(a) For each Senate meeting a club does not send a Senator or other representative to each semester, the fines shall be as follows:

(i) \$25 for the first absence

(ii) \$50 for the second absence

(iii) \$100 for the third absence

(iv) Frozen budget for any further absences.

(b) For each student that attends a travel event without filling out an event permission form, the club may be fined up to \$50.

(c) For violation not involving expenditures, the fine should not exceed \$250.

(d) For violations involving inappropriate expenditures, the fine should not exceed the value of the expenditure that violated the policy.

(e) All funds taken through fines shall be placed into the contingency account.