

# Constitution of the State University of New York, College at Cortland Student Government Association

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## Preamble

*With this Constitution, the students of the State University of New York, College at Cortland, do hereby establish an organization of self-government to represent and advocate on behalf of the students of this college, so as to advance their general welfare, ensure academic and social freedom and success, provide a forum for the exchange of ideas, and protect the rights of the student body.*

## Article I: Opening

### Section 1: Title & Membership

This organization shall be called the Student Government Association of the State University of New York, College at Cortland, hereafter known as the Student Government Association, or the Student Government. All students, both full-time and part-time, of the State University of New York, College at Cortland, hereafter SUNY Cortland, are its members, hereafter the student body. This constitution shall be the highest authority within the Student Government Association. Any policies or bylaws adopted by the Student Government Association must not contradict with any provisions within this document, and any such actions shall be null and void. Any part of this constitution, or any rule or bylaw adopted by this association that contradicts the policies of the State University of New York or SUNY Cortland or any State and Federal laws shall be null and void.

## Article II: The Executive Branch

### Section 1: The Executive Board

The powers of the executive branch of the Student Government Association shall be vested in the Executive Board. The Executive Board shall be chaired by the President. The Executive Board shall have the power to create and amend its own rules by a 2/3rds majority and to form lesser offices or boards in order to assist the Executive Board in the performances of their duties. Quorum shall require all members of the Executive Board to be present. The default rules of the Executive Board shall be the latest edition of Robert's Rules of Order; however, the bylaws of this association and the rules voted on by the Executive Board shall have precedence. The Executive Board shall meet at least once a month during the spring and fall semester, and shall uphold and enforce the constitution and bylaws of this association.

## Section 2: Officers of the Executive Board

The Executive Board shall consist of the President, the Vice President, and the Chief Financial Officer, as well as the Secretary as an ex officio, non-voting seat. All members of the Executive Board must be a member of the student body and none may hold an executive position in any Student Government Club. Appropriations shall be made for fair compensation of every Executive Board member. The Executive Board, with the exception of the Secretary, shall be elected by the student body in the spring semester of each year, no later than five weeks before the last day of classes. The term for the Executive Board, and the standard term for any office within the Student Government unless otherwise specified, shall begin on June 1<sup>st</sup> of the year of their election and end on the following May 31<sup>st</sup>.

## Section 3: The Secretary

The Secretary shall have the following duties: to collect, maintain, and make available all the records of the Student Government; to take the minutes of Senate, the Judicial Board and the Executive Board; and to uphold and enforce the Constitution and bylaws of this association.

The Secretary shall be nominated and elected by the Senate from the Student Body and serve until the end of the standard term.

## Section 4: The President

The President shall have the following duties: to serve as the Chair of the Executive Board and set the Executive Board schedule and agenda; to serve as the Chair of the Cabinet and set the Cabinet schedule and agenda; to serve as the representative of the student body and the Student Government Association on Faculty Senate, or to any other outside body, or to appoint a representative in their stead; to report any decisions of importance made by any of the bodies the Student Government has a seat in to the Executive Board and Senate in a timely manner; and to uphold and enforce the constitution and bylaws of this association.

## Section 5: The Vice President

The Vice President shall have the following duties: to serve as the Chair of the Senate; to set the Senate agenda and schedule; to serve as the chief liaison between the Student Government Clubs and the Executive Board; to coordinate with, and provide support for all Student Government Clubs; and to uphold and enforce the Constitution and bylaws of this association.

## Section 6: The Chief Financial Officer

The Chief Financial Officer shall have the following duties: to oversee, steward, and scrutinize all Student Government finances; to ensure financial stability and compliance of the Student Government; to advise the Senate, the Executive Board, and the Student Government Clubs on financial activities and policies; to administer the executive budget in consultation with the other officers of the Executive Board; to give regular reports of SGA financial matters to the Executive Board and Senate; and to uphold and enforce the constitution and bylaws of this association.

## Section 7: The Cabinet

The Cabinet shall consist of all staff who report directly or indirectly to all or part the Executive Board. When a Cabinet position is proposed, the proposal must contain guidelines for the duties of that office and suggestions on how to properly execute that office.

The Executive Board shall have the power to create and amend Cabinet structure unanimously; appoint candidates to paid cabinet positions by a 2/3rds majority, with majority approval from Senate; and appoint students to unpaid cabinet positions by a 2/3rds majority, without any need for approval from Senate.

## Article III: The Legislative Branch

### Section 1: The Senate

The legislative powers of the Student Government Association shall be vested in the Senate. The Senate shall have the power to amend the bylaws of the Student Government Association by a majority vote, subject to the consent of the Executive Board. If the Executive Board vetoes an amendment to the Bylaws, the Senate has the power to override the veto and amend the bylaws by a 2/3rds majority.

The Senate shall also have the power to form Senate committees, and to set their own rules by a 2/3rds majority. The default rules of the Senate shall be the latest edition of Robert's Rules of Order; however, the bylaws of this association and the rules voted on by the Senate shall have precedence.

The Senate shall meet at least once per month during the spring and fall semesters, and work to facilitate and improve the functioning of the Student Government and SUNY Cortland.

### Section 2: Members of the Senate

The Senate shall consist of a Senator representing each Student Government Club, On-Campus and Off-Campus Senators, a faculty representative, the Student Government Association Advisor, and all members of the Executive Board. All officers of the Senate, with the exception of the Student Government Advisor and the Faculty Representative, must be members of the student body. Every officer of the Senate shall uphold and enforce the Constitution and bylaws of this association.

### Section 3: Club Senators

Each Student Government Club must nominate a representative to serve in the Senate, in accordance with their own constitutions, and the bylaws of this association. Club Senators shall be full, voting members of the Senate and shall serve as the liaison between each club and the larger Student Government. There shall be no more than 85 clubs, and thereby 85 Club Senators. No Club Senator can represent more than one club. The formation or dissolution of any Student Government club must be approved by Senate.

### Section 4: On-Campus & Off-Campus Senators

There shall be five senator seats apportioned to off-campus students and five apportioned to on-campus students. Students living in campus residential facilities will be eligible for on-campus seats while students living anywhere else shall be eligible for off-campus seats. Senators shall be elected by the students within their respective area. No On-Campus or Off-Campus Senator may vote on behalf of a club or serve as a Club Senator. Any Senator that has not attended a sufficient number of Senate meetings in a semester, as specified by the bylaws, shall be eligible for removal from office.

### Section 5: Faculty Representative

The Faculty Representative shall be selected by SUNY Cortland, from their current faculty. The Faculty Representative shall be a full, voting member of the Senate.

### Section 6: Student Government Advisor

The Student Government Advisor shall be appointed, per the State University of New York Guidelines, as a designee of the President of SUNY Cortland. The Student Government Advisor shall not be voting member of the Senate and may not introduce resolutions or motions. The Advisor may participate in the Senate only in an advisory capacity. The Advisor shall also be an ex officio, non-voting member of the Executive Board, Judicial Board, and all other bodies within the Student Government.

### Section 7: The Executive Board in Senate

Executive Board members shall have the power to introduce resolutions and make motions in Senate. Executive Board members shall not have a vote in the Senate, except the Vice President, who may vote only in order to make or break a tie. The Vice President shall have the power to call a special session of the Senate if there is sufficient reason to do so.

## Article IV: The Judicial Branch

### Section 1: The Judicial Board

The Judicial Board shall be responsible for the adjudication of any violations of Student Government policies, and resolving any disputes internal to the SGA. The Judicial Board shall have the authority to mandate any remedy or sanction, within the powers of the Student Government, that they see fit for a violation of any SGA policy, including temporarily or permanently reducing a club's budget or an officer's stipend. The Judicial Board shall not have the ability to dissolve a club or remove an officer from their position, but they may recommend this action to the Senate. The Judicial Board may set their own rules. The default rules of the Judicial Board shall be the latest edition of Robert's Rules of Order; however, the bylaws of this association and the rules voted on by the Judicial Board shall have precedence. Any actions of Judicial Board may be overridden and amended or voided by the Senate by a 3/4ths majority.

### Section 2: Membership of the Judicial Board

The Judicial Board shall consist of seven members, nominated by the Executive Board from the student body and approved by the Senate by a 2/3rds majority. The Executive Board shall nominate candidates for members of the Judicial Board no later than the third week of the fall semester and they shall serve until they resign or are no longer eligible for the position.

### Section 3: Chair of the Judicial Board

The Chair of the Judicial Board shall be selected by the Judicial Board from amongst their members. The Chair shall be responsible for conducting Judicial Board meetings as well as conducting investigations into complaints filed by members of the student body. The Chair shall have the power to temporarily freeze club budgets for violation of Student Government policy, until the Judicial Board can review the case.

### Section 4: Proceedings

The Judicial Board shall have the power to create and amend its own rules by a 2/3rds majority. The default rules of the Judicial Board shall be the latest edition of Robert's Rules of Order; however, the bylaws of this association and the rules voted on by the Judicial Board shall have precedence.

Proceedings shall begin when a member of the student body files a formal complaint to the Chair, which should include as many details about the violation as possible. The Chair shall conduct an investigation and notify the accused individual within one week of the complaint being filed. The Chair shall then call a meeting of the Judicial Board. After hearing both the Chair and the accused, the Board shall decide on whether the violation occurred, and what, if any, sanction or remedy to apply.

## Article V: Removal from Office and Succession

### Section 1: Impeachment

The Senate shall have the power to remove from office any officer within the Student Government that has been found to be in violation the policies of this association, of any club of which they are an officer, or of SUNY Cortland by a 3/5ths majority vote.

### Section 2: Recall

Any Student Government Association officer may be subject to removal from office by recall by the Senate for any reason the Senate may deem reasonable. The Senate may be forced to vote on the removal of an officer by a petition of ten percent of the Student Body. Upon a 2/3rds majority vote of the Senate in favor of removal, the officer shall be deemed removed from office, and the office shall be considered vacant.

### Section 3: Executive Removal

Paid officers of the Cabinet may be removed from their post by a unanimous vote of the Executive Board members. Unpaid officers of the Cabinet may be removed by a 2/3rds majority of the Executive Board.

### Section 4: Presidential Vacancy

In the case of the vacancy of the office of President, or the absence of the President for any reason, the Vice President shall assume the duties and responsibilities of the Presidency until the President can resume their duties or a new President is elected. In the case of the vacancy of the office of President, the election of a new President shall take place in the Senate within one month of the vacancy of the office of President.

### Section 5: Vice Presidential Vacancy

In the case of the vacancy of the office of Vice President, or the absence of the Vice President for any reason, the President shall assume the duties and responsibilities of the Vice Presidency until the Vice President can resume their duties or a new Vice President is elected. In the case of the vacancy of the office of Vice President, the election of a new Vice President shall take place in the Senate within one month of the vacancy of the office of Vice President.

### Section 6: Chief Financial Officer Vacancy

In the case of the vacancy of the office of Chief Financial Officer, or the absence of the Chief Financial Officer for any reason, the Executive Board shall appoint an interim replacement who shall assume the duties and responsibilities of the position of Chief Financial Officer until the Chief Financial Officer can resume their duties, or a new Chief Financial Officer is elected. In the case of the vacancy of the office of Chief Financial Officer, the election of a new Chief Financial Officer shall take place in the Senate within one month of the vacancy of the office of Chief Financial Officer.



### Section 7: Secretary Vacancy

In the case of the vacancy of the office of Secretary, or the absence of the Secretary for any reason, the Executive Board shall appoint an interim replacement who shall assume the duties and responsibilities of the position of Secretary until the Secretary can resume their duties, or a new Secretary is elected. In the case of the vacancy of the office of Secretary, the election of a new Secretary shall take place in the Senate within one month of the vacancy of the office of Secretary.

### Section 8: On-Campus & Off-Campus Senator Vacancy

In the case of a vacancy of an On-Campus or Off-Campus Senator seat, the seat shall remain vacant until another Senator is duly elected and assumes the office.

### Section 9: Other Executive Board Vacancy

In the case of the vacancy of any appointed officer of the Cabinet, a new candidate shall be nominated by the Executive Board according to the standard procedure for Cabinet appointments.

### Section 10: Club Officer Vacancy

In the case of the vacancy of any Club executive officer, a new officer shall be selected in accordance with that club's bylaws and constitution.

## Article VI: Rights & Restrictions

### Section 1: General Restrictions

There shall be no bylaws passed that retroactively prohibit or mandate any action, and no sanctions levied more than once for the same incident in violation of any policy.

### Section 2: Rights of the Student Body

All meetings of the Senate shall be open to any member of the student body, and all members of the student body shall have the right to vote in all Student Government elections and referenda.

### Section 3: An Equal Student Government

The SUNY Cortland Student Government Association shall not discriminate on the basis of, and shall advocate for the elimination of any discrimination on the basis of: race, color, religion, political affiliation, sexual orientation, gender identity or expression, sex, age, national origin, or disabilities.

## Article VII: Amendment

### Section 1: Amendment

An amendment to the Constitution may be placed on the ballot by written petition of ten percent of the Student Government Association members or by a 2/3rds vote of the Senate. Any amendment shall be ratified through referendum by an 11/20ths majority the of Student Body voting.

**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](mailto: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: Committees

### **§4.01 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.

### **§4.02 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.

### **§4.03 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.

### **§4.04 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.

### **§4.05 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 5: Clubs

### §5.01 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.

### §5.02 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

### §5.03 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.

### §5.04 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.
- (f) to familiarize themselves with the policies and processes of the S.G.A., especially those relevant to the financial operation of their club.

**§5.05 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

**§5.06 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.

**§5.07 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.

**§5.08 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.

**§5.09 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.

**§5.10 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.

**§5.11 Club Events**

Each club must have at least two events per academic year.

## Section 6: Elections

### **§6.01 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.

### **§6.02 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.

### **§6.03 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.

#### **§6.04 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.

#### **§6.05 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 7: Budget

### **§7.01 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 Senate before the start of the spring semester. If approved, the new S.A.F. level will take effect for the next fall semester.

### **§7.02 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 shall host open hearings for budget proposals from all 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, each club that opted out of the hearing process shall be allocated \$500, all other clubs shall be allocated \$1,000, and the budget for the all executive budget accounts shall remain at the level of the previous fiscal year, until a general budget can pass.

### **§7.03 Budget Hearings & Appeals**

Budget proposals must be submitted at least seven days prior to their budget hearing, and such proposals must include a breakdown of planned expenditures and an updated list of club inventory. Clubs may opt-out of the hearing process by agreeing to receive a default budget of \$500 without the ability to appeal. Clubs that do not submit a budget proposal or provide a representative at their initial hearing or the appeals hearing, and do not opt-out, will not receive a budget for the following year.

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

### **§7.04 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.

### **§7.05 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 8: Purchases

### **§8.01 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.

### **§8.02 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, or lack of appropriate funds.

### **§8.03 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.

### **§8.04 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.

## **§8.05 Expenditure Limits & Restrictions**

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

- (a) No more than \$15 may be spent per item of club-related apparel for up to two apparel orders per year.
- (b) No purchase requests for apparel or office supplies may be submitted after April 1<sup>st</sup>.
- (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.
- (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.

## **§8.06 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.



**§8.07 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.

**§8.08 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 9: Events & Travel

### **§9.01 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.

### **§9.02 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.

### **§9.03 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

### **§9.05 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.

### **§9.06 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.

### **§9.07 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.

**§9.08 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.

**§9.09 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 10: Contracts

### §10.01 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.

### §10.02 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 11: Adjudication

### §11.01 Adjudication of Policies

The process for adjudicating violations of 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.

### §11.02 Fines & Other Statutory Sanctions

As outlined in the constitution, all fines are implemented at the discretion of the Judicial Board. The following shall serve as a standard for the implementation of fines, but the Judicial Board 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 should 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 should 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