

Constitution of The Student Senate
Of The
State University of New York
At Delhi, New York

**ARTICLE I
NAME**

This organization, which shall be the representative body of all enrolled students at the State University of New York at Delhi, shall be known as the "Student Senate of the State University of New York at Delhi."

**ARTICLE II
PURPOSE**

The purpose of the Student Senate is:

- A. To approve and appropriate the Student Activity Fee for the Student Activity Program.
- B. To promote the general welfare of the students.
- C. To furnish a medium for students' opinions.
- D. To promote and sponsor activities which will add to the educational, cultural, social, and physical improvement of the student body.
- E. To coordinate and review student-organized college activities.
- F. To act as a liaison between the student body, faculty, and administration.
- G. To provide students with an opportunity for an educational experience in democratic government.

**ARTICLE III
MEMBERSHIP**

SECTION I

Recognized Organization

- A. Able to vote on Student Senate issues
- B. In order to maintain fully recognized status the organization must have a minimum of five members.
- C. Recognized organization is one whose constitution has been approved by the two-thirds affirmative vote of the Student Senate.

- D. They are required to attend all Senate meetings; if they miss three or more meetings, they will be placed on the "inactive" status until they meet with the Senate Executive Board.
- E. Recognized Clubs that do not attend will be subject to fines based on Article 3 Section VI.

Associate Membership:

An associate member is considered a recognized organization with the following exceptions:

- A. Budget shall be half the budget of a fully recognized organization.
- B. Associate members may *not* have voting status in the Senate.
- C. Associate members may apply for an additional allocation.
- D. Associate members are required to attend all Senate meetings; if they miss three or more meetings they will not be able to become a fully recognized organization the following semester.
- E. Associate members that do not attend will be subject to fines based on Article 3 Section VI.

SECTION II

To become a fully recognized organization, the associate member organization must meet with the Student Senate Constitutional Review Committee to review their activities from the prior semester. The Constitutional Review Committee will recommend the constitution to the Student Senate which will require a two-thirds (2/3) affirmative vote of the members of the Student Senate.

SECTION III

The members of this body shall be known as "Senators." Senators and Alternate Senators are to be elected by the end of the first meeting of the organization for that academic year. Those persons serving as Presidents or Vice Presidents of organizations may not serve as Senators of those same organizations.

SECTION IV

Every recognized organization will elect one (1) Senator; and organizations with over 150 members will elect one (1) Senator for every 150 actively participating members. (*Rev. 10/87*) (For every *one* senator is equivalent to *one* vote).

SECTION V

Every organization having a seat in the Student Senate shall be an active organization that must hold meetings at least once a week. Failure to comply will place the organization in "inactive" status.

SECTION VI

Every recognized organization shall have a Senator present at all regular meetings called by the Student Senate President. Failure to comply with this stipulation will result in the automatic levying of a \$25.00 fine. If a recognized organization shows up after the attendance is taken or they leave before the conclusion of the meeting, they will be fined \$15.00. They should report to the Secretary of the Student Senate after the adjournment of the meeting. Failure to report to the Secretary will result in a \$25.00 fine.

SECTION VII

Any organization may be removed from the Student Senate by a two-thirds (2/3) vote of the Senate.

ARTICLE IV POWERS AND OBLIGATIONS

SECTION I

All student legislative power is vested in the Student Senate.

SECTION II

The Constitutional Review Committee shall have the power to review the constitution of any group who wishes to organize as a Senate-approved organization. The Constitutional Review Committee will recommend the constitution to the Student Senate which will require a two-thirds (2/3) affirmative vote of the members of the Student Senate to be necessary for Associate Member Status for one semester.

SECTION III

The Student Senate shall have the power to remove from office any member of the Student Senate not complying with the responsibilities of his/her office as stated in the constitution by a two-thirds (2/3) affirmative vote of the Senate members.

SECTION IV

The Student Senate shall have the authority to review all proposed activities of recognized organizations and accept or reject such sponsored activities by a majority vote.

SECTION V

The Student Senate Finance Committee shall propose an annual budget for the following year to the Student Senate. The Student Senate recommends the expenditure of funds to the Student Activities Office.

SECTION VI

The Student Senate shall direct all Student Senate and campus-wide elections and campaigning procedures. It shall govern the election for student officers for the ensuing academic year.

SECTION VII

The Student Senate shall have the power to make governing regulations for the Student Body, and these regulations shall be enforced by the Student Senate.

SECTION VIII

All Presidential appointments must be approved by a majority vote of the Student Senate.

SECTION IX

Student Senate may override a Presidential veto by a two-thirds (2/3) vote of the Senate.

SECTION X

The Student Senate shall have the power to elect a parliamentarian by a majority vote in the fall semester.

SECTION XI

The Student Senate shall specify all financial policies of the Senate.

SECTION XII

All Senators are expected to help fill positions on standing committees of the Student Senate. This does not mean Senators must personally serve, but rather to assist in filling the positions. All standing committees are expected to be filled in a timely fashion. Student Senate Executive Officers are assigned to monitor the following committees: The President will monitor the Dining Halls Committee; the Vice President will monitor the Constitutional Review Committee; the Treasurer will monitor the Finance Committee; and the Secretary will monitor the Banquet Committee.

ARTICLE V STANDING COMMITTEES

SECTION I

Dining Halls Committee:

The President of the Student Senate shall appoint this committee at the beginning of each college year. This committee shall be responsible for making recommendations and proposals to the Student Senate for the improvement of the dining areas.

SECTION II

The Constitutional Review Committee:

This committee shall be a standing committee of the Student Senate, whose chair is the Vice President of the Student Senate. There shall be four (4) Senators who make up this committee, appointed by the Vice-President and approved by a majority vote of the Student Senate. The functions of this committee are to:

- A. Review the objectives and purposes of all campus organizations recognized or seeking recognition by the Student Senate.
- B. Evaluate the purposes and objectives of the above-mentioned organizations to determine whether they are beneficial, advantageous, and necessary to the SUNY Delhi campus.
- C. Investigate whether campus organizations are conforming to their stated objectives.
- D. Investigate matters of ethics, which may need special consideration.
- E. Failure to abide by Senate policies may result in the recommendation of the Constitutional Review Committee for penalties up to and including recognition and loss of funding.

SECTION III

Finance Committee:

There shall be six (6) members of this committee appointed by the Treasurer, who is chair of this committee (and the sixth member). The Treasurer shall have voting power in these committee decisions. These members shall be approved by the Student Senate with a majority vote. These members shall attend all meetings where Finance Committee recommendations are brought to the floor for a vote.

- A. All financial policies shall be prepared by the Finance Committee for approval by the Student Senate.
- B. This committee shall review all organization budgets during the semester prior to the fall term and recommend budgets to the Student Senate, which shall approve the budget recommendations by majority vote.

SECTION IV

Banquet Committee:

The Secretary of the Student Senate shall appoint this committee at the beginning of the spring semester. The purpose of the committee shall be to plan, coordinate, and assist the President in the annual Senate Banquet.

ARTICLE VI OFFICERS

SECTION I

The major offices of the Student Senate shall be the President, Vice President, Secretary, and Treasurer, who shall be, upon election, members of the Executive Board of the Student Senate.

ARTICLE VII

SECTION I

Executive Board:

- A. The Executive Board shall advise the President of the Student Senate.
- B. The Executive Board has the power to bring issues before the Student Senate for consideration.
- C. The Executive Board shall act as the official voice for the Student Senate.
- D. The Executive Board shall meet once a week to discuss the business before the meeting of the Student Senate.
- E. The Executive Board, on behalf of the Student Senate, shall have the power to make recommendations concerning the student body to the administration of the College.

SECTION II

President:

- A. The President shall supervise and direct the Student Senate and the affairs of the Student Senate.
- B. The President shall cancel specific and call for special meetings, with the approval of the advisor who shall be the Director of Student Activities and the College Union. Other duties shall be performed that pertain to the office.
- C. The President of the Student Senate shall have the power to create any office and to make any appointments that are deemed necessary to aid in the fulfillment of the presidential duties. Offices and appointments will require majority vote of the Student Senate. (*See also Article VIII Section VII*)
- D. The President has the power to veto any action taken by the Student Senate. Motions to remove from office or resignations from office are not subject to Presidential veto.

- E. The President of the Student Senate shall be a student member of the College Council, on the CADI Board of Directors and shall represent and uphold the student interest in such matters as this position warrants.

SECTION III

Vice President:

- A. The Vice President shall serve in the temporary absence of the President, and must automatically be placed on the list for consideration for the office of President should the President's absence become permanent.
- B. The Vice President shall perform those duties which the President delegates.
- C. The Vice President shall be the Chair of the Constitutional Review Committee.
- D. The Vice President shall preside at all Student Senate meetings.
- E. The Vice President shall be a student member of the CADI Board of Directors.

SECTION IV

Secretary:

- A. The Secretary shall keep the minutes of all regular and special meetings of the Student Senate.
- B. The Secretary shall keep an attendance record.
- C. The Secretary shall inform the Executive Board of absences at the meetings.
- D. The Secretary shall handle all correspondence of the Executive Board.
- E. The Secretary shall also perform such other duties as may be assigned by the President of the Student Senate.

SECTION V

Treasurer:

- A. The Treasurer shall maintain a record of income and expenses for the Student Senate and make weekly reports to the Student Senate.
- B. The Treasurer shall maintain a record of collection of such fines as may be levied and deposited into the Unrestricted Fund under the rules of the Student Senate.
- C. The Treasurer shall submit all bills accrued by the Student Senate to the proper Administrative Office.

- D. The Treasurer shall be the Chair of the Finance Committee.
- E. See also Article IV, Sections V and XI of this manual under the Constitution of the Student Senate Powers and Obligations, for Treasurer participation in the budgetary process.

ARTICLE VIII ELECTION OF OFFICERS

SECTION I

Nomination for the offices of President, Vice-President, Secretary, Treasurer, shall be made by petition.

SECTION II

- A. Any full-time student, carrying an academic class load of 12 credit hours with a cumulative (*minimum*) average of 2.25, which should be maintained throughout the duration of their academic year, is eligible for candidacy for any Executive Board position in the Student Senate.
- B. Persons interested in becoming candidates must obtain a petition from the Student Activities Office.
- C. The candidate must have his petition signed by 10% of the student body. Any candidate receiving signatures from 10% of the student body shall have their name placed on the election ballot.
- D. All enrolled students of the State University of New York at Delhi may sign one petition for each of the following offices: President, Vice President, Secretary, and Treasurer. Duplicated and illegible signatures will not be counted.
- E. A final list of candidates will be presented on a ballot.

SECTION III

Election of all Student Senate Officers shall be held by the end of the 12th week of the spring semester. (*Rev. 2/81*)

SECTION IV

Any elected member of the Executive Board who resigns or leaves office for any reason, or any Executive Board position not filled in an election will be filled in the following manner:

- A. The Student Senate shall set a date for an election.
- B. The Student Senate may nominate any full-time, regularly enrolled student one week prior to the said election date, provided such student meets the academic requirement. *(See Article VIII Section I)*
- C. A secret ballot shall be used for nominations. Nominees shall be selected upon receiving majority vote of those balloting. Balloting will be done by the Student Senate and will continue until one candidate receives the required majority vote.
- D. Interim appointments to positions may be done by the President of Student Senate in accordance with the stipulations in Article VII Section II Item C.

SECTION V

The elected nominee replacing the member of the Executive Board who resigns or leaves office shall serve for the remainder of the term of office.

SECTION VI

All rules pertaining to the election of Student Senate (petitions, campaigning, election date, rally) or any other rules, shall be presented to Student Senate for its approval by two-thirds (2/3) vote.

SECTION VII

The President of Student Senate shall have the power to appoint a person to fill an office not ordinarily filled by election. The appointment must be ratified by a majority approval of the Student Senate.

ARTICLE IX FINANCES

SECTION I

Student organizations recognized and approved by the Student Senate to receive financial support shall be financed by the Student Activity Fund. The Student Activity Fund is the money collected from students as their Student Activity Fee. All enrolled students *are required* to pay the Student Activity Fee.

SECTION II

The Finance Committee shall draw up the budget for the Student Senate as an organization for the subsequent year, and then present it to the Student Senate for approval.

SECTION III

Any recognized organization withdrawing from Student Senate shall not have the right to the remainder of their budgeted funds; nor shall such organization receive further funds until it is again a recognized member of the Student Senate.

SECTION IV

Suspension of the rules for the purpose of the Student Senate as a whole to act as Finance Committee will be done *only* in an absolute emergency. The organization requesting suspension of rules must supply each Senator with written justifiable reasons. Emergency, in this case, shall be defined as a need for the additional allocation arising since the most recent Student Senate meeting and before the next Student Senate meeting.

ARTICLE X MEETINGS

SECTION I

The Student Senate shall meet every week during the regular college year.

SECTION II

The time and place set for the meeting must be approved by the Student Senate.

SECTION III

The President of the College, the Director of Student Activities, a majority of the Student Senate, and/or the President of the Student Senate may call special meetings.

SECTION IV

A quorum shall consist of 2/3 of the voting members of the Student Senate. *No business may be conducted unless a quorum is present.*

ARTICLE XI RULES OF ORDER

SECTION I

In the execution of this Constitution, the Student Senate will be guided by the regular rules of parliamentary procedure as stated in "Robert's Rules of Order," if the Constitution does not otherwise stipulate.

SECTION II

The Student Senate may suspend by a two-thirds (2/3) affirmative vote any of its rules to cover a specific matter. When said matter is resolved, the body will return to regular rules of parliamentary procedure.

ARTICLE XII AMENDMENTS

SECTION I

All amendments to this Constitution must be presented to the Constitutional Review Committee, then tabled for a week, presented to the Student Senate, and then passed by a two-thirds (2/3) affirmative vote of the Student Senate.

ARTICLE XIII DISSOLUTION

SECTION I

Upon the dissolution of the Student Senate, the Executive Board shall, after paying or making provision for payment of all of the just debts, transfer all remaining assets to the State University of New York for the benefit of SUNY Delhi or the College Foundation at Delhi, Inc., or such other non-profit organization or organizations organized and operated for educational or charitable purposes as is the judgment of the Executive Board of the Senate is best qualified and competent to promote the purposes of the Student Senate at Delhi and the educational activities of the students it represents.

ARTICLE XIV INITIATION/HAZING

SECTION I

Hazing is a serious violation of College policy and New York State law. SUNY Delhi policy specifically prohibits students from engaging collectively or individually in illegal practices in connection with initiation into or affiliation with any recognized or unrecognized organization. This includes, but is not limited to:

- A. Forced or required participation in physical activities such as calisthenics, exercises or games;
- B. Any form of tattooing or branding;
- C. Forced, coerced or required consumption of alcohol or other drugs;
- D. Any form of physical brutality, including paddling, striking with fists, open hands or objects;
- E. Participation in illegal activities;
- F. Intentional or reckless engagement in conduct which creates a substantial risk of physical injury to another person;
- G. Forced, coerced or required consumption of any food or other substances;
- H. Creation of excess fatigue or sleep deprivation;
- I. Any act that causes psychological harm, embarrassment, ridicule or emotional distress to any individual; or

- J. Forced or required inappropriate dress, or full or partial nudity in any situation for any reason.

SUNY Delhi will take disciplinary action against any individual, group or organization found to be in violation of this policy.

SENATE SERVICES

Mail Boxes: Each recognized student organization has a mailbox in the Student Activities Office on the second floor of Farrell Hall. These boxes should be checked on a daily basis by organization officers.

Senate Telephone: The Student Senate telephone located in the Student Senate office is available to recognized student organizations for business calls for the organization. *This phone is for official business only.*

Copy Machine: Student Senate provides a copy machine for organizational use in the Student Senate Office. This service is for recognized and/or associate member use only and is limited to *10 copies per day or 30 copies per week per organization*. The copy machine is not available for high volume use. *If a higher volume of copies are need, they must be brought to the Print Shop where a charge will be incurred directly to the club's account.*

Vans: The Student Senate owns two (2) seven passenger Ford Windstar vans for use by recognized Student Senate organizations.

Rules for the Use of Senate Vans

1. No students will be allowed to drive or operate vans. This is a no tolerance policy. If students are caught driving vans, the club's van privileges will be revoked for one semester.
2. Only approved Senate drivers will be authorized to operate these vehicles, pending approval of their license with Student Senate Insurance Company. If unapproved drivers are caught driving the vans, the club's van privileges will be revoked for three (3) months.
3. Unauthorized use of vehicles also warrants no tolerance.
4. If there is clear evidence of damage to van(s), the club will be completely liable for all repair costs. The club will pay 100% of damages and lose all privileges for the remainder of the semester or school year whichever warrants an excess of ninety (90) days.
5. There will be no duplication of keys. Copies cannot be made without the written consent of the Ford Motor Company. If keys are lost or damaged, the club will be charged the total cost of replacement. This fine is variable.
6. Vans are to be returned with a *full* gas tank. This money is to come from your organization budget. If the van is returned with less than a full tank of gas, the club will be fined a total of \$30, and van privileges revoked for one (1) month.

7. Gas Instructions: Have the driver fill the van with their personal money. When they turn in the key, also turn in the receipt along with prepared purchase order (with appropriate signatures) for reimbursement. If turned in to the Student Activities Office by Tuesday at 4 p.m., a reimbursement check from club's account will be ready for pick up on the following Friday.
8. When vans are returned to the college, the interior must be clean and all garbage is to be removed and picked up. The Student Senate is not responsible for personal belongings left behind. The exterior must also be in a satisfactory condition. A member of the Student Senate Executive Board will be inspecting the vans after each use. If the vans are not cleaned to the satisfaction of the Executive Board member the club will be fined \$10.00.
9. The Student Senate Van Roster Form must be turned in to the Student Activities Office prior to departure in order to obtain van keys. If there are changes to the roster, you must call the Student Activities Office at x4565 to notify secretary of such change or leave a message on voice mail.
10. The drivers of the van(s) will be responsible for the pick up and drop off of the keys to the van to the Student Activities Office. Depending upon the schedule of the next trip, you may receive additional time to return keys, however this time should not exceed 24 hours. When the keys are turned in, you must also turn in the Trip Log Form (located in the van(s) on a clipboard).
11. Vans are located in the motor pool parking lot, which is located along the roadside of "A" lot. The vans must be returned to this part of the lot.
12. Vans will be available on a first come, first serve basis. This can be done by filling out a Van Request Form which will be available in the Student Activities Office in Farrell Hall.
13. Basic maintenance will occur every 3,000 miles. Designated persons for this scheduled maintenance will take vans to the dealership. Clubs do not need to take part in this process.

VIOLATION OF AN ORGANIZATION'S CONSTITUTION

Constitutional Review Committee:

- A. Will review the Constitution and determine if any violation exists.
- B. While a grievance is being reviewed, organizational finances will be frozen until said matter has been cleared.
 1. A report of grievance will be made by Student Senate Executive Board to Student Activities Office and the Director of Student Activities and the College Union.
 2. The report will include all findings of the Constitutional Review Committee.
- C. A representative from the Constitutional Review Committee will report their findings to the Finance Committee. (*see Item B above*)

Finance Committee:

- A. Will evaluate the violation according to the following criteria:
 1. Has the organization done anything to clear up the matter?

2. Will it affect the services rendered to the entire student body?
3. What is the purpose of the organization?
4. If no corrective action has been taken by the organization, their budget will be frozen until corrective action has been taken.
5. When corrective action has been satisfactorily taken, the organization will come to the Finance Committee and request that their budget be unfrozen.

GREENSHEETS STUDENT ACTIVITIES SCHEDULING

A. Policy

All requests for student sponsored activities (e.g. dances, concerts, banquets, meetings, etc.) must be submitted to the Student Activities Office at least ten (10) class days prior to the event. The standard scheduling form used for reserving areas is referred to as an Application for Facilities Usage, or "Greensheet". Activities not processed through this office may not be held on campus or in college facilities. ***ALL GREENSHEETS MUST BE TYPED!***

The organization advisor *and the* Resident Director must approve all activities proposed in college residence halls.

All activities must include a signed "chaperone" sheet presented to Student Activities Office along with the Greensheet.

The club advisor and the appropriate Department Chair must approve all activities proposed in facilities operated by specific academic departments.

The organization advisor and the Manager of CADI must approve all activities proposed in MacDonald Hall.

The organization advisor and the Director of Student Activities must approve all activities proposed in Farrell Hall. All after-hours events held in Farrell Hall *must conclude by 2:00 a.m.* All events that are scheduled beyond the open hours of facilities must have an approved "Program Supervisor Form" on file. These forms are available at the Student Activities Office. A program supervisor is defined as a person on the professional staff of the College. The program supervisor must be present *at all times* at the after-hours event.

Student organizations are responsible for the clean up of the area reserved. The area should be returned to its original condition. All student lounges are available for individual student use at all times. These areas may not be appropriated for the exclusive use of any student organization or group, nor for faculty or administrative purposes unless authorized by the Director of Physical Plant Office or the person responsible for that area.

All other rooms and facilities must be authorized by the Director of Physical Plant. The Greensheet procedure must be used for exclusive use of any area.

Should any unauthorized entry and/or destruction occur to college facilities, disciplinary action in accord with the severity of the act will be instituted against the student and/or the civil authorities will be advised.

B. Non-Students Policy

In light of the guidelines passed by the State University of New York in January 1968 and transmitted to the college campuses by the Chancellor, the following procedures will be used to regulate non-student visitations to this campus:

The Chancellor's guideline is: *"The regulations on each campus shall include the manner by which campus visitations by non-students shall be authorized and supervised. Since such persons are not subject to University sanctions, the procedures by which such privileges are granted shall be developed in accordance with the Penal Law. Under Section 240.35, a person is guilty of loitering when he loiters or remains in or about a school or college or university building or grounds not having any reason or relationship involving custody or responsibility for a pupil or student or any other specific, legitimate reason for going there and not having written permission from anyone authorized to grant the same."*

Non-students entering upon college property are required to abide by the same guidelines, rules and regulations as regularly enrolled students. The student hosts or hostesses of campus visitors are responsible for the acts and activities of their guests. This responsibility also includes the proper registration of guests whenever they become visitors at any college dormitory. In the case of disruptive guests, a staff member will inform the individual that if he remains on campus, he may be prosecuted under Section 240.35 of the Penal Law.

If the guest(s) persist, the Civil Authorities will be called immediately.

C. Procedure

1. The standard "Greensheet" form will be used. This form must be typed and submitted to the College Union Director's Office prior to going to the Plant Facilities Office for approval of facilities. (Greensheet consist of seven (7) copies; *therefore must be typed*)
2. Approval may be withheld because of conflicting events at the discretion of the College Union Director.
3. The final decision for the scheduling of activities rests with the College Union Director.

Notes:

1. At the beginning of each semester, a date is established after which the "10 class day prior notice" requirement is enforced. This "10 day" requirement then continues throughout the remainder of the academic year.
2. The College Union Director signs all Greensheets on the line marked "Director of Student Activities."

USE OF FARRELL HALL FACILITIES

The use of all Farrell Hall facilities is available to all recognized student clubs and organizations to sponsor social, recreational, and cultural and educational events for the college community. There will be no charge for the use of these facilities for recognized groups so long as admission to these events is free for currently enrolled SUNY Delhi students.

Organizations who wish to use College facilities, and choose to charge admission to currently enrolled SUNY Delhi students will be charged 50% of all gross door receipts.

This charge may be waived or altered at the discretion of the Director of Student Activities for certain charity, benefit, or special events.

STATE UNIVERSITY OF NEW YORK POLICY ON STUDENT ACTIVITIES FEES

302.14 Student Activities Fees

(a) Referendum. Prior to the close of the academic year [1976-77 with sufficient time provided for the orderly budget planning of student activity programs,] 2004-2005 and every two years thereafter, the student body (or such components thereof as may be designated by the chief administrative officer, or [his/her] designee) at each State-operated campus shall determine by referendum whether student activity programs shall be supported by either voluntary or mandatory student fees. [The implementation of the 1976-77 referendum determination shall become effective in relation to the appropriation, collection and disbursement of such fees for the 1977-78 academic year.] Such referendum shall be held on the same day as the annual elections for officers of the representative student organization or organizations (hereinafter referred to as "Student Government"). The determination resulting from each referendum shall remain in force for a period of [four] two academic years, except that at any time and from time to time within such [four] two year period a subsequent referendum held in accordance with the constitution and bylaws of the Student Government may affect a change in this determination with respect to the following academic year [and to continue for the remaining portion of the four year period].

(b) Voluntary Fees. Where students at a State-operated campus have determined to make the payment of student activity fees voluntary, the Student Government shall be responsible for the collection, appropriation and disbursement of such fees subject to the permitted uses authorized in paragraph (c) (3) of the Board of Trustees' Policy. With the approval of the chief administrative officer, or [his/her] designee, personnel or facilities of the campus, or both, may be used in connection with the collection of such fees on behalf of the Student Government provided that the collection of voluntary student activity fees is clearly distinguished from the collection of required university fees.

(c) Mandatory Fees. Where students at a State-operated campus have determined to make the payment of student activity fees mandatory, the appropriation, collection and disbursement of such fees, whensoever collected, shall be governed by the following regulations:

(1) Preparation and Certification of the Budget.

(i) Student Government shall prepare and approve a budget governing expenditures from student activity fees in accordance with the constitution and by-laws of the Student Government, and consistent with the principles of equal opportunity and viewpoint neutrality, prior to registration for each academic year. The constitution and bylaws of such Student Government shall specify the criteria governing eligibility for funding of and allocations to student organizations from student activity fees. The Student Government may provide for use of advisory referenda of the student body with respect to particular funding decisions but may not agree to be bound by such referenda. Allocations included in the budget shall fall within programs defined in paragraph (3) of this subdivision. The approved budget shall thereafter be presented to the chief administrative officer prior to the registration for each academic year for [his/her] review and certification that the allocations from the fee and any proposed sources of revenue are in compliance with the provisions of paragraph (3) of this subdivision. [In the event that the chief administrative officer, or his designee, concludes that a particular proposed allocation may not be in compliance with the provisions of this Part, he shall refer such proposed allocation to a campus review board composed of eight members of whom four shall be appointed by the representative student organization and four appointed by the chief administrative officer, or his designee. The campus review board shall study the proposed allocation and make a recommendation with respect to it. The chief administrative officer, or his designee, shall thereafter make the final decision. Any proposed allocation which is determined not to be in compliance with the provisions of these regulations shall be excluded from the budget.] Upon determination by the chief administrative officer, or [his/her] designee, that the approved budget is in compliance with these regulations, he or she shall so certify, and such certification shall authorize the collection of the fee at registration.

(ii) **Appeals** - In the event that the chief administrative officer, or designee, concludes that a particular proposed allocation included in the budget may not be in compliance with the provisions of this Part, he or she shall refer such proposed allocation to a campus review board composed of eight members of whom four shall be appointed by the Student Government and four appointed by the chief administrative officer, or designee. The campus review board shall study the proposed allocation and make a recommendation to support or not to support it. The chief administrative officer, or designee, shall thereafter make the final decision. Any proposed allocation which is determined not to be in compliance with the provisions of these regulations shall be excluded from the budget.

(2) Collection at registration. The total amount of the fee for one academic year, as fixed and assessed by the Student Government, shall not exceed an amount to be determined by the chancellor in consultation with the student assembly. Upon registration, every student shall be required to pay one half of the total fee, or proportionate part thereof, if registered for less than full-time, for each term for which he or she registers, as may have been fixed and assessed by the representative student organization to the extent that such fee does not exceed an amount to be determined by the chancellor in consultation with the student assembly. Failure to pay the required fee may result in denial of registration. The fiscal officer of each State-operated campus shall collect the prescribed fee at the time of registration and shall pay over the amounts so collected to

[a custodial and disbursing] an independent fiscal agent designated by the Student Government and approved by the chief administrative officer, or [his/her] designee. If there is reasonable evidence in an individual case, as determined by the chief administrative officer, or [his/her] designee, that payment of the fee may cause undue hardship, such student may nevertheless be allowed to register and the obligation to pay such fee shall thereafter be subject to administrative review and action by the chief administrative officer, or [his/her] designee, after consultation with the Student Government. In a case in which a student has been allowed to register without payment of the student activity fee, the chief administrative officer of SUNY Delhi may withhold grades or transcripts of credits until payment has been waived by such administrative action or the obligation has been met. In addition, the Student Government may determine to deny participation in student activities in the case of any student who has not fulfilled his or her obligation with respect to payment of the mandatory student activity fee. Student imposed fees in excess of the mandated fee shall be considered voluntary within the provisions of subdivision (b) of this section. Policies governing refunds to students who cancel their registration or withdraw from the university shall be established by the Student Government. For those periods outside the academic year (i.e. summer session), a mandatory fee also may be collected, provided the amount of the fee is consistent with the level of programming provided during that period and is used in accordance with the Board of Trustees' Policy. The amount of this fee shall be determined by the Student Government in consultation with the chief administrative officer of the campus, or designee, and shall not be included within the cap applicable to the amount charged for the academic year.

(3) Use of funds. Funds which are collected under provisions of this section which require every student to pay the prescribed mandatory fee and all revenues generated from use of the fee shall be used only for support of the following programs for the benefit of the campus community:

1. Programs of cultural and educational enrichment;
2. Recreational and social activities;
3. Tutorial programs;
4. Athletic programs, both intramural and intercollegiate;
5. Student publications and other media;
6. Assistance to recognized student organizations including religious student organizations, provided that for the purposes and activities of the organization that are of an educational, cultural, recreational or social nature, and provided further that the criteria for recognition of student organizations, the criteria governing eligibility for funding of and allocations to such student organizations from student activity fees and the advisory nature of any referenda held by the Student Government to aid in particular funding decisions shall be specified in the constitution and by-laws of the Student Government;
7. Insurance related to conduct of these programs;
8. Administration of these programs;
9. Transportation in support of these programs;
10. Student services to supplement or add to those provided by the university;
11. Remuneration and reimbursement of reasonable and necessary travel expenses in accordance with state guidelines to student officers for service to student government ;
12. Campus-based scholarships, fellowships and grant programs, provided the funds are administered by the campus or a campus affiliated organization;
13. Payments for contractual services provided by a nonprofit organization to the extent that such services are in aid of an approved student activity during the budget year and which

activity serves the purposes set forth above and provided further that such payments may not be exclusively for the general corporate purposes of such organization;

14. Salaries for professional non-student employees of the student government to the extent that they are consistent with hiring practices and compensation rates of other campus-affiliated organizations; and
15. Charitable donations to a nonprofit organization; provided, however, that such donations may be funded only from the proceeds of a fundraiser held by a recognized student organization.

(4) Disbursement of funds. Proceeds of the student activity fee shall be disbursed by the Student Government, through the designated [custodial and disbursing] independent fiscal agent, provided that the proposed fiscal commitment for each expenditure shall have been approved by the chief administrative officer or [his/her] designee. In the event that the chief administrative officer, or [his/her] designee, concludes that a particular proposed fiscal commitment may not be in compliance with an approved budgetary allocation and the provisions of this section, he or she shall refer such proposed fiscal commitment to the campus review board for review and recommendation. Final determination for approval of the compliance with this section of any proposed fiscal commitment shall rest with the chief administrative officer or [his/her] designee. Fiscal and accounting procedures prescribed by the chancellor or [his/her] designee, shall be adopted and observed by the student government. These procedures shall include, among other things, provisions for an annual independent audit including the communication to student government management by the independent auditor of any internal control matter(s) noted during the conduct of the audit, and for public dissemination of information regarding the budgeting process including a list of funded activities, current allocations and expenditures.

(5) Changes to approved budget. Changes to the approved budget after certification, either prior to or subsequent to the collection of mandatory fees, shall be subject to administrative review and certification by the chief administrative officer, or [his/her] designee, in the same manner as was applicable to the original budget.

(d) Use of college facilities

The provisions of this section shall not be interpreted to authorize the use of college facilities for student activities and programs without appropriate administrative approval. Appropriate payments shall be made by student organizations for the use of college facilities where there are extraordinary costs to the college associated with such events.

Adopted by the Board of Trustees

Resolved that, notwithstanding the requirement for a student activity fee referendum during the 1976-77 academic year, if the student body at a State-operated campus conducted a referendum during the 1975-76 academic year, pursuant to the provisions of section 302.14 of said Title 8, the determination of such referendum shall become effective for the 1967-77 academic year and shall thereafter remain in force until the close of the 1980-81 academic year; subject to the continuing authority delegated to the representative student organization at each campus to conduct such a referendum at any time in accordance with the student activity fee policy.

Adopted by the Board of Trustees

SUNY FISCAL AND ACCOUNTING PROCEDURES FOR MANDATORY STUDENT ACTIVITY FEE PROGRAMS

1. The custodial and disbursing agent shall deposit all receipts in a designated bank account(s), established solely for student activity fee transactions. Student activity fee money should not be commingled with monies of other campus organizations such as Faculty Student Association (Auxiliary Service Corporation).
2. Excess funds not required for current budgeted expenditures may be invested, but such investments shall be limited to those which guarantee the preservation of principal. Examples of investments of this nature are savings accounts and certificates of deposit. Such investments should bear the name of the campus student government association and should not be commingled or combined with investments of other campus organizations unless expressly authorized by the campus student government association.
3. The designated custodial and disbursing agent shall establish and maintain budgetary accounts to assure that budgetary amounts are not over encumbered or over expended. In addition to budgetary accounts, a general journal, cash receipts journal, cash disbursements journal and a general ledger shall be maintained.
4. The designated custodial and disbursing agent shall establish and maintain an encumbrance approval system. Purchase requisitions, orders and contracts, in support of an approved budgetary allocation, shall be approved on behalf of the student organization by a responsible officer of the organization, and the treasurer of the student government or his designee, and further by the chief administrative officer of the campus or his designee. All such fiscal commitments shall bear a statement that the approval by college officials indicates only that the purpose of the fiscal commitment is in compliance with the provisions of the Trustees' policy governing student activity fees and that the commitment does not constitute a fiscal obligation of the State of New York. Encumbrance documents shall be numbered and controlled. See procedure Number 6 regarding establishment of a Petty Cash Account to cover expenditures which do not exceed fifty (\$50) dollars.
5. Disbursements shall be made by check. Check forms shall be press numbered and controlled. Check signing procedures and controls shall be established which include proper evidence that goods or services are obtained prior to payment, except in those instances where an advanced deposit or a pre-payment is required. Such deposits or pre-payments must be specifically approved as part of the fiscal commitment procedures covered in Section 4 above. Check disbursement entries shall be cross referenced to applicable vouchers. Standard voucher forms shall be used. Specimen signatures of persons authorized to approve vouchers for payment and authorized to sign checks will be on file.
6. The designated custodial and disbursing agent may establish a Petty Cash Account to purchase materials, supplies, or services where the amount of such purchase does not exceed fifty (\$50) dollars. The Petty Cash Account may consist solely of a checking account balance or a combination of a checking account balance and cash on hand. The size of the Petty Cash Account should be limited to the smallest amount necessary to fulfill the stated purposes. The size of the account should be sufficient to cover purchases during the maximum period

7. between reimbursements (one month), and to allow for administrative review and processing of the reimbursement voucher by both the custodial and disbursing agent and the chief administrative officer of the campus or designee. The sub-vouchers (bills or invoices) shall be attached to the reimbursement voucher. The chief administrative officer or designee shall review the reimbursement voucher and the vouchers to determine that the expenditures were in compliance with the Trustees' policy governing student activity fees. The use of this Petty Cash Account allows for post approval by the chief administrative officer or his designee for purchases which do not exceed fifty (\$50) dollars, while purchases in excess of this amount should be handled in accordance with procedure Number 4. In establishing such an account, the designated custodial and disbursing agent should review Part VII, Section 5.100 of the State Comptroller's Accounting and Control Manual, entitled Petty Cash Accounts. Although this manual pertains to State accounts, several of the procedures and forms could be modified to meet the needs of student activity fee expenditures. Check disbursements shall be processed in accordance with the procedure Number 5.
8. A travel advance account or travel petty cash fund may be established as determined by the student organization and the chief administrative officer or designee. Advances for travel shall be limited to the smallest amounts necessary to fulfill the stated purposes. Travel expenses shall be itemized. Lodging charges shall be supported by itemized receipts. All travel advances shall be settled promptly after completion of the necessary travel.
9. Officers and employees who are accountable for money shall be adequately bonded.
10. Excessive surpluses in student fees shall not be allowed to accumulate. Reserves may be established, however, for specified long-range programs providing the purposes of the program fall within the guidelines approved by the Board of Trustees.
11. An inventory control system shall be maintained to assure the proper disposition of equipment items costing in excess of a specified amount. Proceeds from the disposition of equipment items shall be treated as miscellaneous receipts of the student association.
12. All projects supported, all or in part by mandatory student activity fees, which involve the collection of receipts shall be supported by a detailed statement of receipts and expenditures. Project receipts shall be deposited intact and are subject to these fiscal and accounting procedures. All project disbursements shall be made from the appropriate budgetary accounts. Revenue controls shall be established to assure an accountability of receipts. These controls shall include, where applicable, press numbered tickets or receipt forms.
13. An annual audit shall be performed by an independent accounting firm. The auditor's report shall be made available to the student body. These audits do not preclude periodic audits by the State Comptroller's Office as it deems necessary.

STUDENT ACTIVITY CONTRACTS

The Director of Student Activities and College Union is responsible for signing all contracts on behalf of all recognized student organizations when Student Activity funds are utilized. A contract signed by anyone other than the Director is invalid.

STUDENT ACTIVITY PURCHASE ORDERS

Step 1: Price items to be purchased and select vendor (must participate in our tax exempt policy). Determine if payment must accompany order.

Step 2: *Type* purchase order with the following information:

1. Vendor's full name and address
2. Your organization's name
3. The date the purchase order is prepared
4. The organization's name and account number to be charged
5. Description of item(s) to be purchased, including actual prices or estimated prices if actual prices are not available. (*If unsure of total price it should state not to exceed an estimate amount*).

Ship to address should always be: **SUNY Delhi
Student Activities Office
226 Farrell Hall
Delhi, NY 13753**

6. Check Prepay or Charge
7. The organization's *advisor must sign* purchase order.
8. The organization's *treasurer must sign* purchase order.

Step 3: *Submit purchase order* to the Student Activities Office, Farrell Hall. If the Student Activities Director approves the purchase order, the following will happen:

1. The Student Activities Director will sign the purchase order. If the purchase order requires prepayment, go to prepayment procedures.
2. If the purchase is a charge, our office will enter the transaction in our records and forward the pink copy of the purchase order to the College Association Office to notify CADI that an order has been placed.
3. Our office will return the goldenrod copies of the purchase order to the organization mailbox for Treasurer to retain for their records.

Step 4: *The Treasurer sends or takes only the White Copy of the Purchase Order to the Vendor for purchasing items or placing an order. The remainder of the purchase order (yellow, pink and goldenrod) must remain with secretary in Student Activities Office.*

Step 5: The Treasurer of the organization should write the purchase order number on the invoice or receipt and immediately following purchase, bring it to the Student Activities Office in Farrell Hall. The bill will then be processed and paid.

PURCHASE ORDERS AND INVENTORY CONTROL

1. Each organization is given a supply of purchase orders that are consecutively numbered at the beginning of the fall semester.
2. These purchase orders are for your organization only! **They cannot be exchanged between organizations!** Please make a record of your purchase order numbers on the Student Senate Account Form and Purchase Order Record Log. If you make a mistake in the preparation of a purchase order, ***do not destroy it, but make a notation of void*** for that number in your account form/record log and ***return the purchase order intact to the Student Activities Office.*** Each time you reconcile your books with our office, you will reconcile this record also. At the end of each year, you should return any unused purchase orders.
3. Use your purchase orders in consecutive order. When you are out of purchase orders, let Student Activities Office know and you will be given a new supply.
4. We request that all purchase orders be submitted to our office by 4:00 p.m. on the Tuesday before the check is needed, at the very latest. PLEASE PLAN AHEAD! Our office will try to provide same day service when emergencies arise or other circumstances require an immediate response. In these situations, if purchase orders can be brought in as early in the day as possible, your chances of having them approved will increase significantly. CADI requires a minimum of three (3) hours to process checks.

Important:

Rejection: The purchase order will be returned to the organization if the purchase order is:

1. NOT TYPED
2. If Step 2 is Incomplete-
3. If there are insufficient funds in the account
4. There are absolutely no reimbursements issued directly to students; only an advisor can be reimbursed.

Liability: If a purchase order is sent to a vendor without the prior approval of the Student Activities Director, the individuals who have signed the purchase order may be financially liable for payment of bills from personal funds.

Inventory Control: Student Activity Club's invoices, for items valued at \$100.00 or more, must accompany an inventory sheet to include:

- a) Model number
- b) Serial number
- c) Date received and by whom
- d) Location of item

Unused Student Activity equipment may be sold using a "Bid" format. See the Director of Student Activities for additional information.

Reconciliation: Each month the treasurer of each organization must report to the Student Activities Office to reconcile their records. Any organization that fails to reconcile their records in this manner will not have use of their funds until the reconciliation takes place. **Please plan ahead** and do not ask for exceptions to the above procedures! If you have any questions, call the Student Activities Office at 746-4565.

STUDENT SENATE ACCOUNT FORMS AND PURCHASE ORDER RECORD LOG

These forms are distributed to each funded organization so that the student club treasurer may have a bookkeeping model that is consistent with that used in the Student Activities Office and will provide an accurate standardized accounting record for the organization.

Procedure:

1. **Date:** In this column, place the date on the purchase order or the income receipt date.
2. **P.O.:** In this column, place the purchase order number (5 digits preceded by S.A., found in the upper right hand corner of the purchase order) or the receipt number (4 digits, found in the upper right hand corner of the receipt.)
3. **Vendor's Name or Source of Income:** In this column you place the name of the person or business that you are making the purchase order for. For income, you enter the source of income (for example, College Players might put "ticket sales – Fall Play Production.")
4. **Item:** On the general ledger page, you would enter the page item in your budget from which the expenditure was made. On the page item page, you might indicate the specific kinds of items purchased in that category.
5. **Appropriation and Income:** In this column you should enter the amount of any "additional allocation" or incomes received by the organization and add that amount to the balance column.
6. **Paid:** When you receive a bill for payment, you should enter the amount actually paid in this column.

STUDENT ACTIVITY INCOME DEPOSITS

In order to have income appropriately credited to your organization's student activity account, it is important that the following procedure be followed:

1. Take money to the CADI accountant in Sanford Hall.
2. Identify yourself and the organization you are depositing funds for.
3. Identify:
 - a. The source of the funds to be deposited (i.e. ticket sales, Winter Weekend)
 - b. Your organization's student activities account number will always end in 4900 (example 01-4900)

PURCHASING CADI SERVICES

The College Association is using the following procedure for purchase of goods and services from the various CADI operations:

Organizations funded by Student Senate:

1. Those organizations wishing to obtain goods or services from a CADI operation (Dining Hall, Campus bookstore, etc.) may receive such services if they present one of the following:
 - a. A Student Activity purchase order signed by the organization treasurer, advisor and initialed by the Student Activities Director.
 - b. Cash
 - c. Written approval from the Manager of CADI to extend credit to the organization.

SWIMMING POOL UTILIZATION

To utilize the pool for special events during hours the pool is not normally open, the following procedures will apply:

1. The organization contacts the Aquatics Director at least ten days prior to the proposed event for permission to reserve the pool. The reservation fee is \$15.00 per hour to pay for lifeguards.
2. The organization provides the Student Activities Office with a completed purchase order for the cost of the pool at least ten days in advance.
3. A Greensheet approved by the organization advisor and the Aquatics Director must be submitted with the purchase order.
4. The Student Activities Director and the Aquatics Director reserve the right to disapprove pool parties planned less than ten days in advance.

5. If the event is cancelled without appropriate notification, the cost of the pool use is forfeited.
6. The advisor (or program supervisor) of the sponsoring student organization must be present at the activity at all times.

PRINT SHOP AND MAILROOM UTILIZATION

In order to utilize the Print Shop or Mailroom services, the following procedures will apply:

1. The organization contacts the Print Shop or Mailroom for an estimate of costs on the project.
2. The organization provides the Student Activities Office with a completed printing authorization form and student activity purchase order made payable to SUNY-Delhi, Account #900815, or memorandum from the organization advisor stating that other funds are available to support the request for Print Shop use.
3. For mailroom utilization, the organization provides the Student Activities Office with a completed Student Activity Purchase Order made payable to the Delhi Post Office or memorandum from the organization advisor stating that other funds are available to support the request for Mailroom use.
4. For printing, the Student Activities Office will process the completed printing authorization form and forward it to the Print Shop.

STUDENT SENATE CONTINGENCY FUND

The Senate Contingency Fund shall have a ceiling of \$40,000. The money that will be taken to establish the Contingency Fund and to maintain the Fund shall be taken from student activities fees at a rate of \$4,000 per year. This process shall continue until such time as the Contingency Fund has reached its aforementioned ceiling.

Money within the Senate Contingency Fund shall not be used at any time unless a state of emergency is declared by the Student Senate Executive Board.

- A. In order for the Student Senate Treasurer to be able to release money in the Contingency Fund, the decision of the Executive Board of the Student Senate concerning the financial state of the General Fund must first be ratified by the Senate by a 2/3 vote.
- B. It shall take a 2/3 affirmative vote within the Senate Executive Board to make the declaration of a financial emergency.
- C. A financial emergency shall be defined for all practical purposes as follows:

Such time when the financial resources for student activities are exhausted.

After the Contingency Fund has reached its ceiling, the maintenance of the fund shall be as follows:

- A. If the Contingency Fund is below its ceiling by less than \$4,000, the difference between the amount and the \$4,000 shall be allocated.
- B. If the Contingency Fund is below its ceiling by more than \$4,000, only \$4,000 will be allocated.

SPECIAL PROJECTS

Purpose

The Student Senate has established a fund for the purpose of providing financial support for a campus wide project of general interest to the student body.

- A. Committee
A committee composed of the Student Senate Executive Board, the Student Senate Advisor, and the President of the College will be established to review all proposals.
- B. Procedure
 1. Any individual associated with the College (faculty, student, staff and administration) may submit a proposal for funds to support a special project.
 2. Proposals may be submitted to the Student Senate Executive Board during the first ten (10) weeks of each semester. Once the proposals are in, the committee will review them and make a recommendation to the Student Senate prior to the end of the fourteenth (14th) week of the semester.
- C. Criteria
 1. Must serve the best interest of the student body.
 2. This project must not have any other source of funding available.
- D. Proposal Content
 1. **Cost** – the cost of the project and how the estimate was determined.
 2. **Deadlines** – any deadline for completion of the project required by the nature of the project.
 3. **Other Funding Sources** – the proposal should include information relative to other funding sources that were investigated.
 4. **Justification** – each proposal should include a statement explaining the need for the project and how it serves the best interest of the student body.

FINANCIAL POLICIES

Additional Allocation: An additional allocation refers to a request from an organization to have monies taken from the Unrestricted Fund of Student Senate and allocated to the organization based on the approval of the Finance Committee and Student Senate.

Procedure

An Additional Allocation Request Form is available from the Student Activities Office or Student Senate Office. This form must be typed and announced in Senate during New Business. The Finance Committee will review the request and make a recommendation to the Senate at a later meeting. Final approval must be made by the Senate.

Travel: The following schedule of rates for reimbursement to students who travel on behalf of student activities will be in effect:

Daily Rates: \$68/day to include three (3) meals, room and gratuities.

Individual Meal Rates:

Breakfast	\$ 5.00
Lunch	\$ 8.00
Dinner	<u>\$15.00</u>
Total	\$28.00/day

Room Rates:

\$40.00/day

Advisors are exempt from the \$40.00/day room rate enabling them to stay in a separate room from athletes, students, and members of the opposite sex. (*passed 5/15/98*)

All clubs and organizations must justify travel in writing and show a complete itinerary, including participant's names and emergency phone numbers, before travel advances will be issued. (*passed 4/14/87*)

Transportation Costs: *40.5 cents* per mile to cover mileage. Individuals requesting mileage reimbursement must complete a Mileage Reimbursement Request Form at the completion of the trip.

Student Transportation Account: Groups requesting funding for travel expenses must submit a typed request to the Student Senate Finance Committee justifying the need and include an itemized estimate of all costs.

Additional Travel Allowances: Costs beyond the above may be granted on an individual trip basis by application to and approved by the Student Senate. (*passed 11/13/85*)

The use of Student Activities funds for conventions *outside of the continental United States is prohibited* as per a Student Senate Resolution passed on December 11, 1990.

The organization's advisor or a designated professional staff member *must accompany* student groups when traveling.

The College Association (CADI) will reimburse a student organization for dining hall meals that are not consumed because organization members (with meal plans) travel on behalf of Student Activities. The organization's advisor must provide a list with student names and student identification numbers along with destination, purpose, dates and times of departure and arrival which must be submitted along with the Purchase Order requesting a meal advance. Also, clubs must have the funds available at the time of the meal advance request.

MEAL PURCHASES

Student activity funds may not be used for the purchase of prepared meals for student members except when organization members are in travel status. The event must be catered by CADI in order for the students to utilize the meal plan.

No Greensheet will be approved for banquets unless they are accompanied by a Food Service Request that is approved and signed by the College Union Director. These may be obtained in the CADI Dining Services.

PURCHASING OF ALCOHOLIC BEVERAGES

Student activity funds may **NOT** be used for the purchase of alcoholic beverages.

CADI AGENCY ACCOUNTS

Organizations requesting a CADI Agency Account must submit a typed request to the Student Activities Director signed by the advisor. The request will be evaluated and must be approved by the Student Activities Director and the College Comptroller. Included in the request must be an appropriate justification and the names of faculty/staff that will be responsible.

OFF-CAMPUS ACCOUNTS

No recognized organization is permitted to utilize off-campus bank accounts effective September, 2005. As per State University of New York guidelines, all funds belonging to recognized organizations are to be maintained by the Student Senate's designated financial agency, College Association (CADI).

SOLICITATION

The Board of Trustees' Resolution 66-156 as amended by Resolution 73-56 adapted February 28, 1973 and further amended by resolution 79-100 adopted May 23, 1979, reads as follows:

"No authorization will be given to private commercial enterprises to operate on State University campuses or in facilities furnished by the University other than to provide food, legal beverages, campus book store, vending, linen supply, laundry, dry cleaning, banking, barber and beautician services and cultural events. This Resolution shall not be deemed to apply to Auxiliary Services Corporation activities approved by the University."

SKIP-A-MEAL

The College allows two skip-a-meals a year (one each semester) to enable student organizations to raise funds for recognized charitable causes. Proposals must be submitted to the Student Senate Executive Board for approval. Once the organization has been approved, the people in charge will have to:

1. Provide Food Service with ten (10) days notice of the desired date for the fast.
2. Provide the Food Service Unit Manager in MacDonald Hall with a complete list of names and meal ticket student identification numbers, by noon the day before the skip-a-meal to the CADI Administration Office.
3. Skip-a-Meals will not be approved for any Friday.

The meal to be skipped will be lunch and 75% of the cash price (less the sales tax at MacDonald Hall) will be given to the charitable organization.

USE OF STUDENT ACTIVITY WEB PAGES

Recognized clubs and organizations that wish to publish a web page must first seek permission from the Dean of Student Life's office. After receiving written authorization, the club should contact the Campus Information Systems Department (CIS), Room 324B on the third floor of Bush Hall, or call Ext. 4671.

The CIS representative will contact the designated club representative with information regarding the publishing and process for the web page.

All published materials will be subject to a review by SUNY Delhi Authorization and web page use is revocable for abuse, inappropriate or illegal use.

USE OF SOUND AMPLIFICATION EQUIPMENT OUTDOORS ON COLLEGE OR COLLEGE ASSOCIATION PROPERTY

Persons wishing to use sound amplification equipment may do so by following the usual "Greensheet" procedure established for students and non-students. Additional forms must be completed to reserve sound amplification equipment. These forms are available at the Student Activities Office in Farrell Hall.

HOW TO START A CLUB AND GAIN CAMPUS RECOGNITION

A new organization seeking official recognition must notify the Director of Student Activities and College Union. A copy of the constitution or other such statements of purpose of the organization must be submitted to Student Senate during New Business together with the names of the executive board and its advisor. Financial arrangements such as the assessment of dues and how such monies will be handled must also be described.

Once the constitution has been submitted to the Senate, the Constitutional Review Committee will review and recommend to the Senate approval or disapproval.

The Constitutional Review Committee reviews the constitution, recommends it to the Student Senate, seeking approval or disapproval. With approval, it then goes to the Dean of Student Life for approval, who ultimately submits it to the College President for review.

Any campus group or organization is defined as a recognized student organization if, upon application for recognition, it meets successfully the following standards and thereafter complies with the requirements of continued recognition:

- Its purpose must be conducive to the best interests of the College.
- It must serve a field of student activity not adequately served by existing organizations.
- Its advisor must be a member of the faculty, staff, or a person who is otherwise affiliated with the College and approved by the Constitutional Review Committee.
- No group is allowed on campus which contains in its constitution, by laws or ritual, discriminatory clauses with regard to race, color, religion, creed or national origin. However, this shall not prevent groups with specifically avowed religious purposes.
- Organizations which are affiliated with organizations off campus should make such affiliations clear at all times and are required to furnish the Director of Student Activities and College Union with the names of the affiliated group's officers and purposes of these groups.
- Any organization to be recognized must include the article on Initiation/Hazing in its constitution, as stated under Article XIV, Section I, of the Constitution of the Student Senate section of this manual. The officers of this organization will annually review this article and its ramifications with the membership.

To retain the status and privileges of recognition, a student organization must conform to the following standards and practices:

- It must continue to meet the conditions for initial recognition.
- Its activities must be consonant with its purpose.
- A group must submit any proposed change in its constitution or by laws to the Senate for consideration and approval before such changes can go into effect. Any changes of officers, advisors or the general program of the group should be reported immediately to the Secretary of Student Senate.
- **All members of Greek Organizations and executive board positions of all clubs, groups and organizations must maintain a 2.0 cumulative grade point average.**

Upon recognition of a student organization, the College will require the organization to abide by all standards and practices. Should an organization violate these standards and practices, recognition may be revoked by the recommendation of the Constitutional Review Committee.

The College completely disentangles itself from liability for debts or legal suits incurred by organizations not financially subsidized by the student activities funds. However, a representative of the College will be made available to advise members of organization regarding these matters.

College Policy on Recognized Groups vs. Unrecognized Groups vs. Associate Organizations

Definitions:

Recognized:

Any organization that has gone through the official recognition process of the Student Senate and /or Greek Council and has been approved by the Dean of Student Life. Such groups are voting members of the Student Senate and/or Greek Council.

Associate Members:

An organization that is actively seeking recognition through Student Senate and/or Greek Council. Fraternal organizations are required to seek such recognition through the Greek Council procedures, and other organizations should seek recognition through the Senate.

Unrecognized: Any organization that has voluntarily or involuntarily lost campus recognition. This would include any group that has chosen not to follow the recognition process or one that has been officially unrecognized by the Dean of Student Life.

Recognized Groups may:

1. Reserve and use space on college property,
2. Use college-owned or rented vehicles,
3. Include information on the college webpage,
4. have the ability to have Student Activities or other college staff assist and/or chaperone events and programs,
5. have Insurance,
6. have a budget which is provided by the Student Senate,
7. have the ability to use purchase orders,
8. Include activities on the co-curricular transcript,
9. Groups are automatically granted permission to put up flyers and posters on campus; however,
 - a. Groups are not allowed to post flyers on windows, outside doors, or outside of buildings and must apply tape on the backs of flyers, posters, etc. (not visibly seen)
 - b. Organizations will be fined at the discretion of the Student Senate Executive Board if flyers are found in violation of 9a.
10. Organize and undertake fundraising activities on campus,
11. Sponsor campus events, programs and/or major weekends,
12. Be permitted the use of the college name,

13. Apply for reimbursement for travel and room expenses,
14. Have their events listed on college calendars and schedules, with proper notification,
15. Be candidates to receive awards and attend recognition banquets,
16. Represent the college at local, regional or national events and conventions,
17. Set up tables at Open House, Visitation or similar events,
18. Use college audiovisual equipment, tables and chairs, if requested,
19. Participate in Orientation Move-in-Crew,
20. Utilize college accounting services,
21. Present literature and materials to incoming students and parents,
22. Participate in student government and leadership roles,
23. Have a college-approved faculty or staff advisor,
24. Access to printing and copying services,
25. Participate and be included in the yearbook.

Associate Members may:

1. Reserve and use space on college property,
2. Have Student Activities or other college staff assist and/or chaperone events and programs,
3. Have a preliminary budget which is provided by the Student Senate,
4. Have the ability to use purchase orders,
5. Organize and undertake fundraising activities on campus,
6. Sponsor campus events, programs and/or major weekends,
7. Be permitted the use of the college name,
8. Apply for reimbursement for travel and room expenses,
9. Groups are automatically granted permission to put up flyers and posters on campus
 - a. Groups are not allowed to post flyers on windows, outside doors, or outside of buildings.
 - b. Organizations will be fined at the discretion of the Student Senate Executive Board if flyers are found in violation of 9 a.
10. Be candidates to receive awards and attend recognition banquets,
11. Represent the college at local, regional or national events and conventions,
12. Use college audiovisual equipment, tables and chairs, if requested,
13. Participate in Orientation Move-in-Crew,
14. Utilize college accounting services,
15. Present literature and materials to incoming students and parents,
16. Participate in student government and leadership roles,
17. Have a college-approved faculty or staff advisor,
18. Access to printing and copying services.

Unrecognized groups may not expect these services, and in particular, they may not:

1. Place flyers on campus for any reason,
2. Sponsor any campus events,
3. Request or utilize college space, equipment or services,
4. Be covered under any college insurance policy,
5. Have individual activities recorded on the co-curricular transcript,

6. Individual members of unrecognized groups that are found to be in violation of these policies will be held in violation of the Code of Conduct and will face college judicial action.

GREEK COUNCIL

The Greek Council represents all of the recognized fraternities and sororities in the Senate. The Council itself receives a budget from the Senate, and the member Greek organizations can access these funds through the Council. Student Senate provides insurance coverage for all fraternity, sorority, and co-ed fraternity's funded through Greek Council. The Council functions under a separate constitution (with an independent executive board) but is still technically an organization operating under the Senate constitution and bylaws. Each member fraternity, sorority, and co-ed fraternity must also have an approved constitution on file with Greek Council and the Greek Council advisor.

The Greek Council is advised by a designee of the Dean of Student Life, and each member organization must also have an advisor.

ADOPT-A-SPOT

In order to obtain an adopt-a-spot, see an executive board member. The following are the guidelines for all current/future adopt-a-spot locations:

1. Club members should pick up litter in the vicinity of their Adopt-A-Spot area. It is recommended that clubs develop a schedule for members to follow, to assure that areas receive daily attention.
2. If club members identify maintenance needs around their areas, they should report this to the club advisor so that a work order can be completed and the maintenance concern can be addressed by College personnel.
3. If club members have ideas for improvements to their areas, they should submit those in writing to the Secretary to the College President, who will take ideas to be considered to the Campus Beautification Committee.
4. If the College precedes with a landscape improvements to the area, it is expected that club members would volunteer for the project (planting, painting, etc).

In the event that the club is not fulfilling their duties with the Adopt-A-Spot, the Student Senate Executive Board will discuss the revocation of your privileges of having the Adopt-A-Spot.

FREEDOM OF EXPRESSION AND GUEST SPEAKERS

Students have, within the law, the right of free expression and advocacy and the State University seeks to encourage and preserve freedom and inquiry within the entire University (*from the "Statement by State University Chancellor Samuel B. Gould on Campus Regulations Governing Student Conduct." 1/30/68*). However, the right of free expression must be exercised responsibly and without depriving others of their rights to enjoy this and also other opportunities provided by the College. At the same time, it should be made clear to the academic community

that, in their public expression, students, student organizations and/or guest speakers, speak only for themselves.

Students will be allowed to invite and to hear any person of their own choosing. All events of this type must be sponsored by a recognized student organization and aimed at a non-captive "self-selected audience." However, the College reserves the right to limit attendance to members of the college community and to insure that adequate steps have been taken to maintain order. Also, the group is obligated to indicate in its printed matter that views of the group do not reflect the views of the College.

FREEDOM OF THE PRESS

The following guidelines are set forth as a clarification of the role of student publications, radio station and other news media of the Delhi College Campus.

A. Functions of the Communications Media

1. The mass media (including newspapers, magazines, TV, radio, etc.) are providing a medium for the dissemination of news and opinion that may be deemed of interest to students, faculty and administration. It is expected that such news and opinion will include views on topics of interest to college students in general, and of particular interest to our own student agencies, and comment by members of the publications staff on aspects of student life.
2. The yearbook is created to provide a retrospective view of the total college experience of each graduating class. Material included should be of lasting interest to students, faculty and administration.
3. Upon the establishment of additional mass media, new guidelines will be formulated appropriate to the particular media.

B. The Ethical Consideration

In accordance with established American policy, members of the staff of the approved media shall be assured "Freedom of the Press" by the Board of Trustees as administered through the office of the President of the College and the Vice President for Student Affairs. Freedom of the press is to be guarded as a vital right of mankind. It is an unquestionable right to discuss whatever is not explicitly forbidden by law, including the wisdom of any restrictive statute. This freedom shall be accompanied by a firm understanding of the usual obligations including the responsibility to present adequate unbiased coverage of all-important events of interest to the student, the College and the general public.

To assure the maintenance of the highest standards of truth, honesty and decency in presenting news editorials, features and advertisements, the Student Senate to its designated agent (Council on Student Publications) shall take steps to establish and enforce observance of the following standards of performance:

1. Responsibility

Individuals creating college publications shall use mature and considered judgment in the publications at all times; shall select, edit and present news on the basis of significance and genuine usefulness to the student and the College; shall clearly define sources of news and tell the reader when competent sources cannot be identified; shall respect the rights of privacy; shall instruct staff members to conduct themselves with dignity and decorum. A newspaper should not publish unofficial charges affecting reputation or moral character without opportunity given to the accused to be heard. A newspaper should not invade the private right or feelings without sure warrant of public right as distinguished from public curiosity.

2. Accuracy

Individuals creating college publications shall exert maximum effort to print the truth in all news situations; shall strive for completeness and objectivity; shall guard against carelessness, bias or distortion by either emphasis or omission; shall promptly correct errors or fact for which the publication may be responsible.

3. Integrity

Individuals responsible for college publications shall maintain rigorous standards of honesty and fair play in the selection and editing of all contents as well as in relations with news sources and the public; shall provide a forum for the exchange of comment and of criticism, especially if it is in conflict with the publication's editorial point of view; shall label its own point controversial subjects and treat disputed issues with impartiality; and shall encourage leadership and provide constructive criticism.

4. Decency

It shall be the responsibility of the editors to insure that the highest standards of decency are upheld in the professional idiom of the printed page.

5. Editorial Freedom

The college delegates to the Student Senate or an agency approved by them, the responsibility to assure that:

- a. The student press will be free to censorship and advance approval of copy, and its editors and managers will be free to develop their own editorial policies and news coverage.
- b. The editorial freedom of student editors and managers will entail corollary responsibilities to be governed by the canons of responsible journalism, such as the avoidance of libel, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

- c. All university published and financed student publications will explicitly state on the editorial page that the opinions there expressed are not necessarily those of the College, University or Student body.
- d. Editors and managers of student publications will be protected from arbitrary suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes will editors and managers be subject to removal and then by orderly and prescribed procedures.
- e. The advisor should not be identified with the content of student newspapers. An advisor has the responsibility of helping the students to make a considered judgment on the content of the publication, especially in cases which could concern personal reputation, unproven rumor, or good taste. The advisor has fulfilled his role by the application of moral suasion. Sole responsibility for the content of the paper rests with the editor and contributors.

C. Interpretation and Guidelines of the Code for Student Publications

1. News

- a. Everything printed as news shall be the truth, so far as the editors can determine. (This implies that all articles will be checked at the source with a responsible authority; e.g. Team Captains, Managers, Dean, President of Student Club.)
- b. Editorial comment will not be presented as news.
- c. In deciding what is newsworthy, the Editors will try to avoid publishing items that might discredit the College.
- d. No propaganda or publicity matter will be printed unless it contains information of general interest, and where this is printed, the source will be plainly given.
- e. Every direct quotation based on an oral statement, unless taken down in shorthand at the time, should be approved by the person quoted, before being printed in quotation marks.

2. Editorials – the Editor is expected to:

- a. Present facts honestly and fully – no editorials based on half-truths.
- b. Avoid consciously misleading the reader, distorting a situation or placing a person in false light.

- c. Exercise good judgment in airing all materials of importance to the students and the College, passing comment, condemning, praising, or exhorting to action.
3. Feature stories, photographs, and signed columns
 - a. The Editors accept full responsibility for feature stories, photographs and signed columns, and will edit copy for libel, accuracy, spelling, grammatical errors, and anything that will cause embarrassment to the contributors, the readers, or the paper.
 - b. The Editor will explain to the contributors this interpretation of the editor's responsibility.
4. Letters to the Editor
 - a. There is no obligation on the Editors to print all letters received.
 - b. If changes should be made in a letter, the Editors must gain the approval of the writer to the change. If this approval is not given, the letter will not be printed.
 - c. It will be a right reserved for the Editors to request a contributor of a feature article that shows a strong personal bias to resubmit this as a letter to the Editor.
 - d. The responsibility of the Editor described in Section 2, Items a and b, applies also to Letters to the Editor.
5. Humor and Cartoons

Editors shall avoid:

 - a. Printing private jokes understood by only a few students.
 - b. Holding any individual or group to ridicule.
 - c. Offending the accepted standard of good taste.
6. Advertisements
 - a. Accept for publication only those advertisements that are in the best interest of the College Community.
 - b. Check so far as possible, that the advertiser is a reputable businessperson, who will, in effect, deliver what seems to be offered. For example, special discount offers will be checked before the ad is printed.
 - c. Make advertising secondary to news and features.

7. It is the duty of the Editor to acquaint all members of his staff with guidelines.
8. Violations of the Editorial Policy

Charges of violations of the Editorial Policy for Student Publications shall be made to the Student Senate. If, after an investigation and hearing, charges are substantiated, the Student Senate will refer the case to the Student Conduct Council for adjudication.

FUNDRAISING

1. SUNY Board of Trustees' regulations prohibit private commercial enterprises from conducting activities on campus. However, fundraising by recognized student groups is allowed.
2. Raffles and lotteries are considered illegal by Section 225.00 of the New York State Penal Law. Chances offered at winning a prize that is associated with the purchase of tickets, goods or services, are considered raffles and therefore are not permitted.
3. Funds generated using Student Activity money must be deposited in the organization's student activity account.
4. A summary report of the activity must be submitted to the Student Activity Office at the completion of the event prior to the release of funds.
5. As per SUNY Policy, clubs cannot donate any portion of their budgets directly to charitable organizations. All charitable donations from clubs must be as a direct result of approved fundraising activities.