

Constitution
of the
Morrisville State College
Student Government Organization
Preamble

In order to promote the general welfare of the student body, to stimulate interest in and support of activities contributing to cultural, social, educational, and physical improvement, and to establish a just college community with the promotion of democratic participation in the areas of concern to the college community; we, the students of Morrisville State College, do hereby decree this constitution of the State University of New York College of Agriculture and Technology at Morrisville, Student Government Organization.

ARTICLE I

Name

The name of the organization shall be the Student Government Organization, hereafter referred to as SGO of the State University of New York College of Agriculture and Technology at Morrisville, hereafter referred to as "Morrisville State College" and/or "College."

ARTICLE II

Legislative Branch

This branch shall be the SGO Assembly.

Section I

Eligibility for Membership

- A. The SGO shall not discriminate against members, or future members, due to race, creed, color, religion, national origin, sex, sexual orientation, age or disability.
- B. Any Morrisville State College student may submit a membership application to the SGO Vice President. After the approval by the SGO Assembly, the student will be considered a voting member in good standing for that full academic semester.
- C. Hazing (as defined in the student handbook) shall be forbidden as a requirement for membership to SGO or any club or organization. Any such actions are punishable by State laws and college policies.
- D. Membership shall be comprise of:
 - 1. At least one or more members from each club.
 - 2. Any student who chooses to be a Member At Large.

Members must be in good disciplinary standing and have a cumulative G.P.A. of 2.0 or higher.

- E. Each established club or organization shall submit an Executive Board Roster to the SGO Vice President by the fourth Assembly meeting of each semester:
 - 1. Executive Board Roster
 - 2. Advisor Roster (if Advisor has changed)
 - 3. Membership Application
- F. Standard formats of all required forms shall be available in the SGO office.
- G. Each established club or organization shall submit a constitution review form at least once every five years, no later than the time the budget request is due. The Constitution must include the following:
 - a. An open membership to all students of Morrisville State College without discrimination
 - b. A requirement that an advisor attend all meetings
 - c. The purpose of the club, its service to the student body
 - d. The positions of officers
 - e. List the duties of officers and advisors
 - f. SGO Representatives and/or alternate to attend all SGO meetings
 - g. The club's election policies
 - h. The terms of office
 - i. Voting, meeting, and removal processes
 - j. The amendment process

Section II

Powers and Duties of the Assembly

- A. The Assembly shall be the legislative and policy-making body of the SGO, except where provided for by other parts of this Constitution. The Assembly will also be the only official representative body of SGO, and in that capacity, have the authority to consult with faculty and administration of Morrisville State College regarding matters affecting student affairs and welfare.
- B. The Assembly shall have the responsibility for the administration of the Student Activities Fee. All funds from Student Activities Fees may only be used for the purposes consistent with the social, educational, and cultural needs of the student body. In the administration and use of the funds, the Assembly shall be governed by the policies of the State University of New York.
- C. Among the powers, not by way of limitation, of the Assembly are:
 - 1. The right to recognize student organizations, with the consent of the College Council, and to allocate funds from Activities Fees to those organizations, and coordinate their activities, within the policies of the State University and Morrisville State College.
 - 2. The right to initiate, undertake or support any project or activity which, in its opinion, will serve the general interests of the student body, or the college community.
 - 3. The right to join any intercollegiate organizations or associations, which in its opinion will serve the students in a positive manner.

4. The right to conduct investigations and studies, employ technical advice, and appoint committees, commissions, and boards in order to further its legislative functions.
5. The right to enact, amend, or rescind bylaws, and all necessary rules and regulations for its own conduct and procedures by not less than a majority of its full membership.
6. The right to override a decision of the Executive Board or any Committees by a majority vote of its full membership.
7. The right to freeze and/or reallocate the funds of an organization, which becomes inactive, or fails to fulfill SGO guidelines, requirements or expectations.
8. The right to remove from office any of its officers or members whose conduct discredits the Assembly. Action for removal may be initiated by:
 - a. A petition, containing the signatures of twenty-five percent (25%) or more of the members of the Assembly, which must be submitted to an SGO Advisor. The SGO Advisor shall present the petition at the SGO Assembly at the next scheduled meeting. During removal proceedings, the officer or member will maintain all duties and rights hereinafter defined. The removal of an officer or member must be approved by two-thirds of the total membership of the Assembly. Such recommendation shall then become effective. Voting members of the Assembly consist of those individuals (members at large, club representatives) currently approved by the Assembly.
 - b. A 4/5 roll call vote of the total membership of the Assembly.
9. The right to raise the Student Activity Fee.
 - a. The Student Activity Fee may be raised every two years during the opposite year of the mandatory/voluntary vote.
 - b. An advisory vote of the student body will be taken.
 - c. The Assembly can decide to raise the Student Activity Fee by a majority vote of the members present.

ARTICLE III

Executive Board

Section I

Eligibility

1. Anyone interested in becoming a member of the SGO Executive Board must be enrolled as a full-time student at Morrisville State College.
2. Students holding an elected or appointed Executive Board (officer) position in SGO must have a minimum 2.2 Grade Point Average to be elected or appointed to office and maintain a 2.0 Grade Point Average while in office.
3. Each officer, except for the CAB Chairperson, Public Relations Officer and Secretary, shall serve a term of one (1) year and must run for re-election if he/she wishes to serve a second year or change offices/positions. Election guidelines are listed under Article VIII.

4. CAB Chairperson, Public Relations Officer and Secretary are one-year term appointments and are eligible for re-appointment.
5. Any student who, in the past, was removed, terminated or resigned, due to misconduct, from a previous SGO position, is not eligible to run for any SGO executive board position.

Section II

Election

The following officers shall be elected as outlined in the Election Advocacy Panel (EAP) Guidelines of this Constitution:

Executive Board

1. SGO President
2. Vice-President
3. Director of Budget

Section III

Appointed

The following officers shall be appointed as outlined in Section V of Article III of this Constitution:

A. Executive Board

1. CAB Chairperson
2. Secretary
3. Public Relations

B. Committees

1. College Council
2. Alumni Representative
3. Finance
4. EAP (Election Advocacy Panel)
5. Morrisville Auxiliary Corporation (MAC) Board

Section IV

Oath of Office

The Oath of Office shall be administered to all SGO officers at the time of approval by the Assembly or at the first scheduled meeting where that officer(s) assumes office.

I _____ (name) _____ swear in front of this Student Government Assembly and honored guests that I accept the responsibility of the office to which I was elected/appointed. I shall uphold the SGO Constitution, the policies of Morrisville State College, and the laws of New York State and this great nation. I shall remember that I was elected/appointed by my peers, to whom my actions shall be answerable. I shall at all times work

cohesively with the other officers, the Assembly, and the Administration of this college to maintain the integrity of Student Government Organization for the good of the Student body.

Section V

Order of Succession

- A. The following order of succession shall apply if any officer or officer-elect resigns, is impeached, terminated, or no candidate is selected for the office:
 - 1. Vice-President to SGO President
 - 2. Director of Budget to Vice-President
 - 3. CAB, Public Relations and Secretary shall be filled by appointment.
 - 4. Any respective Executive Board member has the right to decline the position in the event of succession, in which case the vacant position shall be appointed by the SGO President in consultation with the SGO Advisor. In the case of the SGO Presidential position being vacated, the Vice President, in consultation with the SGO Advisor, may appoint. The term of office will be the remaining length of the original term. Elections for the fall of the following year (SGO President, Vice President & DOB) will be conducted as outlined in Article VII- E.A.P.
- B. Impeachment/Termination
Impeachment or termination of any member of the Executive Board will result only after consultation with each Executive Board member whose position is not in question and with the SGO Advisor. The SGO President will make a determination (or Vice President if SGO President is the individual whose position is in question) and act accordingly, only after consultation has occurred.
- C. Appointments
 - 1. Appointed positions will be made by a majority vote of the Executive Board plus the President-Elect, Vice-President Elect and Director of Budgets-Elect unless they currently hold a position on the Executive Board with approval of the Advisor.
 - 2. Persons seeking an appointed position must complete an application process as determined by the Executive Board.

Section VI

Powers and Duties of the Executive Board

EXECUTIVE BOARD

- A. SGO President
 - 1. Preside over all Executive and Assembly meetings.
 - 2. Maintain order at all meetings of the SGO.
 - 3. Lead the Pledge of Allegiance at all the Assembly meetings.
 - 4. Act as counsel to SGO officers and members in matters of parliamentary procedures.
 - 5. With the advice and consent of the Assembly, appoint the chair and

- members of all standing committees.
 - 6. Call special meetings of the Assembly when necessary.
 - 7. Represent the members of the Assembly at official College ceremonies and upon other occasions where such representation is appropriate.
 - 8. Present Assembly recommendations to the College Administration. Copies of such recommendations shall be on file with the SGO Secretary.
 - 9. In conjunction with the Chief Administrative Officer or designee, be empowered to conduct any necessary Assembly business when college is not in session.
 - 10. When necessary give a “State of Campus Address.”
 - 11. Attend and present a report at College Council Meetings; Vice-President or designee will attend in the SGO President’s absence.
 - a. COLLEGE COUNCIL MEETING- To attend and report all business back to the Executive Board and General Assembly.
 - 12. Issues memos, letters, and other communication to students, faculty, and staff necessary to communicate the business of the SGO. These memos, etc., will become part of the current SGO President’s file to be left for incoming SGO President.
 - 13. Ensure that SGO is represented at all orientation sessions.
 - 14. Initiate and follow through with programs, issues and concerns, which will benefit the student body of Morrisville State College.
 - 15. Advise and assist the members of the Executive Board of SGO in the performance of their jobs.
 - 16. Demonstrate a basic knowledge of the SGO Constitution and its budget process.
 - 17. Create new committees, as deemed necessary by the Assembly.
 - 18. Serve on the following boards/committees:
 - a. MORRISVILLE COLLEGE FOUNDATION BOARD OF DIRECTORS- by virtue of the position in SGO, the SGO President is a non-voting member of the board.
 - b. PERSONAL SAFETY COMMITTEE - Review and suggest changes to the campus to improve safety to student, faculty, and staff.
 - 19. Work with and assist in the training of incoming SGO President and other additional officer(s).
1. Vice-President
- 1. In the absence of the SGO President, preside at the Assembly meetings.
 - 2. In the event of extended incapacity or vacancy for any reason of the SGO Presidency, assume the powers and responsibilities of that office.
 - 3. Approve and keep up to date all club Constitutions.
 - 4. To oversee any club or organization which is recognized by SGO and assure that they are adhering to the rules and regulations as derived from this constitution, and also:
 - a. To keep an updated, orderly file on each club or organization which is to be used as a reference during budget hearings. File should include:
 - i. Minutes

- ii. Club Renewal Packet
 - iii. Assembly Attendance
 - iv. Frozen Information
 - b. Maintain a record of club attendance at Assembly meetings.
 - c. Mandate, that each club hold at least one meeting a month, from which the minutes must be turned in.
 - d. Insure that all clubs and organization officers are in compliance with the 2.0 minimum G.P.A. requirement of the College Council.
 - 5. Work in conjunction with the Director of Budgets and Finance Committee on budget hearings.
 - 6. Work with and assist in the training of incoming Vice President and any other additional officers.
 - 7. Shall notify clubs of their need for constitutional review, no later than the first Assembly meeting in October. Their review will be due in the following Spring Semester.
 - 8. Notify the Assembly of frozen and suspended clubs.
2. Director of Budgets:
- 1. Work with the SGO bookkeeper to help maintain a record of all financial transactions of SGO and SGO-funded clubs/organizations.
 - 2. Co-sign Purchase Requests and Purchase Orders authorizing checks to be drawn on SGO accounts.
 - 3. Present the bills weekly to the Assembly for their action.
 - 4. Present a weekly savings, checking, unrestricted, and Clubs in Competition account report to the Assembly.
 - 5. Adhere to her/his duties as outlined in the financial guidelines of this Constitution.
 - 6. Chair the Finance Committee and the budget hearings.
 - 7. Conduct an annual inventory check of all SGO equipment over \$200 in value. Inventory must be tagged.
 - 8. Work with and assist in the training of incoming Director of Budgets and other officers.
- D. CAB Chairperson:
- 1. Chair all CAB meetings.
 - 2. Approve all purchase requests for CAB.
 - 3. Prepare and submit a CAB budget request to the Budget Hearing Committee.
 - 4. Attend and facilitate all CAB-sponsored activities, or appoint a designee.
 - 5. Help plan and coordinate activities for Mustang Weekend.
 - 6. Plan, in conjunction with Student Activities, all CAB-sponsored programs for the academic year. Conduct periodic student surveys to determine entertainment preferences.
 - 7. Research and plan SGO sponsored trips.
 - 8. Help promote campus-wide student awareness of CAB-sponsored events.
 - 9. Address technical, transportation, lodging, and hospitality needs as indicated in artist(s) contracts and riders, and coordinate campus resources needed for events.

10. Work with and assist in the training of the incoming CAB chairperson and Public Relations Director.
 11. Responsible for coordinating security/coverage for campus guests.
 12. Appoint CAB members and hold weekly CAB meetings.
 13. CAB will not schedule any event that will conflict with the interests of any other SGO/CAB event.
 14. Work in conjunction with SGO Secretary and SGO Director of Public Relations to plan SGO Semi-Formal.
- E. Public Relations Director
1. Make print shop requests.
 2. Design, copy and distribute publicity materials for all SGO-sponsored events, including SGO Elections, CAB events, and events of any club/organization requesting assistance with publicity.
 3. Work with and assist in the training of the incoming Public Relations Director and any other additional officers.
 4. Work in conjunction with SGO Secretary and CAB Chairperson to plan SGO Semi-Formal.
- F. Secretary:
1. Make sure the United States flag and SGO banner are displayed at all Assembly meetings.
 2. Take minutes of SGO Executive Board and Assembly meetings.
 3. Carry out all correspondence necessary for the functioning of the SGO
 4. Keep all SGO records up to date, filed in the SGO office and maintain a computerized file of those records.
 5. Work in conjunction with SGO Vice President to send out notices to all clubs and organizations noting absences of their representatives.
 6. Determine the quorum and the status of all members on a weekly basis.
 7. Record and maintain an historical file of the Student Government.
 8. Chair Semi-Formal Committee and work with CAB Chairperson and Public Relations Director to plan event.
 9. Work with and assist in the training of the incoming Secretary.
 10. Manage the SGO email account daily.

COMMITTEE REPRESENTATIVES:

- A. College Council Representative:
1. Serve as representative to the Morrisville State College Council per its guidelines in the interest of the College and the student body.
 2. Give a monthly report to the Assembly as to the business of the College Council.
- B. Alumni Representative:
1. Attend all Alumni meetings and functions.
 2. Report to the SGO Executive Board, Assembly and Alumni business of

3. concern to the student body of Morrisville State College.
3. Reports to the Alumni Association any business of the SGO.

C. Morrisville Auxiliary Corporation Board:

1. Attend all Morrisville Auxiliary Corporation Board meetings and functions.
2. Report to the SGO Executive Board and Assembly business of concern to the student body of Morrisville State College.
3. Reports to the Morrisville Auxiliary Corporation Board any business of the SGO.

Section VII

Conflict of Interest

Every SGO Executive Board member, Assembly member, Club/Organization Officers and employees must balance his or her own personal interests and activities with the interests of SGO and the College. A conflict of interest arises when an activity limits an employee's ability to act in an ethical or responsible manner. It is important to avoid the appearance of conflict, as it is to avoid the conflict itself. Any conflict of interest must be disclosed to the SGO Advisor and the SGO Advisor will report to the Executive Board.

It is SGO's policy that Executive Board members, Assembly members, Club/Organization Officers and employees will not accept gifts valued at over \$100.00 for personal use from individual vendors or companies with which SGO does business. Accepting such gifts may place a person in a compromising position that is not in the best interest of SGO. Current Executive Board members may not be on the executive board of any clubs or organizations.

This policy will be reviewed annually at the same time as the Constitution review. SGO will monitor and enforce the conflict of interest policy.

Section VIII

Whistle Blower Policy

All students must abide by the Student Code of Conduct and the Executive Board members, Assembly members, Club/Organization Officers and Advisors and employees must abide by the SGO Constitution. SGO requires Executive Board members, Assembly members, Club/Organization Officers and Advisors and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As SGO we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

It is the responsibility of the Executive Board members, Assembly members, Club/Organization Officers and Advisors and employees to comply with the SGO Constitution and to report any violations or suspected violations in accordance with this Policy.

No Executive Board members, Assembly members, Club/Organization Officers or Advisors, employees or students who in good faith report a violation of the Constitution shall suffer harassment, retaliation or adverse consequence. A faculty member, staff member or student who retaliates against someone who has reported a violation in good faith is subject to SGO and College consequences. This Policy is intended to encourage and enable students, faculty and staff to raise serious concerns within SGO prior to seeking resolution outside SGO.

Students, faculty or staff may share their concerns with the Executive Board, the SGO Advisor or the Dean of Students. Violations or suspected violations may be submitted anonymously; concerns may be placed in the "Comments/Concerns" box on the SGO Office door. The SGO Advisor or Dean of Students is responsible for investigating, resolving or referring all reported complaints and allegations and at his/her discretion advise the SGO Executive Board.

Anyone filing a complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Section IX

Advisors

- A. To be recognized by SGO, all clubs and organizations must have a Morrisville State College faculty, professional or administrative staff member as an advisor. All written correspondence from SGO to an organization will be sent to the Advisor. Advisors are a college administration requirement. Advisors or an acceptable replacement (other faculty or staff) are required to be at all activities sponsored by their club.
- B. Club/organization advisors may not be executive board members of the clubs they advise.
- C. The SGO Advisor, and any other Advisor appointed by him/her shall be approved by the SGO Executive Board according to the following guidelines:
 - 1. A working knowledge of Parliamentary Procedure.
 - 2. A personality and commitment which is conducive to the effective functioning of SGO/CAB.
- D. Any Advisor may be relieved from his/her duties, pending violations of the above guidelines, by a secret ballot vote of 2/3 of the Executive Board and approval by the Dean of Students. A written notice of the results of such a vote shall be recorded and transmitted to the former advisor by the Secretary of SGO.
- E. Organization advisors must have their organization job duties included in their job description. The College will compensate the organization advisor for those duties.
- F. Club Advisors are volunteers.

GUIDELINES

This Constitution shall contain guidelines which shall set forth policies and procedures in the following areas:

- 1. Finances
- 2. Elections
- 3. Campus Activities Board
- 4. Public Relations

Any organizations receiving funds from the Student Activity Fee shall follow SGO guidelines and the Financial Guidelines of this Constitution, or shall be subject to freezing or withdrawal of those funds.

ARTICLE IV

Section I

Executive Board Salaries

- A. The offices of SGO President, Vice-President, Secretary, Director of Budgets, Campus Activities Board Chairperson and Public Relations Director shall be paid in accordance with the SGO payroll procedures to be defined in the Financial Guidelines.
- B. The salaries of the Executive Board members to be paid shall be recommended by the Finance Committee with the expressed approval of the General Assembly.
- C. A written copy of all hours worked shall be kept on file in the SGO Office.
- D. No officer shall hold more than one paid position within the SGO.
- E. Executive Board Privileges:
 - 1. One SGO Executive Board Member, for every 15 students, shall be allowed to go on proposed trips for free to help maintain order and to act as an advisor.
 - 2. All Executive Board Members shall be admitted free or at a reduced price to all CAB sponsored events.

Section II

SGO Financial Guidelines

ACTIVITY FEE

- A. Each student shall pay a predetermined fee per academic semester based on the following schedule:
 - 1. 1-3 credit hours-----20%
 - 2. 4-6 credit hours-----40%
 - 3. 7-9 credit hours-----60%
 - 4. 10-11 credit hours-----80%
 - 5. 12 or more credit hours-----100%

- B. This fee is collectible in total by the Business Office. This fee is mandatory and will not be refunded unless a student withdraws from College. Refunds shall be as follows:
1. Withdraw during the 1st week.....100%
 2. Withdraw during the 2nd week.....70%
 3. Withdraw during the 3rd week.....50%
 4. Withdraw during the 4th week.....30%
 5. Withdraw 5th and subsequent weeks.....0%
- C. Withdrawing students must request a refund, in writing, to the SGO Office; refunds will not be automatic upon withdrawal.
- D. All policies pertaining to the collection, refundability, and management of the activity fee monies shall be subject to the State University policies, and Federal and State Statutes.

Section III

SGO Documentation Retention and Destruction Policy

The Documentation Retention and Destruction Policy indentifies the record retention responsibilities of the Bookkeeper, SGO Advisor and Executive Board for maintaining and documenting the storage and destruction of SGO's documents and records.

Retention length of documents (currently used):

- A. Permanently:
1. Audit Reports
 2. Checks (for important payments and purchases)
 3. Correspondence (legal and important matters)
 4. Depreciation Schedules
 5. Year-end financial statements
 6. Insurance records, current accident reports, claims, policies, and so on (active and expired)
 7. Minutes, by-laws, and constitution
 8. Tax returns and worksheets
- B. 7 Years:
1. Accounts payable ledgers and schedules
 2. Contracts, mortgages, notes and leases (expired)
 3. Invoices (to customers, from vendors)
 4. Payroll records and summaries
 5. Personnel files (terminated employees)
 6. Timesheets
 7. Withholding tax statements
- C. 3 Years:
1. Bank reconciliations
 2. Bank statements
 3. Duplicate deposit slips
 4. Employment applications
 5. Inventory records for products, materials and supplies

- D. 2 Years:
 - 1. Correspondence (general)
 - 2. Correspondence (with customers and vendors)
- E. Contract Period:
 - 1. Contracts (still in effect)

Retention length of documents (currently not used):

- F. Permanently:
 - 1. Deeds, mortgages, and bills of sale
 - 2. Patents and related papers
 - 3. Retirement and pension records
 - 4. Trademark registrations and copyrights
- G. 7 Years
 - 1. Expense analyses/expense distribution schedules
- H. 3 Years
 - 1. Internal audit reports

ARTICLE V

Amendments

Before this Constitution can be amended, the following steps must be completed:

1. The proposed amendment must be introduced in writing, to the Assembly, at a regularly scheduled meeting of the Assembly.
2. After discussion and any appropriate changes, the Assembly shall vote to approve or reject the proposed amendment.
3. The proposed amendment shall be approved in either one of the following ways:
 - a. By at least a 3/4 vote of the Assembly quorum, or
 - b. By a 2/3 vote of the Assembly, submitted to the student body and voted upon favorably by the majority of students voting.
4. Upon approval by either means, the amendment shall then be forwarded to the Dean of Students then President of the College for approval.
5. The amendment shall take effect following the President's approval.

ACCEPTANCE AND APPENDAGES

- A. This Constitution and its amendments shall remain in effect indefinitely, or until repealed by the dissolution of the SGO. The "Guidelines" shall be an integral part of this Constitution, and they shall be amended by the same policies and procedures outlined in Article V.

ARTICLE VI

Section 1

Meetings

The meetings of the SGO shall follow an order of business that shall be set by the Assembly, and disbursed in writing at each meeting by the Secretary of SGO. The meeting shall be conducted by the Roberts Rules of Order. Committee reports have each been designated a seven (7) minute time limit. Guest speakers have been designated a seven (7) minute time limit each. SGO will broadcast all Assembly meetings to the Norwich campus pending technological availability and functionality with Norwich being able to communicate during the meeting.

Section II

Quorum

Quorum must be present for the transaction of business. A quorum shall be fifty percent plus one of the current memberships.

If quorum is not present at a business meeting, a meeting will be conducted as usual and that week's business will be presented at the next SGO meeting where a quorum is present for approval.

Section III

Attendance

Clubs and Members At Large that have missed two consecutive or three non-consecutive meetings in one semester will be deemed **suspended** for the remainder of the semester. Therefore, no paperwork (Club Roster) shall be accepted from the club; clubs shall lose half of their budget for the fiscal year.

If a club is suspended for the semester, the club may present to the Assembly to become unsuspended after all required paperwork is accepted. A minimum of three (3) club members must be in attendance to present.

If a club is unsuspended they are allowed to miss one (1) SGO Assembly meeting for the remainder of the semester. If more than one (1) meeting is missed, the club will become and remain suspended.

If a club is suspended a second time for the semester the club can request and have a private meeting with the SGO Executive Board to present to become unsuspended. The decision will be a simple majority vote of the Executive Board. If the Executive Board approves the un-suspension the club will present to the Assembly for an approval vote with a minimum of five (5) club members; two (2) of the five (5) must be officers.

If a club is unsuspended a second time, the club is not allowed to miss any SGO Assembly meetings. If a meeting is missed, the club will become and remain suspended for the remainder of the current semester.

If a Member At Large is suspended for the semester, the Member At Large may present to the Assembly to become unsuspended after all required paperwork is accepted.

If a Member At Large is unsuspended they are not allowed to miss any SGO Assembly meetings for the remainder of the semester. If a meeting is missed, the Member At Large will become and remain suspended for the remainder of the current semester.

ARTICLE VII

Election Advocacy Panel (EAP) Guidelines, Duties and Powers

- A. To serve as a standing committee of the SGO
- B. To consist of three members of the Assembly, appointed by the SGO President with the approval of the Assembly and Chaired by a member of the Executive Board. No candidate for an office within the SGO may be a member of the EAP.
- C. To regulate elections involving the vote of the student body to elect: SGO President, Vice-President, Director of Budgets, and any referendums or advisory votes needing student body approval:
 - 1. By providing official petitions to all candidates for elective office.
 - 2. By verifying the validity of all petitions within 48 hours following the due date.
 - 3. By being responsible for the staffing of all polling places.
 - 4. By counting and validating all election results within 24 hours after the closing of the polls.
 - 5. By notifying the student body and all candidates, as to the outcome of the election within 48 hours after the closing of the polls.
 - 6. By providing each applicant for appointed office with an application.
- D. The EAP Committee will conduct the vote at the end of the academic year to announce the new elected members of the SGO Executive Board.
- E. The SGO Awards Ceremony will be conducted at the end of every academic year.

CANDIDATE FOR OFFICE

- A. Requirements:
 - 1. Candidate for elected or appointed office must be a full time student at Morrisville State College, have a minimum 2.2 G.P.A., have completed one semester of college, and be in good disciplinary standing.

2. A candidate can only run for 1 specific office within SGO. At no time may a candidate run for 2 or more positions.
3. Any student who, in the past, was impeached, terminated or resigned, due to misconduct, from a previous SGO position, is not eligible to run for any SGO executive board position.

B. Procedures:

1. All prospective candidates for elective office must submit to the EAP an official petition with the signatures of one hundred (100) students registered at Morrisville State College.
2. All prospective candidates for appointed office must submit to the EAP an official application completed in its entirety.

CAMPAIGN PROCEDURES

- A. Once a candidate for elective office is verified, he/she may openly campaign among the student body.
- B. Each candidate for elective office is responsible for his/her own campaign. They assume all liability and responsibility for obtaining permission to use or have used any space on campus for their campaign purposes.
- C. Candidates are prohibited from placing campaign materials on the exterior of buildings, or on the campus landscape.
- D. No posters, flyers, or other campaign material may be placed within 50 yards of a polling station on Election Day.
- E. No persons shall be allowed to use a candidate's name or do campaigning within 50 yards of a polling station on Election Day.
- F. The SGO copier may be used to copy a maximum of 75 8 1/2" by 11" pieces of campaign literature, but the SGO shall assume no responsibility for that material or any other aid to the candidates.
- G. All candidates for elective or appointed office must contact the Student Activities Office for permission to use the Morrisville logos.
- H. All candidates for elective or appointed office, including write-in candidates, must meet requirements for that office.
- I. Any candidate for an appointed office shall be interviewed by the Executive Board plus the President-Elect, Vice-President Elect and Director of Budgets-Elect unless they currently hold a position on the Executive Board with approval of the Advisor.
- J. Notification of the results to the candidates through the medium of campus channel is prohibited.
- K. Any violation of the above procedures shall constitute violation of the election process, and shall result in charges being filed with the EAP.
 1. Any student may register a complaint of violation with the EAP within 24 hours after the polls close. The EAP shall present all complaints to the Assembly, at its next scheduled meeting, for which Assembly may take the following action:
 - a. Negate the election, and set a date and /or reelection.
 - b. Rule the election stands, but negate the violating candidate.

- c. Negate the complaint and rule the election valid.
2. The EAP shall notify all candidates of the complaint of violation within 24 hours of the complaint.
3. Any candidate may appeal the complaint of violation to the Assembly at the same meeting as charges are brought.

ADDENDUM

The "Official Rules Governing Election" derives their authority from the jurisdiction of the SGO Constitution.

ARTICLE VIII

FINANCE COMMITTEE

- A. Members:
 1. The Chair shall be the Director of Budgets of SGO
 2. Vice President of SGO
 3. Any four Assembly members may volunteer to serve on the committee.
- B. Duties:
 1. To set up any or all budget hearings.
 2. To prepare the SGO budget for discussion and modification in the Assembly.

GENERAL POLICIES

- A. SGO shall hire an outside agency to perform the bookkeeping duties of the organization.
- B. Any bill improperly submitted by a club or organization will be returned to the club or organization.
- C. Clubs and Organizations will have their yearly budget approved during the previous spring budget hearing. Expenditures can be made against that account without further need for approval by the Assembly. However, all expenditures must be approved by the Director of Budgets before the money is spent. In addition, all purchase requests must be signed by the Club Advisor and a current member of the Club's executive board as reflected on the most current executive board roster on file with the SGO.
- D. All monies not encumbered by July 1, for clubs/organizations shall revert automatically to the SGO Unrestricted Fund Balance. Monies from clubs which lose membership in SGO will remain in the SGO Unrestricted Fund Balance.
- E. SGO will maintain a budget account titled "vans" which will roll over each year.
- F. SGO will maintain a Club/Organization Agency Account which clubs/organizations can utilize to monies raised through fund raising and club/organizations functions. The use of this money follows the same guidelines as identified in the SGO Constitution under Use of Funds.
- G. Procedures for spending monies from the Club/Organization Agency Account are the same as in C. above.
- H. SGO will maintain a Reserve Account. The Reserve Account may be used for general operating and mandatory expenses if other funds are not available. The Reserve balance

will be designated by the SGO Assembly and is currently \$65,000.00. The Reserve may only be accessed by at least a 3/4 vote of the Assembly quorum.

- I. While school is not in session, either the SGO President or the SGO Advisor shall have the authority to expend funds as allocated in the budget.
- J. The Finance Committee or SGO Executive Board shall have the authority to interpret these financial guidelines.
- K. SGO governing documents, conflict of interest policy and financial statements will be made available for review upon written request to the Student Activities Office.
- L. Clubs and Organizations will not obtain or maintain credit cards.
- M. SGO will not purchase or pay for cell phones or cell phone usage for clubs or organizations members, officers or advisors.
- N. Prizes and money given away for SGO clubs and organizations worth \$50.00 or more must be signed for from the recipient prior to the presentation of the prize or money.

USE OF FUNDS

- A. Activity Fee monies shall be used only for support of the following programs as stated in the State University Board of Trustees Guidelines.
 - 1. Programs of cultural and educational enrichment
 - 2. Recreational and social activities
 - 3. Tutorial programs
 - 4. Intramural Athletic programs
 - 5. Student publications and other media
 - 6. Funding of recognized clubs and organizations
 - 7. Insurance needed to conduct programs
 - 8. Administration of 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 students 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 for the 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
 - 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

DISBURSEMENT OF FUNDS

- A. Each expenditure shall have been approved by the SGO Advisor or designee and either the SGO President or Vice-President and/or Director of Budgets of the SGO. Final

determination for approval of expenditure shall rest with the chief administrative officer or his designee. The club/organization advisor and designated Club officer must sign and approve expenditures BEFORE they are submitted for approval by the Director of Budgets.

PREPARATION OF THE BUDGET

- A. Budget request forms shall be developed by the Director of Budgets of SGO.
- B. Each club or organization shall submit a budget request to the SGO or shall not be funded.
- C. An open budget hearing shall be held for clubs and organizations to verbally explain their requests.
- D. Decisions on budget requests shall be made by the Finance Committee in Executive Session. The club budgets will be determined by the Finance Committee's guidelines for the current year.
- E. The Director of Budgets shall present with support from the Finance Committee the proposed budget to the Assembly for approval. If not approved, it goes back to the Finance Committee for revisions.
- F. A roll call vote will be used to vote on the budget.
- G. The SGO President shall present the SGO Assembly approved budget to the College President for approval.

PROCESS FOR CLUB/ORGANIZATION BUDGET

- A. A club/organization must be recognized with the SGO and the College to be eligible for a budget.
- B. A club/organization must submit a detailed, itemized budget request to the SGO Vice-President, promptly upon notification by the Director of Budgets
- C. Budget requests shall be reviewed by the Vice-President who will make recommendations to the budget hearing committee.
- D. The maximum amount budgeted to any Morrisville club shall be \$1,750.00. Norwich clubs will receive a budget with a calculated percentage according to the percent of student activity fees Norwich contributes each year.
- E. New Morrisville clubs will be budgeted a maximum of \$350.00 during its first year. New Norwich clubs will receive a budget with a calculated percentage according to the percent of student activity fees Norwich contributes each year.
- F. To be eligible for SGO funds and considered active, a club must submit a typed copy of their monthly club meeting minutes by the deadlines specified by the SGO Vice President. A club must also have a clubs representative in attendance at each Assembly meeting, and have a current club officer roster on file with the SGO.
- G. A club/organization must be willing to supplement their budget with dues or fundraisers.
- H. A club will be deemed "suspended" if the club misses two consecutive or three nonconsecutive Assembly meetings in a semester or does not hand in their roster by the due date until the club becomes unsuspended (Article VI, Section III). In the event that the club is suspended twice in a semester, the club will forfeit 15% of its total annual budget for the given academic year. If the club has less than 15% of its annual budget remaining, the total shall be taken. The club/organization must reapply for active membership status by the third general Assembly meeting of the subsequent semester.

- I. Clubs or organizations are required to inform SGO of any activities, on or off campus, which they plan to participate in and/or sponsor. SGO must be made aware of the upcoming event at least two weeks prior to the event taking place.
- J. SGO will maintain a budget line for Morrisville State College approved Honor Societies. Any college approved Honor Society may request funds from this line following the same procedures as clubs/organizations requesting Non-budgeting funding. Funding may only be granted for programs/events that are open to all students.

FREEZING OF BUDGETS

Any of the following reasons are considered justification for the freezing of a department or club budget by the Director of Budgets:

1. The commitment of an amount of money greater than the amount in the line item to which it is to be charged.
2. The department advisor may request that the Vice President freeze any or all of her/his budget. The department advisor must submit this request in writing to the Director of Budgets.
3. Should the advisorship of a specific department or club become vacant, that budget will be frozen until the vacancy is filled.
4. The spending of funds contrary to the intended use of those funds as stated in the budget request at the time of allocation.
5. Gross management of funds are not limited to those aforementioned.
6. A club's budget may be frozen for failure to comply with SGO and/or State financial guidelines and/or Constitutional requirements. Budgets may also be frozen for failure to comply with Constitutional requirements or decisions of the Assembly:
 - a. Typed minutes and attendance reports are required monthly as specified by the Vice President.
 - b. Clubs/organizations can miss no more than three SGO Assembly meetings a semester
 - c. Clubs/organizations must have a current club officer roster on file with the SGO.

CHANGES TO AN APPROVED BUDGET

- A. Changes to the budget, once ratified, shall be subject to Director of Budgets and the Executive Board review in the same manner as the original budget.
- B. Funds are liable for recall or withdrawal for any of the following reasons:
 1. Allocations are subject to reduction due to the failure of the SGO to meet income projections at the time of allocations. Each club/organization or department will be notified of the amount of reduction. Reductions will be made by reducing each budget by the same percentage. The decision of where the reductions will be made within each budget shall be left to the discretion of the advisor or department head.
 2. If the SGO incurs unanticipated expenditures which cannot be met through other means.
 3. If an excess of money occurs due to the failure of the organization to carry out programs as projected in the budget at the time of allocation.

FISCAL AND ACCOUNTING PROCEDURES

- A. The bookkeeper shall deposit all receipts in a designated bank account, established solely for student activity fee.
- B. 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. Such investments shall bear the name of SGO.
- C. The bookkeeper shall establish and maintain an encumbrance approval system. Purchase requisitions, orders, and contracts shall be approved by the SGO President, Vice-President, Director of Budgets, and the Chief Administrative Officer/Designee. All fiscal forms shall bear a statement that the approval of college officials does not constitute a fiscal obligation to the State University of New York.
- D. All encumbrance documents, including checks, shall be press numbered and controlled.
- E. Disbursements shall be made by check. Check signing procedures and control shall be established which include proper evidence that goods and services are obtained prior to payment, except in those instances where an advance deposit or prepayment must be specifically approved as part of the fiscal commitment procedures covered above. Check disbursement entries shall be cross referenced to applicable vouchers.
- F. In order to be reimbursed the individual must provide a receipt, bill, invoice, etc. and follow the guidelines for "Making an Expenditure" listed below. Acceptable expenses are listed in Article VII "Use of Funds."
- G. Travel Expenditures procedures:

SGO will pay for reasonable and budgeted travel expenses in accordance with this procedure and State guidelines.

 1. Travel:
 - a. SGO Vans: Reservations for SGO Vans must be made through the College's vehicle reservation procedures. Vans will be reserved on a first come, first serve basis. If a non-SGO group has reserved a van, an SGO club/organization has the ability to override the non-SGO group at least 72 hours in advance. Fuel purchased for Morrisville vehicles will be paid or reimbursed in full.
 - b. Mileage: Use of personal vehicles for travel is reimbursed according to the current federal/IRS reimbursable rates. Mileage will be reimbursed not the cost of fuel. A purchase request must be submitted with the number of miles travelled and beginning and ending odometer reading.
 - c. Rental Vehicles: Buses may be contracted through the Student Activities Office. The bus company will bill the club/organization for payment. To rent other vehicles the original receipt is required for rental cars and vans used during travel for SGO. Rental of vehicles for travel requires an authorization and approval, prior to travel, of the SGO Advisor. Gas receipts will be accepted for reimbursement of fuel costs. When renting a vehicle for SGO travel, the collision insurance coverage must always be purchased from the rental company.
 - d. Tolls and Parking: Reimbursement will be made for reasonable budgeted parking costs, bridge and turnpike tolls if properly substantiated by receipts. SGO will not reimburse employees for parking tickets, fines for moving violations or vehicle towing charges; these will be the

responsibility of the driver. SGO will not provide reimbursement for vehicle repair or servicing costs, regardless of the cause.

2. Lodging:
 - a. Payment for lodging may be paid by check, paid for and reimbursed or a cash advance may be used. The original hotel bill is required. The bill should include the name of traveler, or travelers; name address, and telephone number of the lodging establishment; room number; number of people in the room; dates of occupancy; rate paid and method of payment.
 - b. Miscellaneous items on hotel bill such as movies and personal phone calls are not reimbursable.
 - c. The sales tax exemption should always be requested.
 - d. Lodging will be paid/reimbursed in full in US dollars with original receipts for foreign travel.
 3. Meals:
 - a. Meal expenses will be paid by maximum per diem allowance or by receipt for groups or individuals. When receipted method is chosen the receipt should included; name of the provider with either full address or area code and telephone number; date of service and number of persons served.
 - b. SGO will follow the rates of the GSA Travel and Transportation Management Policy Division's Website <http://www.gsa.gov/perdiem>.
 - c. Alcohol will not be paid for or reimbursed.
 - d. Tips included on meal receipts will be reimbursed. Tipping at the standard rate is reimbursable.
 4. An advance payment of travel will be given if the following conditions are met:
 - a. Travel advances shall be limited to the smallest amount necessary to fulfill the stated purpose.
 - b. Purchase requisitions must include point of departure destination, and estimated number of miles.
 - c. Receipts for all expenditures must be provided following the trip.
 - d. If the total of the receipts is less than the advance payment, then the balance must be redeposited in the respective account.
 5. Reimbursement will comply with current IRS guidelines and original receipts must be provided for reimbursement. Reimbursement may be denied if receipts are submitted after the fiscal year has ended (June 30).
 6. Clubs/organizations must sign and submit their travel expense report to SGO. Reimbursement may be denied if the report is not submitted.
- H. All receipts submitted for payment or reimbursement should be the original receipt.
- I. The bookkeeper shall keep record of projected and actual student activity fee revenue.
- J. 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 shall be treated as miscellaneous receipts of SGO.
- K. All projects supported fully, or in part, by activity fee monies, must verify the collection of receipts and expenditures. Revenue control shall be established to insure accountability of receipt.
- L. An annual audit shall be performed by an independent accounting firm. The audit and tax filing shall be reviewed and overseen by the SGO Executive Board. The SGO President

will sign the tax forms. The auditor's report shall be made available to the campus and the student body. These audits do not preclude periodic audits by the State Comptroller's Office as it deems necessary. SGO uses the same auditing firm as the Morrisville Auxiliary Corporation (MAC).

PROCEDURE FOR MAKING AN EXPENDITURE

- A. The following shall be followed for all expenditures:
1. The department or club shall submit a purchase request with an invoice, bill, receipt, quote, etc. to the Director of Budgets. The purchase request should be submitted at least one week prior to the scheduled event unless requesting a reimbursement.
 2. The Director of Budgets and/or SGO bookkeeper shall make out the purchase order and encumber the funds on the computer.
 3. The purchase order shall be signed by the SGO President/Vice-President, the Director of Budgets, the SGO Advisor or designee. The Director of Budgets shall type any requests which result in a change to the approved budget and present these requests to the Assembly for action each week. The SGO President and the SGO Advisor or Designee shall have the authority to encumber funds during the week, without Assembly approval, should circumstances warrant it. These expenditures will be presented during the following week's meeting.
 4. If the Assembly does not approve a change to the budget, the bookkeeper shall disencumber the funds.
 5. When the bill and merchandise arrive, the bill shall be stapled to the original purchase request and purchase order, and a copy of the purchase order shall be given to the Director of Budgets.
 6. The bookkeeper shall then enter the expenditure into the cash disbursements journal and make out a check; the check shall then be signed and made available for payment.
 7. Reimbursements shall be allowed for expenditures that have Director of Budgets approval or, if needed, Assembly approval.
 8. All purchases over the amount of \$2000.00 must receive three bids upon discretion of the SGO Advisor.
 9. Sales Tax Exempt Certificates are available from the Student Activities Office and must be used whenever possible. Reimbursement for sales tax will be determined on a case by case basis by the SGO Executive Board.

REQUESTS FOR NON-BUDGET FUNDING (excluding Club Agency Account)

- A. Any group requesting non-budget funding from SGO must submit the request in writing to the SGO Vice-President at least 30 days before the event. Such requests must include the following:
1. Date, time, and purpose of event.
 2. Amount requested and justification for the request.
 3. Signatures of the Chair of the Group and its Advisor.

4. A formal presentation before the Assembly at least 2 weeks prior to the event.
- B. Requests can be terminated by any two officers.
- C. Any group already in debt to the SGO will not be eligible for funding until the debt is repaid.
- D. The Vice-President shall forward the approved application to the Director of Budgets, who will then make a recommendation to the Assembly, which will make the final decision.
- E. If SGO funds are borrowed for an event, such monies shall be repaid within one week of the event, or that group shall be considered in debt to SGO as in subsection C.
- F. Any club requesting additional funds from line item 6409 (Club Organization/Conference/Competition) must show proof of prior fundraising for the proposed event to an amount no less than 50% of the request. Fundraising events must be on file through the Student Activities Office and money raised must show as deposits into the clubs' SGO Account. In addition, funds used for conferences and competitions from line item 6409, must financially benefit only staff and/or registered students of Morrisville State College.
- G. Clubs and Organizations may not request non-budgeted funding to reimburse them for an event that happened in a previous fiscal year.
- H. Any club/organization who received more than \$500.00 of non-budgeting funding from SGO must present to the Assembly within four (4) meetings following their trip/event. The presentation will be about the event/trip that was funded. If a club/organization does not present within four (4) meetings the club/organization will be suspended until a presentation is made to the Assembly.
- I. Any club/organization that proposes for more than \$500.00 of non-budgeted funding from SGO will be voted on at the following meeting after the presentation of the proposal.
- J. If a club has attained at least 95% of its current year's maximum budget then the club is eligible for additional bonuses of 10% (currently \$175.00) of the standard maximum budget per event held on campus as long as the event is open to all students and is free of charge. This bonus can be utilized an unlimited number of times from the Unrestricted line as long as Unrestricted has funds available. A minimum of 75% of the bonus (currently \$131.25) must be used on the event; if less than 75% is used the difference will be returned to unrestricted.

PAYMENT TO SGO FUNDED ACTIVITIES

- A. NO CHECKS will be accepted.
- B. Refunds are allowed only if the activity has been cancelled.

ARTICLE IX

Club Requirements

All clubs shall adhere to the following requirements

Section 1

Participation

1. All clubs in part of SGO are mandated to participate in the annual Club Fair. If a club does not attend the Club Fair they will receive a \$73.00 deduction to their budget in the next year.
2. All clubs in part of SGO are mandated to attend SGO T.I.P.S. If a club does not attend the SGO T.I.P.S. they will receive a \$15.00 deduction for each SGO T.I.P.S. missed to their budget in the next year.
3. If the club budget maximum is raised the Club Fair and SGO T.I.P.S. deductions will be raised proportionately.
4. All clubs are required to complete one mandatory community service event per semester or donate \$100.00 per semester. If the community service requirement is not completed within the semester, the club cannot propose for funding from Clubs and Competition or Unrestricted for the following semester until the club completes the missed event. The completed Community Service event will only count as the previously missed event and a new event must be completed to count as the event for the current semester. A money donation cannot be used to complete the missed community service event.
5. All Norwich clubs must complete the same requirements of Morrisville clubs with the exception of club meetings which can be held at the Norwich campus and that they participate in one event on the Morrisville campus per semester.
6. If clubs are inactive over a period of 4 years they will be deemed “dismissed” and will be voted out by the General Assembly. In order for set club to be reinstated in the Assembly again, they will have to submit a new constitution, club roster, and follow the procedures of a new club.

Changed 3/27/97; 4/9/97; 5/29/97; 6/23/97; 11/14/01; 7/26/02, 5/23/07, 5/11/09, 5/3/10, 5/3/11