

Constitution
of the
SUNY Morrisville
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 SUNY Morrisville, 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 "SUNY Morrisville" 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, handicap or gender.
- B. Any SUNY Morrisville 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.
- E. Each established club or organization shall submit a Club Renewal Packet to the SGO Vice President by the fourth Assembly meeting of each semester:

1. Executive Board Roster
2. Advisor Roster (if Advisor has changed)

Executive board members of clubs and organizations must be in good disciplinary standing and have a cumulative G.P.A. of 2.0 or higher.

- F. Standard formats of all required forms shall be available in the SGO office.
- G. Each established club or organization shall submit an updated constitution which has been approved by the SGO Executive Board at least once every five years, no later than the time the budget request is due. If the updated and approved constitution is not received within ten (10) business days from the due date the club will become frozen until the updated and approved constitution is received. In the event that the revised constitution is not approved by Senior Administration, the club has two weeks from the day they are notified to make the necessary corrections and have them approved by SGO. This process will continue until Senior Administration approves the club's constitution. The Constitution must include the following:
 - a. An open membership to all students of SUNY Morrisville 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 SUNY Morrisville 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 SUNY Morrisville, and to allocate funds from Activities Fees to those organizations, and coordinate their activities, within the policies of the State University and SUNY Morrisville.

2. The right to initiate, undertake or support projects or activities 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 $\frac{3}{4}$ vote of the Assembly quorum.
6. The right to override a decision of the Executive Board or any Committees by a majority vote of its members.
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 the 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 $\frac{4}{5}$ roll call vote of the total membership of the Assembly.
9. The right to set the Student Activity Fee.
 - a. The Student Activity Fee may be set minimally 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 set 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 student at SUNY Morrisville.
2. Students holding an elected or appointed Executive Board (officer) position in SGO must have a minimum 2.35 Grade Point Average to be elected or appointed to office and maintain a 2.2 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 Executive Board 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:

Executive Board

1. CAB Chairperson
2. Secretary
3. Public Relations

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 SUNY Morrisville, 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, the students 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 removed, terminated, unable to perform their duties 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 and the advisory of the Executive Board. The Executive Board must meet to discuss and provide a vote of advisory. In the case of the SGO Presidential position being vacated, the Vice President, in consultation with the SGO Advisor, and in consistency with the process above, 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. Removal/Termination
Removal 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 the consultation has occurred. The Executive Board may choose to meet to discuss the removal/termination.
- 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 described in Article 8, Section 2.

Section VI

Powers and Duties of the 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.
 - i. 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.
12. Ensure that SGO is represented at all orientation sessions.
13. Initiate and follow through with programs, issues and concerns, which will benefit the student body of SUNY Morrisville.
14. Advise and assist the members of the Executive Board of SGO in the performance of their jobs.
15. Demonstrate a basic knowledge of the SGO Constitution and its budget process.
16. Create new committees, as deemed necessary by the Assembly.
17. 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.
 - c. COLLEGE SENATE- by virtue of the position in SGO, the SGO President is a non-voting member of the board.
18. Work with and assist in the training of incoming SGO President and other additional officer(s).

B. 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.
 - d. Mandate, that each club hold at least one meeting a month, from which the minutes must be turned in.
 - e. Insure that all club and organization officers are in compliance with their G.P.A. requirement.
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 and Director of Budgets of frozen and suspended clubs.
 9. Determine the quorum and the status of all members on a weekly basis.
 10. Chair the SGO Constitution Revision Committee

C. 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 for SGO and Purchase Orders authorizing checks to be drawn on SGO accounts.
3. Present the Transfers and Spending Approval Forms 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 \$500 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. Help promote campus-wide student awareness of CAB-sponsored events.

8. Address technical, transportation, lodging, and hospitality needs as indicated in artist(s) contracts and riders, and coordinate campus resources needed for events.
 9. Work with and assist in the training of the incoming CAB chairperson and Public Relations Director.
 10. Responsible for coordinating security/coverage for campus guests.
 11. Appoint CAB members and hold weekly CAB meetings.
 12. CAB will not schedule any event that will conflict with the interests of any other CAB event.
- E. Public Relations Director
1. Make print shop requests.
 2. Design, copy, approve 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.
- 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. Record and maintain an historical file of the Student Government.
 7. Work with and assist in the training of the incoming Secretary.
 8. Manage the SGO email account daily.

Section VII

Conflict of Interest

Every SGO Executive Board member, Assembly member, Club/Organization Officers and SGO 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 almost as important to avoid the appearance of conflict, as it is to avoid the conflict itself. Any possible 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 SGO 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 elected 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 law, Student Code of Conduct and the SGO Constitution, including SGO Executive Board members, Assembly members, Club/Organization Officers and SGO employees. Advisors must abide by the law, College regulations and SGO Constitution. SGO requires Executive Board members, Assembly members, Club/Organization Officers, Advisors and SGO 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.

It is the responsibility of the Executive Board members, Assembly members, Club/Organization Officers and Advisors and SGO 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, SGO 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; including but not limited to College judicial sanctions or employee discipline. This Policy is intended to encourage and enable students, faculty and staff to raise serious concerns within SGO prior to seeking resolution outside SGO.

Individuals may report violations or suspected violations in person to Campus authorities including but not limited to the Executive Board, the SGO Advisor, the Dean of Students or University Police. Violations or suspected violations may be reported in writing anonymously through the “Comments/Concerns” box in the SGO Office. The Dean of Students or designee is responsible for investigating, resolving or referring all reports of serious violations or alleged violations complaints and may advise the SGO President, while appropriately protecting the integrity of investigations and confidentiality of parties involved.

Anyone reporting serious violations must be acting in good faith and have reasonable grounds for believing the information disclosed is true and accurate. Reports of serious violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct a reasonable investigation. Allegations that cannot be substantiated through reasonable investigation may not be actionable. The preponderance of the evidence standard will be used to weigh available fact to determine if a violation is more likely than not to have occurred and if know individuals are more likely than not to have committed a violation. When the standard is

met, individuals may be held accountable through appropriate systems (i.e. legal, employment policies, Student Code of Conduct).

Section IX

Advisors

- A. To be recognized by SGO, all clubs and organizations must have a SUNY Morrisville, Morrisville Auxiliary Corporation, Research Foundation or Morrisville College Foundation 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 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. Club Advisors shall be approved by the club according to their own constitutions. The responsibilities of the Club Advisors are as follows. The Club Advisor shall:
 - 1. Ensure the club follows their constitution, the SGO Constitution, State and College policies.
 - 2. Ensure each club is run by the students and shall not fulfill any of the club's Executive Board's duties.
 - 3. Attend all meetings and events held by the club, or ensure that the meeting or event is cancelled if they cannot attend and the club does not find a replacement advisor.
 - 4. Oversee all financial transactions and approve them if they meet all the requirements.
 - 5. Attend the annual club budget hearing.
 - 6. Attend the mandatory Advisor meeting.
 - 7. Be familiar with the club history.
 - 8. Provide continuity from year to year.
- E. 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.
- F. Organization advisors must have their organization job duties included in their job description or performance program. SUNY Morrisville, Morrisville Auxiliary Corporation, Research Foundation or Morrisville College Foundation will compensate the organization advisor for those duties.
- G. Organization are chosen by the College with student input. The responsibilities of the Organization Advisors are as follows. The Organization Advisor shall:

1. Ensure the organization follows their governing documents, the SGO Constitution, State and College policies.
 2. Attend all meetings and events held by the organization, or ensure that the meeting or event is cancelled if they cannot attend and the organization does not find a replacement advisor.
 3. Oversee all financial transactions and approve them if they meet all the requirements.
 4. Attend the annual organization budget hearing.
 5. Attend the mandatory Advisor meeting.
 6. Be familiar with the organization history.
 7. Provide continuity from year to year.
- H. Club Advisors are volunteers and need not have the duties included in their job description.
- I. Club/organization advisors must attend a mandatory advisor's meeting each year in order to continue to be an advisor to a club or organization. Advisors who choose to not attend one of the meetings will be removed as an advisor to the club/organization. The SGO Executive Board will notify the club's executive board if an advisor is removed.

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

Committees

Section I

SGO Committees

SGO has the following standing committees:

9. Finance
10. EAP (Election Advocacy Panel)
3. Constitution Revision

Committee Representatives

- A. Finance
See duties and powers as outlined in Article IX, Section I: Duties and powers of the Finance Committee.
- B. EAP
See duties and powers as outlined Article VII, Section I: Duties and powers of the Election Advocacy Panel.
- C. SGO Constitution Revision Committee
Students on the committee are responsible for investigating and developing responses to constitutional issues brought up by the SGO Assembly or Executive Board. Report to the SGO Assembly the results of the committee finding and conclusions and develop revision to the Constitution and present to the Executive Board based on recommendation from the SGO Assembly.

Section II

College Committees

SGO will participate in the following College Committees:

1. College Council
2. Alumni Representative
3. Morrisville Auxiliary Corporation (MAC) Board
4. College Senate
5. Morrisville College Foundation Board of Directors
6. Personal Safety
7. Other committees as designated by the College

Committee Representatives

- A. College Council Representative:
 1. Serve as representative to the SUNY Morrisville 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 concern to the student body of SUNY Morrisville.
 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 SUNY Morrisville.
3. Reports to the Morrisville Auxiliary Corporation Board any business of the SGO.

D. College Senate:

The Assembly shall be responsible for the selection of students to the six committees of the College Senate and one non-voting member of College Senate (the SGO President). One student will sit on each of the following:

1. Academic Issues Committee
2. Awards
3. Curriculum
4. Education Technology
5. Norwich Liaison Committee: two students (one student from Norwich, and one from Main Campus *{if possible}*)
6. Student Affairs

Seven students involved in SGO shall be elected to be a student representative for each of these committees at the beginning of each semester. The floor will be open for nomination, the nominated individual will state if they accept or decline. A standard majority vote by card will be conducted to determine the elected members. Elected students must attend each committee session and will give a report following their committee meeting to the SGO Assembly.

E. Morrisville College Foundation Board of Directors:

1. The SGO President is a non-voting member of the Board.
2. Attend all Morrisville College Foundation Board of Directors meetings and functions.
3. Report to the SGO Executive Board and Assembly business of concern to the student body of SUNY Morrisville.
4. Report to the Morrisville College Foundation Board of Directors any business of the SGO.

F. Personal Safety:

1. The SGO President is a member of the committee.
2. The Committee will review and suggest changes to the campus to improve safety for students, faculty and staff.
3. Attend all Personal Safety Committee meetings and functions.
4. Report to the SGO Executive Board and Assembly business of concern to the student body of SUNY Morrisville.
5. Report to the Personal Safety Committee any business of the SGO.

ARTICLE V

Section I

Executive Board Stipends

- 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 stipends 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 duties 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. Full-time students pay the entire approved fee. Part-time students pay a pro-rated fee based on credit hour.
- B. Students may complete the Mandatory Fee Reduction Request to request a waiver of the Student Activity Fee by the end of the first week of classes.
- C. 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 identifies 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 VI

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 VII

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 run according to the latest edition of Roberts Rules of Order. All rules utilized by the Assembly must be consistent with these bylaws and any special rules the Assembly may adopt.

Committee reports have each been designated a seven (7) minute time limit. Guest speakers have been designated a seven (7) minute time limit each. Officer reports 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 membership.

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

Section III

Attendance

Clubs, Organizations who choose to have representation at the SGO Assembly Meetings and Members At Large that have missed two consecutive or three non-consecutive meetings in one semester will be deemed suspended. Therefore, no paperwork (Club Roster) shall be accepted from the club.

If a club or organization who chooses to have representation at the SGO Assembly Meetings is suspended for the semester, the club may request to the Executive Board to become unsuspended after all required paperwork is accepted.

If a club or organization who chooses to have representation at the SGO Assembly Meetings 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 Member At Large is suspended for the semester, the Member At Large may request to the Executive Board to become unsuspended after all required paperwork is accepted.

If a MAL 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 MAL will become and remain suspended.

If a club, organization who chooses to have representation at the SGO Assembly Meetings or MAL is suspended a second time for the semester the club or MAL can request and have a private meeting with the SGO Executive Board. If the Executive Board approves the unsuspension 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 the Executive Board approves a MAL to become unsuspended, the MAL must present to the Assembly for an approval vote.

If a club or organization who chooses to have representation at the SGO Assembly Meetings 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 unsuspended a second time, the MAL is not allowed to miss any SGO Assembly meetings. If a meeting is missed, the Member At Large will become and remain suspended for the remainder of the current semester.

ARTICLE VIII

Section I

Duties and Powers of the Election Advocacy Panel (EAP)

- A. To serve as a standing committee of the SGO
- B. To consist of four 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.

Section II

Candidate for Office

- A. Requirements:
1. Candidate for elected or appointed office must be a student at SUNY Morrisville, have a minimum 2.35 G.P.A., and be in good disciplinary standing.
 2. A candidate can only run for one specific office within SGO. At no time may a candidate run for two 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 fifty (50) students along with the last three digits of each student's M number to prove they are registered at SUNY Morrisville.
 2. All prospective candidates for appointed office must submit to the EAP an official petition with the signatures of fifty (50) students along with the last three digits of each student's M number to prove they are registered at SUNY Morrisville.

Section III

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 campaign material must be approved by the Director of Public Relations.
- H. All candidates for elective or appointed office must contact the Student Activities Office for permission to use the Morrisville logos.
- I. All candidates for elective or appointed office, including write-in candidates, must meet requirements for that office.

- J. 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.
- K. Notification of the results to the candidates through the medium of campus channel is prohibited.
- L. 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 violations 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.

Section IV

Addendum

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

ARTICLE IX

Section I

Duties and Powers of the 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.

Section II

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 for corrections.
- 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 budgets 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". The budget account will roll over each year.
- F. SGO will maintain a Club/Organization Agency Account which clubs/organizations can utilize the 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 and is consistent with SUNY Student Activity Fee policies.
- 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 of \$65,000.00 is designated by the SGO Assembly. The Reserve may only be accessed by at least a 3/4 roll call vote of the Assembly.
- I. Standard internal control procedures will be employed as needed.
- J. 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.
- K. The Finance Committee or SGO Executive Board shall have the authority to interpret these financial guidelines.
- L. SGO governing documents, conflict of interest policy and financial statements will be made available for review upon written request to the Student Activities Office.
- M. Clubs and Organizations will not obtain or maintain credit cards.
- N. SGO will not purchase or pay for cell phones or cell phone usage for clubs or organizations members, officers or advisors.
- O. Prizes and giveaways given away for SGO clubs and organizations worth \$25.00 or more must be signed for from the recipient prior to the presentation of the prize or giveaway.
- P. All money and gift cards must be signed for from the recipient prior to the presentation of the money or gift card.

Section III

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

Section IV

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.

Section V

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 Director of Budgets, promptly upon notification.
- C. Budget requests shall be reviewed by the Director of Budgets who will make recommendations to the Finance Committee.
- D. The maximum amount budgeted to any Morrisville club shall be \$2,000.00. 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. 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 SUNY Morrisville 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.

Section VI

Freezing and Suspending of Clubs and Organizations

Any of the following reasons are considered justification for the freezing of an organization or club budget by the Director of Budgets. If a club or organization becomes frozen they cannot access their budget.

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 advisor may request that the Vice President freeze any or all of her/his budget. The advisor must submit this request in writing to the Director of Budgets.
3. The spending of funds contrary to the intended use of those funds as stated in the budget request at the time of allocation.
4. Gross mismanagement of funds are not limited to those aforementioned.
5. 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.

The SGO Executive Board will un-freeze a club or organization once the above has been rectified.

Any of the following reasons are considered justification for the suspension of an organization or club. If a club or organization becomes suspended they cannot access their budget or income lines, hold events, fundraisers or meetings. Until a club or organization becomes unsuspended they are not recognized as an active club or organization.

1. Should the advisorship of a specific organization or club become vacant, the club or organization will be suspended until the vacancy is filled.
2. A club or organization may be suspended for failure to comply with SGO and/or State financial guidelines and/or Constitutional requirements. Clubs or organizations may also be suspended for failure to comply with Constitutional requirements or decisions of the Assembly:
 - a. Clubs/organizations can miss no more than two consecutive or three non-consecutive SGO Assembly meetings a semester.
 - b. Clubs must have a current club officer roster on file with the SGO by the due date.
3. Gross mismanagement of funds are not limited to those aforementioned.
4. All club and organization executive board members must complete onboard training for bystander intervention by the fourth SGO Assembly meeting. If all executive board members have not completed onboard training for bystander intervention the club or organization will be suspended.
5. Clubs and organizations must submit all documentation for checks within four weeks of the check date unless there is extenuating circumstances. Documentation could include but is not limited to receipts, contracts, invoices, W-9s, signatures, event registration forms, donation letters, returned funds, etc. Extenuating circumstances will be determined on a case by case basis and granted by the SGO Executive Board. During breaks, extenuating circumstances will be granted by the SGO Advisor and the Dean of Students.

The SGO Executive Board will unsuspend a club or organization once the above has been rectified.

Section VII

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.

Section VIII

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. Examples of investments of this nature are U.S. government securities, money markets, savings accounts and certificates of deposit. Such investments shall bear the name of SGO and should not be co-mingled or combined with investments of other campus organizations.
- 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: detail of purpose, attendees and agendas or other related documentation for meals, meetings and conference expenses; and an original 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. If there are discrepancies with these procedures or the procedures are unclear the State guidelines will override these procedures.

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 SGO travel is reimbursed according to the current federal/IRS reimbursable rates consistent with approved mileage estimate. Mileage will be reimbursed not the cost of fuel. A purchase request must be submitted with the mileage form with the number of miles travelled and beginning and ending odometer reading and starting and ending location.
 - 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 personal vehicle repair or servicing costs, regardless of the cause.
 - e. SUNY Morrisville Travel Agency: In order to use the Travel Agency the club/organization must have acquired a purchase order prior to booking any travel, lodging, etc.
2. Lodging:
 - a. Payment for lodging may be paid by SGO check made out to the hotel, paid for personally and reimbursed by SGO or a cash advance to the Advisor 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.
 - i. When per diem method is chosen each recipient receiving a per diem allowance must sign a per diem acknowledgement form. The per diem must be dispersed at the time of departure.
 - ii. When receipted method is chosen the receipt should include; 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 up to 20 % will be reimbursed.
 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. Details of purpose, attendees and agendas or other related documentation for meals, meetings and conference expenses are required.
 - c. Purchase requisitions must include point of departure destination, and estimated number of miles.
 - d. Itemized original receipts for all expenditures must be provided following the trip.
 - e. 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 itemized receipt.
 - I. Credit card statements are not considered receipts.
 - J. The bookkeeper shall keep record of projected and actual student activity fee revenue.
 - K. 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.
 - L. 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.
 - M. 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 or SUNY as it deems necessary. SGO uses the same auditing firm as the Morrisville Auxiliary Corporation (MAC).

Section IX

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 club/organization advisor and designated club officer must sign and approve the purchase request before the purchase request is submitted to the Director of Budgets. The purchase request should be submitted at least two week prior to the scheduled event unless requesting a reimbursement.
 2. All purchase orders must be signed by the Director of Budgets, President or Vice President and SGO Advisor or designee. During breaks, purchase orders will be authorized by the SGO Advisor and the Dean of Students.
 3. All authorized signers for expenditures must verify that when they sign they authorize to be the best of their ability all expenditures are legitimate and necessary and appropriate documentation is included.
 4. The Director of Budgets and/or SGO Advisor during breaks shall make out the purchase order.
 5. 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.
 6. If the Assembly does not approve a change to the budget, the bookkeeper shall disencumber the funds.
 7. When the bill and merchandise arrive, the bill shall be attached to the original purchase request and purchase order, and the purchase order shall be given to the Director of Budgets.
 8. 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.
 9. Reimbursements shall be allowed for expenditures that have Director of Budgets approval or, if needed, Assembly approval.
 10. All purchases over the amount of \$2000.00 must receive three bids upon discretion of the SGO Advisor. Approval of the bids shall be given by the SGO Advisor.
 11. Sales Tax Exempt Certificates are available from the Student Activities Office and must be used whenever possible. Reimbursement for sales tax is generally not accepted however will be determined on a case by case basis by the SGO Executive Board.

12. All goods must be received by Central Receiving at SUNY Morrisville.
13. All postage must be processed through the Campus or MAC mailrooms.
14. Line of Credit (Staples):
 - a. Purchase request is to be filled out by the club/organization, attaching the “purchase order” from staples, or a similar quote of items.
 - b. Director of Budgets will encumber the funds and produce the Purchase Order.
 - c. The Purchase Order needs to be approved by SGO.
 - d. The Purchase Order and supporting documents are then given to the Keyboard Specialist in the Student Activities Office, who will process the order via online. The username and password are required for such orders and the use of these are restricted to the Keyboard Specialist.
 - e. A printed confirmation page will be attached to the Purchase Order.
 - f. Once the order is received, the packing list needs to be attached to the Purchase Order.
 - g. The vendor will send an invoice – this will be attached to the Purchase Order and then sent to the accountant for payment.

Section X

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. 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 benefit only faculty/staff and/or registered students of Morrisville State College.
- F. Clubs and Organizations may not request non-budgeted funding to reimburse them for an event that happened in a previous fiscal year.

- G. Any club/organization who received more than \$500.00 of non-budgeting funding from SGO must present to the Assembly within three (3) meetings following their trip/event. The presentation will be about the event/trip that was funded. If a club/organization does not present within three (3) meetings the club/organization will be suspended until a presentation is made to the Assembly.
- H. Any club/organization that proposes for more than \$500.00 of non-budgeted funding from SGO will be approved through use of a counted vote on at the following meeting after the presentation of the proposal.
- I. Any club/organization who received more than \$500.00 of non-budgeting funding from SGO for a trip must hold an event open to all students regarding information gathered within four SGO Assembly meetings of the trip's end. The event must require that at least two members (who directly benefitted from the funds granted) from the club/organization, be present at the event. The event registration form, flyer and advertising for the event must be completed at least two (2) weeks prior to the event. A description of the event must also be included in the presentation to the Assembly. The event may include but is not limited to; an educational PowerPoint/demonstration pertaining to the use of the funds, a hands-on display/presentation of new or collected objects from the trip or a workshop pertaining to material taught on the trip. The event shall be open to the entire campus. A club/organization hosting this event must abide by all SGO guidelines. The event previously stated may not be held during an SGO Assembly meeting. The club/organization must still present back to the Assembly following their use of funds as stated in the SGO constitution. Failure to comply with these guidelines, the club/organization will become frozen until the event/ demonstration has taken place.
- J. Any Club/Organizations may ask for unbudgeted funds from unrestricted or clubs and competition for conferences, community service trips, or on campus events. Trade Shows, Expositions and Conventions count as conference as mentioned in points K and L of this article unless otherwise determined by the Assembly.
- K. Any other trips, not including conferences and community service trips, Clubs/Organizations may request up to 30% of their total cost for a trip (or no more than \$5,000) from unrestricted. An equivalent of 35% of all funds required for the total trip costs shall be shown to be in the current income/budget line. Funds granted from unrestricted and clubs and competition may not be used towards the 35%. If the club/organization has not collected a representative 35% of their total trip costs, prior to presenting the request to the Assembly, they will not be granted said requested funds. If an advanced payment is paid towards the trip from the income/budget lines, prior to the request, that payment may be used towards the 35% if proof of payment can be made.
- L. 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 \$200.00) 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 \$150.00) must be used on the event; if less than 75% is used the difference will be returned to unrestricted.
- M. A club/organization can use their income money however the unbudgeted funds are locked until the income money is replaced.

Section XI

Payment to SGO Funded Activities

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

ARTICLE X

Club Participation Requirements

1. All clubs recognized by SGO are mandated to participate in the annual Club Fair. To receive credit for attendance at the Club Fair, a representative for the club must be present for the entire duration of the Club Fair and the club's table must be set-up prior to the start time of the Club Fair. A representative for the club must sign in on an attendance sheet upon arrival at the Club Fair. The attendance sheet will be posted on the SGO table. If a club is not present for the entire duration of the Club Fair, that club will be subjected to a 4.5% deduction to their budget in the next year. The percentage will be determined using the maximum budget allowed. The 4.5% deduction will be assessed during the club's budget hearing held in the spring semester for the following academic year. At the club's budget hearing, attendance for the Club Fair will be verified by the sign in sheet from the Club Fair.
2. All clubs executive board members are mandated to attend their respective SGO T.I.P.S. If a club does not attend the SGO T.I.P.S. they will receive a 1% deduction for each SGO T.I.P.S. missed to their budget in the next year. The percentage will be determined using the maximum budget allowed.
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 from the club's income lines. 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 club and organization executive board members must complete onboard training for bystander intervention by the fourth SGO Assembly meeting. If all executive board members have not completed onboard training for bystander intervention the club or organization will be suspended.
6. 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.

7. 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, 5/2/12, 10/1/12, 5/9/13, 12/2/13, 4/24/14, 4/23/15, 5/4/16, 12/7/16, 4/25/17