

State University of New York at New Paltz

New Paltz Student Association Bylaws

Article I: Student Organizations

Section 1

- A. Organizations shall be recognized by submitting a club charter at the outset of each semester to the Council of Organizations Chair. The Council of Organizations Chair shall be responsible for maintaining an archive of recognized organizations. New organizations may submit charters at any time.
- B. Organizations wishing to be considered for a line item budget must have had their charter forms approved prior to the semester during which their budget is considered unless an appeal is granted by the Student Senate.
- C. The Student Senate may override, by 2/3 majority vote, the statute stipulated in Section 1, Subsection B.
 - i. Organizations will only be granted an appeal if line item funding is integral to its operation and existence.
 - ii. If line item consideration is granted by the Student Senate, the organization's line item request will be deferred to the Budget and Finance Committee for further review. Such organizations will still be subject to the budgetary process as outlined in the SUNY New Paltz Student Association Bylaws and Constitution.

Article II: Houses of Council of Organizations

Section 1

The following Houses of the Council of Organizations are:

1. Social and Cultural Services
2. Fine and Performing Arts
3. Athletics, Intramurals, Recreation
4. Advocacy
5. Academic Services
6. Media

Section 2

The duties and responsibilities of said houses shall include, but not be limited to, organizing and coordinating all Student Association programs and events that relate to their particular constituencies.

Article III: Committees of the Student Association

Section 1: Constitution and Rules Committee

A. See Constitution Article X Section 1

Section 2: Budget and Finance Committee

A. See Constitution Article X Section 2

Section 3: SA Productions

The duties and responsibilities of Student Association Productions shall include the following:

- A. To act as a programming arm of the Student Association.
- B. Have at least one big event during each year.
- C. Use the rest of the budget to hold smaller programs or in the larger program, by majority vote of the committee.
- D. The committee will be made up of 10 Council of Organization members.
- E. Nominations shall be made in Council of Organizations and must be confirmed in Senate.
- F. Members are expected to:
 - i) Plan, organize and staff events held by Student Association Productions.
 - ii) Chair or act as a member of the subcommittees of Student Association Productions.
 - iii) The specific subcommittees are created by the committee in accordance with their current needs, potentially including:
 - a) Financial
 - b) Marketing
 - c) Hospitality

Section 4: Research Board

The duties, responsibilities and composition of the Student Association Research Board shall include the following:

- A. The board will be comprised of four voting members and two ex-officio (non-voting) members.
 - i) Voting members shall include the Vice President for Academic Affairs & Governance, who shall serve as chair; one undergraduate student, one graduate student and one alternate student nominated by the Vice President for Academic Affairs & Governance and confirmed by the Senate as long as they continue to be a member of the Student Association.

- a. The alternate will attend all meetings as a non-voting member unless an alternate is needed.
- ii) Non- voting members shall include:
 - a. Director of Undergraduate Research, Scholarship Creative Activities (RSCA) or another willing professor from RSCA.
 - b. Any other faculty or administrator with experience in research nominated by the Vice President of Academic Affairs and Governance and confirmed by the Senate every two years.
- B. The board shall review all applications requesting funding from the Student Association Research & Creative Project Grant.

Section 5: Attendance

- A. Attendance at all joint committees is mandatory for members unless otherwise stated by, or prior arrangements are made with, the committee chair.
- B. Failure by any member to attend any three (3) meetings per semester will result in removal of that member from their respective committee.
- C. All members of the Budget and Finance Committee are required to attend the annual "BFC Budget Preparation Weekend." Failing to attend for reasons other than emergency will result in removal from this committee.
- D. All vacancies created y this section will be filled in accordance with the procedures outlined in Article 5, Section 3, Subsection C.

Article IV: The Senate

Section 1: Reports

Reports to the Student Senate shall be handled in the following manner:

- A. Purpose
 - i) Reports to the Senate are for the express purpose of informing said body of the progress made in either complementary or subsidiary bodies.
 - ii) Statements made in these reports should pertain to past, current, proposed business and duties of the Senate; or

iii) Activities the Senate deems appropriate, which would be expressed by a 2/3 vote in the affirmative of any issue not pertaining to past, current, future Senate business and duties as outlined in Section 1 subsection A statement ii.

B. Reporting Bodies

- i) The Executive Board: Members of this body as recognized by the Student Association By-Laws.
 - a) The entire group shall be allotted thirty (30) minutes, consisting of ten (10) minutes allocated to the President, and five (5) minutes per person thereafter unless otherwise yielded.
 - b) Executive Board members are granted the floor during their allotted time, but are required two-thirds (2/3) consent to speak at all other points in the meeting.
- ii) The Council of Organizations: The Chair of this body as outlined in Article VI of the Student Association By-Laws.
 - a) This body shall be granted five (5) minutes for their representative to inform the body of information as outlined under Section 1 subsection A under the current Article.
- iii) The Senate Chair: Chair of the Senate as outlined in Article VI Section 5 of Student Association Constitution.
 - a) The Chair will be granted five (5) minutes to report on any issues as outlined in Section 1 subsection A of the current Article.
- iv) The Senate: Duly elected Representatives as outlined in Article VI of the Student Association Constitution.
 - a) Each Senator will be initially granted three (3) minutes to report on any senate-related work as outlined in Section 1 subsection A of the current Article.
 - b) Additional time may be granted as necessary with a vote constituting a simple majority.

- v) Advisory Members: Those members selected to serve in an advisory capacity to the Student Association.
 - a) These members shall be granted five (5) minutes per person, and shall report in accordance with Section 1 subsection A of the current Article.
 - b) Additional time may be granted by a two-thirds (2/3) vote in the affirmative supporting additional time.
- vi) Other Bodies: any bodies the Senate chooses to hear, by expression of an oral simple majority vote.
 - a) These groups will be initially granted five (5) minutes to speak on issues as outlined in Section 1 subsection A of the current Article.
 - b) Additional time may be granted by a two-thirds (2/3) vote in the affirmative of granting additional time.

C. Questions

- i) Ten minutes will be allotted after all reports are completed for questions on any information provided in reports.
- ii) Questions may be asked by all members of the Senate of anyone reporting at the current or past meetings.
- iii) This section of the agenda may be omitted by a simple majority vote in the affirmative of doing so.

D. Placement on Agenda

- i) Time for reports is initially placed at the opening of the meeting, barring any previously stipulated arrangements as per previous meetings.
- ii) The time allotted for reports may be distributed on the agenda as the Senate deems most facilitative to efficacy and expediency.
- iii) Adjustments to the agenda will be made in accordance with Roberts Rules of Order, Revised.

Section 2: Legislation

Operations: accessory statements about the operations of Senate shall be placed here:

- A. Agenda: Legislation in 'submitted' status will be considered in order of the number of co-sponsors, with

that legislation having the most co-sponsors being considered first.

- B. Legislation may be marked 'time sensitive.' In such a case, its 'time sensitive' status shall be indicated on the legislation list and any agenda on which such legislation appears. The reason for this designation and the pertinent date must be provided on the legislation.
- C. The Main Sponsor of a piece of Legislation may opt to delay a piece of legislation or agree with Main Sponsors of other pieces of legislation to switch the order of consideration.

Section 3: Roberts Rules

Robert's Rules of Order, Revised, shall be used in any meeting of a governing body and/or substructure when a majority of the members deem is necessary and/or at the discretion of the chair.

Article IV: Council of Organizations

Section 1: Agenda

Council Meetings shall be conducted in the following manner:

- A. Approve Minutes of Previous Meeting
- B. Approve Agenda
- C. Executive Board Reports
 - i) Each report shall be 3 minutes for all executive board members.
 - ii) The council chair shall go first.
 - iii) The president shall go last.
- D. Senate Liaison Report (3 minutes).
- E. Club Reports (co-sponsorship, upcoming programs, etc).
- F. Pressing Issues (time sensitive info, a guest presenter—such as Director of SAUS, etc.)—at the discretion of the council chair. 15 minutes/issue—more time can be granted via 2/3 majority vote of bodies present.
- G. 5 minutes (2.5 min/person) meet and greet w/ new club rep each week. Reps are encouraged to meet with individuals that they don't already know. Occurs at the discretion of the Council Chair.
- H. Break into houses (10 minutes) led by house representatives
 - i) Review legislation passed by senate (if any).
 - ii) Discuss programming coordination amongst house members.
- I. Reconvene
 - i) Report back to large group (1 minute for each house).
 - ii) Closing Comments.

J. Adjourn.

Article V: Procedure for Fund Requests

Section 1: Non-Exclusivity of Funding

- A. Student Activity Fees will not be used for any activity or program that is not open to all student activity fee-paying students.
- B. Tryouts:
 - i) Must be open to all activity fee-paying students and widely advertised
 - ii) Clubs are advised to document reasons why a student was not selected and why a particular number of students were selected
 - iii) Any student who believes the decision was unfair may bring a case to the Judicial Board.

Section 2: Fund Requests

- A. All funding requests, either from Programming and Conference contingency accounts approved by the Budget and Finance Committee or the Judicial Branch, or from line item budgets, must be consistent with the Charter of the requesting club or organization.
- B. The Chief Fiscal Officer of the Student Association will determine the aforementioned consistency prior to signature on any documentation, the decision of the C.F.O. is appealable to the Budget and Finance Committee.
- C. The decision of the Budget and Finance Committee is able to be appealed to the Student Senate in cases of breaches of procedure or ethical dilemmas.
 - i) All such appeals are at the discretion of the Senate Chair and the Vice President of Finance.
- D. The Chief Fiscal Officer can remand the approval of funding to the Budget and Finance Committee at their discretion.
- E. Funds requests between \$1000.01 and \$2999.99 from General Programming will be reviewed by the Budget and Finance Committee.
- F. All requests for Conference funds or General Programming requesting more than \$500 must make a presentation up to 3 minutes in length before the Budget and Finance Committee.
- G. Programming

- i) Programs shall be defined as any on-campus event that requires an event consultation:
 - a) Exceptions can be granted in the case that campus facilities are reasonably or have been historically insufficient for logistic or functionality reasons.
- ii) Practice shall be defined as any regularly occurring on-campus meeting of a group for the purposes of preparation towards a performance or competition.
 - a) Exceptions can be granted in the case that campus facilities are reasonably or have been historically insufficient for logistic or functionality reasons.
- iii) Games, Meets, Matches, etc. shall be defined as any event in which a New Paltz SA recognized group represents the university in organized competition against a separate group.
 - a) These fund requests shall be granted by the tier system.
 - i. Definitions:
 - a. Tier 1 shall be defined as any event with 3 or more members of a team participating.
 - b. Tier 2 shall be defined as any event with one or two members of a team participating.
 - ii. Funds:
 - a. Tier 1: \$300 per person, \$1800 max for team.
 - b. Tier 2: \$400 per person, max of \$800 for group.
- iv) Fund requests must be accompanied by any pertinent documentation of the event as determined by the approving body.

H. Conference Fund Requests

- i) Conferences – Conferences shall be defined as any event or gathering coordinated and conducted by an organization or body external to the SUNY New Paltz Student Association. Conferences take place for the purpose of academic, educational or professional growth and development for its attendees.

Conferences shall be divided into two tiers.

- a) Definitions:

- i. Tier 1 – Tier 1 shall be defined as any conference at which the individual or group presents.
 - a. Academic competitions shall be considered as though they were Tier 1 conferences.
 - ii. Tier 2 – Tier 2 shall be defined as any conference in which the requesting group or individual attends for networking or educational purposes.
 - b) Funds:
 - i) Tier 1 conference applicants shall be granted up to \$600 per individual.
 - a. Tier 1 conference applicants shall not be awarded more than \$1800 for the same conference.
 - ii) Tier 2 conference applicants shall be granted up to \$400 per individual.
 - a. Tier 2 applicants shall not be awarded more than \$1600 for the same conference.
 - ii) No conference shall be granted more than \$2,200.
 - a) Decisions made based on these caps may be appealed and overturned by Senate with a two-thirds (2/3) majority vote in favor.
 - iii) Conference fund requests must be accompanied by a formal conference agenda and registration forms.
 - iv) Conference fund requests must be submitted at least 21 days prior to the date of the conference. Submittal less than 21 days from the date of the conference will require a 2/3 majority vote of the Budget and Finance Committee for approval to be considered.
- I. Trip Fund Requests
 - i) Trips shall be defined as any off campus event or gathering outside of New Paltz Town limits by an organization or body external to the SUNY New Paltz Student Association. See attached map of town of New Paltz which should be updated every year by the Vice President of Academic Affairs.
 - a) Exceptions can be granted in the case that campus facilities are reasonably or have been historically insufficient for logistic or functionality reasons.
 - ii) Each trip shall require sign-ups.

- iii) Sign-ups shall be held for at least two consecutive days in the Student Association business office during business hours.
 - iv) Sign-ups shall be advertised to the student body.
 - v) In the event of a surplus in sign-ups, the first 75 percent, rounded up to the nearest whole number, shall be accepted. The remainder shall be chosen at random by the Vice President for Programming or his/her designee. All attendance shall be confirmed.
 - vi) Students may sign up only once, and only for themselves by showing a valid photo ID.
- J. Research & Creative Project Grant Applications
- i) Applications shall be received, reviewed and granted on a rolling basis.
 - ii) All applications shall be submitted either electronically to vpacademicaffairs@newpaltzsa.com or to the SA Business Office, SU 428 during business hours: Monday-Friday 9am-5pm.
 - iii) Applications must include:
 - a. All pertinent information about the student, faculty advisor, research subjects, and type of research.
 - b. A detailed supply budget, with competitive pricing, not exceeding \$750.
 - c. A general project description (outlining the basic hypotheses, variables and anticipated results, if applicable).

Section 3: Event Charges

- A. In the case of a charge for Activity Fee funded events, students will not be charged more than fifty percent of the Admission Price for non-students.
- B. Pre-numbered tickets shall be used to keep accurate accounting of attendance and money collected.
- C. The Vice President for Finance or a Budget and Finance committee member must be present when a club or organization is collecting funds either day of event or advanced ticket sales. These members are responsible for the deposit of these funds.
 - i) The Vice President for Finance can designate another person fiscally responsible for this money collection.
- D. Proceeds from programs funded through general programming contingency will be deposited into either general programming, or an equal division of co-sponsoring Student Association organization accounts. Decision shall be made by the approving body.

- E. Charity Events: Groups requesting money for charity events must provide appropriate information regarding the non-profit organization to be reviewed by the Budget and Finance Committee.
 - i) All money collected at the charity events will be donated to the aforementioned non-profit organization.

Section 4: Line Item Organizations

- A. At the close of each fiscal year, prior to the writing of the Student Association Budget, Organizations shall submit for review to the Budget and Finance Committee requests for:
 - i) Programming Line - requests for estimated amount of programming and approximated costs, either as the main sponsor or within co-sponsorship.
 - ii) Conference Line - detailed requests for planned conferences, including anticipated attendance, previous registration fees, and any relevant conference documentation. These requests must be made in accordance with the rules outlined in the conference rules as offered by Section Two Sub-section H.
 - iii) Equipment Line - anticipated equipment maintenance and replacement necessities, comparative pricing is required.
 - iv) Discretionary Line - estimated itemized requests for operational purchases.
- B. Organizations wishing to be considered for a line item budget must have had their charter forms approved prior to the semester during which their budget is considered unless an appeal is granted by the Student Senate.
 - i) The Student Senate may override, by a two-thirds (2/3) majority vote, the statute stipulated in Section 4, Subsection B.
 - a) Organizations will only be granted an appeal if line item funding is integral to its operation and existence.
 - ii) If line item consideration is granted by the Student Senate the Organization's line item request will be deferred to the Budget and Finance Committee for further review. Such Organizations will still be subject to the budgetary process as outlined in the SUNY New Paltz Student Association Bylaws and Constitution.
- C. All Line-Item Organizations seeking funding from either General Programming or the Conference Line must give a presentation to the Budget and Finance Committee as per

Section 2 of the current article of the Student Association By-laws.

Section 5: Reimbursements

Reimbursable expenditures must be approved by both the Account Treasurer of the requesting Club or Organization, as well as the Chief Fiscal Officer.

Section 6: Forms and By-Laws

Meeting

- A. All line item Clubs and Organizations must send any number of account signatories to the aforementioned meeting.
- B. The aforementioned meeting will be organized, planned, and facilitated by the outgoing Chief Fiscal Officer and Budget and Finance Committee, in coordination with the incoming Chief Fiscal Officer, directly after the Spring Election.

Section 7: Allocations

- A. Stipends - The Stipend Line will be distributed to the Executive Board and Legislative Chairs, to be further allocated by the Executive.
 - i) 2.5% of the Student Association Budget will be allocated to stipends for Student Government officers.
- B. Programming Contingency - at least 4% of the total Student Association Budget will be held in account for programming, primarily for Clubs and Organizations without line item budgets, Line Item Clubs and Organizations will not be refused access to this line.
- C. Conference Contingency - at least 4% of the total Student Association Budget percentage will be held in account for conferences, primarily for Clubs and Organizations without line item budgets, Line Item Clubs and Organizations will not be refused access to this line.
- D. Entertainment Contingency - at least 4% of the total Student Association Budget will be held in an account for Student Association Productions to use for the entertainment of the student body.
- E. Research Contingency - at least 2% of the total Student Association Budget will be held in an account for the Student Association Research & Creative Project Grant to use for the development of research projects.

Section 8: Deposit for Services

- A. The Chief Fiscal Officer or Budget and Finance Committee may consider and approve deposits for services on a case by case basis
 - i) A maximum deposit of 50% of the entire fee can be made, provided said fee is specified in the sales agreement or contract.

Section 9: Expelled Clubs

- A. No Organization shall break local, state or federal laws or SUNY New Paltz rules, policies or procedures.
- B. No Organization shall violate Student Association Constitution and Bylaws.
- C. No Organization shall misrepresent its intentions when requesting funding or utilize funding for events not sanctioned by the Student association.
- D. In the case of these violations:
 - i) The Council Chair shall keep a list of the club's violations in their file
 - ii) The Vice President for Finance shall pull each club's files for review before each Budget and Finance Meeting. The committee will base funding decisions upon each clubs file
 - iii) The Judicial Board shall review club violations in their weekly meetings.
 - a) In the case that a club has many violations, the Judicial Board may consider action in suspending a club. Said decision shall be sent to senate for final action.

Article VI: University Police Committee

Section 1

The University Policy Committee shall be composed of seven (7) students, appointed by the Student Association Executive Vice President and confirmed by the Student Senate.

Section 2

The Chief of the University Police Department shall be an ex-officio member of the University Police Committee

Section 3

Duties of the University Police Committee are as follows.

- A. Discuss relevant issues pertaining to campus safety, well being, and police conduct.

- B. Raise awareness of issues pertaining to the University Police Department.
- C. Act as liaisons between the Student Association and the University Police Department.

Article VII: Allocation of Office and Storage Space

Section 1: Definitions

- A. Permanent Office Space shall be defined as space allocated to specific organizations for the entirety of an academic year for purposes integral to the organizations operation as determined by the process outlined in Article XVI, Section III of these bylaws.
- B. Ad Hoc Office Space shall be defined as unreserved office space which may be temporarily utilized without prior reservation as per the request of any SUNY New Paltz Student or Student Association organization.
- C. Reserved Office Hours shall be defined as recurring reserved blocks of time for the use of office space granted to organizations on a per semester basis.
- D. Storage Space shall be defined as permanent space designated for the storage of any equipment utilized by Student Association organizations.

Section 2: Office Space

- A. All ad hoc office space shall be open for use by any activity-paying student(s) in one-hour blocks as per request.
- B. Student Organizations shall have the option to reserve office space on a recurring basis, not to exceed 10 hours per week.
 - i) Student Organizations requiring more than 10 reserved office hours per week may appeal to the Executive Board or the Student Senate. Reserved office hours may not exceed 20 hours per week per organization under any circumstances.
- C. Any student organization that fails to utilize their reserved office hours without 24-hour prior notification shall have their reservations for said reserved office hours terminated. Said student organization can reapply for office hours as per Section 2-B of this Article.

Section 3: Storage Space

- A. Storage space shall be open to all student organizations for storage or any equipment used by that organization.
- B. Student organizations shall be required to submit lists of students that are authorized to store and withdraw equipment from storage spaces before being able to use any storage space.
- C. All equipment that is stored or withdrawn must be logged, to include both item in question and requester name, with proper identification presented by the requester.

Section 4: Exceptions

- A. Permanent office space shall be allotted to student organizations for which office space is integral for their operation by unanimous consent of the Executive Board.
- B. Decisions made by the Executive Board in regard to office space can be appealed for reconsideration by the Student Senate, and passed by a two-thirds majority vote.