

State University of New York  
College at Oneonta

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# Student Association Policy Book



Updated: 14 April 2009

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## **Mission & Vision Policy**

- A) The Student Association shall retain and post in the Student Association office a mission statement to which it shall adhere.
- B) A 4/5 vote of the Student Association Senate is necessary for any changes to the mission.
- C) Each year the executive Board shall draft goals in the form of a vision statement for that school year. It shall be brought to the Student Association senate at the first meeting but not voted on until the second meeting. A 2/3 vote of senate is necessary to approve and/or modify the vision statement.
- D) The mission and vision statement shall be made available and publicized.

## **Club Policies**

### **Code of Conduct**

Student participation in Student Association activities is encouraged. The SUNY College at Oneonta Student Association makes these activities available as an extension of the regular school curriculum and as such carries additional expectations for acceptable conduct. When performing, competing, traveling, or participating in Student Association activities, students represent not only themselves, but also the Student Association. For this reason and reasons involving insurance, Student Association member's behavior must be exemplary and reflect the finest attributes of the student body at all times and places. The officers of any organization affiliated with the Student Association at the SUNY College at Oneonta shall take responsible and reasonable actions at all times. The Student Association reserves the right to restrict and revoke membership for violations of student conduct while representing the Student Association.

### **Comprehensive Travel Policy**

The Student Association Senate has set up the following guidelines concerning travel for Student Association clubs and organizations. The travel policy must be used in conjunction with the recognized organization policy. Any time the Student Association is compensating gas payments the vehicle being compensated shall follow all policies of a Student Association vehicle.

#### A) Airfare

- 1) The Student Association does not pay for non budgeted airfare without prior 2/3 approval of the Student Association Senate.

#### B) Automotive Travel

A complete automotive travel request form must be submitted to the Student Association Secretary before processing.

- 1) North-East Region Requests (Maine, New York, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island, New Jersey, Pennsylvania, and Ohio)- An organization must turn in a complete request ten class days prior to the travel date to be assessed by the V.P. of Internal Services. If turned in with less than ten class days prior to date of departure, the request may be processed if circumstances permit.

- 2) Requests outside the North-East Region (as defined in section B 1)- Organizations must submit requests at least ten class days prior to a Student Association Senate meetings before the date of travel departure. If turned in with less than ten days prior to the Senate meeting, with still two senate meetings before the trip in question, the request may be processed if circumstances permit.
- 3) When the senate is in recess and intersession powers are granted to the Student Association Executive Board, a majority vote is required for out of region travel.
- 4) Driver requirements (exemptions may be granted by the V.P of internal services for trips under 40 miles):
  - a) One vehicle: two approved drivers
  - b) Two or Three vehicles: four approved drivers
  - c) Four or Five vehicles: seven approved drivers
  - d) More than Five vehicles: This trip shall be voted on by the Student Association Senate, and the number of drivers shall be determined by the V.P of Internal Services in consultation with the insurance company.
- 5) All drivers using Student Association funds for travel must be approved in advance by the Student Association Insurance Company. Only drivers approved in advance are authorized to drive any Student Association vehicle. Any organization that is discovered to have used a non-authorized driver will result in an immediate loss of the vehicle privileges for one (1) year from the date of the incident. The Student Association Senate may override this policy due to emergency circumstances at the time of the incident by a 2/3 vote of Student Association Senate.
- 6) Upon receiving vehicle keys and/or any necessary documentation, the President or designated member of the club or organization shall inspect the vehicle to make sure the vehicle is clean and has no damage.
- 7) GPS
  - a) One GPS unit can be signed out per club per trip (first come first serve). GPS units must be signed out by the contact person submitted on the Vehicle Request Form.
  - b) The member who has signed out the GPS will assume the ultimate responsibility of the GPS unit.
  - c) When not in use the GPS unit must be shut off and stored in the glove compartment of the vehicle. The GPS unit may not be removed from the vehicle until it is returned to the SA office.
  - d) If there is a theft of the GPS unit, a police report must be filed at the time of incident, and the SA Vice President of Internal Services must be notified immediately. All issues including theft, damage, and misplacement will be handled by a full investigation by the VP of Central Affairs.
- 8) Any physical damage incurred during the trip must be reported to the Student Association at the time of the incident. Failure to report damages will result in the Student Association placing the responsibility on the last club or organization that used

the vehicle and the Treasurer will freeze funds until an investigation by the VP of Central Affairs and a ruling by the Supreme Court.

- 9) Any accidents or moving violations when using Student Association vehicles or having the Student Association pay for the travel must be reported to the Student Association immediately. In the event of any of the following, these penalties shall be enacted immediately upon the entire organization:
  - a) Speeding - Six months suspension of vehicle privileges from the date of incident. If the driver is found innocent this suspension is expired. Additionally, if the driver is convicted of speeding they shall be suspended from driving Student Association vehicles for one year. Before the trial for the driver they are temporarily suspended.
  - b) Unauthorized Driver of Student Association vehicle- One year suspension of vehicle privileges from the club or organization from date of incident.
  - c) Driving While Intoxicated- Two year suspension of vehicle privileges from date of incident for the club or organization. Additionally, any driver who has been convicted of any alcohol or drug related driving offense shall have a lifetime ban from driving Student Association vehicles.
  - d) Reckless Driving- One year suspension of vehicle privileges from date of incident for the club or organization.
  - e) Accident– An organization or club’s travel privileges will be suspended until the Central Affairs Committee conducts an investigation and a ruling is made by the Supreme Court.
- 10) All vehicles must be returned in clean condition or the following fines will be levied upon the organization. There is a \$25.00 cleaning charge for garbage in vehicle. The fines shall be taken from the organization’s X-account. If the organization does not have an X-account the SA Treasurer shall decide which line is most appropriate. If the club does not have a budget the President or designee for the trip may be held responsible.
- 11) Anything missing from the vehicle that is Student Association property or part of the vehicle lease must be paid for in full.
- 12) Failure to pay any fines levied will result in loss of vehicle privileges and the organization’s budget frozen by the Student Association Treasurer until the fine is paid.
- 13) The V.P. of Internal Services can, with just cause, suspend vehicle privileges until the next Student Association Senate meeting.
- 14) All organizations utilizing the Student Association vehicles and travel funding must properly fill out all documentation, return all receipts and/or cash, and if appropriate, record any mechanical problems with the vehicle. Failure to do so will result in a loss of vehicle privileges for six months from the last day of the trip.
- 15) The President or VP of Internal Services may deny use of the vehicles due to inclement weather or mechanical problems with the vehicles.
- 16) The Student Association Senate shall be empowered to make all decisions regarding the allocations of vehicles, when the request for use of any vehicle does not come strictly under the regular guidelines for their use or for the benefit of a Student Association

organization in the regular course of its business. Furthermore, the circumstances to be judged in these cases shall be whether or not the Student Association Senate feels that the use of the vehicle is benefiting the general student body, and the use of the vehicle will in no way endanger or cause harm to the vehicle.

- 17) Student Association funds for vehicle usage shall be allocated to those clubs and organizations recognized by the Student Association.
- 18) Vehicles or gas cards may be used during breaks other than Winter and Summer breaks, and taken out of the region with prior 2/3 approval of the Student Association Senate.
- 19) Vehicles may not be used for class trips.
- 20) All organizations using Student Association vehicles must use the lowest appropriate priced gas possible.
- 21) All clubs and organizations using the Student Association funds for travel shall also use the lowest priced possible gas.
- 22) All Student Association recognized clubs and organizations shall have equal rights to all vehicles with the following stipulations:
  - a) Only faculty/staff who have taken the University Police Department driving course may drive a full-size vehicle

#### C) Hotels

- 1) Hotel request form including preferred hotel, list of students needing rooms, and dates must be submitted to the Student Association office.
- 2) Student Association Secretary makes reservations and guarantees reservations with the Student Association credit card.
- 3) Travelers are to provide personal credit cards for any additional costs or room damage to the hotel.
- 4) Travelers are required to obtain a paper copy of the final room bill and return it to the Student Association. This may be used to review and initiate appropriate action if needed.
- 5) Any refunds made due to room changes, etc. are to be deposited with the Student Association financial accounting firm directly, said firm will provide proof for the Student Association.

#### D) Meals

- 1) Money for meals is budgeted in your travel line. This is the only lines from which this money can be allocated from.
- 2) Petty Cash may be authorized at the following rates:
  - a) Breakfast: \$5.00
  - b) Lunch: \$10.00
  - c) Dinner: \$15.00

These rates are not a per diem but the maximum rate per person per day. A Student Association Petty Cash form must be completed and contains proper procedures to follow.

## **Inventory Control**

- A) Student Association equipment is defined as both:
  - 1) Items purchased with Student Association funds that have an approximate worth of \$50 or more.
  - 2) Items that will be in the clubs possession for more than one year.
- B) Every spring semester the Student Association shall conduct an inventory of all club managed, Student Association owned, property. The process shall be concluded prior to the passing of the following year's budget.
- C) Information collected shall include each of the following:
  - 1) Current condition of the item.
  - 2) The current Student Association organization that manages the item.
  - 3) The current location of the item.
  - 4) The date purchased.
  - 5) The approximate value of the item.
  - 6) The model number of the item (if known).
  - 7) The serial number of the item (if known).
- D) All new property shall be identified as Student Association owned and then added to the current record of Student Association inventory.
- E) The V.P. of Internal Services will conduct an audit on clubs that have been selected to ensure that the inventory process was completed accurately.

## **Club Constitution Changes**

- A) Any club that changes their constitution shall submit said constitution to the V.P. of Central Affairs.
- B) The Central Affairs Committee will then review changes and, if deemed appropriate, will pass the constitution to the Student Association Senate.
- C) The Student Association Senate must then pass the constitution by a 2/3 vote.
- D) Any changes to club constitutions must meet New Club Policies section C.

## **Duplication, Facsimile and Postage Policy**

- A) Any Student Association funded club or organization (or any organization seeking recognition) will be allowed the following privileges:
  - 1) Clubs may duplicate up to 25 copies of each meeting's minutes.
  - 2) Clubs may duplicate up to 50 copies of any publicity related printed material per event (in black and white.)
  - 3) Any additional copies must be paid for at a cost determined by expenses and posted in the office.
- B) Any Student Association Executive Council member may authorize use of duplication facilities free of charge, within reason.

- C) Student Association recognized organizations not receiving an allocation from the Student Association, as well as any other persons using the services, will be charged at the rate established.
- D) The Student Association shall mail on the behalf of all Student Association funded clubs within reason at no charge to the clubs.

## **Recognized Organizations**

- A) The Student Association recognizes organizations at the State University College at Oneonta in three different capacities:
  - 1) Fully recognized clubs that have been approved for recognition by the Student Association Senate. These clubs may:
    - a) Have the ability to use any Student Association equipment, vehicles and gas packets with proper permission.
    - b) Be able to request a budget for the following year.
    - c) Request special allocations and capital equipment from the Student Association Senate.
  - 2) Clubs in the process of seeking recognition.
    - a) May use the Student Association to reserve rooms.
    - b) Shall go to the V.P. of Central Affairs, or the Central Affairs Committee when needing assistance in becoming a club and writing a constitution.
    - c) May be included in Student Association events through a nomination of the V.P. of Central Affairs and a 2/3 approval of the Student Association Senate.
  - 3) Student Organizations that are recognized through the college but are not Student Association Clubs (excluding Greek Life, Sports Teams, and Honor Societies).
    - a) May use the Student Association Equipment, Vans and Gas Packets with a 2/3 approval of the Student Association Senate.
    - b) May be included in Student Association events through a nomination of the V.P. of Central Affairs and a 2/3 approval of the Student Association Senate.

## **New Club Policy**

- A) The Student Association will not recognize any proposed club or organization whose stated purpose closely resembles an already recognized club, organization, or varsity sport.
- B) For a club to be recognized they must go through the following recognition process:
  - 1) Upon meeting with the V.P. of Central Affairs to request to be able to advertise as a club seeking recognition from the Student Association.
    - a) This meeting must take place at least 30 class days before the club's constitution is recommended by the Central Affairs Committee to the Student Association Senate.
  - 2) Have a petition of 50 Student Activity Fee paying students that support the club and 15 Student Activity Fee paying students that are members of the club.
  - 3) Write a constitution that has been reviewed by the Central Affairs committee after having been approved by 2/3 of the club membership.

- 4) Hold at least 4 meetings with one meeting attended by the V.P. of Central Affairs or a designee.
  - 5) Have 5 student representatives attend the Student Association Senate meeting at which the constitution will be voted on.
- C) New and Revised Constitutions from any Student Association club must fit the following guidelines:
- 1) Name of the Organization
  - 2) Purpose of the Organization
  - 3) Membership:
    - a) Any Student Activity Fee paying member shall be eligible for membership.
    - b) The club/organization's constitution must contain the following anti-discrimination clause: "This organization does not discriminate against any members on the basis of sex, age, disability, race, creed, color, national origin, class, religion, gender identity, and sexual orientation."
    - c) Rules for voting members can be more restrictive than those for membership, but still must not discriminate on the grounds listed above.
  - 4) Officers
    - a) All executive board officers shall be listed in the constitution with their duties
    - b) The President section should include the power to sign on behalf of the organization in any non fiscal matters. The President shall sign on behalf of the organization in any and all fiscal matters should the Treasurer be unable.
    - c) The Treasurer section should include the power to sign on behalf of the organization in any and all fiscal matters. The Treasurer must co-sign all requisitions for funds.
  - 5) Meetings
    - a) The Constitution must state how meeting times will be established.
    - b) Club meetings must be open to all Student Activity Fee paying members.
  - 6) Advisor
    - a) Any advisor must be a faculty/staff member of the State University of New York College at Oneonta.
    - b) Advisor section shall include signing on behalf of the club when necessary in fiscal and non-fiscal matters. The advisor shall co-approve all requisitions for funds.
    - c) A club may have multiple advisors.
    - d) Advisors shall not vote in club issues.
  - 7) Elections
    - a) This shall state that the elections are democratic, and how they are administered.
    - b) This shall state the frequency of elections and why special elections may take place.
  - 8) Recall
    - a) This shall state how a club can recall an Executive Board member.

- b) It must be at least a majority vote of the club.
- 9) Amendments/Changes
  - a) Any amendments or changes to club constitutions must be approved by a 2/3 vote of voting club members and be submitted to the Student Association. Changes are not finalized until approved by the Student Association Senate.
- 10) Dissolution
  - a) In the event that the club or organization dissolves all inventory and money shall be returned to the Student Association.

### **Club Bylaws and Disputes**

- A) The following order shall be used to determine governance.
  - 1) The Student Association Constitution and Policy Book supersede all club constitutions and bylaws.
  - 2) Each club's constitution shall supersede said club's bylaws.
- B) The Supreme Court reserves the right to determine the validity of club bylaws upon acceptance of a valid petition.

### **Club Intersession Policy**

Each club must designate one representative to be a contact person for the Student Association during each semester break. This individual is responsible for sharing necessary information with the current club president, treasurer, and advisor.

### **Student Association Advertisement Policy**

- A) Student Association recognized clubs must have "Funded by the Student Association" or the Student Association logo on every advertisement for the club or club events.
  - 1) The first offense the club shall be warned and the Central Affairs committee shall be notified. If there is a second offense in the same academic year this shall be reported to the Central Affairs committee who may request a punishment to the Student Association Senate for approval. A club that is in the recognition process should have the Student Association logo or "Seeking Recognition from the Student Association" on all posters.
- B) The Student Association reserves the right to advertise the Student Association as a whole or the Student Association services at any club event.

### **Alcohol Statement**

The Student Association does not condone events involving alcohol. Clubs may not use Student Association funds and/or their name at events involving alcohol. Doing so makes club officers personally liable for the event and forfeits the Student Association's insurance coverage unless other agreements have been made in contract form with the Student Association.

## **Financial Polices**

### **Student Activity Fee Policy**

As the use of the fees are already subject to guidelines established by the Board of Trustees which require a student referendum to determine the mandatory/voluntary nature of the fee, and whereas students are required to approve all budget expenditures of the aforementioned fees, it is inappropriate for any other group to control Student Activity Fees. Thus the Student Association assumes control and responsibility for the SUNY College at Oneonta Student Activity Fee with the exception of collection.

The Student Association recognizes that it must adhere to responsible financial accounting procedures recommended by the State and Federal governments.

#### **A) Payment of Fee:**

- 1) All full-time undergraduate students shall pay the Student Activity Fee each semester. A full-time undergraduate student is defined as any student taking 12 credit hours or more.
- 2) All part-time students taking between 9 and 11 credit hours shall pay full Student Activity Fee each semester.
- 3) Part time students taking less than 9 credit hours are not required to, but may, pay the Student Activity Fee each semester.
- 4) All college faculty, staff and administrators, may pay the Student Activity Fee each semester.

#### **B) Waivers and Allowances:**

- 1) Waivers are granted at the same rate and time table as the withdrawal schedule from the college. All students who are student teaching or are on an internship are entitled to a refund if they live outside a 25 mile radius of the town limits of Oneonta.
- 2) All students who reside during the academic year 25 miles or further from the Oneonta campus may apply for a refund of the Student Activity Fee.
- 3) Other waivers may be given out on the grounds of extenuating circumstances. These waivers shall also be determined by the Executive Board of the Student Association. When such a waiver is granted, the Executive Board shall also determine if the privileges are to be maintained.
- 4) All requests for waivers shall be made in writing to the Student Association. Upon consideration by the Executive Board, the person requesting the waiver shall be notified. All students having legitimate claims to any of the above waivers or rebates shall have a check forwarded to them by the Student Association for the amount which they are entitled to.

## **Budgeting Policy**

Before a Student Association club can begin to draw funds from its approved budget, said club must complete a Student Association signature card and be trained in the financial procedures of the Student Association.

- A) The Student Association reserves the right to deny any budget or non-budget expenditure.
- B) Each Student Association club Treasurer must keep accurate records of funds and expenditures.
- C) No Student Association club may spend over the total amount for which they were allocated in any line.
- D) The Student Association Treasurer shall contact all Student Association recognized clubs early in the Spring Semester with all information regarding the budget process for that year. The Student Association Treasurer shall create a date on which all final budget requests are due.
- E) An extension of the deadline date to submit a club budget request will only be granted by the Student Association Treasurer if the request is in writing and for a valid reason.
- F) Any organization that fails, through their own fault to submit the budget request by the specified deadline shall not be eligible for funding for the following academic year.
- G) In the event the Student Association Finance Board would like to raise or lower the College Union Activities Council's Budget by more than 2.5%, said change must be approved by the Student Association Senate by a 2/3 vote before the full budget is presented to the Student Association Senate.
  - 1) If the Student Association Senate does not pass said change, the budget committee may not present a budget that raises or lowers College Union Activities Council's Budget more than 2.5%

## **Line Categories and Classification**

The following are the line item classifications for all Student Association budgets. Each Student Association club may only requisition funds from the appropriate lines in their respective budgets, and only for the purposes outlined herein.

- A) Salaries and Stipends
  - 1) Salaries/Professional Staff (Funds used to pay professionals)
  - 2) Stipends (Funds used to stipend students in certain positions)
  - 3) Student Help (Funds used to pay students for hours worked)
  - 4) Classified staff and University Police (Funds used to pay for overtime work of on campus staff and police)
- B) Programs and Special Events
  - 1) Concerts (Funds used to pay for concert expenses)
  - 2) Lectures/Speakers (Funds used to pay lecturers or speakers expenses)
  - 3) Performing Arts (Funds used to pay performing artists expenses)
  - 4) Special Events (Funds used to pay expenses for events held locally)
  - 5) Comedians (Funds used to pay comedian expenses)
  - 6) Multicultural (Funds used to pay expenses for culturally themed events held locally)
- C) Travel

- 1) Educational Conferences (Funds used to pay registrations, fees, and hotels for educational conferences)
  - 2) Tournaments (Funds used to pay for hotels for tournaments, and facilities rental expense)
  - 3) Field Trips (Funds used for field trip related expenses)
- D) Food & Lodging
- 1) Food & Lodging (Funds used to provide entertainers and speakers with food and lodging)
- E) Publicity
- 1) Publicity (Funds used to pay for various promotions of club activities)
- F) Supplies and Materials
- 1) Supplies and Materials (Funds used to pay for impermanent supplies or materials)
  - 2) Equipment Maintenance (Funds used to fix and maintain capital equipment)
- G) Publication Costs
- 1) Publication (Funds used for the printing of club publications)
- H) Telephone
- 1) Telephone (Funds used to pay for telephone expenses)
- I) Fees and Dues
- 1) Membership Dues (Funds used for club memberships to various organizations)
  - 2) Recreational officials and entry fees (funds used for recreation officials and entry fees)
- J) Books, Periodicals, and Subscriptions
- 1) Subscriptions (Funds used to purchase books or magazines as reference materials for clubs)
- K) Student Association Business
- 1) Audit/Legal Services (Funds used to pay for auditing and lawyer services)
  - 2) Insurance (Funds used for any and all insurance related expenses)
- L) Other Accounts
- 1) Revenue (Funds that must be returned to the Student Association before the end of the budget year from clubs who fundraise substantial amounts through various means)
  - 2) X-Account (Funds that have been raised and may be used for any club-related expense. See Revolving Contingency Fund)
  - 3) Agency Account (Funds controlled by third parties that may be used for any expense, but still following Student Association policy and procedure)

### **Fundraising and The Revolving Contingency Income Fund**

- A) Student Association recognized clubs may raise additional revenue. All clubs wishing to do so must have the written approval of the Student Association Treasurer or their designee on a case by case basis, excluding State Times, CUAC, Mask and Hammer, The Oneontan, and Apollo. At any time the Student Association Treasurer can audit the aforementioned clubs.

- B) Every Student Association recognized club except CUAC may create a revolving contingency income fund (x-account) line in their budget at any time. All revenue raised by CUAC shall return to the line from which it is associated with.
- C) The x-account line will consist only of all fundraised and donated funds of its club.
- D) The revenue in the x-account line shall not be absorbed by the Student Association at the end of the fiscal year.
- E) All existing policies and procedures regarding the expenditure of monies shall apply to the spending of money in this category.
  - 1) This does not include the organization needing to be able to justify their purchase for a specific line.
- F) When using Student Association funds as capital for fundraising, the Student Association funds must be replenished before any funds may be placed in the club's x-account.
- G) The funds that an organization raises (except those clubs with a revenue line), are not to have an effect on future budget allocations.

### **Special Requests**

- A) Any Student Association recognized club may submit a special allocation financial request for additional funds.
- B) Any club requesting additional money outside of their allotted budget cannot commit their club financially to any non-refundable purchase before the request has been approved by the Student Association Senate.
- C) All special financial requests made of the Student Association must be presented to the Student Association two class days prior to the Finance Board meeting to be considered at the next Student Association Senate meeting. If turned in with less than two class days prior to date of Finance Board, the request may be processed if circumstances permit.
- D) The Treasurer of the Student Association may, in an emergency, approve a transfer or reallocation for a Student Association club of up to \$100. This can only be done once for each project/event.

### **Co-Sponsorship Policy**

- A. Any Student Association organization who wishes to hold an event using monies from three or more sources must complete the Co-Sponsorship Budget Page and turn in the completed Co-Sponsorship forms from all contributing parties.
- B. The Co-Sponsorship Form and Co-Sponsorship Budget Page must be submitted to the Student Association two (2) weeks prior to the event. Inability to submit Co-sponsorship forms due to extenuating circumstances may be considered at the discretion of the Treasurer.

### **Agency Accounts**

- A) Only Student Activity Fee paying students or SUNY College at Oneonta Faculty, Staff, or Administration may open an Agency Account.
- B) Each Agency Account shall operate in the same manner and use the same procedures as an x-account.

- C) Each Agency Account must have:
  - 1) At least two individuals responsible for maintaining and operating the Agency Account, one of which must be a Faculty, Staff or Administrative member. These individuals must co-sign all requisitions.
  - 2) An organization title and description.
- D) Each Agency Account must be approved by a 3/5 vote the Student Association Executive Board before it may be opened.

## **Spending Policies**

- A) The Student Association does not pay faculty or professional staff of SUNY College at Oneonta for services rendered, with the exception of the Technical Director of the Theater department.
- B) The last day for a club to request for funds out of a current year's budget will be that last day of classes that year. Exceptions to this policy require a 3/5s vote of the Executive board.
- C) A club may not request for funds out of the next academic year's budget until August. Exceptions to this policy require a 3/5s vote of the Executive board.
- D) Donations of Student Association funds are not allowed per SUNY Board of Trustees policy. However, all fundraised monies may be donated.
- E) Clubs may not purchase material or equipment for a class or department of SUNY College at Oneonta with any of their budgeted lines.

## **Comprehensive Policy for Admission to Student Association Sponsored Events**

- A) All Student Association clubs/organizations may charge for an event with prior permission obtained by the Student Association Treasurer.
  - 1) If there are events that are similar in nature and reoccur within a semester and/or year may be approved all together.
- B) All revenue raised through proper charging of admission fees shall first be deposited into the club's revenue line, if one exists, until it is balanced. If the revenue exceeds the amount used to sponsor the event, the remaining funds shall be deposited into the club's x-account
  - 1) If the club does not have a revenue line, capital used from the Student Association budget for the event at which admission is charged must be replenished. Any remaining funds raised must be deposited into an x-account.
- C) All students who have paid their appropriated Student Activity Fee shall be admitted to all Student Association sponsored events at an appropriate discounted price.
- D) All non-Student Activity Fee paying individuals shall be admitted to all Student Association sponsored events at an appropriate full price with the exception of SUNY College at Oneonta Faculty and Staff who may receive one ticket at the student price.
- E) For all events that require clubs to sell tickets, tickets shall be numbered, and the club must keep accurate records of number of tickets sold, at each price, and all funds received.

## **Contract Policy**

- A) For the purposes of the Student Association of the SUNY College at Oneonta a contract is defined as any agreement between an organization recognized by the Student Association and the contracted party or parties.
- B) Situations requiring a contract include (but are not limited to):
  - 1) Transactions of money and or services.
  - 2) Performances
  - 3) Equipment loans from the Student Association to any recognized or unrecognized organization.
  - 4) Conditions for payment of any employees of the Student Association.
- C) A contract will not be considered valid without the following signatures:
  - 1) Club President
  - 2) Club Advisor
  - 3) Club Treasurer- if the contract deals with club funds
  - 4) Student Association Advisor
  - 5) Contracted party or parties
- D) The Student Association shall refrain from contracts that last longer than the academic calendar. On a case by case basis the Student Association Executive Board may unanimously choose to engage in a contract for more than one year. It shall be the duty of the club advisor and Student Association advisor to keep new club and Student Association leaders knowledgeable of multiple year contracts.
- E) The Student Association Secretary shall file a copy of all current contracts and keep all expired contracts for 7 years.
- F) These policies are the same for contracts involving the Student Association as a whole. (As if the Student Association was a club itself).

## **Rollover/Reserves Policy**

SA fees should be used to enhance campus life for those students who have paid them. At the same time, maintaining discretionary funds (Capital Equipment and Special Allocations) and operating reserves are essential business practices (25% is the standard minimum operating reserve in case of emergency). The following policy is established to balance these two desires.

### **Expenditures from Operating Reserves**

- A) Any reserve funds in excess of 25% of the operating budget is available for use on projects benefitting students and student life at SUNY Oneonta. Said projects must be approved by a 2/3rds vote of the SA Senate. The Executive Board may not initiate such projects during inter-cessionary powers.
- B) In emergency situations (e.g. enrollment short-fall ...), the SA Senate may authorize utilizing reserve money that takes the reserve below 25% of the operating budget. Said authorization requires a 4/5ths vote of the SA Senate. The Executive Board may initiate such authorization

during inter-cessionary powers but only by unanimous consent and such authorization must be reported to the SA Senate as soon as possible.

- C) Rollover of remaining funds at the end of the fiscal year. The following guidelines are established to allocate any unspent revenue at the close of each fiscal year (this is a prioritized list – do not move down the list until each item is completed):
- D) \$2500 to the OSES Vehicle Agency Account
- E) Operating Reserves - whatever is needed to retain Reserve Account at 25% of the overall operating budget (if it has fallen below)
- F) CUAC Rollover – what was left in the CUAC lines at the end of them semester may be placed into the concert and publicity lines as approved in the budget but no more.
- G) Discretionary Funds
  - 1) 66% of remaining funds to be allocated to Capital Equipment until said line has reached 10% of the overall operating budget
  - 2) 34% of remaining funds to be allocated to Special Allocations until said line has reached 5% of the overall operating budget.
  - 3) Student Association Leadership Scholarship – enhance the SA Leadership Scholarship Endowment. This enhancement is not to exceed 10% of the total available rollover.
  - 4) Enhancement of operating reserves - Once the above lines have reached their targets, any leftover money will be deposited into the Reserve Account until it reaches 35%.
  - 5) If there is still any additional leftover money, it is to be allocated to the clubs and organizations budget lines as a percentage of the budget (i.e. if the remaining revenue = .5% of the overall budget, then each and every budget line is to be increased by .5%)

## **Office Secretary**

The Student Association full time Secretary shall have the authority to keep the office stocked with necessary items for operation without prior approval. It is the responsibility of the Secretary and the Treasurer to budget accordingly for the entire year.

## **Student Association Officers & Officials Policies**

### **Policy Book Changes**

- A) A two third vote of the Student Association Senate is needed for any addition, subtraction or change to the policy book.
- B) Any said changes must be presented to the Student Association Senate one week before voting on approval.
- C) All Student Association clubs and stakeholders (if policy refers to something in their area) shall be made aware of any said changes by the Student Association V.P. of Central Affairs.
- D) An up to date Policy book shall be made available by any club or Student Activity Fee paying member upon request.

## **Student Association Policy Book Review**

The Student Association President must create an ad hoc committee that he or she will chair including at least one member of each branch of the Student Association government no later than the beginning of the spring semester every year to reassess the needs of the organization in terms of the policies within the policy book.

## **Officer's & Official's Attendance Policy**

- A) Student Association Senators, Directors, Executive Board members, and the Chief Justice or designated Associate Justice are expected to attend all Senate meetings.
  - 1) If it is going to be a designated Associate Justice the Executive Vice President must be notified 24 hours in advance
- B) Each member of these contingencies may incur two unexcused absences in the fall and spring semester.
  - 1) A missed roll call at the beginning or end of a meeting counts as one half of an absence.
  - 2) If a member is gone for a considerable part of the meeting, but is at both roll calls, the Executive Vice President may charge said member with one half of an absence. Senators, Directors, and Executive Board members may appeal this to the Supreme Court and the Court members may appeal to the Student Association Senate.
- C) For an absence to be excused the reason must be submitted to the Executive Vice President 24 hours in advance of the meeting.
  - 1) If the Executive Vice President does not excuse an absence the Senator, Director, or Executive Board member may appeal to the Supreme Court. A court member absent may appeal to the Student Association Senate.
- D) If a Senator, Director, Executive Board member, or Chief Justice exceeds the allowed number of absences the Executive Vice President shall notify said member that they have been recalled from said position.
  - 1) Said member may appeal to the Supreme Court. The Supreme Court decision may be overturned by a 2/3 vote of the Senate. If it is a member of the Supreme Court they may appeal to the Senate who can override the decision with a 2/3 vote.

## **Executive Board & Directors Policies**

- A) Every Executive Board member must hold a minimum of six regular office hours per week during normal business hours. These hours shall be widely published.
- B) If an officer receives a stipend, in order to receive the last paycheck as an outgoing Student Association officer, that officer must pass on a transition document and dedicate transition time deemed sufficient by next year's Student Association President. It is the responsibility of both parties to use the time while the new Student Association Executive Board has been elected but not installed for transition.
- C) Every Director must hold a minimum of four regular office hours per week during normal business hours. These hours shall be widely published.
- D) Directors must pass on a tangible transition document.

- E) Any Student Activity Fee paying member may petition the Supreme Court to freeze the stipend of any Executive Board member. If a majority of the Court finds there is sufficient evidence to warrant an investigation, the Advisor of the Student Association will be instructed to freeze the stipend indefinitely. The appropriate Executive Board member, at this time, will be informed that an investigation is being conducted.
  - 1) Following this action, a full investigation will be carried out by five senators selected by the highest ranking Executive Board member not under investigation and approved by a majority vote of the Student Association Senate. The findings of said investigation shall be reported to the Supreme Court for a ruling.
  - 2) If it is found that there is no justification for this action, all funds will be released. All such funds shall be released retroactively upon reconsideration of the Court.
- F) The President, VP of Central Affairs or Treasurer of the Student Association may call a mandatory meeting to be attended by all Presidents, Treasurers and Advisors of all Student Association recognized clubs with at least one week notice. Absences may be excused by the President, VP of Central Affairs or Treasurer of the Student Association.
- G) For monies to be taken out of the Executive Board Miscellaneous a majority vote of the Executive Board is necessary.
- H) Any interest accumulated from the Student Association general ledger and agency ledger may be used at the discretion of the Executive Council and a majority vote is necessary for expenditures.

## **Intersession Policy**

- A) During Intersession periods, the Executive Board is responsible for the operations of the Student Association without the Student Association Senate involvement. The following policies will go in effect when outlined in the Constitution.
  - 1) The Executive Board may only waive policy in an extreme situation by a unanimous vote and must present a full report to the Student Association Senate at the first Student Association Senate meeting of the next semester.
  - 2) The Student Association Executive Board must report on all activities that have occurred at the first Student Association Senate meeting upon returning in writing.
  - 3) If decisions are made that would have normally have gone to the Student Association Senate, a 4/5 vote of the Executive Council is necessary. The Student Association Senate, by a 2/3 vote, may overturn any said decisions upon the report of said action if possible.
- B) It is the responsibility of each club to provide the V.P. of Central Affairs with at least one student contact person for intersession. This person does not necessarily have to be the president, but must know they are responsible for information the Student Association may need to get out during these times. These persons contact information must be made available to the Student Association Executive Council and Secretary.

## **Cords/Medals**

- A) Any Student Association Senator or member of the Supreme Court who has served two full semesters, or one full term is entitled to wear Student Association Cords at graduation.
- B) To ensure the office always has enough cords the Senators/former Senators must contact the Student Association Secretary and inform him/her that they are graduating at least two months prior to the date of graduation.
- C) Any Student Association Executive Board member who has served one full term in office shall be given a Student Association Medal to wear at graduation.

## **Agenda Policy**

- A) The Student Association Senate meeting agenda should always include at least the following: Roll Call, New Business, Old Business, Executive Board/Director Reports, Committee Reports, Addresses to the Student Association Senate, and Announcements.
  - 1) Roll Call- The attendance of Senators, Directors, the Chief Justice or designee, and the Executive Board shall be taken at the beginning and end of all meetings
  - 2) New Business- Any New Business of the Student Association shall be added during the Executive Council. If a SA member or Senator wants to add an agenda topic they shall contact the Executive Vice President before Executive Council.
  - 3) Old Business- Any business of the Student Association that has been dealt with in previous Student Association Senate meetings.
  - 4) Executive Board/Director Reports- Each Executive Council member shall have a designated time to report on what they have been working on, special projects, and plans for the future.
  - 5) Committee Reports- Any internal Student Association Committees and/or external committees with Student Association representation may be reported during this time.
  - 6) Addresses to the Student Association Senate- Student Association members or officials may, at this time, grieve to or praise the Student Association Senate.
  - 7) Announcements- During this time, Student Association members or officials may announce upcoming events and/or activities.
- B) To amend the agenda during a meeting a 2/3 vote of the Student Association Senate is necessary.

## **Minutes Policy**

- A) Minutes shall be taken at every Student Association Senate meeting, and approved by a 2/3 vote of the Student Association Senate at the following meeting.
- B) Minutes shall include at least every decision that is made and all important discussion points.
- C) All minutes shall be made public to any member of the Student Association.

## **Senate Policies**

- A) All regular and special meetings of the Student Association Senate and its committees are open to the general public and may be recorded by any member of the student body or media by written notes or by electronic equipment.
  - 1) If such recording is taken place the student or media must inform the President of the Student Association at least one hour prior to the meeting.
- B) Any new business involving the approval of new clubs, club constitution changes, or changes to the Student Association Constitution or Policy Book must wait one meeting before being voted on.
- C) The Student Association Senate may, by a 2/3 vote, waive any policy when necessary. Waiving of policies is only for the situation in which the Student Association Senate votes and does not carry over to any other situation, but rather the Senate must vote to waive policy each time it sees fit.
- D) Each Student Association Senator must do at least one office hour in the Student Association office every other week.
  - 1) This hour shall be scheduled and if a Senator misses their office hour the Executive Vice President may give them one half of an absence.

## **Internal Controls**

The Student Association shall have an Internal Controls Document, approved by a majority vote of the Student Association Executive Board, which shall outline all procedures and controls used and enforced by the Student Association. If the Executive Board makes any changes these changes shall be reported to the Student Association Senate and appropriate college officials.

## **Historian Policy**

- A) The Director of Pride and Tradition will be responsible for having the Pride and Tradition Committee create a historian file, including a semester report.
  - 1) The report must outline any important decisions made throughout intersession and the semester that has just passed.
  - 2) The report must also outline any major controversies that came before the Student Association Senate.
  - 3) The report must be given to the Student Association Senate. It shall then be placed in the historian file that will be available to all Student Association members and future Student Association Executives.
  - 4) The historian file shall also include the budget for the year.
- B) The Pride and Tradition Committee must also create a scrapbook and/or collage to be kept in the Student Association office each year.

## **Committee Policies**

### **External Committees**

- A) At any time the Executive Vice President may contact an external committee chair to inquire if that chair feels a Student Association representative is or is not filling their responsibilities on said committee.
- B) The Executive Vice President may revoke membership of a student representative to an external committee. If said student is a senator they may be charged with one absence from senate and an external committee reassignment will take place if possible.
  - 1) This may be appealed to the Student Association Senate and can be overruled by a 2/3 vote.
- C) If there are any attendance or effort issues involving committees and Executive Board members, the Constitution outlines means of investigating Executive Board members.

### **Internal Committees**

- A) For committee members to be held accountable for missed meetings said meeting must be called by the chair at least 48 hours in advance and a reasonable effort to contact members must be apparent.
- B) A committee member may be excused from a meeting in advance at the discretion of the committee chair on a case by case basis.
- C) Each internal committee chair may take and record attendance of all voting members at the beginning of each meeting.
- D) Any voting member of a committee that has incurred two unexcused absences in one semester shall be removed from that committee at the request of the chair to the Executive Vice President.
- E) If voting member is a Senator, removal from a committee will result in reassignment to an alternative committee by the Student Association Executive Vice President. In addition, the Senator may be charged with one absence from the Student Association Senate.
- F) If the voting member is a Student Association member, they shall be removed from that committee.
- G) Committee members being taken off committees due to attendance may appeal the chair and Executive Vice President's decision by submitting a written case to the Supreme Court.
- H) If a committee chair wishes to remove member(s) from their committee due to reasons other than attendance they may do so by a two-thirds vote of senate. If the member is a senator, they will be given the same sanction as if it was an attendance issue in D.
- I) A two-thirds vote of voting committee members is necessary to revoke a person from directorship. This decision may be appealed to the senate.
- J) A two-thirds vote of the Student Association Senate is necessary to revoke a person from directorship. This decision may be appealed to the Supreme Court.
- K) If a senator is revoked from a directorship this will result in reassignment to an alternative committee by the Student Association Executive Vice President. In addition, the senator will be charged with one absence from senate.

- L) Official Ad Hoc committees follow the same above policy.
- M) All committee meetings are open to Student Association members and faculty/staff of the SUNY College at Oneonta.
- N) If a faculty member or student who is not on the committee plans on coming they should inform the chair before said meeting.
- O) Any committees may go into Executive Session at any time where only voting members of the committees and the chair shall be present.
- P) Any student activity fee paying member of the Student Association may serve as a voting member on an internal Student Association committee if approved by a majority vote of the Student Association Senate.
- Q) The only restrictions on membership of Student Association committees are on the Finance Board, Executive Council and Scholarship Committee.
  - 1) The Finance Board and Scholarship committee must have three Student Association members, and three Student Association Senators.
  - 2) The Executive Council shall be comprised of the five Executive Board members and five directors.
- R) All internal committees need to have at least four members.
- S) Quorum for any committee is at least half of voting membership.
- T) Chairs of Student Association Committees shall only vote in the event of a tie.

## **Scholarship Policy**

- A) No member or chair of the scholarship committee shall apply for any of the scholarships.
- B) The Student Association V.P. of Internal Services shall serve as the Chair of this committee.
- C) The Scholarship Committee shall consist of:
  - 1) Three Senators approved by the Executive Council.
  - 2) Three Student Association members who are not members of the Student Association Senate or Executive Board recommended by the V.P. of Internal Services and approved by majority vote of the Senate.
  - 3) One Professional staff member from the Financial Aid office will be notified of the date of the selection process. They may observe the committee in a non-voting capacity and shall receive a copy of the minutes from the meeting.
- D) A majority vote of the Committee is required for a scholarship to be given.
- E) These scholarships must be widely publicized.
- F) All applications are due 2 weeks before the awards are to be handed out.
- G) The vote of the committee shall be documented in committee minutes and entered into the official record of the Student Association Senate.
- H) Student Services that are paid for will not be considered for the student services scholarship and as a result makes the student ineligible for that scholarship.
- I) Student Association Scholarship recipients must be enrolled the following semester at SUNY College at Oneonta. Recipients will have the choice to have their check made out to either the college (as tuition aid) or the official college bookstore for textbooks.

## **Scholarships Available**

A) The following scholarships will be awarded in the Fall semester:

- 1) Dana Lynne Moore Memorial
- 2) Robert Cicio Memorial
- 3) Rita Broyles Memorial
- 4) Kathleen Jermyn Memorial
- 5) Michael Wilkinson Memorial

The awards for the fall scholarships will be given on or around the first week in December for the following semester.

B) The following scholarships will be awarded in the Spring semester:

- 1) The World of Difference
- 2) Linda Velzy Memorial
- 3) Sepp Rhoese Memorial
- 4) Jeffery Gaudet Memorial
- 5) Rodney Fitch Memorial
- 6) Tom Regan
- 7) Sara Callahan Memorial Scholarship

The awards for the spring scholarships will be given on or around the first week in May for the following semester.

## **Student Association Leadership Scholarship**

The following policies are set up to maintain and allocate the Student Association Leadership Scholarship endowed by SUNY College at Oneonta Foundation.

A) Preference for this award will be given to any Student Activity Fee paying student or future Student Activity Fee paying student whom has demonstrated leadership and service in their own local communities, the College at Oneonta or the Oneonta Community. No GPA information shall be considered.

B) Selection Process

- 1) A meeting of the scholarship committee shall be held for the sole purpose of the selection of this scholarship. All scholarship committee members may attend but only the V.P. of Internal Services and a supervisory level employee of both the admissions and financial aid office hold a vote. The Student Association President shall be chair.
- 2) At the start of this meeting the committee shall review the amount of money available to award and decide how many and of what value scholarship will be awarded. The scholarship shall be awarded to at least one incoming student and one current student.
- 3) The President shall call for nominations for letters of reference and resumes from the V.P. of Student Development, the Director of Campus Activities and the Director of the Student Union.
- 4) The office of admissions shall code incoming student applications for leadership and recommend a small number of admitted and/or accepted students for this award.

## **Election Polices**

### **Campaign Policy**

When students are running for Student Association positions they are representing not only themselves but also the Student Association and shall act accordingly. Students are expected to follow all Student Association policies when campaigning for elections. Grievances shall be brought against students whom are in conflict of this ideal as outlined out in Election Policy Violations. While differences in a campaign platform are expected, personal accusations shall not be tolerated.

### **Campaign Advertising**

- A) A candidate in any Student Association election may not start advertising their candidacy until their petition is considered valid by the Student Association. Reasonable consideration shall be given to those candidates whose advertising is out of their control.
  - 1) It is the duty of the elections committee to notify potential candidates within two class days of the final submission deadline of petitions to the Student Association office that their petition has been found to be valid or invalid.
    - a) A petition shall be considered valid if all required signatures are submitted, cumulative GPA requirements are met, and the campaign statement is turned in on time.
- B) One copy of each of the candidates' official flyers must be given to the Student Association Secretary to keep on file during said election before being posted. Flyers are defined as any physical means of advertising (Posters, handouts, table tents etc.)
  - 1) Each building administrator reserves the rights to have their own policy's for flyers and candidates shall be knowledgeable and not in violation of any such notions.
  - 2) Limits for flyers per candidate are as follows:
    - a) Each dining hall shall be allowed 20.
    - b) Each residence hall shall be allowed 10 with the exception of Hulbert which is allowed 20.
    - c) Only one will be allowed per classroom.
    - d) Only two signs will be allowed on all non-classroom bulletin boards.
    - e) No signs will be permitted in any outside areas.
  - 3) All candidates should remove all signs within one week after the Student Association elections. If after a week, the flyers have not been removed building administrators may remove flyers.
- C) Candidates may solicit Student Association members for support in any and all common areas on or off campus with the following exceptions:
  - 1) Candidates cannot campaign in computer labs and the college library.
  - 2) Door to door solicitation to residents in residents halls is not allowed, and if reported will be considered by the elections committee.

### **Campaign Financing**

- A) Candidates are allowed to use their own funds for campaigning.

- B) The Student Association will provide the following avenues for campaigning:
  - 1) Executive Board candidates shall have a debate that allows the candidates to show their views and why they would be a good candidate.
  - 2) Contact information for club presidents and advisors in the event that candidates want to meet with clubs while campaigning.
  - 3) 20 signs for candidates running for Student Association Senate, 50 signs for candidates running for Student Association Executive Board, or Supreme Court.

### **Elections Violations**

- A) Accusations against a candidate for breaking policy must be proven beyond a reasonable doubt in order for a punishment to take place.
- B) The initial investigation must be conducted by the Student Association Elections Committee.
- C) All committee findings regarding election controversies shall be brought to the Supreme Court who will make a ruling regarding the investigation.
  - 1) The ruling of the Supreme Court may be appealed to the Student Association Senate.
  - 2) Candidates found to be in violation of election policies may be removed from the ballot if deemed necessary by the Supreme Court.
  - 3) If a revote is deemed necessary, the elections committee shall hold an emergency election. The duration of said election's entire process shall be no longer than one week.
- D) Full committee and court findings must be made public. The accused shall have the opportunity to respond publicly.

### **Campaign Debates**

(The following policies apply only to Executive Board Elections.)

- A) The Student Association Elections Committee shall be responsible for coordinating debates.
- B) Moderators must affirm their willingness to remain neutral and follow all pre-established debate rules.
- C) All debate questions must be developed and chosen by the Student Association Elections Committee, however they are encouraged to get input from members of the Student Association as well as the moderator(s).
- D) No question shall be made for a specific candidate.
- E) Questions will be asked on a rotational basis.
- F) Elections committee shall hold at least one debate in the spring semester.

### **Class Officers**

- A) The election committee shall run elections for the Sophomore, Junior and Senior class officers in the spring.
- B) The elections committee shall run elections for Freshman class officers in the fall.
  - 1) If a spot is not filled for the Sophomore, Junior or Senior class a special election shall be done at the same time as the freshman class officer election.

## Director Elections

- A) Directors shall be elected at the first meeting of the newly elected officers/officials.
- B) The process shall be as follows:
  - 1) The chair will call for nominations (including self nominations) for the following positions in this order: the Director of College Operations, the Director of Campus Services, Director of External Affairs, the Director of Communications & Public Relations, the Director of Pride & Tradition.
    - a) Senators may only be nominated for two positions.
  - 2) Elections shall be done in the same order as nominations, if a Senator would prefer a directorship later in the election process the order shall not be changed.
    - a) This can be overridden by a 4/5 vote of Senate if the proper motion is made.
  - 3) The chair will ask the candidates for the position that is currently being debated to step out of the room and each candidate will be called in alphabetically.
  - 4) Candidates will each have 3 minutes to give a short speech.
    - a) In the case that more than two Senators are running for the same directorship, the two with the highest votes shall have the chance to give another one minute speech with five questions from the Senate (the same questions shall be used for both candidates).
    - b) Once both candidates leave the Student Association Senate shall vote again and the Senator with the most votes shall get the position.
    - c) If only one Senator is running they still shall be asked to give a speech and shall leave the room so the Senate may vote. In this case, confirmation requires a majority vote.