

I. GENERAL POLICIES

A. GENERAL DUTIES OF A SENATOR

1. All members of SGA must be a full time undergraduate student in good academic standing with the University.
2. All members of SGA must attend all SGA sponsored events in which they are required to attend, including, but not limited too: senate, cabinet, and committee meetings.
3. All senators must serve a minimum of one (1) office hour per week. Members of cabinet are required to serve a minimum of two (2) office hours per week.
4. Senators will be responsible in understanding the Constitution By-Laws and Policy Series under the SGA.
5. Senators must attend required retreats.

B. SGA COMPUTER POLICY

1. The computer may only be used for official SGA business. No resumes, papers, or similar documents may be printed.
2. No leisure activity games may be played on the computer or loaded on to the hard drive.

II. ACADEMIC AFFAIRS COMMITTEE

A. TEST FILE DRIVE

Each semester hold a test drive following midterms. The test file is for all University students to use as an academic resource. It is the committee's responsibility to have the most updated test. Ways to go about this is to hold a drive, calling to all students to participate. As well the committee should ask for University professors to help out as well, with any type of academic resources.

B. BUILDING REVIEW

The committee is to hold an annual Building Review of all of the academic buildings on campus and evaluate the buildings and make recommendations for changes. The criteria for the evaluations should be set by the committee and full report made to Senate following completion. The report should then be sent to the Vice President of Campus Life.

C. TEACHER EVALUATIONS

Each semester, during the times of registration, all Senators on the committee should make themselves accessible to the student body and should post times where a student may have access to the teacher evaluation forms.

D. OLD TEXT BOOKS

At the conclusion of each semester during the “Buy Back” period, the committee should gather the text books that the University bookstore did not purchase from the students and all of them be donated to the SGA and have them maintained by SGA for use by future students.

E. ACADEMIC CONCERNS & MATTERS

If an academic problem or concern is to arise on campus and is brought to the attention of SGA, it is then the Academic Affairs committee’s responsibility to investigate the problem and speak with the proper agencies to seek an appropriate resolution to the problem.

III. APPROPRIATIONS COMMITTEE

A. ADDENDUM TO THE APPROPRIATIONS COMMITTEE UNDER THE JURISDICTION OF THE COMPTROLLER

1 FINANCIAL RECORDS

All SGA funded organizations are required to maintain financial records which are subject to audit by the Internal Review and Control Board (IRCB). All organizations have a maximum of seventy (72) hours after receiving written or verbal notice that they will be audited to contact the IRCB or the Comptroller. Failure of the organization to produce its financial records at that time will result in that organization’s budget being frozen. The budget will be unfrozen immediately upon receipt of the financial records by the IRCB.

2 CHECK REQUISITIONS AND PURCHASE ORDERS

- a All Check Requisitions and Purchase orders (P.O.’s) will be honored only if there is sufficient money in the club or organization’s budget to accommodate that purchase. No club will be allowed to have a negative (red) balance its budget.
- b Check Requisitions and Purchase Orders are available in the SGA office or from the SGA Bookkeeper, located in rooms 207 and 242A, respectively, Student Center.
- c All forms must be completed correctly or they will not be honored. All forms must be submitted two (2) weeks in advance of the event. Forms submitted less than two (2) weeks

in advance may result in denial or mismanagement of funds. No “walking through” or “push purchases” will be permitted.

3 FUNDING FORMS

SGA will require that all organizations, to access their budget, fill out the funding form. The funding forms must contain the following information: Organization’s name, requester, budget #, description of event, date submitted, date of event, total amount requested, description of service/product, quantity, unit price. Attached to this form must be three bids of purchasing items from a specific vendor exceeding \$1000.00 or the current University policy as direct by the purchasing department. A funding form must accompany every purchase.

4 OVERSPENDING

The SGA will deduct the amount of over expenditures by each individual SGA-funded organization from the following year’s budget of that organization (if overspent in 2008-2009, deduct from 2009-2010).

5 DEFUNCT CLUBS

All defunct clubs and organization’s budgets shall be returned to SGA club contingency.

6 FROZEN BUDGETS

All funds in the club’s account are held and no financial business is allowed.

7 CASH ADVANCES/PETTY CASH

Receipts for outside/off campus purchased material will not be honored. There will be no cash advances, except in the case of petty cash with prior approval of the Comptroller. Clubs must use vendors who will accept P.O.’s and check requisitions.

B APPROPRIATIONS COMMITTEE

1. GENERAL POLICIES

- a Meetings will take place every week during the fall and spring semesters, including partial weeks when school is in session. Location and time will be posted on the bulletin board outside the SGA office.
- b An agenda of clubs will be posted for each meeting. All requests must be made in writing.

- c Once the agenda is filled, clubs will be taken on a first come, first serve basis, and will only be considered time permitting.
- d The Appropriations Committee Chairperson reserves the right to limit the number of clubs on its agenda for any meeting.
- e All financial business does not become official until it passes the SGA Senate.
- f Appropriations Committee members—president and treasurer of any club or organization may not serve on the Appropriations Committee as a voting member. Any other full-time undergraduate may be a member.
- g Contracts—when scheduling entertainment for a function, a Hofstra University Single Engagement Contract must be completed and signed by the SGA advisor at least two (2) weeks in advance of the date of the event.
- h The SGA, the Comptroller and Hofstra University cannot guarantee payment of any financial transactions where all documents are not filled out completely and correctly at least two (2) weeks in advance.
- i Any club not submitting a signature authorization form is immediately frozen until the Comptroller receives the form.
- j SGA equipment, whether purchased by the SGA itself or with SGA funds by recognized clubs or organizations, may not be used by anyone outside the jurisdiction of the SGA. Exceptions may only be granted by the Appropriations Committee Chairperson, and the SGA Vice President, or the SGA President, and the waiver must be granted in writing. Exceptions will only be granted after consultation with the club or organization whose budget was used to purchase the item.
- k The SGA does not fund clubs to provide scholarships.

2. JOINT RULES/APPROPRIATIONS MEETINGS

- a Fall semester—Appropriations and Rules Committee Chairpersons will issue the rules and regulations of all SGA organizations. Any questions will be answered at this time. No other business will be transacted at this meeting (no budgets, additional allocations, or reallocations).
- b Spring semester—Budget Request guidelines and inventory funds will be distributed during this meeting to all SGA organizations. Budget hearings will be held anywhere up to one (1) month prior to budget weekend. The Rules Committee Chairperson will issue the rules and regulations to all SGA organizations.
- c The president and/or treasurer of every organization must attend both meetings, unless they submit, in writing three (3) business days prior to the meeting valid reason they cannot

attend. Should an SGA-funded organization fail to provide representation, their budget will be frozen until they meet with the Rules and Comptroller.

3. APPROPRIATIONS COMMITTEE PROCEDURES

When requesting a new budget, additional allocation, or reallocation, all requests must be presented at the Appropriations Committee meeting by an executive board member of the club. The request must be in writing with at least eight (8) copies for members of the committee.

4. ADVERTISING

All SGA clubs have a certain amount of free advertising in *The Chronicle*. All club advertisements are subject to guidelines as published in *The Chronicle's* ad policy. For *The Chronicle*: all Club Affairs clubs are allowed any combination up to one-half (1/2) page per academic year.

5. FUND-RAISERS

All organizations are encouraged to sponsor fund-raisers. All money must be deposited the day of the event with the SGA bookkeeper. Failure to do so will constitute mismanagement of funds. The SGA may engage in fund-raising activity. Any monies allocated for this purpose may be considered restricted income, as determined by the Appropriations Committee.

6. REALLOCATIONS

Money may be allocated from a Club/Organization's budget to an SGA account.

8. ADDITIONAL ALLOCATIONS

When an organization wishes additional money from the SGA, clubs/organizations must request these funds by writing a proposal. The Appropriations Committee shall take into account the current financial status of the Club/Organization in rendering their decision on the request. Any additional allocation request may be tabled for further investigation until the next Appropriations Committee meeting.

9. RESTRICTED INCOME

When money is loaned to a club or organization for an event the money is to be returned within the end of the academic year, unless granted prior approval by the Comptroller. Failure to return this money will result in a misuse of funds penalty and automatic transfer of the loaned money back to the SGA.

10. ANTICIPATED REVENUE

An amount of money that an organization is expected to raise and should raise during the time frame of the September 1 to August 31. The Appropriations Committee and the Comptroller requires that all organizations make an effort in good faith to reach their Anticipated Revenue. Failure of any organization to operate in good faith will result in appropriate sanctions imposed by the SGA Comptroller.

11. INCOME

Any money that enters a Club/Organization's budget other than SGA allocations.

12. PRICES

All clubs must purchase equipment at Receiving and Stores if the item is less expensive than outside vendors and agencies. All clubs must contact the Printing Department and the SGA advisor before outside printing is approved. Any items over \$1000.00 requires three bids as per the University purchasing department.

13. CONFERENCES

- a A maximum number of four (4) people may be funded by the SGA to attend a conference. However, income may subsidize additional people over and above the four (4) person limit. The Appropriations Committee may set a limit to the total subsidy. The Appropriations Committee will only fund for a maximum of three (3) conferences per year for each organization.
- b Gas and toll money may be funded provided that the conference falls within a 300 mile radius of New York City.
- c Three (3) bids will be mandatory before any allocations are to be disbursed for hotel and transportation costs unless the conference mandates hotel.
- d Any spending on a conference, be it from an organization's income or from a member's private finances **must** be deposited with the SGA bookkeeper prior to the conference and prior to completing purchase orders and check requisitions (for the conference) for which the deposited money is to be used.

14. COMPETITIONS

In order to enable those Student Government organizations that represent Hofstra at intercollegiate competitions the Student Government shall establish separate guidelines when determining the funding for those organizations. Those guidelines shall be:

- a When requesting funding for a competition, an organization must present the Appropriations Committee with all necessary registration materials and information regarding the competition.
- b When requesting funds for Intercollegiate competition the SGA Appropriations Committee shall discretion in determining funding.
- c It shall be to the discretion of the Appropriations Committee to set forth stipulations regarding fund-raising.

15. FILM

The SGA shall not provide funds for the purchases of cameras, photo supplies, or developing costs. The only exception to this policy shall be a club whose purpose requires such a purchase.

16. HOMECOMING

Clubs may be budgeted for float building materials up to \$100, so long as the appropriated monies do not exceed the limit set by the Office of Alumni Relations. Float building materials may be further purchased with income with monetary limit to be established by the Appropriations Committee Chairperson and the Comptroller.

17. CHARITABLE CONTRIBUTIONS

Any organization may donate monies collected from any event of a philanthropic nature to charity, with a monetary limit and prior approval of the Appropriations Committee Chairperson and Comptroller.

18. DONATIONS

Donated money shall be considered as income. However, donated money is subject to all policies pertaining to the use of funds as stated in the SGA Policy Series and must not violate University contracts. Any organization receiving donations must deposit them with the Student Activities Bookkeeper. Money must be used within the year contributed beginning in August, except for special events and when approved by the

Appropriations Committee, in which case it shall be carried over to the next fiscal year.

19. CLOTHING

No clothing (shirts, jackets, etc.) shall be funded above \$250. If a club wishes to fund above \$250, each member must submit payment for the clothing, the money deposited in income, and then P.O. submitted. Any exceptions must have prior approval of the Appropriations Committee Chairperson and the Comptroller.

20. CASH PRIZES

Cash prizes are not permitted.

21. DEPOSITS

- a Monies of all SGA funded organizations (excluding publications) must be deposited with the SGA bookkeeper or Student Activities representative on the day of the event.
- b If all money is not deposited with the SGA bookkeeper on the day of the event, the club or organization may receive a Misuse of Funds and/or Mismanagement of Funds citation.

22. PAPER

All reams of white paper purchased must be recycled paper.

23. SUBSCRIPTIONS

Subscriptions must be endorsed to the name of the club and delivered to its office.

24. INVENTORIES

The Appropriations Committee may require inventories at the beginning of each semester from all clubs to assess possessions of all SGA affiliated clubs and organizations.

25. VENDORS LIST

The vendors list is a compilation of vendors who accept Hofstra University Purchase Orders from SGA funded clubs and who have agreed to comply with the stated guidelines. The purpose of the vendors list is to facilitate the transactions of clubs with outside merchants and to insure the proper procedures are followed in order to guarantee payment to the

vendor and to maintain Hofstra University's reputation in the business community.

- a Procedures for compilation
 - i The list shall be compiled by the Comptroller, Purchasing Department and SGA bookkeeper and shall be presented to the clubs at the first Joint Rules and Appropriations meeting at the beginning of the academic year.
 - ii Any correspondence with the vendor regarding its inclusion on this list must be cosigned by the Director of Purchasing or the SGA advisor.
- b Conditions for the Inclusion on the Vendors List
 - i Vendors shall agree to accept Hofstra P.O's from SGA funded clubs.
 - ii Vendors shall agree to mail all bills for payment directly to the SGA bookkeeper.
 - iii Vendors shall agree not to allow students to overspend without a properly authorized addendum.
- c Flexibility of Vendors List
 - i The Vendors List is flexible. The SGA is not committed to any supplier listed. If a club is able to get a lower price from another vendor, the vendor will be added to the list following the above procedures.
- d Procedures for Non-Compliance
 - i Non-Compliance shall be defined as the deliberate use of a vendor not included in the list without prior approval.
 - ii First offense—sole responsibility for payment of the bill without recourse to their allocated budget by the club.
 - iii Second offense—same as 25. dii. Such club shall remain frozen for a period of time to be left to the discretion of the Appropriations Committee Chairperson, but for no less than fourteen (14) days.

26. TIPPING

Organizations are not permitted to tip the staff during events at Hofstra USA.

27. PAID IN ADVANCE

Throughout the Appropriations Committee Policy Series and By-laws, the phrase "paid in advance" means "deposited to the SGA bookkeeper in advance of the event". For publications the phrase "paid in

advance of the event” is defined to mean “before the issue goes to the printer”.

28. COPYING PRICES

- a Copies for all SGA funded organizations will be \$.05 each with the bulk copy rates of:
 - i 100 copies \$4.40
 - ii 200 copies \$8.80
 - iii 300 copies \$13.20
 - iv 400 copies \$17.60
 - v 500 copies \$22.00
- b Only SGA organizations may be allowed to use copy machines.

29. NEGATIVE BUDGET LINES AND/OR MISUSAGE OF FUNDS

- a The following procedures will be established for all SGA funded organizations when a negative balance exists in a line or a misuse occurs:
 - i First offense—a warning will be given to the club in question.
 - ii Second offense—the club will be levied a 20% fine of the reallocated or misused amount to be returned to SGA club contingency. In some cases, a written warning may be issued prior to any fines.
 - iii Third offense—the club will be levied a fine of 35% of the reallocated or misused amount. The club's budget will be frozen immediately and remain frozen for an additional seven (7) days after the fine is paid.
 - iv Fourth offense—the club's budget is immediately frozen and will remain frozen for the remainder of the semester. The club's budget can only become unfrozen in the next academic semester per the approval of the IRCB after an official hearing is held. Once the IRCB unfreezes a club's budget, any additional misuse will result in the club's/organization's budget being frozen for the remainder of the academic year, no exceptions.

****The SGA reserves the right to implement further penalties if the situation warrants.****

30. END NOTES

- a Misuse of Funds shall be defined as violating policies or procedures of the Appropriations Committee, the SGA, or Hofstra University

- b It is within the power of the SGA Comptroller to determine what shall be considered Mismanagement of Funds or Misuse of Funds, and he/she may take appropriate actions and levy appropriate fines after consulting the IRCB.
- c All IRCB procedures regarding the unfreezing of budgets shall be found in the appropriate section of the Policy Series and strictly adhered to. All clubs/organizations begin a new academic year with a “clean slate” with regard to violations of the Misusage Policy. This is limited to those organizations not under any specific sanctions by the IRCB.

31. INTERNAL REVIEW AND CONTROL BOARD

Any club/organization that has violated the “Negative Lines/Misusage of Funds” policy for a third time must appear before the IRCB at an official budget hearing to have the club’s/organization’s budget unfrozen if permitted by the IRCB. Below are the guidelines and procedures that the IRCB and the clubs/organizations must follow:

- a The IRCB will notify the President/Treasurer of the organization in writing that they must schedule a hearing within ten (10) days of notification. The club/organization that must appear before the IRCB for a hearing must have forty eight (48) hours to prepare before the hearing is to commence.
- b The club/organization must provide the IRCB with specific reasons as to why the violation of the “Negative lines/Misusage of Funds” policy occurred and offer a plan of action for ensuring that there are no future violations.
- c The IRCB will be permitted to question the club representatives regarding the policy violation.
- d When all evidence has been presented and all questions are asked, the IRCB will notify the club/organization within two (2) days of their decision.
- e The IRCB can render any of the following decisions:
 - i Unfreeze the organization’s budget.
 - ii Keep the organization’s budget frozen for a specified time when another hearing can be held.
 - iii Stipulate organizational changes as a condition of the organization’s budget becoming unfrozen.
 - iv Stipulate and additional administrative procedures to the organization (ex. weekly contact with Comptroller, mandatory fund raising efforts, etc.)
 - v Revoke the organization’s budget for a specified period of time.

32. ROAD TRIP POLICY

The SGA may allocate money for all road trips provided:

- a Seven (7) days prior to the trip, a minimum of five (5) people must be registered and paid and the money deposited with the SGA bookkeeper.
- b If five (5) people are registered and paid for, two (2) SGA passenger vans and one SGA cargo van must be used.
- c Four (4) days prior to the trip, if five (5) people are not registered and paid, with money deposited with the SGA bookkeeper, one (1) SGA passenger van and one (1) SGA cargo van will be used.
- d All organizations must submit an announcement of the road trip at least twenty one (21) days in advance of the trip. After the announcement is submitted to the Appropriations Committee Chairperson he/she must approve or disapprove the trip within seven (7) days. If the trip is not approved, the SGA and the organization involved must meet within the next seven (7) days to discuss the decision.
- e All money must be deposited with the SGA bookkeeper prior to every road trip.
- f Alumni, non-students, and parents are not permitted to register for the trip prior to three (3) days before the date of the trip.
- g If the SGA vans are being used an advisor must travel with the group.
- h Under no conditions is the SGA required to fund any road trip
- i Approval or disapproval of any road trip must be included in the Appropriations Committee minutes at the next Senate meeting following its decision.
- j SGA will not allocate funds for the use of luxury busses from contingency.

33. Appropriations Club Attendance

- a. The following procedures shall be established for all SGA funded clubs and organizations when they fail to attend the Appropriations Committee meeting for which they signed up, without a twenty-four (24) hour cancellation notice:
 - i. First Offense – A warning will be given to the club or organization in question.
 - ii. Second Offense – The club will be levied a ten percent (10%) fine of their current budget on the date of the Appropriations Committee Meeting.
 - iii. Third Offense – The club will be levied a fifteen percent (15%) fine of their current budget on the date of the Appropriations Committee meeting.
 - iv. Fourth Offense – The club's budget is immediately frozen for the remainder of the academic year. The club's budget can only become unfrozen per the

approval of the IRCB after an official hearing is held. Once the IRCB unfreezes a club's budget, any additional offenses will result in the club/organization's budget frozen for the remainder of the academic year, no exceptions.

- b. These offenses shall be reset at the beginning of every semester.
- c. The Comptroller shall be responsible for issuing these offenses.
- d. The cancellation of a club's sign up for the Appropriations Committee meeting shall be cancelled by a Senator, verified with the current date and time, and initialed by that Senator.

IV. SPIRIT COMMITTEE

A. MISSION STATEMENT

- 1. The goal of the Spirit Committee is to help the Athletic Department and SGA Clubs and Organizations promote/increase attendance at all campus wide events.

B. HOMECOMING DUTIES

- 1. The Spirit Committee shall be in charge of creating a theme and design for the SGA float during homecoming. All SGA members shall contribute at least one office hour in building the float.
- 2. The Spirit Committee shall also design homecoming t-shirts that can be available to the general student body for purchase.

C. ATHLETIC DEPARTMENT

- 1. To hold Hofstra Hoopla in which SGA Clubs and Organizations shall compete in cash and/or chapter point contests.
- 2. The Spirit Committee in conjunction with the Athletic Department shall create one major event for the fall, winter and spring sporting seasons.

D. CLUB DUTIES

- 1. The Chairperson of the Spirit Committee shall choose a Director of Communication which shall be in charge of handling SGA Clubs and Organizations promotional needs with the help of the committee.

E. CLUB POINT SYSTEM

1. The Spirit committee shall establish a series of designated events each semester in which all clubs are eligible to earn club points.
2. Club points earned at these events will be totaled by the Spirit committee throughout the entire academic year.
3. At the close of the spring semester the club with the most points shall receive \$2,000 (construed as income) to be added to that club's budget for the following year.
4. Club point totals for events must be set in advance of that event.
5. The points shall be given in pre-prescribed reason and manner.
6. Clubs are not eligible to earn club points unless they are recognized as active by SGA.
7. Clubs may act in conjunction with one other club if they agree in advance to divide the club points equally and bring the plan to the attention of the Spirit committee.
8. If club point distribution is contested the conflict shall immediately be referred to the judicial branch of SGA.
9. The Spirit Committee may and shall act in conjunction with other SGA committees to add club points to any event the Spirit Committee sees fit. However, no other SGA committee may independently institute the club points system at an event without first gaining the approval of the Spirit Committee.

V. RULES COMMITTEE

A. ACTIVE CLUBS

1. An "active club" is defined as having:
 - a. A constitution approved by the Rules Committee and the Student Government Association currently on file with the Rules Committee Chair.
 - b. No less than ten (10) undergraduate members who regularly attend club meetings.
 - c. A faculty advisor, who is appointed and may serve in a capacity to be determined by the club. If a club cannot find an appropriate faculty advisor, a representative from Student

Activities will act as an advisor until a more appropriate one can be located.

2. If at any time a club is demonstrated to be in violation of any of the above guidelines, the Rules Committee Chair may take any of the following, or other actions.
 - a. Suspend the constitution of the club, which is equivalent to deactivating the club.
 - b. Impose a grace period of forty four (44) days to raise the number of members to the requisite minimum.
3. The Rules Committee has the right to request an updated constitution and by-laws and/or a review hearing once per year.
4. The Rules Committee Chair shall, each September, distribute and require the completion, by each club, of a “Rules Committee Information Form” detailing a list of members, last four (4) digits of their ID numbers, and phone numbers.

A. PROPOSED CLUB PROCEDURES AND GUIDELINES

1. Proposed clubs must complete the following requirements:
 - a. Fill out a constitution/by-laws document for approval by the Rules Committee.
 - b. Submit the constitution/by-laws along with a petition for activation containing the signatures of at least ten (10) undergraduate students.
 - c. Signatures of students must contain the last four (4) digits of the student’s Identification Number.
 - d. Blank constitution/by-laws forms are available in the Student Government office to assist clubs in preparing these documents.
2. A representative of the proposed club must attend a weekly Rules Committee meeting with eight (8) copies of the constitution/by-laws.

B. REACTIVATION PROCESS

1. An organization must petition the Rules Committee for reactivation within three (3) weeks following the date that the club has been notified of deactivation. Failure to meet this requirement will result in the club being considered Defunct (For Defunct see section 7).

2. Clubs who approach the Rules Committee for reactivation must satisfy the following guidelines:
 - a. The club must have fulfilled all requirements set for all proposed clubs under section 2.
 - b. The club must have reconciled the problem for which it was originally deactivated.
3. Reactivated clubs may have additional restrictions imposed by the Rules Committee, which may include outlines of proposed activities, mandatory review sessions, etc.
4. If the organization does not comply with the provisions set forth under this, or other sections of SGA Policy, then the Rules Committee may withdraw activation.

D. CLUB ELECTIONS

1. Clubs who hold elections for officers must have those proceedings witnessed and validated by a representative of the Rules Committee.
2. In all cases, the moderator of the election or of impeachment must give the Rules Committee fourteen (14) days notice prior to said election or impeachment.

E. CLUB IMPEACHMENT

1. Clubs who begin impeachment proceedings against an officer of the club must provide the Rules Committee Chair notice of said proceedings no later than forty-eight (48) hours after the proceedings have begun.
2. A representative of the Rules Committee is required to be present at all meetings where impeachment is formally discussed.

F. INVALIDATION OF PROCEEDINGS

1. Clubs who do not follow SGA-imposed guidelines for proceedings may have their proceedings invalidated by the Rules Committee Chair or by the representative attending the meeting.
2. "Invalidation of proceedings" is defined as a determination of the Rules Committee Chair or representative that the club's actions were done in violation of the club's or of the Student Government Association's policy.

3. In the event of the invalidation of a club proceeding, any actions taken relating thereto are negated.

G. DEFUNCT CLUBS

1. Any club who is deactivated twice in a semester shall be considered defunct. Defunct clubs must, in addition to any other regulation imposed by the Rules Committee, provide the committee with an comprehensive outline of events and activities which are planned by the organization.
2. The Rules Committee may exercise oversight powers on the organization's activities to ensure that the goals stated are being achieved.
3. Defunct organizations, if reactivated, shall be assessed the fine of fifteen (15) percent of its original budget.
4. An organization who is considered defunct twice in any given academic year may not petition the Rules Committee for reactivation for one (1) calendar year following the second date where it became defunct.

H. GRADUATE STUDENT POLICY

1. Graduate students who wish to join an undergraduate club under the Student Government Association must adhere to the following:
 - a. The President of the organization they wish to join must provide a receipt from the Student Activities for the Student Activities fee.

I. COMMITTEE MEETINGS

1. The Rules Committee shall operate in an open meeting environment. The right of the public to attend and voice opinions shall not be denied, except on a majority vote to close the meeting.
2. Business shall be heard as directed by the Chair.

J. INVESTIGATIONS

1. The Rules Committee may investigate constitutional violations of club or Student Government Association governing documents.

2. The Rules Committee may prosecute a club or student for violation of the Student Government Association governing documents. These cases shall be ruled upon by SGA Judicial Panel. The Ethics and Conduct Chair shall be the chief prosecutor in these cases.
3. In all cases involving investigations of Student Government Association Senators or officers for ethics violations under Section 206.9 of the By-Laws, the Rules Committee shall have the authority to compel the attendance of SGA members at hearings concerning the matter referred, given reasonable notice and consultation, on pain of expulsion from the Student Government Association.

K. DRAFTING AND COMPLETING LEGISLATION (REF. SECTION 206.2, BY-LAWS)

1. The drafting and completion of any legislation or papers may be done by the Chair, or by a member appointed by the Chair for student petitions or messages from the administration. All senators shall be responsible for drafting their own Proposals and Resolutions, but the committee may provide informal assistance and advice.

L. LEGISLATION/MINUTES REVIEW FILE

1. The SGA Archivist shall make available a special file containing all legislation considered, and all minutes approved, for public access.

VI. STUDENT SERVICES

- A. The purpose of the Student Services Committee is to address the concerns of the student body of Hofstra University.
- B. Student Service Committee meetings are open to all members of the Hofstra University student body.
- C. Any problems or concerns of the students are to be addressed by the committee and actions are to be taken as deemed appropriate by the committee.

VII. CLUB AFFAIRS COMMITTEE

- A. ORGANIZATION OFFICE PROCEDURES
 1. Floor plan of Club's office

- a. There exists a floor plan for the allocation of club office space located in the Student Government Office. This is to be followed and implemented by the Club Affairs Committee.
- b. Every year the floor plan is to be reviewed and necessary changes are to be made by the Club Affairs Committee and reviewed with the Dean of Students.

2. Allocation of office space

- a. All office space must be governed by the SGA.
- b. The allocation of office space is based on a “first come, first serve” review process policy for any open spaces based off prior existing club office floor plan.
- c. A waiting list must be established
- d. To qualify for the review process a club must contain at least twenty (20) members and be active as defined by the rules committee for two consecutive semesters.

3. Reviewing Clubs for the waiting list

- a. Every club desiring to be placed on the office space waiting list must submit an application provided by SGA to be reviewed by the Club Affairs Committee.
- b. Applications must include:
 - i. Name of Organization
 - ii. A Copy of the clubs roster
 - iii. An explanation of the clubs purpose and how a office space would benefit that purpose
- c. A club may request an interview to argue on their behalf, which must be accepted by the committee.
- d. Once a club is place on to the waiting list will be given the first available space
- e. A club may only twice in any given academic year
- f. Any club previously on the waiting list will not be impacted by the passing of these policies

4. Review, Maintenance, and Relinquishing on Office Space

- a. Every year the Club Affairs Committee will review office space in the Clubs Office to decide if any particular organization should continue to have a need for an office. You must be an active club to have a need for an office.
 - i. The review will occur at the end of the academic year and must occur a minimum of two weeks before the SGA election

- Club
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for
year,
- ii. Clubs will fill out an application as provided by the Affair Committee, which must include:
 - 1. A club roster
 - 2. An overview of this years accomplishments
 - 3. A tentative outline for the following semester
 - 4. An explanation of why an office space is necessary for the execution of the club's mission
 - iii. The committee will determine whether a club continues to have the necessary qualification, has properly its office space and if it expresses the continued need office space.
 - iv. Any club who fails to turn in the application automatically losses its office space next academic but can reapply for the waiting list.
- b. The organizations on the Clubs Office are responsible for keeping their office clean and informing the Club Affairs Committee if there are any problems. Failure to follow procedure can result in loss of office space.

5. Club hours for office space

- a. All organizations allocated offices must serve a minimum of ten (10) hours per week.
- b. All organizations allocated a cubicle must serve a minimum of seven (7) hours per week.
- c. All organizations existing as the sole occupant of an office excluding cubicles must serve a minimum of fifteen (15) office hours per week.
- d. Office hours must be posted for each individual club outside its office door when applicable. When dealing with cubicles the club must post hours in a location easily located by passers by.
- e. If an organization fails to use its office for the required hours, the organizations shall first receive a written warning. If the behavior persists, the clubs affairs committee shall take corrective measures including, but not limited to, sanctions, extra office hours, fines, frozen budget, and loss of office space.

6. Failure to Comply with Office Space Requirements

- a. If an organization fails to fulfill its requirements for office space it will first be served a written warning by Club Affairs. This written warning must be signed by a member of the club and return to the Club Affairs Chairperson within five (5) business days. Failure to do so will result in a fifty dollar (\$50.00) fine of the organization.
- b. If an organization make a second offence Club Affairs will serve them a second letter bringing the offence to there attention. The

written warning will be accompanied by a fifty (\$50.00) fine and must be signed and returned to the Club Affairs Chairperson within five (5) business days. Failure to do so will result in a second fifty dollar (\$50.00) fine.

- c. If an organization fails to fulfill its office requirements a third time it will have its office space privileges revoked and must vacate the office within ten business days or it will be fined fifty dollars (\$50.00) a week until the organization has moved out.
- d. A club may at anytime appeal a failure to comply to the Club Affairs Committee which will render a decision of whether or not the failure to comply will stand or not.
- e. Should a club violate any regulations as pertains to office space in a manner contradictory to the Student judicial code as outline in the guide to pride the Club Affairs Committee may take other corrective measures aside from the above including but not limited to sanctions, extra office hours, fines, and frozen budgets.

7. The SGA Lockers

- a. Club Affairs is responsible for the SGA lockers located in the game room.
- b. Club Affairs must maintain a layout of the lockers including which organization has which locker.
- c. Club Affairs will give out lockers on a first come first serve basis with review.
- d. Club Affairs must establish a waiting list for lockers.
- e. Three (3) lockers will be set aside for SGA.
- f. Three (3) lockers will be set aside for use by the game room/student activities.
- g. Every year the Club Affairs Committee will review locker use to decide if any particular organization should continue to have a need for a locker.

B. CLUB AFFAIRS COMMITTEE ABSENSE POLICY

1. Any form of activity, deemed mandatory by the Club Affairs Committee, not attended by the Student Organization will result in a verbal and written warning. If the mandate(s) imposed by the Club Affairs Committee in those warnings are not satisfied, the Club Affairs Committee reserves the right to sanction a maximum of one (1) absence per offense. (The warning does not apply to attendance at Club Affairs meetings.)
2. If an organization fails to attend the General Club Affairs meeting it shall be their responsibility to contact the Club Affairs Committee within

twenty four (24) hours following the meeting. (A note in the Chairpersons mailbox shall constitute as notification.) It shall be to the Committee's discretion to withdraw the absence.

3. It shall be the responsibility of the Club Affairs Committee to inform all Student Organizations of all mandatory requests to attend events (phone or announcement). The penalty for an offense must be explained to all student organizations at the time they are informed of the mandatory event. Student organizations must receive notification of mandatory events at least one (1) week in advance.

C. CLUB AFFAIRS DEACTIVATION POLICY

1. Deactivation is defined as:
 - a. The organization's budget frozen for the length of the deactivation.
 - b. Any club affairs dates are forfeited.
2. Reactivation of a deactivated organization must be adjudicated by the Rules Committee of the Student Government Association.
3. The Club Affairs Committee must notify any deactivated SGA organization of its deactivation in writing with in one (1) week following said deactivation.

D. DISTRIBUTION OF DATES IN HOFSTRA USA

1. All organizations interested in hosting events in Hofstra USA will be notified of the requirement for hosting parties in the following manner:
 - a. Fraternal organization will be notified by the IFSC representative.
 - b. All other groups will be notified via mail or telephone.
2. Once SGA has been notified of the Hofstra USA dates under there control a lottery will be held to give out all dates excluding all dates considered annual party dates.
3. For an event to be considered "annual" the club hosting said event must submit an application no less than three weeks before the party date lottery to club affairs so that the committee can decide whether the event deserves annual status.
4. Annual event status does not carry over from year to year.

5. A club or organization that already has annual event date(s) cannot participate in the lottery and can only take new dates after said lottery.

6. Application for annual events must include the following

- a. Date requesting
- b. Name of organization
- c. Party theme
- d. Anticipated entertainment (i.e. D.J. live band, etc.)
- e. Anticipated publicity
- f. Anticipated Cost
- g. Number of members in Organizations
- h. Planning to co-host/ co-sponsor
- i. Others applicable/penitent information
- j. Party history

7. Application will be judged on the following criteria:

- a. Membership of the organization
- b. Student acceptance of theme
- c. Feasibility of theme
- d. Past history of group
- e. Past history of the parties (i.e. attendance, problems, etc.)
- f. Past history of extenuating circumstances (if applicable)

8. Party dates for the following academic year will be announced at a regularly scheduled meeting of the Inter Fraternity and Sorority Council and at a scheduled Club Affairs meeting.

9. The distribution of party dates not designated annual party dates will be done through a series of lotteries.

- a. The first lottery will be done between four organizations: Clubs, ALFSA, IFC, and Pan-Hellenic Council.
- b. Once one of the organizations aforementioned is selected, two organizations, under their jurisdiction shall be selected to choose party dates.
- c. This process will repeat with the remaining organizations until all have chosen two party dates.
- d. Finally, any and all organizations who have not received a date will be placed into a mass lottery from which the remaining Hofstra USA dates will be distributed.

10. On the night of the event, the organization must sign a "Statement of Responsibility" with the student activities office ensuring that all of the SGA and University procedures are followed. Violations of this

agreement is subject to the Club Affairs Fining Policy and/or University Judicial Code.

E. The Distribution of Party Days After the Party Date Lottery

1. Club affairs must post all open dates in the SGA office
2. Any organization eligible may submit an open date proposal to chairperson of club affairs.
3. Open date proposals must include:
 - a. Date requesting
 - b. name of organization
 - c. party theme
 - d. entertainment and decorations
 - e. publicity
 - f. estimated cost
 - g. number of members of organization'
 - h. amount of money in budget
 - i. planning to co-host/ co-sponsor
 - j. other applicable information
4. The proposal will be judged on the following criteria:
 - a. membership of the organization
 - b. student acceptance of theme
 - c. feasibility of proposal
 - d. past history of group
 - e. budgeting of the organization
5. The proposal will then be voted on by the voting members of the Club Affairs Committee. Majority vote of the committee will decide if the organization receives their desired date.

F. PARTY CANCELLATION POLICY

1. Any group wishing to cancel a party in Hofstra USA must do so by notifying, in writing, both the Club Affairs Committee Chairperson and the Student Activities Office, no later than four (4) weeks prior to the scheduled date.
2. In the event that the group does not cancel by the date stated above, they will lose ability to have another party date that year.

3. In the case of extenuating circumstances the situation will be brought in front of the Club Affairs Committee and the subsequent decision will be approved by full senate.

G. CO-HOSTING POLICY

1. Two (2) or more SGA funded organizations that wish to co-host an event may do so.
2. Those organizations wishing to co-host an event must submit a written proposal to the Club Affairs Committee two (2) weeks before the date of the event.
3. All preparations for the event (setup, cost, collecting money, cleanup, entertainment, etc.) must be included in the written proposal and approved by the Club Affairs Committee.
4. The profits from the co-hosted event will be divided following the same divisions that were stated in the initial party proposal. This, too, must be written and submitted to the Club Affairs Committee for approval.

H. HOFSTRA USA

1. Any furniture or equipment (i.e. tables, risers, etc.) that is moved must be returned to the bar.
2. No one is to leave until the final approval is granted by the Hofstra USA manager.
3. USA must be in a respectable condition before the Club Affairs Organization arrives to setup. Any problem must be directed to the USA manager.

I. STUDENT ACTIVITIES ORGANIZATION

1. Club Affairs Committee shall work with in conjunction with the Student Activities Organization Office on the SGA Van Policy and any other necessary business.

VIII. **SGA Van Policy**

A. GENERAL

1. *(Student Activities is going to E-mail the Exact Wording)*

B. DEPOSITS AND FEES

1. SGA clubs and organizations shall pay a fifty dollar (\$50) deposit to use SGA vans.
2. Fraternities Sororities shall pay a fifty dollar (\$50) deposit to use SGA vans.
3. Non-SGA clubs and organizations shall pay a deposit fifty dollars (\$50) and a fifty dollars (\$50) fee to use SGA vans.

C. POSSESSION OF ALCOHOL OR DRUGS INSIDE THE VAN IS STRICTLY FORBIDDEN

1. Failure to comply with the alcohol and/or drug policy will infer:
 - a. A twelve (12) month suspension of the van usage privileges for the organization.
 - b. The Organization shall be referred to the Dean of Students Office.
 - c. All persons in the van shall be permanently banned from SGA vans, including riding in them.

D. THE FOLLOWING SHALL RESULT IN A LOSS OF DEPOSIT:

1. Van not returned clean.
2. Van not returned with the same amount of fuel as provided at the beginning of trip.
3. Mileage Log not returned upon conclusion of your trip.
4. Van not returned to parking berths west of the Student Center after use.
5. Unapproved removal of seat(s).
6. Failure to return keys on a timely basis.

E. FINES

1. A dirty van shall result in a twenty-five dollar (\$25) fine.
2. An excessively dirty van shall result in a fifty dollar (\$50) fine and/or a strike.
3. Refueling cost shall be three dollar (\$3) per gallon.

4. Loss of keys and replacement of lock will cost approximately tree hundred dollars (\$300).

F. **THREE STRIKE POLICY**

1. Receiving strikes:

- a. Van used for reasons other than those indicated in Van Request Packet.
- b. Keys not returned upon conclusion of trip
- c. Van driven by an individual other than the driver stated on the Van Request Packet.
- d. Van driven over allowable mileage.
- e. External or internal damage to van.

2. Procedures after receiving strikes:

- a. First Strike – Warning
- b. Second Strike – Probation from the vans for a week
- c. Third Strike – A twelve (12) month suspension of the van usage privileges for the organization.

IX. STUDENT GOVERNMENT ASSOCIATION FUND

- A. A Hofstra University Student Government Association fund shall be established by the Student Government Association to enable Hofstra University alumni and friends to make direct contributions to the Student Government Association and it subordinate organizations.
- B. A second, separate account other than the annual appropriated monies shall be established for the Student Government Association in which all monetary contributions donated to the Student Government Association Fund shall be deposited. This second account shall only be managed by the Student Government Association with the assistance of the Office of Development.
- C. All monetary contributions donated to the Student Government Association Fund shall be used exactly as a donator requests. No monetary contribution shall be directly deposited or transferred into the current Student Government Association Budget, unless a donator's specific request warrants such a deposit or transfer.
- D. The following subdivisions shall be established for the Student Government Association Fund:

1. STUDENT GOVERNMENT ASSOCIATION GENERAL FUND

All monetary contributions donated to the Student Government Association General Fund are unrestricted, and therefore, can be used as the Student Government Association deems fit in accordance with the regulations outlined in Policy Series section IX, subsection E.

2. STUDENT GOVERNMENT ASSOCIATION INTERNAL USE FUND:

All monetary contributions donated to the Student Government Internal Use Fund shall only be used to pay for internal expenses of the Student Government Association. None of these monies shall be deposited or transferred into the current Student Government Association Budget to be allocated to clubs/organizations by the Appropriations Committee.

3. STUDENT GOVERNMENT ASSOCIATION COMMITTEE FUND:

All monetary contributions donated to the Student Government Association Committee Fund must be distributed to the Student Government Association Standing Committees in accordance with the regulations outlined in Policy Series section IX, subsection E. Donators may indicate if they wish to specifically donate to the following standing committees:

- a. Academic Affairs Committee
- b. Club Affairs Committee
- c. Rules Committee
- d. Spirit Committee
- e. Student Services Committee

4. STUDENT GOVERNMENT ASSOCIATION CLUB/ORGANIZATION FUND:

All monetary contributions donated to the Student Government Association Club/Organization Fund shall only be accessible to the Appropriations Committee, which shall be permitted to appropriate such additional funds to clubs and organizations in accordance with the rules and regulations of the Student Government Association By Laws and Policy Series. Donators may indicate specific Student Government Association club or organization, in which case such monies must be transferred to aforementioned club or organization's budget. All donations received by clubs or organizations shall be designated as income money.

5. STUDENT GOVERNMENT ASSOCIATION LECTURE SERIES:

All monetary contributions donated to the Student Government Association Lecture Series shall be used to bring speakers to the Hofstra University campus. Any potential speaker must be approved in accordance with the regulations outlined in Policy Series section IX, subsection E.

6. GIFTS-IN-KIND

The Student Government Association shall accept gifts-in-kind from any donator or donators who wish to donate them.

7. STUDENT GOVERNMENT ASSOCIATION SPECIAL PROJECTS FUND

All monetary contributions donated to the Student Government Association Special Projects Fund shall be used to fund specific projects and events which the Student Government Association wishes to sponsor in accordance with the regulations outlined in Policy Series section X, subsection E. The Student Government Association shall be expected to inform potential donators of current projects being pursued by the organization in order to solicit money for these projects. Special projects must be approved by a two thirds (2/3) vote by Cabinet, followed by a majority vote by Senate before such projects are promoted.

8. STUDENT GOVERNMENT ASSOCIATION SCHOLARSHIP/ENDOWMENT FUND

All monetary contributions donated to the Student Government Association Scholarship/Endowment Fund shall not be used by the Student Government Association. Instead, these monetary contributions shall be accessible only by the Student Government Association Alumni Charter Group, established underneath the Office of Alumni Relations. The Student Government Association Alumni Charter Group shall decide on scholarship/endowment recipients from amongst the active members of the Student Government Association and all the clubs and organizations under its jurisdiction.

9. STUDENT GOVERNMENT ASSOCIATION STIPEND FUND

All monetary contributions donated to the Student Government Association Stipend Fund shall be used to distribute stipends to all members of the Student Government Association Cabinet. Specific amounts shall be decided by the outgoing cabinet for the ensuing

academic year in accordance with the regulations outlined in Policy Series section IX, subsection E. All cabinet members must receive an equal stipend and the outgoing cabinet must make its decision prior to the Student Government Association elections.

- E. Proposals for the utilization of monetary contributions donated to the Student Government Association Fund must be approved in the following matter:
 - 1. All proposals for utilization of monetary contributions donated to the Student Government Association Fund must first be approved by a two-thirds (2/3) vote of the Student Government Association Cabinet.
 - 2. Once receiving a two-thirds (2/3) approval from the Student Government Association Cabinet, proposals for utilization of monetary contributions donated to the Student Government Association Fund must be brought before full Senate and be approved by a majority vote (notwithstanding the provisions of Section 206.3). Money contributions from the Student Government Association Fund may be utilized pending this majority vote of Senate.
 - 3. If a donator to the Student Government Association Fund specifically indicates the manner he/she would like his/her contribution utilized or donates to a specific Standing Committee, the Student Government Association Club/Organization Fund, the Student Government Association Special Projects Fund, the Student Government Association Scholarships/Endowments Fund, or donates a Gift-in-Kind, the donator's monetary contribution shall be spent in the manner in which the donator wishes, notwithstanding items 1 and 2 under section IX, subsection E.
- F. Representatives from the Student Government Association, including senators, justices, and cabinet members, shall be expected to meet with all potential donators who wish to discuss in further detail the Student Government Association fund, its subdivisions, and the Student Government Association in general. It shall be the responsibility of the Student Government Association Public Relations Chair to organize such meetings, as stated in Section 107.7 of the Student Government Association's By Laws.
- G. The Student Government Association shall hold an annual dinner at the end of each academic year in recognition of those individuals and their families who have made contributions to the Student Government Association Fund during the fall and spring semester of the same academic year, the responsibility and organization of which falls upon the Public Relations Chair of the Student Government Association as

stated in Section 107.7 of the Student Government Association's By Laws."

X. ELECTION RULES

A. GENERAL INFORMATION

1. In order to be eligible to run for a position in the Student Government Association, each candidate must fulfill the requirements stipulated in Section 203 of the Student Government Association By-Laws.
2. All Presidential and Vice Presidential candidates must run as a ticket. All other candidates must run as individuals.
3. Candidates for the position of Justice shall adhere to requirements stipulated for Senator-At Large in Section 203 of the Student Government Association By-Laws.
4. All tickets shall be placed on the ballot according to the last name of the Presidential candidate. If an unsuccessful ticket receives the minimum amount of votes for Senator-at-Large, the candidates may choose to be elected to the position of Senator-at-Large.
5. Candidates running for the position of Senator-At-Large and Justice shall be listed on the ballot in alphabetical order according to last name.
6. Any questions relating to the elections shall be directed to the Elections Commission.
7. Members of the Elections Commission shall not endorse any candidate, sign any petition, campaign on behalf of any candidate, or campaign for or against any referendum. Any Election Commission member found doing so shall be immediately removed.
8. All members of the Election Commission shall be non-returning students in the fall semester directly following the elections.
9. Each ticket may send one representative who is not a candidate in the Student Government Association election to witness the opening and closing of the voting stations.

B. SIGNATURE PETITIONS

1. All candidates must collect signatures as stipulated in section 213 of the Student Government Association By-Laws.

2. All signature petitions must be received by the Dean of Students Office before campaigning begins at a date and time decided upon by the Election Commission and approved by a majority vote of the Senate.
3. Candidates or tickets may ask for signatures in the Student Government office or at Student Government Association related events.
4. Candidates may verbally inform the public of their intentions to run and campaign platform while getting signatures. This must be done in a reasonable manner.

C. CAMPAIGNING

1. The start of campaigning shall begin at a time and date determined by the Election Commission and approved by a majority vote of the Senate.
2. All campaigning must end by the conclusion of the elections.
3. There shall be no election discussion within two hundred (200) feet of any voting station, in any of Hofstra University's computer labs, or around the Student Government Association office, as well as at any Student Government Association sponsored event, including but not limited to Senate, Cabinet and Committee Meetings.
4. Publicity:
 - a. No candidate, ticket, or endorsing group, individual, or department shall publicize prior to the start of campaigning. The Elections Commission may publicize prior to campaigning and during campaigning to advertise the election in general.
 - b. Flyers may be hung in areas designated by the University Publicizing Policy and the SGA Constitution, By-Laws and Policy Series.
 - c. All mediums of campaigning must be in good taste and may not slander another candidate.
 - d. All flyers must be approved by the Office of Student Activities, which shall keep a file of all approved flyers for the Elections Commission to refer to.
5. Finances:

- a. No candidate for the position of Senator-At-Large or Justice may personally spend more than \$100.00 to finance his/her campaign. No candidate may accept donations totaling more than \$100.00, notwithstanding *The Chronicle* advertisement referred to in item 6 of Section X, subsection C of the Student Government Association Policy Series.
 - b. No ticket may personally spend more than \$500.00 to finance their combined campaign. No ticket may accept donations totaling more than \$1,000.00, notwithstanding *The Chronicle* advertisement referred to in item 6 of Section X, subsection C of the Student Government Association Policy Series.
 - c. The fair market value of all items given or sold to prospective voters shall be included in the spending limits stipulated in “a” and “b” of item 5 under Section X, subsection C of the Student Government Association Policy Series.
 - d. Receipts must be kept for all purchases and must be submitted to the Elections Commission immediately following the end of voting. If a receipt is not produced, the fair market value, as determined by a majority vote of the Election Commission, shall be used in determining the prices of any items used in the campaign.
6. Ads may be placed in *The Chronicle* for a combination of up to two pages. The breakdown of these pages is at the discretion of the candidate or ticket.
 7. Endorsements:
 - a. Candidates may seek the endorsement of any group, department or individual on campus with the exception of the Division of Student Affairs and all departments within its jurisdiction, including but not limited to the Office of Student Activities, the Office of Commuting Students Affairs, the Dean of Students Office, the Recreation Center, Dining Services, and the Office of Residential Life. Any financial endorsements are subject to the spending limits stipulated in “a” and “b” of item 5 under Section X, subsection C of the Student Government Association Policy Series.
 - b. A Student Government Association club or organization may officially decide to endorse a ticket or candidate through a majority vote of the members present and voting, unless otherwise stipulated in said club or organization’s constitution. No candidate or ticket that does not have the official endorsement of a Student

Government Association club or organization may use any of said club or organization's resources.

- c. A Student Government Association club or organization may only donate income monies to any candidate or ticket. No monies generated from the Student Activities Fee may be used to support any candidate or ticket.
8. The use of unsolicited phone calls, text messages, e-mails, or any other forms of unsolicited online messages by candidates are strictly prohibited. Clubs may provide phone and e-mails lists if they are officially endorsing said candidate or ticket.
 9. The use of online community websites or online messenger systems, including, but not limited to, facebook.com, myspace.com, and AOL Instant Messenger is allowed. Any messages sent or posted using these online community websites or messenger systems must be in good taste and not slander any other candidate(s) or ticket(s).
 10. Any candidates or supporters of candidates who send out anonymous, slanderous messages via AOL, MSN, or Yahoo Instant Messenger, myspace.com, facebook.com or any other means of communication may be subject to sanction from the Elections Commission. Candidates must therefore monitor their supporters and instruct them not to send such messages.

D. DEBATES

1. The Election Commission shall organize two debates.
 - a. The first debate shall be held on the first day of campaigning. It shall be in question/answer format and consist of pre-prepared questions decided on by Election Commission.
 - b. The second debate shall be held the first day of voting, prior to the beginning of voting. It shall be a town hall style debate where students may ask questions at the discretion of the mediator.
2. Only members of the Election Commission shall act as the mediators for all the debates.

E. ELECTIONS

1. Elections shall begin on the third Wednesday of April at the conclusion of the second debate and shall conclude at 6:00 PM on the third Thursday of

April, as stipulated by Article II, section one, sub-section B of the Student Government Association Constitution.

2. Elections shall be done online through Hofstra University's Blackboard website.
 - a. No student may proxy his/her vote by giving another student his/her 700 number and/or password.
3. Voting Stations
 - a. Voting stations shall be set up by the Election Commission in Memorial Hall and in the Student Center.
 - b. The Election Commission, may, at its discretion, add additional voting stations subject to approval of Senate through a majority vote.
 - c. No ticket or candidate may set up unofficial voting stations within the restricted areas stipulated in item 3 of section X, subsection C of the Student Government Association Policy Series.
4. A representative of the Elections Commission, Dean of Students Office, or Office of Student Activities, with the exception of undergraduate assistants, shall be present at the voting stations to enforce the rules set forth in section X of the Student Government Association Policy Series.
5. A list of all official representatives shall be posted at all voting stations for the public to see.
6. Any candidate or ticket campaigning within the designated voting stations is subject to disqualification by the Elections Commission.
7. Any non-candidate found campaigning within the designated polling area shall be subject to disciplinary action as stated in "*The Hofstra University Judicial Code.*"
8. To obtain the position of Senator-At-Large the candidate must secure fifty (50) votes. In the case where more senators have been elected than Senate seats available, the candidates receiving the highest votes shall be elected.
9. To obtain the position of Justice the candidate must secure fifty (50) votes. In the case where more justices have been elected than seats available, the candidates receiving the highest votes shall be elected.

10. All tickets must secure a minimum of three hundred fifty (350) votes and a plurality of total votes cast for the office of President and Vice-President.
11. In case a re-election is necessary, the rules outlined under Section X of the Student Government Policy Series shall apply.

F. DISPUTES AND APPEALS

1. Any disputes concerning the elections must be directed in writing to the Elections Commission.
2. All appeals must be submitted prior to the release of the election results. Appeals shall be accepted up to one hour after the end of voting on the third Thursday of April.
3. Election results shall not be posted until all pending appeals have rendered decisions.
4. All decisions of the Elections Commission are final.

G. REVIEW

1. The Rules Committee must review these rules every September and propose amendments if necessary through the process outlined in section 206 of the Student Government Association By-Laws.