

**Student Government Association  
Policies Series**

**Passed by Senate on February 9, 2012**

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## **I. GENERAL POLICIES**

### **A. GENERAL DUTIES OF A SENATOR**

1. All members of the Student Government Association must be a full time undergraduate student in good academic standing with the University.
2. All members of Student Government Association must attend all Student Government Association sponsored events in which they are required to attend, including, but not limited to: Senate, Cabinet, and Committee meetings.
  - a. Leaving Senate meetings early: If a Senator needs to leave Senate before the meeting's adjournment, they must report to the Ethics and Conduct Chair in writing and provide a reason for their leaving early no less than twenty-four (24) hours before the Senate meeting. Leaving a meeting early, but past the initial thirty (30) minutes, will be counted as a half (1/2) absence. If a Senator leaves within the first thirty (30) minutes of a Senate meeting, he or she will accrue one (1) absence.
  - b. Arriving to Senate meetings late: If a Senator intends to arrive to a Senate meeting late, they must report to the Ethics and Conduct Chair in writing and provide a reason for their late arrival no less than twenty-four (24) hours before the Senate meeting. Arriving to a meeting late will count as a half (1/2) absence. If a Senator arrives thirty (30) minutes before the conclusion of the Senate meeting, he or she will accrue one (1) absence.
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 for understanding the Constitution By-Laws and Policy Series under the Student Government Association.
5. Senators must attend required retreats.

### **B. STUDENT GOVERNMENT ASSOCIATION COMPUTER POLICY**

1. The computer may only be used for official Student Government Association 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.

### **C. CLUB BI-ANNUAL BUDGET POLICY**

1. The Senate, shall review, amend, and approve the Bi-Annual budget, submitted by the Appropriations Committee as is provided for in Section 204.1 of the Student Government By-laws.
2. The Student Government Senate, shall never close, or enter executive session, except as is provided for under Section I.C.5, during the segment of their meeting in which the Bi-Annual Budget is discussed, voted on, and approved.
3. Though the meeting in which the bi-annual budget is discussed and approved must remain open to the student body, the Senate may choose to remove a member of the gallery from the meeting should they repeatedly speak out of turn. For a person to be removed from the gallery a vote of two-thirds (2/3) in favor of this action must be given by the present members of the Senate.
4. Should the matter of privacy be truly urgent and requisite the Senate may go into executive session or a closed session by a vote of two-thirds (2/3) of the members of Senate who are present.

## **II. ACADEMIC AFFAIRS COMMITTEE**

A. 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 for Student Affairs, the Vice President for Facilities and Operations, and the Office of Student Leadership and Activities.

B. ACADEMIC CONCERNS & MATTERS: If an academic problem or concern is to arise on campus and is brought to the attention of Student Government Association, 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.

C. PROVOST SCHOLAR RECEPTION: The Academic Affairs Committee shall be responsible for assisting and cosponsoring the reception for the Provost Scholars.

### **III. APPROPRIATIONS COMMITTEE**

#### **A. ADDENDUM TO THE APPROPRIATIONS COMMITTEE UNDER THE JURISDICTION OF THE COMPTROLLER:**

1. Financial Records: All Student Government Association 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-two (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.

b. Check Requisitions and Purchase Orders are available in the Student Government Association office, online, or from the Student Government Association Bookkeeper, in the Office of Student Leadership and Activities, in 206 Student Center.

c. All forms must be completed correctly or they will not be honored.

All forms must be submitted at least two (2) weeks in advance of the event. Forms submitted less than two (2) weeks in advance may result in denial or mismanagement of budget. No "walking through" or "push purchases" will be permitted.

3. Funding Form: The Student Government Association will require that all organizations, fill out a funding form to access their budget. The funding forms must contain the following information: Organization's name, requester, budget number, description of event, date submitted, date of event, total amount requested, description of service or product, quantity, unit price as well as supporting documentation. Attached to this form must be three bids of purchasing items from a specific vendor exceeding \$300 or the current University policy as directed by the purchasing department. A funding form must accompany every purchase.

4. Overspending: The Student Government Association will deduct the amount of over expenditures by each individual Student Government Association funded organization from the following year's budget of that organization (if overspent in, 2011-2012, deduct from 2012-2013).

5. Inactive Clubs: All inactive clubs and organization's budgets shall be returned to the Student Government Association contingency.

a. The income of inactive clubs shall be absorbed into the Student Government Association contingency if the club does not become reactivated within two months of becoming inactive .

6. Frozen Budgets: All Student Government Association allocated budget in the clubs or organizations' accounts are held and no financial business is allowed.

7. Cash Advances or Reimbursements: All clubs and organizations requiring a cash advance may obtain a cash advance pending approval by the Comptroller prior to the club event. Clubs and organizations must use vendors who will accept P.O.'s and check requisitions.

a. A club, organization, or individual student seeking reimbursement for an expenditure must submit a receipt(s) to the Student Government Association's Bookkeeper within the Office of Student Activities and Leadership.

b. Reimbursements will only be seen within the same semester of the expenditure.

#### B. APPROPRIATIONS COMMITTEE:

##### 1. General Policies:

a. Meetings will take place every week during the fall and spring semesters, until the money allocated for the semester has depleted. The location and time will be posted on the Student Government Association office door.

b. An agenda of clubs will be posted for each meeting. All requests must be made in writing.

c. The Appropriations Committee reserves the right to limit a club's appearance at weekly Appropriations meeting for failure to appear. If a club reserves a spot on the Appropriations roster and fails to appear, the club will not be able to reserve a spot on the roster for the following week.

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 Senate

f. Student Government Association will not fund any club or organization that is not registered on Collegiate Link.

g. 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 senator may be a member.

h. Any member of the Appropriations Committee must abstain from voting if he or she is a member of a club or organization seeking budget.

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- i. Contracts—when scheduling entertainment for a function, the following must be completed and signed by an Student Government Association advisor within the periods listed below:
    - i. Single Engagement: 10 Business Days
    - ii. Musician or Accompanist Contract: 10 Business Days
    - iii. Guest Lecturer Contract: 10 Business Days
    - iv. Artist Contract (with accompanied HU rider and certificate of Liability Insurance): 28 Business Days
    - v. University Food Services: 10 Business Days.
    - vi. If funding for these items is requested after the specified time period, funding will not be granted, unless it is unanimously agreed upon by the Appropriations Committee.
  - j. The Student Government Association, 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.
  - k. Student Government Association equipment, whether purchased by the Student Government Association itself or with Student Government Association budget by recognized clubs or organizations, may not be used by anyone outside the jurisdiction of the Student Government Association. Exceptions must be in writing and may only be granted by the Appropriations Committee Chairperson, the Student Government Association Comptroller, or the Student Government Association President, Exceptions will only be granted after consultation with the club or organization whose budget was used to purchase the item.
  - l. The Student Government Association does not fund clubs or organizations to provide scholarships.
  - m. All clubs and organizations seeking funds must use the appropriate documents provided by the Student Government Association.
  - n. The Appropriations Committee may not allocate funds for inventory exceeding the price of \$100 per item unless the club has an appropriate location to store it and pending written confirmation by the program advisor.
  - o. If a club or organization loses or destroys an item funded by the Student Government Association, the item will not be replaced for at least one academic year.
  - p. All Committee Chairs are responsible for submitting a budget during the bi-annual budget meetings in order to receive funds for their respective Committee.
2. Rules and Appropriations Update Meetings:
- a. Fall semester— The Appropriations and Rules Committees will meet to update the rules and regulations and address concerns of all Student Government Association organizations during a special fall semester meeting. No other business will be conducted at this meeting (no budgets, additional allocations, or re-allocations). All updates must be

communicated to clubs and organizations at the first Club Congress of the academic year.

b. Appropriations in Club Congress Budget Request guidelines and inventory forms will be distributed during the Appropriations Club Congress to all Student Government Association organizations. This meeting will occur up to two weeks before Fall and Spring Budget Weekend. The Rules Committee Chairperson will issue the rules and regulations to all Student Government Association organizations.

c. The president and/or treasurer of every club and organization must attend both meetings. If they cannot attend, they must submit in writing a valid reason three (3) days in advance. Should a Student Government Association funded club or organization fail to provide representation at the meetings, they will be fined 10% of their budget. If neither position can attend, the club must find a representative from within their club or organization.

3. Bi-Annual Budget:

a. At the end of each semester, any club seeking Student Government Association funds may submit a budget to the Appropriations Committee for the following semester.

b. This shall henceforth be known as “budget weekend,” to be held in November and April respectively unless otherwise specified by the Appropriations Committee.

4. Appropriations Committee Procedures:

a. 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.

b. All monies allocated by the Appropriations Committee must be spent within the academic semester, unless otherwise specified. Any unused budget will be reabsorbed by the Student Government Association on the last day of the academic semester.

5. Advertising: All Student Government Association 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 Student Government Association clubs are allowed any combination up to one-half (1/2) page per academic year.

6. Fundraisers: All organizations are strongly encouraged to sponsor fundraisers. All money must be deposited the day of the fundraiser to the Office of Student Leadership and Activities. Failure to do so will constitute mismanagement of funds. Any monies allocated for this purpose may be considered restricted income, as determined by the Appropriations Committee.

7. Additional Allocations: When an organization necessitates additional money from the Student Government Association, clubs or organizations must request these funds by writing a proposal and providing supporting documentation. The Appropriations Committee shall take into account the current financial status of the Club or Organization in rendering their decision on the request. Any

additional allocation request may be tabled for further investigation until the next Appropriations Committee meeting.

8. Re-Allocations: Money may be allocated from a Club or Organization's budget to a Student Government Association account.

9. Income: Income is defined as any money that enters a Club or Organization's budget other than Student Government Association allocations.

10. Prices: All clubs must purchase equipment at the lowest market price. Any items over \$300 requires three (3) bids motion as per the University purchasing department. An organization must present documentation upon submission of a check request.

11. Formal:

a. For our purposes, formals will include end of semester dinners held at Hofstra

USA, Hofstra University Club, and any off-campus location.

b. Student Government Association budget cannot be used for the funding of formals.

12. Conferences:

a. A maximum of four (4) members may be funded by the Student Government

Association to attend a conference. Any exceptions must have prior approval of the Appropriations Committee Chairperson and the Comptroller. However, income may subsidize additional people over and above the four (4) person limit. The Appropriations Committee will only fund for a maximum of three (3) conferences per year for each organization.

b. Three (3) bids will be mandatory before any allocations are to be disbursed

for hotel and transportation costs unless the conference mandates a specific hotel.

c. Any spending on a conference, be it from an organization's income or from a member's private finances must be deposited with the Office of Student Leadership and Activities 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.

d. No Student Government Association budget will be allocated for food.

e. Gas money can be reimbursed.

13. Transportation: Transportation may be funded provided that the conference or event falls within a 300 mile radius of New York City, with the exception of the Colonial Athletic Association tournament bus(es) that is sponsored by Student Government Association.

14. Competitions: In order to enable those Student Government clubs or 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:

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- 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 an Intercollegiate competition the Student Government Association. Appropriations Committee shall have discretion in determining funding.
15. Film: The Student Government Association shall not provide budget for the purchases of cameras, photo supplies, or developing costs. unless the mission of your club and organization states the necessity of such inventory purchases.
- 16 Fall Festival: Clubs or organizations may be funded for float building materials up to \$350, so long as the appropriated monies do not exceed the limit set by the Office of Student Leadership and Activities. Additional float building materials may be purchased with income within a monetary limit to be established by the Appropriations Committee Chairperson and the Comptroller.
17. Charitable Contributions: Any club or organization may donate income collected from any event of a philanthropic nature to charity, with a monetary limit and with prior approval of the Office of Student Leadership and Activities and all other necessary administrative offices.
18. Donations: Donated money shall be considered income. However, donated money is subject to all policies pertaining to the use of funds as stated in the Student Government Association Policy Series and must not violate University policies. Any organization receiving donations must deposit them with the Office of Student Leadership and Activities. Money donated by a department of Hofstra University outside of the Office of Student Leadership and Activities must be used by the 30<sup>th</sup> of June.
19. Clothing:
  - a. No apparel (shirts, jackets, uniforms etc.) shall be funded above \$250 per academic year. If a club wishes to fund above \$250, the club or organization must make up the difference with their income and a P.O. must be submitted. For all intents and purpose, padding will be considered equipment.
20. Table Drapes: A club or organization may only spend up to \$200 on a table drape while the club or organization is recognized by the Hofstra University.
  - a. A request for a table drape will only be seen once every three academic years.
21. Decorations: The Student Government Association will not fund for decorations.
22. Prizes: Prizes may not be funded with Student Government Association appropriated money.
23. Subscriptions or Memberships: Subscriptions or memberships must be endorsed to the name of the club and delivered to its office.
24. Inventories:
  - a. The Appropriations Committee may require inventories at the beginning of each semester from all clubs or organizations to assess possessions of all Student Government Association affiliated clubs and organizations.

b.-Items over the price of \$100 purchased by a club or organization with Student Government Association budget must be kept in a designated place on campus that shall be reported to the Appropriations Committee annually. Any exceptions must have prior approval of the Appropriations Committee Chairperson and the Comptroller.

25. Vendors List: The vendors list is a compilation of vendors who accept Hofstra University Purchase Orders from Student Government Association 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 or organizations 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 will be compiled by the Comptroller, Purchasing Department and Student Government Association bookkeeper and will 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 Student Government Association advisor.

b. Conditions for the Inclusion on the Vendors List

i. Vendors shall agree to accept Hofstra P.O's from Student Government Association funded clubs.

ii. Vendors shall agree to mail all bills for payment directly to the Student Government Association bookkeeper.

iii. Vendors shall agree not to allow students to overspend without a properly authorized addendum.

c. Flexibility of Vendors List: The Vendors List is flexible. The Student Government Association 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 24. dii. Such club shall remain frozen for a period of time to be left to the discretion of the Appropriations Committee Chairperson and the Comptroller, but for no less than fourteen (14) days.

26. Tipping: Organizations cannot use Student Government Association allocated funds for tipping.

27. Paid in Advances: Throughout the Appropriations Committee Policy Series and By-laws, the phrase "paid in advance" means "deposited to the Student Government Association bookkeeper in advance of the event". For publications

the phrase “paid in advance of the event” is defined as “before the issue goes to print”.

28. Copying Prices:

a. Copies for all Student Government Association 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 Student Government Association organizations may be allowed to use copy machines.

29. Disc Jockey: Organizations must use income to pay for DJ’s should they choose not to use a campus organization which has the purpose of providing musical entertainment.

30. Negative (Red) Budget Lines and/or Misuse of a Budget

a. The following procedures will be established for all Student Government Association funded organizations when a negative balance exists in a line or abuse 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 Student Government Association ~~SGA~~ club contingency. In some cases, a written warning may be issued prior to any fines.
- iii. Third offense—the club or organizations allocated budget will be immediately frozen and will remain frozen pending the approval of the IRCB after an official hearing is held.
- iv. Fourth offense—if the IRCB unfreezes the allocated budget any additional misuse will result in the club or organizations allocated budget being terminated and absorbed back into the Student Government Association contingency under no exceptions.
- v. The Student Government Association reserves the right to implement further penalties if the situation warrants.

31. End Notes:

a. Misuse of Funds shall be defined as violating policies or procedures of the Appropriations Committee, the Student Government Association, or Hofstra University.

b. It is within the power of the Student Government Association Comptroller and the Appropriations Chairperson to determine what shall be considered Mismanagement of Budget or Misuse of Budget, and he or 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 or organizations begin a new academic year with a “clean slate” with

regard to violations of the Misuse of Funds Policy. This is limited to those organizations not under any specific sanctions by the IRCB.

d. The IRCB will also be responsible for overseeing and policing club to club transactions.

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

- a. The IRCB will notify the President or Treasurer of the organization in writing that they must schedule a hearing within ten (10) days of notification. The club or 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 or organization must provide the IRCB with specific reasons as to why the violation of the “Negative lines or Misuse of Budget” 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 or 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 fundraising efforts, etc.)
  - v. Revoke the organization’s budget for a specified period of time.
  - vi. Terminate and absorb the club or organizations entire budget back into the contingency.

33. Student Government Association Club or Organization Budget: All monetary contributions donated to the Student Government Association Club or Organization Budget, a subdivision of the Student Government Association Budget, shall only be accessible to the Appropriations Committee, which shall be permitted to appropriate such additional budget to clubs and organizations in accordance with the rules and regulations of the Student Government Association By-Laws and Policy Series. In cases where donations are made to a specific Student Government Association club or organizations, these funds must be

deposited through the Office of Student Leadership and Activities and designated as income.

34. Consistency: The criteria that is set for the limits of what the Student Government Association will fund will be held objectively across all clubs on a consistent basis.

#### **IV. SPIRIT COMMITTEE**

A. MISSION STATEMENT: The goal of the Spirit Committee is to help the Athletic Department and the Student Government Association Clubs and Organizations promote or increase attendance at all campus wide events.

B. FALL FESTIVAL DUTIES: The Spirit Committee shall be in charge of creating a theme and design for the Student Government Association float during Fall Festival. All Student Government Association members shall contribute office hours in building the float at the discretion of Cabinet.

C. PRIDE UNLEASHED: The Spirit Committee shall be responsible for hosting one event on behalf of the Student Government Association in conjunction with the Athletic Department during the fall semester, including but not limited to Pride Unleashed Week.

D. HOFSTRA CELEBRATES THE HOLIDAYS: The Spirit Committee shall be responsible for promoting Student Government's involvement in Hofstra Celebrates the Holidays.

E. COLONIAL ATHLETIC ASSOCIATION: The Spirit Committee shall plan the involvement and transportation of the student body to the Colonial Athletic Association Tournament.

F. MUSIC FEST: The Spirit Committee Chair shall sit on the Music Festival Committee. If he or she can not sit on the board, he or she must appoint a representative from within the Spirit Committee.

G. COMMITTEE DISCRETIONARY EVENT: In conjunction with the Constitution, the Spirit Committee will participate in three events per semester. The third activity of the Spring Semester will be one to be decided on by the committee.

#### **V. RULES COMMITTEE**

##### **A. ACTIVE CLUBS:**

1. An "active club" is defined as having:

- a. Been approved by the Registration Committee
  - b. A constitution approved by the Rules Committee and the Student Government Association on file with the Rules Committee Chair.
  - c. No less than ten (10) undergraduate members who regularly attend club meetings.
    - i. Of the active members, no more than forty-nine (49) percent may be members of a currently banned or suspended Hofstra club or organization.
  - d. A club advisor, who is appointed and may serve in a capacity to be determined by the club.
  - e. An updated and approved Collegiate Link profile.

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 action:

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- 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 resolve said issue.
  3. The Rules Committee shall require an update of a club's constitution once every four years. If need be, the Rules Chair reserves the right to request one yearly revision of club constitutions.
  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.
- B. PROPOSED CLUB PROCEDURES AND GUIDELINES:**
1. Proposed clubs must complete the following requirements:
    - a. Fill out a constitution or by-law document listing the specific details of said club for approval by the Rules Committee.
    - b. Submit the constitution or by-law along with a petition for activation containing the signatures of at least ten (10) undergraduate students. Of these signatures, no more than forty-nine (49) percent can be from students that have been a part of a currently banned or suspended Hofstra club or organization.
    - c. Signatures of students must contain the last four (4) digits of the student's Identification Number.
    - d. Blank constitution or by-law templates 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 or by-law.
  3. The Rules Committee reserves the right to limit a club's appearance at weekly Rules meeting for failure to appear. If a club reserves a spot on the Rules roster and fails to appear, the club will not be able to reserve a spot on the roster for the following week.
- C. 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 inactive (For inactive 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 Student Government Association Policy, then the Rules Committee may withdraw activation.
- D. CLUB ELECTIONS:**

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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 Student Government Association ~~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. GRADUATE STUDENT POLICY: Graduate students are not permitted to join any undergraduate club that has been approved by the Student Government Association.

### H. 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.

### I. 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 Student Government Association 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-Law, the Rules Committee shall have the authority to compel the attendance of Student Government Association members at hearings concerning the matter referred, given reasonable notice and consultation, on pain of expulsion from the Student Government Association.

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

K. LEGISLATION OR MINUTES REVIEW FILE: The Student Government Association Archivist shall make available a special file containing all legislation considered, and all minutes approved, for public access.

E. University Registration Committee Senate Liaison: The Rules Committee Chair shall sit on the University Registration Committee, chaired by the Office of Student Leadership and Activities. If the Chair cannot sit on the Committee, he or she shall elect someone from the Club Relations Committee to represent him or her.

## **VI. STUDENT SERVICES COMMITTEE**

A. PURPOSE: The purpose of the Student Services Committee is to address the non-academic concerns of the student body of Hofstra University. 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.

B. MEETINGS: Student Service Committee meetings are open to all members of the Hofstra University student body. Only Committee members shall reserve the right to vote.

## **VII. CLUB RELATIONS COMMITTEE**

### **A. OFFICE SPACE PROCEDURES:**

#### **1. Floor plan of Office Space:**

- a. A floor plan of all occupied and vacant office space should be kept by the Office Space Chair or Committee Chair.
- b. Every year the floor plan is to be reviewed and necessary changes are to be made by the Club Relations Committee and reviewed with the Office of Student Leadership and Activities

#### **2. Allocation of Office Space:**

- a. The Student Government Association governs all club office space.
- b. Each year, clubs interested in occupying a club office space shall be required to submit an application to the Club Relations Committee prior to the Office Space Review.
- c. This event shall henceforth be known as Office Space Review to be held in April.

#### **3. Office Space Review Application:**

- a. Every club desiring an office space must submit an application provided by Student Government Association to be reviewed by the Club Relations Committee.
- b. Applications must include:
  - i. Name of organization
  - ii. A copy of the club's roster
  - iii. An explanation of the club's purpose and how an office space would benefit that purpose
  - iv. Explanation of campus presence and activity
  - v. A copy of the club's constitution
  - vi. A recommendation from the Club Advisor
- c. Once the application has been submitted, an interview may be scheduled with a club representative to review their application.
- d. Notification of the allocation of club office spaces shall be provided prior to the last week of the Spring semester.

- e. The allocation of club office space shall be given at the discretion of the Club Relations Committee upon scrupulous review and vote.
5. Club hours for office space:
    - a. All organizations that are the sole occupant of an office must serve a minimum of fifteen (15) hours per week.
    - b. All organizations that share an office with another organization must serve a minimum of ten (10) hours per week.
    - c. Office hours must be posted for each individual club outside its office door when applicable.
    - d. 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 Club Relations Committee shall take corrective measures including, but not limited to, sanctions, extra office hours, fines, frozen budget, and loss of office space.
  6. Club Office Space Policies
    - a. These policies and procedures must be followed by any club or organization that uses an office space through the Student Government Association (SGA).
    - b. Failure to follow these policies could result in fines and/or revocation of club office space privileges. The purpose of these policies is to keep club offices safe, sanitary, and organized.
    - c. SGA reserves the right to distribute these office spaces how they see fit, audit throughout the year and re-access all office allocations at the end of each academic year. The decision(s) must be presented to and approved by the Office of Student Leadership and Activities.
    - d. General Expectations
      - i. All Clubs/Organizations are expected to use their office space solely for the purpose of conducting official club business. No students are permitted to reside in, sleep in, or utilize the office space for personal use.
      - ii. No organization is allowed to bring in furniture into their office (e.g. desks, refrigerators, couches, or file cabinets) without prior approval by SGA and Hofstra University. Any furniture in the office is considered property of Hofstra University.
      - iii. All office spaces must meet all fire codes and are subject to random checks.
      - iv. Posters, flyers, and stickers may be attached to the office doors and walls provided that they **do not damage** the surface. Staples and thumbtacks are strictly forbidden. They cannot block any windows, including the one on the door. Organizations must follow posting policies including adherence to fire safety codes and the Guide to Pride
      - v. The tenant organization and club's primary contact are responsible for all activities that occur within the office space. This includes the actions of all persons in the office.
      - vi. There is absolutely no smoking, alcohol, or drugs allowed, at any time, in office spaces in the Student Center. Any violation will

result in immediate revocation of the club office space and disciplinary action through the Office of Community Standards.

vii. The club office space will not be altered or painted in anyway by the tenant organization, including but not limited to, writing on the walls.

viii. The tenant is expected to keep the office space tidy and organized. Clutter, trash, and junk must be removed from the office space.

ix. Any items used for the purpose of the club that has been funded by SGA must be stored in an administrative building (ie. NOT dorm rooms, cars etc.) Please talk to SGA prior to purchasing to ensure there is a space to store the item/s.

e. Consequences

i. All Clubs/Organizations are responsible for any damages that occur to the office space and office furniture. This includes minor damages as well as major damages/defacement.

ii. The tenant organization is expected to pay for any replacement furniture or painting needed due to defacement, in addition to fines.

iii. Violations of any of the above policies will be assessed and the group will be held accountable with either a fine, probation, or loss of the office space. In the event of the latter, the office will be returned to SGA to be allocated to another club.

B. CLUB RELATIONS ABSENCE POLICY:

1. Any form of activity, deemed mandatory by the Club Relations Committee, not attended by the Student Organization will result in a verbal and written warning. If the mandate(s) imposed by the Club Relations Committee in those warnings are not satisfied, the Club Relations Committee reserves the right to sanction a maximum of one (1) absence per offense. (The warning does not apply to attendance at Club Relations meetings.)

2. If an organization fails to attend the Club Congress meeting it shall be their responsibility to contact the Club Relations Committee within twenty four (24) hours following the meeting. It shall be to the Committee's discretion to withdraw the absence.

3. It shall be the responsibility of the Club Relations 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.

4. A club's failure to comply with the aforementioned policies shall result in its subjection to sanctions including but not limited to fines, probation, and/or deactivation at the discretion of the Club Relations Committee.

C. CLUB RELATIONS DEACTIVATION POLICY:

1. Deactivation results in:

- a. The organization's budget being frozen for the length of the deactivation.
  - b. Any club relations dates being forfeited.
2. Reactivation of a deactivated organization must be adjudicated by the Rules Committee of the Student Government Association.
  3. The Club Relations Committee must notify any deactivated Student Government Association organization of its deactivation in writing within one (1) week following said deactivation.
  4. If a club is deemed inactive for any reason, it shall lose the privilege of maintaining an office space. In the event that an office space is revoked, it shall be up to the discretion of the Club Relations Chair to review other applicants to fill the space. A club deemed inactive in the Fall semester that reactivates is not

D. CO-HOSTING POLICY:

1. Two (2) or more Student Government Association funded organizations that wish to co-host an event may do so.
2. The income from the co-hosted event will be divided evenly between the clubs.

E. University Registration Committee Senate Liaison: The Club Relations Committee Chair shall sit on the University Registration Committee, chaired by the Office of Student Leadership and Activities. If the Chair cannot sit on the Committee, he or she shall elect someone from the Club Relations Committee to represent him or her.

**VIII. PROGRAMMING BOARD**

A. CHAIR: The Programming Board shall be led by a Senator elected by the Senate at large. He or she shall serve in the capacity of Committee Chair.

B. RESPONSIBILITIES:

1. The Programming Board shall be responsible for creating and coordinating a minimum of seven (7) events per semester.
2. Each semester, the Programming Board shall apply for a budget from the Appropriations Committee at budget weekend.
3. Each member shall be responsible for one (1) office hour per week.
4. Each member of the Programming Board shall be subject to the Student Government Association's attendance policy.

C. APPLICATIONS:

1. The application process for the upcoming academic year shall open at the commencement of Student Government Association's Spring election season.
2. Applications shall be reviewed by the Chair and the advisor of the Programming Board, upon his or her election at turnover.
3. Selected members shall receive notification before the last day of finals in the Spring semester. The Chair's nominations shall be ratified by a Senate vote at the first meeting in the following semester.
4. Each Programming Board term will be annual.

D. UNIT DESCRIPTIONS:

1. Athletic Coordinators shall be responsible for creating event(s) centered around athletics.
2. Class Coordinators shall be responsible for encouraging unity among classes through various activities and traditions.

3. Novelty Event Coordinators shall be responsible for planning novelty-styled, campus-wide events.
4. Multicultural Coordinators shall be responsible for events pertaining to diversity and the education and celebration of culture.
5. Promotions Coordinators shall assist in event marketing and advertising to the student body.
6. Speakers Coordinators shall be responsible for hosting an array of speakers and/or performers on Hofstra's campus.
7. The treasurer shall be responsible for the financial happenings of the Programming Board. He or she shall also work closely with the Comptroller to manage the budget.

#### **IX. PUBLIC RELATIONS COMMITTEE**

A. WEBSITE: The Public Relations Chair will appoint a senator to work directly on ~~with~~ the Website on a weekly basis.

B. CHRONICLE: The Public Relations Committee shall work with the Chronicle to provide the student body with information regarding activities of the Student Government Association.

#### **C PROMOTIONS OR ADVERTISING:**

1. The Public Relations Committee will compile information to give press releases to the student body at least once a month.
  - a. The press release will consist of what Student Government Association has completed in the previous weeks and any events that Student Government Association will be cosponsoring with other organizations on campus.
2. The Committee will also be responsible for hosting two days every month to promote Student Government Association and other Committees within the Student Government Association by having a table in the Student Center Atrium.

D. SOCIAL NETWORKS: The Committee will help the Public Relations Chair to keep track of the Student Government's social networks. Twitter, Facebook, YouTube, Flickr and the Student Government Association email will be updated on a monthly basis.

#### **X. ELECTION RULES**

##### **A. GENERAL INFORMATION:**

1. The Elections Commission shall be advised by the Office of Student Leadership and Activities.
2. In order to be eligible to run for a position in the Student Government Association, each candidate must fulfill the requirements stipulated in Section 215 of the Student Government Association By-Laws.
3. All Presidential and Vice Presidential candidates must run as a ticket. If either the presidential and/or vice presidential candidate does not meet the requirements, stated in Section 215 of the Student Government Association By-laws, or cannot continue his or her candidacy, the remaining eligible member of the ticket shall have up to seventy-two (72) hours to pick a replacement, and the Elections Commission shall have the discretion over the time frame by which the remaining eligible person can pick his or her replacement. Candidates for positions other than President and Vice President must run as individuals.

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- a. Should a Presidential or Vice Presidential candidate not be a member of the Student Government Association for any period of time, they are ineligible to run.
  - b. The Elections Commission will only see a new ticket comprised of at least one candidate from a previously disqualified ticket.
4. 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.
5. 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.
6. Candidates running for the position of Senator-At-Large and Justice shall be listed on the ballot in alphabetical order according to last name.
  - a. In order to be placed on the ballot in the Spring, candidates are required to attend the Student Government Association Seminar at which he or she shall submit his or her name to the Elections Commission.
  - b. In order to be placed on the ballot in the Fall, candidates are required to attend two Senate meetings as a delegate, and Student Government Association Seminar at which he or she shall submit his or her name to the Elections Commission.
7. Any questions relating to the debates or advertising of the election shall be directed to the Elections Commission.
- a. The question must be answered physically outside the Student Government Association office.
8. 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 Elections Commission member found doing so shall be immediately removed.
9. All members of the Elections Commission shall be students graduating in the spring semester of the election except for the advisor. The following people are prohibited from serving on the Elections Commission:
  - a. Any former President or Vice President whose counterpart (i.e. Vice President or President) is eligible to run for the position of President or Vice President.
  - b. The Rules Committee shall serve as the Elections Commission for the Fall Elections.
10. There shall be an odd number of members of the Elections Commission, plus the Student Government Association Advisor.
11. Each ticket may send one representative who is not a candidate in the Student Government Association election or a member of the Student Government Association to witness the closing of the voting polls.
12. The Elections Commission must submit and post on the Student Government Association Door any and all minutes of meetings.

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a. The Elections Commission will not allow a representative to witness the opening and closing of the voting stations if they possess any means of electronic communication.

### B. DECLARATION OF CANDIDACY:

1. On a date specified by the Elections Commission, Candidates for President, Vice President, Senators, and Justices must attend a meeting to declare their candidacy.

a. If a student cannot attend this meeting, they may email a member of the Elections Commission twenty-four (24) hours prior to the meeting with their name, 700 number, email address, and the title of the position they would like to run for.

2. From the time of declaration, the Elections Commission will have three (3) business days to verify each candidate meets the requirements stated in Section 215 of the Student Government Association By-Laws

3. All candidates must collect signatures as stipulated in Section 215 of the Student Government Association By-Laws

4. All signature petitions must be received by the Office of Student Leadership and Activities before campaigning begins at a date and time decided upon by the Elections Commission and approved by a majority vote of the Senate.

5. Candidates or tickets may not ask for signatures in the Student Government office or during Student Government meetings.

6. 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 Elections Commission and approved by a majority vote of the Senate.

2. There shall be no election discussion at any of Hofstra University's computer labs or workstations 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.

3. 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 not be hung in off-campus business establishments under any circumstances.

c. All mediums of campaigning must be in good taste and may not libel or slander another candidate, and/or destroy any campaign materials of another ticket.

d. All flyers must, and may only be approved by the Office of Student Leadership and Activities, which shall keep a file of all approved flyers to which the Elections Commission may refer.

4. Finances:

a. No candidate for the position of Senator-At-Large or Justice may personally

spend more than \$100.00 to finance his or 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 \$500.00, 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 the Election Commission, shall be used in determining the prices of any items used in the campaign.

5. 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.

6. Endorsements:

a. Candidates may seek the endorsement of any group, department or individual on campus. Any financial endorsements are subject to the spending limits stipulated in sub-sub-sub sections "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.

i. The Elections Commission will give ticket endorsement forms

to be completed by clubs to be submitted to the Elections Commission.

ii. Department heads must submit in writing official endorsements of tickets to the Elections Commission.

c. A Student Government Association club or organization may only donate income budget to any candidate or ticket. No budget generated from the Student Activities Fee may be used to support any candidate or ticket.

7. The use of unsolicited phone calls, text messages, e-mails, or any other forms of unsolicited online messages by candidates are strictly prohibited. If evidence is presented to the Elections Commission of this, the ticket shall be disqualified.

8. The use of online community websites or online messenger systems, including, but not limited to, Facebook.com, FormSpring.com, Twitter.com, Myspace.com, and AOL Instant Messenger is allowed. Any messages sent or posted using these

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online community websites or messenger systems must be in good taste and not slander or libel any other candidate(s) or ticket(s).

9. Any candidates or supporters of candidates who send out anonymous, libelous or slanderous messages via AOL, MSN, or Yahoo Instant Messenger, Myspace.com, Twitter.com, FormSpring.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 Elections Commission shall organize three (3) debates. All debates will be held in the Student Center theatre or any comparable room in the student center.
  - a. The first debate will be held between the day of the platform speeches or three days following it. The first debate will be a Presidential debate in a question or answer and rebuttal format and consist of prepared questions voted by on by two-thirds (2/3) of the Elections Commission.
  - b. The second debate will be a Vice Presidential debate following the same format as the first debate.
  - c. The third debate shall be held on the first day of voting. It will be a ticket debate held in a town hall format where students may ask questions at the discretion of the mediator.
2. Only members of the Elections Commission shall act as the mediators for the debates.
3. The Elections Commission shall advertise one full week in advance of the debates.

### E. ELECTIONS:

1. Spring Elections shall begin on the third Wednesday of classes of April at the conclusion of the third debate and shall conclude at 6:00 PM on the third Thursday of classes of April, as stipulated by Article II, section one, sub-section B of the Student Government Association Constitution. Fall Elections shall be held in the first week of October for one twenty-four (24) hour cycle at the discretion of the Office of Student Leadership and Activities and the Elections Commission.
2. Elections shall be done online through Hofstra University's portal. No student may proxy his or her vote by giving another student his or 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 stipulated in item 3 of section X, subsection C of the Student Government Association Policy Series.
4. The Elections Commission shall be present at the official voting stations to enforce the rules set forth in section X of the Student Government Association Policy Series. Failure to follow these rules shall result in disciplinary action.

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5. A list of all official representatives shall be posted at all official voting stations are stipulated in Section X subsection C.3 of the Student Government Association Policy Series for the public to see.
6. To obtain the position of Senator-At-Large the candidate must secure one hundred (100) votes. In the case where more senators have been elected than Senate seats available, the candidates receiving the highest votes shall be elected.
7. 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.
8. 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.
9. 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 Commissioner. The Elections Commission must present documentation of any and all disputes to the Senate for information purposes only.
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 Commissioner concerning the election rules and processes can be appealed to the Senate. The only time a decision may not be appealed is regards to the final outcome of the campaign.

### G. PROMOTIONS:

1. The Elections Commission will publicize when and how a student may run for Senate two (2) weeks prior to the Seminar.
2. The Elections Commission will begin an election promotion one (1) to two (2) weeks prior to the start of the campaign. Following the start of the campaign, the Elections Commission will promote all elections related events throughout the campus to maximize voter turnout.
3. The Elections Commission will submit a campaign budget to the Appropriations Committee one (1) to two (2) months prior to the start of the campaign.