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Executive Branch

Section VI.1: Composition

- 1) The Executive Board shall consist of the President, the Vice President, the Chair of the Senate, the Director of Clubs and Organizations, the Chief Financial Officer, The Student Activities Director and the Director of Public Affairs.
- 2) Terms of office for members of the Executive Board, excluding the Director of Finance, shall be approximately twelve (12) months in length beginning on commencement and concluding on the day prior Ratified by the Student Senate on April 24th, 2018 | Page 9 to commencement at 11:59pm the following year. The term of office for the Director of Finance shall begin on the first day of June, and conclude on the last day of the following May.
- 3) Qualifications for election to the Executive Board shall include current membership in the PSGA, and good academic and disciplinary standing with the college.
- 4) Executive Board members other than President, Vice President, or Director of Finance may be Executive members of no more than one club, organization, or service, but may not serve as President, Vice President, Treasurer, or equivalent of that club, organization, or service.
 - a) Should a club, organization, or service in which an Executive Board member is involved be discussed, in any matter, that member shall leave the room during private discussion and not be included in any voting.
 - b) Should their fellow Executive Board members find that their dual status hinders the member from completing their Executive duties they must resign from one of their positions.
- 5) No Executive Board member may be hired for or appointed to another PSGA position.

Section VI.2: Duties

- 1) Members of the Executive Board are required to attend Senate meetings.
- 2) Members of the Executive Board shall serve as non-voting members of designated committees, except as otherwise noted.
- 3) Members of the Executive Board shall clearly announce the time and location of their committees to the Senate in a timely manner.
- 4) Members of the Executive Board shall be proficient in knowledge of the constitution, bylaws, and policies of the PSGA.
- 5) Members of the Executive Board are required to attend Executive Board meetings. Members of the Executive Board are allowed up to two unexcused absences during their term.
- 6) To stand in for any PSGA branch should said branch be unable to meet for 7 consecutive work days.
- 7) All executives shall adequately describe their PSGA-related activities to the Senate and/or other executives if and when requested.
- 8) No executive may perform personal duties in the name of the PSGA.
- 9) No executive may act for partisan political reasons in the interest of the PSGA.
- 10) Shall submit a weekly written Executive Report to the Senate that should be sent to the Chair of Senate at a deadline chosen by them at the beginning of each semester describing all actions performed in the name of the PSGA.
- 11) Shall respond to any email in the name of the PSGA within two (2) official class days.
- 12) Shall hold at least one (1) two hour office hours a week.

Section VI.3: Powers

- 1) To hire and dismiss employees of the PSGA.
- 2) To oversee the operations of Services, and to appoint and dismiss Service Heads as required.
- 3) May veto any decision made by the Senate within ten (10) official class days of the decision.
- 4) To approve the elections timeline brought forward by the Chair of Senate.

- 5) In the case of removal from office, or resignation of an Executive Board member, the parties that each of them serve will then appoint an interim member.

Section VI.4: President

- 1) Shall serve as the chief representative of the PSGA to the students, faculty, staff and administration.
- 2) Shall serve as the Chair and a non-voting member (except when the Chair has the deciding vote) of the Executive Board.
- 3) Shall serve as the Chair and a non-voting member (except when the Chair has the deciding vote) of the Civic Actions Committee.
- 4) Shall serve as a student representative on the College Council.
- 5) Shall serve as a student representative on the Middle States Accreditation Committee, or assign a designee, when applicable.
- 6) Shall nominate and, with two-thirds (2/3) consent of the Senate; appoint justices to fill vacancies on the Judicial Board.
- 7) Shall report, as necessary, at regular Senate meetings, and shall present a State of the Union report to the Senate each semester.
- 8) Shall meet with the President of the College and other college administrators as needed to discuss the ongoing direction, policies, events and objectives of the PSGA.
- 9) Shall with the aid of the Chair of Senate, direct the organization of a trip for executive officers and/or selected PSGA members to the SUNY Student Assembly conference(s) each year. The President may serve as a voting delegate and must report back to the PSGA about issues discussed. May serve as a voting delegate for Purchase College at any and all SUNY Student Assembly conference(s).
- 10) Shall maintain periodic communication with the student body
- 11) Shall nominate students for various college committees.

Section VI.5: Vice President

- 1) Shall collaborate with the President on any matters the President deems necessary.
- 2) Shall oversee all PSGA-sponsored Services.
- 3) Shall serve as the Chair and a non-voting member (except when the Chair has the deciding vote) of the Service Board.
- 4) Shall oversee the operations of the Office Manager and the PSGA Office.
- 5) Shall oversee the operations of and supervise the Sustainability Coordinator.
- 6) Shall, in the event of an emergency during which the President is unable to fulfill their duties, assume the duties of the President until such time as the President is able to act.
- 7) Shall assume the position of Interim-President if the Office of the President becomes vacant until a new President is elected. A special election shall occur within 20 class days of resignation unless a general election is already planned within six weeks. The Interim-President shall possess all of the powers and responsibilities of the President.
- 8) Shall have the power to veto any decision made by the Service Board.
- 9) Shall coordinate hiring processes for paid employees, coordinators, managers, service heads, and those positions not requiring an election.
- 10) Shall organize and disseminate formal complaints received within the organization for proper review per the Bylaws.
- 11) Shall be the reviewer of Formal Complaints and bring them to the executive board. In the event of a conflict of interest, Formal Complaints shall be forwarded to the Judicial Branch for review and due process.

Section VI.6: Chair of Senate

- 1) Shall serve as the Chair and a non-voting member (except when the Chair has the deciding vote) of the Senate.
- 2) Shall serve as the Chair and a non-voting member (except when the Chair has the deciding vote) of the Steering Committee.
- 3) Shall, in collaboration with the President, directs the organization of a trip for executive officers and/or selected PSGA members to the SUNY Student Assembly conference(s) each year. The Chair of Senate may serve as a voting delegate to the SUNY Student Assembly conference(s) and must report back to the PSGA about issues discussed.
- 4) Shall ensure the execution of motions passed by the Senate, and shall relay all motions and recommendations to the proper College associations, committees, and offices.
- 5) Shall be responsible for the orientation and training of senators.
- 6) In the event of a vacancy in the Senate, shall nominate a replacement.
- 7) May nominate and, with a two-thirds (2/3) consent of the Senate; appoint a Parliamentarian to serve the Senate in the proper execution of Robert's Rules of Order, as needed.
- 8) Shall coordinate election timelines to be approved by the executive board.
- 9) Shall publicize all elections and results including the amount of votes per candidate. The publication must state the times and locations for voting, the subject of the said election or vote, all election procedures, and information about the eligibility of voters in the body at large.

Section VI.7: Director of Finance

- 1) Shall serve as the Chair and a non-voting member (except when the Chair has the deciding vote) of the Finance Committee.
- 2) Shall oversee all contracts and letters of agreement of any Club, Organization, or Service that is officially recognized by the PSGA.
- 3) Shall keep a current and public account of all financial transactions of the PSGA.
- 4) Shall train the treasurers of all chartered Clubs, Organizations and Services.
- 5) Shall make available times to meet with all treasurers of chartered Clubs, Organizations, and Services.
- 6) Shall be responsible for maintaining communication with all persons involved in financial decisions of the PSGA.
- 7) The Director of Finance shall be familiar with, and enforce, all financial policies and procedures of the PSGA.
- 8) Shall bring proposed changes to the Finance Bylaws of the PSGA to the Steering Committee and the Senate, as they deem necessary.
- 9) Shall, in consultation with the PSGA Advisor, prepare the budget for the PSGA and all its operations for the upcoming academic year in the spring semester.
- 10) Shall, in consultation with the PSGA advisor and Business Manager, confirm and fulfill employee payroll.

Section VI.8: Director of Clubs and Organizations

- 1) Shall serve as the Chair and a non-voting member (except when the Chair has the deciding vote) of the Council of Clubs & Organizations.
- 2) Shall oversee all PSGA-sponsored Clubs and Organizations.
- 3) Shall have the power to veto any decision made by the Council of Clubs and Organizations.
- 4) In the event that the Chair of the Senate is unable to perform their duties or is removed from office, the Director of Clubs and Organizations shall assume the duties of interim Chair of the Senate until such a time that the Senate may appoint a replacement.
- 5) In the event that the Director of Clubs and Organizations is unable to perform their duties or is removed from office, the Council of Clubs & Organizations will appoint an interim-Director of Clubs and Organizations, through the guidance of the Executive Board, until such a time that an official replacement may be appointed by Special Election.

Section VI.9: Director of Public Affairs

- 1) Shall serve as Chair and non-voting member (except in the case of a tie) of the Public Relations Committee.
- 2) Shall serve as an ex-officio, non-voting member of the Public Art Committee.
- 3) Shall, in conjunction with the Public Relations Committee, bring forth new ideas to help increase the awareness about the PSGA's identity.
- 4) Shall assist the PSGA and its committees in facilitating public access to its meetings, agendas, minutes, and other information.
- 5) Shall stimulate community interest in the PSGA, promoting awareness of the resources the PSGA provides to the college and the student body.
- 6) Shall make such studies, surveys, and reports regarding campus opinions and views, as the Public Relations Committee, the Executive Board, or the Senate deems necessary.
- 7) Shall expedite press relations with all student media services.
- 8) Shall regulate and monitor the branding, social media, and marketing of the PSGA.
- 9) May recommend goals with regards to communications, publicity, and marketing planning.
- 10) Shall supervise the Lead Designer and/or design interns to the PSGA.
- 11) Shall serve to beautify Purchase College through the use of pre-approved art projects on campus.
- 12) Shall supervise the current PSGA Public Art Coordinator and public art processes at Purchase College.

Section VI.10: Student Activities Director

- 1) Shall serve as Chair and non-voting member (except when the Chair has the deciding vote) of the Student Activities Board.
- 2) Shall act as the liaison between the Student Activities Board, which includes the: Coordinator of Major Events, Coordinators of General Programming, Student Center Coordinator, Tech Services Coordinator, and Maintenance Coordinator to the Executive Legislative Branch.
- 3) Shall represent the Student Activities Board in all matters of the PSGA.
- 4) Shall report to the Executive Board and the Senate relating to all matters concerning Major Events, General Programming and the Student Center.
- 5) In the event that a Coordinator of General Programming is unable to perform their duties or is removed from office, the Student Activities Director shall act as the interim Coordinator of General Programming until such a time that the Senate may appoint a replacement.
- 6) In the event that the Coordinator of Major Events is unable to perform their duties or is removed from office, the Student Activities Director shall act as interim Major Events Coordinator until such a time that the Senate may appoint a replacement.

Legislative Branch

Senate Rules

- 1) Regularly scheduled Senate meetings shall adjourn at 2:00 pm, unless moved otherwise.
- 2) The Jaffe Clause: Impeachment Charges must be filed at least twelve (12) hours prior to a scheduled meeting in order to be put on the agenda for that meeting.
- 3) The ratio of Students to Senators in any given constituency shall be 420 to 1
- 4) The Senate shall, each semester, receive from the President of the PSGA the legislation of the Student Assembly and review such matters prior to each semester's Student Assembly Conference.
- 5) The Senate shall not recognize proxy or absentee voting.
- 6) Cell phones or other technological means shall not be used for the purposes of homework, gaming, or communication for the entirety of the Senate without expressed consent from the Chair.
- 7) The chairperson of any PSGA recognized assembly, committee, council, board or task force may order the removal of any person whose conduct disrupts the orderly, efficient or safe conduct of the meeting.
 - i. Two Senators

- ii. One CoCOs Representative
- iii. One Student at Large

Judicial Branch

- 1) The Judicial Board shall be composed of one (1) Chief Justice and three (3) Justices.
- 2) There shall also be a pool of two (2) reserve justices. These justices will serve in the event of an impeachment hearing, or when the standing Judicial Board rescues themselves.
- 3) Each justice shall serve for one (1) year, or until they resign, is impeached and removed, or is no longer a member of the PSGA.
- 4) The term of the Judicial Board shall commence in the beginning of the academic school year.
- 5) Positions shall be filled by Presidential nomination. Justices must be confirmed by two-thirds ($\frac{2}{3}$) vote of the senate.
- 6) An elected official of the PSGA is someone who has been elected by the entire student body.
- 7) The PSGA Advisor , or the designee, shall serve as advisor to and non-voting member of the Judicial Board.

Section VIII.2: Duties

All members of the Judicial Board must have a comprehensive understanding of the PSGA Constitution and Bylaws.

- 1) The Judicial Board shall review constitutional issues relevant to the PSGA, as raised by the Senate, the Executive Board, or the PSGA group.
- 2) The Judicial Board shall investigate brought to it by any member of the PSGA.
- 3) The Judicial Board shall meet when called upon by the PSGA.
- 4) All members of the Judicial Board must undergo training by the Office Community of Engagement.
- 5) Additional duties may be stipulated by the laws.

Section VIII.3: Additional Duties of the Chief Justice

- 1) The Chief shall have the power to convene a Judicial Board hearing.
- 2) The Chief Justice shall be the Chair of all Judicial Board meetings.
- 3) The Chief Justice shall maintain a civil and orderly environment throughout the entire judicial procedure.
- 4) The Chief Justice shall report at each Judicial Board meeting on any information that may be of importance to the Judicial Board, including but not limited to actions of the Senate, actions of the Executive Board, or constitutional changes.
- 5) The Chief Justice is a non-voting member of the Judicial Board.
- 6) The Chief Justice shall submit a monthly report to the Executive of any grievances brought to the Judicial Board.

Section VIII.4: Powers

- 1) To produce an official interpretation of the Constitution in case of any dispute.
- 2) To remove an executive from office, following impeachment by the Senate.
- 3) May compel compliance of any member of the PSGA to the constitution, its bylaws, and regulations.

Section VIII.5: Judicial Hearing Procedures

- 1) Quorum is required to hold a meeting. Quorum shall be defined as three (3) voting members and the Chief Justice.
- 2) In the event that Quorum cannot be met due to the recusal of Justices, additional ad-hoc members shall be appointed by the president, with the consent of both the charging and the accused parties.
- 3) The charging party must notify the Chief Justice in writing in order to bring about a hearing in the case of a “removal of office” request.

- 4) Upon receiving notification, the Chief Justice must convene a hearing of the Judicial Board within ten (10) official class days, and notify the involved parties, in writing, of the set hearing days.
- 5) The charging party must present all pertinent material to the Judicial Board at least twenty-four (24) hours prior to the hearing date.
- 6) In the event that a justice is closely acquainted with the charging party, the charged party, and/or any witness, the Justice must excuse themselves from the hearing.
- 7) In the event a witness cannot make a hearing date, a written or recorded statement may be submitted instead.
- 8) The charging party shall make opening remarks and present their case, followed by the charged party. Each party will have the opportunity to cross-examine witnesses. The charging party shall make a closing statement, followed by the party.
- 9) After all evidence has been presented, the Chief Justice and Associate Justices shall have a closed door meeting at which they will deliberate over a final verdict.
- 10) A written verdict must be delivered within forty-eight (48) hours to both the charged party and the charging party.
- 11) In the event the charges of impeachment are denied, the charges cannot be reused in future cases. The charged party cannot be charged twice for the same charge.

Section VIII.6: Appeals

- 1) Grounds for appeal
 - a) If sufficient, new evidence and/or extenuating circumstances affecting the hearing can be shown.
 - b) If misfeasance, malfeasance, nonfeasance, or violation of the Constitution or Bylaws by any involved party is thought to have affected the outcome of the hearing.
- 2) Procedure
 - a) An appeal may be called by a simple majority vote of the Judicial Board, or two-thirds ($\frac{2}{3}$) vote of the senate.
 - b) A request for an appeal must be submitted, in writing, to the Chair of the Senate and the Chief Justice within five (5) official class days after the official hearing has concluded.
 - c) If the Judicial Board or the Senate votes in favor of an appeal, the appeal shall occur on the procedures stated in Section 6: Judicial Hearing Procedures. The original justices from the previous case will be used in appeal.

Section VIII.7: Improper Hearing Procedures

- 1) Grounds for invalidating of a hearing due to improper process
 - a) In the event one or both parties request and present evidence to the Chief Justice of improper procedure, either during hearing proceedings or before deliberation, one of the following requirements must be met:
 - i) Extenuating circumstances that might interfere with the ability of a Justice to remain impartial.
 - ii) Improper hearing procedures or procedural error such as, but not limited to: evidence that has been improperly admitted, misconduct by the Chief Justice, Justices, charging/charged parties, and/or witnesses, or actions of witnesses or parties involved during the hearing or outside the hearing room, could prejudice the Justices and prevent a fair hearing
- 2) Procedures
 - a) After confirmation that the request meets one or more of the criteria requirements stated above the Chief Justice will call a closed session to review the request and evidence, and will evaluate whether the request is valid.
 - b) The Chief Justice must state whether the request is valid or invalid to all parties involved.

- c) In the event the Chief Justice declares the hearing invalid, they shall dismiss the Justices and schedule a new hearing. The Chief Justice will provide a written statement including the request, evidence, and decision; this must be delivered within forty-eight (48) hours of the hearing to the charged party, the charging party and Chair of Senate.
- d) In the event the Chief Justice declares the complaint invalid, they will continue the hearing process.

Steering Committee Bylaws

Section 1: Composition

- a. The Steering Committee shall be chaired by the the Chair of Clubs and Organizations
- b. The Steering Committee shall consist of a minimum of two (2) senators and a maximum 10 students of the following constituencies:
 - 1.1b.1. Two (5) Senators
 - 1.1b.2. Two (3) Service Representatives
 - 1.1b.3. Two (3) Students-at-large
 - 1.1b.4. Two (3) Club Eboard Representatives
- c. When an appointed position on the Committee becomes vacant, the vacancy shall be filled in a timely manner in the same manner as the original appointment was made.
- d. Three (3) consecutive absences by an appointed Committee member, without prior notification to the Chair, may be construed as resignation and the subsequent vacancy shall be filled.
- e. All non-voting members may be appointed in accordance with the PSGA Constitution and the latest edition of Robert's Rules of Order.

Section 2: Meetings

- a. There shall be regularly scheduled weekly meetings of the Steering Committee at a time and location as determined by the Coordinator of Clubs and Organizations. Emergency Meetings may be scheduled as needed.
- b. All PSGA committees and boards must maintain minutes of every meeting.
- c. Minutes must include attendance.
- d. Minutes must be uploaded to the sponsoring Pantherlink page within four (4) business days.
- e. If minutes are not submitted, then any action or financial transaction sanctioned by the Committee or Board in now way becomes official and holds no bearing within the purview of the PSGA.
- f. Minutes shall be archived permanently as a public record for all PSGA members.
- g. Quorum shall be defined as greater than fifty percent (50%) of the committee's members deem it necessary.
- h. Quorum is always required for a vote to occur.
- i. During breaks in the academic calendar, committees may convene via conference call or video chat, so long as advance notice of the call has been given and quorum is present, and then only to deal with time-sensitive business.

Section 3: Purpose

- a. To make strategic decisions concerning future realization of the organization's mission, vision and values.
- b. To serve as an advisory committee to the Coordinator of Clubs and Organizations on matters relating to priorities of the organization, the general course of its operations and key governing issues.
- c. To provide administrative oversight over all aspects of internal operations specifically to Executive Departments, Legislative Activities and Operation/Personnel Compliance.

Section 4: Duties of the Steering Committee

- a. Shall review the internal operations of the Purchase Student Government Association (PSGA).
- b. Shall review, and consider for approval, the charter of any proposed club, organization, service, committee, council, board or taskforce for constitutional and operational compliance prior to their recognition by the PSGA.
- c. Shall review, and consider for approval, any amendment, revision or addition to the PSGA Constitution, Bylaws, Adopted Policies or any Strategic Plan thereof.
- d. Shall review, and consider for approval, any contractual agreement between the PSGA or an operation of the PSGA and a third party, which does not fall directly under the purview of the Coordinator of Finance or Finance Committee.
- e. Shall review, and consider for approval, any new job position or any revision to a current job description.
- f. Shall conduct personnel or operation investigations at the request of the Coordinator of Clubs and Organizations, or by a simple majority vote of the Executive Board, Senate, Judicial Board, or this Committee.
- g. Shall advise the Coordinator of Clubs and Organizations on matters relating to internal operations, parliamentary procedure, governing bodies, documents and archives, and personnel.
- h. Shall perform such other duties as may, from time to time, be deemed appropriate by the PSGA Executive Board or Senate.

Section 5: Powers

- a. Shall produce an official interpretation of any Charter, Bylaw or Adopted Policy in the case of a dispute.
 - i. The Judicial Board shall have the sole authority to produce an official interpretation of the Constitution in the case of a dispute. *(VIII.4.1)*
- b. Shall, through the Chair, produce an official interpretation of the restrictions and allowances of our current Insurance Policy.
- c. May recommend to the Executive Board a 'request to terminate' following the investigation of an employee of the organization.
- d. May recommend to the Council of Clubs and Organization or Service Board a 'request for sabbatical' following the investigation of any Club, Organization or Service.
- e. If a new job position is approved, or a description of a current position is substantially altered, this Committee shall recommend a budgetary change or additional line item to the Coordinator of Finance And Finance Committee.
- f. May recommend to the Senate legislative action on prerogatives which fall within the Committee's purview including but not limited to:
 - i. A resolution to approve a Club, Organization, Service, Committee, Council, Board or Task Force.
 - ii. A resolution to approve an amendment, revision or addition to the PSGA Constitution, Bylaws, Adopted Policies and/or Strategic Plans.
 - iii. A resolution to remove from office a non-hired PSGA official, hired employee, Senator or Justice following an officially conducted investigation.
- g. Shall report any suspected financial discrepancies to the Finance Committee in accordance with the Whistleblower Policy.
- h. May produce internal resolutions and memorandums *recommending* advancements and changes to any operation of the PSGA.

Section 6: Restrictions

- a. The Committee may not recommend to the Senate any legislative action promoting the removal of a member of the Executive Board.
- b. To promote open communication, the Coordinator of Clubs and Organizations must notify the Chief Justice of the Judicial Board at the initiation of any investigation against personnel or an operation.

Section 7: Review of Documents

- a. The Committee shall ensure all documents receiving approval are Constitutional, relevant to operational standards, consistent with all other current governing documents, and permitted by our current Insurance Policy.
- b. The Committee shall ensure all documents receiving approval are grammatically correct, free from spelling and formatting errors, and include gender neutral pronouns.
- c. The Committee, from time to time, may set any such review standard relevant to the strategic goals of the organization.

Diversity Committee Bylaws

Section 1: Composition

- a. Chair of the Diversity Committee
 - i. The Chair of the Diversity Committee must be elected by a 2/3 vote of the Senate. The Chair of Diversity may be a current Senator. This person shall be termed the Chair of Diversity Committee.
 - b. The Diversity committee shall consist of a minimum of two (2) senators, and a maximum 10 students of the following constituencies:
 - ?1b.1. Two (5) Senators
 - ?1b.2. Two (3) Service Representatives
 - ?1b.3. Two (3) Students-at-large
 - ?1b.4. Two (3) Club Eboard Representatives
- c. When an appointed position on the Council becomes vacant, the vacancy shall be filled in a timely manner in the same manner as the original appointment was made.
- d. Three (3) consecutive absences by an appointed Council member, without prior notification to the Chair of the Diversity Committee, shall be construed as resignation, and the subsequent vacancy shall be filled.

Section 2: Meetings

- a. There shall be regularly scheduled weekly meetings of the Diversity Committee.

Section 3: Duties of the Committee

- a. To increase awareness, encourage, and facilitate diversity within all spheres of the Campus Community.
- b. To educate the Campus at large as to how their actions and diction affect people within different ranges of sensitivity when it comes to various social, economic, and political issues.
- c. To brainstorm, plan, and execute initiatives in collaboration with PSGA operations that will offer a more diverse, thought provoking and accepting college experience for Purchase College Students.
- d. To initiate programs with the Student Affairs Diversity Committee, the Diversity, Equity and Inclusion Committee, and the Purchase College Staff
- e. To encourage Programming at all major events and general events, which celebrate people of varying race, ethnicity, cultural heritage, gender, sexual orientation, gender expression, ability and the other categories of the Non-Discrimination Clause.
- f. To address situations where differences would hinder the atmosphere of learning at Purchase College.

Section 4: Additional Duties of the Chair of the Diversity Committee

- a. To serve as the chief student representative on matters of Diversity within the PSGA and work in tandem with the SAC in order to diversify programming.
- b. To coordinate monthly visits from the MEC and GPC to the Diversity Committee in order to aid with and ensure diverse acts and events within programming.
- c. To have biweekly meetings with the Student Activities Coordinator.
- d. To hold meetings with a representative from the Diversity, Equity, and Inclusion Committee.

Section 5: Removal of the Chair of Diversity Committee

- a. The Diversity Chair may be relieved of their duties, due to delinquency or malfeasance, with a two-thirds vote of the Senate. If the Chair of Diversity Committee is a senator then this shall return them to Senator status while incurring a vacancy in the Chair of Diversity Committee position.

Civic Actions Committee Bylaws

Section 1: Composition

- a. The Civic Actions Committee will be chaired by the PSGA President.
- b. The Civic Actions Committee shall consist of a minimum of two (2) senators, and a maximum 10 students of the following constituencies:
 - 7.1b.1. Two (5) Senators
 - 7.1b.2. Two (3) Service Representatives
 - 7.1b.3. Two (3) Students-at-large
 - 7.1b.4. Two (3) Club Eboard Representatives
- c. 3 (Three) consecutive absences by an appointed Council member, without prior notification to the Chair of the Civic Actions Committee, shall be construed as resignation, and the subsequent vacancy shall be filled.

Section 2: Meetings

- a. There shall be regularly scheduled weekly or bi-weekly meetings of the Civic Actions Committee.
- b. Committee meeting times shall be published at least 5 days in advance by the PSGA President.

Section 3: Purpose

- a. To research and advocate for projects that reflect student interest and need at Purchase College.
- b. To serve as an advisory committee to the President on matters relating to College Relations, SUNY wide affairs, and the quality of life for students at Purchase College.

Section 4: Duties

- a. Shall carry out projects initiated by the Senate in order to improve campus life.
- b. Shall assist the President and Executive Board in preparing and facilitating at least one public town hall meeting per semester.
- c. In the case of not being assigned any task by the Senate, shall gauge student interest, and create initiatives to benefit the campus at large pending approval by the Senate. Tasks assigned by the Senate shall take priority, unless otherwise specified.

Elections Committee Bylaws

Section 1: Definition

- a. The Elections Committee shall conduct elections for the PSGA.

7.1c. When an appointed position on the Committee becomes vacant, the vacancy shall be filled in a timely manner in the same manner as the original appointment was made.

7.1d. Two (2) absences by an appointed Committee member, without prior notification to the chair of the Finance Committee, shall be construed as resignation, and the subsequent vacancy shall be filled.

Section 2: Composition

- 7.1a. The Elections Committee shall be chaired by the Chair of Senate.
- 7.1b. The Elections Committee shall consist of a minimum of two (2) senators, and a maximum 10 students of the following constituencies:
 - 7.1b.1. Two (5) Senators
 - 7.1b.2. Two (3) Service Representatives
 - 7.1b.3. Two (3) Students-at-large
 - 7.1b.4. Two (3) Club Eboard Representatives

- e. The Chair of the Senate shall serve as the Chair and a non-voting member (except when the Chair has a deciding vote) of the Elections Committee.

Section 3: Duties

- a. The Elections Committee shall conduct all campus-wide elections for the PSGA.
- c. The Elections Committee shall ensure that the Public Relations committee properly advertise all elections to all PSGA members.
- d. In the case of contested elections, shall inform the Chair of the Senate to call an emergency PSGA Senate meeting within 24 hours.
- e. Shall make available, upon request, all information pertaining to the eligibility of candidates to all PSGA members in writing.
- f. Shall provide elections packets consisting of bylaws, eligibility information, and candidate petitions.
- g. Shall review nominees for vacant Senate positions, presented by the Chair of the Senate, for a potential recommendation prior to being presented to the Senate. At least one Elections Committee member must be present at each nominee interview, preferably a Senator.
 - i. A recommendation by the Elections Committee is not needed for the Chair of the Senate to proceed with the nomination to the Senate.
- h. May, with the consent of the Senate, convene a special election to fill vacant Senate seats when there are three (3) or more vacant Senate seats at any given time.
 - i. A special election is defined as any election held outside of the Constitutionally mandated Fall (Residential Senators, Athletic Senator, and Academic Senators) and Spring (Executive) elections.

Section 4: Committee Guidelines

- a. All committee members shall maintain impartiality during the elections period.
- b. No member of the Elections Committee shall be candidates for an election.
- c. If at any time the Chair of the Elections Committee is running for election, the Senate shall appoint a new Chair of the Committee by a two-thirds vote.
- d. In the case of gross violation of Elections Committee bylaws, the PSGA President shall assume the role of Chair.

Section 5: Candidate Eligibility

- a. Eligibility for the Executive Board.
 - i. Must be a current member of the PSGA.
 - ii. Must be in Good Academic and Disciplinary Standing with the College, with a minimum 2.0 GPA.
 - iii. Must gather, and submit, 50 signatures from current members of the PSGA, during the period set forth by the Elections committee.
 - iv. Must have completed one consecutive academic year by the start of the position, in good standing (having not been removed from office for a violation of The PSGA Constitution or its bylaws), as a Senator, Justice, Coordinator or Director, Club Head, or Service Head.
 - 1. The election period at the beginning of the fall semester will not count against a candidate's full semester.
- b. Eligibility for Major Events Coordinator and General Programming Coordinator.
 - i. Must be a current member of the PSGA.
 - ii. Must be in Good Academic and Disciplinary Standing with the College, with a minimum 2.0 GPA.
 - iii. Must gather, and submit, 50 signatures from current members of the PSGA, during the period set forth by the Elections committee.
- c. Eligibility for Senate seats

- i. Must be a current member of the PSGA.
 - ii. Must be in Good Academic and Disciplinary Standing with the College, with a minimum 2.0 GPA.
- d. Elections packets will be made available at least two weeks before the opening of polls
- e. All candidates must submit their completed election packet and petition by the published deadline, which shall be no earlier than a week after packets are made available.

Section 6: Campaign Materials

- a. Campaign materials must be approved by the Elections Committee co-chairs for compliance with Elections guidelines.
 - b. Campaign materials shall not be modified in any way without approval from the Elections committee.
 - c. A copy of approved campaign materials shall be filed in the PSGA office.
 - d. All candidates for executive and coordinator positions, shall be allowed a maximum of the following campaign materials:
 - i. 50 sheets of color mini flyers (up to 6/page on 8.5x11" paper)
 - ii. 35 color 8.5x11" posters
 - iii. 15 color 11x17" posters
 - e. All candidates for Senate seats shall be allowed the following campaign materials:
 - i. 50 sheets of color mini flyers (up to 6/page on 8.5x11" paper)
 - ii. 15 color 8.5x11" posters
 - iii. 5 color 11x17" posters
- Candidates may opt out of receiving these materials, but may not supply their own additional materials unless they are approved by the Chair of Senate.
- f. All candidates shall be allowed the following Media Services promotion:
 - i. 3 thirty-second video advertisements on PTV
 - ii. 3 thirty-second audio advertisements on WPSR
 - iii. 1 candidate information form to the Purchase Media Service
 - g. All non-web campaign materials shall be produced exclusively by the PSGA.
 - h. All campaign materials shall include "PAID FOR BY YOUR MANDATORY STUDENT ACTIVITY FEE."
 - i. Campaign materials may only include one candidate name.
 - j. All media services must offer an equal opportunity for each candidate in a given race.
 - k. All internet campaigning must adhere to all Elections guidelines.
 - i. Internet campaign materials are defined as (but not limited to) social networking groups and events, mass emails and message board posts.
 - ii. Internet campaigning is defined as posting comments and messages.

Section 7: Timeline

- a. The Monday of the third week (3rd) of the semester, at noon (12:00pm): Applications and Election Packets are available.
- b. The Friday of the third week (3rd) of the semester, at noon (12:00pm): Application and Signatures deadline.
- c. The Sunday before the fourth (4th) week of the semester, by 11:59 pm: All applicants will be contacted with updated status of candidacy.
- d. The Monday of the fourth (4th) week of the semester: Approved candidates may begin campaigning upon notification.
- e. The Wednesday of the fourth (4th) week of the semester, at 12:30 pm: Required Candidate Introductions in the Presidential Conference Room
- f. The Sunday before the fifth (5th) week of the semester, at 11:59 pm: All campaigning must stop

- g. **The Monday of the fifth (5th) week of the semester, at noon (12:00pm):** Primary Elections launch on Pantherlink.
- h. The Friday of the fifth (5th) week of the semester, at noon (12:00pm): Primary Elections close on Pantherlink.
- i. The Friday of the fifth (5th) week of the semester, at 11:59 pm: Candidates will be notified of the results.
- j. The Monday of the sixth (6th) week of the semester, at 11:59pm: Candidates must accept or decline their position offer.
- k. The Wednesday of the sixth (6th) week of the semester, by 11:59pm: A school-wide blast email will go out with election results.

Section 7: Campaign Guidelines

- a. Campaigning begins after certification of elections packets and petitions, at least a week prior to the opening of polls.
- b. A candidate may not accept any form of monetary donation/aid towards their campaign.
- c. A candidate may not give out any promotional gifts, items, or donations to aid in their campaign.
- d. Candidates may only post their materials on public bulletin boards.
- e. Only candidates and two (2) campaign assistants may hand out campaign materials.
- f. All candidates are expected to take part in the official Candidate Forum organized by the PSGA Chair of Senate.
- g. All campaigning and electioneering is prohibited while polls are open.
- h. Static online campaign materials may stay published whilst polls are open, so long as no alterations or comments are made by the candidate or campaign assistants.

Section 8: Campaign Assistants

- a. Candidates may have two (2) campaign assistants.
- b. Campaign Assistants may hand out campaign materials on behalf of the candidate.
- c. Campaign Assistants must adhere to all Elections Guidelines.
- d. In order to become a Campaign Assistant, one must sign and submit an Elections Committee agreement form to the Chair of the Elections committee.

Section 11: Ties

- a. In the event of a tie between two or more candidates running for the same elected seat the following procedure will be in effect:
 - i. The Chair of the Senate will notify the Elections Committee and each candidate of the tie.
 - ii. The Senate shall by a two-thirds vote appoint one of the candidates to the office in question.
 - iii. In the event that the Senate is unable to come to a decision the Elections Committee will conduct a run-off election. Only the tied candidates will participate in the election.

Section 12: Disqualifications

- a. Formal complaints of a violation of an Election Bylaw shall be submitted to the Chair of the Elections Committee in writing.
 - i. The Chair(s) of the Elections Committee shall review the complaint for validity before convening the Elections Committee.
- b. Any violation of the Elections Bylaws shall be reviewed by the Elections Committee prior to the opening of polls, or within 24 hours of receipt of the complaint during or after the polling period.
- c. The Elections Committee may, by a simple majority vote (50%+1) decide to overlook a violation, warn a candidate, disqualify a candidate, or call for a new election.

d.If a candidate chooses to appeal a decision they must do so in writing to the chair(s) of the Election Committee.

i.The chair(s) of the Election Committee shall notify the Judicial Board within 24 hours.

ii.The Judicial Board must convene to address the appeal within five (5) business days following notification of the appeal.

e.The Judicial Board may overturn the Election Committee's decision (and call for a new election, if necessary) or discard the appeal

f. After the election each winning candidate must shadow their predecessor for 15 hours and attend two (2) sessions of every required meeting for their newly elected position. Failure to do so will result in disqualification and immediate termination of the elected position subsequent to results being published.

g. Elected students must complete all assigned duties and their current position in good standing failure to do so will result in disqualification and immediate termination of the elected position subsequent to results being published.

Article 7: Finance Committee

Section 1: Composition

7.1a.The Finance Committee shall be chaired by the Director of Finance.

7.1b.The Finance Committee shall consist of a minimum of two (2) senators, and a maximum 10 students of the following constituencies:

7.1b.1. Two (5) Senators

7.1b.2. Two (3) Service Representatives

7.1b.3. Two (3) Students-at-large

7.1b.4. Two (3) Club Eboard Representatives

7.1a.The Finance Committee shall be chaired by the Director of Finance.

7.1c.When an appointed position on the Committee becomes vacant, the vacancy shall be filled in a timely manner in the same manner as the original appointment was made.

7.1d.Two (2) absences by an appointed Committee member, without prior notification to the chair of the Finance Committee, shall be construed as resignation, and the subsequent vacancy shall be filled.

Section 3: Meetings

7.3a. There shall be regularly scheduled weekly meetings of the Finance Committee.

Section 4: Duties

Allocate at least fifteen (15) minute time slots to all PSGA Financial Officers who request funding.

- In the Finance Request Meetings, the requesting organizations' Chief Financial Officer, or their designee should make a presentation about their request and shall respond to questions from the meeting attendees.

All votes of the Finance Committee shall be approved by a simple majority (Greater than 50%) of the members.

Minutes shall be kept of each meeting and be made available upon request.

The Director of Finance, in conjunction with the Finance Committee, will focus on developing a balanced proposal budget for the next Fiscal Year which will be approved by the Executive Board.

Shall sit in on all Budget request meetings for the following Fiscal Year

Shall assist the Director of Finance with any finance disputes, including but not limited to any purchase requests which can not be solely handled but the Director of Finance or Executive Board.

Section 5: Conflict of Interest

No voting member may vote on his or her own proposal or the proposal of an organization they are affiliated with.

Article 8: Public Relations Committee

Section 1: General Provisions

6.1a These bylaws are set to govern the Public Relations Committee and the general procedures of social media throughout the PSGA.

6.1b The term “content generator” refers to the officer of a club, organization, or service with administrative access to a group’s website(s) or social media account(s). “Content generator” shall not be construed to mean a member or a third-party posting content on that group’s social media account(s).

Section 2: Purpose

6.2a. The Public Relations Committee will decide upon all aspects of the PSGA’s community outreach. This will include: posters, surveys, community outreach programs, advertisements, press releases, print media, social media, mass media, websites, and all electronic information systems excluding mass emails.

6.2b. The Public Relations Committee shall use its budget to help the PSGA’s campus reputation grow in a more positive direction. This shall include developing projects that, in the PSGA’s name, make students more aware of the PSGA’s existence and positively influence campus life.

Section 3: Committee members

6.3a. The Director of Public Affairs shall chair the Public Relations Committee, and shall not vote in committee matters unless in the case of a tie.

6.3b. The Public Relations Committee shall consist of a minimum of two (2) senators, the Lead Designer, and the Director of Public Affairs, and a maximum of 10 of the following constituencies:

7.1b.1. Two (5) Senators

7.1b.2. Two (3) Service Representatives

7.1b.3. Two (3) Students-at-large

7.1b.4. Two (3) Club Eboard Representatives

6.3b.5. The Lead Designer

6.3c. A simple majority (greater than 50%) of the membership is necessary for an action of the Public Relations Committee to be valid.

6.3e. The Public Relations Committee shall convene once per week each semester.

Section 4: Composition

6.4. Webmaster

6.4a.1 Shall, along with the Director of Public Affairs, be responsible for maintaining the website presence of the PSGA, including but not limited to coding, aesthetics, and editing.

6.4a.2. Shall, along with the Director of Public Affairs, be an administrator to the PSGA’s website(s) and all its social media accounts.

6.4a.3. Shall be responsible for updating the content of the website as requested by the Director of Public Affairs.

6.4a.4. In the absence of a webmaster, the Director of Public Affairs shall assume their duties until a new webmaster is hired.

6.4a.5. Shall be a Senator elected by a simple majority (greater than 50%) vote of the Public Relations Committee.

6.4b. PSGA Lead Designer

6.4b.1 The Lead Designer shall be responsible for establishing the PSGA’s aesthetics, and shall design the PSGA’s posters and other graphic media.

6.4b.2 May work with the Webmaster to maintain the aesthetics of the PSGA’s website(s) and social media.

6.4b.3 May assist PSGA members in the development of their own posters for PSGA sponsored events on a case by case basis.

6.4b.4 May assist the Director of Public Affairs in the process of approving posters for PSGA sponsored events.

Section 5: Duties

- 7.3a.1. To advise the Executive Board and the Senate regarding cultural activities on campus.
- 7.3a.2 To promote the arts across the student body, regardless of their major, year, or conservatory status.
- 7.3a.3 To provide a forum to foster awareness about artistic endeavors on campus.
- 7.3a.8 To ensure that all elections are properly advertised to all PSGA members.
- 7.3a.9 To ensure that the purpose of the Mandatory Student Activity Fee is properly advertised to all PSGA members.
- 7.3a.8 To uphold the PSGA's reputation and presence on campus.

Section 5: Regulations

6.5a Print Media

- 6.5a.1. On all printed materials from PSGA clubs, organizations, services, operations and other sponsors, the byline Paid For By Your Mandatory Student Activity Fee or the hashtag #PFBYMSAF must exist at a 14pt type minimum.
- 6.5a.2. On all printed materials from PSGA clubs, organizations, services, operations and other sponsors, that promote parties and larger events, the byline "More Cards required" must exist at a 14pt type minimum to communicate that More Cards will be scanned.
- 6.5a.2. On all printed materials from PSGA clubs, organizations, services, operations and other sponsors that relate to events such as meetings, parties, or other, a statement offering a way to contact the organizing party for accommodations must be present at a 14pt type minimum.
 - 6.5a.2a. If accommodations are found to be needed, the organizers shall contact the Office of Disability Resources for assistance.
- 6.5a.3. Exceptions to regulations on print media must receive advance approval from the Director of Public Affairs.
- 6.5a.4. If a sanctioned group's materials fail to meet these standards, then the materials shall be subject to removal. Disciplinary action in the form of budget freezing may be incurred in the case of repeat offenses, and may not be lifted until an official meeting regarding these policies is held between the group in question and the Director of Public Affairs.

6.5b. Websites and Social Media

- 6.5b.1. All digital content published shall be published with the understanding that it may be redistributed throughout the internet and viewed by the general public.
- 6.5b.2. All content generators shall post content which is relevant to their entities, searchable, and easy to share with audiences of all ages.
- 6.5b.3. All content generators shall post content which adheres to copyright, fair use, and intellectual property rights.
- 6.5b.4 No content shall be posted which causes someone to believe that a person's name, image, likeness, or other identifying aspect of that person's identity is being used without their permission.
- 6.2b.5. It is required that content generators review content for grammatical and spelling mistakes, and seek to resolve errors quickly.
- 6.5b.6 All content generators shall moderate comments and keep their group's social media accounts updated on a regular basis. This shall not be construed to abridge freedom of speech.
- 6.5b.7. Social media accounts run by the PSGA or PSGA-sponsored groups and activities cannot explicitly endorse student government candidates.
- 6.5b.8. Content generators shall not post content directed at individuals which is off-topic, contains profanity, or are threatening in tone.
 - i. All individuals upon using the forums provided by the PSGA or a sponsored group's website or social media account, agree to abstain from posting content which is

solicitous, vulgar, contains profanity, or is threatening in tone. Such content may be deleted immediately without advance notice. Additionally, content generators are allowed to ban such individuals immediately without advance notice.

ii. All content generators are encouraged to provide a set of community guidelines defining in their own terms what constitutes sound behavior in a social media forum or account.

iii. Nudity or pornography is allowable only as posted for educational or artistic purposes, and it must not, considering contemporary student values, appeal to prurient interests. A disclaimer stating that the content may not be suitable for minors or work environments is encouraged in these circumstances.

6.5b.9. In the event that a content generator produces content deemed as combative, demeaning, or otherwise negative; individuals are encouraged to contact the Director of Public Affairs to notify them of the situation.

6.5b.10. In the event of malicious use or unauthorized access of a social media account by a third party (i.e. phishing), or suspicious behavior, individuals are encouraged to inform the Director of Public Affairs as soon as possible.

6.5b.11 If a sanctioned group's materials fail to meet these standards, then the Director of Public Affairs may request the closure of that group's social media account(s) for the remainder of the academic year with the advice and consent of the Public Relations Committee and the Senate. Disciplinary action in the form of budget freezing may be incurred in the case of repeat offenses.

6.5b.12. The social media presences of PSGA Clubs, Organizations, and Services shall be run without the Director of Public Affairs serving as a content generator.

6.5b.13. The social media presences of PSGA-sponsored groups and activities that are not clubs, organizations and services shall be overseen both by at least a content generator from that group or activity, and the Director of Public Affairs.

Section 6: Logo and Ornamentation

6.6. Logo

6.6a. The logo of the Purchase Student Government Association shall be the same throughout the organization, as established in these bylaws. Any changes in color are permissible; and use of the logo in promotional material at Purchase College shall be supervised and/or authorized by the Director of Public Affairs.

6.6b. The logo shall consist of a filled-in circle with the word "purchase" in lowercase Univers typeface at the upper-left, and, in cursive, the letters "SGA" at the lower half of the circle.

6.6c. Significant changes to the logo, other than in color, must be approved by the Director of Public Affairs, the Lead Designer, and a majority vote of the senate. It is recommended that significant changes not be made frequently.

6.6b. Style Guide

6.6b.1. A Brand Identity Style Guide has been created by the Public Relations Committee and can be found on PantherLink under "Documents." This guide presents specific fonts, colors, and logo variations to use in PSGA related materials.

6.6b.2. Use of the guide, fully or partially, by the Executive Board and the Senate is strongly encouraged but not mandatory. Clubs, services, and organizations may use the style guide if they wish.

6.6b.3. The style guide may be changed at any time by the Public Relations Committee, but it is recommended that it not be changed significantly more often than once every 3 years.

6.6b.4. The style guide presents multiple official colors of the PGSA, but the primary official color is dark purple.

6.6b.5. Approval by the Director of Public Affairs, the Lead Designer, and the Senate is required to change the official color.

6.6c. Name

6.6c.1. Article I of the PSGA Constitution shall not be construed to limit the Purchase Student Government Association's ability to brand itself as it deems necessary, provided that all name re-brands are germane to "Purchase Student Government Association" (e.g. PSGA, Purchase SGA).

Article 7: Public Art Council Bylaws

Section 1: Composition

7.1. Note: As of 2024, the Public Art Council shall run independently of the Public Relations Committee.

The Public Art Council shall be chaired by the Coordinator of Public Art.

7.1a.1.. In the event of a vacancy in the Coordinator of Public Art position, the Director of Public Affairs will act as interim Chair of Public Art Council such a time that a new Coordinator of Public Art can be hired.

7.1b. The Public Arts Council shall consist of a minimum of two (2) senators, the Coordinator of Public Art, the Director of Public Affairs, and a maximum 10 students of the following constituencies:

7.1b.1. Two (5) Senators

7.1b.2. Two (3) Service Representatives

7.1b.3. Two (3) Students-at-large

7.1b.4. Two (3) Club Eboard Representatives

7.1b.5. The Coordinator of Public Art

7.1b.6. The Director of Public Affairs

7.1c. When an appointed position on the Council becomes vacant, the vacancy shall be filled in a timely manner in the same manner as the original appointment was made.

7.1d. Two (2) absences by an appointed Council member, without prior notification to the Chair of Public Art, shall be construed as resignation, and the subsequent vacancy shall be filled.

7.1e. The Director of Public Affairs shall be an ex-officio non-voting member of the Public Art Council.

Section 2: Meetings

a. There shall be regularly scheduled weekly meetings of the Public Art Council.

Section 3: Duties

7.3a Duties of the Public Arts Council

7.3a.4 To promote the value of public art.

7.3a. To promote collaboration between the arts, humanities, sciences, and athletics at Purchase College.

7.3a.5 To oversee public art selection, in conjunction with the President's Committee on Public Art.

7.3a.6. To process all faculty and administration requests made to the PSGA for public art.

7.3a.8 To perform such other duties as may, from time to time, be deemed appropriate by the Senate.

7.3c. Public Art Competition

7.3c.1. Submissions shall only be accepted from matriculated Purchase College students who have paid their Mandatory Student Activity Fee.

7.3c.2. The Public Art Fund shall be used solely for the following purposes:

i Any live, public productions including but not limited to dance, music, or theater.

ii Any public visual art installation, including the annual mural competition.

7.3c.3. Funds shall not be used for a project to be entered into a third party's competition, nor shall they be used for projects to be academically graded.

7.3e Submission Rules

7.3e.1. For Live Productions

i. All funding requests for live productions shall include:

- 1 A written proposal that states:
 - i. The intended purpose and meaning of the piece.
 - ii. The estimated number of performers.
 - iii. An estimate of required materials and costs for each.
 - iv. Location of event/performance.
 - v. Estimated length, show dates, or any time related.
- 2 The choreographer and/or director's name must be attached to the project.

7.3e.2. For Artistic Installations

i. All grant requests for artistic installations shall include:

- 1 A written proposal including:
 - i. A diagram of the proposal with dimensions.
 - ii. An estimate of required materials and costs for each.
 - iii. Exhibition space or location.
 - iv. Dates of exhibition.
- ii. The artist's name must be associated with the project.
- iii. For the annual mural competition only, the deadline for all submissions shall be the Public Art Council meeting immediately preceding Thanksgiving Break of each academic year. The submissions shall be evaluated at the next Public Art Council meeting immediately following the deadline.

7.3f Application Review

7.3f.1. The Chair of Public Art shall review all applications for guideline adherence, completeness, and eligibility prior to their consideration by the Public Art Council.

7.3f.2 Members of the Public Art Council shall examine requests for the following criteria:

- i. The artistic significance of the project.
- ii. The project's ability to engage and strengthen the campus community.
- iii. The ability for the project to be executed in an affordable and timely manner.
- iv. Plans for both record and bookkeeping.
- v. What the artist deems as a successful end-state for the work.

7.3f.3. The Public Art Council reserves the right to request a portfolio of previous work during the selection process.

7.3f.4. No student may be disqualified, nor receive preferential treatment, on the basis of their major or conservatory status.

7.3f.5. Upon the awarding of funds, a letter shall be sent to both applicants not recommended for funding and new grantees.

7.3f.6. New grantees shall receive an official grant award notification, along with information about reporting and fiduciary requirements.

7.3g Grant Regulations

7.3g.1. All expenses must occur within thirty (30) days of the grant award notification being sent. Payment requests must reflect project-related expenses already incurred, for the sake of reimbursement; and/or must reflect project-related expenses to be incurred within those thirty (30) days of the grant award notification being sent, for the sake of advance.

7.3g.2. At the conclusion of those thirty (30) days, and if the grant's conditions are upheld, grantees shall not receive financial compensation for receiving Public Art Council funds, but shall receive a certificate of participation.

7.3g.3. In accepting grant funds, students assume responsibility for administering the funds in accordance to the award and all stipulations therein.

7.3g.4. Grant recipients are responsible for maintaining copies of receipts, financial documents, and other records that may be pertinent to the award, which shall also be submitted to the Public Art Council on or before the thirtieth (30) day.

7.3g.5 Grant recipients shall use their funds specifically for the designated art project. Materials that are either not germane to the project, or in excess of the stated needs of the project, shall not be reimbursed with grant funds.

7.3g.6 Funds unused by grant recipients at the conclusion of thirty (30) days of authorization shall be forwarded to the Purchase Student Government Association's Finance Committee for reallocation.

7.3g.7 Failure to comply with grant regulations may result in freezing or termination of grant funds. In this instance, the Purchase Student Government Association reserves the right to recover unused funds.

7.3h Conflict of Interest

7.3h.1. No Public Art Council member may review an application with which they are affiliated. In such circumstances, they shall inform the Public Art Chair of the conflict of interest and the Public Art Chair shall remove them from attending the selection panel.

7.3i Termination

7.3i.1. The Public Art Council reserves the right to cancel in the following circumstances:

- i. Convenience of the artist with their consent.
- ii. Failure to comply with grant regulations.
- iii. In the event cancellation of the grant is deemed in the best interest of the Purchase Student Government Association.

Article 8: The Sustainability Committee Bylaws

Section 1: Composition

7.1a. The Sustainability Committee shall be chaired by the Sustainability Coordinator.

7.1b. The Sustainability Committee shall consist of a minimum of two (2) senators, The Free Store Director, and the Compost Master, The Sustainability Coordinator, and a maximum 10 students of the following constituencies:

- 7.1b.1. Two (5) Senators
- 7.1b.2. Two (3) Service Representatives
- 7.1b.3. Two (3) Students-at-large
- 7.1b.4. Two (3) Club Eboard Representatives
- 7.1b.5. The Director of the Free Store
- 7.1b.6. The Compost Master

7.1c. When an appointed position on the Committee becomes vacant, the vacancy shall be filled in a timely manner in the same manner as the original appointment was made.

7.1d. Two (2) absences by an appointed Committee member, without prior notification to the chair of the Sustainability Committee, shall be construed as resignation, and the subsequent vacancy shall be filled.

Section 3: Meetings

7.3a. There shall be regularly scheduled weekly meetings of the Sustainability Committee.

Section 4: Duties

- 7.4a. To increase understanding and active sustainable behaviors among all members of the campus community.
- 7.4b. To meet the goals of the American College and University Presidents Climate Commitment.
- 7.4c. To advise the college and the Purchase Student Government Association on sustainable initiatives, projects or concerns.
- 7.4d. To provide a forum to foster awareness about green endeavors on campus.
- 7.4e. To oversee and approve Green Fee Grant projects and purchase requests.
- 7.4f. To perform such other duties as may, from time to time, be deemed appropriate by the Purchase Student Government Association Senate.
- 7.5a. To serve as the chief student representative on matters of sustainability.
- 7.5b. To serve as the liaison between the PSGA Executive Board, Senate, and the Finance Committee.
- 7.5c. To coordinate student involvement among college-wide sustainability projects.

Section 6: Removal of the Sustainability Coordinator

- 7.6a. The Sustainability Committee Chair may be relieved of their duties, due to delinquency or malfeasance, with a majority (Greater than 50%) vote of the Executive Board.

Student Center Committee

Section 1: Composition

- 7.1a. The Student Center Committee shall be chaired by the Student Activities Director.
- 7.1b. The Student Center Committee shall consist of a minimum of two (2) senators, The Student Activities Director, The Student Center Coordinator, and a maximum 10 students of the following constituencies:
 - 7.1b.1. Two (5) Senators
 - 7.1b.2. Two (3) Service Representatives
 - 7.1b.3. Two (3) Students-at-large
 - 7.1b.4. Two (3) Club Eboard Representatives
 - 7.1b.5. The Student Activities Director
 - 7.1b.6. The Student Center Coordinator
 - 7.1b.7. Employees and Alternates, the MEC, GPC, and representatives from clubs, organizations, and services that inhabit the Student Center are invited to attend but not required.
- 7.1c. When an appointed position on the Committee becomes vacant, the vacancy shall be filled in a timely manner in the same manner as the original appointment was made.
- 7.1d. Two (2) absences by an appointed Committee member, without prior notification to the chair of the Student Center Committee chair, shall be construed as resignation, and the subsequent vacancy shall be filled.

Section 3: Meetings

- 7.3a. There shall be regularly scheduled bi-weekly meetings of the Student Center Committee.

Section 4: Duties

Part 2: Duties

- 5.4.2.a – Shall act as an open forum between Student Center staff, students at large, and the Legislative and Executive branches of the PSGA.
- 5.4.2.b – Shall implement any policy or regulation deemed necessary by the committee with a simple majority vote.
- 5.4.2.c – Shall approve, with a simple majority, the purchase of a piece of equipment whose value totals \$2,000 (two thousand dollars) or greater.
- 5.4.2.d – Shall advise the Student Activities Director on issues or complications being experienced on behalf of students at large, Clubs, Organizations, the Senate, or Executives.

5.4.2.e – Shall advise the Student Activities Director on employee actions or staff infractions noticed over the past month.

5.4.2.f – Shall be held once a month in the Student Center or the PSGA office.

5.4.2.g – The Student Activities Director or Maintenance Supervisor shall inform the committee of any new or completed projects.

5.4.2.h – Shall assist in planning, especially in safety and security, Student Center events at the discretion of the Student Activities Director.

5.4.2.i – Shall assist with scheduling and organization for General Programming events.

5.4.2.j – Shall approve, with a simple majority, the allocation of a space of the Student Center to a Club, Organization, or service.

5.4.2.k – Shall bring employee dismissal charges to the Executive Board with a simple majority vote, the Executive Board may then dismiss the employee or refute the charges.

5.4.2.l – Shall, with the guidance of the Student Activities Director, host a minimum of one event per year.

5.4.2.m – Shall, handle posting events from students that are not associated with clubs or services on Pantherlink

Article 1

Section 1: Contracts

1.1 All Employees both Stipend and Hourly must sign the Employee Agreement which pertains to Responsibilities, Employment Period, Pay, Expenses, Role, Attendance, Sick Leave, Disability, Return of Property, etc. failure to do so will be considered resignation.

1.2 All Employees both Stipend and Hourly who are assigned a key must sign the Key Contract which states that failure to return their key by the end of term or their tenure in their position will result in a \$55 dollar key replacement charge. Failure to sign the contract will result in loss of key privileges. If not having a key interferes with the compilation of their duties, not signing the key contract will be considered resignation.

Article 2: Disciplinary Procedure

Section 1 The Student Government at Purchase College disciplinary guidelines outlined below relate to any PSGA member. Any member not in compliance with the guidelines outlined within this document can be removed from their position

?1a Any Code of Conduct Violation will result in removal from position regardless of Elected, Hired, or Volunteer status, however, any student may appeal to the Senate to keep their position.

?1b Actions on the part of a group may result in either a warning or budget freezing in severe cases the Executive Board may vote to disband the organization.

?1c Inciting or participating in physical violence will mean immediate removal from the position

?1d Refusal to complete required duties or additional duties assigned by the employees manager or supervisor will result in the inability to move up in rank or position no matter electoral or hired status.

?1da In the case of a student set to step into an elected role who has not yet been formally inducted a simple majority vote of the Executive board may strip them of this position.

Article 3: Commencement

Section 3.1: Each Executive Board will continue the yearly tradition in which graduating seniors who have or are currently participating in student government for one year or more will receive an honorary cord or sash representing their participation and dedication to the Student Government at Purchase College.

?1a College Council Members, Stipend Members, and Club Heads who have served for served for one year will receive a single-color honorary cord.

?1b College Council Members, Stipend Members, and Club Heads who have severed for two years or more will receive an intertwined two-color honorary cord.

?1c Graduating Executive Board members who have served for one or more years will receive an honorary stole representing the Student Government at commencement, as well as their respective cords.

?1d Senate Members who have served for one or more years will receive an honorary stole representing the Student Government at commencement, as well as their respective cords.

Section ?2 These awards are to be given at the Purchase College Award Ceremony in the Spring Semester: Outstanding Club/Organization Award, Outstanding Service Award, Outstanding Program/Event Award, The Purchase Student Government Award, Outstanding Service to the Purchase Community Award, Outstanding Senator Award, Outstanding Purchase College Staff Member Award, Outstanding Employee of the PSGA Award

Article ? : Human Resources

Section ?1 Chief Human Resources Officer

?1a - The Vice President, within the context of Human Resources (hereinafter, the "HR") shall be referred to as the Chief Human Resources Officer (hereinafter, the "CHRO")

Section ?2 Human Resource Council

?2a - The CHRO shall Chair a committee consisting of no more than six active members of the PSGA. This committee shall henceforth be the Human Resource Committee

?2b - The purpose of The Human Resource Committee shall be to support the CHRO in all HR matters and as a source of feedback, expertise, and guidance to the Executive Board in decisions regarding the disputes between or termination of employment. They shall remain unbiased when reporting their findings and recommendations.

Section ?3 Duties

?3a Shall review Formal Complaints and bring their recommendation to the Executive board. In the event of a conflict of interest, Formal Complaints shall be forwarded to the Judicial Branch for review and due process.

?3a.1 Formal complaints allow parties to express their disapproval or condemnation toward another party, it is formal yet it has neither direct effect on the charged party's validity of duty nor any other particular legal consequences.

?3b Shall be in charge of hiring all stipend PSGA employees in the Spring Semester

?3c Shall assist in planning and organizing the Spring and Fall Retreat

Section ?4 Hiring

?4a Hiring shall start no less than 1 month before the end of the Spring Semester. All interviews shall be in person apart from exceptional cases.

?4b All interviews must have at minimum two PSGA employees; one of which must be a trained hiring employee who will lead the interview.

?4b.1 If in any circumstance a trained hiring employee is not available a minimum of one executive must take their place in leading the interview

?4c Questions that reveal a person's race, gender, religion, marital status, disabilities, ethnic background, country of origin, or age cannot be asked on an application or during an interview. This information could lead to biases and discrimination in the process.

?4d The PSGA as a 501c Nonprofit complies with EEOC laws including but not limited to the Americans with Disabilities Act of 1990 (ADA), the Age Discrimination in Employment Act of 1967 (ADEA), the Equal Pay Act of 1963 (EPA), Title VII of the Civil Rights Act of 1964.

Section 2.5 Onboarding

2.5a The HR committee will be responsible for informing all new employees of their duties once the Fall Semester convenes including but not limited to attending the Fall Retreat and Filling out the Employment and Key Contract.

Section 2.6 Employer Confidentiality

2.6a Employees are required to provide personal information to be employed. This can include Social Security numbers, driver's license numbers, home addresses, phone numbers, and more. This information must be kept discrete and protected. Sensitive information, cannot be disclosed to anyone.

2.6b If requested the PSGA Advisor shall function as a professional documentation reviewer. (for things like medical documentation and other confidential documents)

Section 2.7 Conflicts of interest

2.7a The Human Resource Committee may oversee and determine if a conflict of interest is present if the dispute can not be handled by the board or committee members. In the case of a conflict of interest within the HR committee, the case shall be forwarded to the Judicial Branch for review and due process.

Section 2.8 Sick-Leave

2.8a As of April 10, 2019, Westchester County labor laws allow any part-time employee, who works more than 80 hours in a calendar year, 1 hour of Earned Sick Leave for every 30 worked, up to a total of 40 hours per year. Employees in the subsidized private sector and the non-profit sector is also covered by the law.

2.8b In the case of hourly pay. The Employee is permitted 3 days of sick leave given 24-hour notice. Any further sick leave requests must be submitted with a doctor's note to the employee's Supervisor.

2.8c In the case of Stipend Employees. The Employee is permitted 3 consecutive days of sick leave after which a doctor's note must be submitted to the Employee's Supervisor. In the case that the leave exceeds 3 days, Compensation and Employment status is up to the discretion of the employer's Executive Board.

Section 2.9 Termination

2.9a Should the Employee terminate the working agreement with the PSGA, 2 weeks' notice must be submitted to their Supervisor. After which the Employer shall have no further obligation to the Employee; including but not limited to severance, benefits, or any other liabilities or promises.

2.9b Except for in the case of a serious violation the employer should allow the employee an HR meeting two weeks before Terminating the working agreement wherein expectations will be set. After which the Employer has the right to terminate the agreement with a majority vote of the Executive Board.

2.9c Should the Employee (in the case of Elected Officer Status) resign or be removed from office this Agreement shall be terminated. The employer shall have no further obligations to the Employee under this Agreement, including but not limited to, severance, benefits, or any other liabilities or promises made herein. This shall supersede any written or verbal contracts made before the termination.

Article 1: PSGA Office Bylaws

The PSGA Office shall be a clearinghouse of information and administrative activity for the PSGA, its Executive, Judicial, and Legislative branches, Clubs, Organizations, Services, and members. The PSGA Office shall not run as a Club, Organization, Service, or powered entity of the PSGA, but as the professional headquarters of all PSGA operations.

Section 1: Composition

1.1 Office Manager

- 1.1a Shall be responsible for conducting a search of viable Office Assistant applicants at the beginning of each semester to be submitted to the Vice President any changes during the term shall be approved by the Executive Branch.
- 1.1b Shall train the Office Assistant staff in office policy and practice at the start of each semester to ensure all staff are up to date on the use of office software, hardware, resources, equipment, and etiquette.
- 1.1c Shall take a monthly stock of PSGA office supplies and order and replenish them as necessary for the continued upkeep of all PSGA-sponsored operations and functions.
- 1.1d Shall report to the Vice President and then to the entire Executive branch as needed concerning the performance of Office Assistants, the status of the Office budget, and the physical upkeep of the office space.
- 1.1e Shall delegate tasks to the Office Assistants as needed and within reason, and ensure their completion.
- 1.1f Shall make and adjust the Office Assistant work schedule as needed throughout the semester.
- 1.1g Shall have full power to open and close the PSGA Office as necessary.
- 1.1h Shall work in conjunction with the Office Staff to best make use of the PSGA bulletin boards for upcoming events, elections, programming, and monthly initiatives.
- 1.1i Shall secure all information pertaining to equipment service contracts, hardware, software, and furniture such as purchase orders, service contracts, and warranties for archiving purposes.
- 1.1j Shall submit quarterly reports and budget requests to the Coordinator of Finance and the Finance Committee as necessary.
- 1.1k Shall maintain a list of contact information concerning Office Assistants, Executives, Service heads and heads of PSGA-recognized clubs and organizations to be kept on file in the PSGA Office.
- 1.1l Shall, in cooperation with the Executive Branch, have the power to hire and fire Office Assistants as necessary.
- 1.1m Shall make complaints, grievances, or observations concerning the welfare and upkeep of the PSGA Office known to the Vice President in writing within 7 (seven) days time before taking action to the Executive Board.
- 1.1n Shall attend Executive Board meetings as deemed necessary and after being given notice of at least 24 (twenty-four) hours.
- 1.1o Shall observe a minimum of one office shift weekly, ensuring that resources, tasks, and equipment are up to date, at the discretion of the Vice President.
- 1.1p Shall conduct performance reviews of each Office Assistant during the tenth week of classes each semester.

1.2 Office Staff

- 1.2a Shall be trained in office policy and practice at the start of each semester and shall be up to date on the use of office software, hardware, equipment, and etiquette.
- 1.2b Shall report directly to the Office Manager on the status of office hardware, software, furniture, equipment, and supplies as needed.
- 1.2c Shall perform tasks, within reason, at the request of the Executive Branch and Office Manager during regular office hours.
- 1.2d Shall be responsible for finding shift coverage if and when it is needed.
- 1.2e Shall be responsible for enforcing the posting policy of the PSGA Bulletin Boards by allowing only those posters that meet the criteria to be posted while on duty.
- 1.2f Shall be fairly proficient in PSGA policy and practice and be able to direct PSGA members to the proper forms of communication concerning events, PSGA officials, and their contact information.
- 1.2h Shall sort mail and send email verification of package delivery to the proper PSGA Executives, Club, Organization, or Service heads.

1.2i Shall be responsible for the daily opening and closing of the PSGA office as well as minor upkeep of the office during their shift times.

1.2j Shall have priority in the use of Office equipment, supplies, hardware, and software during regular office hours.

1.2k Shall monitor the use of office equipment, supplied, hardware and software during regular office hours.

1.2l Shall make complaints, grievances, or observations concerning the welfare and upkeep of the Office known to the Office Manager.

1.2m Shall participate in an assessment of aptitude, professionalism, and performance during the tenth week of classes each semester.

1.2n Shall diligently record and authenticate all worked hours and shifts in a precise and accurate manner.

Article 2: PSGA Spaces (CCN Basement)

Section 1: Club Room

2.1a The Club Room (CCN 0016) shall serve as a shared meeting space available to any club.

2.1b Clubs should reserve the space via the PSGA Main Office. To do so, members of a club's executive board may email the PSGA Office or reserve the space in-person at the office.

2.1c The Club Room shall be treated with respect as a shared space. All clubs must clean up after themselves or risk consequences.

2.1d No club may claim the Club Room as their own.

Section 2: Storage Spaces

2.2a The PSGA Storage Spaces, excluding the space connected to the Office, are the following: CCN 0004, CCN 0014, and CCN 0016, which is connected to the Club Room.

2.2b The PSGA Storage Spaces are shared storage spaces available to any club.

2.2c A spot in the PSGA Storage Spaces should be claimed via the PSGA Main Office in conjunction with the PSGA Coordinator of Clubs and Organizations. To do so, members of a club's executive board may email the PSGA Office or reserve the space in-person at the office. Clubs may receive more or less space depending on the need and the nature of the club. For example, Cultural Clubs may access CCN0014, while interest clubs may receive a locker or a shelf in CCN0016.

2.2d Should a club fall inactive, their property will become PSGA property and shall become available for any club or service to use.

2.2e Should a club not maintain organization and cleanliness of their designated storage area, and not resolve the issue after a warning, their property will become PSGA property and shall become available for any club or service to use.

Article 3: Service Board Bylaws

Section 1: Meetings

3.1.a The Service Board will meet every other week at a time designated by the Vice President, beginning the second week of each semester or to be otherwise specified by the Vice President. The Service Board will not meet during finals week. If any scheduling changes must be made, the Vice President will notify the Board a minimum of 24 hours in advance.

3.1.b A service may have up to three unexcused absences from Service Board meetings in a year, not to exceed two per semester. After three unexcused absences a service may ask to be put on voluntary sabbatical or the Board will vote to place the service on sabbatical and dissolution procedure will be followed.

3.1.c In order to start a service, a PantherLink new organization registration must be submitted.

3.1.d Services must submit their notices and announcements to the Vice President by the Friday before Service Board, at a time determined by the Vice President each semester, so that they may be included in one bi-weekly campus-wide email.

3.1.e In the event that a formal complaint is submitted pertaining to a hired Service Head of the PSGA, the Vice President shall meet with the Service Head in question. This meeting serves as a warning. All subsequent complaints regarding the same Service Head will be submitted to the Vice President, who will bring them to the attention of the Executive Board. The Executive Board will discuss the complaints and potential dismissal of the individual.

3.1.f The first Monday of April each Spring semester, the Vice President will distribute a campus-wide job search for all paid Service Head positions for the following academic year. Resumes and cover letters will be submitted to the Vice President for review, with subsequent interviews. After each qualified applicant has been interviewed, the Vice President will notify all applicants of the outcome no later than the last Friday of April. If a position is not filled, the process will be repeated during September of the following academic year. If a position becomes available mid-year, the above process will be followed, not exceeding a three-week period.

3.1.g Each Service must attend a retreat in the Fall and Spring semesters.

3.1.h Each Service must meet with the Vice President at least once per semester at an agreed-upon time and place.

3.1.i Each Service must respond to all emails from the Vice President within two official business days.

Section 2: Composition

3.2a Services will have between one (1) and three (3) directors. Number of service directors for each service shall be determined each Spring semester, based on need determined by the proceedings of the previous year and subject to the budget.

3.2c Each service will have a predetermined number of interns needed to fulfill operating hours. Interns are unpaid and earn between one (1) and three (3) credits. Failure to find the required number of interns by the deadline will cause the service to be listed as inactive until the following semester.

Article 4: Council of Clubs and Organizations Bylaws

Section 1: Guidelines

4.1a The Council of Clubs and Organizations will meet biweekly at a time designated by the Coordinator of Clubs and Organizations. If this is to be changed, the Coordinator of Clubs and Organizations will notify the Council a minimum of 24 hours in advance.

4.1b A Club or Organization may have up to three absences from business meetings in a year, not to exceed two per semester. At that point a club/organization may ask to be put on voluntary sabbatical or the Council will vote to place the club or organization on sabbatical and dissolution procedure will be followed.

4.1c In order to start a club, a PantherLink "New Organization Registration" must be submitted by the prospective club or organization with proof of two attendance rosters and a provisional charter. Once approved, a simple majority vote (greater than 50%) by the Steering Committee shall be required to pass a new club or organization proposal.

4.1d No two Clubs or Organizations shall have similar mission statements.

4.1e All Club and Organization charters must have an equal participation voting process and removal from office section.

4.1f All Clubs and Organizations must notify the Coordinator of Clubs and Organizations in the event of a change in their leadership.

4.1g All Clubs and Organizations shall send their President, Vice President, and Treasure from their leadership to participate in a retreat in the Fall and Spring semesters.

4.1h Each Club and Organization must meet with the Coordinator of Clubs and Organizations at least once per semester at an agreed-upon time and place.

4.1i In order to access money from the General Fund, a Club and Organization must present a written proposal to the Coordinator of Clubs and Organization a minimum of 4 (four) days before the Council meeting at

which the proposal is to be presented. A simple majority vote (greater than 50%) by the Council of Clubs and Organizations shall be required to pass a proposal for money from the General Fund.

4.1j No club or organization may attempt to send out a campus-wide email. Rather, they must submit their notices and announcements to the Coordinator of Clubs and Organizations by Fridays at a time pre-determined and announced at the start of the academic school year by the Coordinator of Clubs and Organization, so that they may be included in one weekly campus-wide email.

4.1k In order to receive money from the General Fund, a Club or Organization must articulate a specific purpose for the money. If granted, the amount will be notated within that Club or Organization's budget to be used for the stated purpose. Any unused remainder will be returned to the General Fund or the Club will be able to ask the Council to keep it for another stated purpose.

4.1l Every Club and Organization's charter shall include processes and/or procedures to fill any vacancy for all Club and Organization executive positions listed in their respective charter.

Section 2: Conduct

4.2a- All executive board members of any Club or Organization are to interact with all MSAF paying students, college administrators, faculty, and staff in a professional manner.

4.2a.1- Shall any issues arise amongst any Club or Organization and another Purchase College entity, it is the responsibility of either party to contact the Director of Clubs and Organizations.

4.2b- Any Club or Organization's social media posts shall directly align with their charters and nothing is to be uploaded that is hateful nor targets anyone in the Purchase College community. If so, an immediate HR meeting is to take place and that Club or Organization may be at risk of becoming inactive.

4.2c- If a Club or Organization is continuously acting unprofessionally and has received several warnings, they are to be labeled as "inactive" on Pantherlink and must undergo the reinstatement process.

4.2e- If a singular board member of a Club or Organization continuously exhibits unprofessional behavior, they are to be removed from their board.

Article 5: The Student Center Bylaws

The Purchase Student Center (Stood) is a social utility for the entire student population. All students have access to the variety of materials within the center along with the General and Major events scheduled for the main and side stages. The Student Center provides a social common ground where students can interact and form relationships with their peers.

Section 1: Composition

Part 1: Student Center Coordinator

5.1.1.a – Shall have a thorough knowledge of the inner workings of the student center, and must be able to act as an effective, accessible liaison between the many entities that use the building and its services.

5.1.1.b – Shall sit as a voting member of the Student Activities Board, reporting directly to the Student Activities Director.

5.1.1.c – Shall dictate projects to the Student Center Maintenance Supervisor.

5.1.1.d – Shall coordinate a schedule for Major or extra event hours.

5.1.1.e – Shall be readily available to the employees of the Student Center.

5.1.1.f – In the event that the Maintenance Supervisor is unable to fulfill their duties or removed from their position, shall act as interim Maintenance Supervisor until such a time that the Executive Board may hire a replacement.

5.1.1.g – Shall hold a training session for all employees at the beginning of the Fall and Spring semesters.

5.1.1.h – Shall at their discretion, facilitate and coordinate employee meetings.

5.1.1.i – May change the dress code and uniform regulations of employees at any time, unless a code was specifically implemented by the Student Center Committee.

5.1.1.j – Shall work at least one 5 (five) hour shift once a week.

5.1.1.k – Shall serve as acting manager during high-capacity General and Major events.

Part 2: Student Center Maintenance Supervisor

5.1.2.a – There shall be 1 (one) Student Center Maintenance Supervisor.

5.1.2.b – Shall be responsible for the major and minor upkeep of the Student Center building.

5.1.2.c – Shall carry out projects dictated by the Student Center Coordinator and the Student Activities Board.

5.1.2.d – Shall be responsible for keeping the Student Center Building up to fire and safety codes.

5.1.2.e – Shall hold one 5 (five) hour desk shift bi-weekly.

5.1.2.f – Shall oversee and carry out aesthetic projects including the Student Center murals.

5.1.2.g – Shall serve as acting manager during high-capacity General and Major events.

Part 3: Student Center Employees

5.1.3.a – Shall serve a minimum of one 5 (five) hour desk shift per week.

5.1.3.b – Shall carry out the activities and responsibilities dictated by the Student Center Coordinator.

5.1.3.c – In the event an employee cannot work on their desk shifts, the employee shall find a replacement, (may use alternates), or contact the Student Center Coordinator.

5.1.3.d – Shall be trained at the beginning of their term as a Student Center employee by the Student Center Coordinator.

5.1.3.e Shall attend a full staff training/orientation at the beginning of each semester.

5.1.3.f – Shall work a minimum of 3 (three) or 4 (four) voluntary party shifts as rehires and new hires, respectively.

Part 4: Alternates

5.1.4.a – Shall be trained at the beginning of the year.

5.1.4.b – Must complete all necessary paperwork upon hiring.

5.1.4.c – May sit in for an employee if said employee cannot make their shift at the discretion of the Student Center Coordinator.

5.1.4.d – There shall be 7 (seven) alternate positions.

Part 5: Tech Services Coordinator

5.1.5.a – Shall have a thorough knowledge of the inner workings of the Student Center and technical equipment in the Stood.

5.1.5.b – Shall sit as a voting member of the Student Activities Board.

5.1.5.c – Shall serve as a liaison between operations utilizing the Tech Services staff.

5.1.5.d – Shall be responsible for all financial actions in the name of Tech Services.

5.1.5.e – Shall coordinate a schedule for major or extra event hours for the tech employees.

5.1.5.f – Shall be readily available to Tech Services employees.

5.1.5.g – Shall manage and finalize the Tech Services employee schedule

5.1.5.h – Shall hold a training session for all new employees.

5.1.5.i – Shall facilitate and coordinate employee meetings.

5.1.5.j – Shall be responsible for upkeep and maintenance of Tech Services equipment/inventory

5.1.5.k – Shall serve as acting manager during high-capacity General and Major events.

Part 6: General Programming Coordinator

5.1.6.a – Shall coordinate all programming activities of the PSGA which do not fall under the jurisdiction of other PSGA entities.

5.1.6.b – Shall ensure the implementation of programming is diverse in nature, location and its audience members.

5.1.6.c – Shall maintain a calendar or schedule of events for the duration of their term that is regularly updated and accessible to the Student Activities Board.

5.1.6.d – Shall hold a Town Hall once during the first month of each semester for General Programming student input.

5.1.6.e – Shall be elected at the end of each spring semester.

Part 7: Major Events Coordinator

5.1.7.a

– Shall be responsible for the planning and coordination of Culture Shock, Fall Fest, Stood-O’Ween, Zombie Prom, Stood Birthday, and all other Student Center Events deemed Major by a budget of ten-thousand dollars or more.

5.1.7.b – Shall, in collaboration with other PSGA organizations, oversee planning and execution of all Major events including but not limited to Afrodisiac and Sextacy.

5.1.7.c – Shall ensure the implementation of programming is diverse in nature, location and its audience members.

5.1.7.d – Shall hold a Town Hall once during the first month of each semester for Major Event Programming Student input.

5.1.7.e – Shall attend the Student Center Committee in the Spring Semester for the purposes of Culture Shock outreach and assistance from its members.

Section 2: Safety and Security

Part 1: Employee Obligations

5.2.1.a – Shall remove, or have removed, any person under the influence or suspected to be under the influence of alcohol or narcotics.

5.2.1.b – Shall remove, or have removed, any person who brings alcohol or narcotics into the Student Center at any time.

5.2.1.c – Shall remove, or have removed, any person involved in violence, discrimination, destruction of equipment, or a violation of any Student Center, Purchase Student Government Association, or Purchase College Code of Conduct rule or community standard.

5.2.1.d – Shall remove, or have removed, any person when instructed to do so by the Student Center Coordinator or a member of the Student Activities Board.

5.2.1.e – Must be aware of fire exits and safety hazards, and keep doorways and evacuation routes clear of obstructions at all times.

5.2.1.f – Shall check Purchase College Identification, ideally a MoreCard, at the entrance to the Student Center during all events. Acceptable alternatives for a MoreCard include a Purchase ID number (P00#), a photograph of student ID, or a MyHeliotrope account.

5.2.1.g – Shall attend a full staff training/orientation at the beginning of each semester.

Part 2: Major Events

5.2.2.a – Alternate employees are required to work all major events.

5.2.2.b – During all major events, including but not limited to Culture Shock, Fall Fest, Zombie Prom, or any event where 60 (sixty) or more people are expected to attend, Student Center employees must be checking Purchase College identification, Guest Passes, and wristbands as necessary at the front entrance.

5.2.2.c – The Student Center Coordinator, under the direction of the Student Activities Director, must supervise safety during all major events. They must enact preventative measures when deemed necessary, including but not limited to, security fences and additional security guards.

5.2.2.d – All Student Center employees must regularly check the rear door to the Student Center to ensure unauthorized guests do not enter.

Part 3: Uniform

5.2.3.a – Student Center employees must be wearing some form of employee identification during all major events.

5.2.3.b – Student Center employees are not required to have a specific dress code during their shift; a nametag is recommended but not required during normal hours.

Section 3: Hiring Process

Part 1: Employee Hiring

5.3.1.a – The Student Center Coordinator shall send out a campus-wide email at the beginning of the year looking for employees, with an application attached.

5.3.1.b – The Student Center Coordinator, upon receipt of the applicants, will conduct a trial cleaning of the Student Center which all applicants are obligated to attend. The Student Center Coordinator will observe each applicant in their response to instructions and their ability to work with other applicants.

5.3.1.c – The Interviewers for any Student Center Employee shall be at a minimum: The Student Center Coordinator and a member of the Student Activities Board or Executive Board.

5.3.1.d – Upon the decision of part-time employee versus alternate, the Student Center Coordinator shall submit their decisions to The Student Activities Director, to be presented to the Executive Board.

Section 5: Tech Services Bylaws

Part 1: Staff

5.5.1.a – Tech Services Coordinator

5.5.1.b – Shall have a thorough knowledge of the inner workings of the Student Center and technical equipment in the Stood.

5.5.1.c – Shall sit as a voting member of the Student Activities Board.

5.5.1.d – Shall serve as a liaison between operations utilizing the Tech Services staff.

5.5.1.e – Shall be responsible for all financial actions in the name of Tech Services.

5.5.1.f – Shall coordinate a schedule for major or extra event hours for the tech employees.

5.5.1.g – Shall be readily available to Tech Services employees.

5.5.1.h – Shall manage and finalize the Tech Services employee schedule

5.5.1.i – Shall hold a training session for all new employees.

5.5.1.j – Shall facilitate and coordinate employee meetings.

5.5.1.k – Shall be responsible for upkeep and maintenance of Tech Services equipment/inventory

5.5.1.l – Shall serve as acting manager during high-capacity General and Major events.

b. Tech Services Employees

i. Must be knowledgeable of all technical equipment that they will be using in the field.

ii. Shall carry out the activities delegated to them by the Tech Services Coordinator and/or what is required of the current event.

iii. In the event an employee cannot work one of their shifts, the employee shall find a replacement or contact the Tech Services Coordinator immediately.

iv. Shall attend training at the beginning of their term as a Tech Services employee by the Tech Services Coordinator.

v. Shall attend a full staff training/orientation at the beginning of each semester.

vi. All employees must be available to work Afrodisiac and Culture Shock.

vii. Employees must treat artists and showrunners with the utmost respect.

c. Employee Hiring

III.1.1 – The Tech Services Coordinator shall send out a campus-wide email at the beginning of the year looking for employees, with an application attached.

III.1.2 – The Tech Services Coordinator, upon receipt of the applicants, will conduct an evaluation during which all applicants must demonstrate their technological abilities. The Tech Services Coordinator will observe each applicant in their response to instructions and their ability to work with other applicants.

III.1. Following evaluation, the Tech Services Coordinator shall submit their recommendations to the Student Activities Director, to be presented to the Executive Board for final approval.

Part 2: Safety and Security

a. Employee Obligations

- i. Shall ensure that all shows are over by quiet hours.
- ii. Shall ensure that the tech room door is locked when no employees are inside.
- iii. Shall ensure that the cage door is locked when their shift is over.
- iv. Shall ensure that all lights are turned off and that all entrances are locked, should they be the last ones to leave the building. Shall follow all the necessary closing procedures.
- v. Shall allow no one in the tech booth other than Tech Services employees and the Student Activities Director.

1. Exceptions

2. If an event requires an external lighting designer, the lighting designer is allowed in the booth at the discretion of Tech Services Coordinator or active employees.
3. If a performer arrives with their own front-of-house engineer or monitor mixer, that person is allowed in the booth at the discretion of the Tech Services Coordinator or active employees.
4. During a shift, at least one tech services employee must always be present at the booth or where the equipment is being used.

b. Major Events

- i. All employees are obligated to be available to work during all major events.
- ii. All employees must be wearing some form of employee identification during Major Events, as specified by the Tech Services Coordinator.

Section 6: De-escalation Room Bylaws

The De-escalation Room shall be a safe space, enabling students to calm down during main stage events in the Stood.

V.1.1 – Shall be located in a designated side room with adequate signage.

V.1.2 – Shall be cleared of any materials relating to prior events no less than 2 (two) hours prior to any main stage event.

V.1.3 – Shall be available to any MSAF paying student during main stage events wherein there is a large number of students.

V.1.4 – Shall be available at any given time during a main stage event, with the necessary materials for a student in distress to de-escalate available their request to an employee.

V.1.5 – Shall have a clearly posted list of guidelines, rules, and regulations at all times.

V.1.6 – Student Center Coordinators shall work in collaboration with the Diversity Committee and Disabled Students Union (DSU) to improve the de-escalation room (to a reasonable degree) in the event that it is deemed unsuitable by the student body.

Financial Bylaws and Policies

Section I – General Principles

For the purpose of this document, any service, program, club, organization, publication, or other entity receiving Purchase Student Government Association funding, including the operations of the student governmental body itself shall be referred to as a “PSGA operation” or “Group” or “Entity”.

1.1. All expenditures of money from PSGA operations must be made by PSGA check, credit card, or by cash advance procedure.

1.2. Under the rules of the State University Board of Trustees, PSGA operations may NOT invest in non-liquid, risky investments; may not open a private savings account, apart from that which is controlled by the PSGA Business Manager or the College on behalf of the PSGA (and subject to audit); or maintain

any account which does not bear the name Student Senate Association, Inc. or PSGA, and/or is not subject to the annual audit which is independently conducted.

1.3. The officers of a PSGA operation may not make any contractual commitments or sign contracts on behalf of the operation nor on the behalf of the PSGA. Only the elected officers of the PSGA, including the liaison to the PSGA from the College, may make any such commitments and sign contracts on behalf of any PSGA operation. Individuals may be held personally responsible for any contractual expenses incurred by unauthorized commitments.

1.4. All PSGA operations must be advertised and available for participation by all activity fee paying students given practical limitations on facilities, etc. PSGA operations shall make no rules, policies, or legislation nor hold any function which denies access, membership, or full and active participation of any matriculated and/ or activities fee paying student on any basis including but not limited to real or perceived age, race, sex, gender identity/ expression, sexual history, color, religious orientation, national origin, marital or parental status, legally recognized domestic partnership status, national origin, ancestry, creed, physical or mental disability, alienage, citizenship, sexual orientation, political belief, veteran status, arrest and/ or conviction record, or any other criterion prohibited by federal, state, or local law.

1.5. All PSGA entities must keep documents, upcoming events, meeting times, forms, polls, etc. consistently up to date through the contracted PSGA online portal, hereby referred to as PantherLink

1.6. All PSGA operations must have an officer designated as the treasurer or chief financial officer and cannot operate financially without one.

1.6a. This individual is responsible for keeping adequate financial records on Pantherlink, which show the accurate financial condition of the organization.

1.6b. They must keep records containing all financial transactions of the organization and must follow all required and approved financial procedures. No reimbursements will be given without proper approval prior to purchase.

1.6c. This individual [in conjunction with the designated overseeing executive] must sign all financial paperwork relating to the group.

1.7. No PSGA operation shall operate financially when the balance in its account indicates a deficit.

1.8. No PSGA operation shall operate financially without being cleared in Finance Training or by explicit authorization of the Coordinator of Finance.

1.9. The PSGA is a tax-exempt organization. Students must pick up a tax-exempt form from the Business Manager to take with them when making purchases. No reimbursement will be made for tax, even with a receipt.

1.10. Finance Committee:

1.10a. As per the PSGA Constitution (Article III, Section 6: Committees): "A simple majority vote (greater than 50%) by a committee may appoint or dismiss non-voting members to their committee".

1.10a.2. No voting member may vote on his or her own proposal.

Section 2 – Budgets and the Annual Budgeting Process

2.1. PSGA Operations Which Are Budgeted on an Annual Basis

2.1a. The following PSGA operations are budgeted on a yearly basis during the annual budget process:

- b. Administrative & Business Office
- c. PSGA Administrative, Programming, and Service payroll
- e. PSGA Executive Department
- f. Committees and Initiatives
- g. Programming and Spaces
- h. Clubs and Services

- i. Any other areas as determined by the Finance Committee and the Senate, which are in conformity with all PSGA, Trustee & College guidelines.

2.2. The Budget Process

2.2a. All PSGA operations which desire a budget for the following year (as defined above) must prepare and submit a budget to the PSGA Finance Committee by the announced deadline.

2.2a.1. If a PSGA club, organization or service does not submit a Budget Request they may be returned to the CoCOs \$50 minimum at the discretion of the Coordinator of Finance and the Finance Committee.

2.2a.1. The Coordinator of Clubs and Organizations shall be notified of any instance in which a club, organization or service has been returned to the CoCOs \$50 minimum.

b. Any operation that does not want money allocated to them for the next Fiscal Year, is not required to submit a Budget Request.

2. The Chief Financial Officer or Treasurer of each annually budgeted operation must prepare and submit the Budget Requests for their respective areas. Failure to do so may result in a cut of funding for the coming fiscal year.

a. The Coordinator of Finance in conjunction with the Finance Committee may use the previous year's budget as a reference for any operation not submitting a Budget Request.

b. The Coordinator of Finance must notify the treasurer of the course of action chosen. The Finance Committee may also, at their option, decline to submit a budget for those operations not submitting a request.

c. Should the Finance Committee decide not to fund any operation for the above stated reason, and if said operation is not defunct, then that operation may request funding from the CoCOs General Fund or the Finance Committee during the course of the following fiscal/ academic year.

3. The Coordinator of Finance, in conjunction with the Business Manager and Fiscal Agents, shall prepare budget requests for the following areas: Administrative & Business Office, Payroll

4. The Coordinator of Finance will establish a reasonable projected budget figure for the upcoming fiscal/academic year, based upon the current year's receivable estimate of student enrollment, and any other pertinent information available to them.

a. At their discretion, they may discount a percentage to accommodate a possible decline in enrollment and unexpected cost.

5. The Coordinator of Finance and the Finance Committee may solicit grant applications from any department or group/ organization on campus that the Finance Committee feels contributes to the quality of student life and that complies with the guidelines of the State University Trustees, the College and the PSGA.

a. The Finance Committee and the PSGA are under no obligation to fund any grant or to continue to fund any department or group/ organization that may have received a grant in prior years. The Finance Committee and the Senate decide upon these grants on a year-by-year basis.

6. Annual Budget Request Deadlines

a. The Coordinator of Finance shall establish a deadline in which PSGA operations may sign up for a Budget Request Hearing. Notwithstanding unusual circumstances, this deadline should fall within the month of February each year.

b. The Coordinator of Finance must advertise the deadline and the availability of budget request materials at least two weeks prior to the deadline, via email.

C. Budget Request Meetings

1. The Coordinator of Finance must allocate at least fifteen (15) minute time slots to all PSGA Financial Officers who request Budget Request Meetings. The Coordinator of Finance should announce and post sign-up times at least one (1) week prior to the start of budget request hearings.
2. The Budget Request Meetings will be attended by the following people:
 - a. The Coordinator of Finance
 - b. Two (2) PSGA Senators, or at least (1) PSGA Senator and one representative from the Finance Committee
 - c. The current and/or coming treasurer from the requesting PSGA operation.
3. All budget request meetings are open to attendance by MSAF paying Purchase College students.
4. In the Budget Request Meetings the Organizations Treasurer, or their club representative should make a presentation about their operation and general overview of the budget request and shall respond to questions from the meeting attendees.
5. Minutes shall be kept of each budget meeting and be made available upon request.
6. After the final meeting, the Coordinator of Finance, in conjunction with the Finance Committee, will focus on developing a balanced budget for the next Fiscal Year. Each request will be discussed, and the Finance Committee will decide upon its recommendation.
 - a. The Finance Committee shall meet to prepare the final proposed budget recommendation.
 - b. During the budget deliberation, the Finance Committee may request the attendance of PSGA Operation representatives, as points of reference in the budgeting process.

D. Final Budget Approval Process

1. The final budget recommendations of the Finance Committee shall be presented to the Senate no later than the second week in April. Consideration and approval of the budget by the Senate should be completed by the end of April.
 - a. These deadlines may be altered by the Coordinator of Finance to accommodate special or emergency circumstances only.
2. The time, place, and date(s) of the Senate meeting(s) where the budget will be discussed and approved must be advertised/ announced at least twenty-four hours prior to the meeting by the Coordinator of Finance in conjunction with the Coordinator of Public Affairs.
3. At the Senate meeting where the budget is discussed and voted upon, the Coordinator of Finance shall present the budget to the Senate, and solicit questions regarding the budget.
 - a. After all questions and discussion have been completed, a motion may be entertained to vote for the budget.
 - b. Should there be any portion of the budget that is being contested, the Coordinator of Finance may ask for an itemized vote on each area.
4. Should an area of the budget not be approved by the Senate:
 - a. If there is consensus as to a proper budget figure for any area, and if that figure does not negatively impact the budget, the Senate may change said budget figure and re-vote on that particular area.
 - b. The budget can be deemed negatively impacted by the Coordinator of Finance at any time after the Senate votes on a particular area.
 - c. If the proposed change in budget figure would negatively impact the budget, the Finance Committee shall meet prior to the next Senate meeting to discuss its recommendation.
 - d. The budget shall be presented at the next Senate meeting, and another vote may be taken at that time.

5. As required by the Board of Trustees, a final copy of the budget, as approved by the Senate, shall be prepared by the end of the first week in May, and forwarded to the President of the College (or his designee) for approval.
6. Should the budget not receive final approval prior to the start of the new fiscal year, all accounts are frozen until senate approval.
 - a. In an emergency situation, an interim financial plan utilizing accumulated unspent reserves from prior years is developed and approved by the College.
 - b. Until a budget is approved, normal due and payable invoices for the necessary operation of business (i.e. insurance invoices) may be paid by the PSGA Advisor from the emergency operating reserve fund
 - c. During this time, no new obligations may be contracted.

E. Changes to Approved Budgets; Additional Allocations

1. Any proposed amendments or changes to the budget of a PSGA operation must be presented at a meeting of the Senate.
 - a. A budget change or amendment is defined to be any increase or decrease in any account, line, or operation's budget.
 - b. Budget changes recommended by the Coordinator of Finance in conjunction with the Finance Committee which adds new funds may be allocated from other funded budget lines, or from the General Reserves.
 - c. Should the Senate not approve of a presented budget change or amendment, the Senate may vote on such amendments and/or changes to the approved budget.
2. Allocations to new operations (i.e. new clubs, organizations, or services) not covered in the original budget as approved, may be allocated from either the Unallocated Fund, the General Reserves, or from lines where it has been determined that the budgeted money will not be used (such as a defunct organization).
3. New clubs or organizations automatically are awarded \$50.00 from the CoCOs general fund, following approval by CoCOs. These clubs or organizations may then also seek additional funding from the CoCOs General Fund or the Finance Committee.
4. Allocations to new groups from the Unallocated line or the General Reserves shall follow the following guidelines:
 - a. Prior to the vote-taking place, the Coordinator of Finance shall present to the Senate the Finance Committee's recommendation and the balance remaining in the Unallocated Fund.
 - b. The Coordinator of Finance must agree that new allocations from the Unallocated line or the General Reserves are fiscally responsible and in compliance with regulations prior to those allocations being transferred to the new group.

F. Emergency Situations

1. An emergency situation is to be considered any expenditure that is required to be handled in an expedited manner, and has not been previously budgeted for.
2. The Coordinator of Finance will handle all emergency situations relating to funding or budgets on an individual basis in conjunction with at least one other Executive.
3. If emergency funds are requested or required, the Coordinator of Finance shall confer with the PSGA Advisor and bring their recommendation to the next Senate meeting.
 - a. If the situation does not permit waiting until the next Senate meeting, and the Coordinator of Finance determines that a true emergency exists, he/she shall call an Emergency Finance Committee meeting to make a decision or take action.
 - b. If a Finance Meeting is not possible, the Coordinator of Finance shall make a decision in conjunction with at least one other Executive.

- c. At the next Senate meeting, the Coordinator of Finance will report on the situation, and any decisions made or action taken.
4. In the event that all other Executives cannot be contacted, the Coordinator of Finance shall make the decision alone (in conference with the Business Manager and/or Advisor if he/she is available) and report their decision to the Senate at the next scheduled Senate meeting.

Section III – Policies Regarding Clubs, Organizations, & Services

A. The CoCOs General Fund

1. Funding for the CoCOs General Fund will be made on a year-by-year basis. The Coordinator of Finance, in conjunction with the Finance Committee, will determine the recommended allocation during the budget process.
2. The purpose of the CoCOs General Fund is to provide financial support, over and above budgeted funding, on an as needed and approved basis, as well as for startup and event funding for clubs
3. The Coordinator of Clubs and Organizations shall prepare and represent the CoCOs General Fund during Budget Request Hearings.
4. CoCOs is made up of one member from each recognized club and organization and is chaired by the Coordinator of Clubs and Organizations (CCO).
 - a. Each group must have on file with the PSGA a properly completed and current treasurer contract and a current and up to date copy of the approved charter.
 - b. The group's account must be in "Good Standing" with the PSGA.
 - i. A group is considered in "Good Standing" when their account is not in deficit, is not frozen, and they must adhere to the PSGA financial policies and procedures as outlined in this document.
5. Criteria for receiving allocations from the CoCOs General Fund:
 - a. Only those student groups recognized by the PSGA as a club or organization and those meeting the general eligibility criteria may receive funding through the PSGA CoCOs General Fund account.
 - b. The CoCOs General Fund may be used for activities, programs and events sponsored by clubs and organizations.
 - c. New clubs, and organizations formed during the course of the academic year, having received recognition by the PSGA, are eligible to apply for funding from the CoCOs General Fund.
 - d. The Coordinator of Clubs and Organizations may establish other reasonable criteria for funding, as he/ she feels is necessary.
6. Because the CoCOs General Fund is limited, groups are encouraged to seek co-sponsorship and other sources of funding. However, this co-sponsorship must be indicated at the meeting where the funding request is to be considered.

B. CoCOs General Fund Requests and Approvals for Clubs, Services and Organizations:

1. Allocations cannot be made for any purpose that violates Board of Trustees Policies, or for:
 - a. Alcoholic beverages;
 - b. Contracted student performers;
 - c. Donations to any group outside of the PSGA;
2. A request for funds from the CoCOs General Fund must be submitted in writing and placed in the mailbox of the Coordinator of Clubs and Organizations, or given to the Coordinator of Clubs and Organizations, by a deadline, which shall be established, announced, and advertised by the Coordinator of Clubs and Organizations.
3. A request for funds must be submitted before expenditures and commitments are made.
4. The funding request shall be presented to CoCOs for discussion and consideration.

- a. During discussion, the Coordinator of Clubs and Organizations will indicate whether the club or organization meets the eligibility criteria.
 - i. Eligibility Criteria includes:
 - 1. Effective use of previous allocations.
 - 2. Adherence to financial policies and procedures of the PSGA.
 - 3. A fully itemized breakdown of all projected expenses (including those that will be funded through other sources).
 - 4. An itemized and complete list of all other sources of funding (including anticipated funding; projected revenue from tickets, contributions, etc.)
 - ii. The Coordinator of Clubs and Organizations shall provide the Council with all relevant documents from the above-mentioned required criteria.
- b. A representative of the sponsoring group who is familiar with the funding request must be present.
 - i. The representative may make a brief presentation to explain the proposed funding request and provide background information on the group.
 - ii. During discussion of the funding request, representative(s) of the sponsoring club or organization may respond to questions and concerns.
- 5. In consideration of the funding request, members of CoCOs should take into consideration:
 - a. How the proposed activity interacts with or affects already planned activities and events.
 - b. Benefit of the proposal to student needs and interests.
 - c. Relevance of the proposal to the group's purpose (as indicated in its charter).
- 6. All funding proposals must abide by the CoCOs bylaws, and other criteria established by the Coordinator of Clubs and Organizations.

Section IV – Income and Revenue Procedures

A. General Policies and Procedures Applicable to All Income Generating Activities

- 1. Cash boxes may be requested from the Business Manager a minimum of two (2) business days in advance of the time they are needed.
- 2. All revenue must be returned after each event, as stated below.
 - a. During normal business hours, the cash box and/or any revenues earned shall be returned directly to the Business Manager.
 - b. In the event that the Business Manager is unavailable, the cash should be secured until it can be returned on the first business day after the event to the Business Manager if they are available.
- 3. Money received may not be used or removed for any purpose (even with receipts).
- 4. All funds received by the Business Manager (less startup cash, if provided) will be deposited to the appropriate PSGA Operation's account.
- 5. All deposits must include a record of how the money was collected.
 - a. Failure to submit a record will result in action taken against the Operation by the Coordinator of Finance, and/or the Executive Board.
 - 1. This action may include, but is not limited to, the freezing of the budget until such record is returned to the Coordinator of Finance.

B. Ticket Sales

- 1. No admission may be charged to any MSAF paying student to any event using a club, organization or service's PSGA budget, or other PSGA monies.
- 2. For all films, events or programs where admission is charged, numbered two-part roll tickets may be used.

a. This is in addition to any other controls instituted such as hand stamping, etc.

b. These procedures may also be used when holding a raffle.

3. The first and last ticket number, the price per ticket and the amount of start-up cash shall be recorded on the reconciliation sheet.

4. Each ticket will have two parts. The "ticket" half shall be given to the person paying for the event. The "coupon" part shall be kept by the group. The coupon half of the first ticket sold, and the coupon half of the last ticket sold shall be stapled to the reconciliation slip.

5. The amount of cash deposited should equal the amount of startup cash received, plus all income. Income must equal the number of tickets sold times the price of the ticket. Tickets must be sequential and all tickets must be accounted for.

a. Unused, non-sequential tickets must be voided.

6. For any event taking place at the Performing Arts Center, an acceptable procedure shall be worked out prior to the event between the PSGA club, organization, or service sponsoring the event, and the Performing Arts Center for ticketing, reconciliation of receipts, itemization of expenses and forwarding of proceeds to the PSGA.

C. Sales of Goods or Services

No item purchased with PSGA funds may be sold to a MSAF student.

1. For all sales of goods or services (e.g. T-shirts, hats, etc.), procedures similar to those for sales of tickets will be followed.

a. A cash box and startup change fund may be requested from the Business Manager at least two days in advance of need (with the approval of the Coordinator of Finance).

b. A record of sales must be submitted to the Coordinator of Finance.

2. The person conducting the sale must keep track of the number of items sold at each price and record this information before returning it to the Business Manager.

a. Information required will be:

1. Description of items(s),

2. Price at which it was sold,

3. Number of items sold.

3. If the items being sold were purchased with PSGA funds (for example, T-shirts), then a beginning inventory as well as an ending inventory must also be submitted.

4. Arrangements should be made with the Coordinator of Finance for the storage and/or disposition of unsold items.

a. If the same items are being sold at more than one price (e.g. discounted) inventory figures must be kept for the number of items sold at each price.

5. All income or proceeds, a completed record of sales, and cashbox must be returned to the Business Manager no later than the next business day immediately following the conclusion of the sale.

a. These items may be returned directly to the Business Manager during normal business hours.

b. Outside of normal business hours, the cash and record of sales should be kept secured until the next business day when it can be deposited with the Business Manager.

6. The group holding the event will be held responsible for the cash and reconciliation items.

D. Providing food for events and/ or sales:

1. For safety and health concerns, Purchase College and the PSGA require that all food be provided by licensed food establishments.

2. Food for events and regular meetings may not be cooked and provided by any individual or entity that is not properly licensed.

E. Charitable and Benefit Programs

1. It is the strict policy of the PSGA that no student activity money may be used to contribute to any charity, or for the benefit of any group or organization, outside of the PSGA.

F. Acceptance of Personal Checks

1. If checks are accepted by the student club, organization or service as payment for goods, or services, they must be made payable to the Student Senate Association, Inc. and deposited in the office of the Business Manager.
2. Checks will be endorsed by the PSGA Business Manager and be deposited only into the PSGA operating account.
3. Checks shall be handled in the same manner as cash income.
4. Checks that are returned for non-payment (NSF) are subject to bank fees.
 - a. Any fees will be charged to the appropriate account and it is the obligation of the Chief Financial Officer of the club, organization or service to pursue the original issuer of the check for reimbursement to their account of the original amount plus the bank fee.

G. Advertising Revenues

1. The following special policies and procedures shall apply to all publications in which advertising or printed space is sold, whether regular periodic publications or one- time only publications or programs for a specific performance or event.
2. For each issue or publication, the Chief Financial Officer of the group(s) involved must submit to the Coordinator of Finance:
 - a. A complete summary listing the issue and/or publication date.
 - b. All advertising or space sold in that issue or publication.
 - c. The name, address and telephone number to whom the advertising or space was sold.
 - d. The size and price of the ad or space.
 - e. A full copy of the issue.
 - f. The completed Advertising Agreement.
 - g. A completed purchase order
 - h. The money collected.
3. If payment is not made at the time of placement of the ad, proof of billing must be provided to the Business Manager and the Coordinator of Finance within 7 days of ad placement.
 - a. No additional ads from any individual or company or group that is more than 60 days in arrears may be published until payment is made for ads already published.
 1. This shall be clearly stated in the Advertising Agreement.
 - b. In addition, no ads may be accepted for a publication that is scheduled for release less than 60 days prior to the end of the academic year unless prior arrangements have been made for collection of those advertising fees.
4. Ads that are to be billed out must include with the billing, a copy of the publication as proof of publication of advertisement.
5. All publications containing advertisements must be dated or numbered and those dates or numbers must be referenced on the billing.
6. All checks for advertisements must be made payable to the Student Senate Association, Inc., and shall be so stated on the contract.
7. No advertising money collected may be used for any purpose, including reimbursements. All cash and checks in payment of advertising must be deposited with the Business Manager, who will deposit the payment into the appropriate account.

Section V - Purchases and Expenditures

A. How Goods and Services May Be Purchased

1. All purchases and expenditures for operations must be made with a PSGA check generated by use of a properly completed and signed Transaction Submittal Form, Performance Contract, or through the electronic approval system.
2. No purchase may be made or contract negotiated prior to having a completed and approved form with all necessary signatures.
 1. In the event that a purchase is made without the consent of the PSGA, the individual who made the purchase may be held financially responsible.

B. Transaction Submittal Forms

1. The vendor is contacted to obtain prices, model number, sizes, etc. The Transaction Submittal Forms are filled out with the vendor information and necessary signatures of approval.
2. Payment is made upon receipt or billing of goods or service, depending on the individual company or store.
3. If a vendor requires a check upon receipt of goods or services, and will not bill the PSGA, students should ask the vendor for a bill or signed estimate/ invoice. That bill or estimate must be attached to a Transaction Submittal Form. The Transaction Submittal Form is then approved with all necessary signatures and submitted to the Coordinator of Finance for check processing.
4. In all cases, an invoice/receipt must be obtained when the goods/services are delivered and/or complete.
5. The PSGA cannot pay for political candidates or causes, alcohol, senior projects, academically graded work, or charitable causes.

C. Invoices and Performance Contracts

1. Invoices are sometimes mailed or given to the PSGA after a purchase has been made with an approved and completed Transaction Submittal Form. When the invoice is received, it is attached to the pre approved Transaction Submittal Form and submitted for payment to the Coordinator of Finance.
2. Performance Contracts are used when an individual agrees to perform a service. The Performance Contracts must be approved in advance of the event/activity.
 1. They must be submitted with a completed W-9 form and the contract must have all appropriate signatures in place.

D. Cash Advances

1. Cash advances are used for incidental expenses when the planners of an event or activity cannot predict what those specific expenses will be.
2. Cash advances will normally not exceed \$50.00, but may be issued for larger amounts at the discretion of the Coordinator of Finance.
3. Prior to receiving Cash Advances, the individual requesting funds must submit a Cash Advance form.
4. Receipts supporting expenses incurred and remaining cash are returned to the Business Manager within (7) business days. The purchases made with the Cash Advance may not exceed the amount indicated on the Advance.
 1. Any excess expenditure will not be reimbursed.
 2. No expense will be reimbursed without a receipt.

E. Reimbursements

1. Reimbursements to individuals for goods or services are to be used on occasions when the absolute need exists or time restrictions do not permit use of the standard paperwork approval procedures for cash or checks.
 1. Written approval of the Coordinator of Finance is required prior to making the expenditure for which a reimbursement will be requested.
 2. In the absence of the Coordinator of Finance, the PSGA President may approve the expenditure, conferring with the PSGA Advisor.
2. Reimbursements cannot be made for the purchase of alcohol, or excessive tips (>20%) in restaurants. An individual may not sign the request for payment form for their own reimbursement.
3. No reimbursement will be made for tax, even with a receipt.

4. Persons placing non-approved orders will be personally liable for payment of the goods or service ordered.

5. The original receipts are always required for any reimbursement.

i. The receipts must show:

1. The date
2. Itemized account of expenditures
3. Contact information for the company/ individual purchased from
4. Method of payment

F. Signatures for Approval

1. In order for a Transaction Submittal Form, Performance Contract, Transfer of Funds Form, or Cash Advance to be valid the signatures indicated below and the initials of the Business Manager are necessary.

2. The signatures required and their purposes are:

1. Authorized Signature:

1. The authorized signature from the club, organization, service or operation is usually the head of the account; in any case, it must be one of the authorized signatures for the account.

2. The Authorized Signature verifies that the expenditure is approved by the group/ service under their procedures. This is the first signature to be placed on the form.

2. Supervising Executive:

1. The signature of the direct supervisor of the operation, a member of the PSGA Executive Board, acknowledges that the Operation is approved for the expenditure.

2. Executive supervision of operations is as follows:

- a. President –PSGA Leadership Gala; all PSGA Grants
- b. Vice President- Internal Operations; the PSGA Office and Office Manager; Services
- c. Chair of Senate – Senate Operations; SUNY Student Assembly Conference
- d. Coordinator of Clubs and Organizations – Clubs and Organizations
- e. Finance – Unallocated or Undefined Purchases
- f. Student Activities Coordinator – Student Center; Tech Services; Major Events; General Programming
- g. Coordinator of Public Affairs – Public Relations Staff; Public Art
- h. Sustainability Coordinator – Sustainability Committee Fund

3. The Coordinator of Finance

1. The Coordinator of Finance signs in verification of the fact that all information is correct, that there are sufficient funds to their knowledge in that account, that the expenditure is within approved financial guidelines and the expenditure is made within a budget or allocation as approved by the Senate.

2. In the absence of the Coordinator of Finance, The President of PSGA may sign.

4. The College Designee:

1. The College Designee signs for the College. This is usually the signature of the PSGA Advisor, but may be made by designated others. The College representative signs to indicate the fiscal commitment is in compliance with the provisions of the Trustee and College policy; their signature does not constitute a fiscal obligation of the State of New York.

2. The College representative has the right to review the financial records of the account if he/she feels it is necessary to confirm the particular account's fund balance.

3. In the absence of all Executives, a college representative may be given power of attorney to sign paperwork necessary to conduct PSGA business. The College representative signature is the last signature placed on the approval form.

5. The Business Manager

1. The Business Manager's initials are required to indicate that funds are available and expenditures properly recorded.

3. College representative signatories may be (and may be changed, with approval):

1. Advisor to the PSGA
2. Vice President of Student Affairs
3. President of the College
4. Or any other person authorized by the President of the College, or his designee.

G. Rules for Specific Types of Purchases:

1. Rental of Equipment.

1. All rentals must be pre-approved and require the designated signatures of the PSGA on the appropriate paperwork.

2. Payments to individuals for services.

1. Payments to independent contractors for service on a one time or non-regular basis may be made by Performance Contracts with completed W-9's.
2. Payments to individuals on a regular or frequent basis must be processed either through PSGA payroll (in the case of a student), or by yearly contract with that person (in the case of a non-student).
3. Exceptions to these procedures may be made on a case-by-case basis, at the Coordinator of Finance's discretion. The Business Manager will inform the student, and any other appropriate personnel, about the proper procedure to follow.

3. One PSGA operation may supply services, or give supplies to another PSGA operation.

H. Authorized Signatures for Accounts

1. Each PSGA account must have on file a signed treasurer contract with the names of two or more individuals authorized to approve purchases and expenditures from the account.
2. These two individuals must be the Chief Officer and the Chief Financial Officer of the operation.
3. These signatures must be updated immediately whenever changes in officers occur.
4. The authorized signature on the Transaction Submittal Form, Performance Contract, Transfer of Funds form, or Cash Advance must be one of the individuals authorized to sign for that group.

I. Shipping and Receiving of Ordered Goods

1. All materials ordered must be shipped to the PSGA Office. Upon receipt, the shipment will be checked by the Business Manager against the Packing Slip to verify that all materials have been received.
2. It is the responsibility of the operation ordering the supplies to check the order to verify that everything ordered was received.
 1. If the full order was not received, that group should notify the vendor and the Coordinator of Finance and the Business Manager immediately.
3. All packing slips must be given to the Business Manager. They may be put in the Business Manager's mailbox in the PSGA office.

J. Invoices and Bills - Processing for Payments

1. All invoices or bills from vendors resulting from a Purchase Order or Performance Contract must be sent to the Business Manager or the Coordinator of Finance. Payment will only be authorized when an itemized bill or invoice from the vendor is received.
2. In order for payment to be authorized, the bill or invoice must contain the following:
 1. The vendor's name, address and contact information
 2. The date,
 3. An itemization of materials ordered,
 4. Prices and the total due.
3. Exceptions to this rule may only be approved by the PSGA Advisor and the Coordinator of Finance.

4. When receipt of materials has been verified, a copy of the invoice/bill is attached to each copy of the Transaction Submittal Form. The completed Transaction Submittal Form, with the invoice attached is submitted to the Business Manager who will process it for payment.

K. Preparation of the Check for Payment (other than Payroll)

1. The Business Manager uses the completed, approved Transaction Submittal Form or Performance Contract with its attached invoice, if applicable, to prepare a check for signature for all payments other than payroll.
 1. Payroll checks are prepared by the payroll service.
2. The Coordinator of Finance and the Business Manager, in conjunction with the College's authorized signatures for checks, will establish a mutually acceptable schedule for preparation of the checks.
3. Checks will be presented for signature with all backup documentation attached.
4. Checks will not be signed without proper documentation attached.
5. The Business Manager notes the check number and date on each Purchase Order or Contract.
6. Completed checks are available for pickup in the Business Manager's office. If checks are to be mailed, that must be indicated on the front page of the paperwork.

L. Paperwork Copies and Retention

- a. PSGA paperwork shall be available online. The Office Assistants may print them upon request.
 - i. It is the responsibility of the PSGA Operation to print and submit physical copies of paperwork to the appropriate executive for signature approval.
2. Once the paperwork receives all signatures required for approval, the paperwork is submitted to the Business Manager for processing.
3. The Business Manager, or their designee, shall process the order and scan a digital copy of the fully processed paperwork to the archives.
4. The physical copy is kept with the checking account files in the Business Manager's Office.
 - a. If the original was mailed to a vendor, or used as a Purchase Order, a photocopy will be maintained.
5. The Business Manager shall prepare a physical copy of any paperwork requested by the PSGA.

M. Credit Card Purchases

1. The PSGA may utilize a credit card for online purchasing at the discretion of the Coordinator of Finance.
2. The Business Manager shall hold and manage the credit card, and is the only authorized user of that card.
 - a. The Business Manager may designate others to use the card, with the approval of the Coordinator of Finance and the PSGA Advisor.
3. Before payment of the credit card bill can be made, the Business Manager shall reconcile the outstanding paperwork and print a copy of the credit card statement to be reviewed for accuracy by the Coordinator of Finance.
 - a. After the review, the Coordinator of Finance shall sign the statement, provided that all charges are accurate and then payment for the card may be made.

Section VI - Equipment and Inventory

A. Equipment

1. Equipment shall be defined to include:
 - i. Any single item (fixtures, furnishings, office equipment, appliances, etc.), which is of a "permanent" nature;
2. Equipment purchased by PSGA operations may only be purchased from approved budgetary lines for this purpose or by special approval by the Senate, after a recommendation by the Finance Committee and the Coordinator of Finance.
 - i. Equipment purchased from reserve funds must be approved by the Senate.
3. All equipment must be inventoried and tagged.

4. Beginning in the year 1997, after conferring with the auditors, and for accounting purposes only, equipment valued over \$4999.99 will be depreciated.
5. The PSGA General Reserves may be utilized for equipment in certain situations deemed appropriate by the Finance Committee. This fund is also used to pay deductibles not covered by insurance in case of theft, or damage to equipment. However, a special Reserve fund may, by approval of the Senate, be set up specifically for the purchase of major equipment.
6. No operation may purchase equipment or fixtures unless an approved secure space has been provided for the purchase, on campus. All equipment purchased by the PSGA must be properly maintained and cared for. No equipment may be taken out of the approved storage location without prior authorization from the Coordinator of Finance.
7. Large quantities of equipment (such as tech equipment) must be stored in a secure area of the College and properly maintained. No removal of any such equipment may be made except with pre-approval of the Coordinator of Finance. Items removed must be logged out and in and records kept by a designated supervisor.
8. All purchases made with student's activity fee funds remain the property of the PSGA. Any disposal of equipment must only be done with the consent of the Coordinator of Finance, in conjunction with the PSGA Advisor.
9. Should an operation cease to exist, any equipment purchased by the operation shall come back under direct control of the PSGA who will determine, in conference with the Coordinator of Finance, how the equipment is to be distributed.

B. Equipment Requests and Proposals

Student activity fee funds may not be used to purchase equipment as defined above without approval of the Coordinator of Finance.

1. Only equipment considered essential to the operation's activities or purpose may be purchased. For example, it would not be considered essential for a group to purchase a stereo for their office, unless there is a PSGA approved use for such equipment.
2. Contracts for extended warranties (for a one-time payment) may often be obtained at purchase and are encouraged to minimize future repair costs.
3. It is Trustee policy that the PSGA may not encumber future PSGA funds and therefore no agreement may be made over a period of more than the current fiscal year.
 - i. Any equipment purchased through a loan or lease must have the approval and signature of The Coordinator of Finance and the PSGA Advisor.

C. Acquisition of Donated Equipment and Other Goods/Services.

1. In order for the PSGA to accept Donated goods or services the following must be done.
 - i. The Senate must approve acquisition of donated equipment.
 - ii. The Coordinator of Finance, stating that the donation is to become the property of the PSGA, prepares a receipt.
 - iii. The property may be designated for use by a particular operation.
 - iv. The donor gives up all rights to the property and must sign a disclaimer to that effect.
 - v. To comply with standard accounting and IRS procedures, overt advertising may not be offered to a donor as payment for a donation.
 - i. However, it is permissible to raise a banner which simply shows the name of the donor at an event, or, for example, to make available in a public place menus from a restaurant if that restaurant donated food or beverages.

D. Inventory

1. PSGA operations are responsible to secure equipment and maintain appropriate records and controls over use of the equipment.
2. Equipment lost through negligence may not be replaced with student activity fee funds without the express approval of the Senate, upon recommendation from the Finance Committee.

3. Any damaged or missing equipment from an operations' inventory is the responsibility of the operations chief officer.
 - i. In cases of missing or damaged equipment, the operations' chief officer should confer with the Coordinator of Finance who will investigate whether the loss is covered by insurance.
 - ii. All missing and damaged equipment must be immediately reported to the Coordinator of Finance as soon as it is known to be missing or damaged.
4. The Coordinator of Finance, in conjunction with the PSGA Advisor shall be responsible for maintaining an inventory control system, acceptable to the PSGA auditors.
 - i. The PSGA Advisor will submit the Property Inventory records and all other required inventory records to the auditors, upon their request.
5. Any PSGA operation, which has purchased equipment with Student Activity funds, must submit to the following inventory procedures.
 - i. All PSGA Operations must inventory their equipment.
 - ii. All PSGA Operations are subject to an inventory check, by the Coordinator of Finance, at any time during the academic year.
 1. All PSGA Operations must submit an inventory list to the Coordinator of Finance by a previously announced deadline set by the Coordinator of Finance.
 - iii. The Coordinator of Finance shall perform an inventory check at the start and end of each academic year.
 1. Upon completion of the Coordinator of Finance's inventory check, a copy of the inventory list shall be given to the operation and a copy retained by the Coordinator of Finance.
 2. The Coordinator of Finance shall check the Operations inventory list against their own and bring any discrepancies to the Chief Financial Officer of the Operation.
 3. The Coordinator of Finance, in consultation with the PSGA Advisor, shall have discretion as to how inventory is implemented and submitted.

E. Disposal of equipment

1. Any PSGA operation wishing to dispose of equipment, which was purchased with student activity funds, must follow these procedures.
 - i. Any item or items to be disposed of, must be reported to the Coordinator of Finance. In consultation with the PSGA Advisor, the Coordinator of Finance will make a decision to:
 1. Return the equipment to the operation for repair.
 2. Give the equipment to another operation with the approval of the Senate.
 3. Dispose of the item through a junk, trash, salvage co., or by donating to a non-profit organization or other entity with the vote of approval by the Senate.
2. If the operation wishes to trade in or exchange the item(s), this request must go to the Coordinator of Finance for approval prior to trade in or exchange.
3. The Coordinator of Finance will make appropriate changes and notations on the Property Inventory Records to indicate equipment that has been disposed of through these procedures.
4. Any operation that ceases normal activity for any reason must return any and all equipment to the PSGA. They must give the Coordinator of Clubs and Organizations or Vice President and the Coordinator of Finance a list of all inventories.
 - i. The group will be responsible for replacing any missing equipment that has not been reported and investigated as stolen prior to the dissolution of that group.

Section VII - Payroll Procedures

A. Payments to individuals for Services

1. Payments to individuals that occur on a regular or frequent basis must be processed through the PSGA payroll system.

2. Payments made to individuals on a one-time or non-regular basis may be made by Performance Contracts.

a. Performance Contract payments may only be made three times during the fiscal year, per individual.

B. Use of Payroll Service

1. All payments to student employees will be processed through a payroll service as contracted by the PSGA.

2. This Business Manager will be responsible for preparation of all payroll checks, preparation of monthly and quarterly summaries, deposit of taxes, and filing of quarterly tax reports.

3. The preparation of year-end tax returns will be handled by the audit firm contracted by the PSGA.

C. Payroll Criteria

1. In order to be paid on the PSGA payroll system, an individual must meet one of the following criteria:

a. Be appointed/elected to a paid position.

i. Some positions within PSGA Operations are designated as appointed positions.

Appointees may be paid on either a stipend basis or on a salary basis with limited hours per week.

ii. Only positions approved for a stipend/salary and funded through the annual budget process may receive stipends and or salaries.

iii. No student may hold more than one paid position under the PSGA at any given time.

a. No student who is currently on the PSGA payroll may be contracted as an independent contractor via performance contract or any other means.

b. Be hired for a position.

i. Some positions within the PSGA operations are designated as hourly wage positions (e.g., Office Assistant).

ii. Persons must apply, meet criteria, be selected, and complete the hiring process (i.e. all paperwork.)

2. Policies, scheduling needs and/or budget restrictions may limit the number of hours per week for those hired hourly positions.

3. Only students may be put on the payroll service. Non-students must be contracted on a yearly basis and paid through another source.

D. Employment Paperwork

1. The Business Manager will ensure that for each individual on the payroll system, the proper forms required by state, federal and local governments are filed. The forms that must be completed and turned into the Business Manager upon hiring an individual include:

a. I-9 Immigration Form (if necessary);

b. W-4 Federal Tax Form;

c. Other tax forms as necessary;

d. Proper identification as required by law;

e. Student Employment Contract

2. Paychecks will not be processed unless, and until, all the necessary paperwork is completed.

3. An individual must wait until the Business Manager approves all of the necessary paperwork before they begin working.

a. The PSGA is not financially obligated to pay an individual if paperwork has not been submitted, nor is an individual entitled to claim back pay for any work done before all necessary paperwork had been approved.

b. In the event that the PSGA hires an international student, back pay for work completed before all paperwork had been submitted may be claimed at the discretion of the Executive Board in conjunction with the Business Manager.

E. Time Sheets

1. For each time period worked, all employees (both stipend and hourly employees) must complete and sign time sheets. These time sheets must also have the signature of the Supervising Executives affixed to them.
2. For Executives: The Coordinator of Finance signs for each.
 - a. In the absence of the Coordinator of Finance, any other Executive may serve as a backup signature.
 - b. The President of the PSGA shall sign the timesheet of the Coordinator of Finance.
 - i. In the absence of the President, any other Executive may serve as backup signature.
3. For Office Assistants: The Office Manager of the PSGA shall sign for all office assistants.
 - a. In the absence of the Office Manager, the Vice President may serve as backup signature.
4. For the Office Manager: If the PSGA hires a student to manage the office, the Vice President shall sign for the Office Manager.
5. For all Services where a stipend is designated: the Coordinator of Clubs and Organizations shall sign.
 - a. In their absence, any other Executive may sign as backup.
6. For any category not listed above, the Coordinator of Finance shall serve as primary signatory until a designated primary signatory is decided upon.
 - a. As a backup, any other Executive may sign in the absence of the primary signature.
7. All Timesheets are forwarded to the Business Manager at a pre-determined and announced time. The Business Manager will prepare the payroll register for each time period and call the payroll into the Payroll Service.
8. Upon receipt of the checks and payroll register from the Payroll Service, the Business Manager shall check all for accuracy.
 - a. No student may be designated to sign on the payroll account.
 - b. Two signatures will be required on all payroll checks.

F. Reporting of Employee Hours

1. Upon signing and countersigning a timesheet, each employee and each supervisor agrees that the hours worked, as stated, are true and correct.
2. It shall be considered grounds for immediate investigation, conducted by the Finance Committee, should an employee or supervisor sign a fraudulent timesheet.
 - a. In addition, the employee will be required to return all payments for time not actually worked or the amount will be deducted from subsequent paychecks.
 - b. The PSGA may take any legal action it deems necessary to recover funds paid for fraudulent submissions.
3. The Coordinator of Finance and the Business Manager will establish a schedule of regular payroll periods and dates and times of submission.
4. Time sheets that are incomplete will be returned for missing items. Timesheets not completed by the deadline will be held until the next payroll period.

G. Payroll Checks

1. The payroll service prepares the payroll checks with proper deductions made for taxes, etc. Two signatures are required on payroll checks.
2. All employees who receive physical checks are required to sign the payroll register to verify they have received their paycheck. Only the employee to whom the payroll check is written may pick up the check.
 - a. Another employee's check will only be released to a third party upon verification from the employee that their check may be given to another specified person.
 - b. During vacation periods, a payroll check may be mailed to an employee.
3. Should a paycheck not be processed due to an error or delay on the part of someone other than the individual to receive the paycheck, the individual may request that a manual check be written.
 - a. It is up to the discretion of the Coordinator of Finance if such check is warranted.
 - b. If a manual check is written, the Business Manager shall report such check to the payroll service.

4. No manual check shall be written after the last payroll period in the calendar year for which the payroll was due, except as replacement checks.
 - a. The manual replacement check will immediately be reported to the payroll service so that the employees W-2 will be correct for that calendar year.
5. Lost checks can be re-issued upon request, but the payee, prior to receiving a reissued check must pay for a stop payment fee for the original check.
 - a. The stop payment fee is a standard nominal fee defined by the PSGA's current bank.

H. Stipend Accountability

1. Service Coordinator Stipend Accountability
 - a. The Vice President is responsible for keeping intern / employee time sheets factual and up to date, as well as submitting all necessary reports regarding their intern / employees in a timely manner.
2. Failure to comply with the above will result in:
 - a. First Offense: A written warning to the offending party from the Coordinator of Finance.
 - b. Second Offense: Withholding of check.
 - c. Third Offense: Offending party is at risk for possible termination at the discretion of the PSGA Executive Board.
3. General Check Withholding
 - a. PSGA employees are paid via PSGA check only.
 - i. These checks are subject to withholding if intern employees or coordinators do not follow the correct guidelines or descriptions, laid out for their position.
 - b. Failure to comply with the above will result in:
 - i. First Offense: A written warning to the offending party;
 - ii. Second Offense: Withholding of check
 - a. Employees will have another week to get the required information or project together.
 - b. If not, the check may be withheld until the correct information is supplied to the Coordinator of Finance.
 - iii. Third Offense: Offending party is at risk for possible termination at the discretion of the PSGA Executive Board.

Section VIII - PSGA Grants

A. Grant Protocol

1. During the annual budget process, the Coordinator of Finance and the Finance Committee may solicit grant applications from any department or group / organization on campus that the Finance Committee feels contributes to the quality of student life and complies with the guidelines of the State University Board of Trustees, the College, and the PSGA.
2. A grant may be awarded either in a lump sum or incrementally during the academic year.
3. Any grants awarded based on enrollment will not be awarded until an enrollment report is requested by the Business Manager.
4. Any Grant may be subject to an audit by the PSGA at any time.
 - a. Grant Heads, not bound by a contractual agreement, shall log all expenditures on a PSGA accounting system.
5. The PSGA may rescind the grant award at any time.
 - a. The PSGA shall only be entitled to the remaining funding at the time of rescindment, not the initial allocation.

B. Caretaker Grants

1. Grants may be held by the PSGA in a caretaker manner, at the discretion of the Coordinator of Finance and the PSGA Advisor.

- a. These grants are subject to PSGA policy and procedure.
- b. These grants must go through the PSGA paperwork process for signatures.
 - i. The Grant Head will sign for the Authorized Group.
- c. The Coordinator of Finance shall meet with these Grant Heads and train them in PSGA policy and procedure.
- d. The Grant Head will be responsible for keeping their expenditure log up to date.

Section IX - Remedial Measures

A. "Freezing" of Budgets - Definition and Grounds

1. "Freezing" of a budget involves an immediate cessation of all financial transactions in an account. Authorization to make purchases or financial commitments on the part of the operation's officers or managers is withdrawn.
2. Freezing affects both PSGA funds and any revenue generated by the operation. The budget and account is placed in a "caretaker" status with the Coordinator of Finance as described below.
3. Individual members or officers who violate a freeze order may be held individually responsible for any debts incurred.
4. Violation of any financial policy, procedure, or regulation established by the PSGA is grounds for freezing a budget, as established below.
 - a. Serious or repeated violation(s) may be grounds for a continued freeze, reduction in, or dissolution of an operations' budget, as provided below.

B. Budget Freezing Process

1. The Coordinator of Finance may freeze an operation's use of its budget when he/she determines there is a definite violation of procedures.
2. Said procedures may be any within the Constitution and By-Laws or Policies, specific procedures that have been instituted by the Coordinator of Clubs and Organization and Vice President for CoCOs and/or the Service Board, or the Coordinator of Finance for financial matters.
3. When a violation occurs the appropriate Executive will inform the group of its violation. In addition, notification shall go to the Executive Board, the Finance Committee, the Senate, and the PSGA Advisor.
4. When the violation is corrected, the Coordinator of Finance will reinstate that budget accordingly (see Length of Freeze below) and so notify the above parties.
5. For repeated violations the Coordinator of Finance, upon receipt of an initial complaint and/or at the request of the Executive Board, Finance Committee, or Senate, with repeated violations, should freeze the budget.
 - a. The Coordinator of Finance, in consultation with the Business Manager, shall make the final decision.

C. Procedures While a Budget is Frozen

1. During periods when an operations' budget is frozen, the Coordinator of Finance shall act as the operation's Treasurer or Chief Financial Officer (in a "caretaker" mode) to initiate payments for outstanding debts of the operation, after appropriate investigation of such claims for legitimacy.
2. Upon notification of budget freeze, the group that is frozen will immediately cease all financial operations until further notice.
 - a. No financial commitments of any kind may be made (any purchases, contracts, etc.).
 - b. If there is a stipend payable to a Manager of that group, the stipend is immediately suspended.
 - i. The Manager of the group shall not be entitled to collect a stipend for the period during which a "freeze" is in effect.

D. Length of the "Freeze"

1. The Coordinator of Finance, in consultation with the Business Manager, will determine the length of the freeze.

E. Declaring an Operation's Budget Dissolved

1. When there has been a violation that is considered extremely serious by the Coordinator of Finance and/or the Finance Committee, they may convene a meeting of the Finance Committee to discuss a recommendation to CoCOs that the group be dissolved.
 - a. The group in question must be notified by e-mail of the final decision.
2. Any group declared to have their budget dissolved or having their budget frozen, and believing that they have not violated the policies, may ask for a hearing with the Judicial Board.
 - a. If after the hearing, the Judicial Board feels there were mitigating circumstances, they may recommend to the Executive Board and the Coordinator of Finance that the Finance Committee reverse their decision.

Section X - Internal Procedures and Controls

A. Fiscal Responsibility of the PSGA

1. It shall be recognized that the Executive Board, composed of seven (7) elected officials, has been given, through their election to office, the obligation and authority to ensure that any undertaking on the part of a recognized PSGA operation is conducted in a responsible manner.
2. It shall further be recognized that in the event the Executive Board believes such PSGA operation is not acting, or has not acted, in the best interests of the PSGA, (and, therefore, the Corporation), or not conducting its' operation in a fiscally responsible manner, or is placing the PSGA in jeopardy, or not properly caring for equipment placed in its safekeeping, or conducting itself in any other improper manner, then, the Executive Board may:
 - a. Recommend freezing the budget of that PSGA operation until such time as an investigation can be conducted and sufficient information gathered to render a sound judgment.
 - b. Take steps to render defunct any PSGA operation that the Executive Board believes has put the Corporation in jeopardy of legal actions.
3. Any PSGA operation which has had action taken against it, may seek to remedy the problem through meetings with the Executive Board or through the judicial process.
4. Both the Executive Board and a PSGA operation may ask the PSGA Advisor, to assist with arbitrating the situation in the following circumstances:
 - a. The Executive Board feels it needs more input from an outside source in order to render a fair judgment.
 - b. The PSGA operation feels it has been unfairly judged by both the Judicial Board and the Executive Board.

B. Types of Records Kept by the Business Manager

1. The PSGA Business Manager is responsible for maintaining the following types of financial records for the PSGA in a complete and accurate fashion according to generally accepted accounting procedures:
 - a. General Ledger
 - i. A double entry format itemization of activity in all PSGA Accounts.
 - b. Cash Receipts Journal
 - i. A sequential, numbered listing of all cash received showing source of funds and deposit information.
 - c. Cash Disbursements Journal/Accounts Payable Journal
 - i. A sequential listing of all checks disbursed.
 - d. Bank Statements, reconciliations and canceled checks for each bank account of the PSGA.
 - e. Transaction Submittal Form, Performance Contracts, Cash Advances –

i. Copies of all forms, with backup documentation (copies of invoices, etc.) must be kept on file.

f. Payroll Records containing tax forms, payroll service reports, copies of W-2s and 1099's and all pertinent payroll records must be kept.

g. Copies of any contracts or lease agreements must be kept on file.

h. With the discretion of the Coordinator of Finance, the Business Manager shall be privy to all minutes of the current and past Senate meetings and any official meetings that would affect the financial record keeping of the PSGA must be kept on file.

i. For a list of how long documentation must be retained, refer to the Document Retention/ Destruction Policy (Adopted Fall 2011).

C. Types of Reports Prepared by the Business Manager

1. The Business Manager shall make available, at the request of the Coordinator of Finance each quarter, a report of expenditures in relationship to budgets for all groups.

2. The Business Manager shall prepare monthly bank reconciliations. These reconciliations shall be made available to the Coordinator of Finance, at their request.

3. The Business Manager shall prepare financial records as required for their Supervisor.

4. The Business Manager shall prepare a monthly statement of financial activities, general ledger report, statement of financial position and check register to be kept on file for the auditors.

5. The Business Manager shall make every effort to provide other reports as requested by the Coordinator of Finance that assist the Executive Board in reporting on the financial condition of the PSGA to the Senate.

D. Coordinator of Finance Reports

1. The Coordinator of Finance shall report once a semester to the Senate on the financial status of the PSGA.

2. The Coordinator of Finance shall make known to the PSGA any significant financial problems, whether they are with the general financial condition of the PSGA, or the financial problems of any particular group.

3. The Coordinator of Finance shall meet with the officers of any group when a budget problem occurs, or when they feel that the group appears to be in financial difficulty.

a. At this meeting they shall discuss remedies and, if in the opinion of the Coordinator of Finance, any additional measures that may need to be taken.

b. The Coordinator of Finance may request the opinion of the Finance Committee on appropriate financial remedies.

E. PSGA Bank Accounts

1. The PSGA shall maintain an operating checking account where initial deposits of all fees, etc. are deposited.

a. This account serves as the primary cash disbursement account. Excess monies may be transferred out to savings accounts as needed to maximize interest payments.

2. The PSGA shall maintain a separate checking account for payroll purposes.

a. This account shall be funded monthly from the operating account, or as needed, to cover all payroll and tax costs.

b. Payroll checks are generated by the payroll service.

c. The Business Manager shall report to the payroll service any checks that were hand written and any voided checks.

3. The PSGA may at any time open saving or investment accounts in which to deposit reserve funds or operating funds not currently needed. These accounts must always be in reputable banking institutions, and in safe, liquid accounts.

4. It is policy of the PSGA that no student may be a signer on any bank account.

5. An authorized signer on any bank account may not also sign the paperwork necessary to generate that particular check, except in special situations when a check must be generated and there is not a sufficient number of signers present and available on campus to comply with this rule.
6. The bank shall be notified each time the authorized signers change and new paperwork shall be completed for the bank.

F. Insurance

1. The PSGA shall maintain an annual corporate policy.
 - a. This policy shall cover liability, theft, fire, vandalism and any other provision deemed necessary by the PSGA.

G. Annual Audit

1. The PSGA shall be subject to an annual audit by an independent audit firm.
2. This audit shall be conducted after the close of each fiscal year.

Section XI – Travel Addendum

A. Travel must be approved as prescribed elsewhere in this document.

1. Off-Campus trip attendees of the PSGA who have mobility disabilities are entitled to reasonable and necessary expenses in excess of the rates quoted below. However, these must be pre approved by the Coordinator of Finance at least one (1) week prior said trip.
2. Airline travel may only be used in circumstances where ground transportation is not practical, but required for the fulfillment of that group's mission statement (such as PAST).
 - a. Official Members of the PSGA taking off-campus trips should avail themselves of cost-saving travel fares whenever available.
 - b. No reimbursement will be made for Business Class or First Class.
3. The PSGA will reimburse for train travel, with the receipts and proper documentation.
4. The PSGA will reimburse for gas and tolls incurred by official members during transport to off-campus trips/conferences, in the personal vehicles of those official members.
5. The PSGA will not reimburse for the renting of cars, trucks, buses, etc.
6. Original receipts are required for all reimbursements.
7. Tips in excess of 20% will not be reimbursed.
8. Reimbursement for lodging will only be made for overnight trips.
 - a. Reimbursement for single occupancy rates will not be reimbursed unless only one member is attending a conference, etc.
 - b. The off-campus trip attendee is required to find suitable, low cost lodging.
 - c. Pre approval of lodging expenses is encouraged to assure reimbursement.
9. A maximum of \$2,000.00 can be spent on any one (1) off-campus trip by one sponsoring group.
10. A maximum of \$2,500.00 can be spent on any one (1) off-campus trip if two (2) or more groups are collaborating their resources and funds.
11. Transportation reimbursements must also be approved prior to the convention, etc.
12. The above price restrictions may be waived at the discretion of the Coordinator of Finance and the Finance Committee, in consultation with the PSGA Advisor.

Section XII- Accessible Online Operations

A. Documentation

1. All PSGA entities must keep documents, upcoming events, meeting times, service hours, photographs, videos, forms, polls, etc. consistently up to date through the contracted PSGA online portal, hereby referred to as PantherLink.
2. Any upcoming event being held by a PSGA entity must be made public as a listed event on PantherLink.
3. Minutes of meetings, as well as complete attendance of said meetings have to be made available on PantherLink.

4. Should an entity-officer not have access to management permissions, said officer must communicate this issue with the Vice President, the Coordinator of Finance, or the Coordinator of Clubs and Organizations.
5. All forms or polls created by the entity, which may be pertinent at a later Finance or CoCOs meeting, must exist on PantherLink as a document or live form.

B. Meeting Time

1. All meeting times and locations for any PSGA entity or event must be kept up to date each semester on their appropriate page of PantherLink.

C. Rosters, Minutes, and Attendance

1. An up-to-date roster of members and officers must be present on the page of any entity. Titles of any non-executive member are encouraged but not mandatory.
2. Minutes must be taken at any schedule or emergency entity meetings. Minute templates shall be made available to PSGA entities on PantherLink. Recorded minutes must be promptly posted on the page of the entity.
3. Attendance must be taken and made available for all PSGA meetings and events.
4. Any event with more than thirty (30) attendees can calculate attendance by a simple head count, as opposed to a signed list.

D. Messaging

1. Any and all mass messaging or event outreach must be done through PantherLink.

E. Official Position on any Additional Online Presence

1. Any online interaction between a PSGA entity and an MSAF paying student-at-large should occur through PantherLink. Any other online presence is not recognized as accessible for primary campus-wide interaction, but may be used as a secondary point of contact.

Dissolution

To dissolve the mandatory student activity fee (MSAF) and render the related bylaws defunct. This can only be done during the biyearly MSAF vote; the dissolution of the MSAF would be decided by a majority vote of the student body, reflecting their collective will and ensuring that PSGA acts in accordance with the interests of the student community.

Referenda / Amendments

April 24, 2024 - 1:02pm by the PSGA Senate

Ratification

(Placeholder Date) April 22, 2024 - 2:00 pm by President Me'ilani Nelson and Vice President Rachael Girsang
Signed Copy to be held at the PSGA Office