

STUDENT SENATE BY-LAWS OF HUDSON VALLEY COMMUNITY COLLEGE

Article 1: Election By-Law

Section 1: Election Committee Responsibility

The members of the Election Committee shall not engage in partisan activity during the period commencing with nominations and during appeals and ratification of the election results by the Student Senate.

The Election Committee shall run the elections and the Student Senate shall be the arbitrator in all disputes. The Election Committee is responsible for counting all election results in the presence of the following person: the Director of Student Life (or designee). All members shall sign an approval as witnesses to the tally of votes.

A. Membership

1. Members of the Student Senate Election Committee shall consist of no fewer than four (4) Student Senate members. One of these members shall be an executive officer. The President of the Student Senate shall be solely empowered to appoint committee members unless the President is seeking election. If election is being sought by the President, the next highest officer not seeking election will appoint committee members.
2. The President of the Student Senate shall appoint a chairperson if he/she is not seeking election. The chairperson reports directly to the President or highest officer not seeking election.
3. No member of the Student Senate Election Committee may be a candidate for any Student Senate seat, for a position as FSA Student-at-Large, or Student Trustee of the Hudson Valley Community College Board of Trustees.
4. The Student Senate President cannot serve on the Election Committee. The Director of Student Life (or designee) will serve as a non-voting member of this committee.

B. Dismissal

1. Any conduct or activity of partisan behavior by a member shall merit removal of said member from the committee. The report of misconduct shall be submitted in writing to the Chairperson of the Student Senate Election Committee.
2. The Chairperson shall make all necessary recommendations to the Student Senate President or highest ranking officer not seeking election in cases of dismissal.
3. The President or highest ranking official not seeking election shall make necessary suspension of any member(s) of the Student Senate Election Committee. This suspension will continue until such time as the entire Student Senate approves the dismissal votes by majority in favor of the dismissal. Voting must take place at the next regularly scheduled Student Senate meeting. If the dismissal is not upheld by two-thirds (2/3) of the entire Student Senate, the committee member will be reinstated. Final appeals of dismissal shall be made to the Director of Student Life (or designee) within twenty-four (24) hours of notification, excluding weekends and breaks in the academic school year. The President or highest officer not seeking election shall appoint another Student Senate member to fill any vacancies caused by the dismissal of a member. Notification of the dismissal shall be made directly by the President of the Student Senate to the person(s) being dismissed.

Section 2: Elections

A. Procedures

1. Elections for Senior Senators and Executive Officers shall be held no earlier than April 1st and no later than April 30th of the academic school year.
2. Elections for Freshman Senators shall be held no earlier than October 1st and no later than October 31st of the academic school year.
3. Election of class officers shall take place at the same time as their respective class elections.
4. Each class and academic division shall be permitted a minimum of one (1) Student Senate representative.
5. The Student Senate election committee shall determine candidate eligibility through adherence to eligibility requirements as stated in these By-Laws and confirmed by the registrar.
6. Campaigning shall be permitted for no longer than ten (10) days, excluding weekends and academic breaks in the academic school year.
7. The election period shall last no longer than two (2) days and shall be restricted to consecutive regularly scheduled class days, excluding weekends, college-wide class cancelations, college closings or holidays.
8. The results of the elections shall be posted and made available within twenty-four (24) hours of the time that voting ends.
9. Copies of job descriptions for all positions, nomination rules and petitions shall be made readily available at the beginning of the nomination period.
10. An unopposed candidate must receive votes from at least one-half (1/2) plus one (1) of the total number of ballots cast in order to win the position. If that person does not receive at least one-half (1/2) of the votes, he/she will be eligible for appointment to the Student Senate.
11. All opposed Student Senate officer candidates who receive the largest number of votes for their respective positions shall win those positions. In the event there are more than six (6) candidates for a senatorial position, the top three (3) vote receivers will be awarded the Student Senate seats.

B. Rules for Nomination

All nomination rules and regulations shall be adhered to. Any non-compliance shall result in sanctions, and may lead to disqualification. The Vice President of Enrollment Management and Student Development may remove any member of the Student Senate from the Student Senate or the FSA Board of Directors at any time upon discovery that the individual being removed does not meet the eligibility requirements for appointment or election to a position on the Student Senate and/or FSA Board of Directors.

C. General Eligibility

1. All candidates seeking nomination must adhere to the following:
 - a. Complete the Student Senate General Questionnaire.
 - b. Fulfill petition requirements as stipulated in these By-Laws and as stated on the petition.
 - c. Adhere to campaign rules and regulations as stipulated in these By-Laws.
 - d. Meet the requirements of their position as stated in the Student Senate Constitution and in these By-Laws.
 - e. Be a full-time student within the academic division they are running to represent. (This regulation applies to only those individuals seeking a seat as Senator or Class President). For the purposes of full representation, the Student Senate shall recognize the following as academic divisions: School of Business, School of Engineering and Industrial Technologies, School of Health Sciences and School of Liberal Arts and Sciences. Part-time and non-matriculated students shall be represented by three (3) senators.
 - f. Individuals previously removed from the Student Senate, those who have violated its By-Laws or Constitution, or been removed from any position or office by impeachment processes, are ineligible to run for election and ineligible to be

appointed to any position on the Student Senate or for Student Trustee. All election petitions must be approved by the Director of Student Life (or designee).

- g. A student removed twice from the Student Senate due to the violation of grade or attendance requirements as per the Constitution is ineligible to run for election or to be appointed to the Student Senate or for Student Trustee.

D. Criminal Behavior:

1. A student may not run for any position or be appointed to any position in the Student Senate or Student Trustee if he/she has been convicted of a felony within the last four (4) years or within four (4) years of his/her release from custody resulting from a felony conviction. A student may not run for any position or be appointed to any position in the Student Senate if he or she has any criminal charges pending.
2. Any student may apply for a waiver of this provision to the Student Senate Election Committee.

E. Eligibility by Position

1. Executive Officers

- a. Candidates for Executive Officer positions (President, Vice-President, Treasurer and Secretary) must meet the qualifications as described in Article V of the Student Senate Constitution and these By-Laws.
 - b. Executive Officers must be registered full-time, fully paid, matriculated students of Hudson Valley Community College in good academic standing (minimum of a 2.5 cumulative grade point average, including non-credit remedial coursework, including mid-term grades). Candidates must be attending classes as of the first week of instruction in the semester in which they are running in an election.
 - c. Candidates are required to write a minimum one page paper which includes: why the candidate is seeking nomination, why the candidate would be a good leader (describe ways in which the candidate will improve the campus community and how the candidate will inspire peers to be better leaders and promote the Student Senate.)
 - d. Candidates shall have attended, or be knowledgeable about, the following:
 - i. FSA Board of Directors and meetings
 - ii. The Hudson Valley Community College Board of Trustees and meetings
 - iii. Academic Senate
 - iv. Athletics
 - v. Student Activities Office and procedures
 - vi. Cultural Affairs
 - vii. Community service projects
2. A qualified student may not serve more than two terms of office as an Executive Officer. A student may not hold the same executive office position for more than one year.

3. Senior Class President and Freshman Class President

Candidates for Senior Class President and Freshman Class President must meet the qualifications as described in Article VII of the Student Senate Constitution. Candidates are required to be full-time students and may be from any curriculum in good academic standing.

4. Senior Senators

- a. Candidates for Senior Senator must meet the qualifications as described in Article VI of the Student Senate Constitution.
- b. Candidates are required to be full-time students in the academic division they are representing and be in good academic standing with a minimum of twenty-seven (27) Hudson Valley Community College credit hours.

5. Freshman Senators

- a. Candidates for Freshman Senator must meet the qualifications as described in Article VI of the Student Senate Constitution.
- b. Candidates are required to be full-time students in the academic divisions and classes they are representing and be in good academic standing with less than twenty-seven (27) Hudson Valley Community College credit hours.

6. FSA Student-at-Large

- a. The FSA Student-at-Large Representative must be a registered full or part-time student of Hudson Valley Community College, attending classes as of the first week of instruction in the fall and spring semesters, continue to maintain a full or part-time course load throughout the semester, must maintain a 2.0 or higher cumulative grade point average including non-credit remedial coursework, including mid-term grades, and continue to meet all Student Senate eligibility requirements of his/her office throughout the term of his/her office. The FSA Student-at-Large Representative is not permitted to run for or be appointed to the Student Senate.
- b. Candidates may be freshmen or seniors.
- c. Candidates must run for election and adhere to requirements of election by-laws and adhere to petition requirements of the Student Senate as stated.
- d. When vacant, the Vice President of Enrollment Management and Student Development shall appoint a qualified student to fill the vacancy.

7. Student Trustee

- a. Candidates must be full-time matriculated seniors with a minimum of twenty-seven (27) Hudson Valley Community College credit hours earned in the spring semester in which they are running for election.
- b. Candidates must be a registered full-time student of Hudson Valley Community College, attending classes as of the first week of instruction in the fall and spring semesters, continue to maintain a full-time course load throughout the semester, must maintain a 2.0 or higher cumulative grade point average including non-credit remedial coursework, including mid-term grades, and continue to meet all Student Senate eligibility requirements of his/her office throughout the term of his/her office.
- c. The Student Trustee may, but is not required to, hold a senatorial seat. If the Student Trustee holds a senatorial seat, he/she must meet all requirements of the seat as required by these By-Laws.
- d. Candidates must run for election and adhere to election By-Laws and petitions of the Student Senate as stated.
- e. In the event that the Student Trustee position is vacant, the President of the Student Senate shall make an appointment of a qualified student with approval of three-fourths (3/4) vote of the entire Student Senate.

F. Petitioning

1. General Petition Guidelines

- a. All individuals seeking nomination for any position must adhere to petition guidelines as stated in these By-Laws and as stated in the petition packet itself.
- b. Petitions will be made readily available at the beginning of the nomination period.
- c. Petitions may be signed by full-time or part-time students.
- d. The Department Chairperson of the individual seeking office must sign the petition in the appropriate place.
- e. The individual seeking office must sign the petition stating that he/she has met all of the requirements for eligibility.
- f. The registrar will confirm that all academic qualifications are met and sign the petition in the appropriate place.
- g. Petitions must be returned to the Student Activities Office by the date and time indicated on the petition.

- h. Any petition returned after the deadline date, or not meeting the criteria as stated in these By-Laws and on the petition, will be considered void and that person will not be placed on the ballot.
 - i. With the exception of the Student Trustee, students cannot collect signatures for more than one position.
 - j. A student seeking nomination is not allowed to hand out any campaign materials during the nomination period.
 - k. All petitions will be validated by the Student Senate Election Committee.
2. Petitioning by Office
- a. Composition of Student Senate
 - i. The composition of the Student Senate shall be as follows: President, Vice President, Treasurer, Secretary, Senior Class President, and Freshmen Class President. There shall be no more than one (1) senator elected by the freshmen and one (1) senator elected by the seniors of each of the following academic divisions: School of Business, School of Engineering and Industrial Technologies, School of Health Sciences and School of Liberal Arts and Sciences.
 - ii. A maximum of three (3) senators may be elected/appointed to represent the non-matriculated student population.
 - iii. There shall be no more than one senator for every 200 students in any class or academic division.
 - iv. The Freshmen Senators shall be elected by the freshmen students, and the Senior Senators shall be elected by the senior students. Each class and each academic division shall be represented by at least one (1) senator even if there are fewer than two hundred (200) students in such class or academic division.
 - b. Executive Officers
 - i. Candidates must obtain two hundred fifty (250) signatures from the current Hudson Valley Community College student body.
 - ii. Signatures may be from any academic division.
 - c. Senior and Freshman Class Presidents
 - i. Candidates must obtain one hundred fifty (150) signatures from the current Hudson Valley Community College student body.
 - ii. Signatures may be from any academic division.
 - d. Senior and Freshmen Senators
 - i. Candidates must obtain fifty (50) signatures from current Hudson Valley Community College student body.
 - ii. Signatures must be from any student in the academic division being represented.
 - iii. Non-matriculated students may only sign the petition of an individual seeking to hold a Student Senate seat representing non-matriculated student population.
 - e. FSA Student-at-Large Representative
 - i. Candidates must receive fifty (50) signatures from the current Hudson Valley Community College student body.
 - ii. Signatures may be obtained from any academic division.
 - f. Student Trustee of the Hudson Valley Community College Board of Trustees
 - i. Candidates must obtain fifty (50) signatures from the current Hudson Valley Community College student body.
 - ii. Signatures may be obtained from any academic division.

G. Campaign Rules

- 1. Candidates shall adhere to all campaign rules.
- 2. Slanderous behavior is prohibited.
- 3. Slanderous behavior is considered to be a false statement that damages the reputation or well being of any person and/or organization associated with Hudson Valley Community College.

4. The Student Senate Election Committee reserves the right to determine what constitutes slanderous behavior.
5. Any student who is affiliated with a particular campaign, who is found in violation of any of the campaign rules, will be referred to the Student Senate Election Committee to determine whether sanctions should be assessed.
6. A candidate affiliated with the students or individuals in violation of the election rules will be subject to sanctions which may include disqualification from the elections.
7. A candidate who has been removed from the election will not be allowed to participate in the election in any way and is also ineligible for appointment to the Student Senate or any position or any board.
8. All candidates are responsible for removing all campaign materials within seventy-two (72) hours after the close of the election booths.
9. Candidates are liable for any damages caused by their campaign materials to Hudson Valley Community College property.
10. Any non-compliance will result in sanctions which may result in disqualifications and removal from the ballot.
11. The decision of the Student Senate in cases of disqualification is final.
12. The decision is based upon a majority vote of the entire Student Senate.

H. Campaigning Definition

1. Campaigning is defined as:
 - a. Putting up or passing out posters or other materials.
 - b. Introducing oneself to others as a candidate.
 - c. Marketing viewpoints, platforms, goals and ideas to others.
2. Campaigning may not begin before the close of the nomination period.
3. Two or more candidates may form a party by writing the name of their party line on their petitions. Names of existing parties (i.e.: Democratic, Republican) cannot be used.
4. Those individuals not in a party will be considered "Independent".
5. Candidates of the same party will be listed on the same row of the ballot. Party rows will be selected at random.
6. Independents will be listed in alphabetical order after the last party.
7. All flyers must be submitted for approval to the Student Senate Election Committee and the Director of Student Life (or designee) before being printed.
8. Each candidate is allotted enough paper for one hundred fifty (150) copies.
9. Each party ticket is allowed two hundred fifty (250) flyers.
10. With the exception of allotted flyer copies, all expenses and associated costs incurred, as a result of a candidate's campaigning, are the responsibility of the candidate and will not be reimbursed by the Student Senate.
11. All candidates must adhere to the Hudson Valley Community College Policy for Posting Materials on Campus. This includes, but is not limited to:
 - a. Flyers and/or posters may not be posted to lockers, doors, walls, personal property nor placed on cars.
 - b. All flyers and posters are to remain on the Hudson Valley Community College campus only.
12. No mass mailing, including mass emailing.
13. Campaigning via the college newspaper or the WHVC radio station is permissible only when equal opportunity is given for all candidates.
14. Use of any sound devices for campaigning is illegal, with the exception of microphones, when provided by the Student Senate.
15. All members of the same party must use identical colored paper for their flyers.
16. Faculty and department chairpersons are NOT permitted to participate in the elections in any way. However, if they are registered students at Hudson Valley Community College, and have paid their student activity fee, they are allowed to vote.
17. If voting booths are used on election day, no party member, election committee member or candidate may campaign formally within twenty-five (25) feet of the voting booths.

I. Voting

Every student who is eligible to vote must adhere to voting rules. Only students who have paid their student activity fee, as stated in these By-Laws, may vote in elections.

Voting will be conducted either by the use of voting booths or by an online voting process. The method will be determined by the Student Senate Election Committee by March 1st of each academic school year for the spring election and the following fall election.

1. General Voting Guidelines

- a. If voting booths are used, students **MUST** present their Hudson Valley Community College ID or other picture ID, and must sign the student registration book.
- b. Only voting machines and ballots provided by the Student Senate Election Committee will be utilized. If online voting is used, the Student Senate Election Committee will determine the required voting protocol for students to follow.
- c. Voting will take place only on the designated dates and times determined by the Constitution and the Student Senate Election Committee.
- d. Students may vote for only one candidate for each of the following positions: President, Vice President, Treasurer, Secretary, Senior Class President, Freshman Class President, Student Trustee, and FSA Student-at-Large Representative.
- e. Students may vote for more than one Senator.

2. Voting by Position

- a. Candidates for Executive Officers, Student Trustee and FSA Student-at-Large Representative may be voted for by any student (full-time, part-time, matriculated or non-matriculated).
- b. Candidates for Class Presidents may be voted for by students in their class (i.e. freshman vote for Freshman Class President; seniors vote for Senior Class President).
- c. Candidates for Senators may be voted for by the students from their academic division, or their class, accordingly. Non-matriculated students can only vote for senatorial candidates running to represent the non-matriculated student population.

Article 2: Programming Board By-Law

The Student Senate Programming Board shall plan and coordinate activities to engage the campus and enhance the quality of campus life.

Section 1: Membership

- A. The Student Senate Programming Board will consist of no more than fifteen (15) members, including no fewer than nine (9) Student Senate members, the Director of Student Life (or designee) and Student Activities Program Assistant.
 1. Student Senate Vice President (Committee Chair)
 2. Student Senate Treasurer (Co-Vice Chair)
 3. Student Senate Secretary (Co-Vice Chair)
 4. Senior Class President
 5. Freshmen Class President
 6. Senior/Freshman Senator (Poster Printer Worker)
 7. Senior/Freshman Senator (Multi-Cultural Affairs Liaison)
 8. Senior/Freshman Senator

9. Senior/Freshman Senator
 10. Non-Student Senator (Student)
 11. Non-Student Senator (Student)
 12. Non-Student Senator (Student)
 13. Non-Student Senator (Student)
 14. Director of Student Life (or designee) – Ex-officio
 15. Student Activities Program Assistant – Ex-officio
- B. The President of the Student Senate will appoint the vacant Programming Board Chairperson upon receiving a letter of interest. Any student Senator that is in good academic standing may apply for a position on the Programming Board. He/she must be approved by the majority of the entire Student Senate and be able to serve a full year.
- C. All members of the Programming Board will hold their position for one full academic year. Membership can be terminated by the Student Senate Vice President (Committee Chair) or the Director of Student Life (or designee) for failure to perform his or her obligations as a member of the Programming Board. Removal shall be approved by a majority of the entire Student Senate.
- D. All members, officers, representatives and committee members must attend all bi-weekly meetings and other mandatory Programming Board events (retreats, conferences, etc.). All members are expected to attend the majority of all Programming Board events. Coordinators must maintain a minimum of two (2) office hours per week. Each coordinator will be allowed three (3) absences per semester. The fourth absence thereafter will result in a meeting with the Student Senate Executive Board to discuss continuation in the position.

Section 2: Programming Board Chairpersons

- A. There will be three (3) chairpersons:
1. Student Senate Vice President (Programming Board Chair)
 2. Student Senate Secretary (Co-Vice Chair)
 3. Student Senate Treasurer (Co-Vice Chair)

Section 3: Duties of Programming Board Chairpersons

- A. Student Senate Vice President (Programming Board Chair) shall:
1. Assist the Director of Student Life (or designee) in all aspects regarding programming activities for the Student Senate.
 2. Follow up with the Committee Vice Chairs and Coordinators regarding the Programming Board responsibilities.
 3. Set up and hold bi-weekly meetings with members of the Programming Board.
 4. Attend weekly one-on-one meetings with the Director of Student Life (or designee).
- B. Student Senate Secretary (Co-Vice Chair) shall:
1. Keep accurate minutes of all bi-weekly meetings. These minutes will be summarized under the Student Senate Vice President's Report at the Student Senate meeting following.
 2. Maintain and organize the Programming Board records (i.e. filing).
 3. Submit off-campus promotions (press releases, flyers targeted to specific organizations, etc).
 4. Preside at bi-weekly meetings in the absence of the Student Senate Vice President (Programming Board Chair).

C. Student Senate Treasurer (Co-Vice Chair) shall:

1. Monitor the Programming Board budget line.
2. Provide treasury report at bi-weekly Programming Board meetings.
3. Report in writing on all fiscal expenditures.

Section 4: Programming Board Coordinators

The Programming Board will have eight (8) committee coordinators who will serve via their respective elected positions on the Student Senate for that current year. Coordinator positions shall be democratically chosen by all members actively serving on the Programming Board with recommendations from the Vice President of the Student Senate and the Director of Student Life (or designee).

- A. Comedy/Novelty Coordinator
- B. Coffee House Coordinator
- C. Music Coordinator
- D. Film/Lecture/Daytime Coordinator
- E. Special Events Coordinator
- F. Marketing Board Coordinator
- G. Diversity Coordinator
- H. Advocacy Coordinator

The Committee Coordinators shall serve via their respected elected position on the Student Senate for that current year. Coordinator positions shall be approved by a three-fourths (3/4) vote of the student members serving on the Programming Board with recommendation from the Student Senate President and the Director of Student Life (or designee).

Section 5: Duties of Programming Board Coordinators

A. Comedy/Novelty Coordinator shall:

1. Coordinate an array of comedy and novelty acts throughout the academic year that will appeal to the entire student body and provide positive social experiences.
2. Market and promote all comedy and novelty events.
3. Attend bi-weekly meetings scheduled by the committee chair.
4. Comedy/Novelty events will include, but are not limited to: comedians, hypnotists, mentalists and ventriloquists.

B. Coffee House Coordinator shall:

1. Coordinate an array of coffee house events throughout the academic year that will appeal to the entire student body and provide positive social experiences.
2. Market and promote all coffee house events.
3. Attend bi-weekly meetings scheduled by the committee chair.
4. Coffee house events will include, but are not limited to: poetry, art, talent shows, musical groups, DJs, etc.

C. Music Coordinator shall:

1. Coordinate an array of music events throughout the academic year that will appeal to the entire student body and provide positive social experiences.
2. Market and promote all music events.
3. Attend bi-weekly meetings scheduled by the committee chair.

4. Music events will include, but are not limited to: local bands, up-and-coming bands and cultural music.
- D. Film/Lecture/Daytime Events Coordinator shall:
1. Coordinate an array of film/lecture/daytime events, throughout the academic year, that will appeal to the entire student body and provide positive social experiences.
 2. Market and promote all film/lecture/daytime events.
 3. Attend bi-weekly meetings scheduled by the committee chair.
 4. Collaborate with various academic departments to bring programs that will enhance the curriculum of those related departmental classes.
 5. Film/lecture/daytime events will include, but are not limited to: academic co-curricular, spiritual health and wellness, educational and recreational movies.
- E. Special Events Coordinator shall:
- a. Coordinate an array of special events, throughout the academic year, that will appeal to the entire student body and provide positive social experiences.
 - b. Market and promote all special events.
 - c. Attend bi-weekly meetings scheduled by the committee chair.
 - d. Serve as a liaison to the Alumni Office during Homecoming event planning.
 - e. Special events will include, but are not limited to: off-campus, weekend trips, and any events not previously covered in other categories.
- F. Marketing Board Coordinator shall:
1. Serve as the Student Senate poster printer worker, as hired by the Director of Student Life (or designee).
 2. Design and promote all Student Senate sponsored events through the use of the Student Senate Marketing Board equipment.
 3. Serve as a liaison to *The Hudsonian* office for further campus wide publication of all Student Senate sponsored events in the College newspaper.
 4. Work in collaboration with the Class Presidents in order to ensure poster boards are being effectively utilized and updated with the most current event flyers and posters, including the digital monitors, in coordination with the Director of Student Life (or designee).
 5. Attend bi-weekly meetings scheduled by the committee chair.
- G. Diversity Coordinator shall:
- f. Coordinate an array of events focused on diversity and multi-culturalism, throughout the academic year, that will appeal to the entire student body and provide positive social experiences.
 - g. Market and promote all diversity and multicultural events.
 - h. Attend bi-weekly meetings scheduled by the committee chair.
 - i. Serve as liaison to the Office of Cultural Affairs and the National Coalition Building Institute (NCBI).
- H. Advocacy Coordinator shall:
1. Coordinate activities (voter registration, SUNY Day visit to state legislature, etc.) to engage the student body on socio-political and socio-economic issues and create a venue for debate and voice opinions to impact decision-making.
 2. Market and promote all advocacy events and activities.
 3. Attend bi-weekly meetings scheduled by the committee chair.

Section 6: Duties of Programming Board Members

- A. To encourage the creativity, production of, and participation in social and cultural events of the Hudson Valley Community College community.
- B. Host a minimum of two (2) programs or activities per semester.
- C. Attend and assist with a minimum of four (4) programs or activities per semester, not including those that are hosting responsibilities.
- D. Fulfill at least two (2) office hours per week in the Student Activities Office during the designated hours of 9am- 5pm, Monday through Friday. These hours must be specified and remain consistent for the entire semester.
- E. Assist with all sign-ups for activities and programs.
- F. Attend all bi-weekly Programming Board meetings, unless excused prior to meetings.
- G. Participate in the mid-semester evaluation of the Programming Board. The Director of Student Life (or designee) will facilitate this process.
- H. Keep status sheets current and bring to mid semester evaluation.
- I. Uphold and ensure the duties described in Article III, Section I – XI, in the best interest of the College community.
- J. Assist in the program planning and promotion within their designated committees.
- K. Assist the Programming Board members in developing programs that are appealing and are available to the student population.
- L. Assist in creating promotions that successfully target the student population with final approval of the Director of Student Life (or designee).

Section 7: Committees

Committees that will need extra help during an event will form a sub-committee, on a need basis, which will allow any Student Senate member to serve in addition to their current positions. Each standing committee is required to host one main event per semester as well as one small-scale event per month. For both main and small scale events, each committee's coordinators are required to turn in to the Director of Student Life (or designee) a list of five (5) possible program events the committee is looking to host, ranked 1-5 (1 being the first choice, and so on). The Director of Student Life (or designee) will then choose the events according to price and availability from the list provided by the committee.

The Director of Student Life (or designee) has the right to request the committee to reconsider the event list if the small-scale and main events are too similar and do not represent a wide variety of events. If by chance, all five (5) events on the list are unavailable or not in the price range, the Director of Student Life (or designee) will contact and discuss other options with the committee coordinators. The list of main events each committee is looking to host for the upcoming fall semester is due to the Director of Student Life (or designee) by May 31st. The list of main events each committee is looking to host for the spring semester is due to the Director of Student Life (or designee) by November 30th.

Section 8: Director of Student Life

The Director of Student Life shall:

- A. Act in an advisory role.
- B. Act as a liaison between faculty, staff and the Programming Board in regard to the Programming Board functions.
- C. Hold weekly one-on-one meetings with the Student Senate Vice President (Committee Chair).
- D. Oversee bi-weekly meetings with Student Senate Vice President (Committee Chair) and Programming Board.
- E. Coordinate or arrange all trips and events for the Student Senate and for clubs approved by the Student Senate and the FSA Board of Directors, and advise the Student Senate on any deviation of budget amounts

Section 9: Meetings of Programming Board

During the fall and spring semesters, meetings are scheduled on a bi-weekly basis, or more frequently as directed by the Programming Board. During the intersession terms, meetings are held when needed, and approved by the Director of Student Life (or designee). Attendance at meetings is required. Two training sessions a year will be provided for Programming Board members. Attendance at training sessions is required.

Section 10: Event Policies and Procedures

- A. Programming Board Member Responsibilities Regarding Controlled Substance Usage
 - 1. All Programming Board members are expected to adhere to all local, state and federal laws regarding the usage of controlled substances, as well as the policies outlined in the Hudson Valley Community College Student Code of Conduct, Academic Ethics and Campus Regulations.
 - 2. Programming Board members will not consume alcohol or illegal drugs before or during any event or function sponsored by the Student Senate.
 - 3. Any member found to be in violation of these points will be immediately terminated from the Programming Board by the Director of Student Life (or designee). Further action may be taken by the Vice President of Enrollment Management and Student Development in accordance with the Student Code of Conduct, Academic Ethics and Campus Regulations.

- B. Non-Board Member Responsibilities Regarding Controlled Substance Usage
 - 1. All students and guests are expected to adhere to all local, state, and federal laws regarding the usage of controlled substances, as well as the policies outlined in the Student Code of Conduct, Academic Ethics and Campus Regulations.
 - 2. Any student or guest found consuming alcohol or illegal drugs (or under the influence of either substance) at an event will be asked to leave by the Director of Student Life (or designee) and/or Programming Board members. If the party in question disputes or challenges the decision, Public Safety or the local authorities shall be contacted for assistance.

- C. Admission Policies for Programming Board Events
 - 1. All students must have valid Hudson Valley Community College student identification for admission to events.
 - 2. Visitors/Guests must be accompanied by a Hudson Valley Community College student with a valid student identification.
 - 3. All students are responsible for the behavior of their visitors/guests.
 - 4. All visitors/guests are expected to adhere to the Student Code of Conduct, Academic Ethics, and Campus Regulations.

- D. Performers' Meals
 - 1. Only Programming Board members will accompany the performer(s) to the meals either before or after the performance. The meals shall not exceed a cost of \$200 (maximum two (2) board members).
 - 2. The Student Senate will only purchase the meals of the performer(s) as well as the members of the hosting Programming Board committee with the exclusion of alcoholic beverages. All other Student Senate members will be responsible for their own bills.
 - 3. In the event the meal of a performer(s) takes place after the event has concluded, Programming Board members shall conclude their interaction with the performer(s) at the restaurant.

Article 3: Judicial Committee By-Law

The Student Senate Judicial Committee will investigate and recommend to the entire Student Senate sanctions of the Student Trustee or a member of the Student Senate (including Executive Officers) when accusations are made that the Student Senate By-Laws or Constitution, or the College's Student Code of Conduct, Academic Ethics and Campus Regulations have been violated.

Section 1: Establishment

- A. Upon receiving a majority vote, the Student Senate Judicial Committee will be established consisting of five (5) members of the Student Senate who can agree to be unbiased and open minded to the process.
- B. The President or presiding officer shall be the non-voting chairperson of the Student Senate Judicial Committee.
- C. Each member of the committee shall have one (1) vote.

Section 2: Member Selection

- A. Selection of the Senators for the Judicial Committee will be from all Senators interested in serving on the committee. Names of Senators will be taken into consideration by the President or presiding officer.
- B. If the President is the member being charged, then the next highest ranking officer will preside.
- C. Each member of the committee will have one (1) vote.
- D. The President or presiding officer will nominate five (5) members of the Student Senate to serve on the Student Senate Judicial Committee.
- E. The appointment of the Student Senate Judicial Committee must be approved by a majority of the entire Student Senate.

Section 3: Proceedings

- A. The Student Senate Judicial Committee will present to the Student Trustee or Student Senate member charged, a list of the reasons for his/her impeachment.
- B. Proceedings shall be considered a closed meeting where only the Student Senate Judicial Committee and the Director of Student Life (or designee) will be present.
- C. The Student Senate Judicial Committee may request to hear from witnesses, the person charged, or gain information from the College or Student Senate resources.
- D. The person charged may have a person or representative accompany him/her at the hearing and be of support for him/her. This person may not speak to the Student Senate Judicial Committee unless called upon. This person shall not disrupt the hearing in any manner.

Section 4: Recommendation

- A. The recommendation and rationale of the Student Senate Judicial Committee will be presented to the entire Student Senate at the next regularly scheduled Student Senate meeting for a vote on its recommendation.
- B. A two-thirds (2/3) vote of the entire Student Senate is required to approve the sanction recommendation by the Student Senate Judicial Committee.

Article 4: Advisor's Responsibilities By-Law

The Director of Student Life is the primary advisor to the Student Senate. The full range of responsibilities of this position is described in the professional job description on file in the Office

of Human Resources. The position has oversight of the Student Senate functions and is responsible for the duties as described in the job description and the Student Senate By-Laws and Constitution.

Article 5: Financial By-Law

The Student Senate, as a representative of the constituent student body, shall receive all related or associated student activity fees collected by Hudson Valley Community College.

Section 1: Student Activity Fee and Athletic Fee

Every three (3) years the Student Senate will vote upon the student activity and athletic fees for the student body. This vote shall be if the fees are mandatory or voluntary. Request to increase either fee can only be made every two (2) years. Either of these votes must be approved by two-thirds (2/3) vote of the entire Student Senate and the FSA Board of Directors.

Section 2: Use of the Activity Fee

Use of funds which are collected from students paying the activity fee, and all revenues generated from use of the fee, shall be used only for support of the following programs for the benefit of the campus community and enhancement of student life on campus:

- A. Cultural and educational enrichment programs
- B. Recreational and social activities
- C. Student newspaper, publications or other media
- D. Assistance to recognized student organizations
 - 1. Assistance to support educational, cultural, recreational or social objectives
 - 2. Assistance must be in accordance with eligibility criteria as stated in By-Laws and Constitution
- E. Insurance coverage relating to the programs
- F. Administration of the programs
- G. Transportation
- H. Student services to enhance those at the college
- I. Reimbursement of expenses pertaining to administered programs or travel
- J. Campus-based scholarships and grant programs administered by the college
- K. Payments for contractual services
- L. Salaries of professional non-student employees and student employees of the Student Senate
- M. Charitable donations to a non-profit organization with the stipulation that such a donation was obtained through fundraising by a student organization
- N. Commencement and various student award recognition programs

All disbursements of the Student Senate that require approval of the FSA Board of Directors shall initially be submitted to the FSA Finance Committee for review. Upon agreement of the FSA Finance Committee, such matters shall be forwarded to the FSA Board of Directors for approval. All such matters submitted for approval to the FSA Board of Directors by the Student Senate shall state the meeting date at which the matter was approved by the Student Senate. Disbursements requiring approval of the FSA Board of Directors include, but are not limited to, non-budgeted expenditures, expenditures from the equipment reserve fund, and the annual class gift.

The FSA Board of Directors shall have final approval of the use of Student Senate funds.

Section 3: Annual Administrative Budget

The Student Senate shall prepare and approve an annual budget governing expenditures from the student activity fee in agreement with the Constitution and By-Laws and must uphold the beliefs of equal opportunity and impartiality.

- A. Allocations included in the budget must be consistent with those presented in these By-Laws.
- B. The approved Student Senate budget must be presented to the FSA Board of Directors for approval.
- C. Any proposed allocation, which does not adhere to the criteria stated in these By-Laws, will be excluded from the budget.
- D. Changes to the approved budget must be approved by the Student Senate and the FSA Board of Directors as appropriate. Line item transfers must be approved by the Student Senate and the Executive Director of the FSA.

Section 4: Internal Control

- A. The Student Senate shall keep its checking and savings accounts in a local commercial/savings bank approved by the FSA Board of Directors.
- B. The Student Senate shall be permitted to invest excess funds with the advice of the Executive Director of the FSA. These opportunities shall be limited to those that assure the preservation of the principal.
- C. The Student Senate shall have the authority to conduct a search and to recommend a candidate for the position of Assistant for Financial Analysis, subject to the approval of the FSA Board of Directors.
 - 1. The search committee must consist of at least three (3) Student Senate members. Two (2) of the members must be the Student Senate President and the Treasurer. Other Student Senate members must be appointed by the Student Senate President. Other search committee members must consist of at least one (1) member of the FSA Board of Directors.
 - 2. In the case of the inability of the President or Treasurer to participate in the search, this duty will be fulfilled by the Vice President of the Student Senate. Duties of the Assistant for Financial Analysis are described on the job description located in the FSA Business Office.
- D. The Director of Student Life (or designee), the President of the Student Senate, the Executive Director of the FSA, the Treasurer of the FSA Board of Directors, and the Hudson Valley Community College Vice President for Enrollment Management and Student Development shall have full authority to review all financial records and bank statements. In addition, the President of the FSA Board of Directors shall be empowered to make periodic inspections of all the files.
- E. Access to Student Senate checks shall be limited to the Executive Director of the FSA and the Assistant for Financial Analysis.

Section 5: Auditing Protocol

The Student Senate shall have the authority to hire an external, independent accountant who will inspect the accuracy of all the records kept by the Assistant for Financial Analysis, and shall see to it that all Student Senate constitutional and legal regulations are properly followed.

- A. An annual financial audit shall be performed by an external, independent auditing firm that the FSA has contracted. The audit should occur between June 1st and August 1st after the close of the fiscal year (May 31st).
- B. All financial records shall be maintained as required by law.
- C. All audit reports conducted on the Student Senate shall be transmitted to the Executive Board and open to review of the Student Senate and the FSA Board of Directors.

Section 6: Checking Procedures

- A. Checks are to be issued in numerical order. All issued checks require the signatures of the President of the FSA Board of Directors and the Treasurer of the Student Senate.

- B. The Executive Director of the FSA shall be an alternate check signer in instances where the President of the FSA Board of Directors is unable to perform such duty.
- C. The Director of Student Life (or designee) shall be an alternate check signer in instances where the Treasurer of the Student Senate is unable to perform such duty.
- D. A check is to be issued only if a purchase order has been properly issued and is accompanied by a receipt, bill, invoice, or written statement from the appropriate granting authority (i.e.: club advisor, club president), and a properly issued check request form.
- E. Each check request form needs the signatures of the:
 - 1. Director of Student Life (or designee)
 - 2. Treasurer of the Student Senate

** In the absence of the Treasurer, the Student Senate President has the authority to sign any check request to allow the Student Senate to conduct normal business.*

- F. The bank statements and general ledger shall be reconciled monthly by the Assistant for Financial Analysis to be submitted to the Executive Director of the FSA for review. Copies of the bank reconciliation report shall be open to review by the Vice President for Enrollment Management and Student Development, the Executive Director of the FSA, the Director of Student Life (or designee), the President of the Student Senate, and the Treasurer of the Student Senate.

Section 7: Deposit Procedures

- A. Every deposit is to be accompanied by a two-part deposit ticket and a Student Senate Deposit form. Each deposit form must be signed by the Assistant for Financial Analysis and the club's or organization's recognized advisor. If the organization is the Student Senate, the Student Senate advisor must sign the deposit form.
- B. The Student Senate shall not accept personal checks from students for any Student Senate sponsored trip or event.
- C. Ticket sales of \$20 or more require a certified check, money order, credit card, or debit card. All other sales are cash sales.

Section 8: Cash Handling Procedures

- A. The Student Senate may establish a credit card or debit card account, as approved by the FSA, to purchase materials, supplies, or services, and must maintain an internal control system to ensure accountability over such account.
- B. A petty cash fund may be established; the amount to be determined by the Student Senate with approval by the FSA Board of Directors. Petty cash disbursements shall be limited to reasonable amounts necessary to fulfill stated purpose. All advances shall be settled promptly after completion.
- C. Ticket sales procedures shall be managed in accordance with ticket sales policies, and as directed by the Executive Director of the FSA, with respect to reconciliation of ticket sales per ticket sales recordkeeping procedures.

Section 9: Insurance and Risk

Insurance will be obtained through the FSA to protect the assets and resources of the Student Senate, to include:

- A. Employee theft and dishonesty insurance for officers and employees of the Student Senate whom are accountable for money or directly associated with cash-handling or assets.
- B. General liability insurance to cover all student clubs and events conducted by the Student Senate. Organizations whose activities are not or cannot be insured shall not be recognized by the Student Senate.
- C. Automotive, media, and other insurance as appropriate.

Section 10: Clubs and Chartered Organizations

- A. All new clubs shall be allocated a budget as approved annually by the Student Senate for its first year as a Student Senate chartered club or organization. Final budget allocation for existing clubs shall be made at the discretion of the Student Senate. The total allocated to clubs in any given year shall not exceed the total club budget allocation approved by the FSA Board of Directors in the annual budget for that year, unless a budget amendment has been approved by the FSA Board of Directors.
- B. Student Senate chartered clubs and organizations shall keep records of their respective club's/organization's budget activity. Running balances of their respective club's budgets must be maintained, as well as a record of all their financial activity.
- C. Every club must submit a proposed budget to the Student Senate for approval. This form is to be submitted no later than the third week in April of each year with the proposed expenditures for the following year (the proposed budget for the next year can be submitted as early as February of the current year).
- D. Budget increases or changes shall be considered when a formal request has been submitted to the Student Senate. The following regulations apply to clubs wishing to increase or change their budget:
 - 1. A club may request a maximum increase in its budget of 9% from the previous year. An increase must be requested simultaneously with the proposed budget during the annual budget process. The amount must be warranted, and such an increase can be obtained only through a majority vote of the entire Student Senate. New clubs must wait a full year (12 months) before requesting an increase. All requests for increases will be made at the discretion of the Student Senate.
 - 2. A line item can be changed without increasing the total club budget allocation by filing a budget change request form and having it approved by the Director of Student Life (or designee). These changes shall be limited to one (1) per semester.
 - 3. Only 25% of a professional or service organization club budget can be allocated to social events.
- E. No club shall have a private bank account.
- F. All fund-raising income shall be remitted to the Assistant for Financial Analysis and credited to that club's account. College policy dictates the procedures for fund raising.
- G. The use of raffles for fundraising is prohibited.
- H. All club income raised from fundraisers may be carried over to the club's budget for the next year.
- I. Carry-over income should be included in all proposed budgets.
- J. No advisor shall receive any compensation for services performed in his/her official capacity as club advisor. Only reimbursement for reasonable expenses incurred in the performance of official club advisor duties are permitted.
- K. The Director of Student Life (or designee) or the Vice President for Enrollment Management and Student Development and the Student Senate Treasurer must approve all club expenditures before the expenditure is made.
- L. All check requests should be submitted at least fourteen (14) working days prior to the time funds are needed.
- M. Any club expenditure billed directly to the Student Senate or Student Activities, without any prior approval or knowledge, will result in the following penalties:
 - 1. Withholding of any and all funds normally appropriated to that club by the Student Senate for a period of time decided upon by a majority vote of the entire Student Senate.
 - 2. Suspension of a club's charter for a period of time decided upon by a majority vote of the entire Student Senate.

Section 11: Budgetary Review Committee

The Student Senate Budgetary Review Committee is responsible for overseeing the budget process for all recognized clubs of the Student Senate. The committee will be chaired by the current Treasurer of the Student Senate. The committee will be made up of five Student Senate

members: Vice President, Secretary, Senior Class President, Freshmen Class President, and one Senator appointed by the chairperson. Each member shall have one (1) vote. The chairperson is a non-voting member.

The committee shall be responsible for the review of all club records for activity, expenditures, and earnings for the academic year, as well as revision or approval of each club's updated budget. Submitted club budgets will be reviewed by the committee by the end of April, and the club budget recommendations will be presented at a Student Senate meeting in May. The final Student Senate approved club budget will be reviewed by the FSA Finance Committee. Once approved, it will be placed on the agenda at the June FSA Board of Directors meeting.

The Student Senate Budgetary Review Committee shall meet on the last Monday of every month to review any new club constitutions and budgets. The committee will make a recommendation to the Student Senate to either approve or disapprove of the Constitution as well as an initial budget within the limits as approved annually by the Student Senate.

Guidelines for considering club budget should address if a club has spent or has planned to spend most of the club budget; the number of members; fundraising efforts.

Section 12: Special Projects Funding

- A. Special Projects Funding may be obtained by filing a formal written request via a Special Projects Funding Request Form with the Student Senate. The request must be approved by a majority vote of the entire Student Senate.
- B. For individual clubs or academic departments, special projects funding requests cannot exceed the amount approved annually by the Student Senate.
- C. Any individual, club, or academic department may request Special Projects Funding once per academic year.

May 9, 2011 Approved by Board of Directors of the Faculty Student Association of Hudson Valley Community College, Inc.

June 17, 2011 Unofficially approved by a vote of the Student Senate of Hudson Valley Community College

June 21, 2011 Approved by the Board of Trustees of Hudson Valley Community College

July 23, 2011 Approved by the Student Senate of Hudson Valley Community College