

**STUDENT SENATE OF THE STATE  
UNIVERSITY OF NEW YORK COLLEGE OF  
TECHNOLOGY AT ALFRED**

**POLICIES AND  
PROCEDURES**

Revised and adopted by the Student Senate Executive Board, December 3, 2013

STUDENT SENATE OF ALFRED STATE COLLEGE

POLICIES AND PROCEDURES

**TABLE OF CONTENTS**

FISCAL YEAR ..... 1  
ACCOUNTING SERVICES ..... 1  
Club or Organization Classifications ..... 1  
    Academic Club or Organization ..... 1  
    Governance Organization..... 1  
    Greek Governance Organization ..... 1  
    Social Council ..... 2  
    Student Senate Funded Club or Organization ..... 2  
    Student Senate Service Organization ..... 2  
    Student Senate Committee ..... 2  
Incentive Points Program..... 2  
    Types of Points/Activities ..... 3  
    Proposals..... 3  
        Proposals affecting all clubs and organizations ..... 3  
        Proposals for an individual club and organization ..... 3  
    Reserves ..... 3  
    Release ..... 4  
ANNUAL AUDIT..... 4  
FISCAL OPERATIONS ..... 4  
    Mandatory Treasurers' Training..... 4  
    Action Taken To Deter Budget Delinquency ..... 4  
    Requisition Process - Sequencing ..... 4  
    Use of Charge/Credit Cards held by Student Senate. .... 4  
    Requisition Process - Overage..... 5  
    Student Leadership, Oversight and Responsibility..... 5  
    Year End Funds ..... 5  
    Year End Encumbrances ..... 5  
    Year End Credit Card Purchases ..... 6  
BUDGET PREPERATION AND REQUEST PROCEDURES ..... 6  
    Eligibility Criteria for Annual Budget Requests ..... 6  
    Current Organization Budgeting Eligibility Matrix ..... 7  
    Club/Organization Budget Submission Preparation Requirements ..... 7  
    Submission Requirements for Formula-Based and Line Allocations..... 7  
OUT OF SESSION REQUISITIONS AND PURCHASES..... 7  
Academic CLUBS ..... 8  
DONATIONS ..... 8  
    Eligible Recipients ..... 8  
    Fundraising..... 8  
EQUIPMENT ..... 8  
    Purchasing Procedures ..... 8  
ORGANIZATION INVENTORY ..... 9  
    Club Responsibility ..... 9  
    First Semester Inventory ..... 9  
EQUIPMENT RESERVE..... 9  
    Replacement of Equipment..... 9  
FINANCE COMMITTEE ..... 11  
    Structure of the Committee ..... 11  
    Finance Minutes ..... 11  
HOLDING ACCOUNTS..... 11  
INSURANCE ..... 11

STUDENT SENATE OF ALFRED STATE COLLEGE

POLICIES AND PROCEDURES

Senate Coverage..... 11

INVESTMENTS..... 11

    Rules for Investing..... 11

Meetings of the Student Senate ..... 11

    Transition from one agenda item to another ..... 11

    Meeting Adjournment..... 11

    Parliamentary Procedure ..... 12

PAYROLL..... 12

    Payroll Policies..... 12

PHONE USAGE..... 12

    Organizational Usage ..... 12

    Executive Board Policy..... 12

Awards, Gift, Gift Cards, Giveaways and Prizes ..... 12

    Awards and Gifts..... 12

    Gift cards ..... 13

    Giveaways ..... 13

    Prizes ..... 13

REPRESENTATION ..... 13

    Attendance Policy..... 13

    Credit for Attendance ..... 13

RESTRICTED RESERVE..... 13

    State Mandated Reserve..... 13

REVENUE ..... 13

NEW CLUB FUNDING ..... 14

    NEW CLUB SEED MONEY ..... 14

    NEW CLUB BUDGET REQUESTS ..... 14

SENATE EMPLOYEES..... 14

    Contractual Responsibilities ..... 14

    Salary Incentives and Raises..... 14

ILLEGAL ACCOUNTS..... 14

SPECIAL FUNDING..... 15

    Civic Engagement ..... 15

    Cultural Life & Performing Arts..... 15

    Leadership..... 15

    Peer Tutoring Assistance ..... 16

    Social Fee:..... 16

        Social Fee – Commuter Life Programming ..... 16

        Social Fee – Residential Life Programming ..... 16

    Sustainability: ..... 17

    Other Reserve and Special Allocations ..... 18

    Special Funding Requests..... 18

MANDATORY STUDENT ACTIVITIES FEE VOTE..... 18

TICKET POLICY ..... 18

    Ticket Procurement ..... 18

    Cash Box Funding ..... 18

TICKET USE AND RECONCILIATION..... 18

QUESTIONS..... 19

TRANSFER..... 19

    Transfer of Budget Lines ..... 19

TRAVEL..... 19

    Educational Travel ..... 19

    Conference Travel ..... 19

    Special Recognition Travel ..... 19

STUDENT SENATE OF ALFRED STATE COLLEGE

POLICIES AND PROCEDURES

Travel Advances..... 20  
Executive Board Reimbursement..... 20  
Unbudgeted Events..... 20  
Club Travel..... 20  
TRAVEL REIMBURSEMENTS..... 20  
VAN USAGE ..... 21  
Charges for Vehicle Usage ..... 21  
Restrictions..... 22  
VEHICLE OPERATIONS..... 22  
STUDENT REPRESENTATIVE APPOINTMENT TO COLLEGE COUNCIL..... 22  
EXECUTIVE BOARD ..... 23  
Executive Board Expectations ..... 23  
Executive Board Stipends ..... 23  
Description of Stipends..... 23  
Stipend Amounts..... 23  
Processing of Stipends ..... 23  
Stipends and Resigning and Removed Members..... 24  
Withholding of Stipends..... 24  
Excused Absences of Executive Board members..... 24  
Student Senate Vehicle Use and Safety Policy ..... 24  
CONFLICT OF INTEREST POLICY ..... 28  
Article I – Purpose ..... 28  
Article II – Definitions ..... 28  
Article III – Procedures ..... 28  
Article IV – Records of Proceedings..... 29  
Article V – Compensation..... 29  
Article VI – Annual Statements ..... 30  
Article VII – Periodic Reviews ..... 30  
Article VIII – Use of Outside Experts ..... 30  
Invested authority..... 30  
Amendment Procedures ..... 31

# STUDENT SENATE OF ALFRED STATE COLLEGE

## POLICIES AND PROCEDURES

### FISCAL YEAR

The Student Senate fiscal year is July 1 to June 30.

### ACCOUNTING SERVICES

A contract for accounting service is negotiated with the Auxiliary Campus Enterprises and Services Corporation. The duration of this contract is usually two years in length. The cost of services should appear in the Senate budget as an administrative expense.

### CLUB OR ORGANIZATION CLASSIFICATIONS

#### Academic Club or Organization

- This is an organization where its mission and/or purpose is decided to be purely academics in nature and only appeals or is open to a small population of the campus because of its mission.
- This decision is appealable to the Vice President of Student Engagement of the Student Senate or the President of the Student Senate by the Organization.
- This type of organization is eligible for academic club grants as outlined in this document.

#### Governance Organization

- This is type of organization a sub-governance organization (to Student Senate) in which has governing authority over a sector of the campus population as granted to it by the Student Senate or through a relationship statement with the college with Student Senate's consent. Examples of this would be Campus Round Table, Class Councils, Greek Councils, Greek Senate or organizations of this nature.
  - The President of the Student Senate maintains ex-officio status with these organization(s) as outlined in the Constitution of the Student Senate
  - The President or their designee acts as a liaison between the two organization
- This type of organization can be funded, if funding is allocated through the normal club budgeting process, via the overall budget or through a portion of an existing allocation.
- This type of organization is not subject to the incentive points system.

#### Greek Governance Organization

- Greek Senate is a sub-governance organization (to Student Senate) in which has governing authority over the Greek population of the campus population as granted to it previously by Student Senate and then through a relationship statement with the college with Student Senate's consent. It also has authority over any Greek councils formed at Alfred State.
  - The President of the Student Senate maintains ex-officio status to Greek Senate as outlined in the Constitution of the Student Senate.
  - The President or their designee acts as a liaison between the two organizations.
- Greek Senate is funded through the Greek Life formula allocation. This allocation is based on the number of full-time students active with-in all fully recognized Greek houses at fall census and spring census. The amount used in the formula, to be allocated from each student's activities fee, is set yearly during the Student Senate budgeting process.
  - Any members in which are part-time, alumni, inactive or pledges are non-applicable in determining the funding level.
- Greek Senate is required to submit a report each year, detailing its activities and the use of the funding allocated to it from the Student Activities Fee to the Student Senate Executive Board by March 1<sup>st</sup> of each year.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

- Any request for the amount of each student's activity fee allocated per active Greek is to be included in this report with proper justification

#### Social Council

- This is an organization whose purpose to serve the population it was created for, either the residence of the hall, the council was created for, or the commuter population at large.
- This type of organization is funded by the social fee allocated from the over-all student activities fee budget, at an amount per student of its population - set each year by the Finance Committee and the Student Senate Executive Board, in which is approved by the General Assembly yearly.
- The Commuter Council exempt from the incentive points system in whole, Residence Councils is subject partially to the incentive points system and to the governing body known as the Campus Round Table, in which has its own incentive points system – which is approved by Student Senate yearly.

#### Student Senate Funded Club or Organization

- This is an organization where its mission is decided upon by the Student Senate Executive Board to be something that is open to the student population at large.
- This organization is eligible for funding through the normal budgeting process as outlined in this document.
- This type of organization is subject to the incentive points system.

#### Student Senate Service Organization

- This is an organization whom was created by Student Senate or the College and supported by Student Senate to provide a service to the student population.
- This organization is allocated a Formula Based Allocation based off of the Student Activities Fee of each full time student based on the needs of the students of the campus.
- This organization is required to submit a report on how the funds have been utilized during the academic year and a request regarding funding for the next academic year prior to March 1<sup>st</sup>.
- This type of organization is exempt of the incentive points system.

#### Student Senate Committee

- This is a classification for a working group of Student Senate, either an actual organization that is considered a committee of Student Senate, or a yearly committee that does a process of Student Senate.
- This type of organization can be funded, if funding is allocated through the overall budget.
- This type of organization is not subject to the incentive point system.

## INCENTIVE POINTS PROGRAM

### History

This Incentive Points Program was approved in spring 1998 and replaced the system of freezing budgets for non-attendance at Student Senate Meetings and non-performance of other tasks critical to the maintenance of Student Senate recognized Clubs or Organization. It was found that people and organization reacted better to reward and incentives than to punishments.

### Purpose

The Incentive Points Program is administrated by the Student Senate Executive Board to encourage all recognized and funded organizations to attend Student Senate College-Wide meetings, along with performing other important tasks critical to the maintenance of Student Senate Club/organizations.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

#### Types of Points/Activities

**Column A Activities** – activities in which have been determined to be in the best interest of the clubs and organizations of the college and their student leaders and the performance of important tasks critical to the maintenance of Student Senate recognized Club or Organization and therefore required.

**Column B Activities** – actions for the good of the campus or the community and going above and beyond what is expected.

#### Proposals

##### *Proposals affecting all clubs and organizations*

Proposals that will affect **ALL** clubs and organizations (Column A or B) must be submitted a minimum of two Tuesdays before the event, which will ensure proper time for the Student Senate Executive Board's approval and proper notification to all clubs and organizations affected by the incentive points system.

##### *Proposals for an individual club and organization*

Proposals for Column B incentive points for individual clubs and organizations only, may be submitted to the Student Affairs Chair at any time during the incentive point's cycle until the day before the proposed Incentive Point Release Date.

All proposals must be submitted to the Student Senate Student Affairs Chair (or Student Senate President if the position is vacant).

#### Reserves

- 30% of an organization's allocation is subject to reserve as outline herein, unless otherwise determined by the Student Senate Executive Board or the Finance Committee
- 10% fall incentive reserve, based upon organization participation in Senate-related activities. These funds are suggested to be released in the 12th week of the fall semester and are immediately available for late fall and spring activities and programming.10% spring incentive reserve, based upon organization participation in Senate-related activities. These funds are suggested to be released at the mid-point of the spring semester and are immediately available for spring activities and programming.10% stabilization reserve, released at the discretion of the Finance Committee and Executive Board sometime following the spring census date.
- This reserve is used to stabilize the overall budget and to ensure that funds are not deducted from funded organizations. Cases of this would include low enrollment in comparison to projections received from Alfred State's administration or unanticipated expenses incurred by the Student Senate in support of its mission.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

#### Release

The suggested release dates for the Incentive Points Program and the Stabilization Reserve are defined in the Student Senate Administrative Calendar approved yearly by the Student Senate Executive Board.

A detailed breakdown of incentive point earnings will be made available to the college community upon the approval by the Student Senate Executive Board.

Supplemental information on the Incentive Points Program, is available from the Student Senate Business Office (SLC r.m. 416) and is available on PioneerLink.

### ANNUAL AUDIT

The Student Senate President, Student Senate Treasurer, Administrative/Finance Advisor, and the Senate Accountant, in conjunction with the Executive Director of A.C.E.S., shall ensure that compliance is maintained with State University Policy with regard to audit requirements. The cost of audits shall be included in the Senate budget as an administrative expense.

### FISCAL OPERATIONS

#### Mandatory Treasurers' Training

Mandatory treasurers' meetings and in-service training shall be held as appropriate. It is recommended that the first meeting of the academic year be held during the second week of the fall semester. This meeting, chaired by the Senate Treasurer, Administrative/Finance Advisor, and the Senate Accountant, will review procedures, forms and expectations of a club treasurer, revisions in Senate policies, and other information determined appropriate by the Senate. Subsequent meetings shall be held at the discretion of fiscal managers, and in all cases, clubs failing to be represented at these meetings will have all resources "frozen" until such time as appropriate remediation occurs.

#### Action Taken To Deter Budget Delinquency

Organization budgets may be "frozen" with the approval of the Treasurer and/or the Administrative/Finance Advisor. This action is taken as a last resort to address a financially delinquent account or organization. A frozen budget mandates that no additional or new activity may transpire until the cause of the delinquent account has been rectified. During a period of "freeze," preapproved requisitions and payroll liabilities incurred prior to the date of sanction may be processed at the discretion of the Student Senate Treasurer and/or Administrative/Finance Advisor.

#### Requisition Process - Sequencing

All expenditures must be approved prior to occurrence by the Student Senate Accountant. Failure to comply may open the purchaser to personal liability for the debt.

#### Use of Charge/Credit Cards held by Student Senate.

Charge/Credit Cards held by the Student Senate of Alfred State College are only useable with funds that are derived from the Student Activities Fee or funds held by the Student Senate of Alfred State College. The use of these cards is strongly discouraged at any place of business that Senate maintains a charge account with. A listing of these businesses is available from the Student Senate Business Office.

The Senate credit cards must be reserved in advance and returned to the Student Senate Business Office (SLC 416) by Noon the next business day following the date(s) they are reserved for. In addition, credit



## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

card receipts, along with a copy of the original requisition must be submitted to the Business Office within 3 business days after the charge has been made. If either a card or receipt is not returned within the timeframe allotted, the organization will lose the privilege of using the Senate credit cards for thirty (30) days. A second failure to return a card or receipt in the same academic year will result in the organization losing the privilege of using the Senate credit cards for the remainder of the current semester.

#### Requisition Process - Overage

Before they are processed, the Administrative/Finance Advisor must approve all bills, which exceed 15% of the estimated expenditure.

#### Student Leadership, Oversight and Responsibility

Given that the Student Activities Fee consists entirely of student funds, and in recognition that students should therefore have direct authority in the expenditure of these funds, I hereby recommend that only students be authorized to make financial decisions for clubs/organizations including the following:

- Budget Requests (removal of requirement for advisor signature)
- Line Transfers (removing the requirement of the advisor signature and replacing it with the President's signature)
- Travel Advances (removal of the requirement for an advisor's signature – replacing it with the requirement of the organization President's signature.)
- Requisition Submission (advisors would only be able to process requisitions with written permission from the organization's President or Treasurer, or approval from the President, Treasurer or Administrative/Finance Advisor of the Student Senate.
  - All line allocation models are exempt from this requirement but have direct oversight from the Student Senate Executive Board unless noted otherwise within this document or the line allocation is assigned to a Club/Organization or Governance Organization that recognized by the Senate.

The Student Senate reminds Treasurers they have the duty to disclose the full financial records (including receipts and disbursements) to the executive board of their organization and to the general organization. At minimum, this must be done twice a semester. This includes complying with requests for information from the organization's advisor, executive board or general membership.

Separate from this, Treasurers also have the requirement to provide and review the organization's monthly statement with the group's advisor. Treasurers must also audit their books with their advisor twice per term.

While, the students have the direct authority and say in their funds, an organization advisor provides guidance and oversight to an organization to ensure its success. This includes the organization's finances. This is outlined in the advisor agreement with Alfred State College which the Student Senate of Alfred State College fully supports and endorses, and/or their contract/agreement with the Senate themselves.

#### Year End Funds

Monies encumbered will not be rolled-over to the next year (unless determined otherwise by the Student Senate Executive Board.) Remaining funds in organization line items revert to Student Senate funds at the close of the fiscal year.

#### Year End Encumbrances

All year-end encumbrances must be submitted by June 1; encumbrances after June 1 should be for emergency expenditures only and will be subject to review and redistribution to the new fiscal year at the discretion of the Student Senate Administrative/Finance Advisor.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

#### Year End Credit Card Purchases

All charge/credit card charges/purchases made May 20 – June 1 must be approved by the Student Senate Administrative/Finance Advisor or Senate Accountant. No credit card purchases/charges may be made after June 1 until the start of the new fiscal year.

### BUDGET PREPERATION AND REQUEST PROCEDURES

Procedures for the annual preparation of the Senate budget are as follows:

- Based upon estimates by the College's Admissions Office, the Senate Administrative/Finance Advisor will prepare estimates of expected revenue for the coming academic year prior to February 1st of each academic year.
- In consideration of these estimates, the Administrative/Finance Advisor will publish timetables and procedures for the budget requests for all clubs and organizations that meet the criteria outlined within the proceeding section. Each Senate funded entity will be notified of the date(s) budget requests will be due.
- President, the Treasurer and the Administrative/Finance Advisor will create Student Senate's Executive Budget for review and approval by the Executive Board prior to the first meeting of the Finance Committee.
- The format and composition of budget request packets will be at the discretion of the Finance Committee and the Administrative Advisor.
- In the process of review, and at the discretion of the Finance Committee, hearings may be convened with organizations for the purpose of budget request review.
- Notifications will be developed by the Treasurer after all budgets have been reviewed by the Finance Committee and Administrative Advisor. Questions should be referred to the Student Senate Treasurer for appropriate response.
- Following acceptance of the budget by the Senate Executive Board and then the Senate proper, a compendium of budget data should be forwarded to the Student Senate Administrative Advisor, and the College President for certification

NOTE: Board of Trustees' Resolution (302.14(c)(1)) requires the representative student organization to submit a proposed budget to the President prior to registration each term. The President of the College must certify that all budgetary allocations meet Board of Trustee's Policy regarding the usage of the Student Activities Fee. The President must also certify any subsequent change in the budget. Further, under the Procedures (paragraph 4), every requisition, order, and contract supported by a budget allocation must be certified by the College President or his designee to attest as much.

#### Eligibility Criteria for Annual Budget Requests

To be eligible to request an annual budget an organization must meet the following criteria:

- Be in compliance with Student Senate, University, Local, State and Federal policies and laws.
- Be recognized by Alfred State College or the Student Senate of Alfred State College.
- Not be classified as an Academic Club/Organization or Social Council
- Not already be receiving funding from Student Senate through another allocation
- Have earned an average of 30% or more Column A Incentive Points (IP) during the previous two IP cycles, or be a newly recognized organization that has not received seed funding.
- Submit all required paperwork completely and accurately including the budget request packet by the prescribed deadline announced.

STUDENT SENATE OF ALFRED STATE COLLEGE

POLICIES AND PROCEDURES

- To be eligible\* to request a budget *increase*, an organization must have earned an average of 70% or more of Column A Points during the previous two IP cycles.
- If an organization has earned between 69% and 31% of Column A points during the previous two IP cycles in the Student Senate Incentive Points system they are eligible\* to request the same budget amount as the previous year, or less.

Current Organization Budgeting Eligibility Matrix

Avg. Column A Incentive Pts. Attained During Previous 2 Cycles	Level of Funding Eligibility
70-100%	Organization may request an increase to the previous year's budget.*
31-69%	Organization may request the same level of funding as the previous budget year.*
0-30%	Organization has failed to meet baseline expectations of Senate-funded organizations and is not eligible for a new annual budget. May request seed money funding at the start of the next semester.

*\*Neither increases nor matching funding are guaranteed under this process. Incentive point attainment at these levels only allows for the type of consideration described.*

*A waiver of any of these guidelines may be granted by the Executive Board for extenuating circumstances.*

Club/Organization Budget Submission Preparation Requirements

Club/Organization Budget Submissions are required to be submitted by the date and time announced by the finance committee and/or the Executive Board. The submission must be prepared by the President or the Treasurer and shall be done in consultation with the organization. Both President and Treasurer must sign the submission to attest that the information is a true representation of the group's needs and that they have consulted with their organization. The organization advisor *shall not* prepare the budget submission but is highly encouraged to provide input into the process.

Submission Requirements for Formula-Based and Line Allocations

Formula-Based and Line Allocations from the executive budget are required to submit yearly reports regarding how the funds were expended including how it benefited campus life and met Student Senate's Mission. In this report include it shall also include a request for funding for the next academic year. This report is due by March 1<sup>st</sup> of every year. Any further details are outlined in other portions of this document.

OUT OF SESSION REQUISITIONS AND PURCHASES

During periods when the College is not in session, organization advisors are authorized to process requisitions and payment vouchers for groups with their permission (as outlined in the Student Leadership, Oversight and Responsibility section of this document). All expenditures must meet the approval of the Senate Administrative/Finance Advisor. NOTE: Treasurers may not presign requisitions.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

#### ACADEMIC CLUBS

Only academic clubs/organizations with a constitution approved by the college may apply for Student Senate funding. Any club requesting funding must submit a formal letter of request to the Treasurer of the Student Senate. Academic club support will be handled in the following manner:

- Each approved academic club will be eligible for support in the amount of \$100 per semester. This funding may be requested any time during the semester.
- If during the semester, a representative from the academic club attends at least 50% of the College-Wide Student Senate meetings a semester (after approval for the original \$100), the department/curriculum club will be eligible for an additional \$100 of funding for the next semester..
- Academic club support will in no circumstances exceed \$100 per semester excluding the attendance incentive funding, unless a special funding request is submitted and approved.

Accounting and utilization of funds will be at the discretion of the organization. The Senate accountant will maintain an accurate record of all organizations funded under this initiative.

#### DONATIONS

##### Eligible Recipients

Clubs and organizations are not allowed to donate Student Activities Fee monies to charitable organizations. However, monies raised by groups through special fund-raising activities may be set aside for this purpose.

##### Fundraising

All funds/monies earned through fundraising activities must be deposited directly to a fundraising line within the club/organization budget.

#### EQUIPMENT

##### Purchasing Procedures

Requisitions for equipment are processed through the Student Senate Equipment Request Form Upon analysis of the request, the Administrative/Finance Advisor or their designee will determine if the purchase represents a request for new equipment or for replacement equipment of items currently in the Student Senate inventory. Based on his/her decision or the decision of the Chair the request is assigned to's decision, the following processes will be initiated:

- The request will be brought to the Executive Board unless a committee is formed to handle them.
- The Executive Board or it's designee (a committee or otherwise) will determine if the request can be purchased with the equipment reserve (\$500 or larger in value) or other means as determined by the board.
- Student Senate will maintain a system of depreciation which addresses the replacement cost of every item purchased (i.e., a piece of new equipment valued at \$300 is purchased. That unit has an expected "lifetime" of ten years. The Student Senate must initiate a process to insure that \$30 per year will be added to the equipment replacement reserve for the next ten years to address eventual replacement).
- Effective procedures for the security of all equipment will be the individual organization's responsibility. In the event of loss/theft, the organization will be responsible for the payment of the insurance deductible at replacement.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

- All equipment purchased by the Student Activities Fee is the property of the Student Senate of Alfred State College.

### ORGANIZATION INVENTORY

#### Club Responsibility

It should be understood that Senate is the owner of all equipment purchased with the Student Activities Fee, and as such, may make decisions concerning all items.

All equipment on an inventory of any club or organization (or otherwise purchased with Student Activities Fee funds) is the responsibility of the organization. This including the security and the loss/theft of the equipment.

Items of \$500 or larger in value will appear on the Student Senate inventory and will be eligible for scheduled replacement and also covered by the Senate's insurance.

Any piece of equipment purchased after January 1<sup>st</sup>, 2014 less than \$499.99 will not appear the Student Senate inventory and will not be eligible for scheduled replacement. These items are the sole responsibility of the organization and their replacement is to be financed through their budget lines.

#### First Semester Inventory

At mid-fall semester, the Administrative/Finance Advisor and the Programming Assistant for Student Senate will complete a comprehensive inventory of all equipment. At the discretion of the Senate Executive Board items missing from the inventory will be replaced at market replacement value, from the organization's budget.

### EQUIPMENT RESERVE

#### Replacement of Equipment

The Senate shall hold an account funded in the annual amount of the depreciated value of all equipment deemed replaceable. The funds in this account may only be used to replace equipment, which is listed on the inventory as replaceable. These funds cannot be used to purchase new equipment.

1. The Equipment Reserve funds are generated from the interest of the Common Fund. This interest must be used for this purpose only, until the reserve is 100% funded on an annual basis.
2. Interest earned by all investment sources will be posted to the interest income account. Such interest will be transferred on a quarterly basis to the Equipment Replacement Reserve.
3. Interest earned above funding requirements will be treated as unrestricted funds. Student Senate will be notified when the 100% funding level has been reached.
4. Reserve cash may be used to fund Student Senate emergency cash flow requirements at the discretion of the Student Senate Accountant, with the approval of the Student Senate Administrative/Finance Advisor and Treasurer of the Student Senate. This funding is to be replaced, in full, by the end of the fiscal year.
5. The Student Senate may designate new restricted reserves. Such reserves will be funded as necessary. The Accountant will receive such notification of action to transact this business.

**STUDENT SENATE OF ALFRED STATE COLLEGE**

**POLICIES AND PROCEDURES**

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

#### FINANCE COMMITTEE

##### Structure of the Committee

Along with the Treasurer of the Student Senate, this Committee acts on financial transactions for all funded organizations and Student Senate. They develop the Senate's budget process and recommend the budget for the next academic year to the college-wide Senate. A minimum of three members must be present to transact business.

##### Finance Minutes

Minutes are distributed to the following: College President, Vice Presidents for Academic Affairs, Administrative Affairs, Institution Advancement, and Student Affairs, Student Senate Administrative/Finance Advisor, the Student Senate Executive Board and the Executive Director of A.C.E.S.

#### HOLDING ACCOUNTS

Funds deposited in Holding Accounts are limited to those obtained either as proceeds from fund-raising activities, awards, or when a non-funded organization wishes their money to be held by student government for accounting purposes.

#### INSURANCE

##### Senate Coverage

Senate shall maintain coverage to include:

1. Business personal property
2. Fire & theft of equipment on inventory
3. Special accident policy
4. Required insurance for employees

Vehicle insurance is maintained through A.C.E.S. as part of their fleet insurance.

#### INVESTMENTS

##### Rules for Investing

Student Activities Fees are invested in the "Common Fund" - a national investment corporate account for universities. Operational expenditures are administered by A.C.E.S. Interest from this account is applied to the equipment reserve. The Student Activities Fee may not be held in any investment fund, which does not guarantee a return and daily access.

#### MEETINGS OF THE STUDENT SENATE

All meetings of the Student Senate must include a section for Public Comment, New Business, Member Concerns and lastly Good of the order, to allow for any student, members of the administration and any other member of the shared governance system Faculty to have a point in time to address the Senate. The order of which these are included may be done at the discretion of the Chair in addition to what is suggested or required by Robert's Rules of Order.

##### Transition from one agenda item to another

When opening and closing the following items, a minimum of 30 seconds is required before moving to the next item, unless all members verbally indicate that they have nothing to put forth. This being Public Comment, New Business, and Member Concerns/Good of the order.

##### Meeting Adjournment

The closing of a meeting can only be done once the chair entertains a motion to adjourn the meeting. After this, only an executive board member may enter a motion to close the meeting and

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

the second may come from any member of the senate.

#### Parliamentary Procedure

All meetings of the Student Senate of Alfred State College shall be held in accordance with "Robert's Rules of Order" as outlined in the constitution of the organization.

Resources on parliamentary procedure will be available from the office of the Student Senate Administrative/Finance Advisor to assist organization's endeavors to facilitate productive meetings.

### PAYROLL

#### Payroll Policies

Processing of payroll shall be in accordance with the following guidelines: If an individual is employed by the hour or performs their work under the direction and at the schedule of the Senate, they should be paid through payroll. If an individual performs a task for a set fee, that individual should be paid through accounts payable, (i.e., Joe worked for three hours setting up for a concert so he should be compensated through regular payroll. ABC Band plays in concert - compensation should be made through accounts payable). Individuals already on payroll may not be paid for services through accounts payable. IRS regulations are strict on payment for services and it is preferable to err by placing an individual on payroll, rather than the opposite. Anyone paid via payroll must comply with the regulation on immigration and right to work, the I-9 form. No one may be paid for services in cash. No one may be paid for services through accounts payable without providing their social security number or federal employer identification number and a mailing address.

When authorizing payment for a performer, advisor or other service-provider, Senate will automatically generate a supplemental charge to the contracting club or organization to cover workers' compensation insurance. This charge will be deducted from the same organizational account line that the contractor is being paid from. If the club/organization can obtain and provide documentation by the end of the fiscal year verifying the contractor carries their own worker's comp insurance, the charge will be reversed.

### PHONE USAGE

#### Organizational Usage

Senate will not monitor organization telephone accounts. This function is the sole responsibility of the organization. Charges beyond basic service, (i.e., personal calls, are the responsibility of the individuals placing the calls). Theft of services will be prosecuted through the College judicial system and/or civil procedures.

#### Executive Board Policy

Student Senate Executive Board members shall be reimbursed for the cost of any documented long distance calls attributed to the completion of duties associated with the Senate.

### AWARDS, GIFT, GIFT CARDS, GIVEAWAYS AND PRIZES

#### Awards and Gifts

A award and a gift is defined as any item purchased and presented to a person on behalf of the organization, usually to express thanks or for outstanding service. Such items for faculty, staff, and



## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

students shall not exceed \$100.00 in cost. In an extraordinary circumstance, such as a retirement or special achievement, the organization may make a special request to the Finance Committee or the Executive Board to exceed the established limit.

#### Gift cards

A gift card may be purchased with student activities fee monies but the applicable purchasing of them must fall into the Gift, Giveaway or Prizes category.

#### Giveaways

A giveaway is defined as any item purchased and given away that is promotional in nature on behalf of an event, initiative, organization or a program.

Giveaways shall not exceed \$10 in cost individually at any given time. An organization may submit a special request to the Finance Committee or the Executive Board to exceed the established limit.

#### Prizes

A prize is defined as any item purchased and given as the result of participation in an event or initiatives on behalf of an organization. Prizes shall only be given in support of the organization's mission, or the mission of the college.

Prizes shall not exceed \$500 in cost individually at any given time nor can the total amount spent on prizes in a fiscal year exceed 15% of an organizations budget. An organization may submit a special request to the Finance Committee or the Executive Board to exceed either established limit.

### REPRESENTATION

#### Attendance Policy

All Student Senate funded organizations are required to designate a representative for all Student Senate College-Wide meetings.

#### Credit for Attendance

Organizations representatives should be present at the start of Student Senate College-Wide meetings to fully benefit from participation. Representatives arriving within ten (10) minutes of the start of meetings will receive full credit for attendance. Additionally, representatives are required to submit their written report of club activities at the conclusion of the meeting to receive appropriate credit.

### RESTRICTED RESERVE

#### State Mandated Reserve

The Senate must, according to State University Policy, keep a fund titled "Restricted Reserve" in the funded amount of \$40,000. This money may only be used if the Alfred State College Student Senate dissolves and bills are remaining that must be paid.

### REVENUE

Revenue is defined as the proceeds, which an organization accumulates through fund raising activities or any other activity in which they collect money in which must be deposited that isn't considered reimbursement to the club or organization. This money is to be deposited in the organization's line item for "revenue" within two business days of receipt and is subject to the review prior to availability.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

Monies acquired from activities fund lines are not considered revenue. These funds, when acquired, are returned to the lines from which they were generated.

When the group utilizes an organization allocation line for "start up" costs or to promote a fund raising activity such as a candy sale, the start-up money must be returned to the line from which it was expended and the profit may be deposited as the group sees fit.

All starting funds for cash boxes must be obtained from the club's budget and can be obtained from the Accountant.

Any violations will be handled appropriately by the Student Senate Executive Board or its Administrative/Finance advisor.

### NEW CLUB FUNDING

#### NEW CLUB SEED MONEY

A budgeted expense for "New Club Seed Money" shall be included in the Student Senate budget. This line is set aside for the purpose of assisting new college-wide organizations with start-up funding. Academic clubs do not qualify.

#### NEW CLUB BUDGET REQUESTS

To qualify to submit a Budget Request for the preceding year, a new club must complete a probationary period which starts once they receive the "New Club Seed Money". To successfully complete the probationary period they must obtain at least 75% of Column A points from the point they received the seed funding. Special circumstances may be considered by the Finance Committee and the Student Senate Executive Board.

### SENATE EMPLOYEES

#### Contractual Responsibilities

Contractual responsibilities for Student Senate employees shall be determined by the Executive Board. Senate employees shall be supervised by the Administrative/Finance Advisor or his/her designee (with the consultation of the President of the Student Senate) unless denoted in another fashion in their contract. Yearly contracts shall be developed which explicitly state the duties of the employees and yearly performance evaluations shall be completed at the end of the contract cycle.

#### Salary Incentives and Raises

Senate's yearly, full-time, contracted employees receive annual raises commensurate with State employees, subject to satisfactory performance evaluations. Performance incentives shall be at the discretion of the Finance Committee and the Executive Board in conjunction with the supervisor of these positions as outline in their contract.

### ILLEGAL ACCOUNTS

The Senate must take reasonable precautions to insure that full compliance exists with the State Controller's Audit Reports regarding Agency Accounts. All other non-personal checking, savings or cash accounts administered by A.C.E.S. or any other fiduciary agency which relate to faculty or students be properly administered through a college authorized account. A yearly audit shall be completed by the

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

Administrative/Finance Advisor to the Senate and the Executive Director of A.C.E.S. to verify the distinctness of the accounts administered.

### SPECIAL FUNDING

#### Civic Engagement

- a. Purpose
  - i. The Civic Engagement fee was created to allow the Department of Civic Engagement to give funding out for programs related to Civic Engagement lead by students, including Civic Engagement Grants that are given out to interested parties through a defined application process. It is a formula based fee that's rate is decided yearly by the Finance Committee and is approved by the Student Senate Executive Board.
- b. Assignment
  - i. This fee is assigned to the Department of Civic Engagement for the purpose of administering this line.
- c. Liaison
  - i. The Vice President of Student Life is the Liaison between the Department of Civic Engagement and Student Senate for the purpose of this fund.
- d. Reporting
  - i. The Director of Civic Engagement is required to submit a report on how the funds have been utilized during the academic year and a request regarding funding for the next academic year prior to March 1<sup>st</sup>.

#### Cultural Life & Performing Arts

- a. Purpose
  - i. The Cultural Life & Performing Arts Fee was created to allow students entrance into Cultural Life & Cultural Performing Arts programs without an entrance fee. It is a formula based fee that's rate is decided yearly by the Finance Committee and is approved by the Student Senate Executive Board.
- b. Committee
  - i. The Department of Multicultural Affairs is tasked to create a committee to program with this fee, where the Director is co-chairs with the Vice President of Student Affairs of the Student Senate.
  - ii. It may have its own bylaws but this committee will be a part of Student Senate and must abide by its Constitution and Policies and Procedures. Student Senate is to be made aware of an adoption of bylaws and all changes are subject to Student Senate's approval.
- c. Reporting
  - i. The Director of Multicultural Affairs is required to submit a report on how the funds have been utilized during the academic year and a request regarding funding for the next academic year prior to March 1<sup>st</sup>.

#### Leadership

- a. Purpose
  - i. The Student Senate of Alfred State has always funded a leadership program for the enrichment of its students. With the development of the three tiered program, the Emerging Pioneer Leadership Program has emerged and this line will support it.
- b. Assignment

STUDENT SENATE OF ALFRED STATE COLLEGE

POLICIES AND PROCEDURES

- i. This fund is assigned to the Office of Student Engagement for the purpose of administering the Emerging Pioneer Leadership Program and related leadership endeavors.
- c. Liaison
  - i. The Executive Vice President of the Student Senate will be the Liaison between the Student Senate and Department of Student Engagement for the purpose of the EPLP program.
- d. Reporting
  - i. The Department of Student Engagement is required to submit a report on how the funds have been utilized during the academic year and a request regarding funding for the next academic year prior to March 1<sup>st</sup>.

Peer Tutoring Assistance

Allocations to peer tutoring are placed in a reserve fund and can only be used when all institutional support funds are exhausted. This does not mean funding is automatic. A yearly request must be submitted, and if allocated, funds can only be offered in this manner.

Social Fee:

- a. Purpose:
  - i. The Social Fee is a portion of the Student Activities fee dedicated for programming in the residential halls and targeted programming and commuter lounge improvements for Commuter Students. It is a formula based fee that's rate is decided yearly by the Finance Committee and is approved by the Student Senate Executive Board.

*Social Fee – Commuter Life Programming*

- a. Assignment
  - i. The Commuter Life Programming portion of the Social Fee is assigned to the Commuter Council.
- b. Fiscal Authority
  - i. Fiscal Authority remains with Student Senate.
- c. Reporting
  - i. The Commuter Council is required to submit a report on how the Commuter Council's super fund funds have been utilized during the academic year and a request regarding funding for the next academic year prior to March 1<sup>st</sup>.

*Social Fee – Residential Life Programming*

- a. Assignment:
  - i. The Residential Life portion of the Social Fee is assigned to Residential Life and is tasked to create a Student Senate committee that will act as the governance organization for residence hall councils and shall act as the governing authority for the Residential Life Programming portion of the Social Fee.
- b. Committee:
  - i. This committee is to act as the governing and advocacy group for all resident hall councils and residential students on campus.
  - ii. The Vice President of Student Life shall serve as the Chair or Co-Chair of the committee that Residential Life creates.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

- iii. It may have its own bylaws but this committee will be a part of Student Senate and must abide by its Constitution and Policies and Procedures. Student Senate is to be made aware of an adoption of bylaws and all changes are subject to Student Senate's approval.
- iv. This committee lastly is authorized to approve the bylaws of all Hall Councils on campus with the oversight of the Senior Director of Residential Services or the Senior Director of Student Engagement in-lieu of the standard Student Senate process.
- c. Fiscal Authority
  - i. The Senior Director of Residential Services shall act as the fiscal authority for the social fee assigned to the hall councils
  - ii. The Senior Director of Residential Services also shall have full fiscal authority to assign funding and assign an incentive program separate from that of Student Senate with the approval of the committee.
- d. Reporting
  - i. The Senior Director of Residential Services is required to submit a report on how the hall council's social fee funds have been utilized during the academic year and a request regarding funding for the next academic year prior to March 1<sup>st</sup>.

### Sustainability:

- a. Purpose
  - i. The Sustainability Fund was created in the spring of 2014 to promote sustainability on campus and student-led programs that support this mission.
- b. Committee
  - i. The Chief Sustainability Officer or their equivalent (as approved by the Student Senate) is tasked to create a committee allocate this fund.
    - 1. Committee Make-up
      - a. The CSO or their equivalent (as approved by the Student Senate) shall co-chair this committee with the Executive Vice President of the Student Senate
      - b. This committee shall also include the President (or their designee) of the Sustainability Club or in its absence the President (or their designee) of the club or organization that has a focus on sustainability and green efforts.
      - c. This committee shall also include a student treasurer to conduct all financial transactions of the fund. The co-chairs of the committee may act in the Treasurers absence.
      - d. This committee shall also contain at minimum two other students
    - ii. The committee may have its own bylaws but this committee will be a committee of the Student Senate and must abide by its Constitution and Policies and Procedures. Student Senate is to be made aware of an adoption of bylaws and all changes are subject to Student Senate's approval.
- c. Reporting
  - i. The committee is required to submit a report on how the funds have been utilized during the academic year and a request regarding funding for the next academic year prior to March 1<sup>st</sup>.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

#### Other Reserve and Special Allocations

All reserve and special allocations including the ones not previously documented (ex: Awards Program, Large Event Support, etc...) are required to submit yearly reports regarding how the funds were expended and in this report include a request for funding for the next academic year. This report is due by March 1<sup>st</sup> of every year. These reports and requests will become of the Student Senate's public record.

#### Special Funding Requests

Any campus group may apply to the Senate for special funding requests at any time. Decisions are made on an individual basis.

### MANDATORY STUDENT ACTIVITIES FEE VOTE

The University policy governing the student activity fee requires that a referendum be held to determine whether the student activities program will be supported by either voluntary or mandatory student fees. The determination resulting from each referendum remains in force for a period of two academic years unless a subsequent referendum is held which results in a change in the determination for the remaining portion of the four-year period. Therefore, it will be necessary for each student body to hold a referendum prior to the end of the said academic year. Campuses not completing the referendum during the said academic year will not be in compliance with the Board of Trustees policy and will not be authorized to collect the student activity fee. (Amended 2/14/05)

### TICKET POLICY

Any Student Senate funded organization charging an admission fee for an event funded by Activities Fee proceeds will adhere to the following policies and procedures for ticket procurement, use, and reconciliation. Deviations from his policy could subject the sponsoring organization to strict penalties to be determined by the Executive Board of the Student Senate of Alfred State.

#### Ticket Procurement

Organizations electing an admission charge for any sponsored event will request tickets from the Student Senate Accountant a minimum of five (5) working days prior to the event. Failure to requisition tickets prior to the event may result in a denial of supply and a subsequent prohibition from gate or pre-sale collections.

The determination of the type of ticket applicable to the event will be at the discretion of the Accountant. The type of ticket used will be dictated by the expected audience, ticket price, and aggregate expected proceeds for the event. Style may range from two-part roll tickets to custom printed stock.

#### Cash Box Funding

All starting funds for cash boxes for ticketed events must be obtained from the club's budget as a cash advance and can be obtained from the Accountant.

### TICKET USE AND RECONCILIATION

Organizations issued tickets will be required to fully reconcile used and unused tickets at the conclusion of the specified sales period. This must be done within two business days of the end of sales. Shortages will be assessed against the organization budget and will be reported to University Police for investigation as

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

deemed appropriate.

Extended ticket sales periods (over one week) will require weekly reconciliations to be accomplished by the organization treasurer and the Accountant each Friday. This reconciliation process will include the deposit of any proceeds obtained to that date and should be accomplished by appointment.

Any ticket sales that reach \$500 must be reconciled by the organization treasurer with the Accountant immediately and at any interval of \$500 thereafter.

Events offering different pre-sale and at-the-door prices will require differently printed and/or colored tickets at the time of sales.

Periodic and final sales reconciliation will be logged on the manifest provided when tickets are produced, available from the Accountant.

Any violations will be handled appropriately by the Student Senate Executive Board or its Administrative/Finance advisor.

### QUESTIONS

Questions, concerns, and special needs should be referred to the Student Senate Accountant.

### TRANSFER

#### Transfer of Budget Lines

When a transfer excessively reduces the remaining balance of a particular line, a written explanation of the transaction must accompany the transfer request form and specifically address the depletion. Transfers totally depleting a line will not be allowed until the club making the request has fulfilled the purpose of that particular line as stated in the original budget request.

Transfers from budget line to budget line can be approved by the Treasurer of the Student Senate in an amount up to \$200. Any transfer exceeding \$200 requires the approval of the Executive Board, unless a Finance Committee is convened for the academic year. It may be necessary to seek the input of the Senate at an open meeting.

### TRAVEL

#### Educational Travel

Organizations who obtain monies for educational travel from Student Senate will provide an oral report of the proceedings at the next College-Wide meeting of the Senate.

#### Conference Travel

Funding, once per semester, is based on organization budgets as follows: up to \$1,000 receives \$300; \$1,001-5,000 receives \$200; \$5,001-10,000 receives \$100; over \$10,000 are ineligible. Funds are to be used for conference-related expenses, i.e., meals, lodging, and travel expenses, registration fees. Tours/field trips excluded. Each request must be accompanied by an itinerary and must be approved by the Executive Board.

#### Special Recognition Travel

Organizations funded by Senate and individual students may apply for Senate-sponsored funding when travel is deemed to be for the good of the College.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

#### Travel Advances

Travel advances may be established as determined by the student organizations and the Chief Administrative Officer or their designee.

1. A request for a travel advance shall include as accurate an explanation as possible of how the funds will be spent and for what purpose the trip is being made.
2. Travel advances shall be limited to the smallest amounts necessary to fulfill the stated purposes. Upon return, all travel advances shall be settled within ten working days with the Student Senate Accountant. All travel expenses shall be itemized and supported by proper receipts. Failure to submit a receipt for an expenditure may result in a disallowance for that item.

#### Executive Board Reimbursement

Student Senate will reimburse Executive Board members who must travel using their own vehicle per state reimbursement allowance.

#### Unbudgeted Events

Groups may be granted special funding for unbudgeted events, which will, in return bring special recognition to Alfred State.

#### Club Travel

Travel by student clubs and organizations for professional development and a social activity is strongly encouraged. In order to ensure the safety of student participants and the appropriate expenditure of activities fees, the following stipulations are indicated:

1. Any travel activity by student clubs in which activities fee proceeds are expended or Student Senate equipment or vehicles are used must be approved by a member of the Alfred State faculty or staff. This includes funded clubs traveling for professional or recreational activities and curriculum clubs traveling in Senate-owned vehicles.
2. Reimbursements for travel and meal expenses incurred will be consistent with the policies of the Student Senate of Alfred State and the State of New York.

### TRAVEL REIMBURSEMENTS

The policies of the State University of New York and the Office of the State Comptroller provided suggested *per diem* reimbursements for travel on behalf of the University. SUNY policies require that the Student Senate implement a system to manage travel costs and reimbursements in a manner consistent with established state rates. After careful consideration, the Student Senate Executive Board has implemented the following policies, effective, July 1, 2005:

1. Travel by student participants and organization advisors for professional development activities (conferences, seminars, meetings, etc.) will be reimbursed at the rate established by the Office of State Comptroller. Information related to current rates is available at: <http://www.osc.state.ny.us/agencies/travel/meals.htm> (1). Since the Comptroller's schedule does not address the cost of lunch, an allowance of \$6-\$10 per person/per meal is applied at the discretion of the Student Senate Accountant. All expenses must be receipted and reconciled at the conclusion of travel. Expenses under the established rate must be returned to the Student Senate.
2. Costs for professional development activities that exceed State rates may be considered for



## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

supplemental support from the organization budget. Appeals of *over-the-per-diem expense* are at the discretion of the Treasurer of the Student Senate and/or Administrative/Finance Advisor. A request for consideration must be submitted and approved in advance of the expenditure. A written justification for the additional expense must be provided, that includes other options available to participants for the procurement of lodging and meals before, during and after the event.

3. Travel by student participants and organization advisors for social outings (dinners, recreational, cultural or awards ceremonies) will be reimbursed at the rate established by the Office of State Comptroller. Since the Comptrollers' schedule does not address the cost of lunch, an allowance of \$6-\$10 per person/per meal is applied at the discretion of the Student Senate Accountant. All expenses must be receipted and reconciled at the conclusion of travel. Expenses under the established rate must be returned to the Student Senate.
4. Costs for social outings that exceed State rates will not be considered for supplemental support for the organization budget. Expenses will be limited to *per diem* rates established by the Comptroller.
5. Travelers must provide a comprehensive summary at the conclusion of travel activities with the documents meals included in travel activities.
6. Other Student Senate policies related to cash advance, use of Senate credit cards and reconciliation of financial records after travel are not altered.

(1) – Rate information is available from the Student Senate Accountant.

### VAN USAGE

Vans are obtained through the Accountant of Student Senate, at which time a Van Usage Agreement Form must be completed.

Vans owned by the Student Senate may be used or rented as follows:

#### Charges for Vehicle Usage

1. Curriculum clubs and organizations receiving 100% of their budget support from Student Senate Activities Fees may use the vans free of charge.
2. Such groups will supply all gas needed for their trip and return the vehicles with gas tanks filled. Failure to do this will cause a billing to your organization for the gas plus a \$50.00 penalty fee.
3. Any repair costs not covered by insurance are the responsibility of the organization. This includes payment of the deductible.
4. Vans will be returned in the same clean condition as when they were taken. Failure to do so will result in:
  - A. Payment for cleaning
  - B. No further usage allowed
5. Prior to taking the van, the condition of the van should be carefully verified by the driver for rips, tears, and/or broken items. Any problems noted should be reported to the A.C.E.S. Transportation Unit or the Student Senate Accountant prior to leaving. Any damages, which occur during an organization's use of the vans, will be the organization's financial responsibility.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

6. Accidents covered under the Student Senate's auto insurance policy will not be the user's financial responsibility. The insurance will be provided by Student Senate.
7. Academic classes and organizations, other than those funded by Student Senate, will be billed for usage at a rate of \$15.00 per day, \$.25 per mile for large vans and \$10.00 per day, \$.15 per mile for mini-vans. The user pays for gas and meets all other stipulations as mentioned in items 2 through 6.
8. Residence Halls funded by the Social Fee, which is administered by Student Senate, will not be billed the van usage rate or mileage fee if they obtain 75% of the Student Senate Incentive Points during the previous incentive point cycle. If they fall below 75% at the end of the following cycle, charges will be assessed.

#### Restrictions

1. No alcoholic beverages are allowed in the vehicle(s).
2. No illegal drugs are allowed in the vehicle(s).
3. Item 1 and 2 in this section will be dealt with by the College disciplinary system agencies, if necessary. The driver of the vehicle and the advisor will be held responsible.
4. Use of an unauthorized driver will result in:
  - A. Cancellations of insurance coverage
  - B. No further usage by the group

#### VEHICLE OPERATIONS

1. Vehicles purchased and retained by the Student Senate as part of its fleet will be eligible for maintenance, repair, and rehabilitation as required, through funds managed by the Student Senate Executive Board and its Finance Committee.
2. Vehicles purchased by the Student Senate and transferred to any other college agency fleet (State of New York, Auxiliary Campus Enterprises & Services, Educational Foundation of Alfred, Inc., Etc.) will not be underwritten in any form. The Student Senate assumes no financial responsibility to insure, or for operations, vehicle maintenance, or repairs required as a result of normal wear or accident. Senate-sponsored clubs and organizations may commit funds as authorized by approved budget request and allocation procedures for the operation and maintenance of State vehicles, but no funds will be expended to insure or repair vehicle conveyed to the State of New York and Alfred State College.
3. Waivers of this policy will be processed with the Student Senate Executive Board in advance of any commitment of funds for vehicle repair and maintenance.

#### STUDENT REPRESENTATIVE APPOINTMENT TO COLLEGE COUNCIL

Based on SUNY Board of Trustees' Policy, Student Senate will elect a Student Representative to the College Council through the following procedure:

1. The Student Representative to the College Council shall be the elected Vice-President of the Student Senate of Alfred State.
2. The candidate(s) will be requested to present their qualifications at a meeting of the College-Wide Student Senate. Each candidate must be in good academic standing with the College. This group will

STUDENT SENATE OF ALFRED STATE COLLEGE

POLICIES AND PROCEDURES

elect the individual to serve in the position.

EXECUTIVE BOARD

Executive Board Expectations

The members of the Executive Board are the leaders of the Student Senate and are expected to lead by example.

They are expected to:

- Be at all the Executive Board, College-Wide, and committee (or other prescribed) meetings (without more than two unexcused absences) as dictated by the Constitution and this document.
- Meet full compliance with Conflict of Interest & Confidentiality Policies
- Dress appropriately. This will typically mean business casual for most situations unless specified otherwise in advance.
- Maintain office hours as prescribed and report any absences to the Accountant/ Secretary and the President of the Student Senate.

Failure to maintain the expectations can result in removal from the Student Senate Executive through Dismissal Process outline in the Student Senate Constitution.

Executive Board Stipends

Effective with the spring 2014 semester, members of the Student Senate Executive Board will be eligible to two stipends a semester as determined by their position. The stipends are issued when the board member becomes eligible, but may be combined when time permits it.

Description of Stipends

*Duty Stipend* – This stipend is to be awarded in appreciation for successful of Senate-related duties. Board members must meet the following guidelines:

- Attendance at Executive Board, College-Wide, and committee meetings as dictated by the Student Senate Constitution and the Policies & Procedures of the Student Senate
- Completion of required office hours as measured by a 90% participation rate at the time they are scheduled to occur, other than excused absences as defined by Student Senate policy.

Final determination falls with the President of the Student Senate and/or the Administrative/Finance Advisor.

*Project Stipend* – This stipend is to be awarded the successful completion of a major project. The project should be proposed to the Executive Board, but must be approved by the Faculty Advisor. Completion notification is to be given to the President of the Student Senate and the Faculty Advisor to ensure credit is given. All projects, are due before the second to last executive board meeting of the semester and notification of completion is to be tendered previous to it.

Stipend Amounts

Title	Duty Stipend	Project Stipend	Total Stipend
President of the Student Senate	\$250	\$250	\$500
Vice President of the Student Senate	\$150	\$150	\$300
All Other Voting Members of the Executive Board	\$100	\$100	\$200

Processing of Stipends

The President of the Student Senate will submit the list of eligible project stipend awardees as they

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

become eligible and will submit all other stipend awardees before the second to last executive board meeting of the semester to the Student Senate Accountant. All stipend checks shall be issued before the last executive board meeting of the semester.

#### Stipends and Resigning and Removed Members

Executive Board members resigning or removed from office are not eligible to receive stipends for any part of an incomplete term.

#### Withholding of Stipends

Stipends may be withheld at the discretion of the President of the Student Senate, in conjunction with the Administrative/Finance Advisor or the Faculty Advisor, in conjunction with the Administrative/Finance Advisor due to failure to comply with above criteria, as a punitive action from within the board, or because of negligence of duties. The Executive Board and the General Assembly also reserve the right to withhold stipends as they see fit.

#### Excused Absences of Executive Board members

For an absence from an Executive Board or College-Wide meeting to be considered "excused," notice must be received by the President of Student Senate by no later than 12:00 PM on the day the meeting is scheduled to occur. The President of Student Senate may use his or her discretion to approve absences outside of these parameters in special circumstances.

An excused absence from a committee or additional meeting shall be defined by the chair of that committee or meeting. That chair is responsible for notifying the President of the Student Senate of non-compliance.

### Student Senate Vehicle Use and Safety Policy (Effective 7/1/11)

#### **Purpose**

The safety of students is a paramount concern for Alfred State. The use of vehicles under the supervision of the Student Senate for trips, special programming, and civic engagement opportunities occur under specific controls and parameters. In recognition of the possibility of limited driver experience, historical events, and related research into the unique handling characteristics of large capacity vehicles, a focused safety policy/program to reduce risk and increase safety is enacted. There will not be any deviation from any aspect of this policy.

#### **I. Policy**

The Policy on vehicle use indicates: The only acceptable use of vehicles under the supervision of the Student Senate is for the service to or transportation of students of Alfred State College. Permission for alternate use will be the prerogative of the Administrative/Finance Advisor to the Senate.

- A. In addition to the stipulations of this document, full adherence to the criteria stated on the *Vehicle Use Agreement* is expected as a minimum condition of use.
- B. A full pre-trip vehicle condition review and completion of associated documentation is also expected as a minimum condition of use.
- C. The submission of a signed *Statement of Traveler's Rights and Responsibilities* is required of all occupants. Vehicles may not travel unless this documentation is provided to designated campus personnel.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

The policy on vehicle safety is as noted in the *Purpose* of this document, is predicated to maximize student safety. Pursuant of that goal, determination of driver eligibility is a cornerstone of the effort and is contingent upon satisfaction of four process tiers:

- A. Pre-qualification: Applicants for van driver approval must meet minimum eligibility qualifications and specific criteria in order to be initially considered for driver status. This process occurs at the request of the applicant during normal business hours.
- B. Training and Certification: The initial consideration process is followed by an electronic learning experience (60-75 minute video), written testing (30 minute testing and scoring), and a specialized proficiency demonstration (15 minutes at the ACES Bus Garage). This process must be arranged with the Student Senate of Alfred State and ACES personnel and may take three to five days to schedule.
- C. Submission for Insurance Carrier Approval: Drivers who meet initial qualification criteria, successfully complete the written exam and the proficiency demonstration, are submitted for acceptance by the Student Senate insurance carrier. This stage includes verification of status and driver eligibility through a Department of Motor Vehicles check process completed by the provider. This process is transmitted electronically to the carrier's representative and may take five to seven days to complete.
- D. Records retention and driver tracking: When a determination is made, applicants are notified by Student Senate personnel. Pending eligibility determination and notification, applicants are may not drive Senate vehicles. Approved drivers are added to a driver log that is maintained by the Student Senate of Alfred State. Drivers whose eligibility cannot be established (foreign licenses, etc.) will be terminated from consideration.

## II. Procedures

- A. Pre-qualification criteria – Applicants seeking vehicle operator status will be required to complete an form that demonstrates:
  1. A minimum age of eighteen years with a minimum of one year of fully licensed driver status. Junior operator or comparable status does not qualify towards full eligibility.
  2. Possession of an applicable license class to operate fleet vehicles. A photocopy of the front of the applicant's license must be provided at application.
  3. Applicants must sign a release that permits a license history check.
  4. Applicants must also certify the absence of a physical or mental condition that would impair ability to safely operate a vehicle.
  5. The driver must agree to abide by all laws and policies when operating the vehicle.
  6. Applicants may be disqualified for any of the following factors:
    - i. The existence of penalty points in their current license status.
    - ii. Conviction for:
      - a. Driving while intoxicated/ability impaired
      - b. Drug-related vehicular incident/infraction
      - c. Conviction for distracted driving
      - d. Moving violation
      - e. Attributed fault in a motor vehicle accident
      - f. Reckless driving
      - g. Speed not reasonable
      - h. Leaving the scene of an accident
      - i. Vehicular assault
      - j. Vehicular manslaughter
    - iii. Demonstration of imprudent of insufficient driving competence.
    - iv. The College always reserves the right to deny driving privilege if the intent of such denial is in the best interest for Alfred State.
  7. Accumulation of penalty points on a driver's personal record after approval should be reported to the Student Senate and will result in removal of driver privilege.

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

- B. Training and certification- Any applicant must successfully complete an electronic learning experience, written exam, and the proficiency demonstration. The electronic learning experience portion will consist of:
  - 1. Complete viewing of a video presentation, "Coaching the Van Driver II" by FLI Learning Systems.
  - 2. Attainment of a minimum grade of 75% on the written exam. This exam will be scored by Student Senate personnel. The scorer will maintain the list of those who have successfully completed this training and will communicate eligibility for proficiency demonstration to Auxiliary Services personnel.
  - 3. Proficiency demonstration will include confirmed mastery of the ability to start, stop, and appropriately navigate the vehicle. Auxiliary Services personnel will require specific skill demonstration. The test results from this portion will be recorded and forwarded to the designated Student Senate personnel.
  
- C. Records retention and driver tracking- All activities related to this policy will be maintained in the following manner:
  - 1. The designated Student Senate representative will maintain a list of all approved van drivers. That list will be electronically shared with the Student Senate Accountant and the ACES Transportation supervisor, weekly basis.
  - 2. Every applicant will have a record on file. Each driver (or rejected driver) will have in his/her file, a copy of the signed release form, completed examination answer sheet indicating a passing score, confirmation indicating a passing score for proficiency demonstration and confirmation of insurance carrier acceptance. Files for rejected drivers will contain only those documents leading up to the point in the process where rejection occurred – with a notation for the reason the driver was rejected therein.
  - 3. Driver files will be reviewed and licenses re-checked semi-annually, to verify and revise the list of approved drivers.
  
- D. Drivers who accumulate points for moving violations or an accident in either their personal or Student Senate vehicles are required to notify the Student Senate representative when sanctions are assigned to their record. Failure to do so could subject the student's sponsoring organization to financial penalties of up to \$250 due to extra costs assumed by the Senate for driver eligibility.

### **III. Procedures in the event of weather incident, accident, or moving violation**

- A. In the event of anticipate bad weather, the Vice President of Student Affairs, the Administrative/Finance Advisor to the Student Senate, Chief of University Police, Director of Student Activities, Student Senate President, or the Student Senate Accountant may rescind trip authority without penalty to the College or the Student Senate.
  
- B. Travelers who are in route may be required to return to Alfred at the request of the above named individuals without penalty to the College or the Student Senate.
  
- C. In the event of accident, the student driver or another traveler must immediately notify the Office of University Police (607.587.3999) of the nature of the accident and provide any available information relative to injuries incurred.
  
- D. In the event of moving violations, the student driver or another traveler must immediately notify the Office of University Police (607.587.3999) of the nature of the infraction and the resultant determination of police personnel as to trip continuance.

**STUDENT SENATE OF ALFRED STATE COLLEGE**

**POLICIES AND PROCEDURES**

- E. Failure to comply with request of any College official could subject the driver and/or the passengers to sanction under the Student Conduct Code and possible criminal prosecution.

Questions should be referred to the Student Senate of Alfred State.

STUDENT SENATE OF ALFRED STATE COLLEGE

POLICIES AND PROCEDURES

CONFLICT OF INTEREST POLICY

Article I – Purpose

The purpose of this Policy is to protect the interests of Student Senate of Alfred State when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or advisor of the Student Senate of Alfred State or might result in a possible excess benefit. This policy is intended to supplement but not replace any applicable organizational policy, state, or federal laws governing conflicts of interest that may be applicable to Student Senate.

Article II – Definitions

1. Interested Person

Any advisor, officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business investment, or family:

- a. An ownership or investment interest in any entity with which the Student Senate of Alfred State has a transaction or arrangement.
- b. Compensation arrangement with the Student Senate of Alfred State or with any entity or individual with which Student Senate of Alfred State has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with any entity or individual with which the Student Senate of Alfred State is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the executive board decides that a conflict of interest exists.

Article III – Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the executive board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest



STUDENT SENATE OF ALFRED STATE COLLEGE

POLICIES AND PROCEDURES

- a. An interested person may make a presentation at the executive governing board, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The Student Senate President or the groups advisors shall, if appropriate, appoint a disinterested person to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the governing board or committee shall determine whether the Student Senate of Alfred State College can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the best interest of the Student Senate of Alfred State College for its own benefit and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflicts of Interest Policy
- a. If the executive board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose
  - b. If, after hearing the member's response and after making further investigation as warranted by the circumstance, the executive governing board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV – Records of Proceedings

The minutes of the executive board shall contain:

1. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the executive board's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V – Compensation

The minutes of the executive board shall contain:

## STUDENT SENATE OF ALFRED STATE COLLEGE

### POLICIES AND PROCEDURES

1. A voting member of the executive board who receives compensation, directly or indirectly, from the Student Senate of Alfred State College for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Student Senate of Alfred State College for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the executive board whose jurisdiction includes compensation matter and who receives compensation, directly or indirectly, from the Student Senate of Alfred State College, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

#### Article VI – Annual Statements

Each director, principal officer and member of a committee with executive board delegated powers shall annually sign a statement which affirms such person:

1. Has received a copy of the conflicts of interest policy,
2. Has read and understands the policy,
3. Has agreed to comply with the policy, and
4. Understands the Student Senate of Alfred State is a management organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purpose.

#### Article VII – Periodic Reviews

To ensure the Student Senate of Alfred State operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

1. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
2. Whether partnerships, joint ventures, and arrangements with the management of the Student Senate of Alfred State College conform to the written policies of the organization, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

#### Article VIII – Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Student Senate of Alfred State College may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

### INVESTED AUTHORITY

This document has the the invested authority as if the articles were a part of the bylaws of the

**STUDENT SENATE OF ALFRED STATE COLLEGE**

**POLICIES AND PROCEDURES**

organization as outlined in the bylaws of the organization.

**AMENDMENT PROCEDURES**

Any amendments to the operational policies and procedures must be approved by a simple majority of the General Assembly. The only exception to this provision is if unless the executive board by a three-fourths decides that the policy is for the betterment of student life or for student safety.