

1400 WASHINGTON AVENUE
ALBANY, NY 12222
CAMPUS CENTER B84(CCB84)

www.albany.edu/sasenate
sasenate@albany.edu



SEN. Nicholas Chin
Chair
SEN. Ivan Daquial
Vice Chair

S.1920-XXX

DATE INTRODUCED: 4/1/2020

AUTHORS: Samuel Salazar, Tony Kelley

SPONSORED BY: Senator Donelan, Senator Daquial,
Senator Simon, Senator McCracken

COMMITTEE: Board of Finance, Rules and Administration

SUBJECT: Student Association Financial Reform Act
(SAFRA)

COMMITTEE VOTE: Rules Committee: 3-0-2
Board of Finance: 4-0-1

SENATE VOTE:

LEGISLATIVE RESULT:

Be it hereby proposed that the following be enacted:

- I. WHEREAS, The Bylaws of the Student Association are the defining rules, definitions, and statutes of the Student Association Inc. at the University at Albany.
- II. WHEREAS, The Student Association Board of Finance seeks to find numerous ways to improve the financial integrity of the Student Association.
- III. WHEREAS, The Student Association Senate has not done a complete gut-renovation since 1991 per the materials found in the University Archives.
- IV. WHEREAS, The Student Association has undergone a tumultuous period of Financial Integrity in the 2019-2020 academic year.
- V. THEREFORE, MAY IT BE RESOLVED, That the Student Association Senate approve the following Bylaw changes to the Finance Policy.

301.5 - All Executive Officers including President, Vice President, ~~Comptroller~~ and all department heads must submit a transitional guide to the Senate Chair by the second-to-last Senate meeting of the academic year.

302 – EXECUTIVE BRANCH OFFICERS

302.1 – President

302.2 – Vice President

302.3 – Comptroller

302.4 – Director of Programming

302.5 – Director of Intercultural Affairs

302.6 – Director of Gender and Sexuality Concerns

302.7 – Director of Marketing

302.8 – Director of Public Relations

302.9 – Director of Student Group Affairs

302.10 – Director of Information Technology

302.11 – Director of Health and Sustainability

302.12 – Director of Community Engagement and Outreach

303.3 – Comptroller

~~303.3.1 – There is hereby established in the Executive Branch the position of Comptroller of the Student Association. The Comptroller will be the Chief Financial Officer of the Student Association and in charge of the Finance Division of the Executive Branch and shall be an authorized signature on all vouchers.~~

~~303.3.2 – The Comptroller shall be considered an *ex officio*, non-voting member of Student Association Senate.~~

~~303.3.3 – The board of finance shall nominate deputy comptroller subject by a two-thirds confirmation vote by the SA Senate.~~

~~303.3.3.1 – These deputies will have on the job training from the Comptroller and are responsible for all responsibilities the Comptroller bestows upon them.~~

~~303.3.3.2 – Deputies shall serve for an academic year. Interviews for fall shall be held in the spring.~~

~~303.3.3.3 – At the end of the Spring semester the Comptroller, if he or she chooses, shall endorse one of these two deputies to the Board of Finance to become the next Comptroller.~~

~~303.3.3.4 – The Board of Finance shall not be obligated to hire said endorsed candidate, however said candidate shall be taken into serious consideration for the position.~~

~~303.3.3.5 – These deputies shall receive a stipend greater than that of an assistant and according to the budget set forth by the board of Finance.~~

~~303.3.4 – The Comptroller may nominate assistants and upon their approval by the President, will be stipend as deemed necessary by the budget. The assistants shall serve at the discretion of the Comptroller.~~

~~303.3.5 – The Comptroller shall be responsible, in conjunction with the President and Vice President, for the communication of Student Association finance and organization policies to the funded student organizations and agency accounts.~~

~~303.3.6 – The Comptroller shall be involved in the planning of all major events.~~

~~303.3.7 – The Comptroller shall remain at the University during the summer.~~

~~303.3.8 – The Comptroller or a designated member of the Office of the Comptroller shall be required to prepare a bi-weekly report to the Student Association Senate regarding internal expenditures.~~

~~303.3.9.1 – The report shall be distributed to the Senate either on paper or digitally. Senators must have copies of the report by the time the Comptroller presents it to the Senate. The~~

report shall include but not be limited to the following:

~~303.3.9.1.1- The report shall include the bottom line expenditures from all executive departments.~~

~~303.3.9.2- All reports created under 303.9.1 shall be immediately made public and published on the Student Association website after being presented to the Student Association Senate.~~

~~303.3.9.3- Failure to comply with 309.1 and 309.2 will result with charges of negligence and/or incompetence shall be filed against the Comptroller.~~

500 – BYLAWS OF THE BOARD OF FINANCE

500.1 – Membership

500.1.1 – Four (4) Student Association Board of Finance members appointed by the Student Association Senate Chair and confirmed **by a two-thirds (2/3) vote** majority of the Student Association Senate shall be voting members.

500.1.1.1 – Members appointed by the Chair of the Student Association Senate must be **voting** members of the Student Association Senate.

500.1.1.2 – The Chair of the Senate Committee on Appropriations shall be considered an automatic member of the Board of Finance

500.1.1.3 – One (1) of the Board of Finance members appointed by the Chair of the Student Association Senate shall be, upon two-thirds (2/3) confirmation of the Senate, given a two (2) year appointment to the Board of Finance.

500.1.2 – Three (3) Student Association Board of Finance members appointed by the President of the Student Association and confirmed **by a two-thirds (2/3) vote** majority of the Student Association Senate shall be voting members.

500.1.2.1 – One (1) of the Board of Finance members appointed by the President of the Student Association shall be, upon two-thirds (2/3) confirmation of the Student Association Senate, given a two (2) year appointment to the Board of Finance.

500.1.3 – The Comptroller of the Student Association shall be a non-voting, ex-officio member of the Board of Finance and shall give a report every time the Board meets.

500.2 – Chair of the Board of Finance and their responsibilities

~~500.2.1 – The Chair must be an appointee of the Chair of the Student Association Senate.~~

500.2.2 – The Chair shall preside over **all** Board meetings **and represent the Board of Finance on all occasions.**

500.2.3 – The Chair shall be empowered to call **all** emergency meetings of the Board of Finance.

500.2.3.1 – Board of Finance members must **be sent an agenda and** notified at least twenty-four (24) hours in advance prior to calling an emergency meeting, unless all members agree to meet at an earlier time.

500.2.3.2 – The Chair of the Board of Finance shall be empowered to create a semesterly schedule for all Board members. This shall be called the Fiscal Calendar Session for the Board to complete any and all action. This shall be subject to change at any time.

~~500.2.3.2 – Board of Finance members shall not be penalized for absences from emergency meetings.~~

500.2.4 – The Chair shall be responsible for making a weekly report at the Student Association Senate meetings.

500.2.5 – The Chair shall be responsible for meeting with the Campus Designee and the Comptroller no less than once a month to discuss the financial situation of the Student Association.

500.2.6 – The Chair shall be responsible for maintaining all of the records of the Board of Finance which include but are not limited to: contract agreements for Board members, attendance and voting files from the Vice Chair, All contracts reviewed, All Senate bills reviewed, All Board agendas and minutes, the current fiscal year’s budget, investigation documents, and other documents that the Board reviews and/or utilizes.

500.2.5 – The Chair shall vote last on all business of the Board of Finance ~~that warrants a roll call vote.~~

502.1.8 – Both the Chair and the Vice Chair of the Board of Finance shall be the only authorized signatories for the Board of Finance account.

500.2.6 - The Chair of the Board of Finance must submit a transitional guide to the Senate Chair by the second-to-last Senate meeting of the academic year.

500.3 – Vice-Chair of the Board of Finance and their responsibilities

~~500.3.1 – The Vice Chair must be elected by their peers on the Board of Finance by a simple majority.~~

500.3.2 – The Vice-Chair shall be responsible for maintaining meeting attendance records in addition to a list of all voting members.

500.3.3 – The Vice-Chair shall record the minutes of every meeting of the Student Association Board of Finance.

500.3.4 – The Vice-Chair shall be responsible for maintaining all voting records.

500.3.4 – the Vice-Chair shall assume the duties of the Chair in the absence of the Chair of the Board of Finance and/or at their request.

500.3.5 – The Vice-Chair shall be responsible for meeting with the Chair of the Board of Finance regularly and to assist in creating the Fiscal Calendar Session.

500.4 – Rules for Meetings

500.4.1 – All meetings shall follow Robert’s Rules of Order, Newly Revised **11th edition**.

500.4.2 – ~~Voting rights shall be rescinded~~ Members shall be **impeached** after **four (4) absences both excused and unexcused.** ~~two (2) consecutive unexcused absences and/or four (4) total unexcused absences per semester.~~ To be counted as present, a member must attend at least half of the meeting.

500.4.3 – Any member of the Board of Finance **who is impeached shall be referred to the Rules and Administration Committee.** ~~who loses voting privileges shall be referred to the Student Association Senate Committee on Government Operations.~~

500.4.4 – All meetings shall be open to the public unless noted by the Chair of the Board of Finance. Public comment shall be at the discretion of the Chair of the Board of Finance.

~~500.4.4 – To remove the Chair or Vice Chair of the Board of Finance, the following criteria must be met:~~

500.4.4.1 – A unanimous vote of the Board, not including that of the subject of the vote, shall be sufficient means to remove the Chair or Vice Chair of the Board of Finance from their respective positions. The completion of this process shall immediately trigger a new election.

500.4.4.2 – A two-thirds vote of the Board, not including that of the subject of the vote, supplemented by a two-thirds vote of the Student Association Senate, shall be sufficient means to remove the Chair or Vice Chair of the Board of Finance from their respective positions. The completion of this process shall immediately trigger a new election.

500.5 – Amendments to Finance Policy

500.5.1 – Any proposed amendments to the Finance Policy shall be effective upon approval of two-thirds (2/3) of the Board of Finance and a two-thirds (2/3) vote of the Student Association Senate.

500.5.2 – Conference Committee

500.5.2.1. The Board of Finance shall have the power to review the entire section of the Financial policy of the Student Association every 3 years beginning on the passage of the Student Association Financial Reform Act of 2020. During this time a conference committee will be created to review the finance policy of Student Association. The Board of Finance Chair shall appoint three members, the Chair of the Rules and Administration shall appoint three members and the Comptroller shall all be voting members.

500.5.2.2 – Passage of the Conference Committee bill shall be in effect upon a two-thirds (2/3) approval of the Committee and a two-thirds (2/3) vote of the Student Association Senate.

500.6 – Powers of Review

500.6.1 – Financial Review

500.6.1.1 – To fulfill its purpose and responsibility, the Student Association Board of Finance shall be empowered to investigate all financial matters of the Student Association. **A majority vote shall be sufficient to start an investigation.** To facilitate this, the Board of Finance shall have the ability to subpoena Student Association financial documents and witnesses **by a majority vote.**

500.6.1.2 – The Board of Finance shall report all its findings to the Senate and ~~shall, in consultation with the Senate Committee on Government Operations and the Chair of the Senate,~~ recommend appropriate action to the Senate, the President, and the Supreme Court.

500.6.1.3 – All individuals shall be guaranteed the right of due process through the impeachment process as outlined in Article VII of the Student Association Constitution.

500.6.2 – Office of the Comptroller Review ~~Organizational and Systemic Review~~

500.6.2.1 – The Board of Finance must review all members of the Comptroller's Office to assess the performance of the office within the one month following the midpoint of each semester as defined by the Registrar's Office and again after each semester.

500.6.2.2 – The Review Rubric shall be created at the second meeting of the Board Finance and subject to a two thirds vote of the Board of Finance. This rubric shall be used to assess the performance of the Office.

~~500.6.2.2 – At a minimum, the Board of Finance must ask the following questions. The Board of Finance may ask any other questions it deems necessary to assess the Comptroller’s Office.~~

~~500.6.2.2.1 – “How would you rate the performance of the Comptroller?”~~

~~500.6.2.2.2 – “What has the Comptroller’s Office done positively?”~~

~~500.6.2.2.3 – “What can the Comptroller’s Office do better?”~~

~~500.6.2.2.4 – “What actions can be taken, or policies enacted to ensure those things are done better?”~~

~~500.6.2.3 – All responses are to be presented to the Comptroller in the most anonymous manner possible so that the Comptroller may improve the functioning of the office.~~

~~500.7 – Interim Comptroller Appointment~~

~~500.7.1 – In the case of a vacancy in the Office of the Comptroller, the Board of Finance shall name an Interim Comptroller by a simple majority vote to serve in the full capacity of the Comptroller until a permanent Comptroller is confirmed by the Senate.~~

~~500.7.1.1 – The Interim Comptroller shall be compensated as the Comptroller for the duration of their term.~~

500.7 – The Board of Finance must create a Standard Evaluation Form (SEF) every 2 years beginning after the Student Association Financial Reform Act of 2020 to serve the following purpose:

500.7.1 – To ensure Viewpoint Neutrality for all student organizations applying for funding through the Student Association

500.7.2 – Viewpoint Neutrality shall be defined as a decision made in accordance with any procedural requirement for making the decisions; and without considering the viewpoint being expressed by the recipient of the funds. Organization

500.7.2.1 – All decisions made by the Senate Appropriations Committee, the Student Association Board of Finance, the Student Association Senate, the Student Association President, the Student Association Comptroller, or any other officer or employee of the Student Association with regard to funding recognized student organizations in the budget and/or in the New and Unfunded organizations Line and/or in the Supplemental Appropriations Line and/or any decision with regard to funding shall be made in accordance with the principle of Viewpoint Neutrality. Every such funding decision shall be made in accordance with every procedural requirement for making such decisions and shall be made without considering the viewpoint or ideology expressed by the recipient of the funds. The principle of Viewpoint Neutrality will be implemented and compiled by the Senate Appropriations Committee, the Board of Finance, the Student Association Senate, the Student Association President, the Student Association Comptroller, and every other officer or employee of the Student Association wherein funding decisions concerning recognized student organizations videotape, stenographer, or other similarly reliable means. All documents concerning the decision to deny funding to a recognized student organization and the record of the meeting of the Student Association Senate shall be made available to any representative of the recognized student organization or any student within two (2) weeks of receipt of a written request and upon payment of reasonable copying charges. Upon request by any recognized student organization whose applications for funding has been denied, the Student Association Senate shall provide a written statement of its reasons for denial within ten (10) days after the next regularly scheduled

meeting of the Student Association Senate has adjourned. Any decisions by the Appropriations Committee, the Board of Finance, the Student Association Senate, the Student Association President, the Student Association Comptroller, or any other officer or employee of the Student Association that violates the principle of Viewpoint Neutrality shall be invalid and null and void. However, nothing herein shall be interpreted to mean that the Student Association is required to fund every recognized student organization simply because they have completed an application for funding, if the decision is made without considering the Viewpoint or the ideology expressed by the applicant for the funds. The requirement of Viewpoint Neutrality by the Student Association in making all funding decisions for recognized student organizations may be appealed to the Supreme Court of the Student Association pursuant to the Judicial Policy, and the Supreme Court shall enforce the requirement of Viewpoint Neutrality in making such decisions.

500.7.3 – The Standard Evaluation Form (SEF) shall be approved by two thirds vote of the Board of Finance.

500.8 – Selection of next Comptroller and Deputy Comptroller(s)

500.8.1 – Selection Process

500.8.1.1 – The Board of Finance shall open applications from the February 1st at 9 AM to the last day of February at 11:59 PM. The application shall be created by the Chair of the Board of Finance.

500.8.1.2 – The Board of Finance shall then interview all applicants for all positions no later than the last week of March. The Board of Finance shall select nominees by a two-thirds vote.

500.8.1.3 – The Board of Finance shall select a Comptroller and Deputy Comptroller(s) no later than the last week of March. They shall be sent to be confirmed by a two-thirds vote (2/3) of the Student Association Senate no later than the second week in April.

500.8.1.4 – Upon Confirmation, the Comptroller-designate and Deputy Comptroller(s)-designate shall receive training from the current Comptroller and Deputy Comptroller(s) for the entire month of April unless otherwise told so by the current Comptroller and Deputy Comptroller(s).

500.8.1.5 – The Comptroller-designate must attend the Senate Budget meeting.

501 – BYLAWS OF THE COMPTROLLER

501.1 – Comptroller

501.1.1 – There is hereby established the position of Comptroller of the Student Association. The Comptroller will be the Chief Financial Officer of the Student Association and in charge of the Finance Division and shall be an authorized signature on all vouchers.

501.1.2 – The Comptroller shall be considered an *ex officio*, non-voting member of Student Association Senate and the Board of Finance.

501.1.3 – The Comptroller shall be responsible, in conjunction with the President, Vice President, and Board of Finance for the communication of Student Association finance and organization policies to the funded student organizations and agency accounts.

501.1.4 – The Comptroller shall be involved in the planning of all major events.

501.1.5 – The Comptroller shall remain at the University during the summer.

501.1.6- The Comptroller or a designated member of the Office of the Comptroller shall be required to prepare a bi-weekly report to the Board of Finance regarding internal expenditures.

505.1.1.6.1- The report shall be distributed to the Board either on paper or digitally. Board members must have copies of the report by the time the Comptroller presents it to the Board of Finance. The report shall include but not be limited to the following:

505.1.1.6.1.1 - The report shall include the bottom-line expenditures from both the internal budget and external budget.

501.2 – Deputy Comptroller(s)

501.2.1 – These deputies will have on the job training from the Comptroller and are responsible for all responsibilities the Comptroller bestows upon them.

501.2.2 – Deputies shall serve for an academic year. ~~Interviews for fall shall be held in the spring.~~

501.2.2.1 – At the end of the Spring semester the Comptroller, if he or she chooses, shall endorse **one deputy comptroller** ~~these two deputies~~ to the Board of Finance to become the next Comptroller.

501.2.2.2 – The Board of Finance shall not be obligated to hire said endorsed candidate, however said candidate shall be taken into serious consideration for the position.

501.2.2.3 – These deputies shall receive a stipend greater than that of an assistant and according to the budget set forth by the board of Finance.

501.3 – Assistant Comptroller(s)

501.3.1 – The Comptroller may nominate assistants and upon their approval by the Board of Finance, ~~will be~~ may be stipend as deemed necessary by the budget. The assistants shall serve at the discretion of the Comptroller.

502 – STUDENT ACTIVITY FEE POLICY

502.1 – General Policy

502.1.1 – Full membership in the Student Association shall be given to all Student Activity Fee-paying undergraduate students.

502.1.2 – Other members of the University community (Graduate students, alumni, faculty and staff, administration) may become affiliate members of Student Association contingent on the payment of the Student Activity Fee established by the Student Association Senate. Affiliate members will enjoy all the rights and privileges of full members except for voting in student association elections. The Student Association Senate may be a majority vote, establish other limitations to affiliate membership.

502.1.3 – Student membership, participations, or the ability to hold an office in any organization or activity financed in whole or in part by the Student Association shall be contingent upon payment of the Student Activity Fee.

502.2 – Procedures

502.2.1 – Special Events

I, Nicholas C. Chin, attest this is a true and valid record of action taken by the Student Association Senate on the date provided.

Passed by the Senate

Sen. Nicholas C. Chin, Chair

502.2.1.1 – The purchase of a ticket by a member of the Student Association to a special event shall be contingent upon the presentation of the students current valid SUNYcard to the seller of the tickets for that special event.

~~513.2.1.2 – When tickets are required for admission to an event by an organization constituted and financed in whole or in part by the Student Association, then one ticket shall be used for one tax sticker, unless the Student Association President, the Student Association Vice President, or the Student Association Presidents designee consents to a different ratio dependent on the nature of the event.~~

502.2.2 – Voting in Polls, Referenda, and Elections

502.2.2.1 – Voting in a poll, referendum, or election affecting the Student Association as an organization is contingent on full membership in the Student Association.

502.2.2.2 – Voting in a poll, referendum, or election directly affecting only the payers of the Student Activity Fee shall also be contingent upon the payment of the Student Activities Fee in addition to full membership in the Student Association

502.3– The Student Association will run a referendum at least every two (2) years beginning with the Spring Semester of 1973 to determine whether a mandatory or voluntary form of Student Activity Fee is preferred.

502.4 – Such a referendum shall be binding if ten (10%) percent of the members of the Student Association eligible to vote cast their votes in said referendum.

502.5 - In every year in which a referendum on the mandatory status of the Student Activity Fee will be held, the Board of Finance shall be compelled to propose an alternative estimated budget considering the possibility that the Student Activity Fee should fail to be made mandatory.

502.5.1 - This estimated budget shall be based upon all incomes as well as an estimation of student activity fee income, and the estimate shall consist of the assumption that the bare minimum, that is, the fewest number of members a student organization can have and maintain recognition, will participate in the voluntary fee.

502.5.1.1 - The Student Association Senate must approve any proposed contingency budget.

502.5.2 - Following the commencement of any Fall Semester in which the student activity fee is voluntary, the Comptroller shall reconcile the actual student activity fee income with the proposed contingency budget, and the Board of Finance shall propose an amended budget to the Student Association Senate, which must approve the final reconciled amended budget proposal.

502.6 – The Student Association Senate of the Student Association of the University at Albany endorses the following resolution:

502.6.1 – We support the exclusive right of students to govern and regulate the use of the Student Activity Fee and oppose all legislation, resolutions, and policies imposed by the legislature, the State University of New York Board of Trustees, or Campus administration to regulate or prohibit the use of the mandatory activity fee.

502.6.2 – As the use of fees are already subject to the guidelines established by the Board of Trustees which requires a student referendum to determine the mandatory/voluntary nature of the fees and where students are required to approve all budgeted expenditures of their fees, an adequate self-governing process already exists. It is inappropriate for any ~~groups~~ **organizations** other than students to control the Student Activity Fee.

502.7 – In accordance with SUNY Board of Trustees’ Guidelines, the Student Association will not use advisory referenda of the student body to garner student input with respect to funding decisions. Provided, however, that an advisory referendum can be used only to advise the SA regarding the appropriate level of funding and not to determine whether a organization will or will not be funded.

503 – POWERS OF ENFORCEMENT

503.1 - The Comptroller of the Student Association ~~and the Board of Finance~~ shall have the power to freeze ~~the~~ any budget of any organization or activity constituted and financed in whole, or in part, by the Student Association that is found to be in violation of any part of **financial** this policy. ***Should the party frozen by the Comptroller wish to appeal their decision they must appeal to the Board of Finance. The Board of Finance shall have the right to override the comptroller’s decision by a two-thirds vote (2/3). All budget freezes by the Comptroller and the Board of Finance must be reported to the Student Association Senate.***

~~**501.2** – The Comptroller and the Board of Finance may unfreeze a group’s budget if their decision does not conflict with a decision from the Student Association Senate. Only the party that froze the organization’s budget may have the power to unfreeze said budget.~~

503.2 – No organization shall overspend their budget

503.2.1 – A ~~groups~~ **organizations** budget shall be considered overspent when its total expenditures exceed its total appropriation ~~plus its income~~ at any time.

503.2.2 – No voucher will be processed for any overspent organization, nor will any voucher be processed that would overspend a organization’s account.

~~501.3.3 – The Student Association Senate may, by a two-thirds vote in the form of a bill from the Appropriations Committee, allow a group an exemption from this policy. Any such exemption must indicate the amount the group may overspend, its purpose for the over-expenditure, and an expiration date for this exemption.~~

503.2.3 – Should a organization overspend their budget during a fiscal year, one hundred and ten (110%) percent of the amount they overspend shall be deducted from their budget for the following fiscal year, up to the total amount of their appropriation. The Comptroller in conjunction with the President of said organization shall determine which lines to reduce. No income line may be altered for this purpose. ~~The Student Association Senate may exempt any amount more than one hundred percent (100%) of the overspending from a particular group by a two-thirds (2/3) majority vote in the form of a bill from the Board of Finance.~~

503.3 – ***In the case of mitigating circumstances,*** Both the Comptroller and the Board of Finance shall be empowered to deduct from the ~~groups~~ **organizations** budget. Deductions from budgeted ~~groups~~ **organizations** require a two-thirds (2/3) approval from the Student Association **Board of Finance** Senate.

503.4 – Each signatory officer after attending the mandatory signatory officers meeting, must sign the following document, prior to their institution as a signatory officer: “I have read the ~~Treasurer’s handbook~~ **Financial Literacy** and I completely understand the laws and regulations of the Student Association By-Laws.” Failure to attend the mandatory meeting or a similar meeting given by the Student Association Comptroller shall result in the budget of said organization to be frozen **by the Comptroller of the Student Association.**

503.5 – In the beginning of the academic year, the Comptroller shall administer an exam on Finance By-Laws to each organization’s President and Treasurer, or their equivalent. Failure of either individual to pass this exam will result in the budget of said organization to be frozen until the Comptroller deems said individuals sound in the knowledge of the Finance By-Laws.

~~503.5.1 – All Presidents and Treasurers, or their equivalents, and student association officers responsible for executing a budget~~ **All student organization signatories and Student Association officers responsible for executing a budget** must attend financial literacy training given by the Student Association before taking the ~~Finance By-Laws Exam~~ **Financial Literacy Exam** in the beginning of the academic year. If the assigned student leaders do not attend, they will be denied access to the Finance By-Laws Exam and any allocated funds given by the Student Association.

~~503.5.2– A closed book Finance By-Laws~~ **Financial Literacy** Exam must be given in-house. Exams will take place on multiple scheduled dates. Tests must be proctored by the Student Association **Office of the Comptroller or their designee**. If the Student organization executive board member neglects to take the exam, position of will be revoked and a new board member must be elected.

~~503.5.3 – If a student group~~ **organization** executive board member fails the exam, a new member must be elected before 72 hours prior to the final scheduled Finance By-Laws Exam. **Failure to adhere to this policy shall result in the budget being frozen by the Comptroller of the Student Association. Failure of Student Association officers to pass or take the exam will result in removal of signatory powers and access to their account(s) until they pass the exam.**

503.6 – No students have the right to indebted or commit either the Student Association or the State University of New York at Albany itself in any written or verbal agreements. Therefore, all contracts must be approved and signed by the Comptroller and President of the Student Association. Any agreements between two (2) or more groups organizations, which involve commitments of funding, must be made in writing, signed by the responsible budgetary officers of all groups organizations involved and attested to by the Comptroller and President of the Student Association.

503.6.1 – Any agreement made without the signature of the Comptroller and President is not binding on the Student Association and will be the responsibility of the individual.

503.7 – The Comptroller of the Student Association in conjunction with the Board of Finance may review any violations of this policy by an organization or activity financed in whole, or in part, but the Student Association and make recommendations to the Student Association Senate for approval to exact penalty upon the organization.

~~501.9 – No group's budget may be frozen for a second time for the same instance of violation by the same party.~~

503.8 – At the request of the Board of Finance and/or the Comptroller, Treasurers are required to produce their financial records and will be held accountable for the information present. An organization found to have improper, inadequate, or inaccurate information will have its budget automatically frozen by the Comptroller. Budgets will be unfrozen only by rectifying the conditions that brought about the suspension.

504 – BUDGETS AND SUPPLEMENTAL APPROPRIATIONS

504.1 – The Budgetary Process

504.1.1 - The Board of Finance shall be empowered to create the entire budgetary calendar including but not limited to: the mandatory student organization meeting, budget packet deadline, notification of allocation, appeal process and timeline, the senate budget meeting and official budget signing. This Timeline shall be voted on no later than the last day of November by the Board of Finance.

504.1.2 The Board of Finance must assess the current state of income gathered by the Student Activity Fee and how that compares to the estimated activity fee income, as estimated by UAlbany

Research, and the surplus line. This assessment must be done with the SA custodian and the Office of Student ~~Activities Involvement~~. This assessment must be done before the internal and external budget process starts. ~~or by the third week of February.~~

504.1.3 – The Board of Finance shall be empowered to construct and complete a **balanced** budget for the following fiscal year of the Student Association.

504.1.3.1 – All registered Student Organizations must attend the mandatory budget meeting scheduled by the Board of Finance in order to receive funding for the next fiscal year. Both the Signatories must be in attendance of the meeting. Should one or both not be able to attend, they must send a designee in their place. The Chair of the Board of Finance shall be responsible for creating the presentation in consultation with the Comptroller of the Student Association. The meeting must be scheduled before the submissions of budget packets go live.

~~504.1.3.2- All registered Student Organizations must submit a fully completed budget packet to the Board of Finance, **no later than the deadline set forth by the Board of Finance.** ~~third Friday in the month of February. This deadline may be extended by the SA Senate with 2/3 approval. In the event of extraordinary circumstances the Senate Chair in collaboration with the Chair of the Board of Finance may extend the deadline. If any changes take place the Senators and Justices must be notified within 12 hours.~~~~

~~504.1.3.3 – The Board of Finance shall notify all Registered Student Organizations that have submitted a budget packet their tentative allotted budget. ~~third Friday of March.~~~~

~~504.1.3.4 – The notified Registered Student Organizations shall respond to the Board of Finance with acceptance or appeal of their tentative budget allotment. ~~The timeframe for this response shall be at the discretion of the Board of Finance Chairperson.~~~~

~~504.1.3.5 – Registered Student ~~Groups~~ **organizations** that wish to appeal their allocation shall meet with the Senate Constituent Relations Committee for an appeal hearing. At least one member of the Board of Finance must attend the appeals hearing. The appealing Student Organization shall provide a written memo of appeal. ~~The memo of appeal will include the number of events and detailed description of the events that the student group wants to host next year. The appealing Student Group must also provide competitive pricing quotes from at least three different vendors and/or servicers.~~ All the documentation provided by the Student Organization in the appeals hearing must be made accessible to all Student Association Senators within a week of the hearing. The Board of Finance must provide a memo of justification at the appeals hearing. The memo of justification must provide sound reasoning for the initial budget allocation to the Student Organization. The memo of justification must be made accessible to all Student Association Senators within a week of the hearing. The Constituent Relations Committee, after hearing the arguments of both the appealing Student Organization and the Board of Finance shall create a memo of recommendation. The memo of recommendation must include a summary of the appeals hearing and the Committee's recommendation as to whether the Student ~~Groups~~ **organizations** appeal should be granted. The memo of recommendation must be made accessible to all Student Association Senators within a week of the hearing. After the appeals hearing the Board of Finance may choose to change the Student ~~Groups~~ **organizations** allocation. All the documents from all Student Organization appeals hearings must be made accessible at the Student Association Senate's budget meetings.~~

~~504.1.3.6 – **The President-elect shall submit to the Comptroller a list of all budgetary requests for the internal budget for the next fiscal year. The Comptroller shall then, along with the President-elect consult the Board of Finance on the creation of the internal portion of the budget.**~~

504.1.4 – The Board of Finance shall submit a completed and balanced budget to the Senate. The date shall be determined by the Board of Finance **Chair**. ~~Chairperson in consultation with the Senate Chairperson.~~

504.1.5 – The Senate shall review the internal and external portions of the budget in **one** ~~two~~ separate meeting.

504.1.6 – The Senate shall debate and have the power to amend the budget **by a two-thirds (2/3) vote**. The Senate must then rectify the changes that have been made, and vote on a final balanced budget. The Senate cannot vote and pass the budget unless it is balanced.

505.1.6.1 – The budget shall be considered balanced when the proposed expenditures for the next fiscal year are the same as or less than the current fiscal year's revenue.

504.1.7 – ~~Special rules of procedure shall be followed at all Senate budget meetings~~

504.1.7.1 – The Chair of the Board of Finance shall Lead the Senate budget meeting along with the Vice-Chair of the Board of Finance.

504.1.7.2– Special Rules of Procedure shall be followed at all Senate budget meetings. These rules would be determined by the **Chair of the Board of Finance after formal consultation with the Chair of the Senate**. ~~Chairperson and the Senate Chairperson.~~

504.1.7.3 – Violations of viewpoint neutrality by any senators shall result in removal from the meeting by the **Chair of the Board of Finance** ~~Senate Chairperson.~~

504.1.8 – Registered Student Organizations can be given permission to make appeals to the Senate during the Senate budget meeting at the discretion of the Chair **of the Board of Finance** ~~Senate~~.

504.1.9 – The Board of Finance shall hold the power to create a signing ceremony where all members of the Student Association are invited. This event shall take place on the last week classes are in session of the Spring semester as determined by the University at Albany Registrar's office.

504.1.9.1 - In order for the budget of the Student Association to take into effect, the President-elect, shall sign the budget into law by the last designated Senate meeting. If they ~~the President-elect do not or have~~ has objections they must voice these objections to the Senate. The Senate may amend the budget or by a two-thirds (2/3) vote override the President-elect's objections and make the proposed budget.

504.1.9.1.1 The following must sign the official budget:

**The President-elect
The Comptroller – Designate
The Vice-President-elect
The Comptroller
The Board of Finance Chair
The Board of Finance Vice-Chair
The Senate Chair
The Senate Vice-Chair**

504.1.10 – Any leftover or excess unallocated funds shall be reviewed and automatically allocated. 30% shall go to the surplus/deficit line and 70% shall be voted on for use, or reserved, by the Senate upon a two-thirds vote.

504.1.10.1- The surplus/deficit line should not fall below \$50,000 at any given time.

504.1.11 - Re-opening of the Budget

504.1.11.1 - In the case of extraordinary circumstances, the Budget for the current Student Association Fiscal year can be opened. It can be opened up until the mid-term point of the fall semester as determined by the Registrar's office. In order to this the following criteria must be met:

504.1.11.2 – A Full Board of Finance must be confirmed by the Student Association Senate.

504.1.11.3 - A Bill must be submitted to the Chair of the Student Association Senate instructing the Board of Finance to evaluate the budget and make the necessary changes. The bill must be approved by a two-thirds (2/3) vote of the Student Association Senate and signed by the President.

504.1.11.4 – The Board of Finance shall have no more than thirty-five (35) solar days to review the changes and bring back a balanced budget. The Board of Finance shall present this balanced budget in a special session of the Student Association Senate.

504.1.11.5 – Special Rules of Procedure shall be followed during this special session. The Rules shall be created by the Chair of the Board of Finance upon consultation with the Chair of the Senate.

504.1.12 – The Budget shall become effective upon a two-thirds (2/3) vote of the Student Association Senate. It must be signed by the President.

~~505.2 – The Board of Finance shall present the budget for the next fiscal year to the President of the Student Association.~~

504.2 – The Comptroller shall clearly define and publish the names of all budget lines. It shall be the responsibility of the Comptroller to make sure that each disbursement of Student Association funds shall be made appropriately to each line.

504.3 – Any currently funded organization must go through the budget procedure to receive funding for the following year.

~~505.5.3 – A “New and Unfunded” group must receive a supplemental allotment for two semesters before being able to receive additional supplemental funding or apply for a budget. The two semesters must only be consecutive and are not limited to the same academic year.~~

504.4 – The Comptroller shall be empowered with the ability to transfer within any line item ~~groups~~ organizations budget one hundred (\$100) dollars **one thousand (\$ 1,000) from an original line to a newly designated line without having to appear before the **Board of Finance** Appropriations Committee.**

504.5 - Miscellaneous Budget Policy:

504.5.1 – ~~Emergency~~ Contingency Spending Line

The Board of Finance may allocate money into the ~~Emergency~~ **Contingency** Spending Line during the budget process to defray emergency costs that may arise.

504.5.2 – Any funds taken from this line shall be submitted to the Student Association Senate in the form of a bill from the Board of Finance and be approved by a two-thirds (2/3) affirmative vote of the Student Association Senate.

504.5.3 – In the case of a previous year deficit, the difference between the money recovered by the Comptroller from overspent ~~groups~~ **organizations** and the net loss as reported by the auditors due to overspending ~~groups~~ **organizations** shall be required to be allocated in the next year’s budget.

504.5.4 – This money shall be considered spent on the first day of the fiscal year (July first).

504.5.5– Appropriations may only be made from the Prior Years Line to cover expenses accrued by the Student Association ~~groups~~ **organizations** and offices during the prior budgetary year.

504.5.6 – No appropriation may be made from this line to cover expenses made by any Student Association ~~organization~~ **organization** that finished the prior budgetary year with its budget overspent. All vouchers will be taken from their budget from the current year.

504.5.7 – The maximum amount that may be spent from this line to cover expenses made by any Student Association organization shall be the account remaining in the organization’s budget at the end of the prior budgetary year. All vouchers past this amount will be taken from their budget for the current year.

504.5.8 – Appropriations may be made from this line in exception to the above policy to re-issue cancelled or stale dates checks or of the organization’s account has no remaining money. Further exceptions may be approved in the form of a bill submitted by the Board of Finance which is passed by a two-thirds (2/3) affirmative vote by the Student Association Senate.

504.5.9 – The Board of Finance shall review expenses made from this line at least once a semester to ensure proper adherence to this policy and to make corrections as necessary

505 – ~~THE NEW AND UNFUNDED ORGANIZATIONS LINE~~

505.1 – Funding New Organizations

505.1.1 – The term “New and Unfunded” will refer to any organization that has not received a budget consisting of Activity fee monies through either the Appropriations Committee or the Budget Process for the past 2 semesters.

505.1.2 – A organization that is “New and Unfunded” shall only be allowed to receive a supplemental allotment of \$250 ~~\$400~~.

505.2 – Any permanently recognized, non-funded organization wishing to receive an appropriation may be budgeted through the New and Unfunded ~~Groups~~ **organizations** Line in the form of a bill from the Appropriations Committee and be approved by those in attendance Student Association Senate meeting.

505.3 – If a bill to allocate money from the New and Unfunded ~~Groups~~ **organizations** Line is passed by the Student Association Senate, and it is vetoed, the Student Association Senate shall have the opportunity to ~~veto~~ **override** it at the next regularly scheduled Student Association Senate meeting.

506 – ~~THE SUPPLEMENTAL APPROPRIATIONS LINE~~

506.1 – Any appropriation from this line should be submitted to the Student Association Senate as a bill from the Appropriations Committee and be approved by those in attendance Student Association Senate meeting.

506.2 – Appropriations may not be made to ~~groups~~ **organizations** to replace funds lost due to over expenditure or to late bills received by the Student Association.

507 – REVENUES

507.1 – All revenues must be deposited by the next business day following collection at (UAS) Check Cashing. When Check Cashing is closed, money must be deposited in the Comptroller's safe for safekeeping until Check Cashing opens. This safe is open whenever the Student Association Campus Center is open. The safe receipt will be attached to the Income Deposit form. As proof of immediate deposit, receipt of the deposit drop-off (R.O.D.D.) must be attached to the Income Deposit form.

507.1.1 – Unspent fundraised revenues shall carry over to the next year, with no limitations on the number of years that said revenue may roll over.

507.1.2 – Student Association funds do not roll over.

507.1.3 – If the expenditures of the student organization are less than or equal to the amount of funding granted to the student organization either through budgetary processes or by the Appropriations Committee, all money fundraised by the Student Organization rolls over minus any fundraised money used to make an expenditure that would require fundraised money as stipulated by Student Activity Fee policy. If the expenditures are greater than the funding, the difference is to be subtracted from the amount of fundraised revenue. The resulting amount is to be rolled over.

~~503.2 – Admissions~~

~~503.2.2.1 – Any Student Association funded group must use pre-numbered tickets.~~

~~503.2.2.2 – The price of admission will be stated on the tickets.~~

~~503.2.2.3 – All tickets must be ripped in half before the patron is admitted to the event. The same person may not sell and rip the tickets.~~

~~503.2.2.4 – One half of the ticket should be kept by the group, while the other half is to be kept by the patron.~~

~~503.2.2.5 – In the next regular business day after the event is held, a report of attendance must be deposited to Check Cashing along with the Income Deposit form.~~

~~503.2.2.6 – If the Comptroller deems it necessary, then a secondary form of accounting will be used.~~

508 – DISBURSEMENTS

508.1 – General procedure for all disbursements

508.1.1 – All general requests must be submitted on a MyInvolvement.org form that has been properly filled out. Only those who currently hold signatory powers for said organization will be permitted to sign out voucher proposals from Student Association funded ~~groups~~ **organizations**.

508.1.2 – **No student organization or Student Association officer** or member may commit any funds without the approval of the Comptroller of the Student Association. **If the Comptroller cannot approve it then the President shall approve of it.** Approval may be in one of three forms:

508.1.2.1 – Encumbrance approval (materials)

508.1.2.2 – Contractual agreement (services)

508.1.2.2.1 – If the approval of the Comptroller has not been received or it has been denied, the person who has made the commitment is legally responsible for the extent of the commitment.

508.1.3 – No voucher can be made payable to oneself under any circumstances.

508.1.4 – All vouchers and other monetary requests must fully detail the need to purchase either the product or service. Monthly statements and letters requesting payments are not sufficient evidence for payment; other supportive data must be included.

508.1.5 – The President, ~~and the~~ Comptroller of the Student Association, **and Vice-President** will be the only authorized signatures to University Auxiliary Services for the Student Association.

508.1.6 – Either the Student Association Senate Chair or the Student Association Vice Chair shall be the only authorized Organization Officer signature for any Student Association Senate expenditure.

508.1.7 – Written consent is obtained from the Comptroller with a valid and complete voucher or encumbrance proposal.

508.1.8 – Both the Chair and the Vice Chair of the Board of Finance shall be the only authorized signatures for the Board of Finance account.

508.1.9 – All payments needed in advance of receipt of the goods and services must have the expressed written consent of the Comptroller and must be dully noted on the voucher request form. Upon payment, the organization officer must submit to the Comptroller or their designee, adequate supportive data in the form of an original receipts or paid invoices within the next five (5) days upon receipt of goods and services. If adequate supportive data is not received, the individual organization officers will be held personally liable for the purchase or contract made.

508.1.10 – ~~No Member, employee, or person with a position of the Student Association shall have signatory power for more than one group.~~ **No officer of the Student Association who is an authorized signatory on the University Auxiliary Services (UAS) account shall have signatory power for their student organization.**

508.1.11 – Vouchers for disbursement shall be submitted to the Comptroller within 30 business days (while classes are in session and our budget is valid) upon receipt of a proper bill, invoice, or receipt of purchase of goods or services.

508.1.11.1 – Excluding any fully signed valid contract or encumbrance.

508.1.11.2 – In order to ensure fiscal integrity, the Comptroller reserves the right to act on said voucher at the end of this period.

509 – FINANCE REGULATING

509.1 – Books must include all organization copies of vouchers and all supportive documents ~~ne~~ required by the Student Association. These must be retained for a minimum of three (3) years.

509.2 – If there are any outstanding bills at the end of the academic year, any itemized account of those bills must be handed in to the Comptroller no later than the day before final examinations begin. All bills received after that date must be accompanied by a written explanation. If the Comptroller deems the explanations invalid, the bill becomes the legal responsibility of the signatory officers of the organization.

504.3 – Credit Purchases

~~504.3.1 – When any person uses credit, they should make sure that both their name and the name of the organization or the student group are on the sales slip.~~

509.4 – Competitive Pricing

509.4.1 – All capital expenditures or purchases ~~more than two hundred and fifty (\$250) dollars~~ can be subject to competitive pricing.

509.4.2 – Pricing shall be defined as the acquisition of three (3) price quotes being obtained by the organization, with the organization submitting those prices to the Comptroller before any such purchase.

509.4.2.1 Student ~~groups~~ **organizations** who have used a reoccurring service and wish to waive the 3-quote policy will be able to submit a waiver to the **Comptroller Appropriations Committee**. Upon ~~2/3rds~~ approval from the **Comptroller committee**, the student organization will be able to waive the above requirement.

509.4.2.1.1 A “reoccurring service” is henceforth defined as the use of a vendor, location, transportation company, or other service or good provided in exchange for Student Activity Fee monies, and such “service” utilized by a student organization for two consecutive years or more.

509.4.2.2 The acquisition of three (3) price quotes may also be waived for those ~~groups~~ **organizations** which wish to hold events on campus and are therefore subject to utilize University vendors.

509.5 – Purchase of Equipment and Supplies

509.5.1 – All equipment and supplies purchased by any budgetary organization of the Student Association, that has a value of over \$500 shall become the sole property of the Student Association with the purchaser controlling its use. If at any time a budgetary organization of the Student Association becomes defunct or separated from the Student Association, all equipment and supplies shall be claimed by the Comptroller on behalf of the Student Association Senate. ~~The Comptroller and the Board of Finance~~ shall be empowered to recommend the confiscation and/or sale of equipment and/or supplies from any organization that has failed to utilize the equipment in a proper and justifiable manner. The Comptroller ~~and the Board of Finance~~ shall also be empowered to review all budgets at any time and request that modifications or changes be made by the Student Association Senate.

509.6 – Required Inventory of Equipment

509.6.1 – An inventory of all permanent equipment on hand of each budgetary organization must be submitted to the Comptroller ~~and the Board of Finance~~ at the beginning and end of the school year respectively, along with an explanation for any change in inventory that might have occurred. This must be completed before a budget proposal for the next academic year will be accepted. Without a final inventory list with the necessary justifications, a budgeted organization will not be considered for a budget in the next academic year. The Comptroller may also request an inventory list at their discretion from any budgeted organization.

509.6.2 – Inventory numbers will be issued for newly purchased items and properly filed in the Comptroller’s office along with all inventory lists that have been submitted by budgeted organizations.

509.6.3 – Inventory shall consist of all items with an acquisition cost of fifty (\$50) dollars or more.

509.8 – Sales Tax

509.8.1 – All organizations are required to use the tax exemption certificate whenever buying materials or services that are State taxed. The tax exemption certificates enable the Student Association to withhold New York State Sales Tax. No reimbursements shall be made for New York Sales Tax paid.

509.9 – Special Contracts

509.9.1 – Before signing a contract which satisfies any subsection herein, the Comptroller must submit said contract to the Board of Finance and the SA lawyer for review and approval. Failing to receive such approval, the comptroller shall not be empowered to sign the contract.

509.9.1.1 – Any contract which affects personnel’s tenure, rate of pay, or retainer.

509.9.1.2 – Any contract which deals with a sum of five thousand (\$5,000) dollars or more must be given to the SA lawyer.

509.9.1.3 – Any contract which deals with a sum of eight thousand (\$8,000) dollars or more is subject to approval by the **Board of Finance**.

509.9.2 – Any person(s) receiving student activity fee money who isn’t a Student Association Official or receiving a reimbursement must have a contract signed by both the President and Comptroller of the Student Association. Said contracts must be one year in nature.

509.10 – ~~Gifts Appropriations Committee~~

509.10.1 – The **Student Association** ~~Appropriations Committee~~ shall not accept gifts as a request item. A gift shall be defined as any item with monetary value that is not available for any recipient to earn because there is a predetermined recipient.

509.11 – Donations

509.11.1 - The Student Association shall not use any Student Activity Fee funds to donate to any cause unless approved by the Board of Finance by a two-thirds (2/3) vote. This would be in accordance with the Student Activity Fee Policy.

509.12 – Political Advisement

509.12.1 – No Student Association organization shall allocate any funds from its budget towards any advertisements with any matters involved in a campus election; specifically, the Student Association organization cannot, in advertisement, support or state opposition

511 – CREDIT CARD POLICY

511.1 – Authorization

511.1.1 – The Board of Finance can authorize a credit card with a two-thirds (2/3) vote of all members present and voting. ~~Authorization must then be confirmed with a two-thirds (2/3) vote of the Student Association Senate’s members present and voting.~~

511.1.2 – Only Student Association elected, or appointed officials can be considered for authorization.

511.1.3 – Authorization can be removed by a two-thirds (2/3) vote **of the Board of Finance**. ~~Student Association Senate.~~

511.1.4 – Authorization is finalized by agreeing (by signature) to a contract stating the following:

511.1.4.1 – Any charge deemed unacceptable through the processes set forth in the Student Association Policies shall be reimbursed to the Student Association by the card holder.

511.2 – Card Holder Responsibilities

511.2.1- The Credit Card shall be in the official possession of the Student Association at all times. The Credit Card shall not leave the Student Association physical office of the Comptroller without the written permission of the Comptroller and Campus Designee. The Credit Card should also not exist in electronic form or on any individuals personal portable electronic or electronic device(s).

511.2.1 – Prior to the use of the card, the user must submit a purchase request indicating their intent to use the card, as well as a justification for using the card in the memo section of the request. Before the card may be used, the request must have the Comptroller’s **approval** ~~and/or President’s approval~~. **The President shall be able to approve usage in written consultation with the Comptroller.**

511.2.2 – All Student Association officers authorized to use a credit card must keep an accurate record of all charges.

511.2.2.1 – An accurate record includes, but is not limited to, itemized purchase receipts and rationale for each charge.

511.2.2.2 – All Student Association officers authorized to use a credit card must ensure that the monthly credit card statement is copied and sent to the office of the Comptroller and the Board of Finance.

511.2.2.3 – Failure to send the monthly statement to all aforementioned parties in a timely manner is grounds for revocation of card holding privileges by the Board of Finance ~~or the office of the Comptroller~~.

511.2.3 – Charges are to be made only in case of emergency or for online expenditures.

511.2.3.1 – A Student Association credit card is not a supplement for the voucher process and should only be used as a last result.

511.3 – Oversight

511.3.1 – Each monthly statement and all applicable records shall be reviewed by the Board of Finance. Any charge deemed questionable by two or more Board of Finance members shall be reported in writing to the Comptroller, ~~the President, and the Appropriations Committee~~.

511.3.1.1 – Upon further investigation, if one of these entities finds there to be probable cause of an abuse of a credit card they can forward any issues they have to the Board of Finance.

511.3.1.1.1 – The Board of Finance, ~~in conjunction with the Senate Appropriations Committee~~, shall have full discretion over investigating and/or taking any necessary actions to ensure all authorized cardholder(s) uphold their responsibilities to the Student Association.

511.3.1.2 – It is the duty of the Comptroller to reconcile each credit card statement with the applicable purchase requests and send that to University Auxiliary Services. The Comptroller must do this monthly.

512 - WIRE TRANSFER POLICY

512.1 – The wire transfer form must be completed before any Student Association wire transfer can be made. The form must be submitted to ~~the Financial Manager, the office of the Comptroller, and the Board of Finance~~. The form must be signed off by the **Student Association Comptroller, and/or Student Association**

President and the Campus Designee. ~~at least 2 of the following students and at least 1 of the following administrators:~~

~~522.1.1 – The Student Association President~~

~~522.1.2 – The Student Association Senate Chair~~

~~522.1.3 – The Student Association Comptroller~~

~~522.1.4 – The Student Association Board of Finance Chair~~

~~522.1.5 – The Vice President for Student Success~~

~~522.1.6 – The Associate Vice President for Student Success~~

~~522.1.7 – The Director of Student Involvement & Leadership, or their designee~~

512.2 – Any changes to the wire transfer policy must be sent and reported to the Student Associations banking institution.

513 – STIPEND POLICY

513.1 – The Student Association of the State University of New York at Albany has determined that to encourage the recruitment of qualified leadership, prevent economic disadvantage from being a factor in the application for a leadership position, and compensate the leaders for the time and effort required of them in their jobs, student leaders involved in areas of operation of the organization that have a significant time commitment should be appropriated a stipend.

513.2 – Committee:

513.2.1 – The Board of Finance shall be empowered to consider and alter stipends in accordance with the ***Student Association Financial Reform Act of 2020***. ~~Budget Act of 1991.~~

513.2.2 – All undergraduate students with a stipend in the Student Association Executive, Legislative or Judicial branches must be verified for registration status, prior to issuance of any stipend check, by the Office of Student ***Activities*** ~~Involvement~~.

513.3 – Executive Branch

513.3.1 – The structure of the stipends for the Executive Branch will be determined by the President-elect, Board of Finance, and the Senate during the annual budgeting process. The distribution will be based on overall responsibility to the organization and anticipated time involvement.

513.3.2 – Any Member of the Executive Branch receiving a stipend, or their designee shall be required to report to the Student Association Senate at every time that Senate convenes regularly to inform the Senate on what they have been doing in their positions.

513.3.2.1 – All *ex officio* members of the Student Association Senate shall be required to attend regular meetings. They shall give a report (if applicable).

513.3.2.2 – All members of the Executive Board and Executive Cabinet shall report to Student Association Senate meetings every week and shall be granted three unexcused absences.

513.3.3 – Any person receiving a stipend and holding an Executive Sub-Cabinet, Executive Assistant, or equivalent position shall be subject to performance appraisals conducted by, their direct supervisor, the Student Association Chief of Staff, the Vice President of the Student Association, or the President

of the Student Association and may be requested to make a formal report at regular meetings of the Student Association Senate.

513.3.3.1 – The performance appraisals may, at any time, be requested by the Senate ~~Government Operations Committee~~ **Oversight and Reform** Committee to ensure that persons receiving stipends are performing their duties.

513.3.4 – The President, Vice President, and Comptroller, shall make themselves available over the summer months, as shall any other officer receiving a stipend as requested by the President and affirmed by the Senate.

513.4 – Legislative Branch

513.4.1 – The structure of the stipends for the Legislative Branch will be determined by the Board of Finance and the Senate during the annual budgeting process. The distribution will be based on overall responsibility to the branch of service and anticipated time involvement.

513.4.2 – The Chair will be available during the semester ~~and summer breaks (at the discretion of the President and with the approval of the Senate)~~, as well as during the academic year.

513.5 – Judicial Branch

513.5.1 – The structure of the stipends for the Supreme Court of the Student Association will be determined by the Board of Finance and the Senate during the annual budgeting process. The distribution will be based on overall responsibility to the organization and anticipated time involvement.

513.6 – All officers, regardless of Branch or the holding stipend positions, shall be required to sign a contract listing their duties and responsibilities to the Student Association and adherence to the Ethics and Conduct Policy. *This policy shall be drafted by the President-elect and confirmed by the Board of Finance and Senate prior to the last Senate meeting of the Spring semester. Failure to draft the contract by the President-elect shall empower the Comptroller to draft the contract.*

513.7 – Salaries

513.7.1 – All those jobs not on stipend but are paid positions must receive at least minimum wage.

513.7.2 – Yearly Salaries

513.7.2.1 – Student Association will budget and pay all taxes.

513.7.2.2 – A contract must be signed before payment of a salary to a non-undergraduate employee may take place.

513.8 – Budgeting

513.8.1 – A stipend cannot be ~~increased~~ **modified** at any other time other than the budgetary process.

~~513.8.2 – A stipend can be granted or decreased with the two-thirds (2/3) affirmative vote of the Student Association Senate. The proposed stipend must be in the form of a bill from the Board of Finance.~~

513.8.3 – No stipend shall be decreased without written consent from the person whose stipend would be affected.

513.8.4 – Allocation of stipends:

513.8.4.1 – Summer stipends will be dispersed in equal amounts per pay period or at the discretion of the Student Association Comptroller and/or Vice President.

513.8.4.2 – Academic year stipends will be dispersed in equal amounts per pay period or at the discretion of the Student Association Comptroller and/or Vice President.

513.9 – Contractual Obligations of Individuals Receiving a Stipend

513.9.1 – Office hours

513.9.1.1 – Office hours were established for ensuring that the officers are performing work that they are being hired for. Officers must be available during office hours for students to come and interact with the officers as well. Therefore, during office hours, each officer:

513.9.1.1.1 – Must follow their job descriptions as listed in policy and must perform all duties that they are responsible for, as assigned by the policies that govern the Student Association.

513.9.1.1.2 – Summer hours must be fulfilled for the months of June, July, and August. If a newly elected officer is unable to fulfill these obligations, that officer must resign their office and a new election shall take place during the fall elections, or the Student Association President will appoint a new officer at the start of the Fall Semester, whichever is applicable.

513.9.1.1.3 – Is required to do work for the office during office hours.

513.9.1.1.4 – When an officer is scheduled for office hours and is required to be in a meeting for their office, the meeting time and location and time of return shall be posted on the door of the office to alert students of the location of the officer.

513.9.1.1.5- Office hours must be posted upon establishment. Office hours are to be **visibly** posted **in the SA office**. ~~on the inside and outside of the SA office door, and on the SA website on a singular page.~~

513.9.1.1.6- The Chief of Staff is responsible for making sure **all** office hours are posted.

513.9.1.2 – All officers receiving a stipend and holding an Executive Board position or equivalent must post ~~a minimum of~~ ten (10) office hours per week.

513.9.1.3 – Office hours are in effect for one-week periods (Monday through Friday) from the hours of 9am to 6pm Monday through Thursday and 9am to 5pm on Fridays during the academic year and 10am to 4pm Monday through Friday for the duration of the summer.

513.9.1.3.1 – All officers receiving a stipend must clock in and out for their office hours through the time clock, to be reviewed by the **President, Comptroller, Executive Office Manager, the Vice President of the Student Association.** ~~the Vice Chair of the Senate~~ **The** Committee on Oversight and Reform **shall have the power to request the information from the time clock.**

513.9.1.3.2 – In the event that the time clock is not functioning, all officers receiving a stipend must sign-in and sign out for their office hours at the Front Desk with the Administrative Assistants, to be reviewed by the **President, Comptroller, Executive Office Manager, the Vice President of the Student Association.** ~~the Vice Chair of the Senate~~ **The** Committee on Oversight and Reform **shall have the power to request the information from the time clock.**

513.9.1.3.2 – During intersession and academic vacations, officers must be available for contact by the Student Association.

513.9.1.3.3 – If office hours are going to be changed, they are to be posted the Friday before the week in which the change is going into effect.

513.9.1.3.3.1 – If an officer is unable to be available during their office hours, that information must be reported to **their Supervisor**. ~~Student Association Administrative Assistants.~~ **They shall then report this to the front desk.**

513.9.1.3.3.2 – If an officer is not going to be at their office hours for a week period, this should be noted on the office hour board **by the Executive Office Manager** the Friday before that week.

513.9.1.3.3.3 – If an officer is going to be absent for more than a week, this must be reported to the **President, Comptroller**, Executive Office Manager, the Vice President of the Student Association. ~~the Vice Chair of the Senate~~ **The Committee on Oversight and Reform shall have the power to request the information.** ~~Student Association Senate Chair, the Vice President of the Student Association, and the Executive Office Manager by the Friday before that week.~~

513.9.1.3.3.4 – An officer shall be permitted ~~ten~~ **fifteen** (15) hours of sick leave, three full weeks (Monday through Friday) vacation over the course of the summer and one **and a half** full week (Monday through Friday) vacation of the course of an academic semester.

513.9.1.3.4 – When office hours are posted, the dates in which they are effective should also be noted along with the times.

513.9.1.4 – That all Executive, Legislative, and Judicial officers, and service positions receiving a stipend must:

513.9.1.4.1 – Sign a legal contract binding them to **perform the duties of their office determined by their respective supervisors** ~~as stated in the Executive Policy while in service of the Student Association.~~

513.9.1.4.2 – That the contract will specifically state the duties and the functions of the office.

513.9.1.4.3 – That the contract will also mandate all officers to adhere to the Stipend Policy and all subsections therein.

513.9.1.5 – The purpose of this policy is to ensure the proper performance of duties as outlined in policy.

513.9.1.5.1 – If an officer is not performing their duties, **their respective supervisor shall meet with individual to determine ways to avoid the problem and grow from it. They shall use performance appraisals as a basis of performance of duties. Should a serious infraction occur their supervisor must inform the Oversight and Reform committee about the serious infraction. It will then be up to the Oversight and Reform Committee to determine the appropriate sanction.** ~~the Student Association President, with the advice and consent of the Student Association Vice President and the Student Association Senate Chair, will have the responsibility to bring up dismissal proceedings in accordance with policy. The Student Association President is to use performance appraisals as a basis of performance of duties.~~

~~513.9.1.5.2 — If a member of the service department is not performing their duties, the Student Association Vice President, with the advice and consent of the Student Association President and the Student Association Senate Chair, will have the responsibility to dismiss the individual in question.~~

~~513.9.1.5.3 — In a situation when an officer or a member of the service department is dismissed, the individual is deserving of enumeration accordingly at the discretion of the Student Association President, the Student Association Vice President, and the Student Association Senate Chair in accordance with stipend policy.~~

513.10 – Advertisement Criteria

513.10.1 – All appointed Student Association positions that receive a stipend must be advertised in at least the following fashion ~~if possible~~:

~~513.10.1.1 — Must be posted on the Student Association website for at least two (2) weeks prior to the formal interview process.~~

~~513.10.1.2 — Must be e-mailed to the student body, via University E-news, at least two weeks prior to the formal interview process.~~

513.10.1.3 – Must be distributed to the majority of the student body at least two weeks prior to the formal interview process through one of these acceptable formats:

513.10.1.3.1 – Mass Meeting

513.10.1.3.2 – Mass Publication

513.10.1.4 – Announced to the Student Association Senate at least one week prior to the beginning of the interview process.

513.10.2 – Complaints of the following process can be filed with the ***Oversight and Reform committee*** ~~Vice President of the Student Association~~ within a week of the end of the interview process or at any Student Senate Meeting prior to the meeting of appointment's confirmation.

514 – STUDENT ASSOCIATION TICKET POLICY

514.1 – Purpose

514.1.1 – All ticketed events hosted by Student Association funded organizations are required to utilize Student Association ***ticket policies. These policies shall be developed by the Comptroller.*** ~~printed tickets that must be sold at the Student Association Office.~~

514.1.2 – Student ~~Groups~~ ***organizations*** hosting ticketed events ~~must shall~~ fill out a Ticket Order Form and submit it with documentation pertaining to the ticketed event.

514.1.2.1 – Number of tickets to be sold shall be decided immediately upon receiving said information from the Student Organization. Ticket price shall also be printed on tickets upon obtaining said information.

514.1.3 – If the event and ticket request(s) are approved by the Student Association Comptroller the tickets are to be furnished within ten (10) business days of request submission.

~~519.1.3.1 — Printed tickets will be available at the Student Association Office upon completion of requirements at which time further documentation must be completed at~~

~~Copies Plus for tickets to be released to students.~~

514.1.4 – Any exceptions to this will be determined by the Comptroller of the Student Association and the Board of Finance.

514.2 – Enforcement

514.2.1 – Any organization not complying with the above ticket policy will be referred to the Student Association Comptroller who may issue a warning, and if they choose, may ~~request the Board of Finance~~ freeze the organization's budget.

514.2.2 – The Office of the Comptroller shall be authorized to perform the following actions at random:

514.2.2.1 – To require that all funds be deposited to University Auxiliary Services immediately after a non-business day event or an event that takes place outside of banking hours.

514.2.2.2 – Request documentation of income at any given time.

515 – ASSORTED AGENCIES

515.1 – The function of each associated account must be consistent with the purpose of its organization as stated in the organization's constitution. A brief written statement of the account's purpose must be on file with the Student Association and the University. The establishment of each account is to be reviewed and certified by the Student Association and the Director of Student Involvement & Leadership or their designee prior to its activation by the University Auxiliary Services (UAS).

515.2 – Each associated account may include funds collected on a voluntary basis, and funds generated by the activities of the organization. Mandatory Student Activity Fees are not to be deposited in associate accounts, nor are funds derived from activities supported all or in part by the mandatory fee.

515.3 – Funds in associated accounts shall be used only for support of the following programs benefiting the University community:

515.3.1 – Programs of cultural and educational enrichment.

515.3.2 – Recreational and social activities.

515.3.3 – Tutorial programs

515.3.4 – Intramural athletic programs

515.3.5 – Student publications and other media

515.3.6 – Assistance to recognized student organizations provided that the purpose and activities of the organization are of educational, cultural, or social in nature.

515.3.7 – Insurance related to conduct of these programs.

515.3.8 – Administration of these programs.

515.3.9 – Transportation in support of these programs.

515.3.10 – Student services to supplement or add to those provided by the University.

515.3.11 – Remuneration to student officers for service to the organization.

515.4 – Money from associated accounts shall be disbursed by the student organization, provided that the fiscal commitment for each expenditure shall have approval by the Student Association Comptroller. If the Student Association Comptroller concludes that a particular fiscal commitment may not be in compliance with any section within this policy, and/or it is not properly documented, an appeal shall be referred to the Student Association Senate for final disposition. Fiscal and accounting procedures prescribed by the Student Association Treasurer’s Handbook, shall be observed by the student organization operating associated accounts. These procedures shall include provisions for an annual audit.

515.5 – Expenditures of voluntary fees collected by the University (class dues, Five Quad) must be certified by the Vice President for Student Success or their designee after review by the Student Association Board of Finance, in conjunction with the Comptroller. This Student Association’s review is limited to assuring appropriate documentation and compliance. Money from the class dues and Five Quad are treated with this extra measure because the University directly collects them. The disbursement voucher for these funds should be signed by a organization officer, the Student Association Comptroller, and the Vice President for Student Success or their designee. In instances of appeals on decisions made by the administrator, it shall be referred to the University President.

515.6 – A monthly report of each associated account transaction is to be filed with the University by the Student Association prior to the tenth (10) day of the succeeding month.

516 – TRANSPORTATION POLICY

516.1 – Liability

516.1.1 – All students who host events off campus travel at their own risk.

516.1.2 – Students who utilize their own vehicles and/or a vehicle at their use shall hold harmless the Student Association of the State University of New York at Albany, Inc.; the University at Albany, SUNY; the State University of New York; and associated agencies of the State of New York.

516.1.2.1 – For out-of-state students, proof of insurance to follow New York State must be provided in addition to licenses.

516.1.3 – Licenses must be submitted ten business days prior to date of departure.

516.2 – Reimbursements

516.2.1 – There shall be no reimbursement for vehicular use for any student driver.

517 – THE DIPPICKILL REPLACEMENT FUND

517.1 – For Dippikill or any part of Dippikill to be sold, the following must occur:

517.1.1 – An ad-hoc committee will be formed to research the issues and reasons for a sale.

517.1.2 – The committee shall consist of:

517.1.2.1 – President of the Student Association

517.1.2.2 – Chair of the Student Association Senate

517.1.2.3 – Vice President of the Student Association

517.1.2.4 – Comptroller of the Student Association

517.1.2.5 – Chair of the Student Association Board of Finance

517.1.2.6 – One (1) Student Association Senator appointed by the Chair of the Senate through formal consultation, which shall include but not be limited to written notification at least forty-eight (48) hours prior to appointment, with the Vice Chair of the Senate.

517.1.2.7 – One Dippikill Board Member

517.1.2.7 – Student Association attorney (ex-officio)

517.1.3 – This committee shall hold a public hearing on the issue, and make a recommendation based on the hearing and discussions of the committee to be issued to the Student Association Senate.

517.1.4 – It must be passed by the Student Association Senate by a two-thirds (2/3) affirmative vote of the entire voting membership of the Student Association Senate for the sale to be allowed.

517.2 – This fund will contain the surplus monies generated by Dippikill operations.

517.3 – At the end of each fiscal year, surplus monies will be added to this fund.

517.4 – Monies may only be removed from this fund through a two-thirds (2/3) affirmative vote from the Student Association Senate.

517.5 – A minimum sum of \$120,000 shall be allocated for Dippikill Operating (Dept. 0100).

518 – SCHOLARSHIP POLICY

518.1 – The Affordable Testing Act

518.1.1 – General Purpose

518.1.1.1 - The line item “Affordable Testing” in the Student Association finalized and enacted budget shall serve the function of subsidizing the cost of applying to law school, medical school, graduate school, and other higher education institutions that require undergraduate experience through a scholarship for full-time, student activity fee paying undergraduates at the University at Albany.

518.1.2 – Honorable Mentions

518.1.2.1 – This scholarship can be dedicated or named after any University at Albany alumni, faculty, employee, or student in honor or recognition of their work to improve this University by an act of the Senate for an academic year disbursement.

518.1.3 – Eligibility

518.1.3.1 – For applicants to be eligible for benefits described in this section, and in the general spirit of the Affordable Testing Act (ATA), they must demonstrate the following characteristics:

518.1.3.1.1 – A cumulative grade point average of 3.25 or above on the 4.00 grading scale;

518.1.3.1.2 – Involvement on-campus and/or professional experiences during their undergraduate career at the University at Albany;

518.1.3.1.3 – Intent to enroll in or enrollment in any one of the following accredited or approved institutions within two years:

518.1.3.1.3.1 – An American Bar Association (ABA) approved law school;

518.1.3.1.3.2 – A Liaison Committee on Medical Education (LCME) accredited medical school program;

518.1.3.1.3.3 – A Council for Higher Education Accreditation (CHEA) accredited program or;

518.1.3.1.3.4 – An Association to Advance Collegiate Schools of Business (AACSB) accredited program.

518.1.3.1.4 – An applicant may not be awarded or considered if they have already received a benefit as a result of the Affordable Testing Act or have already applied in the same semester.

518.1.4 – Application

518.1.4.1 – To apply for the scholarship described in this Affordable Testing Act article, eligible applicants must submit the following to the University at Albany Student Association's Academic Affairs Director or their designee:

518.1.4.1.1 – A notarized transcript from the University at Albany procured within the last academic semester;

518.1.4.1.2 – An updated, one-page resume summarizing the applicant's experience with on-campus involvement and professional development;

518.1.4.1.3 – A 400-word statement explaining or describing the applicants reasoning for the scholarship, listing the name(s) of either the institutions to which the applicant has applied or has enrolled in, and explaining why they wish to pursue this degree;

518.1.4.1.4 – A proof of intent to pursue enrollment or enrollment of any institution described in article 518.1.2.1.3 including, but not limited to:

518.1.4.1.4.1 – A proof of purchase or receipt by the applicant to either the Law School Admissions Council (LSAC), the American Association of Medical Colleges (AAMC), the Educational Testing Service (ETS), or the Graduate Management Admissions Council (GMAC);

518.1.4.1.4.2 – An official correspondence from any of these institutions signifying enrollment decision or enrollment in said institution

518.1.4.2 – Any eligible individuals for this scholarship can only apply once per academic year to receive benefits described in this article.

518.1.4.3 – Student Association ~~Department~~ Director of Academic Affairs or their designee is ineligible for the Affordable Testing Act (ATA).

518.1.5 – Implementation

518.1.5.1 – Jurisdiction

518.1.5.1.1 – The University at Albany Student Association’s Director of Academic Affairs or their designee shall be responsible for leading the effective implementation of this article and the general spirit of the Affordable Testing Act.

518.1.5.1.2 – The University at Albany Student Association’s Constituent Relations Committee shall be responsible for rendering determinations of awards to eligible applicants.

518.1.5.1.3 – The University at Albany Student Association’s Office of the Comptroller shall be responsible for the disbursement of funds described in this article in coordination with the Director of Academic Affairs or their designee.

518.1.5.1.4 – The University at Albany Student Association’s Director Student Group Affairs in conjunction with the Student Association Senate or their designee shall be responsible for the effective and proper marketing of this act. This includes but is not limited to a Listserv.

518.1.5.2 – Processing Applications Timeline

518.1.5.2.1 – The Director of Academic Affairs or their designee shall defer to sections 518.1.2 and 518.1.3 of the bylaws in determining eligibility for award and consideration for scholarship and benefits under this article.

518.1.5.2.2 – Applications for the ATA will be accepted twice an academic year on a rolling basis until 50 applications are accepted. The application will be officially released at the discretion of the Director of Academic Affairs. The priority deadline for applicants will also be set by the Director of Academic Affairs. The deadline for all applications will be November 30th and April 30th for each period.

518.1.5.2.3 – The Director of Academic Affairs or their designee shall give eligible application materials to the University at Albany Student Association Senate’s Chair of Constituent Relations Committee within two business days of receipt of the application. The application material shall be given in the form of copies or online, but must have the name, last name, Albany ID number, and other personal identifying information redacted for the committee to prevent bias and protect privacy. The Director of Academic Affairs or their designee shall assign a unique identification code or number to the application for recording purposes in place of redacted personal identifying information.

518.1.5.2.3.1 – The Chair of the Constituent Relations Committee will call a meeting of the Student Association Senate’s Constituent Relations Committee within one week of receipt of application materials for review.

518.1.5.2.3.2 – The Chair of the Constituent Relations Committee shall deliver results via minutes for each application they received to the Director

of Academic Affairs within two business days of the committee's determination.

518.1.5.2.4 – Upon receipt of the determination from the Constituent Relations Committee, the Director of Academic Affairs or their designee shall notify the applicant of their award status in a ~~timely manner~~ two weeks.

518.1.5.2.5 – Once the Director of Academic Affairs or their designee has notified the applicant of their award, they shall notify the Office of the Comptroller within two business days for funds disbursement to the winner or beneficiary via the University at Albany's EPAY system. The Director or their designee will also provide the Office of the Comptroller all application materials and a copy of the Constituent Relations Committee minutes.

518.1.5.3 – Constituent Relations Committee Deliberations

518.1.5.3.1 – The University at Albany Student Association's Constituent Relations Committee shall assess and evaluate eligible applications for award on the following basis:

518.1.5.3.1.1 – Adherence to sections 518.1.2 and 518.1.3 of this section.

518.1.5.3.1.2 – Substantial involvement on campus.

518.1.5.3.1.3 – Relevant need and explanation as to why the applicant is pursuing such degree.

518.1.5.3.2 – The University at Albany Student Association's Senate Constituent Relations Committee will vote by simple majority to determine whether an applicant will receive an award.

518.1.5.3.2.1 – This vote must occur immediately following deliberations and must render a conclusion about all applications received by the end of the meeting.

518.1.5.3.3 – The University at Albany Student Association's Senate Constituent Relations Committee shall keep accurate minutes, in accordance with the bylaws, of reasoning for determination. The minutes will use the identification code or number assigned by the Director of Academic Affairs to refer to the applicant.

518.1.5.4 – Reporting and Recording

518.1.5.4.1 – The Director of Academic Affairs or their designee, in conjunction with the Chair of the Senate Constituent Relations Committee will produce a public report once a semester concerning the implementation of the Affordable Testing Act containing the following information:

518.1.5.4.1.1 – Number of applicants that applied in the semester;

518.1.5.4.1.2 – Number of beneficiaries that qualified and have received funding within the semester;

518.1.5.4.1.3 – Amount of funding disbursed to beneficiaries within the semester;

518.1.5.4.1.3 – Recommendations regarding more effective implementation of this act.

518.1.5.4.2 – This report must be produced and orally given by the end of the semester in a Student Association Senate meeting.

518.1.5.4.3 – The Student Association’s Department of Academic Affairs must maintain an accurate record of awardees and applicants on file for reference. This record must include application materials, identification number, and a record of approval or denial.

518.1.5.5 – Authority of the Director of Academic Affairs for ATA Implementation

518.1.5.5.1 – The Director of Academic Affairs may set a cap on a semester basis for the number of beneficiaries or awardees for the Affordable Testing Act. This cap must be announced at a Student Association Senate meeting before applications are accepted that semester.

518.1.5.5.2 – The Director of Academic Affairs may set a start date and an end date per semester for the acceptance of applications. This date must be announced at a Student Association Senate meeting before applications are accepted that semester. The period between the start date and end date of application acceptance must be greater than 30 days.

518.1.5.5.3 – The Director of Academic Affairs or their designee shall make available an application through MyInvolvement.org.

518.1.5.6 – ATA Marketing

518.1.5.6.1 – The Student Association’s Director of Marketing or their designee shall coordinate with the Student Association’s Office of Academic Affairs to solicit and advertise the Affordable Testing Act to the University at Albany undergraduate student body in the two weeks before the application opens.

518.1.5.6.1.1 – Any solicitation or advertisement of the Affordable Testing Act shall include the start date and end date established by the Director of Academic Affairs.

518.1.6 – Reward Disbursement

518.1.6.1 – Each awardee or beneficiary of the Affordable Testing Act or within this section shall be given ~~exactly~~ no more than \$250.00 in scholarship funding through their University at Albany EPAY account.

518.1.7 - The Constituent Relations Committee is encouraged to refrain from applying for the Affordable Testing Act (ATA).

NOT IN BYLAWS FOR REFERENCE:

CONSOLIDATION CHART

- Bylaws of the Board of Finance (standard evaluation form)
- Bylaws of the Comptroller
- Student Activity Fee Policy (referenda and resolution attached)
- Powers of Enforcement
- The Budgetary Process (emergency and deficit,)
- New and Unfunded
- Supplemental Funding
- Revenues
- Assorted Agencies
- Disbursements
- Finance Regulating
- Credit Card
- Wire Transfer Policy
- Stipend Policy
- Transportation Policy
- Ticket Policy
- Dippikill
- Scholarship policy

VI. That this bill go into effect May 1st, 2020 upon passage, in accordance with the Student Association Constitution.

Ariel Nuñez, President

Passed by the Senate

I, Nicholas C. Chin, attest this is a true and valid record of action taken by the Student Association Senate on the date provided.

Sen. Nicholas C. Chin, Chair