



**Student Association Board of Finance
2019-2020
Contracts and Policy agreements**

Board Members Fiduciary Responsibilities contract

- A member of the Board of Finance for the Student Association serves as a fiduciary with specific duties and responsibilities and is obliged to discharge their duties as a fiduciary as delineated below and in accordance with the mission, bylaws, ethical conduct policy, conflict of interest policy and all applicable laws and regulations.
 - o **Duty of care** (attention and informed decision making) Members must pay attention to the Board, attend meetings and obtain sufficient information to make informed decisions.
 - o **Duty of Loyalty** The duty of loyalty requires that members act in a manner that does not harm the Board. A Board member must not use the Board's assets or information to benefit themselves.
 - o **Duty of Obedience** The duty of obedience can be summarized as a duty to put the goals of the board first in all decisions.

I, _____ do solemnly swear or affirm that I will carry out the duties prescribed to me in the Fiduciary section.

Board of Finance Member Signature: _____

Date: _____

Board Members Acknowledgment of Responsibilities

The Student Association Board of Finance has a tremendous role to play in the Finances of the corporation. As such this policy will lay out all responsibilities of Board members.

Board of Finance (BOF) Members will monitor the Student Association to ensure fiscal responsibility and integrity are upheld at all times during their appointment. All members pledge to uphold viewpoint neutrality and confidentiality policies. Once members receive their student group assignments, it is their responsibility to connect with their respective groups immediately to cultivate a good working relationship throughout the year. Members may contact the SA Comptroller's office with any questions regarding their respective group's current financial position, good standing or deficiencies. Members will bi-annually review the policies outlined within the Student Association Bylaws and recommend changes if warranted. Oversee the Student Association Budget and ensure compliance throughout the fiscal year.

Compose a budget proposal for the next academic year and oversee the budgetary process.

Review and determine authorization status of all Student Association contracts exceeding \$8,000. Members will review and vote on any change proposals to the current SA Budget.

Members should take comprehensive notes at all BOF Meetings. Notes should be housed within the designated BOF binders (Contract binder and Budget binder). Members must attend all BOF meetings, or received pre-approval for absenteeism from BOF Chair. If more than 4 meetings are missed, the member's voting privileges will be revoked. Board members will sign and abide by Viewpoint Neutrality document. Members will uphold strict confidentiality at all times.

Members will review the Student Organization Bid / Contract Authorization Form and utilize the Board of Finance Event Contract Review Form when making contractual or allocation decisions.

Members may seek clarification from the SA Comptroller's office to determine if groups have adequate finances to cover costs of contract and event. Members may also view group financial status within the MyInvolvement system verify that group is in good standing with SA and Office of Student Activities. Board Members are expected to be familiar with the 500 section of the Student Association bylaws. Should they not be all questions should be directed to the Chair of the Board of Finance.

I, _____ do solemnly swear or affirm that I will carry out the duties prescribed to me in the Board member responsibilities section.

Board of Finance Member Signature: _____

Date: _____

Board of Finance Acknowledgment of Viewpoint Neutrality

Per SUNY policy, “each college/university shall determine by referendum whether student activity programs shall be supported by either voluntary or mandatory student fees.” This referendum is conducted every two years.

Per the March 2019 UAlbany Student Association election, students voted for the student activity fee to be mandatory.

Per SUNY policy: Where students at a state-operated campus have determined to make the payment of student activity fees mandatory...the appropriation of such fees shall be governed by the following regulations:

1. The student government shall prepare and approve a budget governing expenditures from student activity fees in accordance with the constitution and by-laws of the student government, and consistent with the principles of equal opportunity and viewpoint neutrality, prior to registration for each academic year.
2. The constitution and by-laws of such student government shall specify the criteria governing eligibility for funding of and allocations to student organizations from student activity fees.

The student activity fee shall be used only for support of the following programs for the benefit of the campus community:

1. Programs of cultural and educational enrichment;
2. Recreational and social activities;
3. Tutorial programs;
4. Athletic programs, both intramural and intercollegiate;
5. Student publications and other media;
6. Recognized student organizations including religious student organizations, for the purposes and activities of the organization that are of an educational, cultural, recreational or social nature; provided that the criteria for recognition of such student organizations, including, the criteria governing eligibility for funding of and allocations to such student organizations from student activity fees, shall be specified in the constitution and by-laws of the student government;
7. Insurance related to conduct of these programs;
8. Administration of these programs;
9. Transportation in support of these programs;
10. Student services to supplement or add to those provided by the University;
11. Remuneration and reimbursement of reasonable and necessary travel expenses in accordance with state guidelines to students for service to student government;
12. Campus-based scholarships, fellowships and grant programs, provided the funds are administered by the campus or a campus affiliated organization;
13. Payments for contractual services provided by a nonprofit organization to the extent that such services are in aid of an approved student activity during the budget year and which

activity serves the purposes set forth above and provided further that such payments may not be exclusively for the general corporate purposes of such organization;

14. Salaries for professional non-student employees of the student government to the extent that they are consistent with hiring practices and compensation rates of other campus-affiliated organizations; and
15. Charitable donations to a nonprofit organization; provided, however, that such donations may be funded only from the proceeds of a fundraiser held by a recognized student organization.

Guidelines for allocation systems:

- Funding may not be contingent on a particular level of support or popularity of an organization, although the amount of funds to be allocated to an organization may take into account student involvement in the organization.
- The allocation system should require that decisions are made without regard to viewpoint;
- The allocation system should have a process for removing fee allocation committee members that violate viewpoint neutrality;
- The allocation decisions should be made based on specific, content-neutral criteria applied in a consistent manner;
- The allocation system should have a clear appeals process;
- Fee allocation systems should also be designed so that the decision-making process is transparent and may be reviewed by any member of the campus community.

I understand the above policy and pledge to uphold this Viewpoint neutrality policy to the best of my ability.

I, _____ do solemnly swear or affirm that I will carry out the duties prescribed to me in the Viewpoint Neutrality Section.

Board of Finance Member Signature: _____

Date: _____

Board of Finance Confidentiality Policy and Pledge

Any information a Board of Finance (BOF) member learns regarding UAlbany Student Association (SA), or its members, as a result of their service with the UAlbany SA BOF that is not otherwise publicly available, constitutes confidential information.

BOF members may not disclose confidential information to any person who is not employed by UAlbany SA, or to persons employed by UAlbany SA who are not required to know such information to assist in rendering services to SA.

The disclosure, distribution, electronic transmission or copying of UAlbany SA confidential information is prohibited. Any member discloses confidential information will be subject to disciplinary action, even if he or she does not benefit from the disclosure of such information.

I understand the above policy and pledge to uphold this Board of Finance confidentiality agreement to the best of my ability.

I, _____ do solemnly swear or affirm that I will carry out the duties prescribed to me in the Confidentiality Policy and Pledge Section.

Board of Finance Member Signature: _____

Date: _____