



# THE BYLAWS AND CODES

---

OF THE STUDENT ASSOCIATION OF SYRACUSE UNIVERSITY AND THE  
STATE UNIVERSITY OF NEW YORK COLLEGE OF ENVIRONMENTAL  
SCIENCE AND FORESTRY

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# Chapter 1: The Legislative Branch

## Title I: Student Assembly Operations and Procedures

### Section 1: **Meetings**

#### 1.1 Regular Meetings

- 1.1-1 The Student Assembly shall meet once each week while classes are in session. The time and place of Assembly meetings shall be decided on at the first meeting of the new session, the Organizational Meeting, as defined in Section 1.3.
- 1.1-2 The time and place of regular meetings shall be publicly announced at least forty-eight [48] hours prior to the scheduled meeting time.
- 1.1-3 The Speaker of the Assembly may change the location or time of any one meeting, if necessary, with forty-eight [48] hours' notice to the membership of the Assembly and the student body.
- 1.1-4 A regular meeting of the Student Assembly may be canceled by the Speaker of the Assembly or by petition of a majority of the Assembly Representatives at least forty-eight [48] hours prior to the scheduled meeting time.
- 1.1-5 In the event of an emergency in which travel to or attendance at the meeting could place anyone in danger, such as, but not limited to, severely inclement weather, natural disaster, campus unrest, or other events or catastrophes, the Speaker of the Assembly, in consultation with the various officers of the Assembly and the Association, may alter the time or location, or postpone or cancel a meeting of the Assembly, if necessary.

#### 1.2 Special Meetings

- 1.2-1 A Special Meeting may be called by the Speaker of the Assembly to discuss matters of particular urgency. Voting Assembly Representatives must be given twenty-four [24] hours advance notice of the meeting's time, location, and the enumerated matters of business to be discussed. The agenda shall be only those enumerated matters unless amended by two-thirds [2/3] vote of the Assembly.
- 1.2-2 The Speaker shall convene a special meeting after being instructed to do so by one-sixth [1/6] of the voting membership of the Assembly, or by a majority vote of the Cabinet.
- 1.2-3 If there is a major conflict that affects a significant portion of the undergraduate student body, such a religious conflict or a University-sponsored holiday, any member may direct the Speaker of the Assembly to call a special meeting in lieu of the regularly scheduled meeting. The request must be made one week in advance of the regularly scheduled meeting in question.

### 1.3 Organizational Meeting

- 1.3-1 The first meeting of the new session shall be known as the organizational meeting and shall be for the purpose of electing officers of the Assembly, adopting the schedule for regular meetings, approving the standing rules, and confirming Cabinet nominees, among other business, in that order.

### 1.4 Informal Meeting

- 1.4-1 The Assembly may hold informal meetings as warranted throughout the year, reserved for informal discussions between members of the Assembly and other interested parties, to set goals and priorities on specific issues or initiatives. No legislation may be introduced or decided upon during these sessions. The attendance policy shall remain in effect during the meeting.

### 1.5 Executive Session

- 1.5-1 All meetings of the Assembly shall be open to the student body and the University community. However, the Assembly may from time to time decide to enter into Executive Session during a meeting to discuss confidential or sensitive matters. During this time, only members of the Assembly and those they choose to invite, may be present, and no recording of minutes shall take place other than a summarized report of proceedings to be released after such session is ended.

### 1.6 Conducting Business via Electronic Means

- 1.6-1 Business of the Assembly shall not be conducted virtually or via electronic communication except under certain circumstances. Should the regular meetings of the Assembly be unable to take place in person for reasons such as a prolonged emergency on campus, or should students be removed from campus for a period of time while classes are in session, or should classes be moved to a virtual setting, then the Speaker may call for regular meetings to take place virtually for as long as said circumstances continue. These meetings shall still be subject to all the rules and regulations within the governing documents of the Association.
- 1.6-2 In order for any votes to be valid the number of members active in these meetings shall at no time be less than quorum. Should quorum be lost, no further business may be attended to.
- 1.6-3 The platform for any electronic meeting must be decided on and agreed upon twenty-four [24] hours prior to any virtual meeting. This may include, but is not limited to, video chat, telephone call, or a chat room. The number of members present must be able to be counted consistently through whichever platform is chosen.

## Section 2: **Quorum**

### 2.1 Quorum

- 2.1-1 As defined in Article III, Section 8.2 of the Student Association Constitution, quorum shall be required for the Assembly to undertake any business. Quorum shall be a majority [50%+1] of the voting Assembly seats that are occupied.

## 2.2 Calling for Quorum

- 2.2-1 Whenever a quorum count is called, for ascertaining whether a quorum has been initially established, or for record of attendance, the results of such count shall be included in the minutes of said meeting. Any member who has, to the knowledge of the Chair, departed from the meeting prior to the end of the meeting without valid cause shall be subject to disciplinary action under the attendance policy.

## Section 3: **Assembly Attendance Policies**

### 3.1 Absences from Assembly Meetings

- 3.1-1 An absence from an Assembly meeting shall be defined as the failure to attend a meeting or missing both opening and closing roll call.
- 3.1-2 Absences shall only be excused for reasons pertaining to health and wellness, academic or professional requirements for which accommodations could not be made, personal or family emergencies, or religious reasons.
- 3.1-3 If a member misses only one roll call, either opening or closing, a partial absence shall be assessed.
- 3.1-4 Two [2] partial absences shall equal one [1] absence.
- 3.1-5 Barring emergencies, members shall notify the Speaker of the Assembly, or their designee, in advance of any meeting in which there is an expected absence, late arrival, or early departure. Members shall submit notification in writing when possible, with the reasons for said absence, arrival or departure.
- 3.1-6 In the event that the Speaker is unsure whether the reasons for absence are legitimate and valid, the ROOF committee shall review and determine whether the absence is eligible to be excused by a two-thirds [2/3] vote, which shall be conducted by secret ballot.

### 3.2 Absences from Committee Meetings

- 3.2-1 An absence from a committee meeting shall be defined as the failure to attend a meeting, missing a substantial portion of the meeting, or failure to be engaged.
- 3.2-2 The Chair shall use their discretion whether a situation calls for an absence to be issued.

### 3.3 Accrual of Absences

- 3.3-1 Should an Assembly Representative accumulate five [5] absences, or three [3] unexcused absences throughout an academic semester, an audit process (described as follows) shall begin. The individual will meet with the Director of Internal Operations, Speaker of the Assembly, and Chief Justice to discuss the Assembly

Members' circumstances. The group and Assembly Representative will agree upon manageable attendance goals. If these goals are not met by the individual, they will be referred to the Trial Court to face disciplinary action including, but not limited to, a mandated leave of absence or removal. In the case of Trial Court, the Director of Internal Operations will serve as the "prosecution" and the Student Advocate the "defense" (unless otherwise decided by the Student Association Cabinet.)

#### Section 4: **Vacancies**

##### 4.1 Assembly Vacancy

- 4.1-1 Should a seat in the Assembly be declared vacant for any reason, the Speaker shall announce the vacancy at the first Assembly meeting immediately thereafter, and shall work with the Board of Elections to arrange for appropriate publicity.
- 4.1-2 Upon the creation of a vacancy, any qualified person may submit an application for a period of two [2] weeks to complete the unexpired term in the respective seat. Should there be no qualified applicants at the end of said period, the Speaker may extend the period at his or her discretion.
- 4.1-3 The Speaker shall not be required to announce vacancies for seats that would be filled after the start of the normal candidacy filing period for said vacancy, or whose term will be completed within eight [8] regular Assembly meetings.

##### 4.2 Applicant Screening, Interview, and Recommendation

- 4.2-1 All valid applications, as decided by the Board of Elections, shall be transmitted to the ROOF committee for screening and interviews. The ROOF committee shall be required to review all submitted applications. The ROOF committee may choose not to interview an applicant based on their application by majority vote. After the interview process, the ROOF committee shall recommend the candidate(s) it deems qualified to the Assembly by plurality vote. In the case of a tie, the chair of the ROOF committee shall cast the deciding vote.

##### 4.3 Assembly Action of Assembly Vacancies

- 4.3-1 The Assembly shall be responsible for giving its advice, consent and confirmation of the recommended applicant. The Speaker shall draft the appropriate legislation to ratify the applicant recommended by the ROOF committee, with the Assembly ratifying the applicant by a majority vote. Only the Speaker may introduce legislation to designate appointees to the Assembly.

#### Section 5: **Legislative Procedures within the Assembly**

##### 5.1 Establishment of Legislative Procedures

- 5.1-1 The following procedures are established by the Assembly to govern the processing of legislative action, reports, and minutes, voting procedures, preparation of the Assembly agenda and regulation of debate. These procedures

may be expanded on and specified within the Standing Rules, approved by the Assembly at the beginning of each legislative session.

## 5.2 Parliamentary Authority

- 5.2-1 The parliamentary authority and rules of procedure for the Assembly shall be the most recent edition of *Robert's Rules of Order, Newly Revised*. Provisions of *Robert's Rules* shall have the same force and authority of standing rules. Standing rules, bylaws, and the Constitution prevail when in conflict with provisions of *Robert's Rules*.

## 5.3 Assembly Agenda

- 5.3-1 The agenda of regular Assembly meetings shall consist of the following items unless specifically modified by vote of the Assembly or through passage of Standing Rules:
1. Call to Order, by the presiding officer.
  2. Roll Call.
  3. Public Comment, for individuals or groups of the community to present to the Assembly, as regulated in the Standing Rules.
  4. Special Orders of the Speaker, if necessary.
  5. Orders of the Speaker, which shall include any and all committee, executive, Board of Election, Supreme Court, advisor, liaison, or any other entity reports.
  6. Open Forum, for the open discussion of future or past business by Assembly members.
  7. Old Business, for further proceedings on matters previously considered by the Assembly.
  8. New Business, for new proceedings on matters not previously considered by the Assembly.
  9. Open Session, for general announcements, reminders, and information.
  10. Final Roll Call.
  11. Adjournment.

- 5.3-2 The agenda shall be made publicly available no later than four [4] hours prior to the start of a regular Assembly meeting.

### 5.3-3 Non-Discriminatory Voting/Legislature Evaluation Procedure

1. If an Assembly Member is affiliated with a organization outside of Student Association, they are expected to disclose their affiliation and abstain from any votes pertaining to that organization.
2. In the event of stringent voting process, legislature shall be evaluated by the following criteria:
  - a. Compliance with Student Association governing documents, Syracuse core principles, and fiscal codes.

- b. Proposed solutions are in a logistically and financially feasible manner with actionable and followable steps.
  - c. The Proposed legislation has an equitable and accessible effect on Campus.
  - d. Potential historical precedent of legislature or event.
- 3. Bills shall not be evaluated by any other their affiliated characteristics. Including:
  - a. Religious Association
  - b. Gender of Effected persons
  - c. Race of Effected Persons
  - d. Socioeconomic status of Effected Persons
- 5.3-3.1 Assembly Members shall evaluate legislature by the nature of its values and/or contributions to campus, not by the character of legislative authors, presenters, or members of an affiliated organization. If there is a serious concern, it should be directed to the Speaker, Speaker Pro-Tempore, or the Chief of Staff.
- 5.3-3.2 Assembly Members shall not evaluate any piece of legislation on the basis of pre-conceived ideas regarding the subject matter of the bill.
- 5.3-3.3 No Persons shall dissuade or persuade Assembly Members prior to the presentation of legislation.
- 5.3-3.4 Decisions should be rooted in facts, data and testimony, rather than pure opinion.
- 5.3-3.5 Legislature shall contribute to the university community in an accessible and achievable manner.
- 5.3-4 Procedural Oversight
  - 5.3-4.1 a. Any concerns regarding conflicts of interest or improper legislative evaluation shall be directed to the Speaker of the Assembly, the Speaker Pro Tempore, or the Chief of Staff for review
- 5.4 Assembly Legislation
 

All legislation appearing before the Assembly shall conform to the following rules:

  - 5.4-1 Bill Definition and Structure
 

Legislation which would require action by the Assembly or Association, and is not a statement of the Assembly or Association's feelings, wishes, or intent shall be classified as a bill and should be written as follows:

    1. Title – The title of the bill shall begin with "A Bill to..." and shall, in a single sentence, describe the nature of the bill.

2. Preamble – Bills may include an optional preamble in the form of one of more “whereas” statements. The Preamble is intended to explain the rationale of the bill and shall have no binding effect on the Association.
3. The remainder of the bill shall be divided into consecutively numbered Articles specifying the action(s) to be taken, beginning with “Be it enacted by the Student Assembly of the Student Association...”, “Be it further enacted...”, “or “Be it finally enacted...” The reasoning behind the bill shall not be included in either the articles or the title of the bill, the articles and title being instead only a factual representation of what the bill is to do.

#### 5.4-2 Resolution Definition and Structure

Legislation which is a statement of the Assembly or Association’s feelings, wishes, or intent that does not require direct action shall be classified as a resolution and written as follows:

1. Title – The title of the resolution shall begin with “A Resolution to...” and shall, in a single sentence, describe the nature of the bill.
2. Preamble – Resolutions should include the reason why the resolution should be adopted as the resolve of the Assembly, stated in statements beginning, “Whereas...”.
3. The conclusion of the statements shall be the enacting clause of the resolution, beginning with, “Therefore, be it resolved by the Student Assembly of the Student Association...” or “Further, be it resolved...”, or “Finally, be it resolved...”.

#### 5.4-3 Processing of Introduced Legislation

Upon its placement on the agenda, each proposed legislative action shall be assigned:

1. An action number. The first digits shall be assigned as the digits of the current legislative session and the final three digits shall be assigned consecutively to each action beginning with 001 and running to 999, separated by a dash mark (i.e. the first introduced legislation of the 66<sup>th</sup> session would be #66-001).
2. A category as provided for in Chapter 1, Title I, Section 5.4-4 of these Bylaws and assigned by the Speaker of the Speaker’s designee.
3. An optional carbon copy section. Each piece of legislation shall be allowed to include a CC section after the final clause.
  - a. Upon passage of the legislation, each person included within the CC section shall receive an electronic copy of the finalized version passed by the Assembly directly emailed to them.

#### 5.4-4 Legislation Categories

All Assembly legislation shall be classified in the following manner by the Speaker after consultation with the Parliamentarian and Clerk:

1. Category A: Actions to amend or revise the Constitution.
2. Category B: Actions of a legislative nature under the jurisdiction of the executive and legislative branches; enactment or revisions of Bylaws or Codes, referenda; approval of budget proposals; allocations and designations; and resolutions stating the opinion of the Association.
3. Category C: Actions to recommend policies, procedures, positions, or other such actions to other University bodies and their consideration or action; actions deemed by the Speaker to require such consideration or actions by appropriate University bodies or offices.
4. Category D: Actions of an internal or procedural nature; receipts of reports, information or recommendations; internal Assembly elections and appointments; resolutions stating the opinion, wishes, or intent of the Assembly and not the Association as a whole.
5. Category E: Actions to advise, consent to and confirm appointments or nominations for appointments by the Executive Officers; and actions to override vetoes by the President of the Student Association.

#### 5.4-5 Effective Dates of Legislation

Category A actions are effective upon ratification in accordance with Article IX of the Constitution. Category B and C actions are effective when approved in accordance with the Constitution by the President of the Student Association. Category D and E actions are effective upon passage by the Assembly. Category C actions shall be transmitted as provided in Chapter 1, Title I, Section 5.4-6, upon passage of the action.

#### 5.4-6 Student Association Actions Requiring External Response

The President of the Student Association or the Speaker of the Assembly shall transmit to the Vice President for the Student Experience all legislative or executive actions external to Student Government, unless such actions are vetoed within ten (10) days.

##### 5.4-6.1 Actions Within the Authority of the Office of the Vice President for the Student Experience

Within thirty [30] days of receipt of action, the Vice President for the Student Experience, or their designee, shall provide a written response to said action and render a decision as to the implementation of the action. During these thirty [30] days, the Assembly shall respond to any requests for information from the Vice President for the Student Experience, or their designee, on said action. The Vice President for the Student Experience may also request reconsideration of said action by the Assembly. Such a request must be submitted in writing within the

thirty [30] period. Should the action be upheld by the Assembly, the Vice President for the Student Experience shall have an additional thirty [30] days to submit a written response to the action. The Vice President for the Student Experience may inform the Assembly in writing that an extension of the thirty [30] period is necessary, including reasoning and an estimated date of response.

#### 5.4-6.2 Actions outside the Authority of the Office of the Vice President for the Student Experience

For actions related to entities outside of the authority of the Vice President for the Student Experience, the Vice President shall assist the President of the Student Association or the Speaker of the Assembly in referring said action to the appropriate office or entity and provide notification of referral within thirty [30] days of receipt.

#### 5.4-7 Authorship and Sponsorship of Proposed Legislation

Each proposed legislative action shall have at least one [1] author and one [1] sponsor. An author is defined as any member of the undergraduate student body as defined in Article I, Section 3 of the Constitution. A sponsor is defined as any Assembly Representative. The author may self-sponsor if they meet the requirements of a sponsor.

##### 5.4-7.1 Attendance of Author and Rights of the Floor

At least one [1] author of the proposed legislation must be present at the Assembly meeting when the action is being considered. If no author is present, the action shall be automatically tabled until the next regular Assembly meeting. After two [2] regular meetings of the Assembly, should no author attend, the action shall be automatically withdrawn from the floor. Any author shall be granted floor rights in order to speak on behalf of their proposed legislation, according to Assembly speaking procedures. The Assembly, if it wishes, need not grant floor rights to more than one author of the proposed legislation.

#### 5.4-8 Receipt of Assembly-Approved Actions by the Office of the President of the Student Association

Every Category B and C action approved by the Assembly shall be determined to have been formally received by the President of the Student Association at 9:00am on the day following the meeting at which it was approved, provided that said meeting shall have adjourned after 4:30pm on the day of the meeting. The action shall be considered as having been received on the day of such meeting if the meeting adjourned before 4:30pm.

#### 5.5 Assembly Floor Action

In discussion of any legislative action or amendment thereto, the Speaker of the Assembly or the acting Chair, may initiate a list from which Representatives shall be designated to speak on the action. The Speaker may, before compiling the list, set guidelines for the

number of speakers or the amount of time each speaker may have the floor. The list shall contain affirmative, negative, and/or general speakers. The Assembly, by special order, may modify the use of such list, or determine such other rules by the vote of a majority of those present and voting. The Assembly may include guidelines for speaking and debate within the Standing Rules. Unless otherwise specified, floor rights shall only be granted to members of the Assembly. Any elected member of the Assembly may move to yield their speaking time to a non-member, requiring a second by another elected member of the Assembly. The right to make motions and vote in the Assembly shall rest with the elected members of the Assembly.

#### 5.5-1 Amendments to Submitted Actions

Whenever possible, the sponsor of a formally written, proposed amendment to any substantive action shall submit a copy of said amendment to the Speaker in advance of its introduction.

##### 5.5-1.1 Author-Accepted Amendments

Should the original author of a legislative action accept a proposed amendment, then such action shall be considered amended by the Speaker. The Assembly may overrule this action by a simple majority [50%+1] of those present and voting.

##### 5.5-1.2 Processing of Formal Amendments on the Assembly Floor

If a proposed amendment is rejected by the author, the Assembly may decide to consider the amendment formally. A simple majority of those present and voting is required to formally accept an amendment.

#### 5.5-2 Special Order for Assembly Consideration of Legislative Action

The Speaker, in consultation with the ROOF committee, may call a special order to require a vote on an action without any amendments. Approval of the action in this manner shall constitute final action, except where other procedural rules apply. Failure to approve by the required majority shall rescind the special order and normal consideration shall ensue.

### Section 6: **Assembly Elections and Confirmations**

#### 6.1 Election of Assembly Officers

6.1-1 The following procedures shall govern all elections of Assembly Officers:

6.1-2 All candidates for any Office of the Assembly shall declare their candidacy by self-nomination. During the consideration of a candidate by the Assembly, all candidates for said position shall leave the meeting until the Chair calls the candidates in on an individual basis. At this time, the candidate will have the opportunity to deliver a short presentation to the Assembly and then answer questions from the Assembly. After questioning, the candidate shall leave upon the request of the Chair for the duration of the election.

- 6.1-3 Only once all candidates have been presented to the Assembly and made available for questioning shall discussion begin. Representatives shall preface their comments in discussion by expressing their opinion.
- 6.1-4 Voting shall be conducted by written ballot. The Parliamentarian, or their designee, shall pass out the ballots and privately count them when all have been submitted. Officers shall be elected according to the procedures outlined in Article III, Section 6 of the Constitution.

## 6.2 Confirmation Nominations and Appointments

- 6.2-1 No motion to confirm any appointment shall be in order unless the person so appointed is present at the meeting when such motion is presented. Such motions shall be automatically tabled until the next regular Assembly meeting. Should said person have what would be considered an excused absence by the Assembly, the Assembly may, by a majority of those present and voting, allow a written statement by the appointee to take the place of their presence at the meeting.
- 6.2-2 During consideration of an appointee by the Assembly, all appointees, whether nominated for the same or different positions shall leave the meeting until the Chair calls the appointee in for questions and will subsequently leave upon the request of the Chair for the duration of said process. Appointees shall have the opportunity to deliver a short presentation to the Assembly and then answer questions from the Assembly.

## Section 7: **Voting**

### 7.1 Rules Governing Voting Procedure

- 7.1-1 Normal voting procedure, other than when an action shall be passed by unanimous consent, shall be a voice vote, however, any member, with a second from another member, may call for a rising hand vote.
- 7.1-2 At the request of the Speaker, or of any Representative with a second, a roll call vote shall be taken on a given question before the Assembly. Secret ballot votes on any matter shall be taken upon the affirmative vote of two-thirds [2/3] of Representatives present and voting, except when a roll call vote shall be requested.

### 7.2 Motions for a Vote on the Pending Question

- 7.2-1 Whenever the previous question is moved and deemed in order by the Speaker, and has been seconded, the Speaker will ask the floor if there are any objections. If any objections occur, a majority vote of those present and voting is needed to continue discussion on the motion being considered. No debate, discussion, commentary, questions of privilege, or points of information or order shall be made or considered in order by the Speaker until the vote is made, except for a request for a rising hand vote before voting actually begins.

### 7.3 Proxy and Absentee Voting

- 7.3-1 Proxy and absentee voting shall not be allowed unless provided for in the Standing Rules and approved by the Assembly.

### 7.4 Threshold of Votes Needed to Approve Action

- 7.4-1 Any action that proposes a change or interpretation of the Constitution shall require such votes as required in accordance to Article IX, Section 1.2 of the Constitution.
- 7.4-2 Any action amending, revising, or otherwise altering or interpreting the Bylaws and Codes shall require a two-thirds [2/3] vote of the Assembly.
- 7.4-3 Any action to be placed before the student body in referendum shall require a two-thirds [2/3] vote of the Assembly.
- 7.4-4 Any action approving, adding to, revising, or interpreting the Standing Rules of the Assembly shall require a simple majority [50%+1].
- 7.4-5 All other actions shall require a simple majority [50%+1] to be approved.

### 7.5 Voting Privileges of Tardy Representatives

- 7.5-1 Should a Representative arrive to a meeting after the title of an action has been read, they shall not be allowed to vote on that action.

## Section 8: **Punitive Action for Misconduct**

### 8.1 Censure

- 8.1-1 Should the Assembly disapprove of the actions of any member(s), it may decide to censure said member. A censure shall be in the form of a resolution and simply states the opinion of the Assembly. It has no binding action.

### 8.2 Ejection from Meeting

- 8.2-1 Should a member continuously be disruptive and breach decorum during a meeting, they may be ejected from the meeting by the Speaker. The Assembly may overrule the Speaker's decision by a simple majority.
- 8.2-2 Should, for any reason, a member be ejected from a total of three [3] meetings for misconduct, the Representative shall be immediately referred to the Trial Court.

### 8.3 Recall of Assembly Officers

- 8.3-1 Any Officer of the Assembly may be recalled and removed from their office by a two-thirds [2/3] vote of the entire voting membership of the Assembly.

### 8.4 Recall of Assembly Representatives

- 8.4-1 Any Representative may be recalled and removed from their office by a three-fourths [3/4] vote of the entire voting membership of the Assembly.

## Title II: Assembly Apportionment

### Section 1: **Academic Constituencies**

#### 1.1 Academic Seat Apportionment

- 1.1-1 Academic constituency Seats shall be apportioned pursuant to Article III, Section 5 of the Constitution as provided in Chapter 1, Title II, Section 1.1-2 of the Bylaws and shall be maintained until the next regular apportionment has been approved by the Board of Elections. Upon apportionment, the ROOF committee shall introduce a bill to the Assembly to revise Section 1.1-2 to match the new apportionment as approved by the Board of Elections.
- 1.1-2 Those seats from academic constituencies shall be apportioned as follows, to be elected by the given constituencies:
1. The College of Arts and Sciences: six [6] seats
  2. Maxwell School of Citizenship and Public Affairs: three [3] seats
  3. The Martin J. Whitman School of Management: three [3] seats
  4. College of Visual and Performing Arts: three [3] seats
  5. S. I. Newhouse School of Public Communications: three [3] seats
  6. The David B. Falk College of Sport and Human Dynamics: two [2] seats
  7. The College of Engineering and Computer Science: two [2] seats
  8. School of Architecture: two [2] seats
  9. School of Information: two [2] seats
  10. School of Education: one [1] seat
  11. University College: one [1] seat
  12. State University of New York College of Environmental Science and Forestry: three [3] seats

### Section 2: **Unique Population Constituencies**

#### 2.1 Unique Population Seat Creation

- 2.1-1 Any undergraduate student within the constituency of a Unique Population seeking representation, wherein said population meets the criteria set forth in Article III, Section 3.4.1 of the Constitution, may initiate the creation of a new Unique Population seat through a written request to the Speaker of the Assembly and the Chief Justice of the Supreme Court.
- 2.1-2 The following steps must also be taken:

1. The overseeing or related University office, unit, or center must be alerted to the possible seat creation;
2. Said office must be willing and able to provide the Board of Elections with constituency population information, and;
3. A polling of the Unique Population must take place, with the majority of the respondents responding in the affirmative to the seat creation, or through major council representing groups of Register Student Organizations

2.1-3 Once these steps are completed, the Speaker shall draft the appropriate statutory amendment for a vote by the Assembly. A two-thirds vote by the Assembly is required to amend the list of Unique Populations receiving seats in the Assembly.

## 2.2 Unique Population Seat Review

2.2-1 Unique Population seats shall be reviewed no later than ever two [2] years by the procedure prescribe as follows:

2.2-2 Declaration of Review

Upon initiation of the reapportionment process, all Unique Population seats up for review shall be declared open for review by the Speaker, who shall arrange appropriate publicity.

2.2-3 Review Hearing

There shall be a period of fourteen [14] days in which written statements shall be submitted to the Clerk of the Supreme Court in favor or against retaining said seat in the Assembly. At the end of this period, a review hearing shall be placed on the docket of the Supreme Court at a date determined by the Chief Justice. The current holder of the seat, if there is one, and any prior holders of the seat, if there are any, shall be given the opportunity to present arguments in favor or against the retention of said seat to the Supreme Court.

2.2-4 Recommendation of the Supreme Court

At the conclusion of the review hearing(s), the Supreme Court shall have fourteen [14] days to issue an advisory opinion to the Assembly with its recommendation as to whether a unique population retain or be relieved of its seat. The Supreme Court shall take into account the submitted statements from members of the constituency and the effectiveness of the seat to promote issues faced by the constituency in their decision. The Speaker shall draft the appropriate legislation for a vote by the Assembly based upon the recommendation of the Supreme Court.

2.2-5 Minimum Waiting Period

Any unique population relieved of an existing seat by a vote of the Assembly, or rejected in its effort to obtain a seat by members of its own constituency, shall not

be allowed to reapply for a seat for a minimum of one [1] year from said removal or rejection.

### 2.3 Unique Population Seat Apportionment

- 2.3-1 Those seats from the Unique Population constituencies shall be apportioned as follows, to be elected by the student body at-large:

## Title III: Membership, Duties, and Responsibilities

### **Section 1: Duties and Responsibilities**

#### 1.1 Duties of the Assembly Representatives

1.1-1 Assembly Representatives shall:

1. Agree to the condition that Student Association responsibilities take precedence over any other extracurricular activity excluding contractual engagements with the University, such as athletics.
2. Faithfully and diligently represent the interests of their constituents and the student body at-large.
3. Earnestly pursue suggestions and opinions regarding Assembly actions under consideration and future action from the student body.
4. Meet with any relevant stakeholders in regards to legislation, initiatives, or issues that affect their constituents on a regular basis.
5. Attend all regularly scheduled Assembly meetings.
6. Sit on at least one [1] Assembly standing committee and attend each committee meeting.
7. Execute any committee projects assigned by the respective committee chair.
8. Hold a minimum of three [3] regularly scheduled office hours per week, one of which must be held in an on-campus location that receives consistent pedestrian traffic, to be approved by the Director of Internal Operations.
9. Attend at least four events sponsored or co-sponsored by the Student Association or an approved alternate event with the approval of the Director of Internal Operations each semester.
10. Represent the Assembly and the Association through tabling opportunities for a minimum of four [4] hours per semester.
11. Attend any SA orientation and training sessions or make them up after the fact with the Director of Internal Operations.

12. Be highly encouraged to participate in a community service event at least once per semester.
13. Submit a simple, written transition report on what they learned, projects they worked on, and tips for the future upon the end of their term as a Representative to the Clerk of the Assembly to be compiled and stored in the Student Association office for future Representatives to reference if needed.

## 1.2 Duties of Committee Chairs and Vice Chairs

1.2-1 In addition to their duties as a Representative, Assembly Committee Chairs shall:

1. Schedule and publicize Committee meeting times and locations to the Assembly and the public with adequate notice in advance of each meeting.
2. Prepare an agenda for each committee meeting.
3. Preside at Committee meetings and moderate discussion during meetings.
4. Be responsible for the effective functioning of the Committee.
5. Track any potential or in progress activities, legislation, initiatives, or areas of interest for the Committee.
6. Delegate projects to various committee members.
7. Report on the Committee's activities, discussions, legislation, and recommendations, among other things, to the Assembly.
8. Attend all meetings of the ROOF Committee, except when excused by the Speaker Pro Tempore.
9. Hold an additional two [2] office hours each week.
10. Delegate any of these duties to the Vice Chair with adequate notice, as needed.
11. Carry out any other duties as set forth in the Bylaws and/or assigned by the Assembly or Committee.
12. Carry out the duties of the Vice Chair should the position be vacant.

1.2-2 In addition to their duties as a Representative, Assembly committee Vice Chairs shall:

1. Record and distribute committee meeting minutes.
2. Record attendance of committee members at each meeting and submit such information to the Clerk of the Assembly within twenty-four [24] hours of adjournment.
3. Assist the chair in moderating committee discussion.
4. Track and report the actions taken by the Committee on any legislation to the Clerk of the Assembly within twenty-four [24] hours of adjournment.

5. Carry out any duties delegated by the Chair.
6. Assume the duties of the Chair if the Chair is not present at the Assembly or Committee meeting or is temporarily or permanently unable to perform their duties.

### 1.3 Duties of the Speaker of the Assembly

- 1.3-1 The Speaker of the Assembly shall undertake the duties prescribed to them in Article III, Section 6.1.4 of the Constitution as well as carry out any other duties as set forth in the Bylaws and/or assigned to them by the Assembly.
- 1.3-2 The Speaker of the Assembly shall hold ten [10] office hours each week, five [5] of which shall be regularly scheduled.

### 1.4 Duties of the Speaker Pro Tempore

- 1.4-1 The Speaker Pro Tempore shall undertake the duties prescribed to them in Article III, Section 6.2.3 of the Constitution.
- 1.4-2 Additionally, the Speaker Pro Tempore shall:
  1. Chair the Assembly ROOF Committee.
  2. Assist with the orientation and training of new Assembly members.
  3. Track all actions of the Assembly to ensure proper procedures are followed, along with the Parliamentarian and Clerk.
  4. Hold eight [8] office hours each week, four [4] of which shall be regularly scheduled.
  5. Assume the duties of the Speaker if the Speaker is not present or is temporarily or permanently unable to perform their duties.

## **Section 2: Assembly Orientation and Trainings**

### 2.1 First-Term Representative Orientation

- 2.1-1 All first-term Representatives are required to attend all SA Orientation Sessions as established by the Director of Internal Operations. These sessions shall include a mandatory training session prior to the end of the spring semester, following the spring election, facilitated by the current Director of Internal Operations and the Speaker of the Assembly, as well as any other relevant officers and members. This session shall be focused on, but not limited to, Robert's Rules of Order, the structure and functions of the Student Association and Assembly, and the history of the Student Association.
- 2.1-2 Upon being elected, Representative-elects shall attend one regular Assembly meeting of the outgoing Assembly prior to the start of the new legislative session.
- 2.1-3 A second training session, or series of sessions shall be conducted within the first three [3] weeks of the fall semester, focused on, but not limited to:

1. The SA Governing Documents
  2. How to Write Legislation
  3. Past and Current SA Initiatives
  4. University Structure
- 2.1-4 Representatives who miss any training sessions are required to make them up with the Director of Internal Operations. Representatives must submit documentation for any absences from training sessions.
- 2.1-5 All training sessions shall be open to all members of SA, if they so choose to attend.
- 2.2 Outside Trainings
- 2.2-1 The Director of Internal Operations shall work with the relevant University offices to find and offer a series of trainings to all members of SA on issues regarding, but not limited to, diversity and inclusion, bias training, sexual violence and sexual harassment prevention.
- 2.2-2 These trainings shall be mandatory for all members. Failure to attend without a valid excuse may result in disciplinary action.

### Section 3: **Assembly Continuity**

#### 3.1 Transition Reports

- 3.1-1 All outgoing Representatives are required to submit transitional reports to document their work from the prior year, submitted to the Clerk of the Assembly, by a date to be determined by the Director of Internal Operations.
- 3.1-2 The Clerk of the Assembly shall compile each report and submit them to the Director of Internal Operations who shall use the reports as supplementary tools for the New-Member Orientation.
- 3.1-3 Each report shall include contact information for the respective Representative, a section with general advice and tips, a list of positions the Representative has held, and information on each project, issue, or initiative the Representative worked on during their term.

## Title IV: Committees of the Student Assembly

### Section 1: **Committee Rules, Structure, and Operations**

#### 1.1 Standing Committees

- 1.1-1 The Assembly shall establish permanent, standing committees that shall consider and deliberate on various matters of importance to the student body that fall

under their purview, to be composed of an appropriate number of Representatives and students appointed by the Speaker.

- 1.1-2 Standing Committees of the Assembly shall, from time to time, review Assembly legislation related to the charge of the respective committee.
- 1.1-3 Standing Committees of the Assembly shall be empowered to investigate all matters falling under their purview and draft any necessary legislation to be submitted to the Assembly.
- 1.1-4 Each standing committee shall have one [1] Chair, with full voting privileges, one [1] optional vice chair, and at least one [1] Executive representative, as an ex officio member without vote.
- 1.1-5 Standing Committees of the Assembly shall meet no less than once every fourteen [14] days, at a set time and location determined by the Chair, while there are regular meetings of the Assembly.

## 1.2 Temporary Committees

- 1.2-1 The Assembly may establish temporary committees, by a majority vote, to focus on and consider any issue it sees fit. These committees shall dissolve upon completion of their designated task and must be renewed by each subsequent session of the Assembly.
- 1.2-2 Each temporary committee shall have one [1] Chair, and one [1] optional vice chair.
- 1.2-3 When creating a temporary committee, the Assembly may vote to elect the Chair and membership of the committee, or allow the Speaker to appoint members on the Assembly's behalf.

## 1.3 Committee Chair and Vice-Chair

- 1.3-1 At the beginning of each session, the Speaker, upon consultation with the Speaker Pro Tempore, shall appoint Chairs from among the elected Assembly Representatives for each of the standing committees, through an application process to be determined by the Speaker with the assistance of the Director for Internal Operations.
- 1.3-2 Vice Chairs shall be appointed by the respective Committee Chair and confirmed by the ROOF Committee.
- 1.3-3 Committee Chairs and Vice Chairs shall serve for the duration of the legislative session, unless removed from their positions. There is no limit on the number of terms a Chair may serve.
- 1.3-4 Removal of Committee Chairs

Committee Chairs may be asked to step down from their position at any time by the Speaker of the Assembly, and shall be removed from their position upon the

appointment of a new chair. The ROOF Committee may also remove a chair from their position upon a majority vote of the Committee. The Assembly may vote to remove a chair from their position with a two-thirds [2/3] majority.

- 1.3-5 If a chair becomes unable to serve their term, the Chair must notify the Speaker or Speaker Pro Tempore, and the Speaker shall appoint a replacement to fulfill the remainder of the term.
- 1.3-6 In the case that an Assembly seat of a Chair expires, they may remain Chair until such time as the Speaker can appoint a current Representative to fill the role.

#### 1.4 Primary and Secondary Committees

- 1.4-1 All elected Representatives shall be required to serve on at least one [1] standing committee, which shall be considered their primary committee, and shall be required to attend any and all meetings of that particular committee.
- 1.4-2 Representatives may designate an additional committee to be their secondary committee, if they so desire, and shall be required to attend any and all meetings of that particular committee in order to maintain voting rights within such committee.

#### 1.5 Appointment to Committees

- 1.5-1 At the beginning of the new legislative session, and upon the election of any new Representatives, Representatives shall be given the opportunity to identify their top three choices for committee placement with a brief reasoning as to why they are interested in each respective committee, and submit this information to the Speaker of the Assembly.
- 1.5-2 Within the first two weeks of a Representative's term, the Speaker shall assign members to their primary committee, taking into account their preferences based on availability, and then upon seniority. The Speaker shall submit the committee rosters to be approved by the ROOF Committee.
- 1.5-3 The appointment of Representatives to primary committees shall be for the duration of the academic year.
- 1.5-4 If a Representative has a conflict with their primary committee appointment, they may appeal their appointment to the Speaker and Speaker Pro Tempore within the first week of the appointment. The Speaker upon consultation with the ROOF Committee shall then reassign the Representative to another primary committee.

#### 1.6 Committee Meetings

- 1.6-1 Each committee shall establish by unanimous consent, and announce for the minutes, a regular meeting time and place at the first regular Assembly meeting of the fall semester. Subsequent changes must be reported to the Assembly.

- 1.6-2 All committee meetings shall be open to the public, unless the committee votes to enter Executive Session. All the rules on Executive Session found in Chapter 1, Title I, Section 1.5 shall apply.
- 1.6-3 Committees may call special meetings with twenty-four [24] hours' notice to the committee membership and may be called by the Chair or two-thirds [2/3] of the voting membership of the committee.
- 1.6-4 A quorum shall be necessary for a committee to undertake any official business or make any decisions. A quorum shall be defined as a majority of the voting membership of the committee.

#### 1.7 Committee Attendance and Minutes

- 1.7-1 Attendance shall be taken at each regular committee meeting. A meeting shall count for attendance if one-third [1/3] of the committee's voting membership is present.
- 1.7-2 Assembly Representatives shall have a one-week grace period after being assigned a committee to ascertain the details of the meeting time and place in which the attendance policy shall not be enforced.
- 1.7-3 Each committee shall take minutes of their meetings and transmit such minutes to the Speaker Pro Tempore upon adjournment to be included in the Assembly records.

### Section 2: **Committee Actions on Referred Motions and Legislation**

#### 2.1 Referral of Main Motions to Committees

- 2.1-1 When legislation is referred to a committee, said Committee shall have until the third regular Committee meeting thereafter to make amendments and recommendations concerning said legislation and report it out of committee. After this time period, a Committee may still hold the legislation in Committee; however, the legislation may come to the floor of the Assembly by a one-third [1/3] vote of the Assembly.
- 2.1-2 The Assembly may, by a two-thirds [2/3] vote, specify a shorter than normal response period of no less than one [1] week.
- 2.1-3 Legislation may not be reviewed by more than one committee at a time. If legislation is referred to multiple committees, then the Speaker of the Assembly shall determine the order in which said legislation shall travel through the committees; the ROOF Committee shall always receive legislation last.
  - 2.1-3.1 If legislation "fails" in the first committee it is assigned to, the legislation shall still be forwarded to the next committee with the committee's recommendation that said legislation fail.
- 2.1-4 All legislation shall be automatically reported out of Committee at the beginning of the last regular meeting of the session.

## 2.2 Committee Amendments

- 2.2-1 Amendments to legislation that are proposed by a Committee shall automatically be accepted by the Assembly; however, committee amendments shall be subject to reconsideration by a majority vote of the Assembly.

## 2.3 Dead Bills

- 2.3-1 Committees have the right to reject, or “fail”, any legislation referred to it by the Assembly, in which case the legislation shall not be reported out and may not be considered by the Assembly.
- 2.3-2 Failed legislation may be considered on the Assembly floor by a majority vote of the Assembly.
- 2.3-3 The Committee Chair shall inform the Speaker of the Assembly of any legislation which has failed in committee.

## Section 3: **Establishment of Committees**

### 3.1 Rules, Operations, Oversight and Finance Committee

#### 3.1-1 Charge of the Committee

The Assembly Rules, Operations, Oversight and Finance Committee shall be tasked with overseeing all areas of internal Student Association matters.

#### 3.1-2 Committee Membership

1. Speaker Pro Tempore (Chair)
2. Engagement and Outreach Committee Chair
3. University Affairs Committee Chair
4. Academic Affairs Committee Chair
5. Community and Government Affairs Committee Chair
6. Diversity and Inclusion Committee Chair
7. Speaker of the Assembly (non-voting, ex-officio)
8. Director of Internal Operations (non-voting, ex-officio)
9. Chief Justice of the Supreme Court (non-voting, ex-officio)
10. Deputy Chief Justice of the Supreme Court (non-voting, ex-officio)

### 3.2 Engagement and Outreach Committee

#### 3.2-1 Charge of the Committee

There shall be an Engagement and Outreach Committee who shall be responsible with the promotion of the activities of the Assembly, increasing student body awareness of Student Association services and programs, focusing on all issues

regarding Association engagement of, and outreach to the student body, and gathering student feedback and suggestions on actions, initiatives, and issues.

3.2-2 Committee Membership

There shall be a Chair and optionally a vice-Chair. The Director of Communications shall serve as a non-voting member of the Committee.

3.3 University Affairs Committee

3.3-1 Charge of the Committee

There shall be a Committee on University Affairs charged with considering all matters related to the non-academic policies, programs and projects of the various University departments, offices, and entities as well as undergraduate rights, privileges, and responsibilities in non-academic university procedures. The Committee shall also oversee any currently-operating and new non-academic student services.

3.3-2 Committee Membership

There shall be a Chair and optionally a vice-Chair. The Vice President for University Affairs shall serve as a non-voting member of the Committee.

3.4 Academic Affairs Committee

3.4-1 Charge of the Committee

There shall be a Committee on Academic Affairs charged with responsible for investigating, proposing, overseeing and advocating for improved academic practices on campus. The committee will effectively plan and address pertinent issues that arise within the student body pertaining to the classroom, libraries, and other academic settings. The Committee shall also oversee any currently-operating and new academic student services.

3.4-2 Committee Membership

There shall be a Chair and optionally a vice-Chair. The Vice President for Academic Affairs shall serve as a non-voting member of the Committee.

3.5 Community and Government Affairs Committee

3.5-1 Charge of the Committee

The Committee on Community and Government Affairs shall be responsible for investigating, proposing, and advocating for increased Association involvement in the Syracuse community as well as local, state, and federal government bodies. It shall oversee any policies and activities pertaining to community engagement and governmental lobbying.

3.5-2 Committee Membership

There shall be a Chair and optionally a vice-Chair. The Vice President for Community and Government Affairs shall serve as a non-voting member of the Committee.

### 3.6 Diversity and Inclusion Committee

#### 3.6-1 Charge of the Committee

The Committee on Diversity and Inclusion will be responsible for investigating, proposing, and advocating for inclusion amongst students, student groups and organizations on campus. The committee will effectively plan and address pertinent issues related to marginalized identities on campus.

#### 3.6-2 Committee Membership

There shall be a Chair and optionally a vice-Chair. The Vice President for Diversity and Inclusion shall serve as a non-voting member of the Committee.

## Title V: Resignation and Leave of Absence Procedures

### Section 1: **Representative Resignation**

#### 1.1 Written Resignation

- 1.1-1 A resignation shall be defined as a written statement signed by a Student Association officer or member indicating they no longer wish to retain their position in Student Association with a date of effectiveness.

#### 1.2 Validity of Resignation

- 1.2-1 A resignation shall be considered valid upon submittal to and approval by the appropriate heads of such branch of government or their designees.

#### 1.3 Valid Resignations of Officers

- 1.3-1 The resignations of the President and of the Chief Justice shall be considered valid upon submission to the Speaker. The resignation of the Speaker shall be valid upon submission to the Speaker Pro Tempore and the Parliamentarian.

#### 1.4 Vacancy

- 1.4-1 A vacancy in an office is created whenever the resignation of a member becomes effective.

#### 1.5 Transmittal

- 1.5-1 All resignations transmitted or submitted to the Speaker of the Assembly or their designee shall be presented to the Assembly at the next regular meeting following such notice.

### Section 2: **Leaves of Absence**

## 2.1 Definition of a Leave of Absence

- 2.1-1 A leave of absence is an approved period of time, not to exceed eight [8] weeks when a member will be absent from their role and their role shall not be filled by someone else, nor shall it be held against them their lack of engagement.

## 2.2 Approval of Leaves of Absence

- 2.2-1 Members must request a leave of absence through the Director for Internal Operations, stating the reasons why they will need to step away from the role, the amount of time needed, and if necessary, who shall take over their responsibilities for the time being. Should the request be approved, the member will be notified of the effective dates of leave and shall be expected to return to their role upon the end of their leave.

# Chapter 2: The Executive Branch

## Title I: The Executive Officers and the Deputy Executive Officers

### Section 1: **The Chief Executive Officers**

#### 1.1 Duties of the Chief Executive Officers

- 1.1-1 The Chief Executive Officers duties shall include, but are not limited to:
1. Providing leadership to all members of the Association.
  2. Participating in a newly-elected Executive Officer training session following the certification of their election, to be coordinated by the Director of Internal Operations and the outgoing Executive Officers to go over:
    - a. The structure of the Executive Branch.
    - b. The Governing Documents of the Student Association.
    - c. The SA Budget.
    - d. The history of the Student Association.
    - e. Essential documents, procedures, initiatives, or any other relevant issues that the outgoing Executive Officers have worked on or are privy to.
    - f. Tips and general advice from their time in office.
  3. Attending any and all mandatory external trainings, as defined in Chapter 1, Title III, Section 2.2.

4. Drafting a financial vision for the Association, consisting of a statement of how the Association plans to allocate and designate the Student Activity Fee, and what goals the Association has in doing so, by the end of the second week of the fall semester. This shall be approved by the Cabinet, and subsequently the Assembly.
5. Holding a total of twenty [20] office hours per week, ten [10] of which shall be regularly scheduled and posted publicly.
6. Delivering a weekly report to the Assembly, or designating someone to deliver such report on their behalf.
7. Drafting and submitting the Student Association Annual Report consisting of all completed and in-progress Student Association projects and initiatives in all aspects of SA.

## 1.2 Duties and Powers of the President of the Student Association

1.2-1 The President has overriding authority over the entire Executive Branch, except as specifically provided in the Constitution. Their duties shall include, but not be limited to:

1. The faithful and timely execution of all Constitutional duties.
2. The management of the Student Association office and policies which shall be determined by a joint consensus of the Executive Committee.
3. Serving as an undergraduate student representative to the Syracuse University Board of Trustees.
4. Serving as an undergraduate student representative to other University and external committees, boards, and entities, such as:
  - a. Syracuse University Alumni Association Board of Directors
  - b. Student Legal Services Board of Directors
  - c. Other relevant committees, boards, and entities, shall be updated as needed.
5. Supervising their staff and their Cabinet.
6. Appointing qualified candidates to each of the positions listed in Section 2 of this Title.

## 1.3 Duties and Powers of the Executive Vice President of the Student Association

1.3-1 The duties of the Executive Vice President shall include, but are not limited to:

1. The faithful and timely execution of all Constitutional duties.
2. Overseeing their staff and their Cabinet.

3. Serving as an undergraduate student representative to such external boards, committees, and entities, that the President may direct them to serve on.

#### 1.4 Duties and Powers of the Comptroller of the Student Association

- 1.4-1 The duties of the Comptroller shall include, but are not limited to:
  1. The faithful and timely execution of all Constitutional duties.
  2. Help develop a yearly Student Association budget to be reviewed and approved by the Assembly before being submitted to the Finance Board, or work with the Director of Internal Operations to designate a Treasurer to do this on their behalf.

### Section 2: **Appointments by the Chief Executive Officers**

#### 2.1 Internal Appointments

- 2.1-1 The Deputy Executive Officers
  1. Chief of Staff
  2. Director of Internal Operations
  3. Vice President for Academic Affairs
  4. Vice President for University Affairs
  5. Vice President for Community and Government Affairs
  6. Vice President for Diversity and Inclusion
  7. Vice President for Communications
  8. The Student Advocate

2.1-2 The Chief Justice of the Supreme Court

2.1-3 The Board of Elections Chair

#### 2.2 External Appointments

- 2.2-1 Undergraduate University Senators
- 2.2-2 Undergraduate Representatives to the Syracuse University Alumni Association Board of Directors
- 2.2-3 Syracuse University Public Safety Community Review Board (CRB) Undergraduate Members
- 2.2-4 Any relevant external appointments to committees, boards, or other entities shall be updated here.

#### 2.3 Regulations on Executive Appointments

- 2.3-1 The President and Executive Vice President, after consultation with the Speaker, shall designate appointments and nominations for appointments required of or

requested of Executive authority or remove such designation. The Assembly may vote by a two-thirds [2/3] majority to modify the list of internal and external appointments as written in Section 2.1 and 2.2 of this Title at any time. Should a position be added to these lists while the position is filled, the individual or individuals in the position shall immediately be put to a vote for approval by the Assembly at the next regular meeting.

#### 2.4 Minor Appointments

- 2.4-1 Any positions not included in Section 2.1 and 2.2 of this Title shall be defined as a minor appointment.
- 2.4-2 Minor appointments shall still require the consultation of the Speaker of the Assembly, as well as the Cabinet. Assembly approval shall not be required unless the Speaker, or a majority of the Cabinet, determines Assembly consent is necessary.

#### 2.5 Acting Appointments

- 2.5-1 Acting or interim appointments shall only be authorized if a candidate has been nominated or appointed to a position during a period that the Assembly is in recess. The acting appointment shall expire at the first regular meeting of the Assembly following the recess, or upon the convening of a special meeting during the recess, and shall be put up for approval by the Assembly.
- 2.5-2 Acting or interim appointments shall not institute new policies, initiatives, or agreements on behalf of the organization or their position and may only carry out any in progress work of the position. Any actions taken by an acting or interim appointment may be challenged by the Assembly.

#### 2.6 Removal of Deputy Executive Officers

- 2.6-1 The President and Executive Vice President may request the resignation of a Deputy Executive Officer at any time, upon consultation with the Executive Committee.

#### 2.7 Removal of Nominations or Appointees to External Bodies

- 2.7-1 All nominations for appointments external to Student Association may be recommended for removal with stated cause on the recommendation of the President and approval of the recommendation by the Assembly.

#### 2.8 Reports by Agents to External Bodies

- 2.8-1 All agents to external bodies must periodically report to the Association the work they have been doing and any actions the Association should undertake in response. The Chief of Staff shall coordinate these reports with all external appointees.

### Section 3: **The Deputy Executive Officers**

### 3.1 Deputy Executive Officers

- 3.1-1 Upon the confirmation of a Deputy Executive Officer by the Assembly, should they hold another position within the Association, they shall be considered immediately resigned from said position.
- 3.1-2 Deputy Executive Officers shall serve a term concurrent with the legislative session. There shall be no limit on the number of terms an individual can serve as a Deputy Executive Officer.
- 3.1-3 The Deputy Executive Officers duties and powers shall include, but are not limited to:
  - 1. Agreeing to the condition that Student Association responsibilities take precedence over any other extracurricular activity.
  - 2. Faithfully and diligently representing the interests of the student body.
  - 3. Earnestly pursuing suggestions and opinions regarding issues within their purview.
  - 4. Meeting with any relevant stakeholders in regards to legislation, initiatives, or issues under their purview.
  - 5. Maintaining an overall understanding of all current projects, initiatives and actions within the Association under their purview.
  - 6. Attending meetings of the Cabinet and reporting on the work they and their offices have done since the last Cabinet meeting.
  - 7. Attending additional meetings related to their position.
  - 8. Devoting a total of ten [10] hours each week to their responsibilities.
  - 9. Delivering a report to the Assembly no less than once every four [4] weeks.
  - 10. Assembling a team or staff to work underneath them and to delegate responsibilities to.

### 3.2 The Chief of Staff

- 3.2-1 There shall be a Chief of Staff whose duties include, but are not limited to:
  - 1. Serving as chief advisor to the President and Executive Vice President.
  - 2. Organizing the Cabinet, under the guidance of the President, to work on the President and Executive Vice President's goals, strategies, and agenda.
  - 3. Maintaining minutes and records of Cabinet meetings.
  - 4. Maintaining minutes and records of Executive Committee meetings.
  - 5. Assuming or delegating the responsibilities of any vacant positions within the Cabinet.

6. Meeting regularly with members of the Cabinet individually to check in and stay up to date on their work.
7. Ensuring effective communication and engagement within the Executive Branch.
8. Managing all Executive appointments external to the Association and requesting reports from those appointees when appropriate.
9. Representing the President and Executive Vice President on their behalf, if directed to.
10. Maintaining an overall understanding of all current projects and initiatives within all aspects of Student Association.
11. Encouraging professional development within the organization.

### 3.3 The Director of Internal Operations

3.3-1 There shall be a Director of Internal Operations whose duties shall include, but are not limited to:

1. Working closely with the Assembly to ensure a symbiotic relationship between the Executive and Legislative branch.
2. Ensuring all members of the Association comply with the governing documents and reviewing any potential violations.
3. Implementing Student Association orientations and trainings for all new members.
4. Tracking SA member engagement and attendance records through the Student Association Accountability System and informing members who are in jeopardy of violating attendance policies.
5. Overseeing the SA budget as Treasurer or appointing a Treasurer to work underneath them.
6. Serving as Executive representative to the Assembly ROOF Committee and attending each committee meeting.
7. Collecting all transition documents and reports.
8. Reviewing and approving excused absences and leaves of absence.

### 3.4 The Vice President for Academic Affairs

3.4-1 There shall be a Vice President for Academic Affairs whose duties shall include, but are not limited to:

1. Each of those responsibilities is detailed in Section 3.1-3 of this Title.
2. Serving on any and all task forces, work groups, or committees dedicated to improving academic affairs at Syracuse University.

3. Maintaining good relations with the Provost's office and other academic units of the university.
4. Serving as the Executive representative to the Assembly Academic Affairs Committee and attending each committee meeting.

### 3.5 The Vice President for University Affairs

- 3.5-1 There shall be a Vice President for University Affairs whose duties shall include, but are not limited to:
1. Each of those responsibilities detailed in Section 3.1-3 of this Title.
  2. Serving on any and all task forces, work groups, or committees dedicated to improving student life at Syracuse University.
  3. Maintaining good relations with non-academic units of the university.
  4. Serving as the Executive representative to the Assembly University Affairs Committee and attending each committee meeting.

### 3.6 The Vice President for Community and Government Affairs

- 3.6-1 There shall be a Vice President for Community and Government Affairs whose duties shall include, but are not limited to:
1. Each of those responsibilities detailed in Section 3.1-3 of this Title.
  2. Serving on any and all task forces, work groups, or committees dedicated to improving community engagement at Syracuse University.
  3. Tracking any government legislation that may have an effect on the student body and lobbying on behalf of the student body.
  4. Maintaining good relations with the Syracuse University Office of Government and Community Relations.
  5. Serving as the Executive representative to the Assembly Community and Government Affairs Committee and attending each committee meeting.

### 3.7 The Vice President for Diversity and Inclusion

- 3.7-1 There shall be a Vice President for Diversity and Inclusion whose duties shall include, but are not limited to:
1. Each of those responsibilities detailed in Section 3.1-3 of this Title.
  2. Serving on any and all task forces, work groups, or committees dedicated to improving diversity, inclusivity, and equity at Syracuse University.
  3. Maintaining good relations with the various university units focused on Diversity and Inclusion efforts.
  4. Serving as the Executive representative to the Assembly Diversity and Inclusion Committee and attending each committee meeting.

### 3.8 The Vice President for Communications

- 3.8-1 There shall be a Vice President for Communications whose duties shall include, but are not limited to:
1. Each of those responsibilities detailed in Section 3.1-3 of this Title.
  2. Maintaining and managing all Student Association publicity and messaging, including correspondence with on- and off-campus media, and overseeing the Association's online presence.
  3. Consulting and aiding in the implementation of marketing plans for Student Association events, programs, and initiatives.
  4. Maintaining a working relationship with the University Communications office.
  5. Serving as the Executive representative to the Assembly Engagement and Outreach Committee and attending each committee meeting.
  6. Directing and overseeing the Student Association Office of Communications.

### 3.9 The Student Advocate

- 3.9-1 There shall be a Student Advocate whose duties shall include, but are not limited to:
1. Each of those responsibilities detailed in Section 3.1-3 of this Title.
  2. Directing and overseeing the Student Association Office of Student Advocacy.
  3. Hiring and training all staff and caseworkers.
  4. Educating the student body about their rights, University and SA policies, rules, and procedures.
  5. Promoting awareness of support, assistance, and other resources offered by SA, the University, and the surrounding community.
  6. Promoting SA's position to the University administration concerning student's rights, campus rules, and other areas of student conduct.
  7. Advocating on the student body's behalf in all areas of University policy revision.
  8. Acting as the official liaison and representative of the Office of Student Advocacy.
  9. Acquiring trainings in conflict resolution and mediation, as well as any other relevant trainings in order to best understand and navigate University processes.

### 3.10 The Director of MOSA Relations

3.10-1 There shall be a Director of MOSA Relations whose duties shall include, but are not limited to:

1. Serving as the primary liaison between the Syracuse University and SUNY-ESF's Student Association and SUNY-ESF's Mighty Oaks Student Association (MOSA) to ensure adequate representation of the needs of SUNY-ESF students by both governing bodies.
2. Serving as an ex-officio, non-voting member of the MOSA and SA Cabinets.
3. Upon request, delivering communications of important events and/or messages between associations.
4. Ensuring productive collaboration between MOSA and SA.
5. Being charged with bridging the gap in community between SU and ESF students.

#### Section 4: **Offices of the Deputy Executive Officers**

##### 4.1 Establishment and Regulation of Executive Offices

- 4.1-1 Each Deputy Executive Officer shall be empowered to create positions as they see fit to assist them in their roles. These positions may be held by any undergraduate student, unless they serve in a position within the Association in which they are not allowed to hold any other office. Such positions shall expire at the end of the legislative session in which they are created unless codified within these Bylaws through the necessary legislation and approved by the Assembly.
- 4.1-2 All such positions shall be considered minor appointments.
- 4.1-3 All such positions shall perform such duties as are assigned to them by their Deputy Executive Officer, but must be within the purview of the Deputy Executive Officer's role.
- 4.1-4 All such positions serve at the pleasure of the respective Deputy Executive Officer and may be dismissed at any time.

## Title II: Executive Absence, Inability, or Vacancy

#### Section 1: **Executive Succession**

##### 1.1 Presidential Vacancy

- 1.1-1 In the case of a vacancy in the Office of the President of the Student Association, the position shall be filled as defined in Article XI, Section 5 of the Constitution.

##### 1.2 Multiple-Vacancy Presidential Succession

- 1.2-1 If, for any reason, the Offices of President, Executive Vice President, and Speaker of the Assembly shall simultaneously be vacant, the Assembly shall convene at the earliest practical time on the call of the Chief of Staff, who shall chair as temporary Presiding Officer, with the Speaker Pro Tempore serving as President ad interim. The Assembly, in accordance with the procedure for electing a Speaker, shall elect

a President for the remainder of the annual term. Following the election for President, the Assembly shall immediately proceed to the election of a Speaker for the remainder of the annual term. Said meeting shall not adjourn until both elections have been completed and shall have no other items of business for consideration on the agenda.

### 1.3 Temporary Executive Function

1.3-1 In a prolonged absence or incapacitation of the President of the Student Association, and failure of the Executive Vice President to serve as acting President by absence from the local area, from inability to serve, or by cause of a vacancy in said office, then the person whose office is highest within the following list and who is in the local area and able to serve shall then serve as acting President for the duration of the President's absence or inability to function, subject to such directives as the President shall have made, until the cessation of the absence or the inability to serve.

1. Speaker of the Assembly
2. Speaker Pro Tempore
3. Comptroller
4. Chief of Staff
5. Director for Internal Operations
6. Student Advocate
7. Vice President for University Affairs
8. Vice President for Academic Affairs
9. Vice President for Community and Government Affairs
10. Vice President for Diversity and Inclusion
11. Vice President for Communications

## Chapter 3: The Judicial Branch

### Title I: Composition of the Supreme Court

#### Section 1: **Membership of the Court**

##### 1.1 Constitutional Membership

- 1.1-1 As defined in Article V, Section 2.1, the Court shall be made up of one [1] Chief Justice, one [1] Deputy Chief Justice, and seven [7] Associate Justices, the longest-serving of which shall be the Senior Associate Justice.
- 1.1-2 In the case that multiple Associate Justices have equal time of service on the court, the most senior Justice as defined by the University Registrar's Office shall serve as the Senior Associate Justice. If there is still a tie, the Chief Justice shall decide who shall serve as the Senior Associate Justice.

## 1.2 Officers of the Court

- 1.2-1 The Officers of the Court shall be the Chief Justice, Deputy Chief Justice, and the Clerk of the Court.

## Section 2: **Selection**

### 2.1 Appointment Procedure

- 2.1-1 The Chief Justice of the Supreme Court shall be nominated and confirmed as defined in Article V, Section 2.2.1 and Section 2.3 of the Constitution. The President, before nominating a Chief Justice, shall seek the advice of the Justices currently serving.
- 2.1-2 The Chief Justice of the Supreme Court shall work with the President of the Student Association to nominate each Deputy Chief Justice and Associate Justice, as necessary to fill vacancies on the Supreme Court in an expedient manner, as defined in Article V, Sections 2.2.2-4.
- 2.1-3 The Clerk of the Court shall be selected by the Chief Justice.
- 2.1-4 Court vacancies shall be announced publicly, and applications shall be solicited from all eligible members of the undergraduate student body.
- 2.1-5 The selection process of all members of the Supreme Court shall be decided on by the Chief Justice, or the President of the Student Association in regards to the Chief Justice position, but shall include a formal written application and an interview of each candidate.

## Section 3: **Duties and Powers**

### 3.1 Duties and Powers of the Chief Justice of the Supreme Court

- 3.1-1 The duties and powers of the Chief Justice shall include, but are not limited to:
  - 1. Presiding over all meetings and hearings of the Court.
  - 2. Calling meetings as the need arises.
  - 3. Setting the agenda for meetings of the Court.
  - 4. Interpreting the rules of Court procedure as detailed in these Bylaws.
  - 5. Serving as the spokesperson for the Court.

6. Attending Student Government Executive Committee meetings.
7. Receiving and reviewing all requests for hearings and determining, with input from members of the Court, whether to hear a case or not.
8. Maintaining and updating the latest version of all Student Association governing documents.
9. Providing the officers of each branch and any other relevant individuals with the latest dated version of the governing documents.
10. Submit a budget proposal to the Treasurer for the Judicial Branch at the written request of the Treasurer.
11. Once per academic year, initiate a review process to determine if each Justice intends to remain on the court for the following year.
12. Either serving, or selecting a Justice to serve, on the Student Legal Services Board of Directors.

### 3.2 Duties and Powers of the Deputy Chief Justice

- 3.2-1 The duties and powers of the Deputy Chief Justice shall include, but are not limited to:
1. Presiding over meetings and hearings in the absence of the Chief Justice.
  2. Serving as the Chair of the Trial Court.
  3. Contacting involved parties for hearings.
  4. Serving as liaison to the Assembly by serving as the Assembly Parliamentarian and attending all meetings of the Assembly.
  5. Reporting the actions of the Assembly to the Chief Justice and the Court.
  6. Working with the Clerk of the Assembly to maintain a file of legislation and minutes from the Assembly.

### 3.3 Duties and Powers of the Senior Associate Justice

- 3.3-1 The duties and powers of the Senior Associate Justice shall include, but are not limited to:
1. Presiding over meetings and hearings in the absence of the Chief Justice and Deputy Chief Justice.
  2. Serving as the Chair of the Trial Court in the absence of the Deputy Chief Justice.
  3. Serving as liaison to the Assembly by serving as the Assembly Parliamentarian and attending all meetings of the Assembly in the absence of the Deputy Chief Justice.

4. Preparing the docket for hearings and distributing the docket and relevant materials to the members of the Court.
5. Securing a location for meetings and hearings.

### 3.4 Duties of the Clerk of the Court

- 3.4-1 The duties of the Clerk of the Court shall include, but are not limited to:
1. Taking the minutes at each meeting and hearing.
  2. Informing the Justices of the time and place of meetings.
  3. Typing the Court's decisions and submitting those decisions to the Chief Justice for signature.
  4. Maintaining all records of the Supreme Court.

## Section 4: **Attendance Policy**

### 4.1 Removal

- 4.1-1 A Justice may be removed from the Court for failure to attend four [4] total scheduled meetings of the Court, or two [2] scheduled meetings of the court without an accepted excuse, with the period of one [1] academic semester, as specified in Article V, Section 8 of the Constitution.

## Title II: Judicial Powers and Processes

## Section 1: **Judicial Records**

### 1.1 Content of Records

- 1.1-1 The records of the Court shall include, but are not limited to:
1. The Student Association Governing Documents, including the Constitution, Bylaws, Codes, amendments, and Standing Rules.
  2. A Court notebook containing copies of the current school year's minutes and decisions.
  3. A book containing passed legislation and minutes from the Assembly.
  4. Minutes from all previous Court meetings and hearings; correspondence regarding Court operation; memos regarding Court operation; court decisions.

## Section 2: **Judicial Powers**

### 2.1 Judicial Review

- 2.1-1 The Supreme Court shall have the power of judicial review over all legislation passed through the Assembly and any action of the Executive Branch. The power

of judicial review is limited to matters concerning the Student Association Governing Documents. The Court shall reserve the right to amend, affirm, rescind or remand issues brought before it.

## 2.2 Power of Injunction

- 2.2-1 The Chief Justice, with consent from a majority of the Justices on the Court, shall have the power to place an injunction against any action by any entity or member of the Association. This injunction shall be in place to allow the Court to meet and decide the constitutionality of said action, according to the process of judicial review.
- 2.2-2 The injunction shall remain in effect for up to, but not exceeding, seven [7] days, for the purpose of allowing further action by the Court.
- 2.2-3 Not more than one injunction may be issued for each action or piece of legislation.

## 2.3 Power of Subpoena

- 2.3-1 Any member of the undergraduate student body as defined in Article I, Section 3 of the Constitution may be issued a subpoena to appear before the Court in relation to any issue in accordance with Article V, Section 5 of the Constitution and Section 2 of this Title.
- 2.3-2 If the party fails to comply with the subpoena, the noncompliance shall be considered contempt of the court and may be grounds for further disciplinary action.

## 2.4 Additional Powers

- 2.4-1 Powers may be added to the Court by the passage of legislation to amend the Constitution and/or Bylaws.

## Section 3: **Voting**

### 3.1 Court Voting Process

- 3.1-1 The following shall govern the voting process within the Court on all Court matters:
  - 1. The question before the Court shall be read by the Chief Justice, or the presiding Justice, in such a manner that it can be answered with a “yes” or “no” vote.
  - 2. The vote shall be recorded as a roll call vote.
  - 3. A majority of the Justices voting shall decide all issues.

## Section 4: **Meetings of the Court**

### 4.1 Regular Meetings

- 4.1-1 The entire Court shall convene regularly while classes are in session to go over any administrative matters of the Court, review the schedule for upcoming hearings, and any other necessary business. The Court shall meet no less than once every fourteen [14] days.

#### 4.2 Hearings and Deliberations

- 4.2-1 Each case shall go through a hearing and deliberation process. The rules of procedure for these processes are at the discretion of the Supreme Court, as defined in Article V, Section 7, and shall be housed in the Codes of the Supreme Court, to be added as an Appendix to these Bylaws.

### Section 5: **Trial Court and Appeals**

#### 5.1 Trial Court

- 5.1-1 The Trial Court shall be a standing committee of the Supreme Court as defined in Article V, Section 2.5.
- 5.1-2 At the discretion of the Chief Justice, the Trial Court shall convene to hold formal trials in order to resolve constitutional and statutory issues and inconsistencies. The Trial Court shall also have original jurisdiction in the hearing of cases regarding alleged violations of any of the Bylaws or Codes.

#### 5.2 Appeals

- 5.2-1 A petition for appeal may be submitted to the Supreme Court within seven [7] days of the ruling being issued.
- 5.2-2 Upon receiving an appeal, the Court shall convene to review the appeal and decide whether or not to hear said appeal. A decision shall be made within twenty-four [24] hours of the meeting.
- 5.2-3 An appeal shall be heard if:
1. The procedures of, or leading to the decisions, by the Trial Court were not properly followed.
  2. The penalty does not properly reflect the severity of the violation.
  3. New evidence has become available that would significantly alter the outcome.
- 5.2-4 If petition for appeal is rejected, the initial ruling shall stand.
- 5.2-5 No Justices who served on the Trial Court for the case being appealed may serve in the appeals process.

## Chapter 4: Finances and the Student Activity Fee

### Title I: The Finance Board

#### Section 1: **Establishment and Jurisdiction**

##### 1.1 Establishment

- 1.1-1        There shall be a Finance Board as defined in Article IV, Section 4 of the Constitution, to be overseen and chaired by the Comptroller of the Student Association.
- 1.1-2        The Finance Board shall be made up of an upwards of twelve [12] members and the Comptroller, as chair. Each Finance Board member holds the same voting power and the Comptroller does not vote on budgets unless there is a draw between voters in which only then the Comptroller will be permitted a vote.
- 1.1-3        The Comptroller shall have the authority to appoint one (1) Secretary and up to two (2) Associate Comptrollers to assist in the execution of the duties of the office.
  - 1.1-3.1      The Secretary shall be responsible but not limited to for the following duties:
    - 1. Recording the attendance of all members at each official meeting.
    - 2. Maintaining accurate records of all meetings, including budget submissions and decisions related to budgetary matters.
    - 3. Ensuring the timely dissemination of decisions to all relevant organizations regarding budget allocations and approvals via electronic communication.
  - 1.1-3.2      The Associate Comptrollers shall be responsible for but not limited to the following duties:
    - 1. Auditing the activities and records of all organizations under the Comptroller's jurisdiction, including but not limited to events, publications, and supply organizations.
    - 2. Issuing communications to organizations regarding any infractions or violations of regulations and ensuring that follow-up meetings are scheduled to address and resolve such infractions.
  - 1.1-3.3      The Associate Comptrollers shall be responsible for but not limited to the following duties:

1. Auditing the activities and records of all organizations under the Comptroller's jurisdiction, including but not limited to events, publications, and supply organizations.
2. Issuing communications to organizations regarding any infractions or violations of regulations and ensuring that follow-up meetings are scheduled to address and resolve such infractions.

- 1.1-4 The Comptroller has the right to remove Finance Board members given members have violated one of the following offenses:

1.1-3.1: A Finance Board member has demonstrated repeated bias that is overly favorable or unfavorable for a specific organization, group of organizations, or demographic of students. If said bias is exhibited, further review with the involvement of Student Engagement and the Code of Conduct's bias procedures.

1.1-3.2: A Finance Board member exhibits low attendance with no prior excuse for said absence. An informal hearing would occur between the Comptroller and Director of Internal Operations to determine if said member should be removed. Attendance of Finance Board members should be reviewed twice per semester and a minimum threshold of attended meetings should be communicated by the Comptroller to Finance Board members at the start of each academic year.

- 1.1-5 Upon the declaration of any vacancies on the Finance Board, the Board of Elections shall publicize and make available applications to the student body. The application period shall continue on a rolling basis until all 12 seats are filled. If the minimum threshold of Assembly members is not met on the Finance Board, this application process will be suspended until a current Finance Board member enters the Assembly or an Assembly member applies for the Finance Board.
- 1.1-6 Upon the end of the application period, all applicants will be interviewed by the Comptroller and the Board of Elections and put up for election by the Assembly.

## 1.2 Conflict of Interest

- 1.2-1 Members of the Finance Board may be members of Registered Student Organizations but must declare through a written statement submitted to the Comptroller and Chief Justice of the Supreme Court all affiliations and involvement they have on campus with RSOs, both extensive and limited. This must include, if applicable, any official titles held by the member and what responsibilities those titles entail, as well as whether they have voting power within the RSO.
- 1.2-2 Voting members of the Finance Board are not allowed to serve as the fiscal agent of any organization funded by the Student Activity Fee.

- 1.2-3 Finance Board members are expected to abstain from any vote involving a conflict of interest. A conflict of interest includes membership in an organization, personal advising on a budget not scheduled through formal bookings processes, or a substantial personal connection to the submitting party.

### 1.3 Jurisdiction

- 1.3-1 The Finance Board shall be responsible to the Assembly and to the Financial Vision of the Association.
- 1.3-2 The Finance Board shall make recommendations to the Assembly on questions of financial policy and the financial codes.
- 1.3-3 The Finance Board shall have the authority to review and audit the finances of any account receiving Student Activity Fee funding each academic year.
- 1.3-4 The Finance Board has the authority to review all events, publications, supplies, and operating organizations receiving funding from the Student Activity Fee.
- 1.3-5 The Finance Board shall review the Special Programming Allocations, Advanced Allocations, and Rollover funding requests submitted to the Comptroller and shall make recommendations to the Assembly on the allocation and designation of the Student Activity Fee by a majority vote of the Finance Board.
- 1.3-6 The Comptroller shall subsequently introduce bills to the Assembly with each recommendation to be approved by a majority vote of the Assembly. The Speaker or Speaker Pro Tempore shall automatically be the sponsor on any such bill.
- 1.3-7 The Finance Board shall review events receiving funding from the Student Activity Fee.
- 1.3-7.1 If the event is ticketed , the organization shall reserve four [4] tickets, three [3] for voting Finance Board members and one [1] for the Comptroller.
- 1.3-7.2 If the Comptroller is unable to attend an event, they shall delegate a voting Finance Board member to complete the evaluation.

Evaluation forms will be used as considerations for any future funding requests. Forms must be submitted no later than two weeks after the scheduled date of the event. A copy of the completed evaluation form shall be given to the hosting organization.

- 1.3-8 Upon introduction to the Assembly, the Assembly may:
1. Add any non-monetary statement/requirement to the bill by a majority vote.
  2. Revise or delete any non-monetary statement/requirement on the bill by a two-thirds [2/3] vote.
  3. Refer any portion of the bill back to the Finance Board for further review and reconsideration by a two-thirds [2/3] vote. An Assembly rationale shall accompany any motion to refer. The Assembly Representative who makes the motion to refer shall present this rationale to the Finance Board.

4. Approve the bill at any time by a majority vote.

## **Title II: The Student Activity Fee and the Financial Codes**

### **Section 1: The Student Activity Fee**

#### **1.1 Regulation of the Student Activity Fee**

- 1.1-1 The Undergraduate Student Activity Fee shall increase concurrently with SU tuition not to exceed four [4] percent annually. No portion of the Student Activity Fee may be allocated or designated without Assembly approval.

#### **1.2 The SA Accounting System**

- 1.2-1 All Student Activity Fee money collected from undergraduate students attending SU and SUNY-ESF for the regular school year (August-May) shall be placed in the SA Accounting System. All Student Activity Fee money collected for the summer sessions shall be directed to the Division of Continuing Education and Summer Sessions.
- 1.2-2 The Review Board Committee shall consist of students and advisors and will convene within 168 hours after Advance Allocations open in the Spring Semester for the following academic year. Based on an estimate of the incoming student activity fee, the committee will review and submit a budget recommendations approval and denials base on SA set By-Laws to the Assembly for the New York Public Interest Research Group (NYPIRG), University Union (UU), Student Legal Services (SLS), and the Student Association (SA). Additionally, the committee will establish a funding cap for the Finance Board's approvals during the Advance Allocation process.
- 1.2-3 The committee shall be composed of the Comptroller as the lead to the Review Board Committee, the Associate Comptroller, the Finance Board Secretary, the Speaker of the Assembly, the Speaker Pro Tempore of the Assembly, and a Supreme Court Justice as a voting member. The President of the Student Association and the President of University Union, along with their respective advisors, as well as the Student Engagement Budget Manager and the Assistant Vice President of Business Operations, shall be required to attend for advisory and budget presentation purposes. NYPIRG and SLS may submit a representative upon request to the Comptroller.
- 1.2-4 All organizations with the exception of New York Public Interest Research Group [NYPIRG], University Union [UU], Student Legal Services [SLS], and SA shall be required to keep allocated operating funds within the SA Accounting System. All designated programming funds shall be kept within the SA Accounting System.

- 1.2-5 The Student Association (SA), University Union (UU), Student Legal Services (SLS), and NYPIRG shall be required to submit a financial report to the Comptroller within the first two weeks and the last two weeks of each semester. This report must include the balance of all accounts and a detailed breakdown of line-item expenditures.
- 1.2-6 Organizations may deposit funds into a miscellaneous account established for their group within the SA accounting system. Income generated through Section 1.10 of this Title shall be deposited into this account.

### 1.3 Guidelines for the Application of Funds

- 1.3-1 There shall be an emphasis on indirect funding of organizations to provide more high-quality services and events for a larger number of students. There shall be an emphasis on funding programs which cannot be funded through other sources of revenue.
- 1.3-2 All organizations who are applying for funding must utilize the designated channel for funding as follows:
  - 1. The Advanced Allocation application will open once a semester and is designated to be used for events that will occur in the following semester. These are the following types of budgets required to be submitted in Advanced Allocations:
    - a. Any event request with a maximum of \$20,000 dollars or any contract for an event a paid speaker, artist, DJ, or performer, more than \$1000 must be requested through Advanced Allocations
    - b. All Supply-based Organizations must submit their initial requests through Advanced Allocations. Mid-semester supply based organizations requests will only be reviewed if an Advanced Allocations submission was submitted the semester prior
    - c. All Operating Organizations are required to submit a Spring Advanced Allocations submission for their operations for the next year.
  - 2. The Special Programming Allocation application will be available with a pre-determined weekly deadline to be used for events and publication requests that will occur during that semester.
  - 3. The Non-RSO Form will be available to all unofficial organizations who are not Recognized Student Organizations with pre-determined and stated guidelines and limitations for funding.
    - a. To apply using the Non-RSO Form, the requestor must show that their organization is going through the new RSO process
  - 4. The Contingency Request Form will be available to organizations who have been approved for funding and are experiencing unexpected changes before their event with the approval at the discretion of the Comptroller.

### 1.4 Guidelines for the Receipt of Funds

- 1.4-1 The receipt of funds must align with the organization's purpose and be open to all Syracuse University and SUNY-ESF students that could be potentially interested in attending
- 1.4-2 All requests for funds must explain sufficiently as to why they are requesting this money respective to their organization's purpose and must use said funding for the same purpose it was approved for.
- 1.4-3 If these guidelines are not met, organizations are subject to the infractions stated in 1.14 Violations.

#### 1.5 Responsibilities of Organizations

- 1.5-1 All religious organizations must be registered and in good standing with the Office of the Dean of Hendrick's Chapel. All social Greek letter organizations must be registered and in good standing with the Office of Fraternity and Sorority Affairs. All organizations must be registered and in good standing with the Office of Student Activities. The following procedures must be followed in order to receive funding:
  - 1. Organizations must have completed the Office of Student Activities programming checklist.
  - 2. Budget Request Forms shall be completed to the satisfaction of the Comptroller prior to submission. All organizations must be registered and in good standing with the Office of Student Activities.
  - 3. Prior to submitting requests to fund events, the organization must have consulted with campus partners and vendor to obtain a written estimate from that office. The specifications as to what standards are necessary for quotes must be articulated by Student Engagement and the Comptroller at the start of each school year.
  - 4. Prior to submitting requests to fund publications, the organization must have consulted with at least three different University recognized publishers/vendors and submit their estimates.
  - 5. All proofs of cost for any requested item are required.
- 1.5-2 All organizations shall have a minimum of one [1] and no more than two [2] Fiscal Agents. It is the Fiscal Agents responsibility to familiarize themselves with SA financial policies. The Fiscal Agent shall also oversee the organization's compliance in following SA financial policies.
- 1.5-3 Organizations shall keep accurate, complete, and current financial records. All pertinent fiscal information, including audits shall be made available for review by the Comptroller, Finance Board or Assembly and shall submit them upon request.
- 1.5-4 Organizations shall be required to demonstrate commitment and effort toward promoting the validity of their purpose through active campus participation and

pursuit of additional outside revenues to fund requests/proposals. Organizations shall be evaluated on the viability of their structure, proposed activities, constitution and membership.

1.5-5 Student Legal Services shall establish and maintain a board of directors to reflect the campus community as well as the organization itself. The organization's board of director's shall maintain the organization's Constitution and bylaws and all such management policies with the following stipulations:

1. The board shall have one [1] seat for the Association President, one [1] for the Comptroller, one [1] for a member of the Supreme Court chosen by the Chief Justice, and Cabinet shall elect two [2] at-large members.
2. Board members shall be notified forty-eight [48] hours prior to any meeting. The board chair shall make available a typed agenda to all board members within twenty-four [24] hours of the scheduled meeting time. A majority vote of the board shall be required to amend the agenda.

1.5-6 All organizations are required to send their President or Fiscal Agent to one [1] Fiscal Agent Training Seminar before submitting a budget proposal.

1. Fiscal Agent Training Seminars shall be held at least four [4] times prior to any given budgeting season, the first of which shall occur no later than four [4] weeks prior to the budget deadline.
2. One [1] Fiscal Agent Training Seminar must be held on a Saturday or Sunday to accommodate a variety of student's schedule.

#### 1.6 Restrictions on the Use of Student Activity Fee Funds

1.6-1 All events sponsored by the fee must be held on-campus or the following Syracuse area affiliated locations:

1. Syracuse University Warehouse
2. Drumlins Country Club and Banquet Facilities
3. Chabad House
4. International Living Center
5. LGBT Resource Center
6. Barner-McDuffie House
7. 113 Euclid Native Student Program House
8. Student Legal Services
9. Comstock Art Facility
10. Islamic Mosque
11. Alibrandi Catholic Center

12. Syracuse Stage
13. The Community Folk Art Center
14. The Westcott Theater
15. Walnut and Thornden Park
16. Off-Campus Student Services
17. La Casita Cultural Center
18. The InnComplete at Skytop
19. Other locations as determined by a 3/4th vote of the Finance Board.

- 1.6-2 All off-campus requests outside of the campus boundaries of North Campus and South Campus require provided transportation, whether that is requested through budgeting processes or funded through other means. Off-campus events are not permitted without transportation that is open to all Syracuse University students to attend.
- 1.6-3 All events must also be open to any undergraduate student of SU and SUNY-ESF. The number of people who participate in, as well as those who benefit from an organization, service or event shall be considered.
- 1.6-4 Should there be a set charge for tickets to a program/event, the Finance Board shall reserve the right to limit complementary tickets.
- 1.6-5 Multiple organizations cannot apply for funding from the same events. Recognized Student Organizations cannot use funds allocated to help other organizations conduct their programming.
- 1.6-6 There shall be no funding of services or events currently available among existing Student Activity Fee funded organizations or from the University.
- 1.6-7 There shall be no funding of services, programs, events etc. which violate "separation of church and state."
- 1.6-8 There shall be no funding of any non-campus political organizations or candidates.
- 1.6-9 There shall not be approved allocations for more than three (3) events of the same name, likeness, or purpose.
- 1.6-10 There shall be no funding for personal, recreational or social expenses (i.e. clothing, equipment, close event) that do not benefit the University community:
  1. Catering requests are capped at \$60,000 per Semester through both Semester and Advanced Allocations combined, distributed on a first-come, first-served basis. Individual Recognized Student Organizations are capped as follows per Semester:
    - a. Tier 1: \$1,500

- b. Tier 2: \$3,000
  - c. Tier 3: \$4,500
  - d. Tier 4: \$6,000
- 2. There shall be no payment (i.e. scholarships, stipends, or payments for services, etc.) to any matriculated student of Syracuse University or SUNY College of Environmental Science and Forestry, with the exception of the Association positions appropriated and/or approved by the Assembly
- 3. There shall be no funding of awards, trophies, prizes or ceremonies commemorating individual or collective service.
- 4. There shall be no funding for individual student travel or transportation expenses, with the exception of funding for transportation for events or programs that are accessible to the whole student body, conference travel funding, and/or Operating Media Organizations' coverage. All travel must be deemed appropriate by the Finance Board.
- 5. Competitions and Conferences will be evaluated by the Finance Board on the basis of their ability to provide professional development and experiential learning opportunities that would not otherwise be available to students and their relevancy to the organization's core competencies.
- 6. There shall be no funding for the purchase of books, magazine subscriptions, or similar items at the discretion of the Finance Board.
- 7. Events may be designated as community service functions and may not be held to the aforementioned guidelines at the discretion of the Finance Board.
- 8. There will be no funding of giveaways or promotional items that are beyond or can be perceived to be beyond a specific event usage.
- 9. There will be no funding of promotional giveaways or promotional items that are beyond or can be perceived to be beyond a specific event usage. However, the Student Association (SA), University Union (UU), Student Legal Services (SLS), and NYPIRG may request funding for giveaways or promotional items, provided that such requests do not exceed 2% of the overall operational or event budget.
- 10. Subscriptions are only allowed to be applied for by Operating and Supply-Based Organizations. Requested subscriptions cannot be for purely promotional purposes and must align with the organization's purpose.

1.6-11 Conference registration funding is open to all categories of Recognized Student Organizations. Conference registration funding shall be limited to the registration of four [4] students if the registration fee is two hundred fifty dollars [\$250.00] per student or less or eight [8] students if the registration fee is one hundred fifty dollars [\$150.00] per student or less.

- 1.6-12 Conference travel funding shall be available for quotable traveling expenditures to and from said conference in the amount of one hundred dollars [\$100] or less per student, for eight [8] or less student attendees, organizations must have estimated travel costs from at least two different carriers. These carriers can utilize different modes of transportation not limited to pre-quoted taxi fares, buses, trains, planes etc. The distance of travel must be within 250 miles of Syracuse campus (200 University Avenue). Any travel beyond this radius cannot be funded through the Student Activity Fee. Conference travel funding must come from Semester or Advanced Allocations.

#### 1.7 Publications/Advertising Funded by the Student Activity Fee

- 1.7-1 Prior to submitting requests to fund publications, the organization must have consulted with at least three different publishers/vendors and submit their estimates.
- 1.7-2 All Student Activity Fee funded advertising or advertising promoting a fee-funded program must blatantly display “Your Student Activity Fee” within the advertisement. This phrase for advertising 8.5” x 11” or larger must be at least in a minimum of fourteen [14] point font size. Organizations that violate this requirement may be subject to disciplinary action, at the discretion of the Finance Board. Such advertising shall be limited to student publications and media whose primary audience is the Syracuse University community.
- 1.7-3 All publications funded by the Student Activity Fee must be distributed in an area generally accessible to all undergraduate students (e.g. Schine Student Center, residence halls).
- 1.7-4 All publications must blatantly display “Published with Your Student Fee”, in a minimum of fourteen [14] point font size on the front or back of the publication. Organizations that violate this requirement may be subject to disciplinary action, at the discretion of the Finance Board.
- 1.7-5 All publications can be funded to host one online publication website. The renewal fees for the website can be requested using annual proof of costs through the Semester or Advanced Allocations Form. All online publications must blatantly display “Published with Your Student Fee”, in a minimum of fourteen [14] point font size on the front or back of the publication. Organizations that violate this requirement may be subject to disciplinary action, at the discretion of the Finance Board.
- 1.7-6 Publications can be funded for up to two [2] prints per academic year
- 1.7-7 Publications can include one [1] event for the launch of that semester’s publication in their submissions. This submission can go through either the Special Programming Allocations or Advanced Allocations processes
- 1.7-8 At least one [1] copy of all publications funded by the Student Activity Fee shall be submitted to the Comptroller for archival purposes. These publications shall be filed in the Comptroller’s Office.

## 1.8 Procedure for the Disbursement of Student Activity Fee Funds

- 1.8-1 The Assembly by majority vote, may direct the Finance Board to oversee and/or conduct an opinion survey to assess student interests regarding the expenditure of the Student Activity Fee.
- 1.8-2 The Student Association's Finance Board shall review and approve budget requests in the order they are submitted until allocated funds are exhausted. As funding nears depletion, the Finance Board may prioritize requests that are not based on submission time to maximize the number of approvals within available resources.
- 1.8-3 The Comptroller shall assist organizations in preparing their budget requests/proposals for operating/programming expenses. Student Activity Fee Allocations/Designations shall be categorized as follows:
  - 1. Student Association, Student Legal Services, SU Ambulance, Citrus TV, WERW, and Z-89 may propose yearly budget requests for Allocated Operating Expenses. These organizations shall submit such requests by a date specified by the Comptroller.
  - 2. University Union and all subsidiary divisions of University Union, as the Official Programming Board of Syracuse University, may propose an annual budget request. Such a request shall solely include programming and shall not include any operating expenses. University Union and all subsidiary divisions of University Union shall submit requests by a date specified by the Comptroller.
- 1.8-4 All organizations desiring programming funds shall prepare semester funding proposals which shall be Designated to the following categories:
  - 1. Events:
    - a. Event-based Organizations are organizations that create a broad range of events and may apply for funding through Advanced and Special Programming Allocations for space allocation/reservation fees, ticket request fees, artist, talent, or DJ, attraction fees, and grounds fees. The line items requested in Advanced or Semester Allocations are typically deemed critical to the success of programming.
      - i. All Advanced and Special Programming Allocations requests are subject to a cost per student of \$50 in which the request cannot match or exceed the total number of estimated attendees multiplied by \$50.
    - b. All event requests require proof of space; whether the event is on or off campus. This can be a quote from the managing company, 25 Live reservation, SCPS quote, Barnes Center reservation, or via email when the previously stated methods are unobtainable. All space quotes must also include the space capacities either within the quote or stated in the description of the budget.

- c. Event-based Organizations are also allowed to request in Semester and Advanced Allocations . This category can fund an event’s supplemental needs, not limited to food costs, transportation costs, and other supplies.
      - i. Food costs for on-campus events must provide a Campus Catering quote while off-campus events require a catering quote.
      - ii. Transportation costs require a transportation quote from the company detailing the times in which the transportation will be offered and the capacity of the vehicles.
    - d. All events that are collaborative in nature must sign a partnership agreement with Student Engagement. Outlining the responsibilities of each organization in the event of conflict.
  - 2. Operating
  - 3. Operating Organizations may apply for funding through Fall Advanced Allocations, held in the Spring Semester prior for items necessary to the operations of their organization based on their provided mission statement. These funds are to be used for the operations of the following school year.
  - Publications
    - a. Refer to 1.8-4
  - 4. Supply
    - a. Supply-based Organizations may apply for funding through Advanced Allocations for supplies essential to their organization's purpose as provided to the Finance Board in their application and supporting documents. Newly registered organizations are allowed to request one budget through Special Programming Allocations .
    - b. All budgets shall include the quotes and/or links, when applicable, to all items requested and organized in a manner that displays the quantity, total costs, and reasoning as to why these items are being requested.
    - c. Supply-based Organizations are allowed to allocate up to 40% of their budget as an emergency fund.
      - i. If an organization has purchased more than 60% of their budget in Advanced Allocations only the remaining can be allocated as an emergency fund. Even if an organization has purchased less than 60% of their budget, they can only allocate 40% of their budget to an emergency fund.
    - d. This can be used once at any point throughout the semester with the approval of the Comptroller and is contingent upon audits done at the end of the semester.
      - i. Performance-based Organizations are a subset of Event-based Organizations and can apply for funding through Advanced and Special Programming Allocations for space allocation fees, ticket request fees, costumes, set design, food, decorations and

transportation. Performance-based Organizations differ from other Event-based Organizations as they are allowed to request funding for costumes, makeup, and props for performer usage.

- 1.8-5 Hearings are required for all Advanced Allocations requests and can be requested for Special Programming Allocations requests. If a Fiscal Agent wants to take part in the early deliberations of a Special Programming Allocations budget decision, they must notify the Comptroller twenty-four [24] hours before the process' application closes.
- 1.8-6 During the hearing, the Fiscal Agent(s) shall be given time to introduce their organization, present their budget(s), and pose any questions/concerns that they might have to the Finance Board. The members of the Finance Board shall be given time to ask questions of the Fiscal Agent(s).
- 1.8-7 Failure to provide representation during the time allotted for the hearing of any budget will automatically disqualify the budget from the first round of deliberations. Furthermore, the budget may then only be deliberated during Advanced Allocations appeals if funds remain after budgets from all other organizations that attended their budget hearing have been considered.
- 1.8-8 The Finance Board's recommendations for funding must respond to the Assembly's vision and comply with this Financial by-law and all other Student Association statutes. The Finance Board shall also consider the presentation of the request(s)/proposal(s) both in writing and at the hearing(s).
- 1.8-9 The Finance Board may not recommend the over-allocation/designation of funds, creating a deficit in the Student Association Accounting System. If the current year's budget for the Student Activity Fee is depleted, up to 40% of the Rollover total can then be utilized for the remainder of that fiscal year.
- 1.8-10 The Finance Board's recommendations for funding must align with the mission of each organization that has been filed with Student Engagement. No funds shall be distributed to an organization for a request that does not correspond to the organization's mission.
- 1.8-11 The Finance Board reserves the right to partially approve budgets contingent upon the availability of items within the Student Engagement supply closet. The Finance Board further reserves the right to mandate that any student activity-funded items be placed into the Student Engagement supply closet following their use. All items borrowed from the Student Engagement supply closet must be returned in the same condition in which they were initially provided. Organizations shall be subject to penalties for any items that are either missing or returned in a damaged condition, as determined by the Finance Board or Student Engagement office.
- 1.8-12 Organizations with previously funded events through Advanced Allocations cannot apply for additional funding for that same event through Special Programming

Allocations. Semester Allocation funds shall be reserved for new events and programs that the Student Association has not already funded.

- 1.8-13 Non-registered student organizations, independent students, and independent student groups may utilize the Non-RSO Form for funding at the Finance Board's discretion up to \$9,500.
1. This funding can be utilized for the purchase of food, decorations, costumes (for Performance-based Organizations), transportation companies etc. at Finance Board's discretion concerning the essential nature of the event.
  2. The Special Programming Allocations or Advanced Allocations Section 2 will be voted on by the Finance Board with votes confirmed by the Student Association Assembly.

#### 1.9 The Student Association Calendar Year

- 1.9-1 Events, conferences, and other programming must fall within the Syracuse University Academic Calendar not including dates beyond the Spring-term final day of classes to the first day of classes in the following year's Fall term.
- 1.9-2 The Comptroller determines the timeframe for when Special Programming Allocations, Advanced Allocations, Contingency Forms, and the Non-RSO Form will remain open for submissions.
- 1.9-3 All programming that occurs during the Fall Break, Thanksgiving Break, and Spring Break must be submitted for Finance Board consideration four (4) academic weeks before the first day of said break. Said programming is limited to cultural and religious events.
- 1.9-4 Conferences that fall during the Fall Break, Thanksgiving Break, Summer Break and Spring Break are permitted and must be submitted for Finance Board consideration four (4) academic weeks before the first day of said break.
- 1.9-5 For any funding for events or conferences that fall during Winter Break, the funding must be requested through Spring Advanced Allocations, and during the Summer Break, the funding must be requested through Fall Advanced Allocations

#### 1.10 The SA Financial Tier System

- 1.10-1 The Finance Board will make recommendations for funding programming based on the programming capital of organization requesting funds. The amount of funding an organization is eligible to receive will be determined according to the following tier system:
1. Tier 1: Organizations with little to no programming capital should not expect to receive funding for programs which cost more than \$12,500.00.
  2. Tier 2: Organizations that have put on a few successful programs but do not have extensive programming experience should not expect to receive funding for programs which cost more than \$25,000.00.

3. Tier 3: Organizations that have put on several successful programs at the preceding levels are eligible to receive funding for events costing up to \$40,000.00.
4. Tier 4: Organizations that have clearly proved themselves capable of programming by putting on multiple successful programs at each of the previous levels are eligible to request funding for events that exceed \$40,000.00.

1.10-2 Organizations can build programming capital by consistently putting on successful events and by collaborating with and learning from larger, more experienced organizations. The success of events and programs for the purpose of this tier system shall be assessed on the basis of their attendance/ticket sales with respect to the expected attendance, in addition to general student body feedback regarding their satisfaction with the event/program. All decisions on an organization's tier status and funding eligibility will be left to the discretion of the Finance Board.

1.10-3 Applications to move tiers must include:

1. The following time on campus consecutively
  - a. Two [2] years, or four [4] semesters of programming history, supply requests, and publication requests. Encompassing all Student Association funded events for the student organization in question if wanting to move from Tier 1 to Tier 2.
  - b. Two and a half [2.5] years, or five [5] semesters of programming history, supply requests, and publication requests. Encompassing all Student Association funded events for the student organization in question if wanting to move from Tier 2 to Tier 3.
  - c. Three [3] years, or six [6] semesters, of programming history, supply requests, and publication requests. encompassing all Student Association funded events for the student organization in question if wanting to move from Tier 3 to Tier 4.
2. A letter of recommendation from the student organization's campus advisor.
3. A list of past, present, and future marketing strategies.
4. A justification for wanting to move up in the tier system.
5. A list of all collaborative experiences, and what the organization was able to learn or take away from that experience.
6. Organizations classified as Tier 3 or higher may apply to become an operating organization. Applicants must complete the Finance Board's Tier upgrade application process and attend a mandatory meeting with the Comptroller before final approval. The Finance Board shall base its decision on the organization's long-standing programming and structural consistency over the years.
7. Demonstration of extensive past programming experience with a minimum of five [5] events at the current tier.

- a. To showcase programming history, Box Office ticket reports, the associated Student Association funding received, and a brief description/summary for all events shall be considered sufficient.
- 1.10-4 The point system will weigh the success of events within the past two [2] semesters more heavily than past events due to leadership turnover.
- 1.10-5 Additional points will be awarded to groups who have shown collaboration with higher or lower tier organizations in planning and implementing their past events. In the case of working with higher tier organizations, the Finance Board shall be interested in what the student organization learned or how the student organization benefited from this collaboration. In the other case of working with a lower tier organization, the Finance Board shall consider what the student organization provided to the lower tier organization to help build their programming capital.
- 1.10-6 The advice of consultants in Student Engagement (SE), Fraternity and Sorority Affairs (FASA), and the Department of Public Safety (DPS) will be added to all applications by the Finance Board and/or Comptroller, and will receive the appropriate points.
- 1.10-7 Student Association evaluation forms will be pulled by the Finance Board and/or Comptroller for any application. Positive evaluations of events listed in the student organization's application will contribute points to the organization's application, while negative evaluations will count as point deductions. If an evaluation form is not available for a given event, that shall not count for or against any application.
- 1.10-8 Student organizations may only move up one tier level at a time.
- 1.10-9 Applications to move up in the tier system may be approved by majority vote of the Finance Board, and take effect the semester following the approval.
- 1.10-10 A student organization approved to move up in the tier system will be placed in the requested tier for a probationary period until two [2] programs are held at the new tier, with a maximum of one [1] program per semester at the new tier during this period to be funded by the Student Association. At the end of the probationary period, the Finance Board will assess the success of only the programs at their new tier to either remove their probationary status or move the student organization back down to their original tier. This success will be based on actual versus expected attendance, Finance Board and/or Comptroller event evaluations, and the recommendation of Student Engagement and Fraternity and Sorority Affairs consultants, as well as the Department of Public Safety.
- 1.10-11 All student organizations must be registered and in good standing with Student Engagement and/or Fraternity and Sorority Affairs on 'CUSE Activities.

- 1.10-12 The student organization may not apply to move up in the tier system if the Finance Board moved the organization down in the tier system within the last three [3] semesters.
- 1.10-13 The Finance Board shall annually review the point system used to assess student organization applications, and will have the sole discretion of editing and/or revising the point system to reflect the needs of the Student Association. The Assembly must confirm all changes made to the point system by the Finance Board.
- 1.10-14 All new student organizations will be automatically placed in Tier 1.
- 1.10-15 The Comptroller, upon approval of the Finance Board, has the ability to move any student organization down in the tier system based on a point system separate from that defined above, and will require the following documentation and procedures:
1. The student organization must have held programs where the actual attendance was 40% or less than the expected attendance for two [2] or more events in one year, or over two [2] semesters.
  2. The advice of consultants in Student Engagement and Fraternity and Sorority Affairs will be considered by the Finance Board and/or Comptroller, and will receive the appropriate points.
  3. The student organization must be offered the opportunity to attend a hearing before a decision is made by the Finance Board.
  4. A student organization may not be moved down more than one [1] tier in one [1] semester by the Finance Board.
- 1.10-16 Each organization's Fiscal Agent(s) shall receive a written letter or email from the Comptroller regarding the Finance Board's recommendation(s). The organization shall have two [2] class days to request a second hearing with the Finance Board for a reconsideration request. Concerns of the organization shall be submitted to the Comptroller in writing prior to this hearing.
- 1.11 Guidelines for the Expenditure of Allocated Funds
- 1.11-1 The following shall be applicable for all organizations having funds within the SA Accounting System:
1. In requesting the expenditure of allocated funds an expenditure form shall be submitted to the Comptroller for approval. The Comptroller shall have the authority to deny the expenditure of any allocated funds kept within the SA Accounting System. The Finance Board shall have the authority to overturn denied expenditure requests by majority affirmative vote.
  2. No commitments, verbal or written, shall be made by any student organization until the expenditure request has been approved.

3. Expenditures shall be debited to the appropriate line(s) in the organization's budget.
4. Organizations desiring a transfer of funds between existing programs shall submit written rationale to the Comptroller. The Comptroller shall be granted authority to make such decisions, which may be overturned by majority vote of the Finance Board.

1.11-2 Funds in miscellaneous accounts may be used to fund items not funded by the Student Activity Fee as stipulated in Section 1.5 of this Title. Miscellaneous funds may also be donated to charitable organizations as outlined in Section 1.9-4 of this Title. However, the following restrictions apply in all cases:

1. Clothing/apparel expenditures are limited to a maximum of \$500 per semester per student organization can be made with the organization's miscellaneous funds at the discretion of the Comptroller, with the exception of expenditures on items to be disseminated to the entire student body.
2. No scholarships may be funded using miscellaneous funds.
3. No prize money may be awarded to Syracuse University or SUNY-ESF full-time or part-time students. Prize money awarded to off-campus organizations is limited to \$500.
4. All donations must follow the procedure outlined in Section
5. The transfer of funds from one organization's miscellaneous funds account to another organization's account is strictly prohibited unless there is a collaborative event that requires the splitting of event revenues. All splits of revenues must be either to a non-profit or another Recognized Student Organization and this information must be disclosed while requesting.
6. Collaboration with Student Association shall not involve combining funds allocated from Semester or Advanced Allocations with Student Association Advancement or Operating Budget funds, unless with the purpose of advancing Student Association initiatives. Events denied through Semester or Advanced Allocations processes shall not be funded through Advancement or Student Association Operating Budget, unless prior written approval/recommendation from the Comptroller.

1.11-3 As per University policy, all purchases of goods or services must come from the appropriate University auxiliary department.

1.11-4 Charitable donations or gifts are permitted from miscellaneous accounts, only using the following procedure and guidelines:

1. A student organization that intends to donate any or all proceeds or gifts from a Student Association funded event must state the intent to do so in their initial budget request for Student Association funding.

2. In the budget request, the student organization must state the percentage of proceeds or number of gifts and the charitable organization(s) to whom it intends to donate. The Finance Board may consider this information when deliberating the budget request as a whole.
3. Upon approval of the budget request, the Comptroller shall earmark the stated set percentage of the ticket revenue to be donated to the listed charitable organization(s).
4. After the ticket revenue is accounted for, the stated percentage will automatically be deposited into the student organization's fundraising account and donated to the listed charitable organization(s). All remaining revenue, if applicable, will be deposited into the student organization's miscellaneous account.
5. All gifts shall be donated to the designated charitable organization(s) within a reasonable and timely manner. Each gift shall be accompanied by an official letter of acknowledgment from the receiving charitable organization(s) confirming the acceptance of the gift. All documentation provided as proof of donation shall include the contact information of the charitable organization(s) receiving the gift, ensuring verifiability of the transaction.
6. Acceptable proof of the acceptance of the charitable contribution or gifts from the charitable organization(s) must be provided either at the time the budget is submitted, or at least 2 weeks prior to the event. Otherwise, all revenue from the program/event will be deposited into the student organization's miscellaneous account and will not be eligible for donation.

#### 1.12 Violations and Repercussions for Organizations

- 1.12-1 The following shall apply to all organizations registered as an official RSO on campus and for Greek organizations in good standing on campus.
- 1.12-2 All violations relating to the Finance Board and Student Engagement will be categorized into three levels of infractions. These infractions are not mutually exclusive, and one incident can result in multiple infractions on different levels: minor (Tier 1) infraction, (Tier 2) infraction, and major (Tier 3) infraction.
- 1.12-3 A Tier 1 Infraction is the lowest severity of the three levels of severity. This results in a mandatory meeting with their organization's respective RSO consultant or Fraternity and Sorority Affairs Coach. Approvals will be contingent upon meeting with RSO Consultant or Fraternity and Sorority Affairs Coach and Finance Board/Comptroller until the meeting occurs. Below are the situations in which you would violate a Minor Infraction:
  1. Unintentional misrepresentation of expected attendees. To violate this, the attendance would fall below 50% of the expected attendance.

- a. This does not include outside factors affecting attendance, including but not limited to, weather concerns, current events, forceful change of venue, last-minute cancellation of vendors/speakers, and other unexpected events. Organizations are responsible to account for other events both on campus and locally, the time of year, and other known factors prior to booking an event.
- 2. Advertising an event applied for by Student Activity Fees before the approval of said event.
  - a. Can be overridden, given communications with both the RSO consultant and Finance Board/Comptroller

1.12-4 A Tier 2 Infraction is the middle level of severity of the three levels of severity. This results in a mandatory meeting with their organization's respective RSO Consultant or Fraternity and Sorority Affairs Coach and Finance Board/Comptroller, temporary suspension from the Student Activity Fee application processes, and training by Student Engagement or Fraternity and Sorority Affairs, when applicable. The suspension ends two weeks after training is completed with Student Engagement and/or Fraternity and Sorority Affairs. Below are the situations in which you would violate an Infraction:

- 1. Misrepresentation of an event approved by the Student Activity Fee to now change the original event purpose, restrict attendance to general body members, graduate/law students, alumni/outside stakeholders, or only certain groups of students
- 2. Intentional misrepresentation of attendance figures
  - A. This would include proof or reason to believe that an organization purposely expects an above average/abnormal number of attendees to receive more funds than previous events. Or intentionally misrepresents number of undergraduate students who have attended an event.
  - B. The expected number of students component of this rule is not applicable to New Recognized Student Organizations.
- 3. Intentional misrepresentation of usage of event supplies/Supply-based Organization supplies for a different usage than disclosed. Including improper storage or disposal of reusable supplies.
  - A. This rule is not applicable for reusable supplies that have served its original purpose and are now being repurposed by the organization.
- 4. Harassment or poor relations with RSO Consultants, campus partners, or other related parties in the context of a Student Activity Fee-funded event.

1.12-5 A Tier 3 Infraction is the highest level of severity of the three levels of severity. This results in a mandatory meeting with their organization's respective RSO Consultant or Fraternity and Sorority Affairs Coach and Finance Board/Comptroller, semester/full fiscal year suspension from the Student Activity Fee application processes depending on the severity of the infraction, and training

by Student Engagement or Fraternity and Sorority Affairs, when applicable. This level can also lead to a case with Community Standards. Below are the situations in which you would violate a Major Infraction:

1. Collusion/bribery/other actions against a Finance Board member and/or Comptroller
2. Any circumstances that would make Syracuse University financially or legally liable in the context of an event without the knowledge of an organization's respective RSO Consultant/Fraternity and Sorority Affairs Coach.
  - A. Examples of this include, but are not limited to, signing contracts or other legal documents on behalf of the organization, making financial commitments signing on behalf of Syracuse University, etc.
3. Collecting money outside of the Box Office at a Student Activity Fee-funded event.
  - A. This would only include collections at an event, not outside fundraising activities. Those activities are covered in Student Engagement's RSO Handbook and policies.
  - B. Money is being collected for event ticket fees but is being held within a student's personal accounts.
4. Any other action deemed severe misconduct by a 2/3 majority of the Finance Board and Comptroller

1.12-6 The following Student Code of Conduct violations are also punishable through the three levels of infractions for the following violations:

1. Guests/Visitors/Speakers/Outside Stakeholders conduct hate speech or other harmful acts that violate the Student Code of Conduct

a.Organizations are subject to a Level 2 Infraction

2. General Body members/Executive members of an organization conduct hate speech or other harmful acts that violate the Student Code of Conduct.

a. Organizations are subject to a Level 3 Infraction.

1.12-7 If an organization violates a level 1 or level 2 infraction more than once in a two-fiscal year period that infraction is automatically promoted to the next level.

1.12-8 If a level 3 infraction occurs twice, the organization is inactive for the entire school year.

1.13 Income Policies

- 1.13-1 Upon request, a detailed financial report shall be prepared, following the program/event generating ticket revenue, and shall be presented to the Comptroller. The report shall contain all information regarding the number of tickets sold, ticket charge, total revenue, and cash receipts deposited. The officer of the organization that submits the report described shall be responsible for the accuracy of the submitted information.
- 1.13-2 Any money generated through the expenditure of Student Activity Fee funds must be reported to the Comptroller within two [2] weeks of receipt of funds.
- 1.13-3 Revenue obtained by charging students and/or the general public for programs/events/publications and any other fee-funded service or activity shall be deposited in the respective student organization's miscellaneous account.
- 1.13-4 Revenue generated by an organization from means other than those listed in Section 1.10 may be deposited in the SA Accounting System within the respective organization's miscellaneous account.

#### 1.14 Carryover Policy

- 1.14-1 Unused designated funds shall remain in an organization's account until the end of the semester. At the end of the semester, all designated funds remaining in an organization's accounts shall revert to the operating and programming fund.
- 1.14-2 With the exception of Student Association and University Union, at the end of the fiscal year, all funds remaining in miscellaneous accounts shall be transferred to the operating and programming fund.
- 1.14-3 Any organizations that have overspent their allocated/designated funding shall have the amount overspent debited to their budget for the next fiscal year, when applicable.
- 1.14-4 Any specific agreements concerning carryover shall be negotiated by the Comptroller and the concerned organization. Any agreement that conflicts with the aforementioned requirements shall be invalid unless approved by a two-thirds [2/3] affirmative vote of the Assembly.

#### 1.15 Rollover Policy

- 1.15-1 Rollover is the Carryover Pool for the Student Activity fee where all unused funds from the Student Activity Fee will revert to the rollover account at the end of the fiscal year. The Rollover shall be used as following:
  - 1. Supplement student organization programming if the current year's Student Activity Fee Pool has run out up to 40% of the start of that year's Rollover amount.
  - 2. If the President, Executive Vice President, and Comptroller decide unanimously for an initiative that is beneficial for all student populations on campus.

- 1.15-2 Funds in the Rollover account may be withdrawn, outside of a situation where the Student Activity Fee for that year is depleted, by a unanimous decision of the Comptroller, President, and Executive Vice President at their own discretion for the purposes of the benefit of the entire student body.
1. Rollover cannot be decided on using this process for any programming or initiative that could be funded using the traditional allotment processes for Recognized Student Organizations.
- 1.15-3 Whenever the Comptroller, President, and Executive Vice President use the Rollover funds, they must report to the Assembly how and why they used the funds at the next scheduled Assembly meeting. This report must include a full budget for the expense including proof of cost.
- 1.15-4 The President, Executive Vice President, or Comptroller must provide periodic updates on the success of the events which they have funded.
- 1.15-5 The Finance Board shall have the right to veto an expense from Rollover with a [ $\frac{2}{3}$ ] majority within one week of announcement of the expenditure if the expense falls outside the guidelines of rollover.
- 1.15-6 If the Assembly determines that the President, Executive Vice President, and Comptroller are misusing their discretionary privileges, the Assembly may vote by two thirds majority to disallow the President, Executive Vice President, and Comptroller from dispersing rollover account funds at their discretion for the remainder of the legislative session.
- 1.15-7 All members of the student body have the right to request the size of the rollover pot from the president, vice president, or comptroller at any reasonable time.
- 1.16 Authority and Ethics
- 1.16-1 The Comptroller and/or the Finance Board in whole or in part, or any officer of the Association involved in the allocation, designation and authorization of the expenditure of Student Activity Fee funds shall not be threatened, intimidated, bribed or coerced on behalf of or from any individual and/or anyone associated with funding requests or proposals in any way shape or form.
- 1.16-2 The Finance Board shall have the authority by two-thirds [ $\frac{2}{3}$ ] affirmative vote to recommend to the Assembly the retraction of funds in the form of a Bill. Upon passage by majority and subsequent enactment the respective funds shall revert to the operating and programming fund. The Assembly shall have the authority to order that the Finance Board consider a recommendation for such action.
- 1.16-3 The Finance Board shall enforce all policy and Finance Board procedures as outlined in this article. Violations shall be subject to action by the Supreme Court of the Student Association.

# Chapter 5: The Board of Elections and Elections Codes

## Title I: Establishment of the Board of Elections

### Section 1: **The Board of Elections**

#### 1.1 Purpose

- 1.1-1 The Board of Elections shall be established to facilitate fair and open Student Association elections for both eligible candidates and eligible voters and shall work to publicize and fill open positions and vacancies within the Association.

#### 1.2 Composition

- 1.2-1 The Board of Elections shall be composed of a Board of Elections Chair and at least two [2], but no more than ten [10], members, henceforth referred to as Elections Commissioners. The Advisor of Student Association, and any other applicable University staff may serve in an advisory capacity on the Board.

#### 1.3 Chair and Vice Chair Selection

- 1.3-1 The Chair of the Board of Elections shall be nominated by the President of the Student Association and confirmed by the Assembly as defined in Article VI, Section 1.3.1. The Vice Chair shall be chosen by the Board of Elections via an internal election.

#### 1.4 Board of Elections Commissioners Selection

- 1.4-1 Applications shall be made available at the discretion of the Chair and Vice Chair. Following review of applications, interviews shall be conducted with the presence of the Chair and/or Vice Chair. The Chief Executive Officers or Deputy Executive Officers may assist with interviews and the invitation of the Chair.
- 1.4-2 The Chair shall make a final decision concerning nominating Elections Commissioners and submit to the Assembly the appropriate legislation recommending the confirmation of the selected applicants.

#### 1.5 Restrictions on Members of the Board of Elections

- 1.5-1 Members of the Board of Elections, including the Chair, may not serve in, or run for, any Student Association position while also serving on the Board of Elections.
- 1.5-2 Members of the Board of Elections may not campaign, either for or against, any candidate, campaign, or referenda, nor may they serve on any campaign team.

### Section 2: **Authority**

The Board of Elections is authorized to act as an independent agency of the Student Association. It shall have original jurisdiction to pursue matters related to elections other than judicial matters related to elections which is under the jurisdiction of the Supreme Court.

## 2.1 Powers of the Board of Elections

- 2.1-1 Administer and conduct the organization, coordination, and operation of all student body-wide elections and referenda.
- 2.1-2 Administratively enforce regulations, procedures, and rules governing elections and referenda.
- 2.1-3 Evaluate and decide about the existence of probable cause for all alleged election violations.
- 2.1-4 Refer violations to the Supreme Court of the Student Association.
- 2.1-5 Decide on instances of automatic disqualification.
- 2.1-6 Promulgate and amend the Elections Codes to administer the powers and authority vested by this Chapter and the Constitution.
- 2.1-7 Recommend amendments to the Constitution or remaining portions of the Bylaws that relate to elections procedures.
- 2.1-8 Designate the timeframe for elections via the Assembly-approved calendar.
- 2.1-9 Make expenditures on the Board of Elections budgetary allocation.
- 2.1-10 Close voting and transmit such a decision in writing to the President of the Student Association.
- 2.1-11 Assist with any internal elections and confirmations.

## 2.2 Responsibilities of the Board of Elections

- 2.2-1 Create, and have approved by the Assembly, a semesterly Elections Calendar that includes, at minimum, dates to file candidacy, mandatory candidates meetings, SA debates, opening of polls, closure of polls, and any run-off election polling or contingency plans.
- 2.2-2 Publicize information about application procedures for candidacy and voter participation, including but not limited to:
  - 1. Deadlines for submissions.
  - 2. Requirements for candidacy.
  - 3. Mandatory meetings for candidates or campaigns.
  - 4. Meet the candidate events.
  - 5. Debates.
  - 6. Voting dates and times.

- 2.2-3 Host a mandatory event for all candidates to review all election requirements.
  - 2.2-4 Organize events that support educating the student body about elections.
  - 2.2-5 Manage reservations for all events throughout the election season.
  - 2.2-6 Staff and manage polling stations.
  - 2.2-7 Act as a neutral body as it relates to candidates and campaigns.
  - 2.2-8 Provide appropriate support for candidates throughout the election season.
  - 2.2-9 Manage appropriate records of all submitted graphic campaign materials for at least one calendar year.
  - 2.2-10 Enable all members of the Syracuse University community to submit requests for violation review.
  - 2.2-11 Certify and announce all election results, and notify candidates of their victory.
- 2.3 Responsibilities of the Advisor(s)
- 2.3-1 Verify eligibility of candidates and voters.
  - 2.3-2 Oversee all associated actions necessary to manage online voting systems, including ballots, eligibility, and results.
  - 2.3-3 Maintain historical record keeping.
  - 2.3-4 Provide appropriate support to the Board and the Court.
  - 2.3-5 Act as a neutral party as it relates to candidates and provide support at their request.

## Title II: Elections Codes

### Section 1: **Voting and Results**

#### 1.1 Voter Eligibility

- 1.1-1 All enrolled, degree-seeking undergraduate students shall be eligible to vote in all of the Association's elections.
- 1.1-2 Voters may only vote for those candidates seeking to represent their constituency.

#### 1.2 Polling Stations

- 1.2-1 An official Student Association polling station is one that is monitored and staffed by members of the Board of Elections.

#### 1.3 Ballot

- 1.3-1 Candidates shall be placed on their corresponding ballot based upon the seat or position which they indicate upon filing for candidacy.

- 1.3-2 Candidates shall be listed in alphabetical order by last name.
- 1.3-3 The ballot shall be prepared and presented to candidates during a mandatory candidates meeting.
- 1.3-4 Candidates may only make changes to the ballot up until the date designated on the elections calendar.
- 1.3-5 In the case of ticket affiliations, such affiliations shall be denoted through the usage of parenthesis appearing next to the candidate's name.

#### 1.4 Election Results

- 1.4-1 Assembly Candidates
  - 1. To win a seat, candidates must achieve a plurality of votes.
  - 2. In the case of a constituency with more than one [1] seat up for election, the number of winners shall be representative of the number of open seats.
- 1.4-2 Executive Candidates
  - 1. To win an executive position, candidates must receive a simple majority of votes [50%+1].
- 1.4-3 Referendum
  - 1. To adopt referendum, a majority of votes must be in favor of passage.

#### 1.5 Announcement of Election Results

- 1.5-1 The Board of Elections shall announce all election results to the general student body.
- 1.5-2 The Board shall also be responsible for formally notifying all candidates for office of their electoral status within twenty-four [24] hours of the original election results announcement.
- 1.5-3 The Board shall not announce the results in the event that actions by the Board or Court have not been determined on a violation that has been submitted on time.

#### 1.6 Electoral Fraud

- 1.6-1 Electoral fraud shall be defined as any action, physical, verbal ,or otherwise, designed with the intent to interfere with any aspects of the voting process. Acts of interference include, but are not limited to:
  - 1. Manipulation of constituency: any act or attempt by a candidate or campaign to coerce, verbally or otherwise, any undergraduate student to change or otherwise alter academic school or college in order to qualify for a particular constituency.
  - 2. Intimidation: any act or attempt, verbally or otherwise, designed to discourage or disenfranchise any undergraduate student from voting in a Student

Association election including but not limited to, violence or the threat thereof, attacks on polling places, and psychological threats.

3. “Vote Buying:” any act or attempt by a candidate or campaign to coerce any undergraduate student to vote in a particular way by providing them with any individual benefit(s) or detriment(s).
4. Misinformation: act or attempt by a candidate or campaign to knowingly and willingly provide false information to a member of the community concerning Student Association elections with the intent to discourage or disenfranchise undergraduate students from voting in an election.
5. Group Voting: any act or attempt by a candidate or campaign to collect personal information, such as University login credentials or any other information that is required for the purposes of voting, of any undergraduate student with the intent to vote for or in lieu of the undergraduate student in a Student Association election.
6. Tampering with electronic voting machines: any act or attempt by a candidate or campaign to either damage, disrupt, or otherwise tamper with any device, personal or otherwise, that is being used as part of a Student Association election.
7. The Board of Elections reserves the right to report any act of electoral fraud to the Office of Student Rights and Responsibilities for further investigation.

## Section 2: **Candidacy and Referendum**

### 2.1 Student Code of Conduct Handbook

- 2.1-1 All candidates, campaigns, and referendum must abide by the Syracuse University Code of Conduct. The Board of Elections reserves the right to report any alleged violation(s) of such to the Office of Student Rights and Responsibilities.

### 2.2 Candidacy Requirements

- 2.2-1 All candidates shall meet the following requirements to appear on the ballot:
  1. Meet the qualifications as stated in Article VI, Section 2 of the Constitution.
  2. Be a member of the constituency they wish to represent.
  3. Submit all application and campaign materials on time.
  4. Attend mandatory candidates meetings.
- 2.2-2 Assembly candidates must submit a petition with the signatures of twenty-five [25] undergraduate students from the constituency they are wishing to represent.
- 2.2-3 Presidential candidates shall choose a running mate to serve as the Executive Vice-Presidential candidate prior to submitting a formal application and petition. They shall be considered a single campaign and elected on a single ticket. They are

required to submit a petition with the signatures of five-hundred [500] undergraduate students.

2.2-4 Comptroller candidates shall be required to submit a petition with the signatures of five-hundred [500] undergraduate students.

2.2-5 All petition signers must include their school and SUID upon signing.

### 2.3 Application Procedures

2.3-1 Candidates shall declare their intention to run through a process decided upon and publicized by the Board of Elections.

2.3-2 All applications and materials must be submitted by the date and time set forth in the elections calendar, or the student shall not appear on the ballot.

2.3-3 Candidates who wish to be affiliated with a ticket must declare such affiliation within the application.

### 2.4 Formation of a Ticket

2.4-1 A ticket shall be defined as individuals who share campaign publicity or finances with the goal of achieving election together. All Presidential candidates shall be on a single ticket with an Executive Vice-President candidate as their running mate.

2.4-2 Ticket names will be assigned in the order received. A campaign shall hold all rights to the ticket name until they relinquish the name to another campaign or no longer remain Syracuse University undergraduate students.

### 2.5 Mandatory Candidates Meeting

2.5-1 All candidates, tickets, and referendum authors must attend any candidates meetings as outlined in the Election Calendar.

2.5-2 Prospective candidates, organizations, and their campaign managers shall meet with the Board of Elections Chair to discuss the campaign guidelines and their candidacy requirements.

2.5-3 In order to become eligible for each campaign, candidates must read Chapter 5, Title II of the Bylaws with the Chair and sign a document stating they understand the rules of campaigning.

2.5-4 This meeting is to take place no more than thirty-six [36] hours after the candidate turns in their petition and application or no less than ninety-six [96] hours prior to the start of a referendum vote or campus-wide election.

2.5-5 After this meeting has taken place each individual will be approved as a candidate and may begin campaigning.

2.5-6 Failure to attend this meeting shall make the candidate or organization ineligible to appear on the ballot.

- 2.5-7 Candidates must review their ballot and affirm its accuracy or request changes by the completion of the meeting.
- 2.5-8 If a candidate cannot attend the meeting or must be late, a valid written excuse must be submitted to the Chair of the Board of Elections by noon the day of said meeting.
- 2.5-9 The Chair of the Board of Elections, after consultation with the Advisor(s) of Student Government, reserves the right to deny any written excuse submitted.
- 2.5-10 The decision of the Chair of the Board of Elections must be submitted to the candidate within twenty-four (24) hours and may not be appealed.

## 2.6 Establishment of a Campaign

- 2.6-1 Prospective candidates shall be responsible for designating a campaign manager, whose responsibility will be to serve as the liaison to the Board of Elections. Prospective candidates shall not begin campaigning until they have been approved by the Board of Elections Chair.
- 2.6-2 A campaign shall be defined as a group of one (1) or more individuals coming together with the purpose of developing a platform (i.e., campaign goals and/or initiatives) and getting a candidate or ticket elected or referenda passed.
- 2.6-3 A member of a campaign is anyone who engages in graphic or verbal campaigning or contributes time and effort to a campaign in any way. Candidates must submit their list of up to 15 people to the Board of Elections as their campaign members.
- 2.6-4 A campaign supporter is any person who actively graphically or verbally campaigns on a candidate or ticket's behalf.
- 2.6-5 All candidates and organizations shall be responsible for the legality of their campaigns and for the actions of their staff, and shall be held to the ethics and conduct regulations outlined in these Bylaws and Codes.. Staff members shall be held to the same ethics regulations as members of the Student Assembly for the duration of the campaign, which for the purposes of this section shall be defined as from the candidate's official public announcement until the announcement of elections results.
- 2.6-6 A candidate, ticket, or referendum may solicit the support of campaign members before filing for candidacy.

## 2.7 Write-In Candidates

- 2.7-1 Any student who did not submit an application for candidacy by the established deadline will still be eligible for a seat via write-in.
- 2.7-2 Write-in candidates must receive twenty-five [25] or more votes to be eligible for voting office in the Assembly, or one hundred [100] or more votes to be eligible for the office of either President or Comptroller.

## 2.8 Withdrawal or Disqualification

- 2.8-1 Candidates may withdraw from the election at any point. Any candidacy withdrawn after the application deadline may not be reinstated, however they shall still be eligible to run as a write-in candidate.

## Section 3: **Election and Campaign Finances**

### 3.1 Expenditures

- 3.1-1 Expenditures for any campaign shall not exceed one thousand dollars [\$1,000.00]. Any organization may contribute up to one hundred dollars [\$100.00] to be used in the campaign.
- 3.1-2 Candidates and organizations may not accept bribes. Bribes are determined under the discretion of the Board of Elections.
- 3.1-3 Campaign expenditures shall include any material or monetary donation.
- 3.1-4 Any other campaign contributions must be approved by the Board of Elections.
- 3.1-5 Campaign managers shall provide copies of receipts for all campaign expenditures, as well as a detailed budget to the Board of Elections Chair the day the referendum vote or campus wide election will begin.
- 3.1-6 Violations of these guidelines will disqualify a candidate from office or referenda from passing.

### 3.2 Financial Reports

### 3.3 Public Funding

## Section 4: **Campaigning**

## Section 5: **Violations and Enforcement**

# Chapter 6: General Operations

## Title I: Accountability, Engagement and Ethics

### Section 1: **SA Accountability System**

#### 1.1 Establishment

- 1.1-1 There shall be an SA Accountability System to track member engagement and attendance.

- 1.1-2 At the beginning of each session, the Director of Internal Operations shall submit to the Assembly, exactly how the system shall be implemented, to be approved by a majority vote.
- 1.1-3 At the beginning of each semester, the Director of Internal Operations shall calculate the total of points that each member of the Association shall need to reach in order to stay in good standing.

## 1.2 Meetings

- 1.2-1 For those who are required to attend Assembly or Finance Board meetings, the following points shall be in effect:
  - 1. Receive two points for attending each meeting.
  - 2. Zero points for an excused absence.
  - 3. Lose one point for an unexcused absence with prior notice.
  - 4. Lose two points for an unexcused absence without prior notice.
- 1.2-2 For each Committee or Cabinet meeting that a member is required to attend, the following points shall be in effect:
  - 1. Receive one point for attending.
  - 2. Zero points for an excused absence.
  - 3. Lose one point for an unexcused absence.

## 1.3 Office Hours and Event participation

- 1.3-1 For each office hour, or hour spent working at an SA-sponsored event or tabling opportunity, members shall receive one point.

## 1.4 Lack of Good Standing

- 1.4-1 Should a member not reach the necessary number of points in a semester, they shall meet with the Director of Internal Operations to discuss possible actions to be taken. The Director may decide to refer to the Supreme Court for disciplinary action.

## 1.5 Audits

- 1.5-1 Once each semester, the Director of Internal Operations shall audit the Cabinet, each officer of the Assembly, the Committee Chairs, and a random one-fourth [1/4] of the Assembly.
- 1.5-2 Audits shall consist of a review of member engagement and progress in the SA Accountability system, any projects or work the member has undertaken, and any feedback the member has for the organization.

## Section 2: **Ethics**

### 2.1 Signed Statement

- 2.1-1 All members of the Association are required to submit a signed statement to the Director of Internal Operations to be submitted to the Supreme Court that confirms that they have read and understood all documents that dictate the rules of behavior or expectations within the Student Association, most explicitly the Association's Governing Documents, binding them to adhere to any and all specifications stated therein. Blatant failure to carry out the responsibilities stated within such documents, whether in ignorance or general disregard, is grounds for referral to the Supreme Court.

## 2.2 Conflict of Interest

- 2.2-1 When speaking on matters involving any registered student organization [RSO], as recognized by the Office of Student Activities, in which an officer carries a special concern or stake in maintaining or influencing a condition, arrangement, or action that has the potential to directly or indirectly benefit or hinder themselves or an RSO, this officer is recognized to have a vested interest in the outcome of such matters and therefore is expected to abstain from taking any action that has the capacity to alter or determine the treatment of matters concerning the RSO in question as a means to avoid a conflict of interest. It is the responsibility of an officer with a conflict of interest to state that such a conflict exists, providing full disclosure, before entering into any debate or discussion involving the RSO in which they have, or may be believed to have, a vested interest.
- 2.2-2 Explicit situations pertaining to a conflict of interest involve an officer who pays dues to, maintains a sustained relationship or affiliation with, has voting power or officer status within, or is listed on an official membership roster of any RSO.

## 2.3 Respect

- 2.3-1 It is prohibited for any officer to engage in activity that can be perceived as coercive, underhanded, or manipulative in an attempt to gain an advantage of any kind within the Student Association, an RSO, or any outside organization that is unaffiliated with SU or SUNY-ESF.
- 2.3-2 Explicit situations pertaining to these types of behaviors include, but are not limited to, vote counting, blackmail, harassment or bullying of any kind, slander, libel, personal attacks, bribery, coercion, distortion, or trading favors.
- 2.3-3 All members of the Association are expected to conduct themselves in a professional and ethical manner at all times. Any member found to be using the name of SA outside of the bounds of the individual's described role within SA, using their role or the SA brand to acquire additional benefits or privileges, or any similar manner shall be in violation of this ethics clause.
- 2.3-4 The appropriate disciplinary action shall be determined by the Supreme Court as well as the Office of Student Rights and Responsibilities if the University Code of Conduct is found to have been broken.

- 2.3-5 Additionally, as student leaders and the representatives of their respective constituencies, all members must be held to the standard expected of a leader on this campus. Any conduct found to be discriminatory in nature, whether or not the incident took place within an official SA capacity, shall result in immediate disciplinary action. This includes, but is not limited to, racist, sexist, anti-Semitic, anti-LGBTQ+, or ablest language or actions.

### Section 3: **Stipends**

#### 3.1 Chief Executive Officer Stipends

- 3.1-1 The President, Executive Vice President, and Comptroller shall each receive \$2,500 per semester. These stipends are contingent on work effort and optimal performance to be approved by majority vote of the assembly. These amounts will be automatically reviewed every 5 years to correct for inflation.
- 3.1-2 Any stipend appropriated to the President, Vice President, and all other positions as approved by Assembly, is conditional upon submission of a transition document. Confirmation of a continuing position does not exclude an individual from this requirement.
- 3.1-2.1 This condition applies to the spring semester stipend approval of any academic year. If anybody holds a position that has an Assembly approved stipend and plans on leaving at the end of the fall semester, they are also required to submit a transition document.

## Title III: The Student Association Office

### Section 1: **Establishment of the Office**

#### 1.1 Location and Hours

- 1.1-1 The Student Association Office shall be Room 232 of the Hildegard and J. Meyer Schine Student Center. Regular SA office hours of operation shall be from 9am until 5pm, Monday through Friday. Any officer of the organization may open the office at any other time the Schine Student Center is open.
- 1.1-2 The SA Office shall be dedicated to the memory and in the honor of Frederick Sandy Phillips, the Vice President of Administrative Operations of the 31st Legislative Session, who was onboard Pan American World Airways flight 103 on December 21, 1988, when it crashed in the city of Lockerbie, Scotland while returning from a Syracuse University study abroad program in London.
- 1.1-3 The Officers of each Branch and the Cabinet shall have overnight access to the Schine Student Center and the SA office.

## Chapter 7: Establishment and Revision

### Section 1: **Establishment and Revision**

#### 1.1 Establishment

- 1.1-1 These Bylaws shall be enacted upon a two-thirds [2/3] vote of the entire voting membership of the Assembly.

#### 1.2 Bylaw Revision

- 1.2-1 The Bylaws may be amended through legislation in the form of a Bill having been approved by the ROOF Committee. Amendments must be approved by a two-thirds [2/3] vote of the Assembly. Representatives shall receive prior notice for any vote concerning the amendment of the Bylaws.