Student Association Constitution and By-Laws

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Preamble

We, the students of The College of Saint Rose, in order to establish and protect our rights and responsibilities as students, to promote the unity and effectiveness of the Student Body, to voice our opinions in the governance of The College, and to promote the independence and general welfare of the entire student community and The College as a whole, do ordain and establish this Constitution of The Student Association of The College of Saint Rose.

Article I - Definition

The Student Body shall consist of all who have paid the established Student Activity Fee per academic session.

Article II - Name

The student governing organization of The Student Body of The College of Saint Rose shall be called The Student Association of The College of Saint Rose.

Article III - Governance

Section I - Purpose of the Student Association

The purpose of the Student Association is to represent, express, and execute the sentiment of The Student Body, in the best interest of The Student Body, to the faculty, administration, and Board of Trustees of The College of Saint Rose.

Section 2 - Membership of the Student Association

The membership of The Student Association shall consist of the following:

- 1. The Executive Board. This body consists of the President, Vice President, Comptroller, Director of Academic Interests, Director of Special Interest Groups, and Director of Social Activities.
- 2. Student Association Representatives. There will be a minimum of twenty Student Association Representatives each semester. Quorum changes each semester and is determined the first two weeks of each semester.

Section 3 - Powers of the Student Association

The Student Association will have the authority and powers of legislation in any area not expressly delegated to another College Body (administrative, faculty, Board of Trustees), nor may it preclude authority and powers that are delegated to another College Body. The Student Association is invested in, but not limited to the following powers:

- 1. To legislate on all matters of interest and value to The Student Body, and to carry out these directives.
- 2. To allocate funds in such a manner as it deems advisable, as per the current budgetary guidelines (See <u>By-</u>Law #1)
- 3. To supervise and facilitate the election of members of The Student Association.
- 4. To recognize and charter student clubs and organizations, and revoke these charters or suspend funding of said organizations.
- 5a. To review policies and procedures of recognized student groups.

- 5b. To determine any policies and procedures of student groups which it deems inconsistent with the established College guidelines and policies.
- 5c. To take appropriate action if deemed necessary.
- 6. To present Student Association approved proposals, resolutions, and reports to the President of The College, appropriate office, and/or designated committee.
- 7. To interpret this constitution, by consensus of The Student Association, in the best interest of The Student Body.

Section 4 - Eligibility for Membership

- 1. All Student Association members must have a cumulative grade point average (GPA) at/or above a 2.5. Members of the Executive Board must have a cumulative GPA at/or above a 2.75.
- 2. If a GPA has not yet been established (i.e. transfer or freshmen students), a 2.5 must be achieved by the end of the semester in which membership is granted.

Section 5 - Election Procedures and Training

- 1. Elections for membership of the Student Association shall be held each spring. All elected terms of office shall begin twenty-four hours after the following spring's commencement.
- 2a. A training of newly elected officers shall occur during the spring semester in which they were elected and shall be completed within ten (10) days after Spring Commencement.
- 2b. Representative candidates are required to go through training within thirty (30) days of each of the fall and spring semesters.
- 3. All Student Association Executive Board members shall be elected by The Student Body. For all Student Association positions that are vacant, see Article III, Section 14. (See By-Law #2 for Election Procedures).

Section 6 - Duties and Powers of The Student Association

Paragraph A: Executive Board

- 1. The President Shall Represent The Student Body in all affairs. The President reports to the Vice President of Student Affairs and the Assistant Vice President of Student Affairs. He/She shall be responsible for the leadership of The Student Association. He/She shall be an ex-officio member of all Student Association committees. The President shall vote in Student Association meetings only in instances of a tie vote.
- 2. The Vice President reports to the President of The Student Association. This person shall supervise and direct the efforts of the Directors and shall maintain an efficient office environment. This person shall be an ex-officio member of all Student Association committees. The Vice President shall assume the duties of the President in his/her absence.
- 3. The Comptroller reports to the President of The Student Association. This person shall keep an accurate record of all Student Association funds and property. This person shall chair The Student Association Budget and Grant Committee. This person shall be an ex-officio member of all Student Association committees. The Comptroller shall assume the duties of the President and Vice President in the event that both positions are vacant.

- 3. The Director of Academic Activities, Director of Special Interest Groups, and Director of Social Activities all report to the Vice President of the Student Association. These four people shall be ex-officio member of all Student Association committees.
- 4. a more detailed outline of the duties and responsibilities of the members of the Executive Board is found in By-Law #3.
- 5. The President may create or appoint new positions (parliamentarian, public relations officer, etc.), after considering the advice and consent of The Student Association, to serve The Student Body.

Paragraph B: Student Association Representatives

- 1. Student Association Representatives report to The Student Association Executive Board. Representatives shall serve on committees and represent The Student Body.
- 2. A more detailed outline of the duties and responsibilities of the Representative is found in By-Law #3.

Section 7 - Ethics Committee

- 1. An Ethics Committee shall be formed for the purpose of hearing and rendering recommendations on allegations of misconduct of both Student Association members (see Article III, Section 8) and Student Association sponsored groups (see By-Law #4).
- 2. The Ethics Committee shall be elected in the first thirty-five (35) days of the Fall Semester.
- 3. The Committee shall be composed of:
- a. Six Association Representatives
- b. One member of the Executive Board
- c. Two alternate members to replace Committee members who have been removed (refer to Section 5a/b).
- 4. The members of this Committee shall select a chairperson from within membership of said Committee.
- 5a. No member of this Committee shall sit in judgment on a case in which he/she is involved and/or deemed unethical for him/her to sit in judgment by the Executive Board.
- 5b. In the event that an allegation is brought against and Executive Board member, all remaining Executive Board members become non-voting members, and their role is to advise the Committee. The President is excluded from this Committee.
- 6. The Committee functions under the following premises:
- a. Deliberations are to be based solely on evidence presented by both parties involved.
- b. Individual(s) making charges and individual(s) charged have the right to know of the decision.
- c. Minutes of all sessions of this Committee must be kept.
- 7. The procedure for utilizing this Committee is as follows:
- a. A clearly written, detailed Bill of Petitions stating the allegations of misconduct must be submitted to the Chairperson of the Ethic Committee. The Chairperson then must:
- i. Notify the entire Committee within two (2) working days, excluding any break in the academic calendar.

- ii. Assemble at least four additional member of the Committee to consider the Bill of Petitions within five working days, excluding any break in the academic calendar.
- c. At this point, the Committee has two options, based solely upon the evidence presented in the Bill of Petitions:
- i. Dismiss the Bill of Petitions for lack of merit.
- ii. Decide to hold a hearing with the person(s) accused in the Bill of Petitions and the accuser(s).
- d. If the Ethics Committee decides to hold a hearing to further determine the merit of the Bill of Petitions, the Chairperson has two working days, excluding any break in the academic calendar, to personally serve the Bill of Petitions upon the person(s) accused in said document.
- e. Within five working days, excluding any break in the academic calendar, from the time the Bill of Petitions is served, a hearing must be held with the accused and the accuser(s) appearing before the entire Ethics Committee.
- f. Within three working days, excluding any break in the academic calendar, after said hearing, the Committee must render a decision. The Committee has three options:
- i. Recess for not more than two working days, excluding any break in the academic calendar, pending further fact finding, and then making a final recommendations.
- ii. Dismiss all proceedings.
- iii. Recommend to The Student Association President, or Student Association, if the President is accused, that action be taken against the accused an provide for the appropriate action, which could include, but is not limited to, revocation or suspension of Club/Organization Charter, restitution, or impeachment.
- g. The accused or accuser may then appeal this decision of the Committee to The Student Association for further deliberation.
- h. The Student Association then must decide by a 2/3 vote of The Student Association to:
- i. Overrule the Ethics Committee's recommendation for sanction and dismiss the proceedings.
- ii. Support the findings of the Committee and its recommendations for sanction.
- iii. Support the findings of the Committee and provide alternate sanctions.
- 8. The following guidelines are intended to assure individual rights and fairness. Deviations shall be carefully considered to allow for unique and individual situations. The refereed individual(s) have the right to:
- a. Notice of specific charges and hearing details in advance of hearing.
- b. The names of individual(s) making charges, witnesses, and oral and written reports used in making the charges.
- c. Prepare and present defense in his/her behalf.

- d. Obtain advisement.
- e. Make a verbatim record of the hearing at his/her own expense.
- f. Examine reports and recommendations of the Ethics Committee.
- g. Obtain decisions and sanctions, if any.
- h. Obtain an outline of the procedural and appeal process.
- i. Obtain an appeal to The Student Association.

Section 8 - Removal of an Association Member

Any member of The Student Association may be removed from office for malfeasance (any wrongful act that affects, interrupts, or interferes with the performance of official duties and responsibilities) and/or non-feasance (nonperformance of some duty or responsibility).

Section 9 - Appeal Process

The appeal process dealing with decisions involving The Student Body, excluding members of The Student Association, must be in written form and submitted to the Ethics Committee Chairperson within one working week, excluding any break in the academic calendar. This statement must include the reason for the appeal. Presuming that the appeal is justified and not concluded at this level, further appeal would be, sequentially, to the President of The Student Association, the Assistant Vice President of Student Affairs, and the final hearing officer, the Vice President of Student Affairs.

Section 10 - Meeting of The Student Association

Paragraph A: Time and Attendance

The Student Association shall meet at least every two (2) weeks during the Fall and Spring Semesters. Special meetings may be called by the President with at least one day notice. Student Association members are responsible for attending all meetings. (See <u>By-Law #5</u> for attendance policy.)

Paragraph B: Conduct of Meetings

All regular meetings shall be open to member of The Student Body and College community, excluding times or topics deemed confidential by the Executive Board. The precedence set by the Executive Board shall be the source of parliamentary procedure in all cases. Robert's Rules of Order, Revised may be used as a guide.

Paragraph C: Quorum

A Student Association quorum shall consist of two-thirds (2/3) of the total number of members currently on The Student Association.

Paragraph D: Proxy Votes

Any Student Association members may send a proxy vote to The Student Association to represent him/her at a meeting of The Student Association. This proxy shall be in written form, to include the absentee's name, signature, date, topic, and vote.

Section 11 - Advisor

The Assistant Vice President of Student Affairs shall be an advisor to The Student Association.

Section 12 - Committees

The Student Association shall be involved with committees of two types: Standing Committees and Special (AdHoc) Committees.

Paragraph A: Standing Committees

Student Body standing committees shall conform to the Constitution of The Student Association and to the approved guidelines of The College. See <u>By-Law #7</u> for a complete definition of Standing Committees.

Paragraph B: Special (AdHoc) Committees

- 1. Special committees are established by a motion of the President of The Student Association or an Association member which states the specific purpose of the Committee.
- 2. The membership of Committee shall be members of The Student Body. The Committee shall be chaired by members of The Student Association. The chair shall be chosen by consent of the Committee. Only Student Association member shall have voting privileges.
- 3. The Committee shall make regular reports to The Student Association during the time of its existence and shall cease to exist when its purpose is accomplished or when the term of The Student Association that formed it has ended.

Section 13 - Budget and Grant Committee

- 1. The Budget and Grant Committee shall exist to:
- a. Consider all requests for reallocation of funds of Student Association sponsored groups. A negative decision of the Budget and Grant Committee may be appealed to The Student Association.
- b. Consider all budget requests presented by Student Association sponsored groups.
- c. Consider all grant requests presented by non-Student Association sponsored groups.
- d. Determine the final budgets of all Student Association sponsored groups.
- 2. The Budget and Grant Committee shall consist of:
- a. All Executive Board members.
- b. Three Student Association members, appointed by The President.
- 3. The Comptroller shall be the Chairperson of the Budget and Grant Committee.
- 4. Newly elected Student Association Executive Board members become non-voting members of the Budget and Grant Committee, excluding Budget Hearings, in the Spring Semester in which they are elected.
- 5. At the time of Budget Hearings in the Spring Semester, the newly elected Student Association Executive Board members shall become voting members of the Budget and Grant Committee and shall attend Budget Hearings.
- 6. Student Association Budgetary Policies and Guidelines are found in By-Law #1.

Section 14 - Vacancies

Paragraph A: Executive Board

- 1. If the office of the President of The Student Association is vacated, the Vice President automatically assumes the office of the President.
- 2. The new President the appoints a member of The Student Body, who fulfills the requirements listed in Article II, Section 4, to fill his/her former position with a two-thirds (2/3) approval of The Student Association.
- 3. If the offices of Director of Academic Activities, Director of Special Interest Groups, or Director of Social Activities are vacated, the President shall appoint a member of The Student Body, who fulfills the requirements listed in Article III, Section 4, to fill the vacancy with a two-thirds (2/3) vote of The Student Association.
- 4. In the event that the offices of both the President and the Vice President are simultaneously vacated, the Comptroller automatically assumes the office of the President of The Student Association.
- 5. The new President the appoints a member of The Student Body, who fulfills the requirements listed in Article II, Section 4, to fill his/her former position, as well as the position of Vice President, with a two-thirds (2/3) approval of The Student Association.
- 6. In the event that the offices of President, Vice President, and Comptroller are all vacated simultaneously, the Director of Academic Interests becomes acting Chairperson of The Student Association and interim President of The Student Association. The following steps shall be taken to choose the new President of The Student Association:
- a. The interim President shall publicize the vacancy; member of The Student Body, who meet the requirements defined in Article III, Section 4, shall be given the opportunity for candidacy for the office of President.
- b. The interim President must call a special session of The Student Association within ten (10) working days, excluding any break in the academic calendar, of the vacancy occurring.
- c. All candidates for the office of President will be given the chance to speak on their behalf and will be asked questions by members of The Student Association at this special session.
 - d. The President will be chosen by a two-thirds vote of The Student Association.

7.In the event that the offices of President, Vice President, Comptroller, and the Director of Academic Interests are all vacated simultaneously, the Director of Special Interest Groups becomes acting Chairperson of The Student Association and interim President of The Student Association. The steps listed above in Article III, Section 14, Paragraph A, Sub-Section 6, a-d, shall be followed.

- 8.In the event that the offices of President, Vice President, Comptroller, the Director of Academic Interests, and the Director of Special Interest Groups are all vacated simultaneously, the Director of Social Activities becomes acting Chairperson of The Student Association and interim President of The Student Association. The steps listed above in Article III, Section 14, Paragraph A, Sub-Section 6, a-d, shall be followed.
- 9. In the event that all of the Executive Board positions are vacated, the Assistant Vice President of Student Affairs shall follow the steps listed above, in Article III, Section 14, Paragraph A, Sub-Section 6, a-d.

Paragraph B: Representatives

If a vacancy in the office of Student Association Representative occurs, the President may appoint a member of The Student Body to fill the vacancy with the advice, consent, and two-thirds (2/3) vote of The Student Association.

Article IV - Anti-Hazing

The Student Association, as well as all student groups granted permanent or temporary recognition from The Student Association and/or The College, agrees to support and operate within the existing New York State Anti-Hazing Legislation and College regulations. These regulations prohibit and action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of alcohol or other drugs for the purpose of initiation into or affiliation with any organization. Violators of these regulations will be subject to appropriate action, including possible recession of permission to operate on campus, or suspension or termination of recognition status.

Article V - Amendments

An amendment to this Constitution may be proposed at any regular meeting of The Student Association. Action on the proposed change shall take place at the next meeting of The Student Association. A vote of two-thirds (2/3) of the current members of The Student Association is required for a By-Law to be adopted. No By-Law shall contradict any clause of this Constitution.

Article VI - Ratification

This Constitution shall become operational immediately following its approval by two-thirds (2/3) vote of The Student Association, majority approval of those present at a special meeting of The Student Body called for consideration of this Constitution, and approval of the President and The Board of Trustees of The College of Saint Rose. All previous constitutions will become null and void.

Amended: November 6, 2008

Ratified: February 13, 2009

By-Law #1 Financial Control

I. Internal Controls

- 1. The Student Association shall keep its checking and savings accounts in a local commercial/savings bank.
- 2. Duties of the Comptroller

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It is the duty of the Comptroller to issue checks, make deposits, and keep a ledger to record every transaction, and to:

- provide the Student Association with quarterly budget reports
- keep the records of financial activity for every Student Association club/organization noting all transactions and running balances of all budget line-items
 - maintain the general ledger and keep blank checks in a secure place within the Student Association office.
- 3. In the case of the constitutional and legal inability of the Comptroller to perform that office, the same shall devolve on the Student Association President who shall perform all the duties and powers, thereof.
- 4. All other Student Association Directors shall keep records of their respective clubs'/organizations' budget activity. Running balances of their respective clubs' budgets must be maintained, as well as a record of all their financial transactions.
- 5. The Assistant Vice President for Student Affairs and the Student Association President shall have full powers to review all financial records and bank statements. In addition, the College Office of Finance and Administration may make periodic inspections of all the files, in conjunction with the Assistant Vice President for Student Affairs, the Vice President of Student Affairs, the Student Association President, and the Comptroller.
- 6. Access to the Student Association checks and ledger shall be limited to the Vice President of Student Affairs, the Assistant Vice President for Student Affairs, the Student Association President, the Comptroller, and the Independent Accountant. The Vice President of Student Affairs, Assistant Vice President for Student Affairs, the Student Association President and Comptroller alone shall possess any keys, combinations, or passwords to this access.

II. Independent Accountant

- The Student Association shall hire an external Independent Accountant who inspects the accuracy of all the
 records kept by the Comptroller, and shall see to it that all Student Association constitutional and legal
 regulations are properly followed. The Independent Accountant shall perform a general inspection for this
 purpose at least once every month.
- 2. The independent accountant shall reconcile the Student Association bank statement and ledger monthly. Copies of the bank reconciliation report shall be completed and recorded with in three (3) weeks upon the arrival of the bank statement, excluding breaks in the academic calendar. Copies shall be available upon request by the Student Association President and Assistant Vice President for Student Affairs.
- 3. The Independent Accountant shall report to the Student Association President and the Assistant Vice President for Student Affairs.

III. Auditing Protocol

- 1. There shall be two series of financial audits conducted for the Student Association:
 - a. An annual fiscal audit shall be conducted by the College's external, independent auditing firm.
 - b. An audit shall be conducted once a year by the Dean and the Associate Dean of Student Services, with the Student Association Independent Accountant, and a representative from the Office of Financial Service may be invited to participate.

- 2. All audit reports conducted on the Student Association shall be available to the Executive Board and open to the review of the Student Association.
- 3. All financial records shall be maintained for at least seven (7) years.
- 4. The aforementioned financial records in #3 from all fiscal years, excluding the current fiscal year, shall be kept in boxes marked by their respective fiscal year.

IV. Account Regulations

- 1. The balance of all funds appropriated under the fiscal budgets of the Student Association and of its clubs/organizations which are left unspent at the close of the fiscal year, shall be transferred into the savings account of the Student Association at that time.
- 2. Any transfer of funds from the Student Association savings account to the checking account shall require a memorandum to be filed in the appropriate place within the deposit records of the Student Association including the following:
 - a. date of transfer
 - b. amount/purpose of funds transferred
 - c. name/title of the officer making the transfer
- 3. The Student Association shall keep a financial procedures manual that documents the regulations over the use of the Student Association Funds. Furthermore, this manual shall explain the proper use of the Student Association Check Account, as well as allowable expenditure reimbursement to Student Association Clubs.

V. Amendment

The Student Association shall have the full power to amend and revise this By-Law of the Student Association.

Amended Spring 2009

By-Law #2 Election Regulations

I. Election Committee

The members of the Election Committee shall adhere to strict non-partisan activity throughout their participation on the Committee, during the period from nominations through the confirmation of results and through any appeals that may occur.

Section I: Membership

- A. Members of the Election Committee shall consist of three Student Association Representatives and two Student Association Executive Board members, excluding the President, who are all appointed by the President. If there are not two eligible SA Directors to serve on the Election Committee, then Student Association Representatives will be appointed to fill the vacancy(ies).
- B. The President shall appoint a chairperson. The chairperson reports directly to the President.
- C. No member of the Election Committee may be a candidate for any Student Association office.
- D. The Student Association President cannot serve on the Committee.
- E. The Associate Dean of Student Affairs will serve as a non-voting member of this Committee.

Section 2: Dismissal

- A. Any malfeasance or any activity of partisan behavior by a member shall merit removal of said member from the Committee.
- B. The chairperson will make necessary recommendations to the President in cases of dismissal.
- C. The President shall make necessary dismissals of any member(s) of the Election Committee. This dismissal is temporary until the next scheduled Student Association Meeting, at which time this dismissal must be voted on by The Student Association. Notification of dismissal must be made directly by the President to the person(s) to be dismissed.
- D. Final appeal in cases of dismissal shall be made to the Associate Dean of Student Affairs within 24 hours of notification, excluding weekends and breaks in the academic calendar.
- E. The President will appoint another representative or officer to appropriately fill any vacant positions on the Election Committee.

II. General Election Procedures

- 1. Elections must take place at least three class weeks before the last day of regularly scheduled classes and before the student organization finalized budgets are approved. In the case of an appeal, the three class week time frame will be null and void.
- 2. To be eligible to vote, a student must be a registered student at The College of Saint Rose on the day of elections.
- 3. A nomination period of no more than two weeks shall be conducted to determine a student's eligibility for candidacy.

- 4. The campaign period shall be for no longer than 14 days, including weekends.
- 5. The election period shall last no longer than five days.
- 6. The announcement of results must be made within twenty-four hours of the time that voting ends.
- 7. Copies of the job descriptions for all positions, nomination rules and remunerations will be made readily available at the interest meetings and at the beginning of the nomination period.
- 8. If a student decides to run for any position in The Student Association after the last interest meeting, he or she may do so by registering with the Election Committee. This means submitting a written letter of intent to the chair of the Committee, before the first forum takes place during the campaign period. The student would be known as a "recognized write-in candidate," and all campaign and election regulations apply to him/her. However, the student's name will not appear on the ballot. A recognized write-in candidate must be a Saint Rose student for the upcoming academic year.
- 9. Campaign materials promoting an unrecognized write-in candidate may not be distributed on the College property. (An unrecognized write-in candidate is a person who has failed to submit a letter of intent within the given time period, as specified above.)
- 10. An unopposed candidate must receive votes from at least one-half of the total number of ballots cast in order to win the position he/she is seeking. This shall include write-in candidates. If that person does not receive at least one-half of the votes, he or she will not be eligible for appointment.
- 11. All opposed SA office candidates who receive the largest number of votes for the position they are seeking shall win the position. This shall include write-in candidates.
- 12. Referendums may be placed on the ballot only after being approved by the Student Association with a 2/3 vote.

III. Nomination Rules

All nomination rules and regulations will be adhered to. Any non-compliance will result in sanctions, which may include disqualification.

- 1. To be eligible to place himself or herself in nomination, a person must:
 - A. Be a Saint Rose student for the upcoming academic year.
 - B. Attend at least one election interest meeting. If extenuating circumstances occur, and a possible candidate cannot attend an interest meeting, arrangements must be made with the Election Committee chair for a separate meeting. This meeting must take place before the start of the petition process.
 - C. Possess the required GPA of a Student Association Officer.
- A student's eligibility for candidacy will be determined through a petition process. Only
 nomination forms and petition forms issued by the Election Committee will be valid. A person seeking
 nomination requires:
 - A. President: 300 signatures of registered Saint Rose students
 - B. Vice President and Comptroller: 275 signatures of registered Saint Rose students

- C. Directors: 250 signatures of registered Saint Rose students
- 3. Students cannot collect signatures for more than one position.
- 4. A student seeking nomination is permitted to state his/her name, the position he/she is seeking nomination for, and the job requirements of that position.
- 5. A student seeking nomination is not allowed to hand out any campaign materials during the nomination period.
- 6. The same name may not appear on the same petition twice, but an individual may sign more than one petition.
- 7. All petitions will be validated by the Election Committee.
- 8. In addition to petitions, potential candidates will submit a short bio consisting of no more than 150 words; to include their platform, viewpoints, and goals.
- 9. Potential candidates will have a digital picture taken when they submit all of the required material.

IV. Campaign Rules

All campaign rules will be adhered to. Any non-compliance will result in sanctions, which may include disqualification.

- 1. Campaign is defined as:
 - A. vocalizing platforms, viewpoints, a person's cause and goals
 - B. putting up or passing out posters and other campaign materials
 - C. handshaking and introducing oneself as a candidate
- 2. Any slanderous behavior is prohibited.
 - A. Slander is considered to be a false statement that damages the reputation or well being of any person and/or organization associated with The College of Saint Rose.
 - B. The Election Committee reserves the right to determine what constitutes slanderous behavior.
- 3. Any student who is affiliated with a particular campaign, who is found in violation of any of these campaign rules will be referred to and receive sanctions from the Election Committee. The candidate(s) affiliated with the student(s) in violation of the election rules and regulations will be subject to sanctions, which may include disqualification from the elections under the rules stated in Article IV.
- 4. Campaigning may not begin before the close of the nomination period.
- 5. Forums will be held during the campaign period to allow the candidates the opportunity to express their platforms, viewpoints, causes, and goals. A question and answer period will follow. All candidates are required to participate in at least one forum.
- 6. All expenses and associated costs incurred as a result of a candidate's campaign are the responsibility of the candidate and will not be reimbursed by the Student Association.
- 7. Any members of the Student Association, excluding the Election Committee, may express their opinions. However, no member may use the name of the Student Association, or their officers in the support of that member's opinion.
- 8. Campaigning in the College newspaper is only permissible through the purchase of personal space by the candidate, at the discretion of the editor and the Election Committee Chairperson, when equal opportunity is given to all candidates. However, space limitations and deadlines must be taken into account. The editor of the College newspaper and the Election Committee Chairperson will announce whether or not space will be made available for purchase, for campaigning reasons, at least seven days before the campaigning period begins.

- 9. The College newspaper or any College publication may be employed as a vehicle for circulating personal attachments and inserts with the permission of the chair of the Election Committee and editor of the publication.
- 10. Use of any sound devices for campaigning is illegal. However, microphones provided by the Election Committee are permissible during forums.
- 11. All posters and campaign literature and materials hung and/or distributed must conform to Student Affairs poster policy and must be approved by a member of the Election Committee.
- 12. Written and vocal campaigning, by the candidate, is prohibited in classrooms.
- 13. Campaign materials cannot be posted in official College of Saint Rose offices.
- 14. The phone mail, for the use of forwarding a campaign message, is prohibited.
- 15. Use of electronic mass communication including but not limited to email and instant messaging, is prohibited.
- 16. The use of paint or chalk, etc.. directly on any Saint Rose structure is prohibited.
- 17. No further posters and/or written material (pamphlets, etc..) may be added or distributed after the close of the campaign period, which ends at 11:59 PM, the day before voting. All existing material, as of 8:00 AM, on the first day of voting will remain, except in the voting area (see Article V, Section 3).
- 18. Candidates who violate the election rules and regulations may be expelled from the election at the discretion of the Election Committee. Expulsion procedures are as follows:
 - A. A complaint must be filed, in writing, with the Election Committee.
 - B. There shall be a hearing with the Election Committee, where there shall be at least two witnesses to the violation, who are not candidates for office.
 - C. Violations will be adjudicated by the Election Committee.
- 19. Candidates who violate election rules and regulations who are not expelled from the elections will receive other sanctions as deemed appropriate by the by the election committee. This may include but is not limited to a written warning, monetary fines, or a loss of votes.
- 20. A candidate who has been expelled from the election will not be allowed to participate in the election as a write-in candidate (See Article VI for the grievance procedure.) and also will not be eligible for appointment.
- 21. Candidates will receive a copy of the election rules and regulations at the interest meetings. It is the responsibility of the candidate to obtain the rules and regulations. These regulations will also be made readily available throughout the election process.
- 22. Each candidate is responsible for removing all campaign materials within 72 hours after election results are announced. If materials are not removed there will be a fine, as determined by the Election Committee, payable to The Student Association.
- 23. Candidates are liable for any damages incurred from their campaign materials to Saint Rose property.
- 24. Fines will be paid by the end of the semester or a candidate will be subject to a Student Affairs hold on their account.

V. Voting Rules

- 1. Only the online ballot provided by the Election Committee, in conjunction with ETS, will be valid.
- 2. Voting will take place on the days designated. The Election Committee must post the voting hours and inform all eligible candidates at least five days prior to the beginning of the voting period. The voting booths must be open for a minimum of six hours on the days designated for voting.
- 3. Photographs of all candidates will be displayed online to accompany the ballot.
- 4. Voters may vote for only one candidate in each officer position.
- 5. Each voter must login to the Saint Rose Blackboard site with their own Saint Rose username and password. Each voter will be recorded as having voted once they complete the ballot.

- 6. Voters are only able to vote once and cannot go back to make changes once they have submitted the ballot.
- 7. Write-in votes must be cast using the candidate's name, as signed on their letter of intent to the Election Committee.
- 8. Voters need not vote for a ticket as an entity; that is, if they vote for one candidate on a ticket, they need not vote for all those candidates.
- 9. Voters will be informed of voting regulations (5), (6), (7), (8), and (9), at the time a student votes.
- 10. Results will be examined at the end of the voting period, by the Election Committee, the Associate Dean of Student Affairs (or his/her designee), and any other people who must be approved by the Election Committee. The results of this election must be announced within twenty-four hours of the polls closing.
- 11. If a candidate so chooses, he/she may have a representative present while votes are being examined. Their role is only that of an observer.
- 12. In the case of network problems during the voting period, paper ballots will be used and the following procedures will be followed:
 - a. Notice of the change to paper ballots will be posted at all of the voting areas, on the Student Affairs Bulletin Boards and in the Student Association Office as well as any other place deemed appropriate by the Election Committee.
 - b. The Election Committee, in conjunction with Student Association Representatives, will staff voting areas using paper ballots.
 - c. If a voter leaves the designated voting area with a ballot, that ballot becomes null and void.
 - d. To vote each voter must show valid picture identification and be on the computer generated printout of registered Saint Rose students. Each voter will be recorded as having by those working the voting tables. Each voter must sign the computer registration list over or near his or her name.
 - e. At the close of voting, the Election Committee, Assistant Vice President for Student Affairs, and any other people that are approved by the Election Committee will count the ballots.
 - f. Results will be announced with-in twenty four hours of the polls closing.

VI. Grievance Procedure

- 1. The student or person involved must submit a written initial appeal, to the Election Committee, within twenty-four (24) hours, from the time of the incident or the announcement of voting results, excluding weekends or any breaks in the academic calendar.
 - A. The Election Committee will then hold a hearing to review the complaint. The Committee has forty-eight (48) hours to render a decision.
 - B. The student may appeal the decision of the Election Committee to the Associate Dean of Student Affairs (or his/her designee). He/She must make a decision within forty-eight (48) hours of receiving all appeals.
- 2. The Vice President of Student Affairs shall be the final judge in all such cases that an appeal reaches him/her. He/She has the right to accept or reject any and all appeals. His/Her decision is final and may not be appealed. The Vice President of Student Affairs shall render a decision within forty-eight (48) hours of receiving all appeals.
- 3. The student has twenty-four (24) hours to make each appeal following their initial appeal.
- 4. The Vice President of Student Affairs reserves the right to intervene at any time during the appeal process.
- 5. Any written correspondences directed to the Election Committee chair, Associate Dean of Student Affairs, or the Vice President of Student Affairs must be delivered either directly to the appropriate person or to the Student Affairs Office. This correspondence must be dated and signed upon receipt.
- 6. The Burden of Proof rests with the student during the time of appeal.
- 7. The student may provide names of witnesses to present evidence to support his/her case.
- 8. Voting will be postponed until a final decision is made regarding any appeals that deal directly with the voting rules.

Revised on February 19, 2009

By-Law #3 Job Descriptions/Office Hours

By-Law #3A - Job Descriptions

President
Vice President
Comptroller
Director of Academic Interests
Director of Special Interest Groups
Director of Social Activities
Executive Assistant
Association Representative
Advisor

By-Law #3B - Student Association Representative Office Hours

By-Law #3A - Job Descriptions Amended March 2008 Job Description

Title: President of the College of Saint Rose Student Association

Reports to: Vice President of Student Affairs and the Assistant Vice President for Student Affairs

Eligibility: A member of the Student Association Executive Board must have a cumulative average at or above a 2.75.

General Responsibilities:

- **A.** Serve as the official spokesperson for The College of Saint Rose Student Association and all of its recognized groups.
- **B.** Facilitate the growth and development of student life as deemed necessary and valuable for Saint Rose students.
- **C.** Supervise and direct the efforts of the Vice President in overseeing the Directors and the student leadership in all student organizations recognized by the Student Association.
- **D.** Serve as the official liaison between The College of Saint Rose Student Association and the faculty, staff, administration, Board of Trustees, and all community at large.

Specific Duties:

- **A.** Serve as the chairperson of the Student Association Executive Board and meet weekly with the Executive Board.
 - **B.** Serve as the chairperson of the Student Association.
- **C.** Produce, in conjunction with the Vice President and Executive Board, the agendas for both the Executive Board and Student Association meetings.
- **D.** Make a report to the Student Association at every meeting on current developments and events in student government and in the college as a whole. Assure that the Student Association is presented with the facts.
- **E.** Finalize the Student Association budget and produce the next year's Student Association budget, in conjunction with the Vice President and the Executive Board.
 - **F.** Oversee the Vice President in the maintenance of the Student Association Ledger.
- **G.** Prepare, with the help of the Executive Board, an annual "State of the Student Association" report for release on campus to all students, faculty, and administration.

- **H.** Meet regularly with the Vice President of Student Affairs and the Assistant Vice President for Student Affairs to discuss progress, problems, and issues.
- I. Listen to the concerns of the Student Association and prepare proposals, with the help of the Executive Board, the Student Association Representatives, the Assistant Vice President for Student Affairs, or any related task force, expressing those concerns to be presented to the appropriate College officials.
 - **J.** Meet with faculty, staff, and administration representatives when necessary.
 - **K.** To attend appropriate college functions, including but not limited to:
 - i. Orientation
 - ii. Commencement
 - iii. Family Weekend
 - iv. Honors Convocation
- **L.** Assume the responsibilities, with the assistance of the Executive Board, of the Vice President or Comptroller in the event that the position(s) is/are vacant, until a new Vice President or Comptroller is appointed.
- **M.** Appoint members of the Student Association to fill vacancies of both the Executive Board and the Student Association Representatives with the advice and consent of the Association by a two-thirds vote of said body.
 - N. Appoint Student Association members to college wide committees.
- **O.** Schedule meetings as necessary with the Comptroller, Vice President and the Assistant Vice President for Student Affairs regarding financial status of the Student Association, expenditures, and other related matters.
 - **P.** Maintain a minimum of three office hours per week.

Student Association Duties:

- A. Attend/participate in Student Association meetings
- **B.** Provide an officer report to the Student Association. This is to be entered into the minutes of the meetings.
 - C. Interpret and uphold Student Association constitution and by-laws.
- **D.** Assume all rights and privileges of the Student Association Representatives as guaranteed by the constitution.
 - E. Act as an ex-officio member of all Student Association committees.

Job Description

Title: The College of Saint Rose Student Association Vice President

Reports to: President of The College of Saint Rose Student Association

Eligibility: A member of the Student Association Executive Board must have a cumulative average at or above a 2.75.

General Responsibilities

A. Supervise and direct the efforts of the Directors and the student leadership in all student organizations recognized by the Student Association.

B. Maintain an efficient office environment with the assistance of the President and the Executive Assistant.

Specific Duties

- A. Schedule Special Orders for the General Business Meetings, as frequently as needed or previously decided upon by the President.
- B. Maintain and update the Student Association financial ledger at least once a week and organize all financial documents pertaining to the Student Association ledger.
- C. Plan and organize the Student Association Club Council meetings, which occur at the beginning of each semester, the end of the Spring Semester, and on an as needed basis.
- D. Schedule, post, and maintain a minimum of three office hours per week.
- E. Assist the President in preparing agendas of Student Association meetings with the Executive Board.
- F. Finalize the Student Association budget and produce the next year's Student Association budget, in conjunction with the President and the Executive Board.

Executive Board Duties

- A. Assume President's duties when asked to do so by the President or in case of an emergency.
- B. Assume the responsibilities, with the assistance of the Executive Board, of any Director(s) in the event that the position is vacant, until a new Director(s) is appointed.
- C. Assume the responsibilities of the President, with the assistance of the Executive Board, in the event that the position is vacant, until a new Vice President is appointed, and continue to serve as President thenceforth.
- D. Attend all Executive Board meetings.
- E. Assist the President in preparing the annual "State of the Student Association" report.
- F. Meet with the faculty/staff/administration representatives when asked by the Student Association President.
- G. Attend official functions of the college:
 - i. Orientation
 - ii. Commencement
 - iii. Family Weekend
 - iv. Other functions at request of the President (interviews with the student newspaper, meetings with alumni, college officials, etc...).

Student Association Duties

Attend/participate in Student Association meetings.

Provide report to the Student Association. This is to be entered into the minutes of the meetings. Interpret and uphold the Student Association constitution by-laws.

Assume all rights and privileges of the Student Association Representatives as guaranteed by the constitution.

Act as an ex-officio member of all Student Association committees.

Job Description

Title: The College of Saint Rose Student Association Comptroller

Reports to: President of the College of Saint Rose Student Association

Eligibility: A member of the Student Association Executive Board must have a cumulative average at or above a 2.75.

General Responsibilities

- A. Maintain up-to-date Student Association financial records.
- B. Administer all Student Association funds once received from the Assistant Vice President for Student Affairs or the Vice President of Student Affairs.
- C. Act as chairperson of the Student Association Budget and Grant Committee.

Specific Duties

- A. Write checks for all recognized Student Association clubs, sign them, and have them co-signed by the Assistant Vice President for Student Affairs or the Vice President of Student Affairs.
- B. Balance the Student Association Account monthly.
- C. Keep the ledger sheets for each organization up-to-date on a daily basis.
- D. Make all necessary deposits and withdrawals and handle all other Student Association banking business.
- E. Be available to any student who has financial questions relating to the Student Association accounts.
- F. Send out semesterly statements to each Student Association recognized organization.
- G. Provide monthly statements of Student Association accounts to the Assistant Vice President for Student Affairs and the President.
- H. Schedule meetings as necessary with the Assistant Vice President for Student Affairs and the President regarding financial status of the Student Association, expenditures, and other related matters.
- I. Monitor and maintain the investment portfolio.
- J. Coordinate and facilitate Spring Budget Hearings for all Student Association funded organizations.
- K. Schedule, post, and maintain a minimum of three office hours per week.

Executive Board Duties

- A. Assume the responsibilities of the President and the Vice President, with the assistance of the Executive Board, in the event that both positions are vacant, until a new Vice President and Comptroller are appointed, and continue to serve as President thenceforth.
- B. Attend all Executive Board meetings.
- C. Assist in preparing agendas of Student Association meetings.
- D. Help the President in preparing the annual "State of the Student Association" report.
- E. Meet with the faculty/staff/administration representatives when asked by the Student Association President.
- F. Attend official functions of the college:
 - a. Orientation
 - b. Commencement
 - c. Family Weekend
 - d. Other functions at request of the President (interviews with the student newspaper, meetings with alumni, college officials, etc...).

Student Association Duties

Attend/participate in Student Association meetings.

Provide report to the Student Association. This is to be entered into the minutes of the meetings.

Interpret and uphold the Student Association constitution by-laws.

Assume all rights and privileges of the Student Association Representatives as guaranteed by the constitution.

Act as an ex-officio member of all Student Association committees.

Job Description

Title: Saint Rose Student Association Director of Academic Interests

Reports to: Vice President of the Student Association

Eligibility: A member of the Student Association Executive Board must have a cumulative average at or above 2.75.

General Responsibilities

A. Supervise and account for all special groups related to Academic interests, including but not limited to:

- CDAEYC (Capital District Association for the Education of Young Children)
- CEC (Council for Exceptional Children)
- College Republicans
- The Chronicle
- English Club
- Environmental Club
- IAJE (International Association of Jazz Educators)
- MEISA (Music & Entertainment Industry Student Association)
- MENC (Music Educator's National Conference)
- NSA (Natural Science Association)
- NSSLHA (National Student Speech, Language & Hearing Association)
- Phi Alpha Theta
- Psychology Club
- School Psychology Association
- SAL (Student Art League)
- S/SWO (Sociology/Social Work Organization)

Specific Duties

- **A.** Advise and assist all student groups within respective area of jurisdiction.
- **B.** Help each organization with the development of their annual budget.
- **C.** Provide each organization with time to discuss procedural information and forms necessary for the smooth operation of their organization (i.e. how to get supplies, how to request their approved budget funds, etc...)
- **D.** Meet at least once a semester with each organization's officers to provoke news, discuss problems.
- **E.** Provide organizations with a list of names of all Saint Rose Student Association leaders.
- **G.** Periodically attend meetings and events sponsored by Academic clubs.
- H. Schedule, post, and maintain a minimum or three office hours per week.
- I. Chair Student Association Committees as assigned by the Vice President
- J. Assist as co-chair for events when asked to do so by the Vice President and the Director for Social Activities

Executive Board Duties

- **A.** Assume Vice President's duties when asked to do so by the Vice President or in case of an emergency.
- **B.** Attend all Executive Board meetings.
- C. Assist in preparing agendas of Student Association meetings.
- **D.** Help the President in preparing the annual "State of the Student Association" report.
- E. Meet with faculty/staff/administration representatives when asked by the Vice President.
- **F.** Attend official functions of the college:
 - Orientation, Commencement, and special dinners

• Other function at request of the Vice President (interviews with the student newspaper, meetings with alumni, college officials, etc...).

Student Association Duties

- A. Attend/participate in Student Association meetings.
- **B.** Provide an officer report to the Student Association. This is to be entered into the minutes of the meeting.
- C. Interpret and uphold the Saint Rose Student Association constitution and by-laws.
- **D.** Assume all rights and privileges of Student Association Representatives as guaranteed by the constitution.
- E. Act as an ex-officio member of all Student Association committees.

Job Description

Title: Saint Rose Student Association Director of Special Interest Groups

Reports to: Vice President of the Saint Rose Student Association

Eligibility: A member of the Student Association Executive Board must have a cumulative average at or above 2.75.

General Responsibilities

Supervise and account for non-academic or non-social groups, including but not limited to:

- Adventure Club
- ALANA Steppers
- BASIC (Brothers and Sisters in Christ)
- Best Buddies
- Big Brothers/Big Sisters
- Colleges Against Cancer
- Camp Kesem
- Circle K
- Comic Club
- Girls Next Door
- Golden Knights Dance Club
- Habitat for Humanity
- Identity
- Reflections
- SADD (Students Against Destructive Decisions)
- Spectrum the ALANA Student Union

Specific Duties

- **A.** Advise and assist all student groups within respective area of jurisdiction.
- **B.** Help each organization with the development of their annual budget.
- **C.** Provide each organization with time to discuss procedural information and forms necessary for the smooth operation of their organization (i.e. how to get supplies, how to request their approved budget funds, etc.)
- **D.** Meet at least once a semester with each organization's officers to provide news, discuss problems, develop proposals that will help their organizations.
- **E.** Periodically attend meetings and events sponsored by special interest groups.
- **F.** Schedule, post, and maintain a minimum of three office hours per week.
- G. Chair Student Association Committees as assigned by the Vice President
- H. Assist as co-chair for events when asked to do so by the Vice President and the Director for Social Activities

Executive Board Duties

- **A.** Assume Vice President's duties when asked to do so by the Vice President or in case of an emergency.
- **B.** Attend all Executive Board meetings.
- C. Assist in preparing agendas of Association meetings.

- **D.** Help the President in preparing the annual "State of the Student Association"
- E. Meet with faculty/staff/administration representatives when asked by the Vice President.
- **F.** Attend official functions of the college:
 - Orientation, Commencement, and special dinners
 - Other function at request of the Vice President (interviews with the student newspaper, meetings with alumni, college officials, etc...).

Student Association Duties

- **A.** Attend/participate in Student Association meetings.
- **B.** Provide an officer report to the Student Association. This is to be entered into the minutes of the meeting.
- C. Interpret and uphold the Saint Rose Student Association constitution and by-laws.
- D. Assume all rights and privileges of Student Association Representatives as guaranteed by the constitution.
- **E.** Act as an ex-officio member of all Student Association committees.

Job Description

Title: Saint Rose Student Association Director of Social Activities **Reports to:** Vice President of the Saint Rose Student Association

Eligibility: A member of the Student Association Executive Board must have a cumulative average at or above 2.75.

General Responsibilities

- A. Supervise and account for the Student Events Board
- B. Coordinate the social activities of the Student Association including, but not limited to:
 - ROSA (Retired Officers of Student Association) Dinner, in conjunction with a ROSA
 - Fall Activities Fair
 - Interest Meetings
 - Representative Training
 - Semi-annual Blood Drives
 - Harvest Fest
 - Rose Rock

Specific Duties

- **A.** Advise and assist the Student Events Board within respective area of jurisdiction.
- **B.** Help the Student Events Board with the development of their annual budget.
- C. Provide the Student Events Board with time to discuss procedural information and forms necessary for the smooth operation of their organizations (i.e. how to get supplies, how to request their approved budget funds, etc...).
- **D.** Meet at least once a semester with the Student Events Board's officers to provoke news, discuss problems, and develop proposals that will help their organization.
- **E.** Attend meetings and events sponsored by the Student Events Board (SEB).
- F. Plan and organize the Student Association's fall and spring events listed in General Responsibilities.
- G. Appoint fellow Director's as co-chairs of specific events with assistance from the Vice President, if needed.
- H. Chair Student Association Committees as assigned by the Vice President
- I. Coordinate volunteer efforts of the Student Association.
- **J.** Schedule, post, and maintain a minimum of three office hours per week.

Executive Board Duties

- **A.** Assume Vice President's duties when asked to do so by the Vice President or in case of an emergency.
- **B.** Attend all Executive Board meetings.
- C. Assist in preparing agendas of Student Association meetings.
- **D.** Help the President in preparing the annual "State of the Student Association"
- E. Meet with faculty/staff/administration representatives when asked by the Vice President.
- **F.** Attend official functions of the college:

- Orientation, Commencement, and special dinners
- Other function at request of the Vice President (interviews with the student newspaper, meetings with alumni, college officials, etc...).

Student Association Duties

- **A.** Attend/participate in Student Association meetings.
- **B.** Provide an officer report to the Student Association. This is to be entered into the minutes of the meeting.
- C. Interpret and uphold the Saint Rose Student Association constitution and by-laws.
- **D.** Assume all rights and privileges of Student Association Representatives as guaranteed by the constitution.
- E. Act as an ex-officio member of all Student Association committees.

Job Description

Title: Student Association Executive Assistant

Reports to: Student Association President and Comptroller

Duties

- Maintain a healthy relationship with the Student Association Executive Board members and representatives and assist them in any way possible.
- 2. Assist the President, Vice President and Comptroller in performing his/her duties.
- 3. Take and prepare the minutes of all Student Association General Business Meetings and Budget and Grant Committee Meetings.
- 4. Sort and distribute mail three times a week.
- 5. Maintain the SA Library.
- 6. Organize Student Association Budget files.
- 7. Publicize events by making posters and displays for glass case.
- 8. Make phone calls and phone mail messages when asked to do so.
- 9. Maintain the SA Email Account by checking it at least three times a week and forwarding messages to the appropriate Executive Board member.
- 10. Charge materials at the Campus Store to SA's account when asked to do so.
- 11. Sign for paper at the Print Shop when asked to do so.
- 12. Return phone calls for the Executive Board when asked to.
- 13. Track attendance for all Student Association meetings.
- 14. Maintain records of Student Association Van usage and distribute van keys to the appropriate club officers when needed.
- 15. Maintain the Student Association Blackboard webpage.
- 16. Maintain the office calendar and bulletin board.
- 17. Schedule, post, and maintain a minimum of two office hours per week.
- 18. Perform other duties as assigned.

Job Description

Title: Student Association Representative

Reports to: Student Association Executive Board

Eligibility: All Association Representatives must have a cumulative average at or above 2.5.

General Responsibilities

- **A.** Represent the Student Association (Student Body) by participating in the Student Association and its governance process.
- **B.** Communicate effectively with other members of the Student Association, the Student Association Executive Board, and students in general.

Specific Duties

- **A.** Attend and actively participate in Student Association meetings.
- **B.** Present bills and resolutions.
- C. React to other reports given or comments raised.
- **D.** Vote (in representing student's attitudes and ideas) on various issues.
- E. Bring other concerned students to Student Association meetings.
- **F.** Be a representative on one College-Wide Committee and report business to the Student Association via oral and written reports.
- **G.** Give committee reports.
- **H.** Attend and actively participate at committee meetings.
- I. Collect and file College Committee meeting minutes.
- J. Return to College Committee with Student Association and other student reactions. Present this to the other committee members.
- **K.** Assure that the Student Association is presented with the facts.
- **L.** Participate in Student Association activities; anything that will indicate or demonstrate your concern and support for activities sponsored by other students or student groups, especially Orientation and Commencement.
- M. Inform students on how to go through student government to achieve results on various student issues.
- N. Keep informed and up-to-date on student government in particular and in the college as a whole.
- **O.** Be available to work for one hour per week in the Student Association office to help students and to process questions, requests and phone calls.

Job Description

Title: Advisor

The Assistant Vice President for Student Affairs acts as the advisor to the Student Association of The College of Saint Rose. In general, it is the role of the advisor to support, guide, and assist the Student Association in all it endeavors. In addition, the advisor acts as an information resource and also as a liaison between the students and the administration.

Duties

- 1. Attend Student Association and, if needed, Executive Board meetings. Attend various committee meetings as needed.
- 2. Provide leadership training for both the Executive Board and Association representatives.
- 3. Inform the Student Association of pertinent college facts, policies, procedures, events, etc. as needed.
- **4.** Provide support and guidance to the Comptroller concerning the financial management of the Student Association.
- **5.** Meet regularly with the President to discuss Student Association matters and concerns.
- **6.** Attend Student Association sponsored events when possible.
- 7. Be accessible for consultation and direction.
- **8.** Act as a resource for any and all information which may be needed.
- **9.** Provide guidance, support, encouragement, feedback, and educational opportunities to both the Executive Board and Student Association representatives.
- **10.** Be and advocate for the students and Student Association while at the same time assuring that the College's policies and procedures are upheld.

By-Laws #3B Student Association Representative Office Hours

Should a Representative not be available for office hours for three consecutive weeks, or should a Representative not put in a sufficient number of office hours over any five week period, the that Association Representative will be recommended to the Ethics Committee for disciplinary action, to be determined by the Ethics Committee of The Student Association of The College of Saint Rose.

Amended Spring 2009

By-Law #4 Ethics Committee

Whereas, Article III, Section 8, of the Student Association constitution requires the formation of an Ethics Committee,

Whereas, said committee is charged with hearing allegations of misconduct by both Assembly members and SA sponsored groups.

Whereas, there exists the need for greater clarification of the role of said Ethics Committee in dealing with SA sponsored groups.

Whereas, in Article III, Section 9 of the constitution, the Ethics Committee is empowered with the removal of Assembly members for reasons of non or malfeasance,

Be it herby adopted that the Ethics Committee of the Student Association, by virtue of this By-Law, be empowered with the following courses of action in dealing with non or malfeasance of SA sponsored groups: suspension of funds recommendation to the SA Comptroller, suspension of charter, or charter revocation.

By-Law #5 Attendance

It is the inherent power of the Student Body to elect student representatives who are then charged with both the responsibility and powers and the Student Association.

The Student Association meets on a weekly basis and depends on the attendance of the Student Association Representatives to enact legislation.

The Student Association recognizes that it is inherent that academics must be a priority in a student's life. Should a Representative need to be excused from a Student Association meeting due to an academic meeting, class, or other extenuating circumstance that the time conflicts with the Student Association meeting, then he or she shall be excused provided that the Representative notifies the Chairperson of the Student Association prior to the meeting and proxies his or her vote to another voting member. Absences other than those pertaining to academics will be determined on an individual basis whether they are excused or not, and shall likewise be held to the same standards as previously stated. Examples of excused absences include but are not limited to family death, family illness, or personal illness. Excused absences will need to be approved by the Chairperson prior to the meeting unless there are extreme circumstances.

Any Representative who accumulates three consecutive unexcused absences during a semester will be dismissed from the Student Association.

Any Representative in excess of three non-consecutive unexcused absences will be asked to resign from the Student Association.

Therefore, be it enacted by The College of Saint Rose Student Association, three non-consecutive unexcused absences by a Representative will result in:

- 1. A Bill of Petition made before the Ethics Committee to remove said Association Member
- 2. The Ethics Committee may choose to
 - a. Remove the member from the Student Association
 - b. Place the member on probation with any terms of conditions that the committee so chooses to place on said member
 - c. Dismiss the charges brought against the Association member

By-Law #6 The College of Saint Rose Student Assembly Operating Policies

Speaking Order- On order to address a given motion, one must first be recognized and recorded on an official list. Speakers will then be recognized by the Chair in sequential order from the official list.

Voting on Bills- A Bill will be voted upon one week after it is introduced and discussion before the Student Association.

By-Law #7

Whereas, Article III, Section 13, of the Constitution of the Student Association of The College of Saint Rose deals with committees,

Whereas, Paragraph A of said section deals with standing committees,

Whereas, the standing committees of the Student Association were previously undefined,

Be it hereby adopted that the following definition be instituted for the standing committees of the Student Association,

"Standing committees are any and all committees of the Student Association which: conform to the constitution of the Student Association, adhere to the approved guidelines of the College, are required every year for the functioning of the Student Association, and have passed an enabling vote granting them recognition, establishing their objectives, and defending their objectives, and defending their annual importance."

By-Law #8

It is the right and duty of Student Assembly Representatives to serve as official representatives of the entire Saint Rose student population on standing Saint Rose College Wide Committees; and

As a Saint Rose College Wide Committee, such as the Graduate Academic Committee, may require, by the committees by-laws, that student representatives be composed solely of qualified graduate students;

When a Saint Rose College Wide Committee requests additional representation by graduate students; and

As the composition of the Saint Rose Student Assembly during a given year may not consist of such qualified graduate student membership,

Be it enacted, by the Student Assembly, that the President of the Saint Rose Association, in conjunction with the Saint Rose Office of Graduate and Continued Studies, may appoint such members of the Student Association who fulfill requirement for said committees. These committee appointees are to fulfill the roles and duties of Student Association Representatives with regard to said committees. As such, they are to report to the Saint Rose Student Association and Student Association President via the Student Association Executive Assistant.

By-Law #9 Student Association Grant

PURPOSE: To formally establish a standing committee with the responsibility of funds in the form of individualized grants to groups and individuals not recognized by the Student Assembly for the Purpose of enriching the academic and social atmosphere of the College of Saint Rose.

Whereas, there is a clear and present need for such a committee, and,

Whereas, such a committee has existed in an unrecognized state for the last year,

Be it thereby resolved that the Student Association Budget and Grant Committee be established as a standing committee and formally recognized by the Constitution of the Student Association.

Furthermore, that is shall be comprised of the Executive Board of the Student Association and three appointed student representatives, and that they shall meet as needed and the meetings shall be called by the chairperson, the Comptroller, and that the funds shall be provide for in the Student Association established expenses budget and the remainder of the first semester shall be carried over to the second semester.

By-Law #10 Student Association Awards

I. Definition

Awards shall be set up each year to honor those members of the community at The College of Saint Rose who are dedicated and committed to the student body.

II. Awards

Each year the Student Association, as a whole will be voted on the following categories: Faculty of the Year, Advisor of the Year, Administrator of the Year, and Staff of the Year.

III. Nominations and voting

Nominations for the awards as stated above shall be taken at the meeting prior to the meeting that these awards are voted on. Any Representative of the Student Association may nominate an individual member of the community of The College of Saint Rose who meets the designation of being a member of the faculty, administration, staff, or club advisor. Voting will take place one week following the nominations are accepted. The Student Association will vote on these awards during a meeting through secret ballot. The person with the most votes per category shall receive the award they have been nominated for. The winners of the awards will be announced one week after the voting takes place.

IV. Special Awards

Representative of the Year and Club of the Year awards shall be designated as special awards. These awards shall be in place to honor the outstanding effort, achievement, and distinction of one Representative and one club who have excelled throughout the year.