



# SUNY POLYTECHNIC INSTITUTE

*Student Government at Utica  
Policies and Procedures*

## Policies and Procedures

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**State University of New York Polytechnic Institute**  
**Student Government at Utica Policies and Procedures**

**Article I**  
Executive Duties

**§ 1.1.0**

The President shall be required to preside over any and all meetings of the Executive Board and the Cabinet unless their permission has been granted to another member of the Executive Cabinet to do so.

**§ 1.1.1**

They shall be required to administer the oath of office for all Student Government at Utica members selected for an official officer position.

**§ 1.1.2**

They shall be required to ensure that all duties of vacant positions within the Executive Cabinet are upheld.

**§ 1.1.3**

They shall be required to prepare agendas for all Executive Cabinet meetings.

**§ 1.2.0**

The Vice President shall be required to preside over senate meetings and organization meetings unless policy has revoked their ability to do so for a finite period of time.

**§ 1.2.1**

They shall be responsible for informing senators of their duties, violations of those duties, and the possible penalties involved with those violations.

**§ 1.2.2**

They shall appoint a committee chairperson for each committee. They shall assign each senator to be a member of at least three committees.

**§ 1.2.3**

They shall function as the chief administrator of the organizations. They are to supervise all organizations; chair meetings with the organization heads at least biweekly; conduct one-on-one meetings with each organization head; ensure that the organizations are following their governing documents including the Student Government at Utica governing documents.

**§ 1.3.0**

The Treasurer shall be responsible for maintaining a budget for the Student Government at Utica and keeping an updated record of all recognized organizations' budgets for each academic year.

**§ 1.3.1**

They shall be required to introduce a proposed budget for the following academic year as a resolution during the spring academic semester prior to that academic year.

**§ 1.3.2**

They shall be required to review all line transfers and purchase acquisitions. They shall act as financial advisor for the Student Government at Utica.

**§ 1.3.3**

They shall be required to maintain accurate inventory records for the Student Government at Utica.

**§ 1.4.0**

The Secretary shall be responsible for maintaining all official documents of the Student Government at Utica, including, but not limited to, bills, policies, resolutions, meeting agendas, meeting minutes, forms required in the execution of policies, and the constitution. The Secretary is also responsible for the approval of any public statements and releases made by all members of the Student Government at Utica.

**§ 1.4.1**

They shall be responsible for preparing the agendas and recording the minutes for meetings of the senate. They may also be asked to record the minutes for all Executive Cabinet meetings and constitutional court meetings.

**§ 1.4.2**

The Secretary reserves the right to request reports are sent in a specified manner. The established process will be inserting the report into a Google Form. If a report is not submitted by the Sunday following the meeting at midnight, the Secretary reserves the right to mark the report as "No Report".

**§ 1.4.3**

The Secretary shall be responsible for recording each senator's vote with their name into the minutes of each senate meeting if a role call vote is requested. Executive sessions shall only require vote of the bill or resolution if it is conducted within an Executive Session.

**Article II**  
Assistant Duties

**§ 2.1.0**

The Chief of Staff shall be required to assist the President in ensuring the Student Government at Utica is following its governing documents, ensuring the Executive Cabinet is adhering to legislation passed, and fulfilling all duties delegated to them by the President.

**§ 2.2.0**

The Assistant Treasurer shall be required to attend all Student Government at Utica meetings, assist the Treasurer in maintaining accurate budgets for the Student Government at Utica, assist in maintaining accurate inventory records for Student Government at Utica and fulfilling all duties delegated to them by the Treasurer.

## **Article III**

### **§ 3.1.0**

The Student Government at Utica Cabinet shall be required to convene in weekly meetings with the Executive Board. The board shall be required to fulfill all duties delegated to them by the President.

### **§ 3.2.0**

The Cabinet members include, but are not limited to, the Student Government at Utica Director of Public Relations, Student Government at Utica Director of Development and Human Relations, the Student Government at Utica Director of Wellness and Inclusion, the Student Government at Utica Director of Community Outreach, and any other director position that exists per the purview of the SGU President. All Cabinet members may be asked to attend the Senate Meetings at the President's discretion.

### **§ 3.3.0**

The Director of Human Relations and Development will function as the administrator for the expansion, growth, and advancement of the Student Government at Utica. They will be responsible for the creation and advancement of training programs for the Student Government at Utica and its Organizations. They will also be responsible for the two Professional Development Days, one in the Fall and one in the Spring semester

### **§ 3.4.0**

The Director of Public Relations will function as the administrator for the publicity of the Student Government at Utica. They are to supervise the public relations team and chair weekly meetings of the public relations team. They will be responsible for developing and implementing the overall promotional strategy for the Student Government at Utica. They must fulfill the duties of the public relations team if the public relations team has vacant positions.

### **§ 3.5.0**

The Director of Wellness and Inclusion will function as the administrator for the addition of accessible practices throughout all of the Student Government at Utica and its subsidiaries. They shall be responsible for ensuring all SGU and organization sponsored events are inclusive and accessible

### **§ 3.6.0**

The Director of Community Outreach will function as the administrator for connecting SGU and its subsidiaries to community service opportunities. They will work with clubs and organizations to create drives and events to benefit students and outside organizations.

### **§ 3.7.0**

The College Council position in SGU shall be responsible for attending all SUNY Poly College Council meetings, SUNY Poly Foundation Board meetings, SGU Executive meetings, and SGU Senate meetings.

#### **§ 3.7.1**

They shall not be a contracted or stipend member of SGU, with the exception of an SGU Executive needing to fill this role.

**§ 3.7.2**

An SGU Executive will be required to fill the position of College Council if no candidate wins the election for the College Council position.

**§ 3.7.3**

The College Council member will be required to abide by any and all parts of the SGU governing documents as if they were a contracted member. Failure to do so will result in disciplinary action outlined in the strike policy.

**§ 3.7.4**

The immediate supervisor of the College Council position shall be the entirety of the SGU Executive Board as a whole.

**§ 3.7.5**

The College Council position will be sworn in after the spring executive election and their duties for SGU will run until a new College Council representative is sworn in.

**Article IV**  
Coordinator Duties

**§ 4.1.0**

The Student Government at Utica coordinators are the Social Media Coordinator, the Creative Design Coordinator, DEI Coordinator, and the Marketing Coordinator.

**§ 4.2.0**

The Social Media Coordinator is on the Student Government at Utica Public Relations Team. They shall be required to maintain the Student Government at Utica internet presence to include the Student Government at Utica website and social media pages.

**§ 4.3.0**

The Creative Design Coordinator is on the Student Government at Utica Public Relations Team. They shall be responsible as the lead designer for all promotional materials of the Student Government at Utica Public Relations Team to include creation of flyers, business cards, and official logos.

**§ 4.4.0**

The DEI Coordinator is on the Student Government at Utica DEI Team. They shall be responsible for coordinating all events related to DEI initiatives delegated to them by the Director of DEI or the SGU President.

**§ 4.4.0**

The Marketing Coordinator is on the Student Government at Utica Public Relations Team. They shall be responsible for connecting to different members of SUNY Poly faculty to increase advertisement for SGU affairs.



**Article V**  
Legislative Duties

**§ 5.1.0**

The senate shall convene weekly at a time and place as per the Student Government at Utica Constitution, in order to hear and vote upon legislation that establishes policies of the Student Government at Utica.

**§ 5.2.0**

Senators must actively participate in at least three committees assigned by the Vice President. Senators chosen to chair a committee must report back to the Senate the accomplishments of their committee at the weekly meetings.

**§ 5.3.0**

The President Pro Tempore of the Senate will be selected via a nomination process. In the meeting following any senate election where results are announced or a vacancy in the position, the Vice President will open the senate floor for nominations for the President Pro Tempore during open forum.

**§ 5.3.1**

Should a vacant seat be open, the Vice President may open the senate floor to nominations during any meeting.

**§ 5.3.2**

Only senators reserve the right to nominate other senators unless the senate does not make any nominations. Should the senate not make any nominations, the Vice President will nominate a President Pro Tempore.

**§ 5.3.3**

Any nominator must provide a reasonable justification on why they think said senator should be elected President Pro Tempore.

**§ 5.3.4**

Any nominations will require acceptance from the nominee and a second from a senator other than the nominee.

**§ 5.3.5**

Multiple nominations can be made while the Vice President has opened the floor for nominations.

**§ 5.3.6**

Should there exist one nominee, the nominee must receive a  $\frac{2}{3}$  vote from the senate in order to fill the nomination. Should there exist multiple nominees, the nominee with the most votes will fill the nomination followed by a  $\frac{2}{3}$  vote from the senate.

**§ 5.3.7**

Should there exist one nominee and should that nominee not receive  $\frac{2}{3}$  vote from the Senate, the floor will reopen for nominations. Should there exist multiple nominees, the nominee with the next highest amount of votes will fill the nomination followed by a  $\frac{2}{3}$  vote from the Senate until the last nominee. At that point the floor will reopen.

**§ 5.3.8**

Should there exist a tie, the nominees will be voted once more by the Senate. Should a second tie persist, the Vice President will select a nominee followed by a  $\frac{2}{3}$  vote from the Senate. Should the nominee not receive  $\frac{2}{3}$  vote from the Senate, the floor will reopen.

**Article VI**  
Advisor Duties

**§ 6.1.0**

There shall be one advisor who is a faculty or staff member of SUNY Poly.

**§ 6.2.0**

The official Student Government at Utica Advisor will be selected by the Senate via a proposed resolution that will need a two thirds approval from the Senate.

**§ 6.3.0**

The advisor must attend the Executive meetings and the Senate meetings.

**§ 6.3.1**

In the event that an advisor has any number of consecutive and unexcused absences from either the SGU Senate meetings or Executive meetings, they may be removed by a resolution introduced by any senator who receives two thirds approval from the Senate and is approved by the President. A separate resolution must be introduced to fill the vacant Advisor position.

## **Article VII**

### **Contracts**

#### **§ 7.1.0**

Student Government at Utica officers shall be required to sign a contract informing them of their specific duties both as outlined in their respective governing documents and as further defined to ensure all aspects of the position are covered.

#### **§ 7.1.1**

All contracts shall be attached to the respective Organization's Policies and Procedures as an appendix. Student Government at Utica Contracts shall be located in Appendix J.

#### **§ 7.2.0**

Student Government at Utica volunteers may be required to sign a contract informing them of their specific duties both as outlined in their respective governing documents and as further defined to ensure all aspects of the position are covered.

#### **§ 7.2.1**

If a volunteer position does not require a contract, they must be notified of their duties prior to agreement for the role.

#### **§ 7.3.0**

In the case that a Student Government at Utica member requests to transfer to a different position, they must sign a transfer agreement document outlining the changes to their stipend and position

#### **§ 7.3.1**

This document must be signed by the individual, their previous supervisor and prospective supervisors

#### **§ 7.3.2**

In the event that the new position is an elected position, they must follow the current Policies and Procedures rules and regulations for special election or appointment

#### **§ 7.3.3**

In the event that the new position is an appointed position, they must follow the current Policies and Procedures rules and regulations for the appointment process

#### **§ 7.3.4**

The requested transfer document must be finalized before a new contract is signed

#### **§ 7.3.5**

In the event that an individual signs the transfer document and does not sign the new contract, the transfer document will be considered void and the individual will remain in their current position

**§ 7.3.6**

Before the transfer should be complete, the member must complete all tasks reasonably assigned to them by their previous supervisor

## Article VIII Resignation

### § 8.1.0

Any member of the SGU may resign from their position. They must submit a **resignation form** formal letter electronically, addressing the entire executive board, ~~stating their reason for resignation along with their resignation form~~ located in the Appendix. The aforementioned formal acknowledgements, must be shared with the entire executive **board cabinet** two weeks (10 business days) prior to their departure date. Upon the time in which the resignation is stated to become effective, that position should be considered vacant.

### § 8.1.1

The Student Government at Utica Resignation Form shall be located in the Appendices.

### § 8.1.2

All members are responsible for their positions until the date of their resignation.

### § 8.1.3

If the member's supervisor asks you to resign, § 8.1.0 will not apply to the member.

### § 8.1.4

If the member is to leave their position without following these guidelines, they will not be able to run for a position in the SGU for the remainder of that academic year, and the following election.

### § 8.1.5

If the member is to leave their position without following these guidelines, they will not receive their stipend for that semester.

## **Article IX**

### **Recognition of Student Organizations**

#### **§ 9.1.0**

Student organizations may only be recognized by way of legislation containing a constitution and Policies and Procedures as per appendix E and F for the organization.

#### **§ 9.2.0**

All student organizations must be able to provide for public file, a list of current officers with valid contact information as well as the name and contact information of an adviser who is a member of the SUNY Poly faculty or staff.

#### **§ 9.3.0**

Proposed groups will need to have a representative present at the Student Government at Utica Meeting to which they are under consideration to be recognized. If a representative is not present at said meeting, the proposed student organization will be removed from consideration.

## **Article X**

### Legislation

#### **§ 10.1.0**

Legislative proposals may be introduced as either a bill or resolution. Bills have as their purpose the establishment, amendment, or repeal of policies. Resolutions have as their object the statement of the desire, intention, opinion of the Student Government, position confirmations, or allocation of resources.

#### **§ 10.2.0**

Bills and resolutions may be introduced by any member of the Senate ~~or by initiative of the Student Government at Utica~~. Both bills and resolutions are to be considered main motions and require a second unless introduced by ~~a committee initiative~~.

#### **§ 10.2.1**

~~An initiative shall be defined as a petition with at least fifty (50) signatures of Student Government at Utica Members.~~

#### **§ 10.3.0**

Bills and resolutions shall be filed with the Student Government at Utica Secretary no later than noon of the Tuesday before the Senate meeting in which the bills or resolutions are to be introduced.

#### **§ 10.4.0**

Bills and resolutions shall be prepared as outlined in Appendix A, Appendix B, Appendix C, and Appendix D (bill and resolution cover letters) respectively and shall be numbered and further identified. Bills and resolutions shall be clearly defined, with abbreviations and/or acronyms spelled out, and with reasonable description of intent. The secretary may supervise the preparation of bills and resolutions.

#### **§ 10.5.0**

Bills and resolutions shall have a cover letter prepared by the secretary in accordance with Appendix C and Appendix D.

#### **§ 10.6.0**

All bills shall include the clause: "We, the members of the SUNY Poly Student Government at Utica, as represented in the Senate, do enact as follows:".

#### **§ 10.7.0**

All resolutions shall include the clause: "We, the Senate of the SUNY Poly Student Government at Utica, do hereby resolve:".



## **Article XI**

### **Petitions**

#### **§ 11.1.0**

A petition will be defined as a collection of signatures for any reason.

#### **§ 11.2.0**

An official petition shall be written on an official petition paper obtained in the SGU office from the SGU Office Manager, Advisor, or obtained and printed online through Engage.

##### **§ 11.2.1**

Signatures may be obtained online, any online signatures must be collected by a form software, such as Google Form, and use a @sunypoly.edu email.

##### **§ 11.2.2**

Petitions or signatures that aren't read during open form shall be deemed invalid until they are formally read.

#### **§ 11.3.0**

Petitions must clearly and simply define the purpose of itself on the top of every signature sheet

#### **§ 11.4.0**

After a petition has been read during an open forum the Chief Justice and the SGU Advisor is given one week to determine if the signatures are valid.

##### **§ 11.4.1**

The characteristics of a valid signature or signature sheet are as follows:

- The purpose of the signature collection is clear and simply defined on the signature sheet
- No duplicate signatures
- Signatures are from currently enrolled graduate or undergraduate student
- A date of when the signature was collected next to each signature
  - The signature dates must be from that specific semester
- Signatures must be collected in permanent ink or online using an @sunypoly.edu email

##### **§ 11.4.2**

The Chief Justice reserves the right to email all signees to inform them on the status and purpose of the petition.

##### **§ 11.4.3**

The signees have the right to remove their signature from the petition through written request via email or paper.

##### **§ 11.4.4**

The Chief Justice may appoint at most two senators to help them in this process of checking signature validity.

**§ 11.5.0**

If a petition is denied by the Chief Justice they must fully explain what criteria the signatures do not fill during their next report.

**§ 11.5.1**

The individual has the right to correct any issues on their petition and reintroduce the petition.

**§ 11.6.0**

If a petition is approved by the Chief Justice, the Chief Justice will make a bill or resolution based on the petition to be read at the following meeting. If possible, they should work with the author of the petition.

**§ 11.7.0**

Once the bill or resolution is created the Student Government at Utica will follow the official process laid out in the SGU Policies and Procedures and Constitution for said bill or resolution.

**§ 11.8.0**

Petitions can not be used to impede the ability of any member of SGU

**Article XII**  
Senate Business Meetings

**§ 12.1.0**

All meetings shall be conducted in accordance with the most recent official edition of Robert's Rules of Order where the Policies and Procedures are not applicable.

**§ 12.2.0**

All meetings shall require quorum, which is the minimum number of senators needed to conduct an official meeting. Quorum shall consist of fifty percent **plus one** of standing senators rounded up to the nearest whole number.

**§ 12.3.0**

The minutes of the previous Senate meeting along with the agenda and legislation for the following meeting shall be made available for electronic viewing by all Student Government at Utica officers no later than noon on the Wednesday prior to the meeting.

**§12.3.1**

Distribution shall be done via SUNY Poly email attached in PDF format.

**§ 12.4.0**

There shall be a minimum of two paper copies of the Agendas, Minutes, or Legislation to be distributed to members of the audience at any SGU Senate Meeting and one copy to be printed for records.

**§ 12.5.0**

All agendas should be modeled after the following format:

- Call to order
- Roll Call
- Approval of Minutes/Agenda
- Announcements
- Guest Speaker(s)
- Executive Reports
- President
- Vice President
- Treasurer
- Secretary
- Chief of Staff
- Chief Justice
- Director Reports
- College Council Report
- Residential Life Representative
- Student-Athlete Advisory Committee Representative
- Advisor Report
- Committee reports
- Organization reports
- Old Business
- New Business

- Open Forum
- Swear Ins
- Adjournment

**§12.5.1**

Members of SGU may request a paper copy of the agenda, minutes, or legislation from the Secretary no later than 5pm on the Wednesday before the meeting.

**§ 12.6.0**

All Student Government at Utica Executives, Senators, and the Executive Board of each Organization must be present at every meeting unless a valid excuse has been submitted to the Secretary. The President reserves the right to determine the excuse valid for the following reasons: Illness, emergency, and/or academic commitments.

**§ 12.7.0**

All Student Government at Utica officers are required to dress in casual business attire when attending Student Government at Utica Meetings, as per the Student Government at Utica President's request.

**§ 12.8.0**

Bills or resolutions may be motioned in during open forum but they may not be voted on until the following meeting when they are on the agenda. These bills or resolutions motioned in during open forum cannot be marked for immediate attention. Temporary legislation may not be introduced during open forum.

**~~§ 12.9.0~~**

~~Open Forum shall start fifteen minutes before the end of the meeting, or after discussion completes for New Business. Whichever happens first.~~

**~~§12.9.1~~**

~~The start time of Open Forum may be changed by a majority vote of the senate during the meeting, and may only apply until adjournment of said meeting.~~

**Article XIII**  
Actions Taken by the Student Government  
at Utica

**§ 13.1.0**

Motions are to be made for all actions taken. Motions may be made by Senators, Organizational leaders, and the Chief Justice only. Only motions performing an adaptation to a current Student Government at Utica policy or overall stance of the entire Student Government at Utica must be accompanied by a bill or resolution, respectively.

**§ 13.1.1**

Seconds may only be made by Student Government at Utica Senators.

**§ 13.2.0**

Legislative action shall be any bill or resolution motioned in by a Senator or Organization leader and seconded by Senators or introduced by initiative of the Student Government at Utica.

**§ 13.2.1**

Bills shall not be voted upon during the first meeting in which it is introduced unless the immediate attention of the Senate is called for by the President or motioned by majority vote of the Senate.

**§ 13.2.2**

The Secretary of the Student Government at Utica shall record the vote on any legislation and present legislation to the President for signature, stating the date of passage, and the date the bill is presented to the President.

**§ 13.2.3**

Legislation shall be considered policy once it has received a majority vote of approval by the Senate and has been signed as policy by the President.

**§ 13.2.4**

If the President signs the legislation as a veto, then the legislation shall be considered policy following an additional two thirds or greater vote of approval in favor of the legislation by the Senate.

**§ 13.2.5**

Legislation failing to receive two-thirds or greater vote of approval in favor of the legislation by the Senate shall be considered as a ratification of the President's veto and the legislation becomes null and void.

**§ 13.2.6**

If the President fails to either sign as veto or sign as policy within one week of the legislation's approval by the Senate, then it shall be considered policy without the President's signature.

**§ 13.2.7**

Bills which change Policies and Procedures or Constitutions of SGU, or it's subsidiary organizations shall require two readings before they may be voted upon. This does not apply to temporary legislation, as outlined "Emergency Action Period"

**§ 13.3.0**

Resolutions are any action requested by the Student Government at Utica that are not establishing, amending, or repealing SGU Policies. Resolutions may also be used as a stated action not able to be carried out by the Senate due to limitations on the jurisdiction of the Student Government at Utica. A resolution shall be considered adopted once it has received a two thirds vote of approval of the Senate.

**§ 13.4.0**

A referendum shall be considered any bill or resolution deemed necessary by the Senate to be viewed and voted on by the Student Government at Utica Members.

**§ 13.5.0**

The Vice President shall be tasked with introducing to the Senate any initiative which is submitted to them during the senate meeting. Once introduced, an initiative is considered to be the business at hand; as containing the interests of the body of the Student Government at Utica it is considered already motioned and seconded.

**§ 13.5.1**

Initiatives cannot, under any circumstances, be postponed indefinitely and they must be voted on. An initiative may be further designated as a referendum.

**Article XIV**  
Referendums

**§ 14.1.0**

There shall be elections held by referendum at least once a semester.

**§ 14.2.0**

The positions outlined for elections are the President, Vice President, Treasurer, Secretary, Senators, **Chief Justice**, and College Council.

**§ 14.3.0**

All candidates for election must be selected by initiative.

**§ 14.3.1**

If the position is not contested, then there must be votes of acceptance or refusal for the candidate(s) on the ballot.

**§ 14.3.2**

If the position is contested, there must be availability for voters to vote for which candidate(s) they see best for the position without being able to vote twice for the candidate(s).

**§ 14.3.3**

In the event of a tie for an official officer position, the Senate must select between the tied individuals in an executive session. If this is a Senator election, the newly elected Senators must make the decision.

**§ 14.4.0**

For executive elections, there shall exist a candidacy period with length of at least three weeks before the grace period in which students can announce candidacy for a position. During this period, students are required to submit a candidacy form.

**§ 14.4.1**

For Senator elections, the candidacy period shall run simultaneously with the grace period over a length of at least two weeks.

**§ 14.5.0**

At any time during the academic year, the Senate may call a special election in order to fill vacant positions within the Student Government at Utica.

**§ 14.5.1**

Should there be at least seven seats of the Senate vacant, the Student Government at Utica President has the authority to call a special election in order to fill the positions.

**§ 14.5.2**

For any election to commence, there must be at least a two-week grace period in which the candidates may collect signatures and campaign. In addition during Senate elections, this period

shall serve as a period in which the Student Government at Utica accepts initiatives for possible candidates.

**§ 14.5.3**

This does not relinquish the Student Government at Utica from performing at least one referendum a semester. All referendums called through as special elections may only count as additional referendums.

**§ 14.6.0**

The Vice President shall be responsible for ensuring that each election, has not only the candidate(s) for election but also any further policies that have been designated for the referendum by the Student Government at Utica Senate.

**§ 14.6.1**

All policies motioned to referendum must go on the next possible election regardless of the true purpose of the referendum.

**§ 14.7.0**

The referendum designated for the Student Government at Utica Executives must also contain candidate(s) for college council.

**§ 14.7.0**

Should there be no student on the ballot to be a member of College Council or no student elected to the position, the Senate must vote on which of the Executives elected to their position must take the responsibilities of the college council during the next Student Government at Utica Senate Meeting.

**§ 14.8.0**

At the end of any Executive election, there shall exist a two-week training period in which the winners of the election are trained by their respective executive board members.

**§ 14.8.1**

During this period, the winners of the election shall be known as SGU President-Elect, SGU Vice President-Elect, SGU Treasurer-Elect, and SGU Secretary-Elect.

**§ 14.8.2**

After the two week training period, the winners of the election shall be sworn into their respective positions.

**§ 14.9.0**

Any referendum that will include an interview must abide by the recruitment policy further outlined in Appendix O.



## **Article XV** **Committees**

### **§ 15.1.0**

The Senate reserves the right to establish and maintain legislative working groups, known as standing or Ad Hoc committees, each of whose meetings consist of any Student who pays a student activities fee. The voting members of these committees will be any Senator assigned to the committee as well as some Student Government at Utica members who are chosen at the discretion of the SGU Executive Board.

### **§ 15.1.1**

A standing committee shall be considered a permanent committee added to these Policies and Procedures and instituted yearly.

### **§ 15.1.2**

An Ad Hoc committee shall be considered a temporary committee. Once its purpose has been fulfilled, the Ad Hoc committee shall be abolished.

### **§ 15.2.0**

The purpose of a committee shall be to investigate any business which is referred to it by the Senate and to make recommendations as to how that business should be addressed based on the results of investigation. A committee is considered established once business has been referred to it and a committee chairperson has been appointed by the Vice President.

### **§ 15.3.0**

The committee chairperson establishes the meeting time and place for each academic semester.

### **§ 15.4.0**

The names, powers, and responsibilities of all standing committees shall be listed in the appendices of these Policies and Procedures.

### **§ 15.5.0**

A committee must meet at least biweekly.

### **§15.6.0**

At Committee meetings, there shall be a maximum of two paper copies of the Agendas, Minutes, or Legislation to be distributed to members of the audience, and two paper copies to be distributed to members of the committee upon prior request.

### **§ 15.7.0**

Should vacant Senate seats exist, the Executive Board has the authority to designate which committee(s) will operate for the current academic year. In the event that additional senators are added, the re-activation of any standing committee must be voted on by the senate body and receive a 2/3rd majority in the affirmative.

**Article XVI**  
Disciplinary Procedure

**§ 16.1.0**

Strikes are universal throughout the SGU. If a member receives a strike for their respective organization, it shall count toward their total number of strikes in SGU as a whole. Likewise, a strike in the SGU shall count towards their respective organization.

**§ 16.2.0**

If a member receives a strike after the election begins for the spring executive election, the strike will rollover to the following year. This will be retroactive for the spring 2018 election and onwards.

**§ 16.3.0**

Strikes can be handed out by the member's immediate supervisor or the President after obtaining approval from the member's immediate supervisor.

**§ 16.3.1**

In the event the SGU President is deserving of a strike, a majority vote from the Vice President, Treasurer, and Secretary will be required. The Senate reserves the right to hand out a strike to an SGU Executive Board member in the form of a Resolution addressed to the SGU Executive Board upon passage with a 2/3 majority vote.

**§ 16.3.2**

In the event that the SGU President would like to issue a strike, they need the consent of a member's immediate supervisor. In the event that a member has multiple immediate supervisors, one supervisor's consent is adequate. The SGU advisor may override the immediate supervisor's signature.

**§ 16.3.3**

The SGU President and Vice President reserve the right to issue strikes related to election related offenses and professional development related offenses, without an immediate supervisor's consent.

**§ 16.3.4**

In the event that an Organization Head would like to issue a strike to one of their members, they need the consent of a member's immediate supervisor. In the event that a member has multiple immediate supervisors, one supervisor's consent is adequate. An advisor of that Organization may override the immediate supervisor's signature.

**§ 16.4.0**

Any member of SGU who is eligible to issue strikes may also issue formal warnings in place of disciplinary action at their discretion. They reserve the right to hand out a strike at any time for the conduct explained in the warning. The formal warning form can be found in Appendix N.

### **§ 16.5.0**

All strikes must be in written form acknowledging the strike. This form must be signed by the member receiving the strike, their immediate supervisor if it is not the SGU President, the SGU President, and the SGU Advisor. If a member receives a strike after the election begins for the spring executive election, the strike will rollover to the following year.

#### **§ 16.5.1**

If the SGU President receives a strike, the Executive Board and the SGU Advisor will sign it in addition to the SGU President.

#### **§ 16.5.2**

If the member refuses to sign the form within 2 weeks of the form being generated, they shall receive another strike based on their refusal to cooperate with the disciplinary procedures outlined in this document.

### **§ 16.6.0**

Once a member receives their first strike, they are required to set up a meeting with their immediate supervisor to discuss the circumstances in which they received the first strike. Should the member receive a strike by a member that is not their immediate supervisor, they must accompany the immediate supervisor in this meeting.

#### **§ 16.6.1**

If the member refuses to attend this meeting, they shall receive a second strike.

#### **§ 16.6.2**

In the case of the SGU President, they shall meet with the Vice President, Treasurer, Secretary and the SGU Advisor, and the Vice President for Student Affairs if deemed necessary by the Executive Board.

### **§ 16.7.0**

Once a member receives 2 strikes, they are required to attend a meeting with their immediate supervisor, the SGU President, the issuer of the strike (if not the immediate supervisor) and the SGU Advisor.

#### **§ 16.7.1**

At this meeting, a plan will be agreed upon to help the member not receive strikes in the future.

#### **§ 16.7.2**

If the member refuses to attend this meeting, they shall receive a third strike.

#### **§ 16.7.3**

In the case of the SGU President, they shall meet with the Vice President, Treasurer, and Secretary and the SGU Advisor, and the Vice President for Student Affairs if deemed necessary by the Executive Board.

### **§ 16.8.0**

Once a member receives 3 strikes, they will be terminated by the SGU.

**§ 16.8.1**

Should said member hold an elected position, the constitutional court shall have two weeks after the date of the election to vote on termination of said member. Should a majority of the constitutional court vote in favor of termination, the member shall be terminated.

**§ 16.8.2**

Should said member hold an appointed position, they shall be terminated immediately by SGU.

**§ 16.8.3**

Termination by the SGU does not prevent a person from running for a position the following academic year.

**§ 16.8.4**

If three strikes are received before the end of the executive transition period, they will not be able to run in the event of a special election held during the remainder of said-school year nor hold another position in SGU for the rest of said academic year.

**§ 16.9.0**

A member is allowed to appeal (1) time for each strike they receive if they feel it necessary. An appeal form must be submitted to the SGU President or, in the case of the SGU President appealing a strike, the Executive Board.

**§ 16.9.1**

An appeal form must be submitted to the member's immediate supervisor and the SGU President or, in the case of the SGU President appealing a strike, the Vice-President. Appeal forms can only be submitted after the member's formal meeting with their supervisor. In the case of the third strike being appealed, the member can appeal after the formal written strike document has been generated. The appeals document can be found in Appendix N

**§ 16.9.2**

If three strikes are received before the end of the academic year, they will not be able to run in the event of a special election held during the remainder of the school year nor hold another position in SGU for the rest of that academic year.

**§ 16.10.0**

A member is allowed to appeal (1) time for each strike they receive if they feel it necessary. An appeal form must be submitted to the SGU President or, in the case of the SGU President appealing a strike, the Executive Board.

**§ 16.10.1**

An appeal form must be submitted to the member's immediate supervisor and the SGU President or, in the case of the SGU President appealing a strike, the Vice-President. Appeal forms can only be submitted after the member's formal meeting with their supervisor. In the case of the third strike being appealed, the member can appeal after the formal written strike document has been generated. The appeals document can be found in Appendix N

**§ 16.10.2**

Appeal forms must be submitted up to five business days after the formal meeting with their supervisor.

**§ 16.10.3**

If the member does not attend their formal meeting with their supervisor, they will not be allowed to appeal the strike except in the case of the third strike.

**§ 16.10.4**

The member's supervisor and SGU advisor will vote on whether to relieve the member of a strike or not. If tied, the member overseeing the appeal process will break the tie.

**§ 16.10.5**

In the case that the SGU president is appealing a strike, the advisor will be the only person to vote whether to relieve them of the strike.

**§ 16.10.6**

Senator Pro Tempore will oversee the appeal process. If the Senate Pro Tempore position is vacant, or is the member receiving the strike, the process will be overseen by the SGU Secretary.

**Article XVII**  
Enactment and Jurisdiction

**§ 17.1.0**

The Policies and Procedures document shall be adopted upon a two-thirds or greater vote of approval by the Senate and made effective at the adjournment of the meeting in which the approval took place.

**§ 17.2.0**

Amendments to these Policies and Procedures shall be by legislation, and that legislation must receive a two thirds or greater vote of approval in order to be considered an amendment made effective at the adjournment of the meeting which the approval took place.

**§ 17.2.1**

All policies passed by the Senate as governing policies not included in these Policies and Procedures shall only need a majority vote unless otherwise worded within the document.

**§ 17.3.0**

This document shall be fully subject to the Student Government at Utica Constitution.

**§ 17.4.0**

In the event that the name of the Student Government at Utica shall change, these Policies and Procedures will be immediately amended to reflect that change.

**§ 17.5.0**

In the event that these documents should be abolished, 3/4 vote of the senate is required.

**Article XVIII**  
Commencement

**§ 18.1.0**

Each stipended member of Student Government at Utica will continue the yearly tradition in which graduating seniors who have or are currently, participating in stipended Student Government at Utica roles as well as College Council, receive an honorary cord or sash representing their participation and dedication to the Student Government at Utica.

**§ 18.1.1**

Stipended members as well as College Council who have served for one or two years will receive an intertwined gold and royal blue honorary cord.

**§ 18.1.2**

Stipended members as well as College Council who have served for three or more years will receive an intertwined gold and white honorary cord.

**§ 18.1.3**

Stipended members who are currently serving as either the President, Vice President, Secretary, or Treasurer of the Student Government at Utica will receive a solid gold sash with their respective title and Student Government at Utica logo printed on it as well as their respective cords.

**§ 18.1.4**

A sash will be purchased for members of the executive board who are representing the Student Government at commencement, who are not graduating, and those sashes will be property of the Student Government at Utica.

**§ 18.1.5**

Any member who does not follow the proper resignation outline will not receive any graduation regalia.

**§ 18.2.0**

There are speeches to be given at the Utica graduate and undergraduate commencement ceremonies.

**§ 18.2.1**

There is a commemorative speech to be given at commencement by one of the executive board members. Traditionally the commemorative speech is given by the Student Government at Utica President of that year. If an alternate to the tradition is suggested, the alternate would need to be approved by the Student Government at Utica executive board.

**§ 18.2.2**

There is a class gift speech to be given at commencement by one of the executive board members. Traditionally the class gift speech is given by the Student Government at Utica Treasurer of that year. If an alternate to the tradition is suggested, the alternate would need to be approved by the Student Government at Utica executive board.

**Article XIX**  
Non-Discrimination

**§ 19.1.0**

There shall be no discrimination on the basis of real or perceived race, ethnicity, sex, gender, gender identity/expression, sexual orientation, age, disability, political affiliation, religious affiliation, marital status, parental status, or veteran's status within this organization.



**Article XX**  
Emergency Action Period

**§ 20.1.0**

In the event of major campus circumstances that impede the normal operating procedures of the Student Government at Utica, the SGU Executive Board, SGU Advisor, and Vice President for Student Affairs can deem the SGU in a period of emergency action.

**§ 20.1.1**

In correspondence to the outline in Appendix M, each of the individuals outlined in § 20.1.0 must approve that this plan go into effect with a designated time frame.

**§ 20.2.0**

During the period of emergency action, the SGU Executive Board has the ability to propose temporary changes to their Policies and Procedures in order to conduct business and operating procedures. Temporary legislation may be proposed, and the duration shall only be within the current period of Emergency Action. Temporary legislation must clearly define its purpose, reasoning, and area(s) of the current Policies and Procedures undergoing alterations.

**§ 20.2.1**

Temporary legislation may only be proposed during a period of Emergency Action.

**§ 20.2.2**

Temporary legislation can be voted on in its first reading, and must receive a 2/3 majority vote of the Senate.

**§ 20.2.3**

Any Bills proposed for temporary legislation must contain “Temporary Legislation - ” at the beginning of the title and must contain the end date of the emergency action period in the duration.

**§ 20.3.0**

During this period of emergency action, the SGU Executive Board reserves the right to request access to reserves funding in order to cater to the needs of students of SUNY Poly and purchase equipment and other various resources that students may not have access to.

**§ 20.3.1**

Any funds that are being pulled from reserves must be approved by majority vote of the executive board and President Pro-tempore, and must obtain approval from the SGU Advisor and the Vice President of Student Affairs. The form outlined in Appendix N will be attached to a purchase voucher that will then be used to purchase the product(s).

## **Article XXI**

### **Conduct, Appearance, and Standards (CAS)**

#### **§ 21.1.0**

The purpose of this document shall be to implement and enforce a set of regulations pertaining to Members of the Student Government at Utica who have taken the oath of office in accordance with the Student Government at Utica governing documents.

#### **§ 21.1.1**

Adherence to this document by all members of the Student Government at Utica whom have taken the oath of office is mandatory.

#### **§ 21.1.2**

The spirit and intent of this document is to increase the overall professionalism of the Student Government at Utica and its parliamentary procedures thereby instilling a sense of esprit de corps and promoting the image of the Student Government at Utica to the student body.

#### **§ 21.1.3**

In instances of contradictions, the Student Government at Utica Constitution and Policies and Procedures shall take precedence over this document.

#### **§ 21.2.0**

All members are expected to uphold the standards contained herein and correct others who are in violation of these.

#### **§ 21.3.0**

The Student Government at Utica President is the authority on matters pertaining to the articles contained within this document.

#### **§ 21.4.0**

In instances of grievances by members, appeals to the Student Government at Utica Senate may be made at the parliamentary proceedings of the Student Government at Utica.

#### **§ 21.5.0**

As per the Student Government at Utica Constitution and Policies and Procedures, Robert's Rules of Order (RRO) will be followed at meetings of the Student Government at Utica governing body.

#### **§ 21.5.1**

In accordance with Robert's Rules of Order, informal names of other members will not be used. Instead the title of the position that the member holds will be used, and if necessary in conjunction with their last name. The following is a list of titles that will be used:

- President
  - [Mr. / Madam / Mx] President
- Vice President
  - [Mr. / Madam/ Mx] Vice President
- Treasurer
  - [Mr. / Madam / Mx] Treasurer

- Secretary
  - [Mr. / Madam / Mx] Secretary
- Senator
  - Senator [Last Name]
- Director
  - Director [Last Name]
- Coordinator
  - Coordinator [Last Name]
- College Council
  - Councilor [Last Name]

**§ 21.5.2**

All other persons present at meetings will be referred to as [Mr. / Mrs. / Mx] [Last Name].

**§ 21.6.0**

During parliamentary proceedings of the Student Government at Utica, food will not be consumed by any member. Specifically, from the time that the call to order is given until the formal closing of the proceedings.

**§ 21.7.0**

Attire worn while representing the Student Government at Utica in an official capacity to the student body will be business casual.

**§ 21.7.1**

The President, being an authority on conduct standards for the SGU, may exercise the right to reprimand officers on any apparel not deemed professional or does not fit the definition of “business casual”.

**§ 21.8.0**

Should SGU host or be involved with any virtual event/meeting in which they are representing the Student Government at Utica, **members are encouraged to keep their webcam on.** ~~all contracted and stipended members and/or members who are required to be present at said event/meeting are required to have a webcam turned on at all times when present at the meeting.~~

**§ 21.8.1**

~~Should privacy concerns emerge, the chair of said meeting/event reserves the right to excuse said member from this policy. Should SGU not be hosting the meeting/event, the member's immediate supervisor reserves the right to excuse said member from this policy.~~

**§ 21.9.0**

At all times, members of the Student Government at Utica are expected to uphold the highest standards of integrity and professionalism. The student body puts their trust in the Student Government at Utica to represent them and as such, is to be considered a positive role model in these regards.

**§ 21.10.0**

The Student Government at Utica and its organizations may be given a space to conduct business on campus. This space is a privilege, given to SGU by the campus administration and can be taken away at any time.

**§ 21.11.0**

The SGU Office shall be open to the public from 9:00AM to 5:00PM Monday through Friday and also follows said semester's Academic Calendar unless stated otherwise.

**§ 21.11.1**

Those without key card access shall not be permitted into the offices after hours unless accompanied by a member for a legitimate purpose or have the intent to attend a public meeting.

**§ 21.11.2**

“Legitimate purpose” stated in § 21.11.1 is not up to discretion. The individuals shall be productively meeting and working on SGU or affiliated work that benefits SGU, the Organizations, and/or Clubs.

**§ 21.12.0**

There shall be a zero tolerance policy for bullying, hazing, abuse of any kind, harassment, drama, gossip, swearing, or any other unprofessional behavior or attire.

**§ 21.12.1**

Yelling and/or screaming are also considered unprofessional behavior.

## **Article XXII**

### **Raffles**

#### **§ 22.1.0**

Should one Raffle raise more than \$5000 dollars or more than \$20,000 is raised over one calendar year, said organization must apply for a license.

#### **§ 22.1.1**

Licensed groups may not hold raffles more than twelve times per calendar year.

#### **§ 22.2.0**

Should more than \$30,000 be raised in one calendar year, 2% of reported proceeds must be paid and a checking account must be established for the disbursing raised funds.

#### **§ 22.3.0**

Equipment used to draw the raffle tickets must ensure all tickets contain equal opportunity to be drawn.

#### **§ 22.4.0**

Each ticket must bear identical, consecutive printed serial numbers.

#### **§ 22.5.0**

All raffle tickets must be sold at a uniform price. There shall not be bulk discounts in raffle prices.

#### **§ 22.5.1**

Raffle tickets can not be sold to anyone under the age of 18.

#### **§ 22.5.2**

Raffles can not be sold on Sunday without proper permits.

#### **§ 22.5.3**

Raffles can not be sold to anyone participating in the management of the raffle.

#### **§ 22.5.4**

Organizations hosting raffles must not restrict entrances into the raffle, however entrance fees to the event where the raffle is taking place can be charged.

#### **§ 22.6.0**

A raffle must not take place for more than 180 days.

#### **§ 22.7.0**

All proceeds from raffles must be used on lawful expenditures which include Open Scholarships, teachers' salaries, exchange student funds, books for libraries, Licensing fees and equipment for schools and other educational organizations.

**§ 22.7.1**

Proceeds may be authorized to cover operating expenses of raffles, however at least one-third of the proceeds must be devoted to a worthy cause.

**§ 22.7.3**

During business hours, all proceeds from fundraisers must be submitted to Auxiliary Services.

**§ 22.7.4**

After business hours all proceeds from fundraisers must be submitted to University Policy in a sealed money bag, available with SGU office manager. These proceeds are eligible for pickup the next business day and must be brought to Auxiliary Services.

**§ 22.7.5**

Should an organization or club have individuals purchasing items, they must hand out a receipt from a certified receipt log. Receipt logs may be obtained from the SGU office manager.

**§ 22.8.0**

Should an organization or club host a raffle, the club must state this in the Fundraiser proposal form.

**§ 22.9.0**

Should an organization or club have individuals purchasing items, a receipt from a certified receipt log must be obtained.

## **Article XXIII**

### **Posters**

#### **§ 23.1.0**

Clubs and Organizations that are funded by the Student Activities Fee and are recognized under the umbrella of the Student Government at Utica are required to abide by both the Student Government at Utica official poster policy as well as the SUNY Poly campus-wide poster policy.

#### **§ 23.2.0**

Clubs shall be limited to posters that are 8.5”x 11” unless the flier is advertising multiple events or the total cost of the event surpasses \$2,000. A maximum of one flier design per event is allowed. Organizations shall be limited to posters no larger than 11”x17” unless the flier is advertising multiple events or the total cost of the event surpasses \$10,000. A maximum of one flier design per event is allowed.

#### **§ 23.3.0**

Any and all posters created by a club or organization funded by SGU shall contain the SGU Logo. The logo must be visible and unaltered on the poster however does not have to be the focal point. The logo is to appear in its original format and shall not be altered in any way, shape, or form, without first requesting approval, in writing, from the Student Government at Utica executive board.

#### **§ 23.4.0**

As well as containing the SGU logo, posters are also required to include the phrase “Paid for by your Student Activities Fee” likewise with the logo, this phrase must be visible on the poster but does not have to be the focal point.

#### **§ 23.5.0**

Any posters that are sent to print but do not meet the requirements will not be printed and will be returned to the sender. In the return email, the reasons for the denial shall be stated. The requirements outlined in the above sections must apply to all posters. In the event, a club or organization is collaborating with another department and the club or organization is providing monetary and/or equipment support, the above requirements apply. If they are only providing volunteer support, these requirements are waived.

#### **§ 23.6.0**

Any and all posters created by a club or organization under SGU that contain a giveaway are required to state the details of the giveaway on the poster or direct students to the SUNY Poly Student Government at Utica online platform. These details must include the amount of each prize being given away and in the form of gift cards, explicitly state the monetary value. The way the prizes are distributed whether by place in a competition or random selection must also be included.

#### **§ 23.7.0**

Any person announcing candidacy and or campaigning for any executive or senate position must adhere to the following posting guidelines. Failure to follow these guidelines will result in action being taken by the Student Government at Utica Election Commission subject to the Chair's discretion.

**§ 23.8.0**

Any person choosing to campaign using social media must follow the official Student Government at Utica Social media account, should they choose to advertise on said platform for the entire election period.

Facebook: SUNY Polytechnic Student Government at Utica

Twitter: @ SUNYPolySGU

Instagram: sunypolysgu

**§ 23.9.0**

All Student Government at Utica social media accounts must be tagged in all posts related to any SGU sanctioned election.

**§ 23.10.0**

Any post advertising candidacy of any elected position must be professional and shall not exhibit any inappropriate, offensive, seditious, or otherwise crude language.



## **Article XXIV**

### **Travel**

#### **§ 24.1.0**

Failure to abide by the below policy will result in an immediate freeze of club or org funds by the SGU Treasurer or SGU President.

#### **§ 24.2.0**

Failure to abide also holds Student Government at Utica harmless in the event of any loss. SGU refers to Student Government at Utica.

#### **§ 24.3.0**

Rental or university transportation must be the first sought after method of Transportation.

##### **§ 24.3.1**

Rentals must be coordinated under SUNY Poly's contract.

##### **§ 24.3.2**

If a student elects to drive their personal vehicle either alone or with other students then they acknowledge all risk and the liability for any cargo or passengers, acknowledge that any accidents or claims of loss would be held primarily on the driver's insurance policy and not SUNY Poly SGU, and acknowledge they will not be reimbursed for any travel expenses.

##### **§ 24.3.3**

SGU does not reimburse for mileage in a personal vehicle unless students are traveling for the benefit of the Club/Org or SGU on official business due to their position within SGU. A valid copy of an auto insurance policy must be on file with the SGU Office before reimbursement can occur.

## **Article XXV**

### **Catering**

#### **§ 25.1.0**

Any contracts with food vendors are required to receive prior approval from the Sodexo General Manager. Following that approval, the regular contract procedures follow.

#### **§ 25.2.0**

Completed catering requests must be submitted to the Student Government Office Manager two weeks prior to the event taking place. The event advertisement must also state that there will be catering.

#### **§ 25.3.0**

Sodexo, as the official food service provider of SUNY Poly - Utica must cater to any event. If there is a situation where Sodexo is not able to cater to a specific request they will seek out a third party vendor who has the ability to meet the said request.

#### **§ 25.3.1**

All ordering, purchasing, and set-up of the catering must be done through Sodexo even if Sodexo is seeking a third-party vendor for the catering. Sodexo will invoice the students for the costs associated.

## **Article XXVI**

### Asset/Inventory Transfer/Donation Policy

#### **§ 26.1.0**

Assets are physical items that are acquired with a value over \$2,500. Inventory items are any item that is acquired with a value that is between \$25 and \$2,499.

#### **§ 26.2.0**

Each item will be assigned a tier based on the acquisition value. The tiers are defined as Tier 1: \$25-\$249, Tier 2: \$250-\$2,499, and Tier 3: \$2,500 and over.

##### **§ 26.2.1**

Should the item fall into Tier 1, the Asset disposal form must be submitted and recorded on the inventory list.

##### **§ 26.2.2**

Should the item fall into Tier 2, perform all actions under Tier 1 and SGU removes its tag and disposes the item.

##### **§ 26.2.3**

Should the item fall into Tier 3, perform all actions under Tier 2 and the process including Auxiliary Services will be utilized.

#### **§ 26.4.0**

All disposal is at the discretion of the SGU President and Treasurer. This includes but is not limited to the recognized value of the item and options of disposal of the item such as throwing away, selling, repurposing to another student organization, donating to another Organization on campus, or donating to an off campus organization.

#### **§ 26.5.0**

Anything over \$2500 must be advertised for auctions by best offer or set a price. Assets must be first offered to any student that pays a student activities fee. Should students not purchase the asset, then the organization may list it for sale on online marketplaces.

**Article XXVII**  
Vacation

**§ 27.1.0**

Any contracted member of SGU is eligible to be relieved of their SGU contractual obligations by means of vacation.

**§ 27.1.1**

This vacation will relieve said members for up to five consecutive business days, beginning on the desired day set by the member and may only be used once per semester.

**§ 27.1.2**

Members must alert their immediate supervisor of the proposed absence at least five business days in advance and have a designated individual(s) to fulfill their duties during their absence. In the event of the SGU President, they must notify the Cabinet at least five business days in advance.

**§ 27.1.3**

Members may not receive strikes if the offense is a contractual obligation that was broken while said member was on vacation. However, members must abide by § 21.9.0 in the SGU Policies & Procedures at all times during this vacation. If members are known to break this rule at any point during the time, they will receive a strike following their vacation.

**§ 27.1.4**

Should a member be a chair of a committee during the time of their vacation, they may cancel their meeting(s) for the duration of the vacation, or have the co-chair chair the meeting(s).

**§ 27.1.5**

No more than half minus one of the Senate may take off at a time and only one Executive member a week.

**§ 27.1.7**

Members of the Senate shall not be eligible for vacation when legislation pertaining to the following year's budget is on the agenda.

**Article XXVIII**  
Training Documents

§28.1.0

Training Documents shall be created by the current individuals holding any position within SGU or its organizations with the exception of any Senator who is not the Pro-Temp before leaving their positions.

§28.1.1

Training documents shall contain, but is not limited to, the following:

1.
  - a. What the position is contractually obligated to do
  - b. Tasks outside of the contract
  - c. Duties
    - i. Weekly
    - ii. Bi-weekly
    - iii. Monthly
    - iv. Semesterly
  - d. Important Reminders
  - e. The chain of command
    - i. Who reports to who
    - ii. How often should you meet
    - iii. Brief overview of their roles
  - f. Where to start
  - g. Meetings and their descriptions
  - h. Contact information

§28.1.2

Senators are not required to submit a training document. However, the Pro-temp must submit a document detailing their roles as both a Senator and Pro-temp

§28.2.0

Shall there be a vacancy, the individual's direct supervisor is responsible for creating a document to the best of their ability.

§28.3.0

These documents must be sent into the Secretary for filing before the individual leaves their position.

§28.3.1

Shall the individual not submit their training document, their stipend shall be withheld until the document is received. If after 2 weeks of the official resignation of said individual the document is not submitted the individual's stipend shall be permanently withheld.

§28.4.0

Training documents shall be held for a minimum of five years.

## **Article XXVIII**

### **Appendices**

#### **§28.1.0**

In the event that an additional appendix shall be added the list below shall automatically be updated

#### **§28.2.0**

Appendix A: Format of Bills

Appendix B: Format of Resolutions

Appendix C: Bill Cover Letter

Appendix D: Resolution Cover Letter

Appendix E: Format of Organization Constitution

Appendix F: Format of Organization Policies and Procedures

Appendix G: Standing Committees

Appendix H: Student Government at Utica Contracts

Appendix I: Election Policy

Appendix J: Resignation Form

Appendix K: Emergency Action Forms

Appendix L: Asset/Inventory Forms

Appendix M: Student Government at Utica House Rules

**Article XXIX**  
Online Communication

**§ 29.1.0**

All SGU related business and discussions shall be made in the form of an email or approved line of communication.

**§ 29.2.0**

Approved lines of communication either Telegram or Discord group chats with clear moderators and their own rules, regulations, and repercussions.

**§ 29.2.1**

**The following is a template that can be used as a starting point for rules and regulations.**

1. Change your username to your legal or preferred name. You are personally responsible for your behavior. Not following any of these stated rules will result in removal from the chat and other disciplinary actions with the discretion of the moderators.
2. No spamming or flooding. This includes excessive use of GIFs or emojis.
3. Keep conversations appropriate and respectful, civil, and welcoming. No insults, bigotry, racism, sexual harassment, and any other kind of discriminatory speech. Do not target an individual or post personal information about them.
4. Absolutely no NSFW content. This includes nicknames, statuses, and profile pictures.

All rules are enforced at the moderator's discretion. Moderators will have final say in all interpretations of the server rules. If you have been punished and understand the error in your ways, you can request an appeal and your punishment may be reduced.

**Appendix A**  
Format of Bills



Senate Bill No. \_\_\_\_\_  
<Date Bill Introduced>

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IN THE STUDENT GOVERNMENT AT UTICA  
<Name of Member Introducing Bill> submitted the following bill;

---

# **BILL**

<Title of the Bill>

<Purpose of Bill>

---

## I. Purpose

- What this bill is meant to accomplish?

## II. Justification

- Why should this bill be passed?

## III. Methods

- How shall the bill be carried out?

## IV. Scope

- Who will this bill affect?

## V. Duration

- How long will this bill be in effect?

## VI. Miscellaneous

- Is there any additional information of which you wish to inform the Senate?

## VII. Attachments

- List the titles of all documents attached to your bill here.

**Appendix B**  
Format of Resolutions

Senate Resolution No. \_\_\_\_\_  
<Date Resolution Introduced>

---

IN THE STUDENT GOVERNMENT AT UTICA  
<Name of Member Introducing Resolution> submitted the following resolution;

---

# RESOLUTION

<Title of the Resolution>

<Purpose of Resolution>

---

- Whereas,
  - State all background information that has brought this resolution into creation.
  - If multiple *Whereas* statements are needed, they must be ended with “; and”
  - The final *Whereas* statement must end with “; therefore be it”
- Enacted
  - State the desired actions you wish to be accomplished with the passing of this resolution.
  - If multiple *Enacted* statements are needed, they must be ended with “; and”
  - The final *Enacted* statement must end with “; therefore be it”
- Resolved
  - State the results aspired, including wording for if you're *Enacted* statement(s) came to pass or if the statement(s) fail to come to pass.
  - If multiple *Resolved* statements are needed, they must be ended with “; and “*Be It Further Resolved,*” must lead any statement if more than one statement is used.
  - “*Be It Finally Resolved,*” must lead the final statement.

**Appendix C**  
Bill Cover Letter



Student Government at Utica of the State University of New York Polytechnic Institute

# Bill Form

## STUDENT GOVERNMENT AT UTICA BILL

BILL NUMBER XXXX-XX	TITLE
------------------------	-------

## INTRODUCED BY

LAST NAME	FIRST NAME
SIGNATURE	DATE

## FIRST READING

MONTH	DAY	YEAR
-------	-----	------

## SECOND READING

MONTH	DAY	YEAR
-------	-----	------

## IMMEDIATE ATTENTION PER PRESIDENT

PRESIDENT SIGNATURE	DATE
---------------------	------

THE GOVERNMENT AT UTICA SENATE HAS **ACCEPTED REJECTED** THIS BILL.

ON [DATE: \_\_\_\_\_] BY A VOTE OF [YEA: \_\_\_\_\_ NAY: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_]

THE STUDENT GOVERNMENT AT UTICA PRESIDENT HAS **PASSED VETOED** THIS BILL.

PRESIDENT SIGNATURE	DATE
---------------------	------

THE STUDENT GOVERNMENT AT UTICA SENATE HAS **OVERRIDDEN RATIFIED** THE VETO.

ON [DATE: \_\_\_\_\_] BY A VOTE OF [YEA: \_\_\_\_\_ NAY: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_]

WE, THE MEMBERS OF THE STUDENT GOVERNMENT AT UTICA OF SUNY POLY,  
AS REPRESENTED IN THE SENATE, DO ENACT AS FOLLOWS:

**Appendix D**  
Resolution Cover Letter



Student Government at Utica of the State University of New York Polytechnic Institute

# Resolution Form

## STUDENT GOVERNMENT AT UTICA RESOLUTION

RESOLUTION NUMBER

XXXX-XX

RESOLUTION TITLE

## RESOLUTION AUTHOR

LAST NAME

FIRST NAME

## RESOLUTION DIRECTED AT

LAST NAME

FIRST NAME

ORGANIZATION

TITLE

## RESOLUTION INTRODUCED BY

LAST NAME

FIRST NAME

SIGNATURE

DATE

THE STUDENT GOVERNMENT AT UTICA SENATE HAS **ACCEPTED** **REJECTED** THIS RESOLUTION.  
ON [DATE: \_\_\_\_\_] BY A VOTE OF [YEA: \_\_\_\_\_ NAY: \_\_\_\_\_ ABSTAIN: \_\_\_\_\_]

THE STUDENT GOVERNMENT AT UTICA PRESIDENT HAS **PASSED** **VETOED** THIS RESOLUTION.

PRESIDENT SIGNATURE

DATE

WE, THE SENATE OF THE SUNY POLY STUDENT GOVERNMENT AT UTICA,  
DO HEREBY RESOLVE:

## **Appendix E**

### **Format of Organization Constitution**

The following document shall be considered to be a template to be used by all Organizations when drafting their constitution. The template must be modified to include any pertinent information of the individual Organization.

#### **Article I**

##### **Name and Purpose**

###### **Section 1.**

The name of this Organization shall be [full Organization name] and shall herein be referred to as [acronym or shorthand of Organization name]. The State University of New York Polytechnic Institute shall be herein referred to as SUNY Poly.

###### **Section 2.**

The purpose of [acronym or shorthand of Organization name] is to [provide a description of your Organization's mission statement].

#### **Article II**

##### **Membership**

###### **Section 1.**

All SUNY Poly students who pay the student activities fee are eligible for membership in [acronym or shorthand of Organization name].

###### **Section 2.**

All SUNY Poly students who satisfy the requirement in Section 1 and maintain a GPA of 2.5 or greater are eligible to hold officer positions in [acronym or shorthand of Organization name].

###### **Section 3.**

Officer positions in [acronym or shorthand of Organization name] shall be appointed by the [President].

###### **Section 4.**

The Executive Cabinet shall consist of the [President], [Vice President], [Treasurer], and [Secretary].

###### **Section 5.**

Membership in recognized Organizations, including classes of membership, may not be restricted on the basis of race, religion, political beliefs, gender, age, ability, or sexual orientation. Membership must be accessible to all students with a sincere interest in the group.



### **Article III** **Officers**

#### Section 1.

There are [number of positions] constitutionally recognized officers in [acronym or shorthand of Organization name]: [List officer roles]

#### Section 2.

Each constitutionally recognized officer in [acronym or shorthand of Organization name] shall be contracted to perform duties for the entirety of the academic year.

#### Section 3.

Should the individual have to remove themselves or be removed from office, another member shall be allowed to be sworn in for the remainder of the term.

#### Section 4.

There shall exist a [President] in [acronym or shorthand of Organization name] whose nomination has been made by the Student Government at Utica President and approved by majority vote of the Senate.

#### Section 5.

[For your individual Organization, input here what you would like the voting process for hiring your members to be. For example, if you choose to hold interviews with yourself as head of the Organization along with other member(s) currently in your Organization, you may choose to state the process in which you make a decision among several candidates. Alternatively, you may choose to have an Organizational meeting with all of the current members to decide which applicant for vacant position would be most beneficial to the Organization. Take into consideration whether you would want a member in an Executive position or any position to provide a recommendation for that position's replacement. Remember to explain only what it is you do to hire new members. Any detailed process as to how you will implement your chosen method of hiring would be described in the Policies and Procedures.]

#### Section 6.

The [President] shall be appointed by the Executive Board and confirmed by the senate during the last week of the spring semester prior to the upcoming academic year.

#### Section 7.

All other members shall be voted in as outlined in Article III Section 5 at the beginning of the fall semester.

#### Section 8.

Membership in [acronym or shorthand of Organization name], including classes of membership, may not be restricted on the basis of race, national origin, creed, handicap, religion, political beliefs, gender, age or sexual orientation.

Section 9.

There shall be at least one advisor who is a faculty or staff member of SUNY Poly. They shall be able help out the Organization in any way possible, however they shall not be allowed to have a vote.

**Article IV**  
Meetings

Section 1.

Meetings will take place every [specify day of the week] in which fall or spring semester lecture classes are in session. These meetings shall take place in [location] and shall begin at [time]. If this meeting space is not available at the given time, then arrangements shall be made by the [President] to hold the meeting elsewhere.

Section 2.

The [President] reserves the right to call emergency meetings when deemed necessary.

Section 3.

All decisions shall be voted on within these meetings by the members of the Organization.

Section 4.

For a meeting to take place there must be Quorum which shall consist of fifty percent plus one voting member within the Organization.

Section 5.

At [acronym of shorthand of Organization name] meetings, there shall be a maximum of two paper copies of the Agendas, Minutes, or Legislation to be distributed to members of the audience and two paper copies to be distributed to members of [acronym of shorthand of Organization name] upon prior request.

**Article V**  
Enactment and Jurisdiction

Section 1.

This constitution shall become adopted and effective with two thirds or greater vote of approval from the Student Government at Utica Senate. Once approved it shall nullify and make ineffective any previous constitution of the [acronym or shorthand of Organization name].

Section 2.

This constitution shall be reviewed and if necessary revised at the beginning of each academic year by [acronym or shorthand of Organization name]'s [President] and its members. Amendments made to this constitution must be made aware to the Organization's advisor.

Section 3.

Amendments to this constitution shall be done by legislation and that legislation must receive two thirds or greater vote in approval in order to be considered an amendment.

Section 4.

All recognized policies and procedures in place at the time of the ratification of this constitution shall remain in effect except where they would fail to be in compliance with this constitution.

Subsection A.

Approved purchases of apparel shall not exceed \$80 per affiliated member.

Section 5.

This document shall not, in part or in whole, impede the operation of the Student Government at Utica Senate in any way and shall be fully subject to the Student Government at Utica's Constitution and other governing documents and policies.

## **Appendix F**

### **Format of Organization Policies and Procedures**

The following document shall be a template to be used by all Organizations when drafting their Policies and Procedures. The template must be modified to include any pertinent information of the individual Organization.

## **Article I**

### **Officer Duties**

#### **§ 1.1.0**

The [President] of [acronym or shorthand of Organization name] is responsible for filling any vacant positions as well as verifying that all duties of vacant positions are upheld.

#### **§ 1.2.0**

The [President] is required to give the President of Student Government at Utica a recommendation based on the strengths and weaknesses of the members of [acronym or shorthand of Organization] or interested applicants for the next [President].

#### **§ 1.3.0**

[Other Presidential duties. May want to include mention of running meetings or designating another member to run meetings in the case of absence.]

#### **§ 1.4.0**

[up to as many officers your Organization may have].

[For each officer position list a detailed description of each member's duties and responsibilities.]

## **Article II**

### **Order of Business**

#### **§ 2.1.0**

[up to as many sections necessary to describe the order of business].

[In this section describe in detail the order which business is conducted. The following is one method adapted from the SGU Policies and Procedures]

All meetings shall be conducted according to the following order of business:

- Call to order and roll call conducted by the chairperson
- Review of minutes from the previous meeting with a vote for approval
- Announcements of major campus or Student Government at Utica items
- The President's report
- The Vice President's report [if applicable]
- The Treasurer's report [if applicable]
- Public Relations Coordinator [if applicable]
- Advisor's report
- Unfinished Business
- New Business
- Open Forum
- Adjournment

**Article III**  
Disciplinary action

**§ 3.1.0**

[as many as necessary]

List by way officers are held accountable for their actions. Furthermore, list the consequences of their actions.

**Article IV**  
Enactment and Jurisdiction

**§ 4.1.0**

These Policies and Procedures shall become adopted and effective with two thirds vote or greater of approval from the Student Government at Utica Senate. Once approved it shall nullify and make ineffective any previous Policies and Procedures of [acronym or shorthand or Organization name].

**§ 4.2.0**

These Policies and Procedures shall be reviewed and if necessary revised at the beginning of each academic year by [acronym or shorthand of Organization name]'s [President] and its members. Amendments made to these Policies and Procedures must be made aware to the Organization's advisor.

**§ 4.3.0**

Amendments to these Policies and Procedures shall be done by legislation, and that legislation must receive two thirds vote or greater in favor in order to be considered an amendment.

**§ 4.4.0**

This document shall not, in part or in whole, impede the operation of the Student Government at Utica Senate in any way and shall be fully subject to Student Government at Utica's Constitution and other governing documents and policies.

## **Appendix G**

### Standing Committees

#### **Academic Affairs And Technology**

Consists of a minimum of 3 members.

Seeks, reviews, and recommends, changes of current degree curriculums and communicates with administration to implement those changes when possible.

Seeks, reviews, and recommends, changes of current classroom and online class atmospheres and communicate with administration to implement those changes.

Focus on efforts increasing the functionality, ease of use, and user experience in areas of technology and networking.

Collect information from students about networking or technological issues and reports to the Networking System Administrators to make changes.

Collect information for the Student Government at Utica website to be delivered to the Student Government at Utica Social Media Coordinator.

This committee is required to complete a transition document at the end of the year or when the committee chair steps down

#### **Budget**

Chaired by the Treasurer.

Consists of a minimum of six members including the Treasurer.

Investigates Organizational funding.

Prepares guidelines for budgeting which explain financial policy, spending guidelines and procedures, and shall contain copies of all official forms necessary for the recording of financial transactions of the Student Government at Utica.

Prepares the budget by the end of the spring semester for the following academic year.

Presents the Student Government at Utica budget to the Senate for review and approval.

Presents the budget for review and approval to the Student Government at Utica President and Treasurer. Presents the Student Government at Utica Budget to the Student Government at Utica Advisor for review and approval.

Presents the Student Government at Utica Budget to the President of SUNY Poly for approval.

This committee is required to complete a transition document at the end of the year or when the committee chair steps down

#### **CFB**

~~Chaired by the CFB Chair.~~

~~Consists of two senators, plus CFB Org members.~~

~~Reviews clubs extra funding requests.~~

~~Votes on whether to approve, deny or delay.~~

~~Senators are required to attend the committee at least biweekly.~~

~~In the event of any extra funding requests, the CFB Chair reserves the right to mandate these~~

~~Senators attend any additional meeting of this committee as they deem necessary. As long as it does not interfere academically.~~

~~This committee is required to complete an end of the year memo, to recap the year.~~

**Class Gift**

Chaired by a senior Senator.

Consists of a minimum of three members including the senior Senator chair.

Discuss and decides for a gift that the graduating class will give to the college to be presented at graduation.

This committee is required to complete a transition document at the end of the year or when the committee chair steps down

**Inclusion and Student Wellness**

Consists of a minimum of three members.

Focuses on efforts to inform the students of health services provided by the campus and provide opportunities for wellness-focused programming.

Further gathers feedback from students about the services provided by the health center and reports to the Wellness Center Administration to make changes.

Communicates with students on ways to advocate for students from all backgrounds.

Regularly meets with staff members to discuss existing and/or potential resources.

Communicates with the student body to plan annual multicultural events.

This committee is required to complete a transition document at the end of the year or when the committee chair steps down.

**Food Service**

This committee is strongly encouraged to be chaired by a residential Senator.

In the case of no suitable residential Senators, the Chair shall be any Senator.

This committee shall have a Co-Chair.

Consists of a minimum of three members, including the Chair and Co-Chair.

Communicates to the student body in order to understand any concerns and recommendations for our food service.

Seeks to meet with staff members of food services to propose and review suggestions from the students for any change in food service.

The committee is strongly encouraged to meet weekly as opposed to the committee requirement of biweekly meetings.

This committee is required to complete a transition document at the end of the year or when the committee chair steps down

**Student Center Committee**

Consists of a minimum of three members.

Focuses on the development and functionality of the Student Center.

Gather information on desires of changes for the Student Center by the student population. Manage inventory, stock, and purchases of the game room equipment.

This committee is required to complete a transition document at the end of the year or when the committee chair steps down

**Head**

Consists of every committee chair and the Vice President of the SGU.

This committee will be chaired by the Vice President of the SGU.

This committee will meet at least twice a semester.

Each semester the first meeting must take place within the first four weeks of classes and the last meeting within the last two weeks of classes.

This committee will allow all committee chairs to meet and provide ideas and advice to further the progress of each individual committee.

This committee will not count towards the number of total committees each senator must sit on each semester.

This committee is required to complete a transition document at the end of the year or when the committee chair steps down

### **Policy**

This committee shall be Chaired by the Vice President of SGU.

This committee shall be Co-Chaired by the Chief Justice. If there is no Chief Justice, it will be Co-Chaired by the President Pro-Tempore of the Senate.

Consists of a minimum of three members in addition to the Chair and the Co-Chair.

Maintains a living version of the SGU Policies and Procedures and SGU Constitution documents which contains any legislative changes made by the SGU Senate. These living documents shall be posted on any SGU online approved platform to be referenced by the student body. This living version of the SGU Policies and Procedures shall be voted on once per academic year and shall replace the SGU Policies and Procedures from the previous academic year.

Reviews the governing documents of the Student Government at Utica and recommends constitutional policy and advises on matters involving these documents.

Accepts petitions for amendments the Student Government at Utica governing documents and expedites the presentation of proposed amendments to the Senate with recommendations concerning the constitutionality of the amendments.

Drafts and proposes a new constitution if requested by a petition signed by a quorum of the current members of the Senate.

This committee is required to complete a transition document at the end of the year or when the committee chair steps down

### **Safety and Facilities**

Consists of a minimum of three members, including the Chair and Co-Chair.

Advocates for the safety of students on campus.

Advocates for students entitlement to adequate facilities including but not limited to academic facilities, residential halls, walkways, parking lots, roads, etc.

Seeks to meet with staff members and directors of the facilities and maintenance department on campus.

Seeks to meet with staff members and directors of campus safety.

Advocates for the enhanced efficiency and sustainability of the institution.

Holds meetings with the facilities director (or representative), senate members and students in order to gather information regarding current concerns with campus safety Chair and Co-Chair actively request input from students through form submissions on

Engage or a comparable resource in order to determine relevant topics to discuss at committee meetings.

The committee will be required to meet bi weekly but encouraged to meet weekly.

Compiles and forwards a yearly quarterly report on its findings and recommendations to the Associate Provost for Student Affairs and the President of the College.



This committee is required to complete a transition document at the end of the year or when the committee chair steps down

**Election Committee**

Chaired by the SGU Vice President.

Co-chaired by the SGU President Pro Tempore.

Membership shall consist of the Director of PR, Director of DEI, SGU Advisor, and SGU Secretary.

Charged with aiding in the administration of Executive Student Government at Utica Elections.

Charged with collecting candidacy forms from candidates, signature collection, and biography and headshot collection.

This committee shall only meet when deemed necessary by the Vice-President for an election.

Charged with adjudicating any election disputes.

This committee shall not count towards a senator's contractually required committee count

## **Appendix H**

### **Student Government at Utica Contracts**

The following contracts are the official contracts of the Student Government at Utica. Adaptations to these contracts are seen as amendments.  
Student Government at Utica

**President**

Chief Executive Officer

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Must carry out any and all policies requiring a public or interdepartmental presence.
  - Includes but isn't limited to:
  - The signing of contracts relating to outside acts providing services for the students of SUNY Poly under SGU.
  - The signing of the approved SGU budget.
- Attend weekly Executive and Senate meetings.
  - Must swear in all individuals approved for positions within the Student Government at Utica.
- Chair weekly Executive meetings
  - Must send out an agenda at least 1 full day before this meeting.
  - Gather information for general and positional discussion.
- Must set up weekly correspondence with the Department of Student Affairs.
- Must ensure that Student Government at Utica business keeps in accordance with our governing documents.
  - Includes but is not limited to vetoing legislation the President believes does not adhere to governing documents.
- Must attend College Association Board meetings and provide reports to the Student Government at Utica and the Director of Public Relations.
- Must attend Alumni Board meetings and provide a report to the Student Government at Utica and the Director of Public Relations.
- Must appoint individuals to campus wide committees. Appointing nonvoting members in any instance where there may be a conflict of interest.
- Must ensure that any vacant position's duties shall be fulfilled.
- Must collect and hold copies of all the contracts of the SGU Executives.
- Must hold "1on1" meetings with the Executives at least once a semester.
- May delegate duties to other Executive members as they see fit as long as those duties do not interfere academically.
- Must train the incoming President to the best of their ability.
- This position is not RA Eligible.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Advisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica

**Vice President**

Chief Operations Officer

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Must attend all Executive and SGU meetings.
- Must chair weekly Student Government at Utica meetings according to *Robert's Rules of Order*.
- Must inform all Senators of their respective responsibilities and consequences.
- Must assign Senators to all committees outlined within the Student Government at Utica Policies and Procedures Document.
- Must oversee all other Committees.
- Must conduct "1on1" meetings with all Senators.
- Must fulfill all duties delegated to them by the SGU President when they do not interfere academically.
- Shall become the standing SGU President and take on all duties laid out in that position should the SGU President be incapable of completing their duties, or should the SGU President position become vacant.
- Must train the incoming Vice President to the best of their ability.
- This position is not RA Eligible

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica

**Treasurer**

Chief Financial Officer

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Must attend all Executive and Student Government at Utica meetings.
- Must monitor all financial transactions.
- Must maintain accurate budgets for SGU, Organizations, and clubs.
- Must enforce the Student Government at Utica Financial Policies.
- Must maintain accurate inventory records for SGU, Organizations, and clubs.
- Must chair Budget Committee.
  - Must have a budget for the upcoming year approved by this committee to be voted on by the Senate.
  - Should this budget be passed it is then the responsibility of the SGU Treasurer to get it signed by the SGU President, SGU Treasurer, SGU Advisor, and SUNY Poly President.
- Must fulfill all duties delegated to them by the SGU President when they do not interfere academically.
- May assign duties to the Assistant Treasurer as they see fit as long as these duties do not interfere academically.
- Must train the incoming Treasurer to the best of their ability.
- This position is not RA Eligible
- Must collect and hold the Student Activities Fee Waivers.
- Must be reported to the SGU Advisor and Bursar Office.
- Must be unbiased and fair when reviewing Student Activities Fee Waivers.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica  
**Secretary**  
Chief Clerical Officer

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Must attend all Executive, Organization, and Senate meetings.
- Must take suitable minutes for all Executive, Organization, and Senate Meetings.
- Must send out an agenda for the SGU Senate meetings at least 1 full day before the meeting.
  - Must gather information relevant to Student Government at Utica or its constituents to be said during the “Announcements:” portion of the agenda.
- Must collect all forms of legislation to be brought up at the Senate meetings before the meeting.
  - Must delegate legislation to Senators who are willing to motion them during the meeting.
  - Must collect all original legislation documents from Senators immediately after the meeting.
- Must maintain accurate and current records of all SGU documents.
  - This includes but is not limited to: Constitution, Policies and Procedures, Bills, Resolutions, Agendas, Minutes, etc.
  - This includes posting the records of all Senate meeting documents on an online approved online platform within one week after the adjournment of the previous meeting
- Must fulfill all duties delegated to them by the SGU President when they do not interfere academically.
- Must train the incoming Secretary to the best of their ability.
- This position is not RA Eligible

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica

**Chief of Staff**

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- The Chief of Staff oversees all internal operations of the Executive Cabinet and leads the implementation of executive initiatives.
- The Chief of Staff will co-manage Executive officers and ensure progress towards the completion of the Executive platform.
- The Chief of Staff must also compile one report per semester to showcase SGU's progress in platform initiatives and other goals.
- Must attend all Executive Cabinet, Executive Board and SGU Senate meetings.
- Must fulfill all duties delegated to them by the SGU President when they do not interfere academically.
- Must train the incoming Chief of Staff to the best of their ability.
- This position is not RA Eligible

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica

**Assistant Treasurer**

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Must attend all Executive and Student Government at Utica meetings.
- Must assist the SGU Treasurer in maintaining accurate budgets for SGU, Organizations, and clubs.
- Must assist the SGU Treasurer in enforcing the Student Government at Utica Financial Policies.
- Must assist the SGU Treasurer in maintaining accurate inventory records for SGU, Organizations, and clubs.
- Must be a member of Budget Committee.
- Must fulfill all duties delegated to them by the SGU Treasurer when they do not interfere academically.
- This position is not RA Eligible

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Treasurer: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Student Government at Utica

**Director of Human Relations and Development**

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Will function as the director for the expansion, growth, and advancement of the Student Government at Utica.
- Must act as the SUNY Student Assembly Liaison.
- Must attend all Executive Cabinet meetings.
- Must host one Professional Development Day for all stipend members of SGU and its organizations per semester
- Will aid in the creation and advancement of trainings for SGU and its Organizations
- Must fulfill all duties delegated to them by the SGU President when they do not interfere academically.
- Must train the incoming Director of Human Relations and Development to the best of their ability.
- This position will not exceed 8 hours per week

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica  
**Director of Community Outreach**

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Will function as the director overseeing all community service activities for the Student Government at Utica
- Must attend all Executive Cabinet meetings
- Must function as the primary community service advisor to Organization and clubs.
- Must research and establish community service opportunities for Organizations and clubs.
- Must create and run one community service event per semester.
- Must fulfill all duties delegated to them by the SGU President when they do not interfere academically.
- Must train the incoming Director of Community Outreach to the best of their ability.
- This position will not exceed 8 hours per week

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica  
**Director of Public Relations**

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Must attend all the Executive Cabinet and Public Relations Team.
- Chairs the Public Relations Team meetings.
- Manages, advises, and has authority of the Public Relations Team.
- Ensures that the Student Government at Utica platforms, including Engage and all social media pages are effectively running.
- Supervises the staff in the Public Relations Team.
- Responsible for developing and implementing the promotional strategy for the Student Government at Utica.
- Responsible for displaying promotional material on the television screens across campus.
- Must fulfill all duties delegated to them by the SGU President when they do not interfere academically.
- Must train the incoming Director of Public Relations to the best of their ability.
- This position will not exceed 8 hours per week

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica  
**Director of Wellness and Inclusion**

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Assist with the development of policies, programs to attract, retain, and promote an inclusive environment for the Student Government at Utica.
- Develop relationships with students and meet with student-run inclusivity and diversity related clubs and organizations.
- Act as the official representative of SGU on concerns related to diversity and inclusion.
- Must attend all Executive Cabinet and SGU Wellness and Inclusion Committee meetings.
- If exists, chairs SGU committee on Diversity and Inclusion.
- Must train the incoming director of Diversity and Inclusion to the best of their abilities.
- Must work with all committees to ensure they are working on accessibility initiatives on campus
- Must ensure all SGU sponsored events on campus are held in an inclusive and accessible manner
- Must fulfill all duties delegated to them by the SGU President when they do not interfere academically.
- This position will not exceed 8 hours per week

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica

**Social Media Coordinator**

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Must attend all Public Relations Team meetings and SGU meetings.
- Must follow the PR Posting Calendar, to pursue social media initiatives set forward by the Director of PR and the SGU President.
- Must update the Student Government at Utica social media pages to promote student body engagement.
- Will actively pursue new avenues of media that engage the student body to remain current with industry trends.
- Must fulfill all duties delegated to them by the Director of Public Relations when they do not interfere academically.
- Must train the incoming Social Media Coordinator to the best of their ability.
- This position will not exceed 8 hours per week.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Director of Public Relations: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica

**Creative Design Coordinator**

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Must attend all Public Relations Team meetings and SGU meetings.
- Responsible as the lead designer for all promotional materials of the Student Government at Utica Public Relations Team.
- Must create flyers and virtual event advertisements for the Student Government at Utica.
- Must create business cards for the Student Government at Utica.
- When possible must assist Organizations who seek assistance in creating business cards.
  
- Must fulfill all duties delegated to them by the Director of Public Relations when they do not interfere academically.
- Must train the incoming Creative Design Coordinator to the best of their ability.
- This position will not exceed 8 hours per week.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Director of Public Relations: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica

**Marketing Coordinator**

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Must attend all Public Relations Team meetings and SGU meetings.
- Will actively pursue new avenues of marketing that engage the student body to remain current with industry trends.
  - Will assist the other coordinators to implement these initiatives.
- Will create and order SGU merchandise and other promotional materials for the student body.
- Will assist the Editors in distributing headshots to the student body.
- Must fulfill all duties delegated to them by the Director of Public Relations when they do not interfere academically.
- Must train the incoming Marketing Coordinator to the best of their ability.
- This position will not exceed 8 hours per week.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Director of Public Relations: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica

**Editor**

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Must attend all Public Relations Team meetings and SGU meetings.
- Will edit headshots and event photos taken by photographers to be published.
- Will upload edited content to social media and Engage.
- Will develop and implement initiatives to publish and archive edited content from events for the student body to access.
- Must fulfill all duties delegated to them by the Director of Public Relations when they do not interfere academically.
- Must train the incoming social media coordinator to the best of their ability.
- This position will not exceed 8 hours per week.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Director of Public Relations: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Student Government at Utica

**Photographer**

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Must attend all Public Relations Team meetings and SGU meetings.
- Must staff scheduled headshot dates throughout the year.
- Must staff and photograph assigned events throughout the year.
- Will upload the photographs taken to a database to ensure they are never lost, and will share with editors to be edited in a timely manner.
- Must fulfill all duties delegated to them by the Director of Public Relations when they do not interfere academically.
- Must train the incoming Photographer to the best of their ability.
- This position will not exceed 8 hours per week.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Director of Public Relations: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica  
**Director of Wellness and Inclusion**

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Assist with the development of policies, programs to attract, retain, and promote a diverse environment for the Student Government at Utica.
- Develop relationships with students and meet with student-run inclusivity and diversity related clubs and organizations.
- Act as the official representative of SGU on concerns related to diversity and inclusion.
- Must attend all Executive and SGU senate meetings.
- If exists, chairs SGU committee on Diversity and Inclusion.
- Must train the incoming director of Diversity and Inclusion to the best of their abilities.
- Must fulfill all duties delegated to them by the SGU President when they do not interfere academically.
- This position is not RA Eligible

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica

**Chief Justice**

Chief Judicial Officer

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally or otherwise.

- Further duties related to this position shall be defined as follows:
- Must attend all Student Government at Utica Senate and Executive Meetings.
- Preside over all judicial proceedings and appoint Associate Justices at random from those who volunteer if a constitutional court is convened.
- Review all legislation passed and actions taken by the Student Government at Utica to ensure they are in compliance with the Student Government at Utica's governing documents.
- In a Constitutional Court, if their vote is part of the majority they must provide a written document explaining the majority's reasoning. If their vote is not part of the majority, they must appoint one of the Associate judges who voted in the majority to provide this written document.
- Immediately reviews initiatives for impeachment and reports them at the next Student Government at Utica Senate Meeting.
- May make motions and any additional actions allowable by Robert's Rules of Order.
  - This role may not vote or second motions and legislation.
- The Chief Justice will Co-Chair Policy Committee and attend all Policy Committee meetings.
- The Chief Justice must Co-chair election committee
- This position will not exceed 8 hours per week.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica

**Senator**

Student Representative

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Poly and to provide them with a higher quality of campus life. As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures. You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica; written, orally, or otherwise.

Further duties related to this position shall be defined as follows:

- Must attend all Student Government at Utica Meetings.
- Must attend all bi-weekly group senate meetings with the Senator Pro-Tempore.
- Must attend all weekly senate meetings until a new senate is elected and sworn in unless
  - The member is elected to an executive position
  - The member is graduating
  - The member does not intend to remain on the Senate for the next academic year
  - Failure to do so will result in the member being ineligible to run for the Senator position for the entire academic year
- Must vote on all motions and legislation brought to the meeting floor.
  - May make motions, seconds, and any additional actions allowable by *Robert's Rules of Order*.
- Must be a member of three (3) committees.
  - Committee membership will be delegated by the SGU Vice President.
  - If you are designated chair of a committee, you must make weekly reports at the SGU Meetings.
  - If you are a designated chair of a committee, you must be a member of the "Head Committee" and attend the meetings of this committee each semester.
- Must attend scheduled "1on1" meetings with the SGU Vice President.
- Must attend one First Year Seminar class per academic year to advocate on behalf of the Student Government.
  - Class attendance will be coordinated by the SGU Vice President and the current SGU Advisor.
  - Each senator will be provided with a presentation to give at the FYS class they attend.
- Must fulfill all duties delegated to them by the SGU Vice President when they do not interfere academically.
- This position will not exceed 8 hours per week.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Vice President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Government at Utica

**President Pro-Tempore**

Student Representative

The purpose of the Student Government at Utica shall be to advocate for the concerns of the students of SUNY Polytechnic Institute and to provide them with a higher quality of campus life.

As a member of the Student Government at Utica you will faithfully uphold the Student Government at Utica Constitution and Policies and Procedures.

You will act in a professional, fair, and unbiased manner when dealing with any subject related to the Student Government at Utica written, orally or otherwise.

- Further duties related to this position shall be defined as follows:
- Hold weekly meetings prior to the official business meeting to discuss all business on the table with the Senate.
- Meet with the Vice President monthly
- Meet with the SGU Advisor monthly.
- Attend all executive cabinet meetings.
- Actively seek for new senators if seats are vacant.
- Attend the interview for new senator applicants.
- Train new senators to the best of their ability.
- Assign action to senators to resolve any issues or complaints brought up by students.
- Act as the immediate supervisor of the senators, this includes administering strikes to senators in the case of strikeable offense by a senator.
- Signing this contract nullifies the active individual's Senator contract.
- Must uphold all Senator duties in addition to the duties stated above.
- This position will not exceed 8 hours per week.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Vice President: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix I Election Policy**

- Chaired by the Vice President and SGU advisor
- Handles all referendums.
- Observes and enforces the following election policies:
- Candidates must hold a GPA of 2.5 in order to run for a position (Verified by Campus Life)
- All candidates must be willing and able to serve the Student Government at Utica for the full academic year. (Verified by Campus life prior to first day of elections).
- Senators must submit a petition signed by fifty (50) eligible voters.
- Executive Positions must submit a petition signed by seventy-five (75) eligible voters
- No student may simultaneously serve on the Student Government at Utica election committee and run for an elected position within the Student Government at Utica.
- Voting is by all eligible members of the Student Government at Utica. Students will login with their Sit Net ID to vote on the candidates.
- All referendums are submitted to the online election platform.
- Write in ballots are not permitted.
- Candidates may only post their flyers on approved bulletin boards in campus buildings and residence halls.
- Candidates must announce running for a position prior to the election at a Student Government at Utica meeting.
- Elections will be held for at least three days. If votes cast do not exceed 10% of eligible voters, elections will be extended until the minimum number is reached.
- In order to contest the election a petition of at least 200 student signatures are needed within 10 days following the announcement of the results.
- Election disputes shall require a majority vote of the election committee before being sent to the constitutional court to call a special election if they so choose so.
- Elections for Executive Board positions and College Council will be held between the ninth and fourteenth week of each Spring academic semester

- Elections for Senator positions will be held between the first and fifth week of each Fall academic semester.
- Elected and appointed members must take the Oath of Office before assuming their duties.
- The candidate must obtain their signatures without disrupting class time
- The candidate must ensure that their name and position is on the signature sheet
- The signature sheet will be confiscated from the candidate if their name is not on the sheet when gathering signatures or if instructional time is disturbed to get signatures. In this case, the candidate would need to get a new sheet and start over.
- Candidates for any Executive position must have completed at least ~~two~~ **one** full semesters at SUNY Polytechnic Institute or at another college and must have paid the Student Activities Fee for the semester in which the election is being held.
- All executive members may only serve for two full terms
- Any member who wishes to run for a SUNY SA executive position cannot run for the Vice President or President position within the Student Government at Utica.

### **Acting Senator Appointment**

- Any vacant Senate positions can be filled by a nomination by the Executive Board followed by a  $\frac{2}{3}$  confirmation by the Senate
- A resolution must be drafted to approve the nominee.
- The nominee will serve the Student Government at Utica until a special election or an executive election is called.
- The nominee is eligible to run in later senator elections for the same position in which they were appointed to
- The nominee must meet the earlier stated GPA requirement

### **Acting Executive Officer Appointment**

- Any vacant Executive position can be temporarily filled via a nomination by the Executive Board followed by a  $\frac{2}{3}$  confirmation by the Senate.
- A resolution must be drafted to approve the nominee.
- The nominee will serve the Student Government at Utica until a special election or an executive election is called.
- The nominee is eligible to run in later executive elections for the same position in which they were appointed to.
- The nominee must meet the GPA requirement
- The President position shall be exempt from this policy due to the presidential line of succession outlined in the SGU Constitution. In the event of the exhaustion of the line of succession, the Senate may vote to appoint an acting President.

**Appendix J**  
Resignation Form

The following form is the official layout of the Student Government at Utica Resignation Form.

Date: \_\_\_\_\_

Student Government at Utica Executive **Board** ~~Cabinet~~:

I, \_\_\_\_\_, will be resigning from my duties  
Name

as \_\_\_\_\_ of \_\_\_\_\_  
Position Organization

This resignation will be effective as of \_\_\_\_\_.  
Resignation Date

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Immediate Supervisor: \_\_\_\_\_

Signature: \_\_\_\_\_



**Appendix K**  
Emergency Action Forms

**Justification for Emergency Action**

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**Effective dates**

Start: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

End: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**SGU President Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SGU Vice President Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SGU Treasurer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SGU Secretary Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SGU Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUNY Polytechnic Vice President for Student Affairs:**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Government at Utica**  
Emergency Action Reserves Pull Form

**In an effort to cater to the needs of the students at SUNY Polytechnic Institute, the Student Government at Utica requests \$ \_\_\_\_\_ to be transferred from the Student Government at Utica reserves to the emergency action funding line (line 998) in the Student Government at Utica budget. With this reserves pull, the following would be purchased:**

<b>Description:</b>	<b>Price:</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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**The following reserves pull was Approved by the Student Government at Utica executive board and President Pro Tempore by a vote of \_\_\_\_\_ / 5**

**SGU Advisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SUNY Polytechnic Vice President for Student Affairs:**  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Appendix L**  
Asset/Inventory Forms

**Student Government at Utica**  
**Asset Transfer Form**



All inventory asset transfers must be submitted to the SGU President, and SGU

Treasurer for approval.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Asset Source Organization: Student Government at Utica

Asset Destination Organization: \_\_\_\_\_

Student Association Asset Tag Number: \_\_\_\_\_

Item Name(s): \_\_\_\_\_

Description of Items:

Destination Organization President Signature: \_\_\_\_\_

Destination Organization Treasurer Signature: \_\_\_\_\_

SGU President Signature: \_\_\_\_\_

SGU Treasurer Signature: \_\_\_\_\_



**Student Government at Utica**  
**Asset/Inventory Disposal Form**

All disposal requests must be submitted to the SGU President and SGU Treasurer for approval.

Club/Org Name: \_\_\_\_\_

Tier:

Tier 1                       Tier 2                       Tier 3

Student Government at Utica Asset Tag Number(s): \_\_\_\_\_

Item Name(s): \_\_\_\_\_

Disposal Recommendation:

- Throw away
- Sell/Auction
- Repurpose to another student organization
- Donate to another Campus organization

Club/Org Name: \_\_\_\_\_

Description of Item(s):

(example: color, size, time had?, etc.)

Return this form to the SGU Office Manager with any additional documentation needed.

Club/Org Exec Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SGU President Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SGU Treasurer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix M

### Student Government at Utica House Rules

#### House Rules - 3rd Edition

The purpose of this document is to provide an efficient and simplistic way to run the Student Government at Utica meetings. This document supersedes Robert's Rules of Order unless suspended by a motion made in the Senate.

#### § 1.1.0

The Secretary has the power to order the bills in the agenda in the order they see fit prior to the agenda being sent out.

#### § 1.2.0

While stating a REPORT you are not required to answer any questions. However, all questions that are asked shall be answered to the best of your ability during Open Forum.

#### § 1.2.1

Reports shall be emailed to the Secretary by the end of business on Sunday.

#### § 1.3.0

In order to make a motion, you must first wait to be recognized by the chair of the meeting.

#### § 1.3.1

Motions can only be made by Senators, Organization heads, and the Chief Justice.

#### § 1.3.2

Entertained motions can be made by anyone included in roll and need to be moved by a Senator.

#### § 1.3.3

A second can only be made by a Senator.

#### § 1.3.4

A motion cannot be made inside of another motion unless it is to amend a motion.

#### § 1.3.5

If a motion is amended more than once the original motion will instantly die and discussion on the legislation will continue.

#### § 1.4.0

No member shall be allowed to vote if they are not present during said meeting.

#### § 1.4.1

If a member leaves the meeting at any point after roll call their vote will be counted as an Abstention.

#### § 1.5.0

Guests and Audience members have the right to speak on legislation during an SGU meeting

#### § 1.5.1

All members including the audience and guests will be recognized for a maximum of 5 minutes per piece of legislation.

§ 1.5.2

If at any point the guest or audience member is disruptive the Chair may ask that individual to leave.

§ 1.6.0

The Vice President can move from discussion to voting without a motion from a senator after a period of at least three seconds of no discussion or when they deem the argument to be cyclic. This can be overridden with a motion to continue the discussion. This motion, having no discussion itself, requires a majority vote to pass.

§ 1.7.0

In the event of a tie in voting the standing, the Vice President can move back to the Discussion.

§ 1.7.1

If that vote still results in a tie the standing, the Vice President has the final vote and can vote that the result remains a tie.

§ 1.8.0

In the event the Vice President has to step out of the meeting or cannot attend the meeting, the meeting shall be run by the President. If the President cannot run the meeting then they, or, in the absence of the President, the Secretary will chair the meeting, in the absence of all three members the President Pro Tempore may appoint a qualified member of the SGU to run the meeting upon majority approval from the Senate. Chair power automatically reverts back to the Vice President as soon as they return to the meeting or the next meeting after that.

§ 1.9.0

Legislation not on the agenda may be motioned to be added to the agenda by a senator or organization head, only during the discussion of meeting minutes.

§ 1.9.1

Legislation introduced this way cannot be voted on the date it was motioned to the table

§ 1.9.2

Only one legislative document may be introduced during the approval of minutes and agenda per meeting.

§ 1.9.3

If multiple pieces of legislation are proposed, then the bill that receives the most amount of votes will be discussed.

§ 1.10.0

Legislation submitted by a committee does not need a second.

§ 1.11.0

Senators reserve the right to vote Yes, No, or Abstain to a piece of legislation they write.

§ 1.12.0

Open Forum shall start at 1:45pm or after all business is discussed, whichever comes first.

§ 1.12.1

Open Forum can be pushed to no later than 1:55 pm.

## Appendix N

### Disciplinary Documents

#### Formal Warning Document

(Name of Individual Receiving Warning),

To maintain the integrity of the Student Government at Utica and uphold the standards we have set for each member of said body, and in accordance with Article XVI of the SGU Policies and Procedures, you are receiving a warning for the following reasons:

(A detailed description of why this individual is receiving this warning)

Please acknowledge receipt of this letter within two weeks of (date warning letter is sent). You are receiving this warning in place of a disciplinary strike, and the issuer of this warning reserves the right to issue a strike if this action occurs again. If you have any questions or concerns, please reach out to me at (email of the person issuing warning).

\_\_\_\_\_  
Name of Recipient

\_\_\_\_\_  
Position

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Name of Issuer

\_\_\_\_\_  
Recipient Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Issuer Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Formal Strike Document**

(Name of Individual Receiving Warning),

To maintain the integrity of the Student Government at Utica and uphold the standards we have set for each member of said body, and in accordance with Article XVI of the SGU Policies and Procedures, you are receiving a strike for the following reasons:

- A detailed description of why this individual is receiving this strike

Please acknowledge receipt of this letter within two weeks of (date strike letter is sent). As stated within Article XVI of the SGU Policies and Procedures, failure to accept this strike within two weeks will result in an additional strike.

\_\_\_\_\_  
Name of Recipient

\_\_\_\_\_  
Position

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Name of Issuer

\_\_\_\_\_  
Recipient Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Issuer Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date



**Formal Appeal Letter**

\_\_\_\_\_  
Name of Individual Appealing Strike

\_\_\_\_\_  
Position

Explanation of why the strike is being appealed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Appellant's Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
SGU President Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

**A vote conducted by the immediate supervisor, SGU President, and SGU Advisor yields a result (in favor/not in favor) of appealing this strike**

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
SGU President Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
SGU Advisor Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

**Appendix O**  
Promotion/Transfer Form



**Student Government at Utica**  
**Promotion / Transfer Form**

All Promotion/Transfer forms must be submitted to the SGU Executive Board for review and approval.

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Previous Organization:** \_\_\_\_\_

**Previous Position:** \_\_\_\_\_

**Signature of Previous Supervisor:** \_\_\_\_\_

**New Organization:** \_\_\_\_\_

**New Position:** \_\_\_\_\_

**Signature of New Supervisor:** \_\_\_\_\_

**\* I recognize that by signing this document, my previous contract becomes void and is no longer valid. This document does not substitute for a contract and I will need to sign a contract for my new position before my position and duties can go into effect. I recognize that my stipend amount will fluctuate based on the discretion of the Financial Policy.**

**Name:** \_\_\_\_\_

**Signature of new supervisor:** \_\_\_\_\_

**SGU President Signature:** \_\_\_\_\_

## **Appendix P**

Election Documents

## Student Government at Utica Candidacy Form

This form shall serve as the official candidacy form for anyone wishing to run in an SGU election. This form must be submitted by the deadline set by the election committee

Pursuant to the Student Government at Utica Governing Documents, I hereby certify that:

I am a student of SUNY Polytechnic Institute	Yes [ ] No [ ]
I have paid my Student Activities Fee this semester	Yes [ ] No [ ]
I currently have an overall GPA greater than 2.5	Yes [ ] No [ ]
I am willing and able to serve for the entire academic year	Yes [ ] No [ ]
<b>For Current/Previous Members ONLY:</b> I have received less than three strikes during the current academic year	Yes [ ] No [ ]
<b>For Resigned Members ONLY:</b> I have resigned from a SGU position adhering to the procedures outlined in SGU governing documents during the current or previous academic year	Yes [ ] No [ ]
<b>For President ONLY:</b> I have completed two semesters at SUNY Polytechnic Institute or another College	Yes [ ] No [ ]

\*If you have answered no to any of the above, you do not meet the requirements to run in a Student Government at Utica Election  
\* GPA will be verified prior to the election.

By signing this agreement, you agree to adhere to the following:

- Collection and submission of signatures be conducted in a fair manner and submitted on time.
- Submission of short biographies and headshots on time without profanity .
- Adhere to the SGU poster policy.
- Must adhere to all social media posting guidelines.
- Adhere to all other laws outlined in the SGU Bylaws and Constitution.
- Failure to adhere to any of the above guidelines is subject to removal from the election pending majority vote of the election committee.

President     
  Vice President     
  Treasurer     
  Secretary     
  College Council     
  Senator  
 Position of Candidacy

I do solemnly swear [or affirm] subject to penalty provisions for making false statements that the information given above is true and correct and that I am qualified to vote for and hold the office for which I am a candidate.

\_\_\_\_\_

Candidate Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

\_\_\_\_\_

Name of Candidate (Print)

\_\_\_\_\_

Election Chair Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

Student Government at Utica  
**Election Dispute Form**

This form shall serve as the official election dispute form. This form must be submitted by the deadline set by the election committee

**Pursuant to the Student Government at Utica Governing Documents, I hereby certify that:**

I have announced candidacy for a Student Government at Utica elected position Yes [ ] No [ ]

I am choosing to dispute the results of the (Fall/Spring) Student Government at Utica election Yes [ ] No [ ]

**Please select the position you would like to dispute the results of:** (circle all that apply)

President      Vice President      Treasurer      Secretary      College Council      Senator

**\*I ACKNOWLEDGE THAT THE INFORMATION I AM SUBMITTING IS TO BE TRUE AND ACCURATE IN ITS ENTIRETY.. I UNDERSTAND THAT THE STUDENT GOVERNMENT AT UTICA HAS SEVEN DAYS TO RESPOND TO THIS ELECTION DISPUTE WITH A NOTIFICATION OF A HEARING NO LATER THAN 14 DAYS AFTER THE ELECTION DISPUTE IS SUBMITTED. I UNDERSTAND THAT THE INFORMATION USED IN THIS DOCUMENT WILL BE KEPT ON FILE FOR AT LEAST ONE CALENDAR YEAR AFTER SUBMISSION.**

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

**OFFICIAL USE ONLY**

**DATE RECEIVED:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**DATE SUBMITTED TO ELECTION COMMITTEE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**DATE OF REVIEW:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**STATUS OF DISPUTE:**    VAILD \_\_    DISMISSED \_\_    VOTE COUNT \_\_\_\_\_





**SUNY POLYTECHNIC INSTITUTE  
STUDENT GOVERNMENT AT UTICA  
ELECTION COMMITTEE CHARTER**

*\*Created 1/23/2021*

### Section I

The Student Government at Utica Election Committee shall be charged with aiding in the administration of Executive Student Government at Utica Elections..

### Section II

The Student Government at Utica Election Committee shall conduct its business according to the Student Government at Utica's governing documents and the Student Government at Utica's Election Policy.

### Section III

The Student Government at Utica Election Committee shall administer a “Notice of Candidacy” form to all interested parties looking to participate in a Student Government at Utica Election. The SGU Election Committee shall conduct a Yearly audit of all Notice of Candidacy forms and make necessary adjustments to the form every year.

### Section IV

The Student Government at Utica Election Committee shall adjudicate any election disputes that may occur during the administration of an election

#### IV-A

Any candidate running for a democratically elected Student Government position may dispute the election results to the SGU Election Committee.

#### IV-B

Should a candidate submit an election dispute, the election committee must meet within one week after receiving the dispute notification. The election committee has 14 days to provide a hearing date to the individual requesting to dispute said election. The election committee then has an additional 7 days to provide a ruling on the dispute before being transmitted to the Constitutional Court for a final ruling on the dispute.

#### IV-C

The Student Government at Utica election committee has the right to dismiss any election dispute that is submitted more than 21 days after the election cycle has ended.

#### IV- D

The SGU Election Committee must keep a record of all election counts for at least one full calendar year after the conclusion of any election and or special election. The election commission must also complete a yearly audit of the voting records to ensure continuity in the voting infrastructure.

#### IV-E

The SGU Election Committee must keep a record of all election disputes for at least one calendar year after the conclusion of any election and or special election.

### Membership

#### Article II

There shall exist six members of the SGU Election Committee. The Student Government at Utica Vice President will be the Chair of the SGU Election Committee, the President Pro-Tempore of the Senate will Co-Chair the Election Committee, and the Student Government at Utica Secretary will serve as the Clerk of the Election



Committee. The remaining 3 members shall consist of: Director of Diversity, Equity and Inclusion, Director of Public Relations, and the Student Government at Utica Advisor.

## Appendix Q

### Promotion/Transfer Form



### Student Government at Utica Promotion / Transfer Form

All Promotion/Transfer forms must be submitted to the SGU Executive Board for review and approval.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Previous Organization: \_\_\_\_\_

Previous Position: \_\_\_\_\_

Signature of Previous Supervisor: \_\_\_\_\_

New Organization: \_\_\_\_\_

New Position: \_\_\_\_\_

Signature of New Supervisor: \_\_\_\_\_

**\* I recognize that by signing this document, my previous contract becomes void and is no longer valid. This document does not substitute for a contract and I will need to sign a contract for my new position before my position and duties can go into effect. I recognize that my stipend amount will fluctuate based on the discretion of the Financial Policy.**

Name: \_\_\_\_\_

Signature of new supervisor: \_\_\_\_\_

SGU President Signature: \_\_\_\_\_

**Appendix R**  
Committee Transition Document



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**Committee Transition Document**

[Appropriate Academic Year]

[Meeting time and Location]

[Name], Chair

[Name], Co-Chair

---

**Required Senators:**

**Recommended Faculty and Staff:**

**Recommended Faculty and Staff Contacts:**

**PROJECTS IN PROGRESS:**

**COMPLETED PROJECTS:**

**RECOMMENDED PROJECTS TO REPEAT:**

**RECOMMENDED PROJECTS TO REWORK:**

**Miscellaneous Information:**

*Written by Quincy Adams  
Edited by Patrick Medve and David Abbott  
Partially adapted from the Student Association at the State University of New York at Albany Inc. Bylaws and Robert's Rules of Order 10th Edition*