

**Bylaws of the Student Association
at the
State University of New York at Binghamton**



THE STUDENT ASSOCIATION AT THE STATE UNIVERSITY OF NEW YORK AT BINGHAMTON IS GUIDED AND GOVERNED BY THE STUDENT ASSOCIATION CONSTITUTION AND ITS BYLAWS. THE BYLAWS BELOW ARE REPRESENTATIVE OF THE GOVERNING LEGISLATION OF THE STUDENT ASSOCIATION. COMPLIANCE WITH THEM IS REQUIRED OF ALL OFFICERS AND MEMBER ORGANIZATIONS OF THE STUDENT ASSOCIATION.

TITLE I. STUDENT ASSEMBLY

Section 1.01 Representatives

- (a) Election, Recall, Removal, and Vacancies
 - (i) Shall be dealt with in accordance with the Student Association Constitution and Bylaws.

Section 1.02 Procedures

- (a) Regular and Special Meetings
 - (i) Shall be held in accordance with the Student Association constitution and these bylaws.
 - (ii) Shall be held in accordance with the latest official edition of Robert's Rules of Order.
- (b) Attendance
 - (i) Attendance shall be taken at the beginning and end of each Assembly meeting.
 - (ii) If a member of the Student Assembly is not present, they will receive one-half (1/2) absence each time attendance is taken.
- (c) Reports
 - (i) Each member of the Executive Board shall give a report at each regularly scheduled Student Assembly meeting.
 - (1) Each Executive Board member must detail all the actions taken in his/her office in the time since the last Student Assembly meeting, including the progress of each legislative piece passed by the Student Assembly that is relevant to the Executive Board member's office.
 - (a) Executive Board members are not obligated to report on confidential matters
 - (2) If an Executive Board member is absent, s/he must send a report to the Speaker of the Student Assembly prior to the Student Assembly meeting and be read aloud by the Assembly Speaker.
 - (ii) The Speaker of the Student Assembly shall give a report at each Student Assembly meeting.
 - (iii) The chair of each of the standing committees of the Student Assembly shall give a report at each regularly scheduled Student Assembly meeting.
 - (iv) The chair of any ad-hoc committee of the Student Assembly shall give a report at each regularly scheduled Student Assembly meeting, during the duration of the committee, and after the committee has met for the first time.
 - (v) Reports shall be granted to non-weekly bodies as deemed necessary by the Assembly Speaker.
 - (vi) Any individual entitled to present a report during a regular meeting of the Assembly, as stated in Title I, Section 1.02.c, must be permitted to give a report, by request, at any special meeting of the Student Assembly.
 - (1) Requests shall be made directly to the Speaker and may be added to the agenda, without a vote, even after the agenda has been approved by the Assembly.
- (d) Decorum
 - (i) Assembly members, excluding the minute taker, may not use laptops or any other personal devices while members of the public address the Assembly.
 - (ii) The Assembly Speaker shall reserve the right to eject any disruptive individual from a meeting if the disruptive individual prevents the Assembly from conducting business.
 - (1) Title I, Section 1.02.d.ii may be overruled by the majority vote of the Assembly and shall be subject to the New York State Open Meeting Law.
- (e) Legislation
 - (i) All legislation must be posted publicly in the Student Association Office five (5) hours prior to the Student Assembly meeting at which it will be considered.
 - (1) This rule may be waived by a two-thirds (2/3) majority vote in the affirmative by the Student Assembly.
 - (2) Committee reports and committee-approved legislation are exempt from this rule.
 - (3) Major legislation, as determined by the Assembly Speaker, shall not be exempt from this rule.
 - (ii) All legislation must be submitted in a clear format according to Robert's Rules of Order and submitted legislation shall include the following:
 - (1) A title
 - (2) At least one clause starting with "whereas" presenting information about the subject material.
 - (3) At least one clause starting with "therefore be it resolved" presenting information about the enacting provisions.
 - (4) At least one execution clause, excepting Statements.
 - (5) An impact statement submitted by the author.
 - (a) An impact statement shall be defined as a brief and objective explanation of the need for and potential outcomes of any submitted legislation.
 - (iii) The names "Student Association" and "Binghamton University" shall appear on all legislation.
 - (iv) Legislation shall be numbered in the following manner:
 - (1) An "F" for Fall or an "S" for Spring shall indicate which semester during which the legislation was presented, and it shall be followed by the full four digits of the year.
 - (2) The digits of the year shall be followed by a dash and a number, starting at one (1), and assigned consecutively to each piece of legislation, starting at the beginning of the semester.

- (3) The consecutively-assigned number given to the legislation shall be followed by a slash, a letter representing the sponsoring committee, a colon, and an abbreviation representing the type of legislation.
 - (a) The sponsoring committees shall be abbreviated in the following manner: “R” for Rules, “E” for Elections, and “SO” for Student Outreach.
 - (b) If the legislation is an amendment to an existing piece of legislation, an “A” shall be added following the abbreviation representing the type of legislation.
- (v) Types of legislation which may be debated by the Student Assembly are abbreviated and defined in the following manner:
 - (1) Constitutional Amendment (C-A)
 - (a) An addition to or change in the Student Association Constitution, presented and considered in accordance with the requirements outlined in the Student Association Constitution.
 - (b) The Student Assembly Speaker shall be responsible for ensuring that Constitutional Amendments are numbered and formatted appropriately.
 - (i) At the Student Assembly Speaker’s discretion, numbering and formatting of ratified amendments may be modified to fit the Bylaws.
 - (1) Modifications may not alter the substance or text of the legislation.
 - (2) Bylaw (B) or Bylaw Amendment (B-A)
 - (a) An addition or change to the Student Association Bylaws
 - (b) Shall require a two-thirds (2/3) majority vote in the affirmative by Student Assembly in order to be adopted and become effective.
 - (c) Shall be binding on the Student Association immediately upon adoption, unless otherwise stated in the legislation, or until amended or repealed.
 - (d) The Student Association Bylaws may not conflict with the Student Association Constitution.
 - (i) Conflicts shall result in the bylaws in question being considered invalid.
 - (e) The Student Assembly Speaker shall be responsible for ensuring that Bylaw Amendments are numbered and formatted appropriately.
 - (i) At the Student Assembly Speaker’s discretion, numbering and formatting of ratified amendments may be modified to fit the Bylaws.
 - (1) Modifications may not alter the substance or text of the legislation.
 - (3) Resolution (R)
 - (a) A statement of action to be followed by the Student Assembly, Student Association and/or Student Association-chartered organizations.
 - (b) Shall require a majority vote in the affirmative by the Student Assembly in order to be adopted.
 - (c) Shall be binding upon adoption, until the conclusion of the academic year during which it is adopted.
 - (4) Statement (S)
 - (a) A statement of action to be followed by the Student Assembly, Student Association and/or Student Association-chartered organizations.
 - (b) Shall require a majority vote in the affirmative by the Student Assembly in order to be adopted.
 - (c) Shall not be binding, and shall not bind an executive officer to take action, except to publicize the content of the legislation.
 - (5) Policy Statement (PS)
 - (a) A resolution to be followed by the Student Assembly, Student Association, and/or Student Association-chartered organizations.
 - (b) Shall require a majority vote in the affirmative by the Student Assembly in order to be adopted.
 - (c) Shall be binding upon adoption and will be archived as a permanent policy of the Student Association by the Assembly Speaker.
 - (d) Policy Statements may be reversed at any point after adoption by a majority vote of the Student Assembly.
 - (6) Administrative Policy (AP)
 - (a) A resolution to be followed by the Student Association Government.
 - (b) Shall deal strictly with internal administration.
 - (c) Shall require a majority vote in the affirmative by the Student Assembly in order to be adopted.
 - (d) Shall be binding upon adoption.
 - (e) The policy shall be added to an appropriate section of the Office Policy Manual by the Executive Vice President.
 - (f) Administrative Policies may be reversed at any point after adoption by a majority vote of the Student Assembly.
 - (g) Shall appear in a separate “Administrative Policy” section on the Assembly agenda on the day on which it is introduced.
 - (h) Shall be considered on the same day on which it is introduced, unless tabled or otherwise postponed.

- (i) Shall be sent to all Student Assembly representatives at least twenty-four (24) hours before the meeting at which the legislation is to be presented.
 - (vi) Legislation shall be considered a main motion in accordance with Robert's Rules of Order.
 - (f) Debate
 - (i) Overall Time Limits
 - (1) Debate on a main motion shall be limited to forty-five (45) minutes.
 - (a) Debate may be extended in fifteen (15) minute increments by a majority vote of the Student Assembly.
 - (b) Time spent debating amendments shall not count as time spent debating the main motion.
 - (2) Debate on amendments shall be limited to fifteen (15) minutes per amendment.
 - (a) Debate may be extended in ten (10) minute increments by a majority vote of the Student Assembly.
 - (ii) Speakers
 - (1) The time allotted for each speaker shall be defined in the following manner:
 - (a) The Sponsor shall have ten (10) minutes for a main motion, or seven (7) minutes for an amendment.
 - (b) The Speaker Opposed shall have seven (7) minutes for a main motion, or five (5) minutes for an amendment.
 - (i) In the case of an amendment, the person not accepting the amendment shall be the Speaker Opposed.
 - (ii) If there is no Speaker Opposed, the motion is considered passed by unanimous vote.
 - (c) The individual making the motion shall be given first speaking preference.
 - (2) Assembly Speaker shall select a list of debate speakers using an informal system and shall predictably alternate the route of recognizing speakers throughout each meeting.
 - (a) The main sponsor may request the right to control the floor during their portion of debate
 - (3) After completing their remarks, a speaker may:
 - (a) Answer questions directed to them from the floor.
 - (i) The Speaker shall recognize points of query for this purpose.
 - (b) Relinquish the floor to the Speaker.
 - (c) Yield their time to another speaker.
 - (4) Remarks made during debate must relate to the proposal on the floor and should not be repetitive.
 - (5) Debate shall be arranged in a manner that allows for rebuttals.
 - (a) For debate on a main motion:
 - (i) First Round:
 - (1) For the first three-and-a-half minutes of debate, the floor shall be given to the Speaker Opposed
 - (2) For the next five minutes of debate, the floor shall be given to the Sponsor
 - (3) Debate shall follow this order until time is exhausted
 - (ii) Additional Rounds:
 - (1) For the first three minutes of debate, the floor shall be given to the Speaker Opposed
 - (2) For the next four-and-a-half minutes of debate, the floor shall be given to the Sponsor
 - (3) Debate shall follow this order until time is exhausted
 - (b) For debate on amendments:
 - (i) First Round:
 - (1) For the first two-and-a-half minutes of debate, the floor shall be given to the Speaker Opposed
 - (2) For the next three-and-a-half minutes of debate, the control of the floor shall be given to the Sponsor
 - (3) Debate shall follow this order until time is exhausted
 - (ii) Additional Rounds:
 - (1) For the first two minutes of debate, the floor shall be given to the Speaker Opposed
 - (2) For the next three minutes of debate, the control of the floor shall be given to the Sponsor
 - (3) Debate shall follow this order until time is exhausted
 - (iii) Conclusion
 - (1) Additional Amendments
 - (a) At the close of the allotted time for debate, the Speaker shall ask if there are any amendments which that have not been considered.
 - (i) Time extensions which that have been approved by the Student Assembly shall be considered part of the allotted time for debate.
 - (b) Any amendments offered which have not been considered shall be considered immediately.

- (c) After considering any amendments offered-as per Title I, Section 1.02.e.iii.1.b, the Speaker shall immediately call for a vote on the ~~proposal~~ motion on the floor in accordance with Title I, Section 1.02.e.iii.2.
 - (2) Voting Methods
 - (a) For any motion before the Assembly, if there is no opposition in the eyes of the Speaker, then the motion shall be considered passed by unanimous consent. If there is objection to the matter in the eyes of the Speaker, the Speaker shall proceed as outlined in the latest official edition of Robert's Rules of Order.
 - (i) The default voting method for all votes pertaining to financial allocations, Financial Council reports, confirmation of Executive Board elections, assembly Speaker and Vice Speaker elections, constitutional amendments, and Bylaw amendments shall be an up or down vote.
 - (b) A motion to vote by roll call or secret ballot shall require a one-third (1/3) vote in the affirmative.
 - (i) Only one such voting method may be used for the consideration of a specific motion.
 - (ii) Vote totals of roll call votes or secret ballot votes must be recorded in the Student Assembly minutes.
- (g) Budget
 - (i) A procedure for the Student Assembly's consideration and adoption of the Student Association Budget shall be presented to the Student Assembly by the Student Association Vice President for Finance by March 1, and the Student Assembly shall adopt this procedure, in either its original or an amended form, by April 1.
 - (1) By default, the debate procedures for consideration of the budget shall be those specified in Article III, Section 5.
- (h) Member Rights
 - (i) All members of the Student Assembly shall be guaranteed the rights and privileges specified in this Constitution and bylaws.
 - (ii) Ex-officio non-voting members shall have moderated rights and privileges in accordance with this Constitution and Bylaws.
 - (1) These members shall be allowed to speak on any matter.
 - (2) These members shall be allowed to make motions but these motions must be seconded by two Student Assembly members.
- (i) Assembly Speaker
 - (i) Functions
 - (1) The Assembly Speaker shall be considered an ex-officio, non-voting member of the Student Assembly.
 - (2) The Assembly Speaker shall offer guidance and assistance to the standing and ad-hoc committees
 - (a) The Assembly Speaker may serve on no more than two committees and only with the approval of the committee members.
 - (3) Shall hold at least two (2) publically advertised office hours per week.
 - (4) Must post Student Assembly minutes to the Student Association website within seventy-two (72) hours of their adoption.
 - (ii) Powers
 - (1) The Assembly Speaker shall make all decisions related to the application of Robert's Rules of Order and the Student Association Constitution and Bylaws in the course of a Student Assembly meeting.
 - (a) Any member may appeal the decision of the chair in accordance with Robert's Rules of Order.
 - (2) As per Title II, Section 2.06.b.iv, the Assembly Speaker shall have the power to make or break a tie.
- (j) The membership of the Student Assembly and subsidiary bodies thereof are subject to the restrictions set forth in Title IX.

Section 1.03 Committees

- (a) Standing Committees
 - (i) Duties, Powers, and Functions
 - (1) The standing committees of the Student Assembly, and their respective duties, powers, and functions, shall be defined in accordance with the Student Association Constitution and these bylaws.
 - (2) Rules Committee
 - (a) Absences and Attendance
 - (i) Excusals
 - (1) The Rules Committee of the Student Assembly shall, in accordance with the Student Association constitution, hear all requests for the excusal of absences from meetings of the Student Assembly, the committees of the Student Assembly, and the Financial Council.
 - (a) An absence excusal request must be filed within two (2) weeks of the occurrence of the absence in question.
 - (b) A three-fourths (3/4) vote in the affirmative shall be required to excuse an absence.

- (ii) Office Hours
 - (1) The Rules Committee of the Student Assembly shall, in accordance with the Student Association constitution, hear all requests for the authorization of office hours, to be held in lieu of attendance at council meetings, for On-Campus and Off- Campus Student Assembly representatives
 - (a) Office hours must be held at approved times and locations.
 - (b) A three-fourths (3/4) vote in the affirmative shall be required to approve office hours.
- (b) Office Space
 - (i) The Rules Committee of the Student Assembly shall rule on issues regarding office space allocation.
- (c) Legislative Review
 - (i) The Rules Committee shall:
 - (1) Review, but not modify the text of, all legislation.
 - (2) Edit and amend all impact statements on legislation.
 - (3) Take two (2) weeks to review any Policy Statement brought before it.
 - (a) All other forms of legislation must be reviewed at the next Rules committee meeting.
 - (4) Offer unofficial suggestions on ways to improve the legislation before it passes to the Assembly.
 - (ii) Any motion to table or otherwise postpone legislation from exiting the committee to the Assembly shall be considered out of order.
 - (iii) All legislation shall appear in new business the next Assembly meeting immediately following its review.
 - (iv) At the Assembly's discretion, legislation may be added to the agenda and bypass this requirement if the legislation is time sensitive.
- (3) Student Outreach Committee
 - (a) Publicity
 - (i) The Student Outreach committee chair shall have access to any and all publicity and communication resources of the Student Association Government, pending a majority vote of the Student Assembly.
 - (1) Publicity and communication resources include, but are not limited to: SA-Line, any and all Student Association social networking accounts, a prominently featured news and publicity portion of the Student Association website.
 - (2) Blanket access to publicity and communication resources may be granted by a majority vote of the Student Assembly for specific and/or ongoing projects, general needs, and Student Association Government elections.
 - (3) The Assembly Speaker or Student Outreach committee chair may impose a temporary injunction on any outgoing Student Outreach committee communications pending a majority decision of the Student Assembly at the next Student Assembly meeting.
- (ii) Composition
 - (1) The composition of the standing committees shall be determined in accordance with the Student Association Constitution and these bylaws.
 - (2) The Assembly Speaker shall obtain, by the end of the first Student Assembly meeting of the academic year, the committee assignment preferences of each Student Assembly representative.
 - (3) The Assembly Speaker shall, in accordance with the Student Association Constitution, prepare a slate of nominees for each standing committee.
 - (a) The Assembly Speaker shall, where possible, take into account the preferences obtained under the terms of Title I, Section 1.03.a.ii.2 when preparing this slate of nominees.
 - (b) No one person shall chair multiple standing committees.
 - (4) The Assembly Speaker shall, with the approval of the Student Assembly, fill committee vacancies and assign each new Student Assembly representatives to a standing committee.
 - (5) The Assembly Speaker shall, within two (2) class days, take action on any and all requests for appointments to additional committees, and shall, at the next Student Assembly meeting, present that action for approval in the Speaker's report to the Assembly.
- (b) Ad-Hoc Committees
 - (i) The composition of ad-hoc committees shall be determined in accordance with the Student Association Constitution and its Bylaws.
 - (ii) The Assembly Speaker may create ad-hoc committees.
- (c) Procedures

- (i) Each committee shall be run informally according to Robert's Rules of Order.
- (ii) Each committee shall be free to proffer advice and recommendations on any issues which are specifically stated as its charge.
 - (1) Nothing in Title I, Section 1.03.c.ii shall be considered or construed to diminish or supersede any duty, power, or function of a committee which is granted in the Student Association Constitution or its Bylaws.
- (iii) Each committee may, in order to study specific problems, form sub-committees.
 - (1) A subcommittee shall report to the committee under which it has been formed.
- (iv) Quorum shall consist of at least three (3) committee members, with two members from on-campus constituencies and one member from Off-Campus College.
 - (1) If quorum is not present at the committee's first three (3) consecutive meetings, which shall have been held on three (3) separate days, the committee chair shall, with the approval of a majority of the committee members present, determine quorum for the remainder of the semester.
 - (2) Only members present at the committee meeting shall have a vote and be counted towards quorum.
 - (3) If quorum is not present for three (3) committee meetings in a row due to a lack of off-campus members of the committee, then the committee may call quorum without off campus members until traditional quorum can be re-established.
 - (4) At the discretion of the committee chair, a committee member may participate in the meeting, and be counted towards quorum, if that member is teleconferencing with the meeting in real-time.
- (v) Each committee shall have a chair.
 - (1) The Assembly Speaker shall, in accordance with the Student Association Constitution, appoint a chair pro-tem to chair the first meeting of each committee.
 - (2) Each standing committee shall, at its first meeting, elect its chair from among its members, and that person shall remain chair until the conclusion of the University's spring commencement ceremonies for the academic year in which they are elected.
 - (a) Should a chair resign, be removed from the committee, or otherwise vacate his position, the Assembly Speaker shall appoint a chair pro-tem to call a meeting of the committee, at which a new chair will be elected in accordance with the procedure described in Article I, Section 1.03.c.v.2.
 - (3) The committee chair shall be responsible for providing the Student Assembly with a report at each meeting, as per Title I, Section 1.02.c.iii and Title I, Section 1.02.c.iv.
 - (4) A committee chair may be removed in the following manner:
 - (a) A request to remove the chair shall be filed with the vice chair as an item of business, and it shall be heard at the next regularly scheduled meeting of the committee, provided that three-quarters (3/4) of the committee is in attendance.
 - (i) The vice chair shall serve as chair during consideration of a request to remove the Chair.
 - (1) If the vice chair is not present, a pro-tem vice chair shall be elected by a majority vote.
 - (ii) If three-quarters (3/4) of the committee is, at any point during consideration of the request to remove the chair, not in attendance, consideration of the request shall be automatically delayed until such time as three-quarters (3/4) of the committee is in attendance.
 - (b) Once all necessary and appropriate debate on a request to remove the chair has occurred, a three-quarters (3/4) majority vote in the affirmative shall approve the request to remove the chair.
 - (i) The chair shall remain chair until an approved request to remove the chair has been approved by the Student Assembly.
 - (c) The vice chair shall present a special committee report, separate from any regular committee report, which shall only include the committee's decision on the request to remove the chair.
 - (i) A majority vote in the affirmative by the Student Assembly shall be required to approve this special committee report.
 - (1) Removal of the chair from the position of chair shall have no effect on his/her status as a member of the committee.
 - (2) If this special committee report fails receive a majority vote in the affirmative by the Student Assembly, it shall be seen as having failed, but shall not be returned to the committee.
 - (a) Nothing in Article II, Section E-iv-c-1-B shall be considered or construed to disallow the committee from, when it would not be seen as dilatory, considering a new request to remove the chair.

Section 1.04 Orientation

- (a) The Student Assembly Speaker shall hold one orientation program for all representatives before the first meeting of the fall semester.
- (b) All Student Assembly representatives shall be required to attend orientation.
- (c) Shall consist of segments relating to Student Association and Binghamton University history and parliamentary procedure.
 - (i) Extra segments may be added at the discretion of the Assembly Speaker.

TITLE II. EXECUTIVE BRANCH

Section 2.01 Composition

- (a) The Executive Branch shall consist of the Executive Board members, hired personnel, both student and professional, and support staff as outlined in these bylaws.

Section 2.02 The Executive Board

- (a) Every member of the Executive Board shall be required to hold public, advertised office hours.
- (b) The Executive Board shall meet at least once per semester and at least once over the summer, at a time convenient for all members.
 - (i) Quorum for Executive Board meetings at which votes are taken shall be a simple majority of the Executive Board, excluding the Student Assembly Speaker.
 - (ii) Executive Board meetings shall be chaired by the Student Association President; or, if the Student Association President is not present, the Student Association Executive Vice President.
 - (iii) Minutes detailing issues discussed and votes taken shall be recorded by the Student Association Vice President for Academic Affairs.
 - (1) These minutes shall be posted in the Student Association office for no fewer than three (3) business days after the meeting.
 - (2) The President shall be responsible for reporting the business of Executive Board meetings to the Student Assembly.
 - (iv) Executive Board meetings shall be open to the public unless objected to by two-thirds (2/3) of the Executive Board.
- (c) Each member of the Executive Board shall fill all appointments assigned to his/her office.
 - (i) Each person appointed by a member of the Executive Board to a University committee, or similar body, shall be required to submit a report the Executive Board member who appointed them, and that Executive Board member shall be required to present a report to the Student Assembly.
- (d) The members of the Student Association Executive Board and the employees of their offices are subject to the restrictions set forth in Title IX.

Section 2.03 Personnel

- (a) Professional Staff
 - (i) All employees of the Student Association office, who work more than twenty (20) hours per week, shall be considered "Professional Staff."
 - (ii) Decisions to employ or terminate the employment of Professional Staff must be confirmed by a two-thirds (2/3) majority vote in the affirmative by the Executive Board.
 - (1) In situations where a personnel decision must be made immediately, the Student Association President, or Student Association Executive Vice President in the absence of the Student Association President, may make immediate personnel decisions.
 - (2) This decision must be approved by a two-thirds (2/3) vote of the Executive Board as soon as possible after the decision.
 - (iii) All Professional Staff members shall be evaluated by the Executive Board at least every semester.
 - (1) The President shall maintain a record of these evaluations.
 - (iv) All Professional Staff members shall be considered for a salary increase every year in the month of October.
 - (v) Any salary change for professional staff members must be approved by a two-thirds (2/3) majority vote in the affirmative by the Executive Board.
 - (vi) The Professional Staff shall consist of the following positions:
 - (1) Administrative Director: Shall act as the accountant and financial advisor to the Student Association, shall work with the Vice President for Finance, and shall oversee Office Staff.
 - (2) Program Director: Shall advise and offer assistance on programming matters to the Student Association and its chartered organizations.
- (b) Support Staff
 - (i) All employees of the Student Association administrative office who receive a stipend and whose job is a specialty skill shall be considered "Support Staff", and will consist of the following positions:
 - (1) Webmaster: Shall maintain and update the Student Association website and shall administer its web server.
 - (a) The Webmaster must comply with any request to post information to the Student Association website as required by the Student Association Constitution and its Bylaws.
 - (2) Graphic Designer: Shall design fliers, posters, and other material for SA Executive Board purposes and as request by the Executive Board.
 - (ii) If qualified; a person can fulfill multiple support staff positions.
 - (iii) If necessary, a position can be fulfilled by two persons.
 - (iv) Decisions to employ or terminate the employment of Support Staff must be confirmed by a two-thirds (2/3) majority vote in the affirmative by the Executive Board.

- (1) In situations where a personnel decision must be made immediately, the Student Association President, or Student Association Executive Vice President in the absence of the Student Association President, may make immediate personnel decisions.
- (2) This decision must be approved by a two-thirds (2/3) vote of the Executive Board as soon as possible after the decision.
- (v) Support Staff shall be supervised directly by the Executive Vice President but shall work for and be responsible to the entire Executive Board

(c) Office Staff

- (i) All other employees of the Student Association, who do not receive a stipend, and whose job is conducted primarily in the Student Association office shall be considered "Office Staff."
- (ii) Decisions to employ or terminate the employment of Office Staff must be confirmed by a majority vote in the affirmative by the Executive Board.
 - (1) In situations where a personnel decision must be made immediately, the Student Association President, or Student Association Executive Vice President in the absence of the Student Association President, may make immediate personnel decisions.
 - (2) This decision must be approved by a two-thirds (2/3) vote of the Executive Board as soon as possible after the decision.
- (iii) All Office Staff shall be evaluated by every member of the Executive Board in the last month of every semester.
 - (1) The Executive Vice President shall maintain a record of these evaluations.

Section 2.05 Communication

(a) All-Student Electronic Email List

- (i) Any and all uses of the all-student email list (SA-Line) shall be approved by a majority vote of the Executive Board prior to the use of said email list, except those as detailed in Title II, Section 2.05.a.iii
- (ii) The all-student email list (SA-Line) shall be considered a facility of the Student Association and shall not be considered a tool of any one particular office.
- (iii) The Student Outreach Committee chair may use the all-student email list (SA-Line), as outlined in Title I, Section 1.03.a.3.a.i.

Section 2.06 Student Association Office Policy

(a) Shall be determined by the rules set forth in the Student Association Constitution and its Bylaws.

(b) Student Association Office Policy Manual

- (i) Shall be maintained by the Executive Vice President.
- (ii) Shall be appropriately publicized and available for review.
- (iii) Shall not override the Student Association Constitution or its Bylaws.
- (iv) Shall carry from year to year.
- (v) Amendments must be approved by a majority vote of the Executive Board.

TITLE III. JUDICIAL BOARD

Section 3.01 General Procedures

(a) Chair

- (i) Prior to the first meeting of the Judicial Board each academic year, the chair pro-tem, designated by the Student Association President, in accordance with the Student Association Constitution, shall serve as chair until a chair is duly elected.
- (ii) At its first meeting, the Judicial Board shall elect a chair from amongst its full membership.
 - (1) This shall be the second item on the agenda for the first meeting of the Judicial Board, following the adoption of additional internal procedures, in accordance with Title III, Section 3.01.d
- (iii) The term of the Judicial Board Chair shall be one academic year, beginning at the moment of election and ending upon the conclusion of the University's spring commencement ceremonies for the academic year in which they are elected.

(b) Vice Chair

- (i) At its first meeting, the Judicial Board shall elect a vice chair from amongst its full membership.
 - (1) This shall be the third item on the agenda for the first meeting of the Judicial Board, following the adoption of additional internal procedures, in accordance with Title III, Section 3.01.d, and the election of the Judicial Board Chair, in accordance with Title III, Section 3.01.a.
- (ii) The term of the Judicial Board Vice Chair shall be one academic year, beginning the moment of election and ending upon the conclusion of the University's spring commencement ceremonies for the academic year in which they are elected.

(c) Basic Procedures

- (i) All parties involved in any and all hearings will be given an equal opportunity to speak.
- (ii) Each meeting of the Judicial Board shall be conducted in an open venue and open to the public.
 - (1) A two-thirds (2/3) majority vote in the affirmative by the Judicial Board shall be required to remove the public and close a meeting, subject to the requirements of the New York State Open Meetings Law.
- (iii) Each vote must be taken by roll call.
- (iv) Each member of the Judicial Board may submit his or her own written opinion regarding any matter decided by the Judicial Board.
- (v) For each meeting, a full, written record of all proceedings, including attendance and vote totals, shall be made by the Judicial Board Chair.
 - (1) The full results of all roll call votes, taken in accordance with Article I, Section 3-C, shall be included in the written record.
 - (2) All opinions submitted by members of the Judicial Board, in accordance with Article I, Section 3-D, shall be included in the written record.
 - (3) The written record shall be posted in the within forty-eight (48) hours, in a public area within the Student Association office, and otherwise made available to the public.
- (vi) For each grievance hearing and removal hearing held by the Judicial Board, the Judicial Board Chair shall prepare a special, separate version of the full, written record required under Title III, Section 3.01.e which shall be specific to the grievance hearing or removal hearing at issue, and which shall comply with the particular requirements of the Student Association Constitution for such reports.
 - (1) The majority decision required by the Student Association Constitution must be accompanied by an opinion written by the majority which describes its reasoning, and that written opinion must be included in the special, extra version of the record required by Title III, Section 3.01.c.
- (vii) If the Judicial Board finds there is no actual controversy between the parties to a filed grievance, the grievance shall not be considered a grievance and the board may elect to not hear said grievance.
 - (1) Actual controversy relates to the board insofar as the board will not give informal advisory opinions or make judgments on "friendly grievances" filed to test the potential outcome. The board will not hear unripe or moot cases, and the board will not rule on political controversies that do not substantially relate to a specific clause of the Student Association Constitution, Bylaws, or adopted legislation and policies.

(d) Additional Internal Procedures

- (i) In accordance with the Student Association Constitution, a set of additional internal procedures which go beyond the basic procedures described in Article I, Section 3, shall be presented to the Judicial Board by the chair pro-tem at the first meeting of the Judicial Board, and the Judicial Board shall adopt these procedures, by a majority vote, in either their original or an amended form, at that meeting.
 - (1) Any amendments to these internal procedures must be approved by a three-quarters (3/4) majority vote in the affirmative by the Judicial Board.
- (ii) The Judicial Board may not rule on a grievance where there is no possible constitutional remedy to the grievance.
 - (1) The Judicial Board shall not order any remedy that overrides the Student Association Constitution.

(e) Meetings

- (i) The Chair, in accordance with Title III, Section 3.02.a, or the Vice Chair, in accordance with Title III, Section 3.02.b, shall call each meeting of the Judicial Board.
 - (ii) The Judicial Board shall hold a meeting at least once every semester.
 - (1) All required meetings of the Judicial Board, and any and all other meetings held to hear grievances, conduct removal hearings, or for any other purpose, shall count towards this requirement.
 - (iii) The first meeting of the Judicial Board shall be held no later than November 1.
 - (iv) An announcement shall be made on the Student Association Listserv (if operating); in the Student Association Office; in the mailbox of each member of the Student Association Executive Board and Student Assembly; and in any and all other appropriate places or media:
 - (1) At least seventy-two (72) hours in advance of any Judicial Board meeting involving removal hearings.
 - (2) At least twenty-four (24) hours in advance for all other meetings of the Judicial Board.
 - (a) The above requirements are modified for grievances that must be heard within twenty-four (24) hours. The board is required to use the Student Assembly email list to advertise the grievance.
- (f) Quorum and Attendance
- (i) A two-thirds (2/3) majority of the members of the Judicial Board will constitute a quorum and be necessary to conduct business.
 - (1) A quorum shall be impossible, irrespective of the presence of the majority specified in Title III, Section 3.01.f.i, if there are fewer than five (5) confirmed members of the Judicial Board, unless it has been at least thirty-five (35) days since the first day of the fall semester and at least twenty (20) days since the occurrence of the most recent vacancy on the Judicial Board.
- (g) Vacancies and Replacements
- (i) All vacancies on the Judicial Board shall be filled by the Student Association President and Student Assembly in accordance with the terms of the Student Association Constitution.
 - (ii) The Judicial Board Chair shall immediately notify the Student Association President upon the occurrence of a vacancy.
 - (1) If the position of Judicial Board Chair is vacant, the Judicial Board Vice Chair shall provide the notification to the Student Association President.
 - (iii) The Judicial Board Chair may vacate his or her position as Chair without vacating his or her position as a member of the Judicial Board.
 - (1) When the position of Judicial Board Chair is vacant, the Student Association President shall, in accordance with the Student Association Constitution, designate a chair pro-tem, who shall serve as chair until a chair is duly elected from amongst the full membership of the Judicial Board.
 - (a) The term of a new Judicial Board Chair, elected under this procedure, shall begin at the moment of election and end upon the conclusion of the University's spring commencement ceremonies for the academic year in which they are elected.
 - (b) Nothing shall prevent the Judicial Board Vice Chair from being designated chair pro-tem by the Student Association President, under the procedures specified in the Student Association Constitution and Title III, Section 3.01.g.iii.1, or from pursuing the position of Judicial Board Chair in the election described in Title III, Section 3.01.g.iii.1.,
 - (i) If the Judicial Board Vice Chair is elected Chair in the election described in Title III, Section 3.01.g.iii.1, a new vice chair shall be duly elected from amongst the full membership of the Judicial Board, and his or her term shall begin at the moment of election and end upon the conclusion of the University's spring commencement ceremonies for the academic year in which they are elected.
 - (iv) A Judicial Board position shall be considered vacant if a Judicial Board member becomes a candidate in an SA Executive Board election
- (h) Length of Service and Term of Office
- (i) When a Judicial Board member is removed or vacates his or her seat, that member shall be considered as having served a full term and, in accordance with the Student Association Constitution, may not serve another term.
 - (ii) All other calculations and determinations for length of service and term of office shall be made in accordance with the terms of the Student Association Constitution.

Section 3.02 Duties of Judicial Board Members

- (a) Judicial Board Chair
 - (i) The Judicial Board Chair shall call and chair all meetings and hearings of the Judicial Board.
 - (ii) The Judicial Board Chair shall keep a full written record of all proceedings, in accordance with Title III, Section 3.01.c.v.
 - (iii) The Judicial Board Chair shall be responsible for ensuring that the Judicial Board remains in compliance with the Student Association Constitution and its bylaws.
 - (iv) The Judicial Board Chair shall be responsible for checking the Judicial Board Grievance Box at least once per day during the academic year while classes are in session.

- (v) The Judicial Board Chair shall provide the parties to a grievance with notice of the hearing and all documentation required by Title III, Section 3.03.b.ii..
 - (vi) The Judicial Board Chair shall ensure that grievance hearings are scheduled within the timeframe prescribed by the Student Association Constitution.
 - (vii) The Judicial Board Chair shall be responsible for delivering the Judicial Board report to the Student Assembly, as per the Student Association Constitution.
 - (1) When delivering this report, the Judicial Board chair must, for a reasonable period of time, entertain all questions raised by members of the Student Assembly, and should entertain such questions thereafter, absent a compelling reason to not do so.
 - (viii) The Judicial Board Chair shall be responsible for publicizing all meetings of the Judicial Board, as per Title III, Section 3.01.e.v.
- (b) Judicial Board Vice Chair
- (i) Should the Judicial Board Chair be unable to call and/or chair a meeting or hearing of the Judicial Board, that duty shall fall to the vice chair.
 - (ii) Should the Judicial Board Chair fail to call a meeting or hearing of the Judicial Board within the timeframe prescribed by the Student Association Constitution and its bylaws, it shall be the duty of the Judicial Board vice chair to call and chair that meeting or hearing.
 - (iii) Should the position of Judicial Board Chair become vacant, the Judicial Board Vice Chair shall assume the duties and responsibilities of the Judicial Board Chair until the Student Association President designates a new chair pro tem in accordance with Title III, Section 3.01.g.i and the Student Association Constitution
- (c) All Judicial Board Members
- (i) Each member of the Judicial Board is forbidden from discussing any pending business outside of the appropriate Judicial Board meeting, and shall not be permitted to conduct independent investigations into such pending matters.
 - (ii) Recusal
 - (1) A member of the Judicial Board has a duty to recuse himself or herself from considering a matter if one (1) or more of the following conditions exists:
 - (a) The member has any level of personal involvement in the matter being considered by the Judicial Board.
 - (i) A member is understood to have personal involvement in any matter which concerns an election in which the member is a member of a campaign staff, or has publicly endorsed, or otherwise actively supported, a candidate.
 - (b) The member is a member of a chartered organization which is a party to, or otherwise involved in, the matter being considered by the Judicial Board.
 - (2) If a member fails to recuse himself or herself under the terms of Title III, Section 3.02.c.ii.1, the Judicial Board may, upon a request from a party to the matter being considered, compel the member in question, by a majority vote in the affirmative, to recuse himself or herself.
 - (3) The members of the Judicial Board are subject to the restrictions set forth in Title IX.
 - (iii) Absences
 - (1) Each member of the Judicial Board shall have no more than two (2) absences, per semester, from meetings of the Judicial Board.
 - (a) A member may appeal his or her absence only at the next meeting after the meeting in which the absence occurred, and a two-thirds (2/3) majority vote in the affirmative by the Judicial Board shall excuse the absence.
 - (2) If a member of the Judicial Board has more than two (2) absences in a given semester and the member cannot comply with the absence limit specified in Title III, Section 3.02.c.iii.1 by using the appeals process described in Title III, Section 3.02.c.iii.1.a to excuse one of their absences, that member shall immediately be considered removed and their seat considered vacant.
 - (a) The Student Association President shall be notified immediately, in accordance with Title III, Section 3.01.g.ii, of all such vacancies.

Section 3.03 Grievance Hearings

- (a) Submission of Grievances
 - (i) All grievances to the Judicial Board must be submitted via email to the Judicial Board chair.
 - (ii) Grievances must be submitted within one (1) week following the decision or action being appealed.
- (b) Scheduling and Notice to Parties
 - (i) Grievance hearings must be scheduled within the timeframe prescribed by the Student Association Constitution.
 - (ii) The Judicial Board Chair, in accordance with Title III, Section 3.02.a.v, shall give all parties to a grievance notice of the grievance hearing, a copy of the grievance, and copies of all supporting documentation, at least twenty-four (24) hours in advance of the hearing.

- (1) If the grievance is against the Student Assembly, the required notification and documentation shall be given to the Student Assembly Speaker and the Vice Chair of the Student Assembly
- (2) If the grievance is against a committee of the Student Assembly, the required notification and documentation shall be given to the chair and vice chair of the Student Assembly committee named in the grievance.
- (3) If the grievance is against the Financial Council, the required notification and documentation shall be given to the Student Association Vice President for Finance and Student Association Treasurer.
- (4) If the grievance is against the Student Group Council (S.G.C.), the required notification and documentation shall and documentation shall be given to the Student Association Executive Vice President.
- (5) If the grievance is against the Student Association Programming Board (S.A.P.B.), the required notification and documentation shall be given to the Student Association Vice President for Programming.
- (6) In all other situations, the required notification and documentation shall be given to the defendant or defendants named in the grievance.

(c) Powers and Jurisdiction

- (i) In accordance with the Student Association Constitution, the Judicial Board shall have only the power to take one (1) of the two (2) following actions:
 - (1) Uphold, by a majority vote in the affirmative by the Judicial Board, the decision or action which has been brought before it for review.
 - (2) Reject and overturn, by a majority vote in the affirmative by the Judicial Board, the decision or action which has been brought before it for review.
 - (a) The Judicial Board shall send any and all rejected and overturned decisions or actions back to the party who made, or is otherwise responsible for, the decision or action.
 - (i) In the process of sending a rejected and overturned decision or action back to the party who made it, or is otherwise responsible for it, the Judicial Board may, at its discretion, provide recommendations to that party.
- (ii) The Judicial Board shall have no original jurisdiction for any grievance, except those filed against the Student Assembly, a committee of the Student Assembly, the Financial Council, and the Student Association Programming Board.
- (iii) The Judicial Board shall have concurrent jurisdiction with the Rules committee of the Student Assembly for any grievance filed against a member of the Executive Board.
 - (1) Such grievances must cite a particular decision or action, and may not cite a series of decisions, pattern of behavior, or anything of a similar long-term, long-standing, or habitual nature which may only be handled through impeachment proceedings.
 - (a) Either body to which such grievances may be filed under Title III, Section 3.03.c.iii. shall be permitted to determine that a grievance filed under that provision violates Title III, Section 3.03.c.iii.1, and, by a majority vote in the affirmative, dismiss such a grievance.
- (iv) All other grievances received by the Judicial Board shall be either:
 - (1) Dismissed, if they have been improperly submitted.
 - (2) Referred to the Elections Committee of the Student Assembly, or, where applicable, its predecessor, when the matter at hand is directly linked to an election which is under its jurisdiction.
 - (3) Referred to the Rules Committee of the Student Assembly, in all other circumstances.

(d) Rights of Defendants

- (i) Defendants may, in accordance with Title III, Section 3.02.c.ii.2, request that a member of the Judicial Board recuse himself or herself.
- (ii) Defendants may request more time to prepare an adequate defense against a grievance, except in the case of elections grievances
- (iii) Defendants may bring in outside evidence and witnesses to be heard by the Judicial Board.
- (iv) Defendants shall have the right to yield speaking time to other members of the Student Association, who can assist in their defense, during grievance hearings.

Section 3.04 Removal Hearings

(a) Notification of Impeachment

- (i) The Judicial Board Chair and Vice Chair shall be notified, within twenty-four (24) hours, upon the impeachment of a member of the Executive Board, in the following manner:
 - (1) If the officer was impeached by the Student Assembly, the Student Assembly Speaker shall provide the required notification.
 - (2) If the officer was impeached by the residential community councils, the Student Association President shall provide the required notification.
 - (a) If the Student Association President has been impeached, or otherwise cannot or does not inform the Judicial Board within the timeframe specified in Title III, Section 3.04.a.i, the Student Association

Executive Vice President and the Speaker of the Student Assembly, shall be required to, separately and independently, provide the required notification.

- (ii) Once notified, in accordance with Title III, Section 3.04.a.i, of the impeachment of a member of the Executive Board, it is the duty of the Judicial Board, as described in the Student Association Constitution, to schedule and hold a removal hearing.
- (b) Scheduling and Notice to Parties
 - (i) Removal hearings must be scheduled within the timeframe prescribed by the Student Association Constitution for regular grievance hearings.
 - (ii) The Judicial Board Chair shall give the impeached member of the Executive Board notice of the removal hearing, a copy of the charges filed against him or her, and copies of all supporting documentation, at least seventy-two (72) hours in advance of the removal hearing.
 - (iii) A removal hearing shall, except when completely inappropriate or inapplicable, or in conflict with another provision of the Student Association Constitution or its bylaws, be conducted in the same manner, and by the same rules and procedures, as a grievance hearing, with the impeached member of the Executive Board being treated as the defendant.
 - (1) The impeachment charges and supporting documentation filed with the Judicial Board shall speak for themselves.
 - (2) As the defendant, the impeached member of the Executive Board shall be entitled to the rights of defendants described in Title III, Section 3.04.d
- (c) Powers and Jurisdiction
 - (i) In accordance with the Student Association Constitution, the Judicial Board has the power, by a majority vote in the affirmative, after conducting a removal hearing, to convict and remove an impeached member of the Executive Board.
 - (1) The Judicial Board may neither conduct removal hearings for, nor remove, any member of the Executive Board who has not been impeached through the procedures outlined in the Student Association Constitution.
 - (2) Upon conviction and removal of an impeached member of the Executive Board, the position in question shall immediately be considered vacant, and it shall be filled in accordance with the procedures prescribed by the Student Association Constitution and its bylaws.

TITLE IV. CHARTERED ORGANIZATIONS

Section 4.05 Chartered Organizations

(a) Procedures

(i) Each chartered organization must:

(1) Maintain compliance with:

- (a) Its constitution.
- (b) The requirements for a constitution, as enumerated in the Student Association Constitution and its bylaws.
- (c) The requirements for a chartered organization, as enumerated in the Student Association Constitution and its bylaws.
- (d) The requirements for being eligible for Student Association funds, as enumerated in the Student Association Constitution and its bylaws, if eligible.
- (e) The University Code of Conduct, as well as local, state and federal law.

(2) Remain active, publicize their activities, and fulfill their constitutional purpose.

(3) Submit a registration form to the Student Association Executive Vice President's office by first of May.

(a) With the registration form, the chartered organization shall provide:

- (i) A list of officers of the organization with contact information including the President, Vice President, Treasurer and two additional executive board members, if applicable.
- (ii) A digital copy of the organization's constitution.
- (iii) Agreement to the non-discrimination policy and registration agreement articulated in Title IV, Section 4.03.a.
- (iv) A completed End Of Year Student Group Survey by the cooperative effort of the outgoing and incoming presidents of the organization.

(b) An organization that fails to register by the deadline shall receive a Probationary Status which revokes the privileges of a charter, as described in Title IV, Section 4.01.b until registration is completed with the office of the Student Association Executive Vice President.

(c) Failure to register for more than one year shall result in the revocation of the organization's charter.

(4) Maintain regular meetings

(a) Chartered organizations are required to attend a meeting of their group type which shall be held at least once a semester and when called by the Executive Vice President.

- (i) The date, time and location of these meetings, for a given semester, shall be made known to members of the council and student groups at the earliest convenience of the Executive Vice President and no later than 24 hours in advance.

(b) A representative for each group shall be required to attend two yearly meetings of all student groups.

(ii) No chartered organization may spend Student Association funds for religious purposes.

(iii) An amendment to the constitution of a chartered organization shall require the approval of the Rules Committee of the Student Assembly before it may take effect.

(iv) All chartered organizations must elect their executive boards for following academic year before the first of May.

(b) Privileges of a Charter

(i) Room Reservation

- (1) All facilities must be reserved through the appropriate avenues.
- (2) Organizations may not reserve rooms for other organizations, unless they have the permission of the Executive Vice President.
- (3) Each organization shall pay for all damage to University property for which it is responsible.

(ii) Publicity

- (1) Each chartered organization which is eligible for Student Association funds is entitled to free publicity provided by the Student Association.
 - (a) Such publicity shall be proposed by the Student Association Financial Vice President and approved by the Financial Council, and may include free photocopies from Student Association businesses and free advertisements in campus media.

(iii) Mail

- (1) All chartered organizations shall be assigned a mail slot in the Student Association office.
 - (a) All mail shall be sent to organizations at the following address: Student Association, Binghamton University, State University of New York, P.O. Box 6000, Binghamton, NY 13902-6000.
 - (i) The Executive Vice President may approve a request that an organization's mail be sent elsewhere.

(iv) Posters

- (1) All chartered organizations must include, on all posters and advertisements, with the exception of advertisements in campus media, the following:

- (a) The phrase "SA Chartered," clearly printed, or a copy of the SA logo
 - (b) The name of the organization
- (v) Student Group Showcase
 - (1) All organizations shall be entitled, and required, to attend the Showcase in the fall semester for the purpose of advertising their organization.
- (c) Grievances Against Chartered Organizations
 - (i) Any substantial violation by a chartered organization of the Student Association Constitution or its bylaws, or of the chartered organization's own constitution, shall be grounds for a grievance against that organization.
 - (ii) Any member of the Student Association may file a grievance against any chartered organization.
 - (1) All grievances should be filed with the Rules Committee of the Student Assembly.
 - (2) When a grievance is filed, the Rules Committee of the Student Assembly shall give each party an opportunity to make its case in the presence of the other.
 - (3) The Rules Committee of the Student Assembly shall then be empowered to take action, and to make recommendations, in accordance with its duties, powers, and functions, as described in the Student Association Constitution and its bylaws, and to make recommendations for further action to the Student Assembly.
 - (4) Once the Student Assembly has given final approval to a decision of the Rules Committee of the Student Assembly regarding a grievance, either party to the grievance may appeal the decision to the Student Association Judicial Board.
 - (iii) Any chartered organization which has had its charter suspended or revoked may neither spend, fundraise, nor exercise any privileges of a charter.
 - (1) Suspension of a charter may be lifted by the Rules Committee of the Student Assembly.
 - (2) Revocation of a charter is not reversible.
- (d) General Oversight
 - (i) The Executive Vice President may take action, pending rules committee approval, in regards to the actions of a chartered organization when violations of the Student Association Constitution and Bylaws have taken place.
 - (1) The Rules Committee must hear and approve such decision before they make take effect
 - (ii) The Rules Committee of the Student Assembly may, where necessary and appropriate, review and re-evaluate the charter and/or fundability status of any existing chartered organization.

Section 4.06 Charter Requests

- (a) Criteria for Charter
 - (i) The organization requesting a charter must demonstrate that:
 - (1) It will provide services or activities that serve the educational or social interests of a segment of the campus community.
 - (2) It does not duplicate any already chartered organization in its activities or purpose, unless the organization can show a specific benefit to the campus in such duplication.
 - (3) It does not and will not exist solely for private and/or personal gain.
 - (4) There will be long-term interest in the organization.
 - (5) It does not duplicate an existing Student Association entity in its activities or purpose.
 - (ii) Even if an organization fulfills the provisions of Title IV, Section 4.02.i, the Rules Committee may, if it sees fit, recommend that the organization requesting a charter be established as a subgroup of an existing organization.
 - (1) If the existing organization refuses to create a new subgroup, then the Rules Committee can reconsider chartering the group.
 - (iii) The organization, and its constitution, must abide by the Student Association Constitution and its bylaws.
- (b) Chartering Procedure
 - (i) A packet describing the charter process, including how to write a group constitution, shall be made available by the Student Association Executive Vice President.
 - (1) Where necessary and when possible, the Student Association Executive Vice President and the Chair of the Rules Committee of the Student Assembly may provide additional assistance.
 - (ii) The organization requesting a charter shall draft a constitution which must include:
 - (1) A clear structure for the organization.
 - (2) A detailed description of the purpose of the organization.
 - (3) Definitions of the rights and responsibilities of membership in the organization.
 - (a) These definitions must ensure that all members will have the right to full participation in the organization.
 - (i) If the organization intends to charge dues, the constitution must specify that such dues are voluntary, and that no special privileges will be extended to dues-paying members except the ability to participate in those activities which have been paid for by the money collected from the dues.

- (4) An executive board whose member(s) are democratically elected.
 - (a) The constitution must specify that at least four-fifths (4/5) of the organization's executive board must be undergraduate students, unless the organization is also chartered by the Graduate Student Organization.
 - (b) The President, Vice President and Treasurer must be undergraduates and are offices that may not be held by more than one person.
 - (c) If the organization wishes to handle funds, the executive board must include a treasurer.
 - (d) An executive board shall be defined as any decision-making body in which voting rights are not extended to all members of the organization.
- (5) A procedure for addressing grievances.
- (6) No clause which allows the suspension of its constitution, either in whole or in part.
- (7) Any subgroup that an organization wishes to have must be explicitly included in its constitution.
- (iii) The organization requesting a charter must submit to the chair of the Rules Committee of the Student Assembly the following:
 - (1) A copy of the proposed constitution, drafted in accordance with Article II, Section 2-B.
 - (2) A list of two (2) or more contact people for the organization and how they can be reached
 - (3) The signatures and PODS usernames of:
 - (a) Ten (10) undergraduate students who are members of the organization.
 - (b) One hundred (100) undergraduate students who support the formation of the organization.
 - (4) A student may only count towards the required totals specified in Title IV, Section 4.02.b.iii.3, for one of the two signature lists.
 - (5) The requirement of Title IV, Section 4.02.b.iii.3 may be waived by a majority vote of the Rules Committee of the Student Assembly if the organization demonstrates a legitimate need for confidentiality in its membership.
- (iv) The Rules Committee of the Student Assembly shall consider a charter request within three (3) weeks of receiving it.
 - (1) When considering a charter request, one or more representatives of the organization shall be present to explain the proposal and answer questions.
- (v) After considering a charter request, the Rules Committee of the Student Assembly shall make a decision and submit that decision, as part of its regular report, to the Student Assembly at the next meeting of the Student Assembly.
- (c) Eligibility for Student Association Funds
 - (i) Upon approving a request for a charter, the Rules Committee of the Student Assembly shall make a decision regarding the organization's eligibility to receive Student Association funds and submit that decision, as part of its regular report, to the Student Assembly at the next meeting of the Student Assembly.
 - (ii) In order to declare an organization ineligible for Student Association funds, the Rules Committee of the Student Assembly must find that the organization is:
 - (1) Exclusive
 - (a) An organization may be considered "exclusive" by not offering full membership privileges to students on the basis of grade point average requirements, school affiliation, major, etc.
 - (iii) If eligible for Student Association funds, an organization may apply for Student Association funding through the Financial Council, as provided for by the Student Association Constitution and its bylaws, and the financial guidelines for the academic year.
 - (iv) All chartered organizations, irrespective of their eligibility for Student Association funds, must establish an account with the Student Association Financial Vice President's office.
 - (1) All revenue collected by the organization must be deposited in this account.

Section 4.07 Non-Discrimination Policy and Registration Agreement

- (a) The Non-Discrimination Policy that must be agreed to upon registration by all student groups is as follows: The policy of our chartered organizations is not to engage in policies or practices that serve to discriminate against or give preference to any student on the basis of their age, color, creed, differently-abled status, marital status, national origin, political belief, race, religion, sex, sexual orientation or veteran status in regards to membership and participation in an organization's activities. According to the United States Court of Appeals, Seventh Circuit decision in *CLS v. Walker*, Universities may not force organizations to open their leadership to students who do not share in an organizations purposes; however, general membership of an organization must continue to remain open to all students and others as outlined in the constitution of the Student Association at the State University of New York at Binghamton.
- (b) Student Association chartered organizations may not engage in or lend group resources to activities which are discriminatory in intent or effect.
- (c) All groups must pursue a diversity of participation in their activities and membership, and each must strive to ensure that every event it sponsors is open and accessible to all students.

- (d) When an organization is charged with discrimination, any and all bodies handling such charges may consult with the University's Affirmative Action Office, to ensure that the Student Association complies with all pertinent local, state, and federal laws and regulations, and may request that the University's Affirmative Action Office conduct a separate investigation into the complaint.
 - (i) The findings, results, and/or recommendations of any such separate investigation into such charges shall in no way be binding on any body within the Student Association which is considering those same charges.
- (e) The Registration Agreement that must be agreed to upon registration by all student groups is as follows: By submitting this form, I accept on behalf of my organization the terms set forth within this registration form and agree to abide by the guidelines set forth by both my organization's own constitution, the Constitution and Bylaws of the Student Association, as well as, local, state and federal law.

TITLE V. ELECTIONS

Section 5.01 Election Run by the Election Committee

- (a) Composition
 - (i) As outlined in Title I, Section 1.03.a.2.
 - (1) Any volunteers not on the official the Elections Committee roster that help in an election, including but not limited to poll-sitters or ballot-counters, are not necessarily considered members of the Elections Committee.
- (b) Publicity
 - (i) For elections in which there are candidates involved, the Elections Committee shall be responsible for advertising all information about the election at least fourteen (14) days before letters of intent are due.
 - (1) Whenever publicity is required by the Constitution or its Bylaws, there must be publicity in the following locations:
 - (a) All Residence Halls
 - (b) OC3 Office, Lounge, or equivalent.
 - (c) Residential Community Dining Halls
 - (d) University Union
 - (e) Lecture Hall
 - (f) Glenn G. Bartle Library
 - (g) Campus media sources
 - (h) SA-Line
 - (i) The Downtown Center
- (c) Scheduling
 - (i) Any elections or referenda that fall under the jurisdiction of this elections committee must be run during either the fall or spring semesters.
 - (ii) All referenda in a semester shall be held on the same day(s), unless otherwise specified by the assembly in the legislation.
 - (1) At the discretion of the Elections Committee, all referenda called for in the fall semester should be run by the Elections Committee during the week before Thanksgiving.
 - (2) At the discretion of the Elections Committee, all referenda called for in the spring semester should be run by the Elections Committee on the days of the Student Association Executive Board election.
 - (3) Referenda called for in the fall semester, and not run, may be run in the spring semester without being reintroduced to the Assembly.
 - (a) This does not exempt the referenda from any publicity requirements.
- (d) Pre-Election Procedures
 - (i) At least seven (7) days prior to any election or referenda, the Elections Committee shall publicize the following:
 - (1) The office being contested and the candidates.
 - (2) The time and place of the election.
 - (3) A copy of all referenda or opinion poll questions.
 - (4) A copy of the ballot, as it will read at the poll site.
- (e) Timing of Elections
 - (i) The Elections Committee must be given at least two (2) weeks or ten (10) class days to run any referendum/election.
 - (ii) A time table for any election must be presented to and approved by the Student Assembly before the opening of letters of intent.
 - (iii) No referenda or election of any kind may be run in the last two (2) weeks of any semester.
- (f) Sweeps
 - (i) For Executive Board Elections, the Elections Committee shall run a forum in which each candidate running for an executive position shall deliver a speech and answer questions to each residential community and college council.
 - (ii) The forum shall be held in the Lecture Hall with each residential community and off campus college council occupying their own designated halls.
 - (iii) These speeches shall be made after the letter of intent period has been closed but early enough before the election so that the campus media can cover them prior to the election.
 - (iv) The Elections Committee is accountable only for providing the arena for said forum. The rules for attendance and any voting procedures followed are at the discretion of each community council's executive board.
 - (1) Unless specified to the elections committee, the community councils are ultimately responsible for recognizing speakers during, but not limited to, the allotted questions period.
- (g) Ballots
 - (i) Only Elections Committee members and poll sitters may have authorization to handle an active ballot box.
 - (1) The Elections Committee chair may revoke authorization at any time.
 - (ii) When handling the ballots, the Elections Chair or Vice Chair must be accompanied by at least one (1) Committee

members.

- (1) For the duration that poll sitters are given access to blank ballots, each poll sitter must be accompanied by at least one (1) other authorized person.
 - (iii) Ballots must be printed in such a way that only persons who are eligible to vote in any specific election shall receive a ballot for that election. In the case of a specific constituency being eligible to vote in more than one election, the ballot may contain all elections in which they are eligible but no elections for which they are ineligible.
 - (iv) Once a ballot is filled, it must immediately be placed in a locked ballot box.
 - (1) Only the acting Elections Committee Chair may open an active ballot box.
 - (v) The placement of names on the ballot shall be done by drawing the names of the candidates at random, with the order of the names on the ballot corresponding to the order in which the names are drawn.
 - (vi) All ballots for Student Association positions must provide space for write-in candidates with the exception of any run-off election.
 - (vii) If elections last for more than one day, the Elections Committee Chair shall lock ballots up overnight in the University Police Department station, if available. If the University Police Department is unavailable, pending committee approval, the Elections Chair shall use another secure location.
- (h) Referenda
- (i) All referenda legislation pertinent to the Student Association Constitution must include an impact statement and an annotated copy of the text with any changes highlighted.
- (i) Voting Procedures
- (i) All campaign materials that are in or within one hundred (100) feet of the building shall be removed.
 - (1) For the purposes of sight: no candidate, or agent of a candidate, may publicize for said candidate within one hundred (100) feet of any building where voting is held, or may be seen publicizing from the ballot box.
 - (2) For the purposes of sound: no candidate, or agent of a candidate, may verbally endorse or publicize said candidate within one hundred (100) feet of any building where voting is held, or may be heard publicizing from the ballot box.
 - (3) Such buildings are those with active ballot boxes during any Student Association run election.
 - (ii) A poster shall be placed at the polls indicating that an election is being held, including times that a person may vote and a sample ballot.
 - (iii) Rosters shall be available at each poll site indicating residential college and academic college, when applicable.
 - (iv) As persons come to vote they must:
 - (1) Present a valid ID card.
 - (2) Affix their signature next to their name on the voting roster.
 - (3) Receive and vote only on those ballots for which they are eligible.
 - (4) Deposit their ballots in the appropriate ballot box(es).
 - (5) Persons whose names do not appear on the voting roster can vote by signing their names and BU ID number on the roster and ballot. The ballot shall only count if the person is indeed a registered undergraduate student living in the constituency for which she/he voted.
 - (v) Persons manning the polls shall:
 - (1) Verify the identity of those voting.
 - (2) Check the voter's name on a list of eligible voters.
 - (3) Present only those ballots to which the voter is entitled.
 - (4) Prevent any illegal electioneering within visual or audible range of the polls.
 - (5) Not express an opinion on the candidates or issues to the voters.
 - (6) Immediately report any violation of election guidelines to the Elections Committee chair or nearby elections committee members.
 - (7) Be accompanied by one (1) other authorized poll sitter at all times.
 - (vi) Ballots must be filled out immediately at the polling place in view of the poll-sitters.
 - (1) Poll-sitters may limit the amount of voters able to fill out a ballot at any given time as to avoid over-crowding the poll site.
 - (vii) Election locations shall be at the discretion of the Elections Committee, pending Assembly approval. The election shall last for a minimum of six (6) hours.
 - (1) If the election lasts more than one (1) day, it shall last for a minimum of four (4) hours per day.
 - (2) Elections for executive board positions must last at least two (2) days with the exception of runoff elections.
 - (viii) A copy of these voting procedures must be made available at each poll site.
- (j) Counting of Ballots
- (i) Results of elections shall not be released until all votes for a particular position have been counted.
 - (1) Counting for a particular election shall not commence until the polls for that election have closed.
 - (ii) Only members of the Elections Committee or approved ballot counter may count the ballots.
 - (1) Approval requires a two-thirds (2/3) vote in the affirmative by the Elections Committee.

- (iii) No person who endorsed a position/candidate may count ballots.
 - (iv) Ballots must be counted in an announced location that is open to the public. If any non-counter is disturbing the counting process, the Elections Committee Chair may remove him/her.
 - (v) Once active ballot boxes are unlocked, non-counters are to remain a minimum of three (3) feet from any filled ballot.
 - (1) Enforcement includes, but is not limited to, immediate removal from the counting room by the Elections Committee Chair.
 - (vi) The exact number of voters shall be determined from the roster of voters' signatures. The ballots are to be counted to determine the exact number of ballots cast. The numerical difference between ballots cast and voters' signatures shall be considered voids.
 - (vii) If the difference between two (2) candidates is less than the amount of voids, and this difference affects the winner of the election, then that race is to be invalidated and must be re-run.
 - (1) If no candidates receive forty percent (40%) of the vote and the number of voids exceeds the margin between the second place candidate and any other candidate beneath them, then all candidates within the margin of error (number of voids) and the original first and second place candidates will be placed on run-off ballot.
 - (viii) Only valid votes are used to determine the percent of votes needed to win. Any invalid or blank ballots will not be considered in this percentage. Write-in votes will be counted only if those votes are for registered undergraduate students.
 - (1) Candidates must use their given name on the ballot. Misspelled names or nicknames shall not be counted.
 - (ix) After all ballots have been counted and the Elections Committee Chair has unofficially certified the results of the election, the ballots shall be kept in the Student Association office and made available for public inspection upon request, until twenty-four (24) hours after the results have been made official.
 - (x) Following the election, the Elections Committee Chair shall make a formal report of the results to the Student Assembly for official validation.
 - (xi) Once the results are deemed official, the Elections Committee Chair must post all results in the SA office and immediately communicate them to the campus media. Vote totals must be included.
- (k) Campaign Finance
- (i) All university-wide elections shall have an eighty dollar (\$80) limit on the total amount a candidate running for office may spend on campaign materials.
 - (1) All university-wide re-run or run-off elections shall have a forty dollar (\$40) limit on the total amount a candidate running for office may spend on campaign materials.
 - (2) For the purposes of this provision, all campaign donations will count against the above limitations.
 - (ii) Receipt Regulations
 - (1) Every candidate running for a university-wide position shall be required to submit copies of all receipts of his/her campaign materials purchased to the Elections Committee for verification by five (5) p.m. the next class day after the conclusion of the re-run or run-off election.
 - (2) Within twenty-four (24) hours of the receipt deadline, all receipts shall be made publicly available by the Elections Committee Chair.
 - (3) With an accompanied receipt, donations of campaign materials are permitted.
 - (4) Receipts must be itemized.
 - (5) A valid vendor contact number to verify the validity of the receipt must also be clearly written on the back of the receipt.
 - (6) The Elections Committee reserves the right to deny the validation of a receipt.
- (l) Elections Committee Enforcement of Regulations
- (i) Student Association chartered organizations are allowed to endorse candidates in the election. If an organization publicizes its endorsement, it must mention the endorsements of more than one race and cannot say to vote for the endorsed candidates.
 - (ii) The Elections Committee, or the Elections Committee Chair pending later committee approval, has the following disciplinary options when enforcing regulations:
 - (1) The Committee may issue a warning to the individual/group responsible for the violation.
 - (2) The Committee may immediately forbid the offending candidate from further elections related purchases.
 - (3) The Committee may ban the offending candidate from posterings.
 - (a) At the discretion of the committee this ban may be lifted for re-run or run-off elections.
 - (4) The Committee may disqualify the offending candidate.
 - (5) The Committee may request an emergency meeting of the Rules Committee in order to freeze a chartered organization's account if they are violating regulations on behalf of endorsed candidates.
 - (6) These penalties may be applied in succession or as the Committee sees fit according to the severity of the offense.
 - (7) The Committee is not limited to these disciplinary options and all decisions can be appealed to the Student

Association Judicial Board.

- (m) Write-in Candidates
 - (i) Write-in candidates exchange Student Association campaign assistance for freedom from all campaign regulations except university postering policy and poll site regulations.
 - (ii) Write-in candidates shall receive no free materials for their campaigns.
 - (iii) SA chartered organizations may not use their initial budget allocations to support a write-in candidate. They may, however, use any fundraised money in their SA account.
 - (iv) Organizations must follow all regulations as listed in the Constitution and these Bylaws when endorsing write-in candidates and publicizing such endorsements.
- (n) Assembly and Executive Board Regulations
 - (i) Members of the Student Association who are given titles, including but not limited to, the Executive Board, the Judicial Board, and the legislative body as a whole may endorse a candidate or ballot question of their choosing, however, they may not use any of the facilities of the Student Association office or the facilities of the Student Association in general to publicize their endorsements.
 - (1) For the purpose of this provision, the use of any member's title(s) other than their own will be considered a facility of the Student Association office.
 - (ii) Individual members of the Student Assembly who are not members of the Elections Committee may endorse candidates if they so choose. The individual then forfeits any potential participation in elections committee business. This includes, but is not limited to, counting ballots, handling ballot boxes, and poll-sitting.
 - (1) Members of the Elections Committee may not endorse any candidates for any position.
 - (a) Methods of endorsing may include but are not limited to, social networking sites, blogging, etc.
 - (2) The Student Assembly as a whole is prohibited from endorsing candidates.
 - (3) No member of the Student Assembly may use the resources of the Student Association office to publicize their endorsements.
- (o) Executive Board Elections Procedures
 - (i) All elections for Executive Board members shall be conducted in accordance with the procedures outlined in this constitution and its bylaws.
 - (ii) To be placed on the ballot, a candidate must submit a petition supporting his or her placement on the ballot which bears the printed name, signature, and PODS user ID of at least one hundred (100) members of the Student Association.
 - (1) The Elections Committee may, with the approval of the Assembly, require that additional information be provided for each of the required one hundred (100) members of the Student Association.
 - (iii) The majorities required to be elected shall be as follows:
 - (1) In an initial election, a candidate must receive at least forty percent (40%) of the total votes cast in a given race in order to be elected to that office.
 - (a) If no candidate receives the required plurality in the initial election, a runoff election shall be held.
 - (2) In a runoff election, a candidate must receive a majority of the total votes cast in a given race in order to be elected to that office.
- (p) Postering Policies
 - (i) All candidates, including write-in candidates, are expected to follow the postering regulations as set forth by the University.
 - (ii) For any general election in which there are candidates involved, the Elections Committee will provide each candidate with three hundred four (304) free Cold Copy vouchers to be used as follows:
 - (1) Three hundred (300) are to be redeemed only for copies printed on eight and a half by eleven (8.5x11) paper.
 - (2) Four (4) are to be redeemed only for large size posters.
 - (iii) For run-off elections, the elections committee will provide each candidate with one hundred fifty (150) free eight and a half by eleven (8.5x11) copies from Cold Copy.
- (q) Candidate Regulations
 - (i) The candidate, the candidate's staff, and supporters are all responsible for adhering to these bylaws.
 - (ii) Each candidate shall be given a copy of these bylaws and the University Postering Policy upon picking up his/her petition for candidacy.
- (r) Run-Off Elections
 - (i) All rules that apply to a general election apply to run-off elections with the following exceptions.
 - (1) No write-ins will be placed on a run-off ballot.
 - (2) Ballot position shall be re-drawn at random.
- (s) Vacancies
 - (i) When Student Association Executive Board vacancies occur as defined in the constitution, a special election is to be held.
 - (1) A time table must be presented to and approved by the Student Assembly before the opening of letters of intent.

- (2) The special election timeline is to be followed at the discretion of the Elections Committee
 - (a) The letters of intent period must last seven (7) days.
 - (b) At least seven (7) days prior to the election, the committee must publicized the following:
 - (i) The office(s) being contested and the candidate(s).
 - (ii) The time and place of the election.
- (3) Election locations shall be at the discretion of the elections Committee, pending Assembly approval. The election shall last for a minimum of six (6) hours.
 - (a) This election must last a minimum of one (1) day.

Section 5.02 Election, removal and recall of the Student Member of the Binghamton University Council (hereinafter referred to as the BU Council Representative)

- (a) This section refers only to the election of the BU Council Representative and shall take precedence over any other Bylaws in case of conflict.
- (b) Elections
 - (i) Three representatives from the Student Association Elections Committee shall join two representatives from the Graduate Student Organization (hereinafter referred to as GSO) Elections Committee to form a committee to oversee the joint election of the BU Council Representative.
 - (ii) This committee must elect a chair and a vice chair at its first meeting. These chairs shall serve for the remainder of the academic year. The chair shall abstain from all votes, except those in which he/she must vote to break a tie. The vice chair shall act as chair in the absence of the chair.
 - (iii) At least two (2) members of the Student Association Elections Committee and one (1) member of the GSO Elections Committee, one of which must be the chair or vice chair, must be present in order for a meeting of this committee to take place.
 - (iv) The Executive Vice President of the Student Association and the Elections Chair of the GSO shall be ex-officio members of this committee.
 - (v) The joint committee shall determine its own procedures for the election, but must conform to all general elections regulations as outlined in this Constitution and its Bylaws, as described by University-wide policies, and in conjunction with the GSO's general elections regulations.
 - (vi) Letters of intent must be solicited from both graduate and undergraduate students. Letters of intent should be directed to the attention of the chair or vice chair of the committee.
 - (vii) BU Council elections shall be held at the same time as Student Association Executive Board and Graduate Student Organization Executive Board elections when possible.
 - (viii) Both graduate and undergraduate students shall vote in the BU Council elections.
 - (ix) If there are grievances against the election, they shall be addressed to the joint committee. Any decision of the joint committee is final.
- (c) Removal and Recall of the BU Council Representative
 - (i) Removal
 - (1) The BU Council Representative can be removed for various reasons including, but not limited to, the grounds stated below. The BU Council Representative shall not:
 - (a) Have more than four (4) unexcused absences from Student Assembly meetings.
 - (b) Have more than four (4) unexcused absences from Graduate Student Organization meetings.
 - (c) Have more than one (1) unexcused absence from Binghamton University Council meetings.
 - (2) The Student Association Judicial Board or the GSO Executive Board may hear any grievance against the BU Council Representative. Should the Judicial Board or GSO Executive Board convict, the BU Council seat shall be considered vacant until there is objection from the GSO Senate or the Student Assembly, or this action is in conflict with guidelines promulgated by the State University trustees.
 - (3) The Student Assembly and GSO Senate must vote on the removal of the BU Council Representative at their respective meetings immediately following the conviction. A majority vote of two-thirds (2/3) of the Student Assembly and the GSO shall remove the BU Council Representative.
 - (ii) Recall
 - (1) A recall vote can be requested by a two-thirds (2/3) majority vote of wither the Student Assembly or the GSO Senate should an attempt to remove the BU Council Representative fail.
 - (2) Any recall election shall be run by a joint elections committee as defined in Bylaws III, 2, B, i. The procedure for recalling a BU Council Representative is outlined in the SA Constitution and Bylaws.
 - (3) If the recall vote is in the affirmative, then the BU Council seat shall be considered vacant unless this action is in conflict with guidelines promulgated by the State University trustees.
 - (4) Any outcome of the referendum vote is binding.
 - (iii) Vacancy
 - (1) If the BU Council Student Representative seat is vacated through resignation or removal, a new election must be held within twenty-one (21) class days.

Section 5.03 Election of Student Assembly Representatives

- (a) Procedures
 - (i) An ad-hoc elections committee shall be created to help oversee Student Assembly Representative elections.
 - (1) This committee shall include the Student Assembly Speaker and any additional individuals chosen by the Assembly Speaker who are not candidates in a Student Assembly election.
 - (ii) The election of representatives shall be held within twenty (20) class days after classes begin for the fall semester.
 - (iii) To be eligible to run for a representative position, a student must be a member of the Student Association.
 - (iv) A representative must be a member of the constituency the member represents from the moment the member takes office until the end of the member's term.
 - (v) Every Student Association member must have equal opportunity to cast a vote for the election in his/her community.
 - (vi) Community Presidents must comply with any reasonable elections-related request made by the ad-hoc elections committee.
 - (vii) Community governments may request use of one (1) Student Association ballot box to use in the election of Student Assembly representatives.
- (b) On-Campus Representatives
 - (i) All representatives of an on-campus constituency should be elected in an election run by that area council unless the Student Association ad-hoc elections committee deems otherwise.
 - (ii) The Student Assembly Speaker is responsible for publishing all dates of sweeps and elections in each on-campus constituency.
 - (iii) The ad-hoc elections committee shall provide a liaison to each residential area to assist in the running of the elections and report any irregularities back to the committee.
 - (iv) All results, including vote totals and ballots, must be provided to the ad-hoc committee for approval.
 - (v) Upon approval of the results of all on-campus elections, the ad-hoc committee must post the official results, including all vote tallies, on the Student Association website and in the Student Association office for at least forty-eight (48) hours.
 - (vi) The ad-hoc committee shall have the power to address all grievances dealing with on-campus elections before or after it has been addressed by a representative's constituency and may take any action deemed appropriate including, but not limited to:
 - (1) Re-running an election
 - (2) Disqualifying a candidate
 - (3) Ordering an election not be rerun
 - (4) Declaring a disqualified candidate the winner
 - (5) Each residential area must ensure that the election procedure is made known to the constituency at least seventy-two (72) hours in advance.
- (c) Off-Campus Representatives
 - (i) All representatives from off-campus constituencies not filling vacancies shall be elected in an election run by the ad-hoc elections committee.
 - (ii) The ad-hoc elections committee shall be responsible for advertising all elections at least forty-eight (48) hours in advance.
 - (iii) The ad-hoc elections committee shall hold a minimum seven (7) day advertised letter of intent period to solicit candidates for the Student Assembly from off-campus.
 - (iv) There shall be enough space on each ballot to allow for as many write-in candidates as there are positions open on the Student Assembly.
 - (v) The counting of ballots from the election shall be open and the results, including all tallies, must be posted for at least forty-eight (48) hours.
 - (vi) The Student Association must ensure that the election procedure is made known to the constituency at least seventy-two (72) hours in advance.
- (d) Filling Vacancies on the Student Assembly
 - (i) Vacancies of On-Campus Constituencies
 - (1) Before the fourth (4th) week of the semester, a full election shall be run by the constituency's area council and overseen by the Elections Committee to fill all vacancies.
 - (2) During and after the fourth (4th) week of the semester, provided a five (5) day advertised letter of intent period is allowed, a constituency council may appoint a new representative at a regular meeting of that council with at least fifteen (15) members present until an election is held, if desired.
 - (ii) Vacancies of Off-Campus Representatives
 - (1) All vacancies of Off-Campus representatives may be filled by appointment of the Off-Campus College Council, provided an advertised five (5) day letter of intent period has been allowed.

TITLE VI. FINANCIAL COUNCIL AND FINANCIAL GUIDELINES

Section 6.01 Financial Council

- (a) Representatives
 - (i) Election, Recall, Removal, and Vacancies
 - (1) Shall be dealt with in accordance with the Student Association Constitution and Bylaws.
- (b) Procedures
 - (i) Meetings
 - (1) Regular Meetings
 - (a) Shall be held weekly at a regular time.
 - (2) Special Meetings
 - (a) May be called by the Student Association Treasurer, Financial Vice President, or the vice chair of the Financial Council.
 - (ii) Quorum
 - (1) Five (5) members of the Council, at least three (3) from on-campus constituencies and two (2) from Off-Campus College, will constitute a quorum and be necessary to conduct business.
 - (a) Only members at the meeting shall have a vote and be counted towards quorum.
 - (i) At the discretion of the Chair, a member may participate in the meeting, and be counted towards quorum, if that member is teleconferencing with the meeting in real time.
 - (b) If a regular meeting of the Financial Council fails to take place for two (2) consecutive weeks due to lack of quorum, the power of the Financial Council shall revert to the Student Assembly until such time as the Financial Council achieves quorum.
 - (iii) Attendance
 - (1) Attendance shall be taken at the beginning and end of each Financial Council meeting.
 - (2) If a member of the Financial Council is not present, they will receive one-half (1/2) absence each time attendance is taken.
 - (iv) General Procedures
 - (1) All meetings of the Financial Council shall be conducted informally according to the most recent edition of Robert's Rules of Order, unless otherwise specified in this constitution or its bylaws.
 - (2) All meetings of the Financial Council are subject to the New York State Open Meetings Law and shall be considered a necessary and seminal step in the disbursement and allocation of Student Association funds.
 - (a) A vote to eject a person from the meetings or to enter executive session is required by a two-thirds (2/3) majority. The reasoning for the motion must be clearly stated in the Financial Council's report to the Student Assembly, referencing a section of the Open Meetings Law.
 - (3) A set of financial management guidelines for all chartered organizations, and other fundable parties, shall be presented to the Financial Council by the Student Association Vice President for Finance at the second meeting of the Financial Council, and the Financial Council shall adopt this procedure, in either its original or an amended form, at that meeting.
 - (a) The approved version of these financial management guidelines shall serve as the official financial policies for the academic year, and any changes or additions to these guidelines must be approved by the Financial Council.
 - (b) Once the Financial Council has adopted a set of financial management guidelines and the Student Assembly has given it final approval, the Student Association Vice President for Finance shall immediately notify all chartered organizations, and all other interested, involved, and/or fundable parties, of this procedure.
 - (4) A procedure for the Financial Council's consideration and adoption of the Student Association budget shall be presented to the Financial Council by the Student Association Vice President for Finance by November 1, and the Financial Council shall adopt this procedure, in either its original or an amended form, by December 1.
 - (a) Within this procedure, and the consideration of the budget itself, the Financial Council, shall abide by the terms of the Student Association Constitution and these bylaws, and shall:
 - (i) Determine all of the Student Association's financial obligations, as enumerated in the Student Association Constitution and these bylaws, and place those obligations on the front page of the budget.
 - (ii) Review all requests by fundable chartered organizations for the following year's budget.
 - (iii) Present to the Student Assembly a balanced budget for the following year.
 - (b) Once the Financial Council has adopted this procedure and the Student Assembly has given it final approval, the Student Association Vice President for Finance shall immediately notify all chartered organizations, and all other interested, involved, and/or fundable parties, of this procedure.

- (c) Once the Financial Council has set the dates and deadlines for the budget process, the Student Association Vice President for Finance shall immediately notify all chartered organizations, and all other interested, involved, and/or fundable parties, of this procedure.
- (5) A procedure for the Financial Council's consideration of non-budgetary requests shall be presented to the Financial Council by the Student Association Treasurer at the first meeting of the Financial Council, and the Financial Council shall adopt this procedure, in either its original or an amended form, at that meeting.
- (6) The Financial Council shall, on a first-come, first-served basis, distribute the Fundraising Supplement account in the following manner:
 - (a) Any fundable chartered organization, or other fundable party, except for the Student Association's offices, businesses, and co-ops; the residential community councils; and the state and national organizations with which the Student Association is affiliated may apply for an allocation from the Fundraising Supplement account.
 - (i) With proper fundraising documentation, the Financial Council shall allocate no more than \$1500 per academic year to each applicant chartered organization, or other fundable party, to be distributed according to the following rates:
 - (1) Fifty cents (\$0.50) of Fundraising Supplement money for every one (1) dollar of fundraising net profit for the first \$500 of Fundraising Supplement money requested by the applicant.
 - (2) Ten cents (\$0.10) of Fundraising Supplement money for every one (1) dollar of fundraising net profit for the next \$1000 of Fundraising Supplement money requested by the applicant.
- (7) The Financial Council shall, on a first-come, first-served basis, distribute the Business Capital Replacements account to Student Association businesses.
- (8) The Financial Council shall be responsible for upholding an enforcing Title VI, Section 6.02.c of these bylaws.
 - (a) The Financial Council may, where necessary and appropriate, after holding a hearing on the matter at hand, place any student-run business on financial probation for the duration of the semester.
 - (i) Under financial probation, a student-run business must submit monthly financial reports to the Financial Council and the Student Association Vice President for Finance, and submit to whatever oversight is deemed necessary by the Financial Council.
- (9) The Financial Council shall review the financial aspects of all proposals by chartered organizations within the Student Association for expenditures which are both budgeted for over \$1,500 and which would cost over sixty percent (60%) of the chartered organization's remaining allocation.
 - (a) The Financial Council shall have the power to, by a majority vote, stop spending on any expenditure reviewed under Title VI, Section 6.01.b.iv.9 if it finds the expenditure to be financially infeasible or irresponsible.
 - (b) The Student Association Financial Vice President shall have the power to waive the requirement of Title VI, Section 6.01.b.iv.9 for decisions regarding the expenditure is time sensitive or if the expenditure is for an event, program, or other activity that has a financially successful tradition.
 - (i) The Student Association Vice President for Finance shall inform the Financial Council, at its next regularly scheduled meeting, of all expenditure for which the requirement of Title VI, Section 6.01.b.iv.9 was waived under the terms of Title VI, Section 6.01.b.iv.9.b.
 - (1) The Financial Council shall, where legally and financially possible, have the power to, by a three-quarter (3/4) majority vote, stop spending on any expenditure for which the requirement of Article I, Section 2-D-ix was waived under the terms of Article I, Section 2-D-ix-b.
- (10) The members of the Student Association Financial Council are subject to the restrictions set forth in Title IX.

Section 6.02 Financial and Business Procedures

- (a) Voluntary Dues
 - (i) Any organization wishing to charge voluntary dues to its membership must have the proposed voluntary dues approved, each academic year, by the Financial Council.
- (b) Stipends
 - (i) Student Association Executive Board and Assembly Speaker
 - (1) Academic Year
 - (a) Shall be distributed by the Student Association Vice President for Finance in accordance with the following guidelines:
 - (i) Stipends shall be distributed to each stipended individual pro rata during the academic year, at which time no more than the prorated amount of the total stipend shall be allocated.
 - (ii) All stipend amounts must be made public to all members of the Student Association.

- (iii) The Financial Council must approve all stipends during the Student Association budget process.
 - (2) Summer
 - (a) Shall be distributed by the Student Association Vice President for Finance in accordance with the following guidelines:
 - (i) An Executive board member is eligible to receive one half (1/2) of the stipend upon attending and giving a report at one (1) meeting of the Executive board, held in the Student Association office, during the month of May or June, and one (1) meeting of the Executive board, held in the Student Association office, during the month of July.
 - (1) The Executive Board member may be excused, by a unanimous vote of those members of the Executive Board who are in attendance at the meeting, from one (1) of the Executive Board meetings described by Title VI, Section 6.02.b.i.2.a.i.
 - (ii) An Executive board member is eligible to receive one half (1/2) of the stipend upon attending and giving a report at a meeting of the Executive board, held in the Student Association office, during the month of August.
 - (iii) Stipends shall be distributed to each eligible stipended individual, as defined in Title VI, Section 6.02.b.i.2.a.i and Title VI, Section 6.02.b.i.2.a.ii in two (2) equal halves during the summer, with the one half (1/2) made accessible at the end of July and one half (1/2) made accessible at the end of August.
 - (ii) Chartered Organizations and Other Issuers of Stipends
 - (1) Shall be distributed by the appropriate party within the chartered organization, or other stipend-issuing body, in accordance with the following guidelines:
 - (a) Any organization wishing to issue stipends to its members must have the proposed stipends approved by the Financial Council and the Student Assembly.
 - (b) Financial Council may not allocate additional funds mid-year to be used towards stipends.
 - (iii) Ongoing Business Activities
 - (1) Title VI, Section 6.02.c.i of these of these bylaws shall only apply to ongoing business activities currently in existence or proposed on the Binghamton University campus, except as specified. These include such activities as co-ops, regularly scheduled craft fairs, and any activity which offers a product for sale on a regular basis on this campus.
 - (2) For all meetings concerning student-run businesses, a delegate from the University Administration shall be entitled to sit on the Financial Council as a temporary, ex-officio, non-voting member.
 - (3) In order to be eligible to operate on the Binghamton University campus, all business activities must be not-for-profit and for the purpose of enriching the campus environment, with all proceeds from such activities going back into a campus organization for a worthy campus purpose.
 - (4) All proposed bookkeeping procedures shall be reviewed by the Student Association Vice President for Finance, or the Vice President for Finance's designee, in order to ensure financial responsibility and that all income will be placed in either a Foundation account, an account with an approved financial firm under contract with the Student Association, or any other approved financial institution which has been agreed upon by the Financial Council.
 - (5) Financial reports must be submitted once a semester by each organization.
 - (a) A tax number must also be submitted by any organization selling taxable items.
 - (6) The operation of campus business activities must remain within the parameters described in the proposal.
 - (a) If new services are desired, an amendment to the proposal must be submitted to the Financial Council.
 - (b) The Student Association Vice President for Finance, or a representative of the Financial Council, shall review, either on a periodic basis or as the situation warrants, those organizations conducting business, and shall prepare, and present to the Financial Council, a report on any important findings.
 - (i) Based on the reports provided to it, the Financial Council shall make a decision as to what action should be taken.
 - (iv) Temporary or One-Day Business Activities
 - (1) Title VI, Section 6.02.c.ii of these of these bylaws shall only apply only to temporary or one day business activities.
 - (2) In order to enable the Financial Council to properly regulate all temporary or one day business activities, each chartered organization, or other fundable party, which is conducting such activities must:
 - (a) Submit to the Financial Council, in conjunction with its room reservation request for its temporary or one day business activities, a form which will ask what the organization wants to do, how all monies will be accounted for, and what Foundation account, or other approved account, will be used to hold the funds.

- (b) Submit to the Financial Council, on the last day of each semester, a financial report for all temporary or one day business activities that the organization ran during that semester.
- (v) Proposals for Business Activities
 - (1) Proposals for business activities shall be reviewed, and determination as to whether a business activity shall be allowed to begin, or continue, shall be issued, by the Financial Council, with a delegate from the University administration, as per Title VI, Section 6.02.c.i.2, sitting on the Financial Council as a temporary, ex-officio, non-voting member.
 - (2) Proposals for on-campus business activities must include:
 - (a) A statement of purpose for the business activity, which shall include:
 - (i) The practical purpose for the business activity existing on campus
 - (ii) An answer to the question of whether the product or service is available or accessible in the community or on campus and, if so, what unique service or benefit this business activity would provide.
 - (b) Answers to, and additional statements, comments, and explanations regarding, the following questions:
 - (i) What start up monies will be used and where they will be obtained.
 - (ii) What internal policies or procedures exist that ensure monies generated will be used in accordance with Title VI, Section 6.02.c.i.3
 - (iii) What facilities will be used for sales, product storage and product preparation.
 - (iv) How financial records will be maintained and recorded.
 - (v) A list of types of products sold, as well as which types are subject to sales tax.
 - (vi) The names of individuals who will be in charge of day-to-day operations.
 - (vii) What training measures will be adopted to ensure employees follow stated operating procedures and safety standards.
 - (viii) How the organization will ensure product quality, safety, and customer satisfaction on a regular basis.
 - (ix) What Student Association organization is sponsoring the ongoing business activity or co-op.
 - (1) An ongoing business activity or co-op may, itself, be a chartered organization.
 - (3) The Financial Council, as defined in Title VI, Section 6.02.c.2 shall, in determining whether to allow a business activity to begin, or continue, use the following criteria:
 - (a) That monies generated from the proposed or operating business activity will be used to benefit a recognized campus organization or, in some specific way, enrich the campus environment. Business activities for personal and/or private gain will not be approved.
 - (b) That the organization demonstrates that it has use of adequate space facilities for its proposed activities.
 - (c) That all monies will be adequately accounted for, recorded and placed in Foundation accounts or accounts with an approved financial firm under contract with the SA or an approved financial institution to collect and disburse organizational funds.
 - (d) That all required sales tax reports will be filed as required by law and that appropriate products will be taxed as required by law.
 - (e) That appropriate health and safety standards will be met and documented by inspection made by the city or county agency having jurisdiction in the matter.
 - (f) That individuals in charge of the operation will be students at Binghamton University.
 - (g) That procedures for regular inspection of product safety and/or quality can be guaranteed.
 - (h) That adequate insurance coverage does exist for the organization under the Student Association's insurance policies.
 - (i) That the business activities will not violate the terms of the contract between the Foundation Office and the University.
 - (j) That, in the opinion of the committee, the business activity will provide a useful and appropriate service to the campus community.
 - (k) That the business activity will adhere to all state and/or federal statutes.
 - (l) That the campus business organization adheres to wage scales that are reasonable.

TITLE VII. PROGRAMMING BOARD

Section 7.01 Student Association Programming Board (SAPB)

- (a) Purpose
 - (i) The purpose of the Student Association Programming Board is to coordinate programs in an effort to carry out recreation social programming for the entire undergrad of Binghamton University
- (b) Executive Board
 - (i) The voting Executive Board of the Student Association Programming Board consist of the following chairs:
 - (1) Treasurer
 - (2) Concerts
 - (3) Community Festivals
 - (4) Insights
 - (5) Binghamton Underground Music Presents (BUMP)
 - (6) Variety
 - (7) Advertising
 - (8) Research Chair
- (c) Application Process
 - (i) Applications will open to all members of the Student Association after Student Association Executive Board elections
 - (ii) Current Executive Board members must reapply if they want their position again
 - (iii) The Vice President for Programming elect shall conduct interviews for committee chairs
 - (iv) The Vice President for Programming-elect shall invite the outgoing Vice President for Programming and the corresponding committee chair, if they are not re-applying, to the interview
 - (v) After all interviews are conducting the Vice President for Programming-elect shall ask for input from the Vice President for Programming and the corresponding e board member.
 - (vi) The Vice President for Programming-elect shall appoint the next years committee chairs
- (d) Duties
 - (i) The Vice President for Programming shall serve as chair of the the Student Association Programming Board, and shall direct all programming staff and functions supervise all business activities, enforce policies of the by-laws and the Student Association constitution
 - (ii) Use a portion of the budget to implement programs that do not fall under a specific committee
 - (iii) Give a monthly performance review for the following executive board members:
 - (1) Treasurer
 - (2) Concerts
 - (3) Community Festivals
 - (4) Research Chair
 - (iv) The Vice President for Programming shall appoint the following coordinators to serve all the committees and give monthly performance reviews for the coordinators
 - (1) Production
 - (a) Responsible for running production at all large scale events
 - (2) Hospitality
 - (a) To work primarily under the concert chair
 - (3) Website
 - (4) Member retention
 - (v) Voting members are required to attend all meetings of the Student Association Programming Board, missing no more than two unexcused meetings,
 - (1) Absences may be excused by a majority vote of Executive Board members
- (e) Committees
 - (i) Membership
 - (1) Any member of the Student Association may become a member of a committee.
 - (ii) Responsibilities
 - (1) Attend all required the Student Association Programming Board general body meetings and committee meetings
 - (2) Give monthly performance reviews of committee chairs of the following committees:
 - (a) Variety
 - (b) Insights
 - (c) BUMP
 - (iii) Descriptions
 - (1) These descriptions must be posted after the Vice President for Programming is elected for the following year, but before the application process for the new the Student Association Programming Board begins, and shall remain in place for the duration of the term each chair serves.

- (a) Concerts
 - (i) Shall coordinate and present large-scale shows to the University community.
 - (ii) Shall also work in conjunction with the Student Association Programming Board to bring large-scale shows to campus-wide events
- (b) Community Festivals
 - (i) Shall coordinate all large-scale campus wide events including, but not limited to, University Fest, Homecoming, Spring Fling, and Frost Fest.
 - (ii) Shall work in conjunction with other the Student Association Programming Board committees to add value to these large-scale campus-wide events.
 - (iii) Shall coordinate campus-wide events based on the collegiate residential model and with a goal of campus unity, including, but not limited to such events as Campus Wars and the event.
 - (iv) Shall liaise with other campus-wide events, including but not limited to Relay for Life, in an effort to unite the collegiate communities for certain causes.
 - (v) Shall serve as the main contact for Student Association chartered organization looking to work with the the Student Association Programming Board in partnership programs.
- (c) Insights
 - (i) Shall coordinate campus lecture programs, mini courses and workshops for the campus community.
- (d) Binghamton Underground Music Presents (B.U.M.P.)
 - (i) Shall coordinate and present small-scale alternative music shows to the campus community.
 - (ii) Shall also work in conjunction with the Student Association Programming Board committees to bring small-scale music shows to campus-wide events.
- (e) Variety
 - (i) Shall coordinate stand-alone novelty acts and variety shows for the campus community.
- (f) Advertisement
 - (i) Shall work to advertise shows and events to outside publications and alternative ways on campus
 - (ii) Shall work with the Student Assembly Student Outreach Committee chair in an effort to centralize communication efforts.
 - (iii) Shall work in conjunction with the Student Association Graphic Designer to coordinate marketing materials.
- (g) Treasurer
 - (i) Shall work in conjunction with the Vice President for Programming to maintain the entire the Student Association Programming Board budget
 - (ii) Shall maintain detailed records of all Student Association Programming Board income and expenditures.
- (h) Research
 - (i) Shall conduct electronic polls, speak informally with students, and use any other reasonable means necessary to determine which type of programs students are interested in, and which would be well-attended
 - (ii) Shall use programming held at neighboring universities as a guide in issuing program recommendations

TITLE VIII. Open Governance

Section 8.01 Applicability

- (a) All members of the Student Assembly, Financial Council, Judicial Board, Executive Board, and subsidiary bodies, office assistants, and employees thereof, are subject to the policies set forth in **Title IX, Section 9.**

Section 8.02 Conflict of Interest Policy

- (a) Affected members shall, upon taking their respective offices and no later than one week after assuming said office, disclose to the Student Association Executive Vice President, their affiliations, associations, memberships, and relationships with any and all organizations, clubs, groups, etc. that are considered, subject to review by, and/or a subsidiary of the Student Association at Binghamton University.
 - (i) Such Organizations, clubs, groups, shall include but not be limited to: Residential Life, Greek Organizations, club sports, Student Association Businesses, Student Association Chartered Groups, employment within the Student Association and the offices therein, University Administration, University offices and bodies.
 - (ii) If an affected member has no relationship, affiliation, association, or membership with such an organization, club, group, etc. the affected member is not required to disclose such.
 - (iii) The Executive Vice President shall actively solicit electronically all affiliation disclosures required by Title IX, Section 9.02 at the start of each Fall and Spring semester.
 - (1) An additional solicitation must be made twenty (20) class days before the Student Assembly's annual budget hearing.
 - (2) Affected members, as stated in Title IX, Section 9.01.a, may choose to submit their affiliations either in writing or by email.
- (b) Publicity
 - (i) The Executive Vice President shall ensure that a current digital affiliation disclosure lists, as required in Title IX, Section 9.02, one sorted by each individual's last name, be posted prominently to the Student Association website.
- (c) Enforcement
 - (i) Members of the Student Association Student Assembly, Financial Council, Judicial Board, and Executive Board who fail to respond with their affiliations, or lack thereof, within ten (10) class days of the solicitation required by Title IX, Section 9.02.iii shall be subject to the below enumerated penalties
 - (1) Members shall be prohibited from speaking and voting as an official at any meeting of the member's respective body.
 - (a) Members shall be counted as absent from any meeting in which they are unable to vote due to the requirements set forth in Title IX, Section 9.02.d.i.1.
- (d) No Executive Board member may sit on the executive board of any chartered organization.

Section 8.03 Public Information

- (a) All files maintained by any Executive Board officer or any employee of the Student Association shall be considered "Student Association Information."
- (b) Student Association Information shall be released to any member of the Student Association according to the following guidelines:
 - (i) Requests shall be submitted to the Student Association President, who shall, within five (5) class days of the request, obtain requested information and provide it to the requestor, deny the request, or provide a reason that the request is taking longer than five (5) class days.
 - (ii) All Executive Board members, employees of the Student Association, and other officers of the Student Association are required to provide requested information to the Student Association President when requested on behalf of a member of the Student Association.
 - (iii) If a request is denied, the requestor may appeal to the Student Assembly, which shall decide whether or not to release the requested information by using the following procedures:
 - (1) The Assembly Speaker shall present the request to the Student Assembly as a main motion.
 - (2) Debate on the request shall follow the Student Assembly's rules for a main motion.
 - (3) The Student Assembly can order the information to be released by a majority vote in the affirmative.
- (c) Any information that is available on the Student Association website shall be exempted from this section, since it is already publicly available.
- (d) If the Executive Board feels that any information should not be made public, and the Student Association lawyer produces a letter saying that the information becoming public would be detrimental to the Student Association, then under no circumstances shall that information be made public unless such withholding would violate the Freedom of Information Act.
- (e) The Student Assembly Speaker must ensure that updated copies of Student Association governing documents are posted to the Student Association website.

Section 8.04 Student Assembly Speaker's Report

- (a) Shall be compiled and distributed by the Student Assembly Speaker within forty-eight (48) hours after every meeting of the Student Assembly.

- (b) Shall contain annotated copies of each Assembly agenda, including, but not limited to: any and all legislation submitted and/or considered, minutes, assembly attendance records, committee and Executive Board reports and any supplemental data.
 - (i) Annotations must show vote totals, amendments, and any other relevant information.
 - (ii) Minutes shall be exempt from inclusion if they are not available by the time the Student Assembly Speaker's Report is compiled.
 - (iii) Student Association Affiliation Disclosure reports, as required by Title IX, Section 9.02.c.i.1, must be included in the Student Assembly Speaker's Report for the week in which they are introduced.
- (c) Shall be distributed by email to all Student Association groups registered as Media Groups, all community presidents, all building presidents, and any Student Association member requesting to receive the report.
 - (i) If not included in the Student Assembly Speaker's Report, minutes must be distributed to the aforementioned parties as soon as they become available.
 - (ii) The email body must include prominently a compilation of impact statements for all legislation presented in new and old business, including a vote totals and a result for all legislation considered.
 - (iii) The email must include a note pointing to the presence of any information contained in the Student Assembly Speaker's report not summarized in the email body.
- (d) Shall be printed and placed in a publically accessible reference binder in the Student Association office for the duration of the academic year.
 - (i) The reference binder shall contain any supplemental materials distributed during any given assembly meeting.

Section 8.05 Student Association Government Meeting Calendar

- (a) The Executive Vice President shall be responsible for advertising the dates, times, and locations of all public meetings of all branches of the Student Association Government.
 - (i) Branches of the Student Association Government shall include, but not be limited to: Executive Board, Student Assembly, Judicial Board, Financial Council.
 - (ii) All advertisements must state that meetings are open to the public.
 - (iii) Individuals responsible for chairing meetings of the Student Association Government must comply with all reasonable schedule solicitations by the Executive Vice President for the purpose of advertising meetings.
 - (iv) Advertisements must be placed in a central and public location in the Student Association office and on the Student Association website.

TITLE IX. STUDENT SUPPORT AND ADVOCACY

Section 9.01 Student Advocates

- (a) All employees of individual Student Association executive offices whose position is listed below shall be considered “Student Advocates”.
 - (i) Student Advocates may receive a stipend at the discretion of their executive employer from their employing office’s account
- (b) All student advocates must maintain the strictest level of confidentiality when dealing with personal student information.
- (c) Positions
 - (i) Peer Advocate for Student with Disabilities
 - (1) Shall be appointed annually by the Vice President for Multicultural Affairs.
 - (2) Shall appoint and chair a committee which is charged with the duty of aiding Students with Disabilities.
 - (3) Shall be responsible for maintaining confidentiality regarding the disclosure of information from Students with Disabilities.
 - (4) Shall be responsible for:
 - (a) Education:
 - (i) Working with student groups, the Student Association, Community Governments, and all others who request help in making programs more handicap-friendly.
 - (ii) Organize programs specifically promoting disabilities awareness and fostering a community atmosphere of inclusivity.
 - (iii) Promote a barrier-free campus with respect to disabled persons.
 - (b) Networking:
 - (i) Providing networking opportunities for Student with Disabilities interested in meeting other Students with Disabilities.
 - (ii) Create a hospitable environment within the Student Association so that, if a student chooses to disclose a disability, they are greeted with understanding and acceptance.
 - (ii) Student Judicial Affairs Advocates
 - (1) Shall be appointed by the Vice President of Academic Affairs
 - (2) Shall be responsible for guiding and advising students through judicial sanctions presented by the Office of Student Conduct.
 - (iii) Student Representatives to Binghamton University Committees
 - (1) Any student appointed to any Binghamton University committee as a student representative must report once monthly to the Student Assembly via their appointing officer’s report.
 - (2) Representatives must advocate for any issues prescribed by the Student Assembly.
 - (3) Representatives may be removed from their respective committee by the Student Assembly for failure to perform their duties by a two-thirds supermajority vote.

Section 9.02 New Student Welcome

- (a) Welcome Package
 - (i) Each new student shall receive a “Welcome to the Student Association” package from the Student Association.
 - (ii) The package shall be created by a committee consisting of: the Student Association president-elect, the Student Assembly Speaker-elect, the Student Outreach chair pro-tempore for the following year, the Vice President for Finance-elect, and the Vice President for Programming-elect.
 - (iii) Shall be funded by the Student Association Outreach account.
 - (iv) Shall be distributed to all incoming freshmen either at convocation, through delivery to residence halls, or during summer orientation sessions.
 - (v) Shall contain:
 - (1) A useful gift from the Student Association.
 - (2) A comprehensive guide for students relating to campus life, academics, and the City of Binghamton.
 - (3) An introduction to the Student Association Government, its executive members, and its Student Groups.
 - (a) This guide shall include prominently, on the front page or inside cover, a brief passage about the Student Association’s independence and its significance to the Student Association’s success on campus.
 - (4) A concise flyer about or invitation to the Student Group Showcase Fair from the Executive Vice President.
 - (5) A Student Judicial Affairs Advocate Brochure from the Vice President for Academic Affairs, at the discretion and expense on the Vice President for Academic Affairs.
 - (6) Brief informational material from any Executive Board office or the Student Assembly, at the expense of the sponsoring party.
 - (7) A map of campus placing specific importance of the Student Association office.
 - (8) A map of the Greater Binghamton Area, including the Town of Vestal and the City of Binghamton, placing specific importance on locations of interest to the general student body.

- (a) Point of interest shall include, but not be limited to, locations of social, personal, cultural, and/or academic significance.
- (b) Points of interest may not be sponsored, sold, or otherwise preferred due to any affiliation or transaction with any entity external of the Student Association.