

Dutchess Community College Student Government Association

100 - Bylaws

Version last amended on **4/28/23**

101 – Procedure for Amending these bylaws

101.1 – A written resolution to amend the bylaws will first be submitted to the SGA Executive Board for consideration.

101.2 - The resolution shall then be presented to the SGA Senate for consideration.

101.3 – After referral for one week, the Senate shall vote on the resolution. A 2/3rds vote of the Senate is required for passage.

200 - Student Groups Policy

201 – Procedure for Organizational Recognition

201.1 – Pursuant to Article I section 1.01.c. of the SGA Constitution; The Senate is hereby empowered to “charter all student organizations.”

201.2 – Recognition may be granted by the Student Government Association to any organization which:

- A. Submits an interest sheet with the signatures of at least 10 students.
- B. Has a DCC Faculty/Staff member who will serve as an advisor.
- C. Submits a Constitution to the Student Activities Office to be reviewed by the Charters and Bylaws Committee. The Charters and Bylaws Committee shall provide for identification of the following and other additional information deemed necessary.
 1. The Name of the Organization.
 2. A statement indicating the purpose(s) of the organization.
 3. Requirements for eligibility for membership, including a provision for removal of members.
 4. The list of officers including their duties and requirements for office, including a provision for removal of officers.
 5. Officer Election Policies.
 6. Provision for selecting an advisor, their duties, and a provision for removal of an advisor.
 7. Provision for creating and amending bylaws.
 8. Provision for amending the Constitution.
 9. Provision for the number or percentage for a meeting quorum.
 10. A regular meeting schedule, no less than twice a month.
- D. Have the Constitution approved by the Charters and Bylaws Committee
 - a. Approval of an organization’s Constitution may be granted if the conditions in section 201.2 (C) have been met along with the following:

- i. The proposed organization does not have the same or similar mission statement to an existing club or organization.
 - ii. The focus of the proposed organization cannot be implemented by an existing organization, The Student Government Association, or committee.
- E. Have the Constitution approved by the SGA Senate.

201.3 – Requests for Organization Recognition will not be accepted after the Mid-Semester Recess in the spring semester.

201.4 – Organizations may be chapters or affiliated with outside organizations under the following conditions:

- A. D.C.C. organizations must follow the Constitution and bylaws of the D.C.C. Student Government Association.
- B. No member of the D.C.C. organization may receive payment, stipends, or any other monetary reimbursement from the outside organization.

201.5 – Organizations that violate the SGA Constitution or bylaws will be subject to disciplinary actions. These actions include, but are not limited to, budgets being frozen, suspension of the club, or the club being declared inactive.

- A. Disciplinary action towards a club will be made by the SGA Executive Board, except in cases otherwise defined.
- B. Clubs may appeal disciplinary actions to the SGA Student Court.

300 - Policy for Maintaining Organizational Recognition

301.1 – Organizations maintain recognition and access to their budgeted funds by meeting the following requirements:

- A. Completing a Club Recognition Form each semester.
- B. Selecting a member of your organization to attend all Student Senate meetings, as a voting member, and be a member of one SGA sub-committee.
- C. Follow the SGA attendance policy.
 - 1. Senate members shall not exceed two (2) unexcused absences per semester. Absence from a sub-committee will equal ½ an absence from a Senate meeting.
 - 2. Pursuant to Article I section 1.07, of the SGA Constitution, any Club Representative who violates the attendance policy shall initiate disciplinary action towards the club as a whole. This disciplinary action shall consist of freezing the club's budget.
 - 3. The procedure to unfreeze a budget is as follows: the club representative must meet with the Coordinator of Internal Affairs with an explanation of absences. The Coordinator of Internal Affairs will make the decision on budget reinstatement.
- D. Submission of club minutes (typed or handwritten) and attendance sheets (original signatures required) after each meeting.

1. If the club fails to submit minutes and/or attendance sheets three times during the semester, the club's budget will be frozen.
 2. The procedure to unfreeze a budget is as follows: the club must submit all outstanding minutes as well as hand in three consecutive meeting minutes/attendance before the budget is reinstated.
- E. Organizations must maintain an average weekly attendance of at least 7 students to continue to be able to use S.G.A. funds.
- F. Submission of receipts and vouchers in a timely manner to the SGA Bookkeeper (1 week after event/trip).

302.1 – Organizations inactive for three (3) semesters or more must resubmit their Constitution follow the procedures described in section 201.2 (C). Any fundraising money in the organizations account will be transferred into the General Account.

302.2 – If an organization reactivates they will be limited to a budget of \$500 the first semester.

400 - Budget Policy

401 – SGA Treasurer

401.1 – Pursuant to Article II section 2.06 of the SGA Constitution, “There shall be a Treasurer who shall be elected by the student body at large.”

401.2 – Pursuant to Article II section 2.06 of the SGA Constitution, “The Treasurer shall be the Chief Fiscal Officer of the SGA.”

401.3 - Pursuant to Article II section 2.06 (D) of the SGA Constitution, “The Treasurer shall chair the Budget Committee of the SGA.”

401.4 – The Treasurer has the authority to freeze any organization’s budget for failure to observe any budget policy.

402 – Budget Committee

402.1 – Purpose and Responsibilities

- A. To monitor and ensure fiscal responsibility and integrity within the Student Government Association.
- B. To review the policies outlined in these bylaws and recommend changes. Recommended changes should follow the procedure outline in Section 100.
- C. To review and approve or disapprove all allocation, reallocation, and fundraising requests for any organization that uses SGA funds.

402.2 – In the event that the Budget Committee is not in session, the following procedure will apply to all budget requests:

- A. Budget requests will be made directly to the SGA Treasurer or SGA Bookkeeper.
- B. The SGA Treasurer or Bookkeeper will bring the budget request before the SGA Executive Board.
- C. The SGA Executive Board will vote for approval or disapproval.
- D. If the amount requested is less than \$1500.00
 - a. The decision of the Executive Board is final.
 - b. The Treasurer will inform the Senate of the its decision.
 - c. If the request is denied, the club may appeal to the Senate.
- E. If the amount is \$1500.00 or more
 - a. The request will be reviewed and voted on by the Executive Board
 - b. If passed, the request will be forwarded to the Senate for consideration.
 - c. The Senate will vote to approve or deny.

403 – Organizations Budgets

403.1 – Recognized organizations have the option of receiving a budget from the SGA.

403.2 – Budgets are submitted in the spring for the following academic year. Organizations that fail to submit a budget in the spring may submit a budget request during the academic year with a limit of \$500 for the year.

403.3 – Budgets are to be prepared using a detailed line item format. The money in any line item may only be used for the stated purpose in the line.

403.4 – Individual budgets will be reviewed by the Budget Committee. The Budget Committee will then meet with each club to revise and approve each budget.

A. The Budget Committee will make sure all budgets comply with the budget guidelines.

B. The Budget Committee will conduct a review of any unused club budget lines. Any budget lines that have been continuously unused will be removed from a budget.

403.4 – The total budget will be voted on by the Student Senate for approval.

404 – Budget Guidelines

404.1 – Each member on a club sponsored trip will be eligible for a meal allowance of \$50.00 per day. The breakdown is as follows:

| | |
|-----------|-----------------|
| Breakfast | \$10.00 |
| Lunch | \$15.00 |
| Dinner | <u>\$25.00</u> |
| Total | \$50.00 per day |

- A. Meal allowances will be given out as a stipend before the trip.
 - a. The advisor will submit a Payment Voucher with a list of the students going on the trip 2 weeks before the trip.

- b. The advisor will receive a check before the trip and disperse the money to each student.
 - c. Each student must sign that they have received the stipend.
 - d. In the event that a student who has received funds doesn't attend the trip, their stipend must be returned to the Student Activities Office, unless another student has taken their place and signed for the stipend.
 - e. Students will not be obligated to keep receipts.
- B. The first day of a trip each student will be eligible for the lunch and dinner stipend.
 - C. The last day of the trip, each student will be eligible for the breakfast and lunch stipend.
 - D. For day trips lasting more than 6 hours, students will be eligible for the lunch stipend.

404.2 – Lodging subsidy will be for up to 8 rooms. The subsidy rate shall be \$150.00 per room. Large city (New York, Boston, Philadelphia) room subsidy will be \$300.00.

404.3 – Honorariums may be given out by organizations. There is a \$25.00 limit for each honorarium. There will be a limit of two honorariums per semester.

404.4 – Supplies can be obtained from the Student Activities Office. There is no need for organizations to budget for them.

404.5 – Transportation should consist of the use of college vans, when possible. If the use of college vans is not possible, the club must include the cost of alternate travel in their budget.

404.6 – Publicity is provided by the Student Activities Office. There is no need for organizations to budget for them.

404.7 - Fundraisers should not be included in a club's budget. See section 408 for the fundraising policy.

404.8 – Equipment may be purchased for the club.

- A. Equipment is any item purchased that will be kept by the club and to be used as needed.
- B. Procedure
 - a. Clubs must fill out and submit a Club Equipment Purchase Request Form.
 - b. The form will be reviewed and approved by the Student Activities Office.
 - c. If the requested item is over \$350, the request must be approved by the Dean of Student Services.
 - d. Any request for technology purchases must be for equipment essential for the club to function.
- C. A master list of equipment purchased by the clubs will be kept by the Student Activities Office.

- D. All equipment must be kept in a secure location on campus.
- E. Clubs should develop a method for signing out the equipment.
- F. The Club Advisor is ultimately responsible for any equipment purchased by the club.
- G. In the event that the club no longer operates, any equipment will become the property of the SGA.

405 – Allocations and Reallocations

405.1 – Definitions

- A. An allocation is a request for additional funds not currently in your budget.
- B. A re-allocation is the transfer of money from one line item to another.

405.2 – Procedures for allocations and reallocations.

- A. A maximum of two (2) allocation/ re-allocations are allowed per year.
 - a. Changing the destination of an already approved travel or conference line will not require a reallocation request.
 - b. Since each category in each line item is an estimation, money may be moved from one category to another, within a line, without the need for a reallocation request. Pick up and fill out an allocation/reallocation form from Student Activities, or available online through the club resource page.
- B. The Allocation/Reallocation form along with a justification letter, copy of the old budget and a copy of the new budget should be returned to the Student Activities Office three (3) weeks before the money is needed.
- C. Sign up for a time to meet with the budget committee. All paperwork must be submitted at least 24 hours before the budget meeting.
- D. A representative must be present at the budget committee meeting for consideration.
- F. If the amount requested is less than \$1500.00
 - a. The decision of the Budget Committee is final.
 - b. The Treasurer will inform the Senate of its decision.
 - c. If the request is denied, the club may appeal to the Senate.
- G. If the amount is \$1500.00 or more
 - a. The request will be reviewed and voted on by the Budget Committee
 - b. If passed, the request will be forwarded to the Senate for consideration.
 - c. The Senate will vote to approve or deny.

- E. Once the above conditions have been met organizations must follow the procedures in section 406 to access the funds.

406 – Accessing Organizations Funds

406.1 - As required by Federal IRS policies, we will not be permitted to pay tax on any purchase, trip, items, etc. Purchaser should obtain the college's Tax Exempt Letter, available in the Student Activities Office or online.

406.2 – Club budgets may not be used to pay for any activity that is related to a course at DCC or any other institution.

406.3 - Clubs must complete the Student Government/DCC Association Spending Requisition form for payments and reimbursements.

- A. Completed forms must be turned into the SGA Bookkeeper within 10 business days after purchase.
 - A. Clubs must fill out:
 - 1. Date
 - 2. Club/Office Name
 - 3. Budget Line
 - 4. Check Made Payable To
 - 5. Date check needed
 - 6. Check either Check Mailed, send to Student Activities or Reimbursement
 - a. Check Mailed will be sent directly to a company or performer.
 - b. Reimbursement can be held in the Student Activities Office or sent to Club Advisor or Club Member.
 - 7. A club officer and club advisor must sign the form.
 - B. The form is then dropped off to the SGA Bookkeeper who will fill out:
 - 1. Voucher #
 - 2. Account #
 - 3. Available Funds for the Budget Line
 - 4. The SGA Bookkeeper, SGA Treasurer, and Member of the Student Activities Office will sign the form.
 - C. Purchase information
 - 1. Requested payment/reimbursement amounts must have back up in the form of written quotes, printed shopping cart pages, contracts, ETC.
 - 3. For reimbursements, receipts must be submitted within 1 week of the event.
 - 4. Once receipts/invoices are submitted, the SGA Bookkeeper will forward the spending request copies and the receipts to the Association Bookkeeper to process payment.

407 – Deficit Spending Policy

407.1 – No organization shall overspend their budget lines.

- A. The SGA will only reimburse up to the dollar amount in each line. Any amount in excess is the responsibility of the club.

407.2 – In the event that an organization owes more than it was allocated in its regular budget lines, the following remedies may be applied:

- A. If there are sufficient funds in the organization’s fundraising account, those monies will be used to settle the deficit.
 - a. If the organization’s fundraising monies are used and a deficit remains, however, the remaining deficit must be repaid through additional outside sources. An allocation request will not be considered an option.
- B. If money is available in other budget lines, a reallocation request may be used to eliminate the deficit.
- C. In the event that the organization owes more than they have in their total budget, their budget will be frozen and the organization will be responsible to repay this money to the SGA. The club will have until the end of the academic year to rectify the situation. An allocation will not be considered an option. If the organization does not raise the money by the deadline, the organization will be declared inactive.
- D. Any budget requests will not be considered until all the other conditions of this policy have been met.

408 – Fundraising Policy

408.1 - Clubs may engage in activities to fundraise money or items. The money or items may be raised for the club or an outside agency. All fundraisers must be approved by the SGA Budget Committee and the SGA Senate.

408.2 – All money fundraised must be turned in daily to the SGA Bookkeeper. The club advisor will be responsible for seeing that monies collected from the fundraising event are properly accounted and turned in to the SGA Bookkeeper.

408.3 - Organizations may raise funds to supplement the organization’s budget or for a specific purpose.

408.4 - Income collected will be held in each club's fundraising account for a maximum of 12 months. If the funds are not used for their intended purpose within 12 months the club will lose access to those funds. An exception will be made for fundraising for specific events that occur beyond the 12 month time frame.

408.5 – As per SUNY Policy, Organizations cannot donate any portion of their budgets directly to charitable organizations. All charitable donations from organizations must be as a direct result of approved fundraising activities.

408.6 – Procedure for Fundraising

- A. Pick up and fill out a Fundraising Request form from Student Activities, or available online through the club resource page.
- B. Return the complete Fundraising Request form to the Student Activities Office and sign up to meet with the Budget Committee at least three (3) weeks before the fundraiser.
- C. A representative must be present at the budget committee meeting for consideration.
- D. Once passed by the Budget Committee, the fundraiser is approved.
- E. Money fundraised must be turned in daily to the Student Activities Office.
- F. Clubs may access the funds in their fundraising account using the procedures stated in section 406.4

500 – Election Policy

501 – The Student Government Association will conduct elections for President, Vice President, Coordinator of Internal Affairs, Treasurer, Student Trustee, and Chief Justice in the spring semester.

- A. All candidates shall be a full time student and have no violations of the Student Code of Conduct, with a minimum GPA of 2.5.
- B. All elected positions, with the exception of the Student Trustee shall commence their terms on June 1st and terminate on May 30th of the following year.
 1. The Student Trustee shall commence their term on July 1st and terminate on June 30th the following year.
 2. The time between elections and the end of the spring semester shall be used as a training period for newly elected officers.
 3. This training shall involve their attendance at Senate meetings, Executive Board meetings, any committees that they will chair and meeting with current member to learn their new position.
- C. Students may only be elected to the same position once every two years.
- D. Should any elected person fail to meet with these qualifications at any time during their term, a vacancy shall be deemed to exist in that office.

502 – Election procedures

502.1 - Election packets, for students who wish to declare their candidacy, will be available in late February.

- A. Each packet will contain information sheet to be read and initialed, a petition to be filled out and signature sheets.
- B. Each candidate will return the petition, this petition must contain at least a total of one hundred (100) unduplicated signatures of currently

- registered students, a biography, and platform. The candidate's biography and platform must be emailed to the SGA Bookkeeper.
- C. The deadline for submission of the completed packet will be determined each semester and printed clearly on the election information packet. All information must be submitted by this deadline.
 - D. The current Chief Justice will review all materials within three (3) days. Once the Chief Justice has determined all of the submitted material is valid, they will contact the candidate with permission to start campaigning.

502.2 - Names will appear on the ballot in the order in which the completed packet is handed into the Student Activities Office.

503 – Election Rules

503.1 – Elections will be held in early April.

503.2 - Each candidate will be responsible for their own publicity.

- A. Publicity materials may not be made on school computers or with assistance from any person employed by Dutchess Community College.
- B. You must finance all materials by yourself.
- C. Electronic Communications
 - 1. Candidates may not use Dutchess Community College's listserv(s) or email lists.
 - 2. Candidates may use social media as a means of publicity.
 - a. Candidates must be transparent in their social networking and must register all alias with the Chief Justice and Student Activities Office.
 - b. Candidates must follow the Social Media Policy in section 1400.

503.3 - Publicity items may only be displayed in the appropriate places on bulletin boards in each building on campus.

- A. No publicity items may be distributed or hung in the Library.
- B. Publicity may not be put on privately owned property of students, (i.e. cars, notebooks, etc.)
- C. Appropriateness of the publicity will be left to the discretion of the Chief Justice and/or the Student Activities Office.
- D. The Student Activities Office must stamp all relevant publicity items before being displayed.
- E. The candidates will give a stamped copy of your posters, plus any other publicity materials to the Chief Justice before they are distributed.
- F. Publicity items may not be displayed or distributed before the chief Justice makes confirmation of petition approval and has approved publicity items.
- G. Publicity items may not be left in quantity on tables.

- H. Publicity items may include (but not limited to) posters, handbills, pamphlets, etc.

503.4 - The election commission will remove ALL publicity 12 – 24 hours before the election. The commission holds NO responsibility for the safekeeping of publicity materials.

503.5 - No campaigning will be allowed on the days that the polls are open.

503.6 - You must be enrolled at DCC for the spring semester in order to run. If at anytime you withdraw from DCC you will be expected to resign from your office, or “ELECT” status.

503.7 – The Chief Justice of the Student Government Association shall monitor all aspects of spring elections.

504 – Election Violations

504.1 – Any election violations must be submitted in writing to the Chief Justice of the SGA or the Student Activities Office before 5:00 p.m. two (2) business days after the elections have ended. Any violations received after this time will not be accepted.

504.2 – The Chief justice will investigate and rule on the violation within three (3) business days. The decision of the Chief Justice is final.

600 – Senate Policies

601 – Section 1.02 of the SGA Constitution states: “The Student Senate shall be composed of Senators representing the general student body as well as Club Representatives from each active, chartered club on campus. The number of Senators that serve in the Senate shall be equal to the number of clubs active on campus at the beginning of each academic year. “

602 – Senators

601.1 - Senators may be appointed anytime during the academic year

- A. Prospective Senators must complete the Student Senate Application.
- B. Once the information on the application has been reviewed and the GPA requirement has been confirmed, the application will then go the SGA Vice president.
- C. The SGA Vice President will then present the candidate to the Senate for approval.
 - 1. The candidate must be present at the meeting.
 - 2. The candidate will be asked to tell the Senate why they want to be a Senator.

- D. The Senate will then vote to approve or deny the candidate.
- E. Once the candidate has been approved by the Senate, they will immediately have voting privileges.

602.2 – Student Senators cannot be Club Representatives.

602.3 - Duties of a Senator include, but are in no way limited to:

- A. Attend all Senate meetings.
- B. Represent and be in contact with constituents. Senators represent the students, so they need to be aware of issues concerning the student body at large in order to act as a link between the students and the Senate.
- C. Be able to evaluate information from sometimes conflicting sources and make decisions benefiting their constituents. Senators are required to vote on all issues presented to the Senate.
- D. Serve on a standing committee that requires them to become knowledgeable in the topics of their committee assignments. As a member of a committee, a Senator needs to attend all committee meetings and fulfill the requirements of such committee.
- E. Be present for Senate-sponsored events, including, but not limited to Student Government booths at various events and Campus-wide and community service projects sponsored by the Student Senate/Student Government Association.
- F. Perform all duties outlined in the Student Government Association Constitution and SGABY-laws.

603 – Club Representatives

603.1 - Club Representatives will be selected based on the club's Constitution and bylaws.

603.2 – A Club Representative may only represent one club at each Senate meeting.

603.3 - Duties of a Club Representative include, but are in no way limited to:

- A. Attend all Senate meetings.
- B. Represent and be in contact with their club and club advisor. Club Representatives represent the students in the club they were elected by, so they need to be aware of issues and upcoming events concerning their club to be able to act as a link between the Club, Club Advisor and the Senate.
- C. Be able to evaluate information from sometimes conflicting sources and make decisions benefiting their club. Club Representatives are required to vote on all issues presented to the Senate.
- D. Serve on a standing committee that requires them to become knowledgeable in the topics of their committee assignments. As a member of a committee, a Club Representative or designee needs to attend all committee meetings and fulfill the requirements of such committee.
- E. Be present for Senate-sponsored events, including, but not limited to

Student Government booths at various events and Campus-wide and community service projects sponsored by the Student Senate/Student Government Association.

- F. Perform all duties outlined in the Student Government Association Constitution and SGA bylaws.

603.4 – Club Representatives cannot be Student Senators.

604 – Senate Attendance Policy

604.1 - Any Senate member who misses a meeting must submit to the Coordinator of Internal Affairs, in writing, the reason for their absence.

604.2 - Any Senate member who misses a meeting without notifying the Coordinator of Internal Affairs will be charged with 1 unexcused absence.

604.3 - Any Senate member who misses a committee meeting without notifying the director of that committee or Coordinator of Internal Affairs will be charged with ½ unexcused absence.

604.4 – Any Senate member who accumulates two (2) unexcused absences per semester will be in violation of the Senate Attendance Policy.

- A. Senators found in violation of the Attendance Policy are subject to removal of office; such action shall be brought before the Senate by the Coordinator of Internal Affairs in the first meeting following the reaching of the limit.
- B. Club Representatives found in violation of the Attendance Policy disciplinary action will be taken towards the club as a whole such action will be initiated by the Coordinator of Internal Affairs.
 - a. Disciplinary action will be freezing of the club's budget.
 - i. The club's budget will be unfrozen at the discretion of the Coordinator of Internal Affairs.

604.5 – Senate members found to be in violation of the Student Code of Conduct, conviction for criminal activity, or nonperformance of their duties shall be subject to impeachment. Impeachment procedures are found in section 706.

700 – Judicial Policies

701 – The Student Court shall be the Judicial Branch of the SGA

702– Organization

702.1– The Student Court shall be made up of:

One (1) Chief Justice – who shall be the spokesperson for the court and Judicial Branch of the SGA.

Four (4) Associate Justices who shall hear all cases that come before the Student Court and render decisions.

703 – Purpose and responsibilities

703.1 – The Student Court shall be the arbiter of all disputes arising under the SGA constitution, its bylaws, and college rules and regulations related to them. The court shall render all decisions in writing to the President of the SGA, the Student Senate, any student litigant, and the Student Activities Office.

703.2 - Hold Court hearings of all contested tickets given by DCC Security.

703.3 – Maintain a written record of cases heard and their verdicts.

703.4 - Act as the impeaching body for the SGA except for the impeachment of members of the Judicial Branch.

703.5 - The court shall establish all rules necessary for its function as long as they conform to the SGA constitution and applicable bylaws.

704 – Judicial Procedures

704.1 – All conflicts raised under the Court’s jurisdiction shall be decided by the Student Court with the exceptions previously noted. To file for a hearing and/or judgment of this body shall require the plaintiff to file a petition which consists of:

- A. The facts according to the plaintiff.
- B. The course of actions resulting in the violation.
- C. The remedy being sought.

704.2 – The Court shall issue a motion of petition to the defendant who shall answer the petition of the plaintiff.

704.3 – The defendant may motion for dismissal of a case either at the hearing or before.

704.4 – Grounds for dismissal:

- A. The Court has no jurisdiction.
- B. The case is moot.
- C. The plaintiff has no standing.

704.5 – Statute of Limitations

- A. A plaintiff must seek remedy no later than the end of the semester in which the violation has taken place.
- B. Limitations for election appeals are 2 business days after the election.

704.6 – Hearing Procedures

- A. There must be at least three (3) Associate Justices present to hear a case.
- B. The Court may set time limits on oral arguments if they deem necessary.
- C. The Justices may ask questions at any point during the hearing.
- D. There shall be no jury trials.
- E. Affidavits and written or oral testimony shall be accepted at hearings.

- F. Any action by anyone who violates decorum and proper behavior in the hearing may be found in contempt of court and shall be properly removed.

704.7 – Decisions

- A. A decision of the Court shall be issued, in writing, no later than 10 business days after the hearing.
- B. Copies of the decision shall be sent to the following:
 - The Plaintiff
 - The Defendant
 - The Chief Justice
 - The President and Vice President of the SGA
 - The Assistant Director of Student Activities
 - The SGA Bookkeeper

705 – Parking Ticket Appeals Procedures

705.1 – Parking ticket appeals must be submitted no later than the end of the semester in which the ticket was received.

705.2 – Students must fill out the Written Parking Appeal form and submit it to DCC Security.

705.3 – The Student Court will review each Written Appeal Form and render a decision.

705.4 – Students will be notified by email of the Court’s decision.

705.5 – Students may appeal the Court’s decision by filing an In Person Appeal Form. An In Person Appeal Form cannot be filed until the student has received a decision based on the Written Appeal.

705.6 – The Court will contact the student to set a hearing date and time.

705.7 – After the court has heard the In Person appeal they may take the following actions:

- A. Confirm the original decision.
- B. Amend the original decision.
- C. Dismiss the case.

705.8 – The decision of an in person appeal is final.

705.9 - In the event that the Student Court is not in session, a parking appeals committee will render all decisions.

706 – Impeachment Procedures

706.1 – Pursuant to Article I, Section 1.09 of the SGA Constitution, “Any Senate member found to be in violation of the Student Code of Conduct, conviction for criminal activity, or nonperformance of their duties shall be subject to impeachment” and Article II, Section 2.09 of the SGA Constitution, “In the event that any member of the SGA Board is

found to be in violation of the Student Code of Conduct, conviction for criminal activity, or nonperformance of their duties they shall be subject to impeachment.”

706.2 – Impeachment proceedings are initiated by the Student Senate with the passage of a resolution or “Articles of Impeachment” listing the charges against the SGA member.

706.3 – If the resolution is passed, by a majority vote, the Articles of Impeachment are considered by the Student Court.

- A. In the case of impeachment of a member of the court or if the court is not in session, the President of the Senate shall convene an Impeachment Board. The members of the board shall consist of five (5) Senate members.

706.4 – The Student Court/Impeachment Board will hold an impeachment hearing to determine the validity of the petition.

- A. The SGA member being impeached has the right to address the Court/Impeachment Board.
- B. The Court has the right to ask for any documents or witnesses to be presented to the Court/Impeachment Board.
- C. The Court/Impeachment Board may ask any questions of the SGA member or witnesses.
- D. All information presented at the Impeachment hearing must remain confidential.

706.5 – If the Petition to Impeach is approved by a majority vote of The Student Court/Impeachment Board the member of the SGA will be removed from office.

800 – Student Travel Policy

801 - Trips must be club related, and must be open to all club members.

802 - A Club Advisor must escort all trips.

803 - The clubs will be allowed to bring only the average number of club attendance on trips. Organizations may take as many students as the average, however the maximum funding for each overnight trip may not exceed 12 students.

804 – The Club Travel Form must be filled out 3 weeks (4 weeks if air travel is involved) in advance of the trip.

805 - Regardless of clubs, classes or organizations, advisors are required to supply a list of students involved and their contact information to Security and Student Activities with 3 days of the trip. Students must be a member of the club and be a currently registered DCC student.

- A. If there are any changes to the list after this period up until the trip departs, the advisor must email the changes to security and the Student Activities Office.

806 - There cannot be any trips schedule for the time period following the last day of final exams until the first day of fall semester classes.

807 – If the trip takes place while classes are in session the Travel Form must first be signed by the Dean of Academic Affairs.

808 – Lodging subsidy will be for up to 8 rooms. The subsidy rate shall be \$150.00 per room. Large city (New York, Boston, Philadelphia) room subsidy rate will be \$300.00 per room.

809 – Transportation

809.1 - When possible, college vans should be used. The faculty advisor should schedule the vehicle through the Security Office (Phone: 431-8070) by filling out a van/field trip form. Clubs do not need to budget for gasoline expenses when they use the college vans. A gasoline credit card will be provided for each club which will cover fuel costs.

809.2 - Vehicle Use Procedures

- A. College Vehicles are defined as any vehicles owned, leased, rented, or loaned which are used to transport people and/or cargo.
- B. The College has four vans available for approved college trips. Vans may be used when there are three or more travelers; use is restricted to a 150 mile radius. Trips outside of this radius and state will require approval from the Vice President of Administration. Vans are for passenger use only and the seats may not be removed. All gas receipts must include the name of the purchaser and the vehicle license plate number.
- C. All vehicle reservations must be made on the 'Request for Approval of Field Trips' form and received by the College Security Department at least 4 weeks prior to the date of the trip. It is the Department's responsibility to insure that all required paperwork is in order upon request and prior to leaving.

809.3 - Authorized Driver - Requestors of van(s) must meet the following criteria:

- A. Person(s) driving must be a college employee, 18 years or older.
- B. Must have a valid driver's license in good standing, attended a CDL class and current with defensive driving class.
- C. First time drivers must submit copies of license, CDL and defensive driver certificate to the security department two weeks prior to trip.
- D. Renewal of defensive driving certificate is the responsibility of the driver.
- E. Upon receiving renewal of driver license, a copy must be provided to the security department.
- F. Security reviews records of driver(s) on file upon receipt of the approved field trip form.
- G. Driver(s) must agree to abide by all appropriate laws (V and T, DOT, etc.) or failure to do so may cause delay in the trip.
- H. Driver(s) who are transporting children under the normal college age must be 21 or older and if transporting seven or more children must have a valid New York State class 2 driver's license.
- I. Providing transportation to hitchhikers is prohibited.

900 – Events Policies

901 – All events must be scheduled through the Student Activities Office, by filling out a Club Facilities Request Form.

902 – All fundraising events must first have the approval of the Budget Committee and, if needed, the SGA.

903 - All club events should be advertised on campus through flyers, posters, Dutchess Student Media Group, the Falcon Free Press student newspaper, Schedule of Events, myDCC, The Student Activities social media pages, The Student Events Calendar, and the D.C.C. TV monitors.

904 – Posting Policy

904.1 Posters and notices describing activities, events, and other general information may be placed on bulletin boards assigned by the Student Activities Office. All such posters, however, must have the approval of the SAO.

- A. All posters, table-tents, handouts and advertisements **MUST** be approved by the Student Activities Office, located in Dutchess Hall, 201.
- B. Only specific bulletin boards designated for general posting may be used.
- C. Posters, notices, handbills, painted or chalked notices, etc. may not be attached or applied to waste receptacles, trees, walls, surfaces, windows, roads, lampposts or vehicles.
- D. Poster may be no bigger than 8 ½ X 11.
- E. Only one poster is permitted per bulletin board. There will be a maximum limit of 15 posters approved, not to exceed the number of bulletin boards that allow general posting.
- F. One copy of each flyer must be submitted to the Student Activities Office, for their records.
- G. Handouts may not be left on tables, chairs or benches. In an effort to decrease litter and to ensure fairness, a limit of 500 handouts has been set. (This includes quarter-sheet handouts, not to exceed 125 pages, for 500 total handbills.)
- H. Approval of fliers is at the discretion of the Student Activities Office.
- I. Posters found improperly posted or in conflict with these rules and policies will be removed.
- J. Bulletin Boards are primarily for school use. Outside organizations will be approved on a limited basis.

- K. The Student Activities Office reserves the right to refuse posting privileges to any organization/person who violates the posting regulations.

1000 – Ethics Policy and Code of Conduct

1001 –Any and all Student Government Association Members shall adhere to the following Ethics Policy.

- A. Act with integrity, including being honest and candid while maintaining a work and business climate fostering such standards and the confidentiality of Student Government Association information where required.
- B. Observe, fully, applicable governmental laws, rules, and regulations.
- C. Observe, fully, the guidelines set forth in the Dutchess Community College Campus Code of Conduct.
- D. Comply with the requirements of applicable Student Government Association policies in the maintenance of a high standard of accuracy and completeness in the Student Government records.
- E. Adhere to a high standard of business ethics and not seek competitive advantage through unlawful or unethical practices.

1002 –Any and all Student Government Association members shall adhere to the following Code of Conduct.

- A. Each member of the Student Government Association acts a representative of the Student Government Association at all times. As such they shall:
 - a. Strive to be a good example to their peers to preserve and promote the integrity and respect of the Student Government Association as a whole.
 - b. Refrain from behavior that reflects negatively on the Student Government Association.
 - c. Follow the Campus Code of Conduct.

1100 – Alcohol/Drug Policy

1101 – Dutchess Community College is a dry/clean campus. The possession of alcohol/drugs is prohibited.

1102 – No club meetings, events, fundraisers, trips, etc. may have alcohol or drugs of any kind present.

1103 – Club/Student activities funds may not be used for the purchase of alcohol or drugs of any kind.

1200 – Hazing Policy

1201 – Hazing in any form is strictly prohibited.

1202 – Hazing is considered an interference with personal liberty, and includes any act of domination by any students over another which may lead to physical or emotional harm.

1203 – Hazing involving forced participation for the purpose of initiation or affiliation with any organization is specifically prohibited.

1300 – Freedom of Expression

1301 – Students have, within the law, right of free expression and advocacy.

1302 – The SGA seeks to encourage and preserve freedom within the entire college, within the guarantees of the law.

1303 – The right of free expression must be exercised responsibly and without depriving the rights others.

1400 – Social Media Policy

1401 – All student organizations must follow Dutchess Community College’s Social Media Policy.

1402 - The College acknowledges that social media is an important and influential method for communicating ideas, information and issues, and recognizes the value in participating in social media as part of its educational mission and improved communication with its constituents. Therefore, the Board of Trustees has established this policy, which is not limited to any specific social media format, to provide guidance in the appropriate creation, use and oversight by faculty staff, and students as it relates to communications through social media.

1403 – Definitions

- A. Social Media – Web-based and mobile technologies that enable our community to share content, inspiration, and exchange user-generated ideas and conversation. The tools and platforms applicable under this policy include, but are **not** limited to: Facebook, Instagram, Snapchat, Twitter, YouTube, LinkedIn, Flickr, Pinterest, MySpace, Blogger, Foursquare, Tumblr, Yelp, WordPress, and other review sites, etc.
- B. Authorized Social Media Account/Site – a College-related account/site created and managed by a department, office, student sponsored club or organization and specifically approved by the Office of Communications and Public Relations.

1404 – Administration of Authorized College-related Social Media Site

- A. Although the College is **not** responsible for monitoring or preapproving content posted on its Social Media sites, the Office of Communications and Public Relations, at its discretion can review site content, remove offending content deemed in violation of this policy, close the account/site, and take appropriate action as necessary and notify the Account Administrator of such action.

- B. Offending content includes, but is not necessarily limited to, posts or comments that are obscene, discriminatory, harassing, contain threats of violence, abusive, include profanity, are pornographic or that contain nudity or gratuitous violence, spam or advertising, or unrelated to the content or information. The Office of Communications and Public Relations also reserves the right to remove posts or comments that violate applicable laws including, but not limited to, copyright and trademark, and/or violate College policy.
- C. Unless a College-related Social Media site has been specifically authorized and approved by the Office of Communications and Public Relations, no employee, individual, student or campus group is permitted to create or maintain a Social Media site that appears to represent the College.
- D. College departments and student approved clubs and organizations may use Authorized Social Media sites to present information and content to the public and receive feedback from the public and the college community. Content and information released on social media is equivalent to content and information released to the press and the public in any other format, including press releases, newsletter letters and other correspondence. Care must be taken that content and information released to the public over Social Media is accurate and does not violate applicable laws (including, but not limited to, copyright, trademark and defamation law) or College policy.
- E. Every social media site must contain a disclaimer, posted in a conspicuous manner, that states the comments or opinions expressed by users are those of their respective authors, who are solely responsible for them, and do not necessarily represent the views of Dutchess Community College.
- F. Authorized Social Media sites for all clubs must make the club advisor and/or a staff member of the Student Activities Office an administrator of the site.